

1902 - Serving Our Community for over 115 Years - 2019

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, OCTOBER 9, 2019 AT 7:00 P.M.

**RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Stone (180 Bear Gulch Drive, Portola Valley) Pg. 3-1
4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Stone (180 Bear Gulch Drive, Portola Valley) Pg. 4-1
5. Consideration of Setting a Public Hearing Date for December 11, 2019 to Review Proposed Refuse Collection Rates for the Year 2020 and Providing Staff Direction by Minute Order Regarding the Collection Rate Adjustment for 2020 and the Mailing of the Proposition 218 Notice for a Public Hearing 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 September 25 2019 Pg. 7A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 9, 2019 Pg. 7B-1
 - C. WBSD Operations and Maintenance Report – September 2019 Pg. 7C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2019 Pg. 7D-1

- E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 180 Bear Gulch Drive, Portola Valley (079-092-150), Lands of Stone Pg. 7E-1
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 180 Bear Gulch Drive, Portola Valley Pg. 7F-1
- G. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA Pg. 7G-1
- H. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 9/30/19 Pg. 7H-1
- 8. Consider to Approve a Resolution Authorizing the District Manager to Negotiate a Contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project Pg. 8-1
- 9. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2018 to Sept. 30, 2019 and Authorize the District Manager to Disburse the Final Payout Pg. 9-1
- 10. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 10-1
- 11. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 11-1
- 12. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 12-1
- 13. Closed Session:
 - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCSC
Case No. 18CIV02183
- 14. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
- 15. 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: *Bill Kitajima, Projects & IT Manager*
Jonathan Werness, Engineering Technician

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

Background

On August 14, 2019, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as October 9, 2019.

Analysis

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

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

The San Mateo County Health Officer has responded by a letter of approval dated September 30, 2019 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated September 30, 2019, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1239 dated July 18, 2019, a copy of which is attached.

Fiscal Impact

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

Recommendation

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

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1239



COUNTY OF SAN MATEO

Heather Forshey, MS, REHS
Director

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

September 30, 2019

APN 079-122-270

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

Dear Mr. Kitajima:

**SUBJECT: ANNEXATION, 180 BEAR GULCH DRIVE, PORTOLA VALLEY,
APN 079-122-270**

Thank you for the September 16, 2019, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

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

Sincerely,

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

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



SAN MATEO
COUNTY HEALTH

San Francisco Bay Regional Water Quality Control Board

September 30, 2019
File: CW-255833

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

**Approval to Annex Certain Territory (Lands of Stone) to the West Bay Sanitary District
On-Site Wastewater Disposal Zone: APN: 079-120-270**

Dear Mr. Kitajima:

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

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

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

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

EXHIBIT B PAGE 1 OF 3

RESOLUTION NO. 1239

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 19-02 -
ANNEXATION OF 180 BEAR GULCH DRIVE, PORTOLA VALLEY (APN 079-122-270)
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS
AND ORDERING SAID ANNEXATION
AND SUBSEQUENT ANNEXATION TO THE 'ZONE'**

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

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

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

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

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

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

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

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

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

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

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

Section 3. The territory consists of 4.1 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of the 180 Bear Gulch Drive, Portola Valley (APN 079-122-270) to the West Bay Sanitary District.

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

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

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 15th day of May, 2019.

Ayes and in favor of said resolution:

Commissioners:

Joshua Cosgrove

Ann Draper, Chair

Rich Garbarino

Don Horsley

Ric Lohman

Mike O'Neil

Warren Slocum

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

Noes and against said resolution:

None

Commissioners Absent ~~and/or Absent~~:

Commissioners:

None

Ann E Draper
Chair

Local Agency Formation Commission
County of San Mateo
State of California

ATTEST:

Debra Kay

Executive Officer
Local Agency Formation Commission

Date: 7-18-19

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

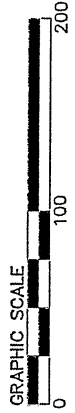
Date: 7/18/19

Roberta J. Bartlett

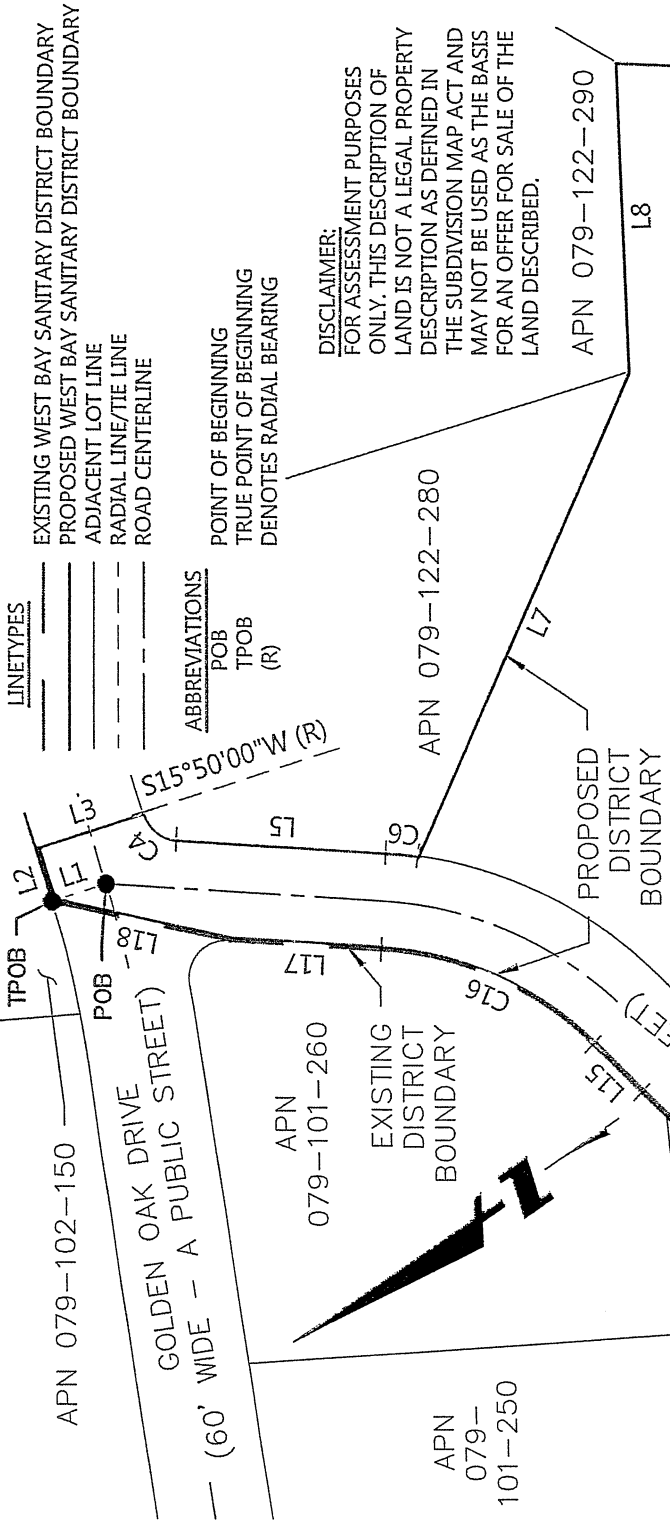
Clerk to the Commission
Local Agency Formation Commission

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N15°50'00"E	30.00'
L2	S74°10'00"E	29.01'
L3	S15°50'00"W	60.00'
L5	S36°49'39"W	110.98'
L7	S32°01'02"E	273.29'
L8	S58°54'26"E	160.00'
L9	S35°30'00"W	255.00'
L10	N56°20'48"W	669.02'
L12	N02°00'00"W	50.00'
L15	N77°29'11"E	35.67'
L17	N36°49'39"E	80.69'
L18	N45°23'44"E	95.66'

APN 079-122-200



APN 079-122-210



CURVE TABLE					
CURVE NO.	RADIUS	CHORD	DELTA	LENGTH	
C4	20.00'	22.66'	069°00'21"	24.09'	
C6	225.00'	16.99'	004°19'44"	17.00'	
C11	125.00'	20.73'	009°30'40"	20.75'	
C13	225.00'	82.01'	021°00'00"	82.47'	
C14	906.93'	165.76'	010°29'11"	165.99'	
C16	175.00'	121.60'	040°39'32"	124.19'	

TOTAL ANNEXATION AREA = 4.25± ACRES

APN 079-122-270

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

Subject: PLAT EXHIBIT
WEST BAY SANITARY DISTRICT ANNEXATION
Date: 07/10/2019

EXHIBIT A PAGE 1 OF 3
ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Interspousal Transfer Deed recorded on December 1, 2017 as Document Number 2017-107835, along with portions of Bear Gulch Drive and Golden Oak Drive as shown on that certain Tract Map No. 718 entitled "Alpine Hills Unit 3" filed for record on May 24, 1955, in Book 42 of Maps, at pages 27-29, San Mateo County Records, State of California, and being more particularly described as follows:

BEGINNING at the northerly centerline intersection of Golden Oak Drive and Bear Gulch Drive;

Thence (Course 1) North 15°50'00" East, 30.00 feet to the intersection of the existing West Bay Sanitary District boundary and the northerly right of way line of said Golden Oak Drive and the **TRUE POINT OF BEGINNING** of this description;

Thence continuing easterly along said right of way line and said existing district boundary, (Course 2) South 74°10'00" East, 29.01 feet;

Thence leaving said existing district boundary and said right of way line, (Course 3) South 15°50'00" West, 60.00 feet to the southerly right of way line of said Golden Oak Drive, and the southeasterly right of way line of said Bear Gulch Drive, and the beginning of a non-tangent curve, concave southeasterly, whose radius bears South 15°50'00" West;

Thence continuing along said southeasterly right of way line the following three (3) Courses:

4. Along said curve, concave southeasterly, having a radius of 20.00 feet, a chord length of 22.66 feet, through a central angle of 69°00'21", for an arc length of 24.09 feet;
5. South 36°49'39" West, 110.98 feet to the beginning of a tangent curve, concave northwesterly;
6. Along said curve, concave northwesterly, having a radius of 225.00 feet, a chord length of 16.99 feet, through a central angle of 4°19'44", for an arc length of 17.00 feet to the northerly corner of said property described in said Interspousal Transfer Deed;

Thence leaving said southeasterly right of way line, along the boundary of said property described in said Interspousal Transfer Deed, the following five (5) Courses:

7. South 32°01'02" East, 273.29 feet;
8. South 58°54'26" East, 160.00 feet;
9. South 35°30'00" West, 255.00;
10. North 56°20'48" West, 669.02 feet to the southerly right of way line of said Bear Gulch Drive and the beginning of a non-tangent curve, concave southerly, whose radius point bears South 11°30'40" East;

11. Continuing easterly along said curve, along said right of way line, concave southerly, having a radius of 125 feet, a chord length of 20.73 feet, through a central angle of $9^{\circ}30'40''$, for an arc length of 20.75 feet;

Thence leaving said right of way line, (Course 12) North $02^{\circ}00'00''$ West, 50.00 feet to the northerly right of way line of said Bear Gulch Drive and said existing district boundary to the beginning of a non-tangent curve, concave northerly, whose radius point bears North $2^{\circ}00'00''$ West;

Thence continuing easterly along said right of way line and said existing district boundary the following five (5) Courses:

13. Along said curve, concave northerly, having a radius of 225 feet, a chord length of 82.01 feet, through a central angle of $21^{\circ}00'00''$, for an arc length of 82.47 feet to the beginning of a tangent curve, concave southerly;
14. Along said curve, concave southerly, having a radius of 906.93 feet, a chord length of 165.76 feet, through a central angle of $10^{\circ}29'11''$, for an arc length of 165.99 feet;
15. North $77^{\circ}29'11''$ East, 35.67 feet to the beginning of a tangent curve, concave northerly;
16. Along said curve, concave northerly, having a radius of 175.00 feet, a chord length of 121.60 feet, through a central angle of $40^{\circ}39'32''$, for an arc length of 124.19 feet;
17. North $36^{\circ}49'39''$ East, 80.69 feet;

Thence leaving said right of way line, along said existing district boundary, (Course 18) North $45^{\circ}23'44''$ East, 95.66 feet to the northerly right of way line of said Golden Oak Drive to the **TRUE POINT OF BEGINNING**.

Containing a total computed acreage of 4.25 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

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

END OF DESCRIPTION

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

EXHIBIT A PAGE 2 OF 3



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

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

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

Background

This property will utilize a Septic Tank Effluent Pumping (STEP) system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to construct a force main on Bear Gulch Drive that will eventually connect to the gravity main on Golden Oak Drive.

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachment: Resolution _____ (2019), Map, Legal/Geographic Description

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2019)

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

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

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

(b) On August 14, 2019 the District Board approved and adopted Resolution No. 2176 (2019), "RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE." Among other things, Resolution No. 2176 (2019) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2176 (2019), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on October 9, 2019 and closed on October 9, 2019.

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

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated September 30, 2019, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated September 30, 2019 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District's On-Site Wastewater Disposal Zone.

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

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

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

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

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

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2176 (2019), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2176 (2019), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 9th day of October, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
180 BEAR GULCH DRIVE
PORTOLA VALLEY, CA
SETPIC TANK EFFLUENT PUMPING (STEP) SYSTEM

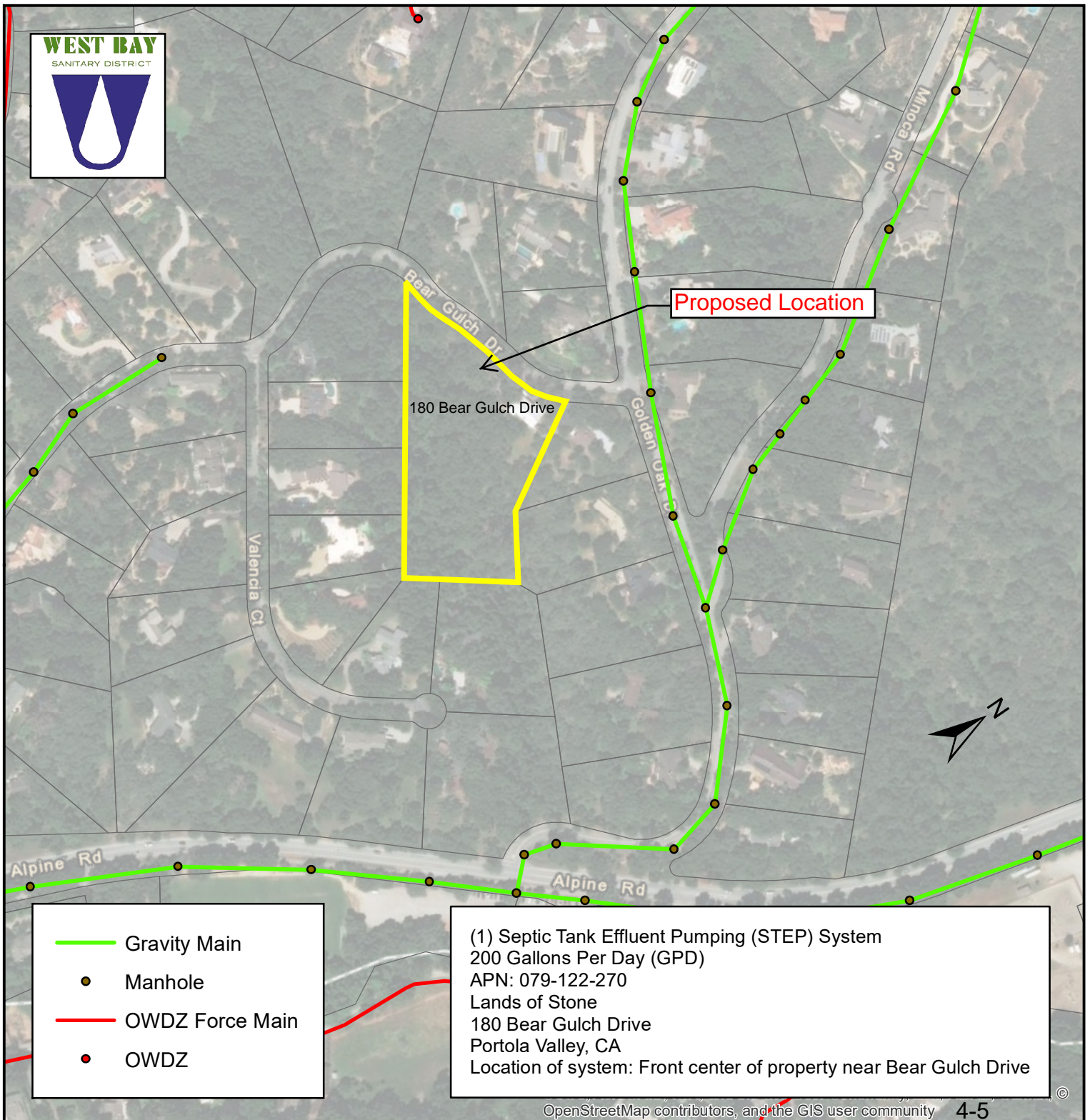


EXHIBIT A PAGE 1 OF 3
ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Interspousal Transfer Deed recorded on December 1, 2017 as Document Number 2017-107835, along with portions of Bear Gulch Drive and Golden Oak Drive as shown on that certain Tract Map No. 718 entitled "Alpine Hills Unit 3" filed for record on May 24, 1955, in Book 42 of Maps, at pages 27-29, San Mateo County Records, State of California, and being more particularly described as follows:

BEGINNING at the northerly centerline intersection of Golden Oak Drive and Bear Gulch Drive;

Thence (Course 1) North 15°50'00" East, 30.00 feet to the intersection of the existing West Bay Sanitary District boundary and the northerly right of way line of said Golden Oak Drive and the **TRUE POINT OF BEGINNING** of this description;

Thence continuing easterly along said right of way line and said existing district boundary, (Course 2) South 74°10'00" East, 29.01 feet;

Thence leaving said existing district boundary and said right of way line, (Course 3) South 15°50'00" West, 60.00 feet to the southerly right of way line of said Golden Oak Drive, and the southeasterly right of way line of said Bear Gulch Drive, and the beginning of a non-tangent curve, concave southeasterly, whose radius bears South 15°50'00" West;

Thence continuing along said southeasterly right of way line the following three (3) Courses:

4. Along said curve, concave southeasterly, having a radius of 20.00 feet, a chord length of 22.66 feet, through a central angle of 69°00'21", for an arc length of 24.09 feet;
5. South 36°49'39" West, 110.98 feet to the beginning of a tangent curve, concave northwesterly;
6. Along said curve, concave northwesterly, having a radius of 225.00 feet, a chord length of 16.99 feet, through a central angle of 4°19'44", for an arc length of 17.00 feet to the northerly corner of said property described in said Interspousal Transfer Deed;

Thence leaving said southeasterly right of way line, along the boundary of said property described in said Interspousal Transfer Deed, the following five (5) Courses:

7. South 32°01'02" East, 273.29 feet;
8. South 58°54'26" East, 160.00 feet;
9. South 35°30'00" West, 255.00;
10. North 56°20'48" West, 669.02 feet to the southerly right of way line of said Bear Gulch Drive and the beginning of a non-tangent curve, concave southerly, whose radius point bears South 11°30'40" East;

11. Continuing easterly along said curve, along said right of way line, concave southerly, having a radius of 125 feet, a chord length of 20.73 feet, through a central angle of 9°30'40", for an arc length of 20.75 feet;

Thence leaving said right of way line, (Course 12) North 02°00'00" West, 50.00 feet to the northerly right of way line of said Bear Gulch Drive and said existing district boundary to the beginning of a non-tangent curve, concave northerly, whose radius point bears North 2°00'00" West;

Thence continuing easterly along said right of way line and said existing district boundary the following five (5) Courses:

13. Along said curve, concave northerly, having a radius of 225 feet, a chord length of 82.01 feet, through a central angle of 21°00'00", for an arc length of 82.47 feet to the beginning of a tangent curve, concave southerly;
14. Along said curve, concave southerly, having a radius of 906.93 feet, a chord length of 165.76 feet, through a central angle of 10°29'11", for an arc length of 165.99 feet;
15. North 77°29'11" East, 35.67 feet to the beginning of a tangent curve, concave northerly;
16. Along said curve, concave northerly, having a radius of 175.00 feet, a chord length of 121.60 feet, through a central angle of 40°39'32", for an arc length of 124.19 feet;
17. North 36°49'39" East, 80.69 feet;

Thence leaving said right of way line, along said existing district boundary, —
(Course 18) North 45°23'44" East, 95.66 feet to the northerly right of way line of said Golden Oak Drive to the **TRUE POINT OF BEGINNING**.

Containing a total computed acreage of 4.25 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

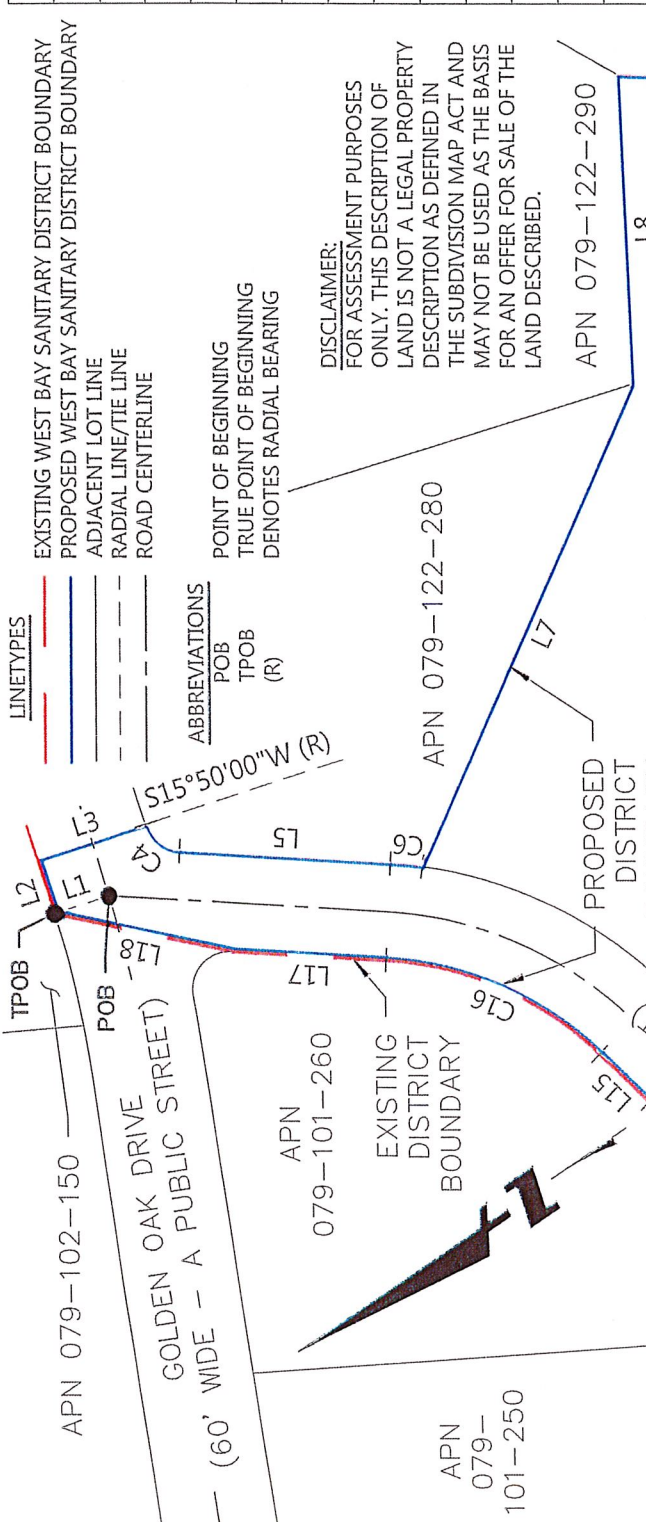
For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

END OF DESCRIPTION

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

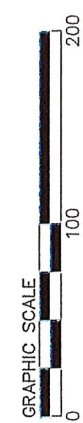
EXHIBIT A PAGE 2 OF 3

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N15°50'00"E	30.00'
L2	S74°10'00"E	29.01'
L3	S15°50'00"W	60.00'
L5	S36°49'39"W	110.98'
L7	S32°01'02"E	273.29'
L8	S58°54'26"E	160.00'
L9	S35°30'00"W	255.00'
L10	N56°20'48"W	669.02'
L12	N02°00'00"W	50.00'
L15	N77°29'11"E	35.67'
L17	N36°49'39"E	80.69'
L18	N45°23'44"E	95.66'



CURVE TABLE				
CURVE NO.	RADIUS	CHORD	DELTA	LENGTH
C4	20.00'	22.66'	069°00'21"	24.09'
C6	225.00'	16.99'	004°19'44"	17.00'
C11	125.00'	20.73'	009°30'40"	20.75'
C13	225.00'	82.01'	021°00'00"	82.47'
C14	906.93'	165.76'	010°29'11"	165.99'
C16	175.00'	121.60'	040°39'32"	124.19'

TOTAL
ANNEXATION AREA =
4.25± ACRES



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

Subject: PLAT EXHIBIT
WEST BAY SANITARY DISTRICT ANNEXATION
Date: 07/10/2019



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

Background

As a member of the South Bayside Waste Management Authority (SBWMA), West Bay Sanitary District, as well as the other Member Agencies is closing the eighth year of the new Collection Services provided by Recology San Mateo County. The transition to these services commencing on January 1, 2011 has been significant in not just the expanded scope of services but also on diversion of materials from landfill. We've seen significant increases in residential recycling and organic materials collection. Solid waste generation has significantly decreased. The collection services now include more convenient weekly collection of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway Environmental Center which is operated by South Bay Recycling has undergone substantial capital improvements to facilitate single stream recycling service provided by Recology, enhance onsite public recycling activities and greatly improve traffic circulation.

The Board has expressed the need to actively move rates toward a "cost of service" level. This requires rates to be adjusted so customers are paying their fair share for the service they receive. In order to accomplish this, rate adjustments will be necessary in both increases and reductions to the rates. Considerations taken for such adjustments are as follow:

- Neither the 20 gallon container rate nor the 32 gallon container rate is paying for the true cost for collection and processing.
- The Board has given direction to Staff to reduce the Commercial customer's bin rate for the refuse collection program in order to get them closer to the true cost for collection and processing.
- Continuing the implementation of the proposed rate adjustments will continue to assist in balancing the cost of service in the program.

In the past, residential rates were set to incentivize the use of smaller containers and promote more recycling. This was done by making small residential container rates much lower than the larger residential containers. With the outreach efforts over the past 10 years and educating residents on the importance of recycling, Staff feels the incentive aspect of the rate is no longer warranted. In some cases, it's been reported that the 20 gallon container users may be contributing to cross contamination of recyclables because the can is too small for their need and excess waste ends up in the recycling container. Therefore, if a customer really needs a 32 gallon container versus a 20 gallon container the price difference should not be set artificially low so as to dissuade someone from acquiring the size can that best fits their needs. This should help avoid the unintended consequence of cross contamination, by having the 20 gallon can rate artificially low. The Board's goal is to have customers pay rates that are more in line with cost of service.

The District has continued to participate in talks with the County of San Mateo (County) to potentially have the County manage the District's solid waste collection program. The District's solid waste program is in the unincorporated areas of the County. It appears it would be beneficial to the public to have the County manage the solid waste program in these areas, as they do other parts of the County. The process will need to include San Mateo Local Agency Formation Commission (LAFCo) approval and a vote by the SBWMA Joint Powers Authority. Talks with the County are on-going at this time.

Analysis

HF&H Consultants, LLC were contracted this year to perform a rate analysis for the 2020 rates. The rate study analyzed rates that are more in line with "Cost of Service" and reviewed rates for residential and commercial services. On October 9th, 2019, HF&H Consultants will present a report to the Board of Directors on the rate study. During the presentation the Board may discussed potential options for adjusting rates for residential and commercial customers. At that time the Board may decide to continue to adjust the commercial customer rates down by 5% in order to move towards their cost of service. If the Board agrees with the rates proposed, the Board will be asked to establish a date for a public hearing on the new Solid Waste rates.

As we have seen in other jurisdictions over the past few years the District's rate structure has encouraged customers to "downsize" their solid waste container by placing more materials in their recyclable material and organics carts, rather than in their solid waste containers; ultimately, reducing the amount of trash sent to the landfill. As customers reduce their container size, less revenue is generated; however, there is not an equal reduction of the cost to drive by, collect, and process the materials. The District has been able to keep the residential rates lower than necessary because, as was industry practice, commercial revenues have contributed more than the cost of their services. Because of these factors, in the future, the District may continue to consider increasing the 20-gallon and 32-gallon rates at a greater percentage than the 64 and 96 gallon rates in order to have the smaller containers pay a larger percentage of their actual collection and processing costs. The cost still remains significantly lower than the 64 gallon rate to incentivize customers to reduce the amount of materials disposed of in the landfill. The aligning of residential rates to the cost of service at each

container size and the overall reduction of the commercial customer class bin rates, over time, achieves the District's objective of a "cost of service" rate structure. Due to increased Revenue Requirements for disposal and processing the District will have to raise rates in order not to have an overall deficit in the Solid Waste/Recycling Program.

Over the past 3 years the District has chosen to implement, as part of a 3 to 5 year plan, rate adjustments for residential and commercial which will close the gap between the rates and the cost for the 20 gallon and 32 gallon services while generating sufficient revenue to cover the projected collection and processing costs. The following are the proposed cart rate adjustments for 2020.

Table 5 of the HF&H Rate Study

Proposed Cart Rate Adjustments to Achieve Cost of Service by Cart Size

Container Size								
20 gallon			32 gallon		64 gallon		96 gallon	
Current Rate→		\$39.00		\$49.00		\$72.00		\$105.00
Proposed 2020	10.25%	\$43.00	4.09%	\$51.00	0.00%	\$72.00	0.00%	\$105.00
Projected 2021	15.00%	\$49.45	8.00%	\$55.08	0.00%	\$72.00	0.00%	\$105.00
2022	4.65%	\$51.75	3.90%	\$57.23	3.25%	\$74.34	0.00%	\$105.00
2023	3.50%	\$53.56	3.50%	\$59.23	3.50%	\$76.94	0.00%	\$105.00
2024	3.50%	\$55.43	3.50%	\$61.30	3.50%	\$79.63	0.00%	\$105.00
2025	3.50%	\$57.37	3.50%	\$63.45	3.50%	\$82.42	0.00%	\$105.00
2025 Projected Cost of Service		\$57.38		\$63.46		\$82.42		\$104.18

The following are the proposed Residential and Commercial rates adjustments for 2020.

**Table 6:
District's Board Proposed Rate Adjustments**

Rates by Size of Container						
	Residential				Commercial	
	20 Gallon	32 Gallon	64 Gallon	96 Gallon	1YD Bin 1x/week	3YD Bin 1x/week
Current Rates	\$39.00	\$49.00	\$72.00	\$105.00	\$195.32	\$412.78
Proposed Rate Adjustment	10.25%	4.09%	0.00%	0.00%	-5.00%	-5.00%
2020 Proposed Rate / Mo.	\$43.00	\$51.00	\$72.00	\$105.00	\$185.55	\$392.14
Increase (Decrease) / Mo.	\$4.00	\$2.00	\$0.00	\$0.00	(\$9.77)	(\$20.64)
2020 Projected Revenue at Proposed Rates						
	Residential	Commercial	Total			
Projected Revenue at <u>Current Rates</u> ¹	\$1,431,844	\$294,546	\$1,726,390			
2020 <u>Proposed Rate</u> Revenue	\$1,461,769	\$281,614	\$1,743,384 A			
2020 Proposed Costs	1,448,445	216,682	1,665,126 B			
Excess Amount	\$13,325	\$64,933	\$78,257 A - B = C			
Excess Percentage	0.9%	23.1%	4.5%			

¹ Projected revenue at current rates is based upon the actual revenue for the first 5 months of 2019, annualized.

Proposition 218

For a rate increase to be considered for adoption, public noticing and majority protest procedures as outlined by Proposition 218 need to be followed. Notifications would be distributed by the end of October.

The costs of notification is approximately \$5,000 and would be paid by the District and recovered through the Franchise Fee. Following the required minimum 45 day noticing period, the District Board would then consider adoption of the proposed rates at its December 11, 2019 meeting, for an effective date of January 1, 2020. If adopted, the new rates would be included in Recology's first full billing cycle which would be for January, February, and March 2020.

Fiscal Impact

Staff has reviewed the rate options to fund the solid waste service program for 2020. Under the current rate structure, rate revenue (assuming current rates and no use of prior year surplus or shortfall) is projected to produce an excess of approximately \$61,264 in revenue for the forthcoming year.

Recommendation

The District Manager recommends the adoption of a \$4.00 rate increase applied to the residential 20 gallon container, a \$2.00 rate increase applied to the 32 gallon container, no increase to the 64 gallon container, and no increase to the 96 gallon container in 2020 and a 5% (-) reduction uniformly in the commercial bin rates. In addition, the District Manager recommends the adoption of the rates for Unscheduled Services as described in attachment 3 of this report. With the adoption of these adjustments, West Bay's rates for most residential and commercial customers would remain within the range of rates of other SBWMA, member agencies.

Therefore, the District Manager recommends:

1. The acceptance of the HF&H Solid Waste Rate Study by the Board.
2. The Board set a Public Hearing date for December 11, 2019, to review proposed refuse collection rates for year 2020; and
3. Provide staff direction by minute order regarding the collection rate adjustments for 2019 and the mailing of the Proposition 218 notice for a public hearing to be held on December 11, 2019 prior to adoption of the collection rates for 2020.

Attachments: Attachment 1—HF&H Draft Solid Waste Rate Study for 2020

Attachment 2—Sample 218 notice for 2020

Attachment 3— Attachment Q: Unscheduled Services

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October 1, 2019

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

Sent via e-mail

Subject: Update the District's Solid Waste/Recycling Rate Model

Dear Mr. Scott:

HF&H Consultants, LLC (HF&H), at your request, has reviewed the West Bay Sanitary District's (District) projected 2020 residential and commercial costs and revenues as presented in the final report submitted by the South Bayside Waste Management Authority (SBWMA) to determine the estimated surplus/shortfall for each customer class (residential and commercial). Additionally, we have updated the District's solid waste/recycling "cost of service" rate model to reflect 2020 projected results.

Based upon the findings described in this report, and presented to the District's Board at its October 09, 2019 meeting, the District's Board proposed the following rate adjustments for 2020.

Container Size Serviced 1 X/Week	Residential	Commercial	Proposed 2020 Rate
20 Gallon	10.25% Increase	N/A	\$43.00
32 Gallon	4.09% Increase	4.09% Increase	\$51.00
64 Gallon	0.0% Increase	0.0% Increase	\$72.00
96 Gallon	0.0% Increase	0.0% Increase	\$105.00
All Bins	N/A	5% Decrease	Varies

The adjustments for both residential and commercial rates will better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs for 2020. As part of a multi-year plan, similar adjustments for commercial and for residential are projected for 2021.

Mr. Phil Scott
October 1, 2019
Page 2 of 9

BACKGROUND

As a member of the SBWMA, the District transitioned collection services and operation of the Shoreway Recycling and Disposal Center in San Carlos from Allied Waste/Republic to Recology San Mateo County (RSMC) and South Bay Recycling (SBR). RSMC and SBR took over collection services and operation of the Shoreway Environmental Center (Shoreway), respectively, beginning January 1, 2011.

Annually, the SBWMA provides the District with its allocation of the projected costs to provide collection service and operation of Shoreway. This information is utilized in the rate-setting process. The current rate model was developed by HF&H and adopted by the District's Board of Directors (Board) on December 14, 2011.

Based on results provided by the SBWMA for setting rates in 2017, there was no rate adjustment increase required, as combined revenue in general was sufficient to cover total costs. However, the District requested HF&H to prepare an analysis of the then-current solid waste rates and propose a revised rate structure for residential and overall adjustment to commercial carts, commercial bins, and commercial compactor rates. The purpose of the analysis was to better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs for 2017 through 2025.

SCOPE OF WORK

Based on the results, provided by the SBWMA for the 2020 rate-setting process, updated the "cost of service" model previously developed and enhanced the cost allocation methodology between residential container sizes.

We performed the following procedures as part of our review:

- Obtained cost, rate and current customer account data from the District and the final 9-26-19 SBWMA report;
- Prepared a summary schedule projecting the District's revenues for 2020 and revenue for the next five years (through 2025). We assumed an annual 3.5% inflation to costs over the 5-year period with the exception of a 6.0% increase to disposal and processing costs in 2021 and a 7.7% increase to Recology's operating costs in 2021 per the extended contract terms;
- Prepared a schedule projecting residential and commercial revenue requirement through 2025 with the objective of the residential revenue to equal the costs to provide the service; and,
- Prepared a schedule proposing adjustments to the rates for the various residential carts with the objective of specific cart size revenue to equal its respective cost to provide the service.

Mr. Phil Scott
October 1, 2019
Page 3 of 9

LIMITATIONS

Our conclusions are based, in part, on Recology's projections of its financial results of operations included in the September 26th "SBWMA Final Report Reviewing the 2020 Recology Compensation Application". Actual results of operations will usually differ from projections because events and circumstances frequently do not occur as expected and the difference may be significant.

FINDINGS

General

HF&H has updated the prior year's rate structure analysis following its two-step process. The first step divides the solid waste collection system into two customer classes: residential and commercial. For purposes of this study, we are including multi-family customers with the commercial customer class and we have not factored any surplus or deficit from the prior year revenue reconciliations. We then reviewed the revenues and the revenue requirements for each customer class independently. During this initial step it was noted that the year over year increases in revenue requirement was less than the previously assumed 12% disposal and 3.5% general increase as shown below:

Revenue Requirement (RSMC & SBR)	2019	2020	Variance Year over Year
Collection Cost	\$1,019,218	\$1,028,165	\$8,947
Disposal/Processing	537,474	542,709	5,235
Agency Fees (on net revenue)	93,402	94,252	851
Total Costs	\$1,650,094	\$1,665,126	\$15,032

The second step is to further review the residential customer class by examining the rate and cost to provide service for each size of container (20 gallon, 32 gallon, 64 gallon and 96 gallon).

Step 1 – Residential and Commercial Customer Classes

The following table shows the Rate Year 2020 revenue requirement by customer class. At current rates (2019 rates), the solid waste collection system as a whole is projected to generate slightly more than the requirement, \$61,264 excess of revenue compared to costs. However, as shown below, the residential customer class' revenue is approximately 1.16% below its costs.

Mr. Phil Scott
October 1, 2019
Page 4 of 9

Table 1:
2020 Projected Revenue and Costs by Customer Class

Analysis of Residential and Commercial Revenues and Costs			
	Residential	Commercial	Total
Projected Revenue at <u>Current Rates</u>¹	\$1,431,844	\$294,546	\$1,726,390 A
Projected 2020 Costs			
Collection	\$889,485	\$138,680	\$1,028,165
Disposal/Processing	476,972	65,737	542,709
Agency Fees	81,987	12,265	94,252
Total Costs	\$1,448,445	\$216,682	\$1,665,126 B
Excess (Deficiency) of Revenues vs Costs	(\$16,601)	\$77,865	\$61,264 A-B=C
Projected Rate Adjustment	1.16%	-26.44%	-3.55%

NOTE: The amounts shown above are for 2020 activity only. Prior year surplus/shortfalls are NOT included.

¹ Projected Revenue is based upon the first 5 months of 2019 actual revenue annualized.

If the District elects to have the residential customer class rates generate sufficient revenue to cover its costs, rates could be adjusted all at once or over a period of time. The table below shows possible rate adjustments to both customer classes over a four-year period, assuming costs will usually increase annually by 3.5% with the exception of an assumed 7.7% increase to Recology's operating costs per the extended contract terms and the assumed 6.0% increase in disposal and processing costs in 2021.

Table 2:
Proposed Average Rate Adjustments

		Residential	Commercial
1	2020	2.09%	-4.39%
2	2021	6.68%	-4.17%
3	2022	3.65%	-4.28%
4	2023	3.30%	-2.47%

The following table shows the projected revenues after the above rate adjustments. By 2023, the revenues are just slightly above the cost for residential and slightly above the cost for commercial.

Mr. Phil Scott
October 1, 2019
Page 5 of 9

Table 3:
4-year Projected Revenue and Costs

Projections - Balance Revenue & Costs over 4 Years												
	1			2			3			4		
	2020			2021			2022			2023		
	Residential	Commercial	Total	Residential	Commercial	Total	Residential	Commercial	Total	Residential	Commercial	Total
Proposed Average Rate Adjustment	2.09%	-4.39%		6.68%	-4.17%		3.65%	-4.28%		3.30%	-2.47%	
Total Revenue	\$1,461,769	\$281,614	\$1,743,384	\$1,559,416	\$269,878	\$1,829,294	\$1,616,384	\$258,321	\$1,874,704	\$1,669,738	\$251,944	\$1,921,682
Assumptions:												
1) Cost Increase	"Projected"	"Projected"		7.70%	7.70%		3.50%	3.50%		3.50%	3.50%	
2) Disposal/Processing Increase	"Projected"	"Projected"		6.00%	6.00%		3.50%	3.50%		3.50%	3.50%	
Collection	\$889,485	\$138,680	\$1,028,165	\$957,976	\$149,358	\$1,107,334	\$991,505	\$154,585	\$1,146,090	\$1,026,208	\$159,996	\$1,186,204
Disposal/Processing	476,972	65,737	542,709	505,590	69,681	575,272	523,286	72,120	595,406	541,601	74,644	616,245
Agency Fees	81,987	12,265	94,252	87,814	13,142	100,956	90,887	13,602	104,490	94,069	14,078	108,147
Total Costs	1,448,445	216,682	1,665,126	1,551,380	232,181	1,783,562	1,605,678	240,308	1,845,986	1,661,877	248,719	1,910,596
Excess (Deficiency) Amount	\$13,325	\$64,933	\$78,257	\$8,036	\$37,696	\$45,732	\$10,705	\$18,013	\$28,718	\$7,861	\$3,226	\$11,087
Excess (Deficiency) Percentage	0.91%	23.06%	4.49%	0.52%	13.97%	2.50%	0.66%	6.97%	1.53%	0.47%	1.28%	0.58%

Step 2 – Residential Container Rates

We reviewed the residential rates by container size and compared the rates to the cost of service by container size projected by the SBWMA, which assumed the variable cost between container sizes is primarily the disposal cost. Additionally HF&H updated the cost of service by container size using the same approach used in the rate model from the previous year, which assumed the following:

- **Organics collection costs** are fixed per household as every customer receives the same size container and is serviced at the same frequency (64 gallon cart, serviced 1 time per week). For 2020, the fixed cost is \$24.00 per home per month (a 1.05% increase from 2019's cost of \$23.75);
- **Recycling collection costs** are also fixed per household for the same reason as above, (64 gallon cart - serviced 1 time per week). For 2020, the fixed cost is \$11.83 per home per month (a 11.60% increase from 2019's cost of \$10.60);
- **Disposal cost** is variable based upon the capacity/gallon size of the solid waste cart serviced. For 2020 the projected variable cost is \$0.146 per gallon (a 2.1% increase from 2019's cost of \$0.143);
- **Fixed solid waste (SW) route/collection costs** are costs that do not vary based on the level of service received (e.g., customer service costs). For 2020, the fixed cost is \$2.60 per home per month; and,
- **All other SW route/collection costs** are attributed to each can size using equivalent cart units (ECU) calculated by applying routing metrics. (The ECU basic principle establishes the numeric relationship between cart size and route capacities.) For 2020, the projected monthly cost per ECU is \$5.3096 multiplied by a factor of:
 - 1.000 for a 20 gallon cart service;

Mr. Phil Scott
October 1, 2019
Page 6 of 9

- 1.600 for a 32 gallon cart;
- 3.627 for a 64 gallon cart; and,
- 6.080 for a 96 gallon cart.

The following tables shows the current rates (2019), the SBWMA and the HF&H projected 2020 costs by cart size.

Table 4a:
HF&H Projected 2020 Costs by Residential Container Size

<u>Analysis of Costs by Size of Container</u>					
	20	32	64	96	
Organics Collection Cost	\$24.00	\$24.00	\$24.00	\$24.00	
Recycling Collection Cost	11.83	11.83	11.83	11.83	
Disposal Cost (\$0.15 per gallon)	2.91	4.66	9.33	13.99	
Fixed Solid Waste Cost	2.60	2.60	2.60	2.60	
All Other Solid Waste Cost					
	<i>\$5.3096 X a factor of</i>	<i>1.000</i>	<i>1.600</i>	<i>3.627</i>	<i>6.080</i>
	<u>\$5.31</u>	<u>\$8.50</u>	<u>\$19.26</u>	<u>\$32.28</u>	
* Monthly Cost per Cart per HF&H	<div>\$46.65</div>	<div>\$51.59</div>	<div>\$67.01</div>	<div>\$84.70</div>	

* rounded to the nearest cent

Table 4b:
Comparison of 2019 Residential Rates and Projected 2020 Costs by Container Size

Analysis of Costs by Size of Container							
Subscription		Container Size	Current Mo. Rate	* Mo. Cost per Cart per HF&H	Excess or (Deficiency) of Revenues vs Costs	Projected Rate Adjustment	* Mo. Cost per Cart per SBWMA
21%	466	20	\$39.00	\$46.65	(\$7.65)	19.6%	\$51.85
57%	1258	32	\$49.00	\$51.59	(\$2.59)	5.3%	\$53.69
19%	416	64	\$72.00	\$67.01	\$4.99	-6.9%	\$58.59
3%	73	96	\$105.00	\$84.70	\$20.30	-19.3%	\$63.48
100%	2213						

* rounded to the nearest cent

The following table shows possible adjustments to achieve the desired residential customer class results from Step 1 and align the rates to the cost of service at each residential container size from Step 2.

Mr. Phil Scott
October 1, 2019
Page 7 of 9

These are projections based upon annual assumed increases in costs and would need to be revised as the actual costs are known and projections revised.

Table 5:
Possible Residential Rate Adjustments to Achieve Cost of Service by Cart Size

Container Size								
20 gallon			32 gallon		64 gallon		96 gallon	
Current Rate →		\$39.00		\$49.00		\$72.00		\$105.00
Proposed 2020	10.25%	\$43.00	4.09%	\$51.00	0.00%	\$72.00	0.00%	\$105.00
Projected 2021	15.00%	\$49.45	8.00%	\$55.08	0.00%	\$72.00	0.00%	\$105.00
2022	4.65%	\$51.75	3.90%	\$57.23	3.25%	\$74.34	0.00%	\$105.00
2023	3.50%	\$53.56	3.50%	\$59.23	3.50%	\$76.94	0.00%	\$105.00
2024	3.50%	\$55.43	3.50%	\$61.30	3.50%	\$79.63	0.00%	\$105.00
2025	3.50%	\$57.37	3.50%	\$63.45	3.50%	\$82.42	0.00%	\$105.00
2025 Projected Cost of Service		\$57.38		\$63.46		\$82.42		\$104.18

Rate Structure Summary

Current Rate Structure

Under the current rate structure, rate revenue (assuming current rates and no use of prior year surplus or shortfall) is projected to produce an excess of approximately \$61,264 in revenue for the forthcoming year (see Table 1).

Rate Adjustments

Residential and Commercial Customer Class

In the first step described above, HF&H divided the solid waste collection system into two customer classes: residential and commercial and modeled a rate structure which achieved a cost of service balance between the customer classes in four to five years. Residential rates overall are increased by 2.09% and commercial rates are decreased by 4.39% in 2020 (see Table 2 and Table 3).

Residential Cost of Service by Container Size

If the District elects to address the commercial customers as a class, but decides to revise and align individual residential rates to "cost-of-service" rates, then the residential rates would have a fixed component regardless of solid waste container size (organics, recycling and some solid waste collection costs are fixed), plus variable costs and a per-gallon disposal rate. This type of rate structure may be more equitable, but may not be reasonable to implement all at once; therefore, we have modeled a

Mr. Phil Scott
October 1, 2019
Page 8 of 9

scenario that will allow the implementation of this type of rate structure over time. The scenario, as modeled above, results in a 10.25% increase to 20-gallon rates and a 4.09% increase to 32-gallon rates in 2020 and subsequent 15.0% to 3.5% increases over the next 5 years. The 64-gallon rates would remain flat in 2020 and 2021 with a 3.25% increase in 2022 and 3.5% increases annually thereafter. The 96-gallon rates would remain flat in 2020 and over the next 5 years. (See Table 5).

Recommendation

As we have seen in other jurisdictions over the past few years, the District's rate structure encourages customers to "downsize" their solid waste container by placing more materials in their recyclable material and organics carts, rather than in their solid waste containers, which ultimately reduces the amount of trash sent to the landfill. However, as customers reduce their container size, less revenue is generated but there is not an equal reduction of the cost to drive by, collect, and process the materials. Only 22% of residents (those customers receiving 64- or 96-gallon service) cover the fixed costs to provide such service (see Table 4b). The District has been able to keep the residential rates lower than necessary because, as was the industry practice, commercial revenues have contributed more than the cost of their services. In the future, the District should continue increasing the 20-gallon and 32-gallon rates a greater percentage than the 64-, and 96-gallon rates to have them pay a larger percentage of their fixed costs but still be lower than the 64-gallon rate to incentivize customers to reduce the amount of materials disposed of in the landfill. The aligning of residential rates to the cost of service at each container size and the overall reduction of the commercial customer class bin rates by a flat percentage over time, achieves the District's objective of a cost-of-service rate structure (see Table 6).

At its October 09, 2019 meeting, the District's Board proposed to implement, as part of its multi-year plan established four years ago, the following rate adjustments for residential and commercial rates that will close the gap between the rates and the cost for the 20-gallon and 32-gallon services, while generating sufficient revenue to cover the projected collection and processing costs for 2020.

Mr. Phil Scott
October 1, 2019
Page 9 of 9

Table 6:
District's Board Proposed Rate Adjustments

Rates by Size of Container						
	Residential				Commercial	
	20 Gallon	32 Gallon	64 Gallon	96 Gallon	1YD Bin 1x/week	3YD Bin 1x/week
Current Rates	\$39.00	\$49.00	\$72.00	\$105.00	\$195.32	\$412.78
Proposed Rate Adjustment	10.25%	4.09%	0.00%	0.00%	-5.00%	-5.00%
2020 Proposed Rate / Mo.	\$43.00	\$51.00	\$72.00	\$105.00	\$185.55	\$392.14
Increase (Decrease) / Mo.	\$4.00	\$2.00	\$0.00	\$0.00	(\$9.77)	(\$20.64)
2020 Projected Revenue at <u>Proposed Rates</u>						
	Residential	Commercial	Total			
Projected Revenue at <u>Current Rates</u> ¹	\$1,431,844	\$294,546	\$1,726,390			
2020 <u>Proposed Rate</u> Revenue	\$1,461,769	\$281,614	\$1,743,384	A		
2020 Proposed Costs	1,448,445	216,682	1,665,126	B		
Excess Amount	\$13,325	\$64,933	\$78,257	A - B = C		
Excess Percentage	0.9%	23.1%	4.5%			

¹ Projected revenue at current rates is based upon the actual revenue for the first 5 months of 2019, annualized.

* * * *

We appreciate the opportunity to be of continued service to the District. We value our relationship with you and the District and are committed to providing you the highest level of service in the performance of this matter for you. Should you have any questions, please feel free to call me at (925) 977-6961.

Sincerely,

HF&H CONSULTANTS, LLC

Marva M. Sheehan, CPA
Vice President

Rates for Other Services

The following are rates that would be charged for unscheduled services as necessary

Service Category	Rate	Description of Rate
Backyard Collection Service—Single Family Dwelling	For one Solid Waste Cart: \$21.03 (0-50 ft) \$24.53 (51-100 ft)	Rates vary based on distance & number of carts. Contact the District for rates for distances beyond 100 feet and for more than one solid waste cart.
Return Trip Cost—Single Family Dwelling (Request to provide collection service after the regularly scheduled collection day)	\$17.53	Per collection event.
On-Call Bulky Item Collection	\$95.28	Per each collection event beyond first 2 per year. (Each customer receives 2 free bulky collections per year)

Distance charge—MFD and Commercial Accounts	A – 10% of base monthly rate B – 25% of base monthly rate	A – 51 to 100 feet from access by contractor's collection vehicle B – 101 feet or more from access by contractor's collection vehicle
Extra Pick-Up Cost—MFD and Commercial Accounts	25% of the base monthly rate for the size of container collected once per week	Per collection event
Additional Targeted Recyclable Materials or Organic Materials Cart Rental or Purchase	A -- \$ 3.50 B -- \$73.60 C -- \$80.61	A – Monthly rental fee (any size cart) B – Customer purchase of a 64 gallon cart C – Customer purchase of a 96 gallon cart
Collection of Contaminated Targeted Recyclable Materials or Organic Materials Container	25% of the base monthly rate for the size of container collected once per week Plus: \$17.53	Per collection event
Key Service	A -- \$9.93 per month B -- \$11.10 per month	A – Residential Customers B – Commercial Customers
Lock Purchase	\$19.85 –one time charge	One-time charge per account. No fee for replacement locks.
Overage Fee	100% of base monthly rate	Per collection event
Overage Bags	50% of the base monthly rate or \$9.34 minimum	Rate per bag
Container Cleaning	A -- \$58.42 B -- \$99.30	A – per Cart B – per Bin or Drop-Box
Dirty Cart Replacement	A -- \$75.93 B -- \$87.62 C -- \$99.30	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart
Additional Compost Material Delivery	A -- \$146.03 B -- \$292.07	A – One way delivery B – Round trip delivery

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Permit No. 655

If you wish to file a written protest, please send a letter in a sealed envelope addressed to:

West Bay Sanitary District
Attn: District Manager (Solid Waste Rates)
500 Laurel Street, Menlo Park, CA 94025

Your letter must identify the real property you own or rent by street address and assessor's parcel number (APN). Your letter must be legibly signed by any one of the current property owners or ratepayers of record.

The District must receive your letter in a sealed envelope by 4:00 p.m. on December 11, 2019 or it must be presented at the District Board meeting on December 11, 2019 prior to the close of the public hearing on this matter.

Any person interested, including all solid waste/recycling collection customers of the West Bay Sanitary District, may appear at the public hearing and be heard on any matter related to the proposed increase in rates.

If you would like additional information on the proposed rates, please call the District at 650-321-0384.

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



Important Information - Notice of Public Hearing
"Solid Waste & Recyclable Material Rate Increase"
Wednesday, December 11, 2019 at 7:00 p.m.

NOTICE OF INTENT TO INCREASE COLLECTION RATES FOR SOLID WASTE/RECYCLABLE

MATERIALS IN THE WEST BAY SANITARY DISTRICT

The District Board of the West Bay Sanitary District hereby gives public notice of its intent to increase some of the existing residential rates for the collection of recyclable materials, compost, and refuse for 2020. The District Board plans to consider this rate increase at a public hearing on December 11, 2019 at 7:00 p.m. in the Board Conference Room located at 500 Laurel Street, Menlo Park.

The need for this increase was discussed by the District Board at the October 9, 2019 Regular Board meeting. The staff report for this matter is available at the District Office located at 500 Laurel Street, Menlo Park or online at www.westbaysanitary.org

Approximately fifty-seven percent (57%) of residential service containers are a 32 gallon size. The new rate for 2020 for a 32 gallon container would increase from \$49.00 per month to \$51.00 per month, a \$2.00 per month increase. The new rate for the 20 gallon container would increase from \$39.00 per month to \$43.00 per month, a \$4.00 per month increase. 20 gallon containers will be grandfathered to current users but are no longer available to new customers or to customers wishing to migrate down to a 20 gallon container.

The District’s proposed rates would remain within the range of all the SBWMA agencies. For comparison purposes, the maximum typical residential rates for 32 gallon containers for SBWMA Cities including Atherton, Burlingame, Belmont, Hillsborough, Menlo Park, Redwood City, San Carlos, and San Mateo, range from a low of \$23.64 (Foster City) to a high of \$50.00 (Atherton), based upon 2019 rates.

The following table shows the current rates and the proposed monthly rates for West Bay Sanitary District Franchised Customers to be effective beginning January 1, 2020.

Proposed Maximum Solid Waste Rates for 2020						
Customer Service Level	MONTHLY RATES			QUARTERLY RATES		
	Current Monthly Rate	Proposed Monthly Rate	Monthly Increase (Decrease)	Current Quarterly Rate	Proposed Quarterly Rate	Quarterly Increase
<i>Residential:</i>						
20 gallon can	\$39.00	\$43.00	\$4.00	\$117.00	\$129.00	\$12.00
32 gallon can	\$49.00	\$51.00	\$2.00	\$147.00	\$153.00	\$6.00
64 gallon can	\$72.00	\$72.00	\$0.00	\$216.00	\$216.00	\$0.00
96 gallon can	\$105.00	\$105.00	\$0.00	\$315.00	\$315.00	\$0.00
<i>*Commercial:(Per Pick Up)</i>	Current	Proposed	Incr (decr) per pick up			
1 yard bin	\$195.32	\$185.55	(\$9.77)	n/a	n/a	n/a
2 yard bin	\$370.68	\$352.15	(\$18.53)	n/a	n/a	n/a
3 yard bin	\$412.78	\$392.14	(\$20.64)	n/a	n/a	n/a
4 yard bin	\$550.36	\$522.84	(\$27.52)	n/a	n/a	n/a
6 yard bin	\$682.28	\$648.17	(\$34.11)	n/a	n/a	n/a
32-Gallon Cart	\$49.00	\$51.00	\$2.00	n/a	n/a	n/a
64-Gallon Cart	\$72.00	\$72.00	\$0.00	n/a	n/a	n/a
96-Gallon Cart	\$105.00	\$105.00	\$0.00	n/a	n/a	n/a

*Commercial bin rates reflect collection charge for one pick up per week; To calculate charge for more than one collection per week, multiply rate by number of collections per week. For example, 1-Cubic Yard Bin (at proposed rate) collected 3 times per week = \$556.65 (\$185.55 x 3 collections/wk)



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500 Laurel Street, Menlo Park, California 94025-3486

(650) 321-0384 (650) 321-4265 FAX

NECESSITY FOR THE NEW RATES

The West Bay Sanitary District is a member of the South Bayside Waste Management Authority, and contracts with Recology San Mateo County (RSMC) and South Bay Recycling (SBR) for collection services and operation of the Shoreway Center, respectively, as of January 1, 2011. The proposed rates result from the weekly recycling, organic materials and solid waste collection services and Shoreway operations provided by RSMC and SBR, contractual compensation adjustments, and migration to smaller containers.

The collection services include the more convenient weekly collection, rather than bi-weekly collection, of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway facility has also undergone substantial capital improvements to construct a new Materials Recovery Facility (MRF) and an expanded Transfer Station. These improvements facilitate single stream (mixed) recycling, enhance onsite public recycling activities, and improve traffic circulation at the Shoreway Facility.

The District is in the fourth year of a multi-year pricing restructuring plan, so that a transition is made whereby the smaller cans will support their own cost of collection and disposal.

The West Bay Sanitary District hereby gives notice of a public hearing to be held at its Board meeting on December 11, 2019, at 7:00 p.m. in the Districts “Ronald W. Shepherd” Administration Building located at 500 Laurel Street, Menlo Park, CA. At this hearing, the Board of Directors will consider public comment as well as written protests by ratepayers regarding the proposed increase in monthly collection rates. If written protests are presented by a majority of the affected ratepayers prior to the close of the public hearing, the Board of Directors will not increase the rates as a matter of State law, however levels of service may be impacted.

EXHIBIT A

RATES FOR OTHER SERVICES

Following are rates that would be charged for unscheduled services as necessary:

For Rate Years Two (2012) through Ten (2020), the fixed costs specified in this Attachment shall be adjusted to reflect 100% of the one (1) year change in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average (not seasonally adjusted, all items, base period: 1982-84=100, series no. cuur0000sa0). The one (1) year change shall be calculated as the average index change between this index for May of prior year and April of current year (i.e., twelve (12) months).

Unscheduled Service Category	Reference	Cost	Description of Cost
Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See table below	See table below
Distance Charge for MFD and Commercial Accounts	Sections 5.02.B and 5.02.C	A – 10% of base monthly Rate B – 25% of base monthly Rate	A – 50 to 100 feet or less from Curbside B – 101 feet or more from Curbside
Extra Pick-up Cost for MFD and Commercial Customers	Section 5.02.B and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event
Single-Family Return Trip Cost (i.e., request to provide Collection service after the regularly scheduled Collection day)	Section 5.02.A	\$17.53	Per Collection event
Additional Targeted Recyclable Materials or Organic Materials Cart Rental or Purchase	Sections 5.03.A and 5.04.A	A – \$3.50 B – \$73.60 C – \$80.61	A – monthly rental fee (any size Cart) B – Customer purchase of a 64 gallon Cart C – Customer purchase of a 96 gallon Cart

EXHIBIT A

RATES FOR OTHER SERVICES

Unscheduled Service Category	Reference	Cost	Description of Cost
Universal Roll-Out for MFD and Commercial Customers	Sections 5.03.B and 5.03.C	A - \$259,176.79 B - \$5,574.95 C - \$7,214.02	Cost based on providing service to one (1) Collection route of approximately 512 Accounts: A – Annual Vehicle Cost (all inclusive) B – Annual Cost of Containers C – One-time start-up charge
Additional Confidential Document Destruction Service Event	Section 5.07	\$1,401.92	Per event
Additional Compost Material Delivery	Section 5.11	A – \$146.03 B – \$292.07	A – one-way only delivery (compost only left on-site) B – Round-trip delivery (Drop-Box left on-site)
Fee for Service On-Call Bulky Item Collection Service	Section 5.12	\$95.28	Per event
Community Drop-Off Events	Section 5.13	\$19,860.47	Per event targeting 5,000 households. Does not include disposal or public education expenses.
Collection for Agency-Sponsored and Non-Agency sponsored Large Events	Section 5.13	A – \$3,504.79 B – \$5,841.31 C – \$8,761.97	A – one-day events with a projected 2,500 or fewer attendees B – one (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C – one (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

EXHIBIT A

RATES FOR OTHER SERVICES

Unscheduled Service Category	Reference	Cost	Description of Cost
Fee to Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Rate for the size of Container Collected once per week <u>plus</u> \$17.53	Per Collection event
Key Service	Section 8.02.B	A – \$9.93 B – \$11.10	Monthly cost: A – Residential Customers B – Commercial Customers
Lock purchase fee (replacement at no additional cost)	Section 8.02.B	\$19.85	One-time per Account cost.
Overage Fee	Section 8.02.G	100% of the base monthly Rate	Per Collection event
Overage Bags Cost	Section 8.02.G	50% of the base monthly Rate or \$9.34 minimum	Per bag
Container Cleaning Fee	Section 8.05.D	A – \$58.42 B – \$99.30	A – per Cart B – per Bin or Drop-Box
Dirty Cart Replacement Cost	Section 8.05.D	A – \$75.93 B – \$87.62 C – \$99.30	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart

EXHIBIT A

RATES FOR OTHER SERVICES

Backyard Collection Service Distance Costs for Single-Family Dwellings (Section 5.02.A)				
	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance from Curbside	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus
0 – 50 feet	\$21.03	\$33.55	\$67.11	\$100.66
51-100 feet	\$24.53	\$37.06	\$70.61	\$104.16
101-150 feet	\$28.04	\$40.57	\$74.12	\$107.67
151 – 200 feet	\$31.54	\$44.07	\$77.63	\$111.17
201 – 250 feet	\$35.05	\$47.57	\$81.12	\$114.68
251 – 300 feet	\$38.55	\$51.08	\$84.63	\$118.18
301 feet or more	\$42.06	\$54.58	\$88.13	\$121.69

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

2) Affiliate Agency/Association News:

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

3) Upcoming Events:

- a. **Board meetings:** Cancel October 26.
- b. **Solid Waste Rate Study:** Establishing a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.

4) Misc./Action Items from Previous Meeting:

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

Report to the District Board for the Regular Meeting of October 9, 2019

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 - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 25, 2019 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:08 PM. President Dehn appointed Director Moritz as Secretary pro-tem.

Roll Call

BOARD MEMBERS PRESENT: Dehn, Thiele-Sardiña, Moritz (Secretary pro-tem)

BOARD MEMBERS ABSENT: Otte, Walker

STAFF MEMBERS PRESENT: Scott, Hall, Sturman

Others Present:

2. Communications from the Public: None.

3. District Manager's Report

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opening October 2.
- c. **Coyote Hill Erosion Control Project:** District staff has installed stitch piers and extended the drainage line through the easement. Progress is very encouraging. Storm inlet installation and ground cover are the last steps remaining.

2) Affiliate Agency/Association News:

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written for Facebook for their Onsite Reuse Treatment Plant. Facebook is installing metering vaults etc., as required by the District before the testing of the facility.
- b. **WaterReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WaterReuse Conference in March 2020.
- c. **County of San Mateo:** The County of San Mateo has launched a project by entering into a contract with a consultant, EKI, to establish a California Statewide Groundwater Elevation Monitoring (CASGEM) plan and to begin initial monitoring of the San Mateo Plain Groundwater Basin. They're looking for agencies to participate by monitoring their wells. This would be a first step in establishing a Groundwater Management System.
- d. **Bank of the West:** DM Scott reported on check fraud against the District where a number of counterfeit checks have been attempted to be cashed. To date the District is not aware of any loss but is working with Bank of the West to further secure the account. The FM will upload checks to the bank and only checks uploaded will be honored. This adds about 30 minutes each week of staff time and requires a \$40 monthly fee.

- e. **Golden Acorn Award:** DM Scott presented the Golden Award and proclamations received at the award ceremony. The District received the award for Environmental Stewardship for the Sharon Heights Recycled Water Project.

3) **Upcoming Events:**

- a. **Board meetings:** October 9, possibly cancel October 26 if agenda is too light.
- b. **Solid Waste Rate Study:** Set to establish a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.

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

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

4. Consent Calendar

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 3 NAY: 0
Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: DM Scott presented a revised Withdrawal Order to the Board. Item 4D was removed from the consent calendar and tabled.

- A. Approval of Minutes for Regular meeting September 11, 2019 Pg. 4A-1
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 25, Pg. 4B-1
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 8/31/19 Pg. 4C-1
- ~~D. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA Pg. 4D-1~~
- E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Manhole Pad Pg. 4E-1

4. Update and Discussion on the Metal Building Project at FERRF

Comments: DM Scott presented an update on the project which included putting a hold on the construction contract for 6 months while it goes through the City planning process. Staff will make sure the metal fabricator has not made the materials and will determine the costs of holding the project.

5. Consideration to Approve the Pre-Audit Preliminary FY2018-19 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/2019

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain 0

Comments: None.

Consideration to Approve Addendum No. 1 to the Memorandum of Understanding Dated July 17, 2019 Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute Addendum No. 1 to the Memorandum of Understanding

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain: 0

Comments: DM Scott reported per the terms of a Memorandum of Understanding (MOU) between the District and Teamsters Local 350, the District has been in negotiations to agree upon an Alternate Staffing program for the following classifications: Field Supervisor, Pipeline Inspection Technician, Rehabilitation Technician, Pump Station Maintenance Mechanic, and Source Control Inspector. The Alternate Staffing programs for the above mentioned positions were modeled after the Maintenance Worker position already approved in the recent MOU. Qualifying District Staff will advance within the pay range at an accelerated rate probably resulting in increased costs in the near term. Long term the costs should even out assuming employee retention remains high.

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

Comments: DM Scott reported on the construction of the Sharon Heights project and on the receipt of reimbursement Disb. #13 for \$1.7M from the State of California.

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

Comments: President Dehn reported that the next meeting will be held on September 26, 2019.

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

Comments: None.

11. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel, IEDA;
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d)) Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCSC Case No. 18CIV02183

Entered closed session at 8:22 p.m. Left closed session at 8:38 p.m.

Reportable action: None.

12. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager)

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain 0

Comments: None.

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

Comments: None.

14. Adjournment Time: The meeting was adjourned at 8:40 PM

Secretary

WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
For October 9, 2019

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
65660	CWEA MEMBERSHIP	Memberships - Coll	192.00
65661	RUPERT SANDOVAL	Training, Meetings & Travel	127.35
65662	ANDERSON PACIFIC	Recycled Water Facility- SHGCC	684,546.25
65663	SAN MATEO COUNTY CLERK	40 Sioux Way, PV	27.00
65664	SAN MATEO COUNTY CLERK	Coyote Hill	27.00
65665	FRANCHISE TAX BOARD	Wage Garnishment	250.00
65666	NAVIA BENEFIT SOLUTIONS	Navia Benefits	1,118.52
65667	MARIE RAMIREZ/SDU	Wage Garnishment	508.62
65668	AT&T	Utilities - A&G	947.96
65669	THE ALMANAC	Deposits - 30 Holden Ct., PV (Lee)	2,310.00
65670	READYREFRESH BY NESTLE	Utilities - Coll	359.88
65671	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	3,696.46
65672	BAY ALARM	Contract Services - Coll	4,149.42
65673	BAY AREA AIR QUALITY	Other Operating Expense - Coll	367.00
65674	CALIFORNIA WATER SERVICE	Utilities - Coll	948.97
65675	COMCAST	Utilities - A&G	275.24
65676	CROPPER ACCOUNTANCY CORP.	Professional Services - A&G	2,700.00
65677	FEDERAL EXPRESS	Office Expense - A&G	384.98
65678	FREYER & LAURETA	CIP - 1077 Coyote Hill Court, 1079 Levee Design, 1081 Belle Haven III, Professional Services	13,569.32
65679	HACH COMPANY	Operating Supplies and Research & Monitoring - Coll	4,829.48
65680	CITY OF MENLO PARK	Utilities - Coll	121.10
65681	R.A. NOSEK INVESTIGATIONS	Professional Services - A&G	400.00
65682	OFFICE TEAM	Professional Services - A&G	992.00
65683	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G and Repairs & Maintenance - Coll	2,750.00
65684	PACIFIC GAS & ELECTRIC	Utilities - Coll	292.04
65685	PONTON INDUSTRIES, INC.	Operating Supplies - Coll	229.36
65686	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits - A&G	4,773.68
65687	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,498.78
65688	SHARP ELECTRONICS CORPORATION	Rents & Leases - Coll	466.80
65689	STAPLES CREDIT PLAN	Office/Ink Supplies - A&G	717.84
65690	US BANK	Rents & Leases - Coll	136.56
65691	VERIZON WIRELESS	Utilities - A&G	1,793.16
65692	VISION COMMUNICATIONS CO.	Contract Services - Coll	2,617.00
65693-65705	Void		
65706	ADVANCED LASER	Operating Supplies - Coll	2,843.89
65707	READYREFRESH BY NESTLE	Utilities - Coll	172.56
65708	HARBOR READY-MIX	CIP - Coyote Hill Project	2,992.16
65709	CALIFORNIA WATER SERVICE	Utilities - Coll	18.38
65710	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	26.61
65711	CINTAS CORP	Contract Services - Coll	1,561.26
65712	ELITE PARTS LLC	Repairs & Maintenance - Coll	155.43
65713	GRAINGER	Operating Supplies - Coll	325.57
65714	HADRONEX, INC.	Operating Supplies - Coll	287.44
65715	OFFICE TEAM	Professional Services - A&G	1,768.00
65716	PACIFIC GAS & ELECTRIC	Utilities - Coll	1,445.41
65717	GARY POLLACK CONSTRUCTION	CIP - Coyote Hill Court	4,000.00
65718	ROBERTS & BRUNE CO	CIP - Coyote Hill Project	1,462.86
TOTAL CHECKS			<u><u>755,183.34</u></u>

WIRES

<u>TRANSFER DATE</u>	<u>PURPOSE</u>	
9/26/2019	Money Market Transfer	\$100,000.00
9/27/2019	Employee Payroll - Pay Period 9/13/19-9/27/19	\$103,872.14
9/27/2019	Federal Payroll Taxes	\$15,588.94
9/27/2019	State Payroll Taxes	\$6,328.15
9/27/2019	ICMA	\$7,699.32
9/30/2019	CalPERS - Health Premiums	\$44,492.32
9/30/2019	CalPERS - Retirement	\$43,633.21
9/30/2019	Transfer to LAIF	\$1,500,000.00
9/30/2019	SVCW Cash Contribution on 2018 Bond	\$1,069,333.67
9/30/2019	SVCW - Monthly Operating Payment	\$633,247.00
9/30/2019	Board Payroll	\$2,200.00
	WIRE TRANSFERS FROM BofW CHECKING	<u>3,526,394.75</u>
9/25/2019	SRF Reimbursement #13	\$1,786,411.00
9/26/2019	Rate Stabilization Fund Reserve	\$316,000.00
9/26/2019	Emergency Capital Reserve	\$190,000.00
9/26/2019	Operating Reserve	\$324,000.00
9/26/2019	Capital Project Reserve	\$190,000.00
9/27/2019	SWRCB - Shared Grant - Bayfront RW Facility Plan	\$75,000.00
	WIRE TRANSFERS TO BofW CHECKING	<u>2,881,411.00</u>

President

Secretary

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65706	2,843.89	ADVANCED LASER	Operating Supplies
65715	1,768.00	OFFICE TEAM	Temporary Employee for Front Office
65708	2,992.16	HARBOR READY MIX	Operating Supplies for Coyote Hill
65718	1,462.86	ROBERTS & BRUNE CO	Operating Supplies for Coyote Hill

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65661	127.35	RUPERT SANDOVAL	Courses from Office Water Program
65662	684,546.25	ANDERSON PACIFIC	Engineer Services - SHGCC
65669	2,310.00	THE ALMANAC	Advertising for Lands of Lee - 30 Holden Ct, PV
65676	2,700.00	CROPPER ACCOUNTANCY CORP.	Professional Services for Fiscal Year End
65678	2,832.50	FREYER & LAURETA	Engineer Services
65679	4,829.48	HACH COMPANY	AV Probe
65683	2,750.00	OGASAWARA LANDSCAPE MAINT.	Contract Services & Spraying FloEqual at FERRF
65687	1,498.78	SHARP BUSINESS SYSTEMS	Lease of New Copiers
65692	2,617.00	VISION COMMUNICATIONS CO.	Replacement of Four Radios
65693-65705	Void	Printer Error	
65717	4,000.00	GARY POLLACK CONTRUCTION	Drilling for Coyote Hill

	TOTAL BY VENDOR - YTD 7/1/2019- 09/30/2019	WITHDRAWAL PERIOD 9/30/2019
REGULAR PAYABLES		
3T Equipment Company	16,391.24	-
A-A Lock & Alarm	1,260.03	-
AAA Rentals	1,892.18	-
Action Towing	487.50	-
Advanced Laser	2,843.89	2,843.89
Alliant Insurance Services	15,228.00	-
The Almanac	2,508.00	2,310.00
Alpha Analytical Laboratories	1,710.00	-
American Messaging	193.24	-
American Water Services	71.42	-
Anderson Pacific	3,287,926.51	684,546.25
Aqua Natural Solutions	1,384.65	-
Aquality Water Management Inc.	1,485.00	-
AT&T	3,833.34	947.96
Atchison, Barisone & Condotti	13,459.72	3,696.46
Aztec Consultants	11,827.50	-
Baggengineers	1,660.00	-
Bankcard Center	16,911.79	-
Bay Alarm	4,149.42	4,149.42
Bay Area Air Quality	20,597.00	367.00
Bay Area Paving Co. Inc.	4,987.00	-
David D. Bohannon Org.	211,673.53	-
Buckles-Smith	251.60	-
CWEA-SCVS	1,050.00	-
CWEA	1,230.00	-
CWEA Membership	1,075.00	192.00
CSRMA C/O Alliant Insurance	158,692.00	-
Calif. Labor Law Poster Servic	152.00	-
California Water Service	5,134.98	967.35
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-
CALPERS - Retirement	85,817.73	43,633.21
CALPERS - Health Premiums	179,213.90	44,492.32
Calpers Long-Term Care Program	159.66	26.61
Carrie Nevoli - Petty Cash	343.89	-
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	275.00	-
Cintas Corp	10,973.27	1,561.26
Citibank	7.00	-
Comcast	1,120.72	275.24
CPS HR Consulting	17,652.50	-
Cropper Accountancy Corp.	2,700.00	2,700.00
Cues, Inc.	3,980.00	-
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	3,013.00	-
Dept. of Industrial Relations	675.00	-
Detection Instruments	327.79	-
Duke's Root Control, Inc	161,594.24	-
Du-All Safety, Llc	5,872.50	-
ESRI	1,064.00	-
Elite Parts LLC	1,233.65	155.43
Express Safety, Inc.	773.32	-
Federal Express	1,099.32	384.98
Fremont Urgent Care	1,174.00	-
Finishmaster Inc	127.73	-
Forestry Suppliers, Inc.	1,051.59	-
Formatop	1,387.48	-
Franchise Tax Board	1,750.00	250.00
Freyer & Laureta	133,771.79	13,569.32
Gary Pollack Construction	4,000.00	4,000.00
Goldstreet Design Agency, Inc.	2,751.50	-
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	6,633.00	-

	TOTAL BY VENDOR - YTD 7/1/2019- 09/30/2019	WITHDRAWAL PERIOD 9/30/2019
REGULAR PAYABLES		
Grainger	5,831.48	325.57
Granite Rock, Inc.	1,033.13	-
Hach Company	4,829.48	4,829.48
Hadronex, Inc.	34,919.44	287.44
Hansen Supply Company	4,710.58	-
Harbor Ready-Mix	2,992.16	2,992.16
HF&H Consultants, LLC	187.50	-
Hillyard/San Francisco	601.05	-
Home Depot Credit Services	2,425.75	-
Bob Hulsmann	660.88	-
IEDA	2,280.00	-
ISAC INC	6,581.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	2,179.80	-
Kimball Midwest	3,132.93	-
Kone Inc.	778.02	-
L & M Transmission	1,199.93	-
Lasky Trade Printing	141.38	-
Log Me In	1,733.37	-
Lucity, Inc.	9,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Mail Finance	268.25	-
Mallory Co.	3,540.51	-
Matheson Tri-Gas, Inc.	140.04	-
Maxx Metals	138.00	-
City of Menlo Park-Repair	5,687.99	-
City of Menlo Park-Fuel	9,229.97	-
City of Menlo Park	4,595.01	121.10
Marie Ramirez/SDU	3,560.34	508.62
Medco Supply Company	148.61	-
Menlo Park Hardware Co. #14016	166.08	-
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	2,239.12	-
Municipal Maintenance Equip.	1,667.98	-
Navia Benefit Solutions	8,014.64	1,118.52
North Bay Pensions	1,500.00	-
Office of Water Programs	815.10	-
Office Team	7,848.00	2,760.00
Ogasawara Landscape Maint.	4,730.00	2,750.00
Omega Industrial Supply, Inc.	1,794.99	-
Pacific Gas & Electric	21,442.26	1,737.45
Peninsula Building Materials	1,239.44	-
Peninsula Property Group	1,602.75	-
Phil Scott	1,431.88	-
Pier 2 Marketing	500.00	-
PJ's Rebar Inc.	2,752.87	-
Ponton Industries, Inc.	529.36	229.36
Precision Engineering	312,189.19	-
Preferred Alliance	1,163.54	-
Principal Life Insurance Co.	19,902.57	4,773.68
Sergio Ramirez	1,313.08	-
R.A. Nosek Investigations	1,490.00	400.00
Readyrefresh By Nestle	1,434.93	532.44
Red Wing Shoe Store	1,698.63	-
Rich Voss Trucking	1,820.00	-
Robert J. Scheidt	263.86	-
Roberts & Brune Co	12,363.99	1,462.86
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	401,251.72	-
SVCW Bond - 2015 Bond	502,295.82	-
SVCW Bond - 2018 Bond	1,186,418.75	-
SVCW Cash Contribution on 2018 Bond	3,208,001.01	1,069,333.67
SVCW - Monthly Operating Payment	1,899,741.00	633,247.00
Safety Center	2,604.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	347.00	54.00
San Mateo CO Health Dept	1,737.00	-
Rupert Sandoval	457.35	127.35
Robert J. Scheidt	263.86	-
Seekzen Systems	11,925.00	-

	TOTAL BY VENDOR - YTD 7/1/2019- 09/30/2019	WITHDRAWAL PERIOD 9/30/2019
REGULAR PAYABLES		
Sharp Business Systems	2,087.68	1,498.78
Sharp Electronics Corporation	878.13	466.80
Sitech Norcal	460.95	-
Solarwinds	57.00	-
Staples Credit Plan	3,061.43	717.84
Summit Aerial Services Inc	2,750.00	-
Sutter EAP	418.00	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	1,770.00	-
Teletrac Navman US LTD.	492.43	-
The Concept Genie	498.24	-
TFS-Zoom Imaging Solutions Inc	802.99	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	4,024.18	-
TPX Communications	6,881.19	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
US Bank	545.62	136.56
U.S. Jetting, LLC.	465.45	-
V & A Consulting Engineers	16,968.75	-
Valley Heating & Cooling	1,589.00	-
Verizon Wireless	7,107.76	1,793.16
Vision Communications Co.	7,535.32	2,617.00
V.W. Housen & Associates	15,677.50	-
Weco Industries, Inc.	49,588.82	-
West Yost & Associates	29,918.78	-
Woodard & Curran	49,523.23	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,102.85	-
TOTAL REGULAR PAYABLES	13,364,295.11	2,545,889.54
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	727,221.72	103,872.14
Directors Fees - Net Pay	5,720.00	2,200.00
PrimePay Fees	2,074.41	-
IRS - Federal Payroll Taxes	118,242.87	15,588.94
EDD - State Payroll Taxes	49,007.89	6,328.15
ICMA	88,597.55	7,699.32
Performance Merit Program	-	-
TOTAL SALARIES RELATED	990,864.44	\$135,688.55
TOTAL PAYABLES	14,355,159.55	2,681,578.09

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
09/18/19 - 10/01/19

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
9/25/2019	460827	Permit: 2390 Ralmar Ave, EPA. Conn Fee \$3825.45 Permit \$270	\$4,095.45
9/25/2019	460828	Postage	\$1.00
9/25/2019	460829	1000 El Camino Real, MP. Class 3 permit #1096 cash deposit	\$291.25
9/25/2019	460830	Permit: 1710 Croner Ave, MP	\$160.00
9/25/2019	460831	Class 3 Permit #1101	\$2,545.00
9/25/2019	460832	CCTV Review 2180 Camino de los Robles, MP	\$90.00
9/25/2019	460833	Invoice 2019/20-005	\$165.00
9/25/2019	460834	Permit: 2767 Fordham St. EPA	\$270.00
9/25/2019	460835	Postage	\$1.95
9/25/2019	460836	Prop 1 Grant & CWSRF Loan Project No. C-06-8163-110	\$1,786,411.00
10/1/2019	460837	Permit: 740 San Mateo Dr, MP	\$270.00
10/1/2019	460838	Refunding Overpayment	\$41.48
10/1/2019	460839	Permit: 333 Yale Rd. MP	\$270.00
10/1/2019	460840	Invoice 2019-20/042	\$588.50
10/1/2019	460841	Permit: 1027 Henderson Ave> MP	\$270.00
10/1/2019	460842	Permit: 3122 Barney Ave. MP	\$160.00
10/1/2019	460843	Invoice 2019-20/051 - Sewer Service Charges for 5 Grove Ct, PV - 1st & 2nd Installment	\$1,497.00
10/1/2019	460844	Proposition 13 Water Recycling	\$75,000.00
10/1/2019	460845	Invoice 2019/20-008	\$150.00
10/1/2019	460846	Invoice 2019/20-006	\$180.00
10/1/2019	460847	Invoice 2019-20/048	\$1,497.00
		Total Deposit	<u>\$1,873,954.63</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 – September 2019*

Month	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	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	11.7	4.3	0.1	1.1	7	6	104	0	0	1	109	29	0	155
February	4.8	6.6	0.6	3.7	5	6	71	1	0	1	65	23	0	209
March	10.6	0.2	0.9	3.3	6	8	70	1	0	0	87	10	3	201
April	9.9	4.2	0.9	3.1	3	8	60	0	0	1	88	8	0	290
May	7.1	8.9	0.8	4.0	0	11	90	1	0	1	71	0	4	289
June	11.8	0.7	0.4	4.8	9	8	74	0	0	0	98	0	12	229
July	9.5	3.8	0.9	3.4	5	10	74	1	0	0	83	1	0	263
August	10.5	7.0	1.6	3.1	10	5	91	0	0	0	79	3	0	257
Sept.	17.7	0.2	0.3	4.0	0	0	79	0	0	0	96	1	0	219
* Oct.	12.7	4.4	1.5	2.9	3	4	120	0	0	0	109	55	1	237
Nov.	5.7	5.6	0.9	2.1	2	7	106	0	0	0	97	25	0	144
Dec	5.7	4.2	0.4	1.9	3	4	106	1	0	0	106	0	8	149
Yr to date	117.7	50.1	9.3	37.5	53	77	1045	5	0	4	1088	155	28	2642

2019 Goals	120.0	51.0	n/a	45- 50	65	90	n/a	<10	0-2	4 to 6	n/a	n/a	n/a	n/a
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
2015Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834

* = Beginning of PMPP year.



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 – September 2019*

Month Temp Help	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January	3.6	1.5	0.0	1.1	4	1	0	1	0
February	2.2	0.5	0.0	1.5	4	0	0	0	0
March	1.2	0.8	0.0	1.9	4	0	0	0	0
April	1.5	3.0	0.0	1.9	4	0	0	0	0
May	1.6	1.5	0.0	1.0	4	0	0	0	0
June	1.5	0.6	0.0	0.4	4	0	0	0	0
July	0.8	0.7	0.0	1.2	4	0	0	0	0
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.8	0.0	1.1	4	0	0	0	0
Oct.	1.4	1.2	0.0	1.2	4	1	0	0	0
Nov.	0.4	1.4	0.0	1.0	4	1	0	0	0
Dec	1.2	0.8	0.0	0.7	4	1	0	0	0
** Yr to date	15.4	15.0	0.0	13.5	48	4	0	1	0
FY18/19Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

Report to the District Board for the Regular Meeting of October 9, 2019

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7E

To: *Board of Directors*

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

Subject: *Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 180 Bear Gulch Drive, Portola Valley (079-122-270), Lands of Stone*

Background

The owners of the property located at 180 Bear Gulch Drive, Portola Valley, Lands of Stone have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence that will need to construct a Septic Tank Effluent Pumping (STEP) system and force main that will eventually connect to the existing gravity main located on Golden Oak Drive.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, the LAFCo Resolution No. 1239 (Exhibit B) approving the annexation, and a site map (Exhibit C).

Fiscal Impact

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

Recommendation

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

Attachments: Resolution _____ (2019)
Exhibit A – Geographic/Legal Description
Exhibit B – LAFCo Resolution No. 1239
Exhibit C – Site Map

RESOLUTION NO. ____ (2019)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

A Resolution Consenting to the Annexation of Lands of Stone (APN 079-122-270) to the West Bay Sanitary District

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 180 Bear Gulch Drive, Portola Valley (APN 079-122-270) to the West bay Sanitary District.
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The LAFCo of San Mateo County has adopted Resolution 1239 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 9th day of October, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

EXHIBIT A PAGE 1 OF 3
ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Interspousal Transfer Deed recorded on December 1, 2017 as Document Number 2017-107835, along with portions of Bear Gulch Drive and Golden Oak Drive as shown on that certain Tract Map No. 718 entitled "Alpine Hills Unit 3" filed for record on May 24, 1955, in Book 42 of Maps, at pages 27-29, San Mateo County Records, State of California, and being more particularly described as follows:

BEGINNING at the northerly centerline intersection of Golden Oak Drive and Bear Gulch Drive;

Thence (Course 1) North 15°50'00" East, 30.00 feet to the intersection of the existing West Bay Sanitary District boundary and the northerly right of way line of said Golden Oak Drive and the **TRUE POINT OF BEGINNING** of this description;

Thence continuing easterly along said right of way line and said existing district boundary, (Course 2) South 74°10'00" East, 29.01 feet;

Thence leaving said existing district boundary and said right of way line, (Course 3) South 15°50'00" West, 60.00 feet to the southerly right of way line of said Golden Oak Drive, and the southeasterly right of way line of said Bear Gulch Drive, and the beginning of a non-tangent curve, concave southeasterly, whose radius bears South 15°50'00" West;

Thence continuing along said southeasterly right of way line the following three (3) Courses:

4. Along said curve, concave southeasterly, having a radius of 20.00 feet, a chord length of 22.66 feet, through a central angle of 69°00'21", for an arc length of 24.09 feet;
5. South 36°49'39" West, 110.98 feet to the beginning of a tangent curve, concave northwesterly;
6. Along said curve, concave northwesterly, having a radius of 225.00 feet, a chord length of 16.99 feet, through a central angle of 4°19'44", for an arc length of 17.00 feet to the northerly corner of said property described in said Interspousal Transfer Deed;

Thence leaving said southeasterly right of way line, along the boundary of said property described in said Interspousal Transfer Deed, the following five (5) Courses:

7. South 32°01'02" East, 273.29 feet;
8. South 58°54'26" East, 160.00 feet;
9. South 35°30'00" West, 255.00;
10. North 56°20'48" West, 669.02 feet to the southerly right of way line of said Bear Gulch Drive and the beginning of a non-tangent curve, concave southerly, whose radius point bears South 11°30'40" East;

11. Continuing easterly along said curve, along said right of way line, concave southerly, having a radius of 125 feet, a chord length of 20.73 feet, through a central angle of 9°30'40", for an arc length of 20.75 feet;

Thence leaving said right of way line, (Course 12) North 02°00'00" West, 50.00 feet to the northerly right of way line of said Bear Gulch Drive and said existing district boundary to the beginning of a non-tangent curve, concave northerly, whose radius point bears North 2°00'00" West;

Thence continuing easterly along said right of way line and said existing district boundary the following five (5) Courses:

13. Along said curve, concave northerly, having a radius of 225 feet, a chord length of 82.01 feet, through a central angle of 21°00'00", for an arc length of 82.47 feet to the beginning of a tangent curve, concave southerly;
14. Along said curve, concave southerly, having a radius of 906.93 feet, a chord length of 165.76 feet, through a central angle of 10°29'11", for an arc length of 165.99 feet;
15. North 77°29'11" East, 35.67 feet to the beginning of a tangent curve, concave northerly;
16. Along said curve, concave northerly, having a radius of 175.00 feet, a chord length of 121.60 feet, through a central angle of 40°39'32", for an arc length of 124.19 feet;
17. North 36°49'39" East, 80.69 feet;

Thence leaving said right of way line, along said existing district boundary, —
(Course 18) North 45°23'44" East, 95.66 feet to the northerly right of way line of said Golden Oak Drive to the **TRUE POINT OF BEGINNING**.

Containing a total computed acreage of 4.25 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

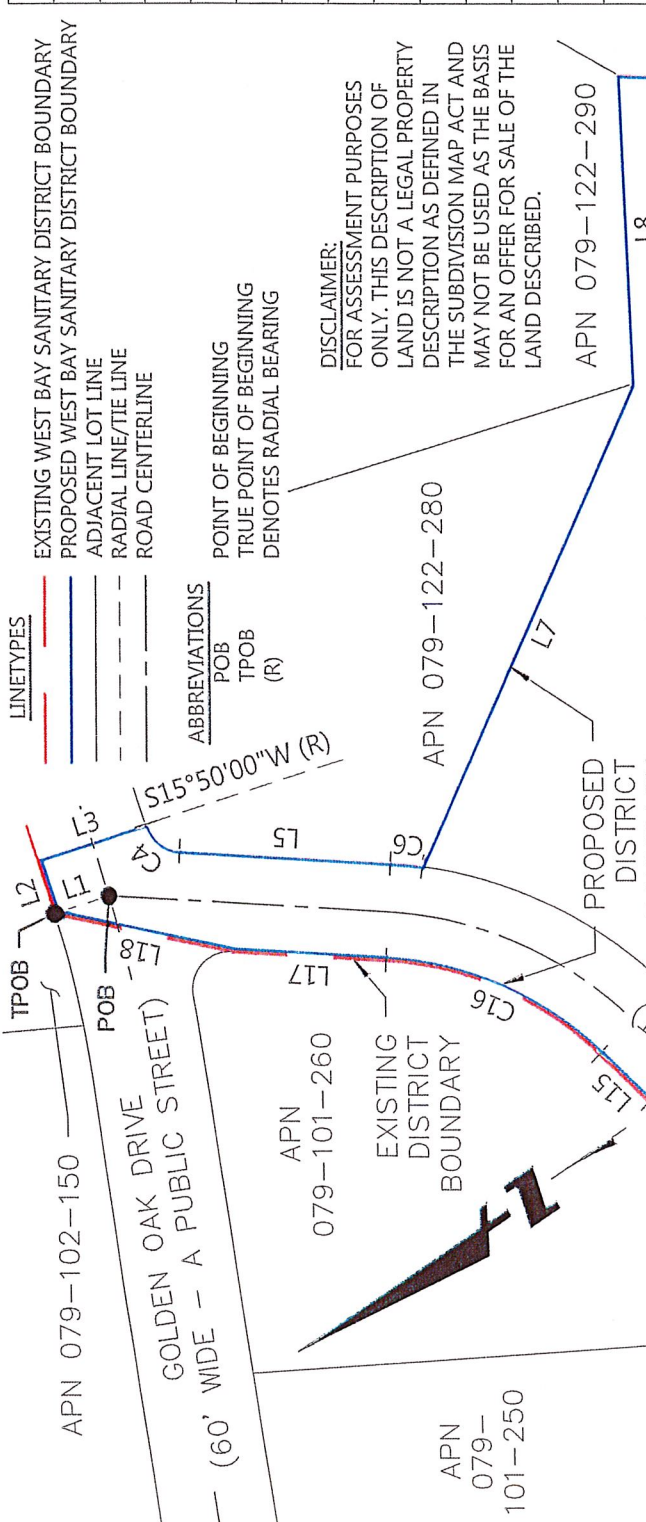
For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

END OF DESCRIPTION

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

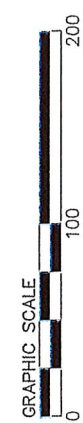
EXHIBIT A PAGE 2 OF 3

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N15°50'00"E	30.00'
L2	S74°10'00"E	29.01'
L3	S15°50'00"W	60.00'
L5	S36°49'39"W	110.98'
L7	S32°01'02"E	273.29'
L8	S58°54'26"E	160.00'
L9	S35°30'00"W	255.00'
L10	N56°20'48"W	669.02'
L12	N02°00'00"W	50.00'
L15	N77°29'11"E	35.67'
L17	N36°49'39"E	80.69'
L18	N45°23'44"E	95.66'



CURVE TABLE				
CURVE NO.	RADIUS	CHORD	DELTA	LENGTH
C4	20.00'	22.66'	069°00'21"	24.09'
C6	225.00'	16.99'	004°19'44"	17.00'
C11	125.00'	20.73'	009°30'40"	20.75'
C13	225.00'	82.01'	021°00'00"	82.47'
C14	906.93'	165.76'	010°29'11"	165.99'
C16	175.00'	121.60'	040°39'32"	124.19'

TOTAL ANNEXATION AREA = 4.25± ACRES



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

Subject: PLAT EXHIBIT
WEST BAY SANITARY DISTRICT ANNEXATION
Date: 07/10/2019

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 19-02 -
ANNEXATION OF 180 BEAR GULCH DRIVE, PORTOLA VALLEY (APN 079-122-270)
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS
AND ORDERING SAID ANNEXATION
AND SUBSEQUENT ANNEXATION TO THE 'ZONE'**

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

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

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

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

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

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

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

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

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

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

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

Section 3. The territory consists of 4.1 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of the 180 Bear Gulch Drive, Portola Valley (APN 079-122-270) to the West Bay Sanitary District.

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

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

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 15th day of May, 2019.

Ayes and in favor of said resolution:

Commissioners:

Joshua Cosgrove

Ann Draper, Chair

Rich Garbarino

Don Horsley

Ric Lohman

Mike O'Neil

Warren Slocum

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

EXHIBIT B PAGE 3 OF 3

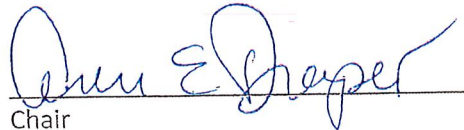
Noes and against said resolution:

None

Commissioners Absent ~~and/or~~ Abstentions:

Commissioners:

None



Chair

Local Agency Formation Commission
County of San Mateo
State of California

ATTEST:



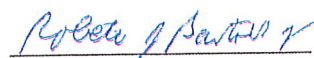
Executive Officer

Local Agency Formation Commission

Date: 7-18-19

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

Date: 7/18/19



Clerk to the Commission
Local Agency Formation Commission

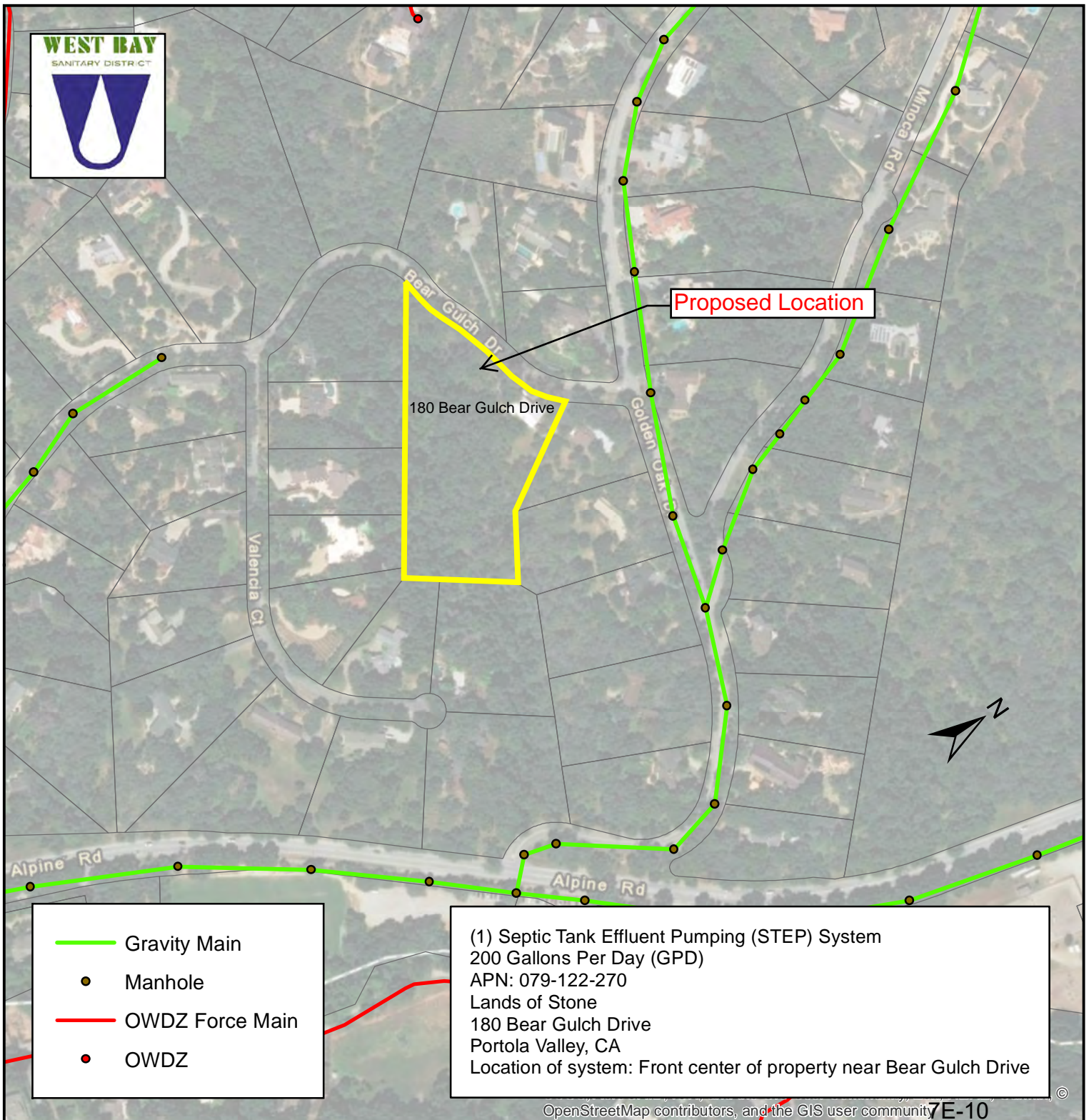
WEST BAY SANITARY DISTRICT EXHIBIT "B"

SITE LOCATION

180 BEAR GULCH DRIVE

PORTOLA VALLEY, CA

SETPIC TANK EFFLUENT PUMPING (STEP) SYSTEM





WEST BAY SANITARY DISTRICT AGENDA ITEM 7F

To: *Board of Directors*

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

Subject: *Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 180 Bear Gulch Drive, Portola Valley*

Background

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

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachments: Resolution _____ (2019)
Covenants Running with the Land

RESOLUTION NO. _____ (2019)

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

The District Board finds and determines as follows:

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

Based upon the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 9th day of October 2019, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

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

(Space above this line for Recorder's Use)

AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and ROBERT AND ADELA STONE, owners of the property at 180 BEAR GULCH DRIVE, PORTOLA VALLEY, ("Proponents").

RECITALS

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as 180 BEAR GULCH DRIVE, and which is more particularly described as follows:

16 & PORTIONS OF LOT 17

Lot _____ in Block 3, as shown on that certain map entitled "ALPINE HILLS UNIT 3", filed in the office of the County Recorder of said County and State, on MAY 24, 1955 in Book 42 of maps at pages 27-29.

Containing an area of 3.6 acres, more or less (the "Real Property").

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

or

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

or

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

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

4. To obtain District administered wastewater disposal services for the Real Property, Proponents propose to construct certain unconventional wastewater disposal facilities (the "Septic Tank Effluent Pumping (STEP)" / "Grinder Pump System"), 300 linear feet of sanitary sewer force main and to connect to the District's public facilities located in GOLDEN OAK DRIVE.

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

PROHIBITIONS

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

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

ADHERENCE TO DISTRICT REGULATIONS

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

ENFORCEMENT RIGHTS OF DISTRICT

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

ATTORNEY FEES

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

BINDING EFFECT

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

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

DISTRICT:

WEST BAY SANITARY DISTRICT
A Public Agency

Printed Name:

By: _____
President of the District Board

Date: _____

Printed Name:

And by: _____
Secretary of the District Board


Date: _____

PROPONENTS:

Printed Name: ROBERT STONE

By:  Date: 7.30.19

Printed Name: SHEILA HARMAN

By:  Notary Public Date: 7-30-19

(Attach Notary Acknowledgement Certificate)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California

County of San Mateo

On July 30, 2019 before me, Sheila Kay Harman, Notary Public,

Date

Here

Insert Name and Title of the Officer

personally appeared Robert Stone

Name(s) of Signer(s)



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

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

WITNESS my hand and official seal.

Signature: Sheila Kay Harman

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Agreement Creating Covenants Running with the Land

Document Date: July 30, 2019 Number of Pages: 4

Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: Robert Stone

☐ Corporate Officer – Title(s): _____

☐ Individual

☐ Partner – Limited General

☐ Attorney in Fact

☐ Trustee

☐ Guardian or Conservator

☐ Other: _____

☐ Signer is Representing: _____

RIGHT THUMBPRINT
OF SIGNER

Top of Thumb here

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Individual

☐ Partner – Limited General

☐ Attorney in Fact

☐ Trustee

☐ Guardian or Conservator

☐ Other: _____

☐ Signer is Representing: _____

RIGHT THUMBPRINT
OF SIGNER

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7G

To: *Board of Directors*

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

Subject: *Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA*

Background

This permit was for the rehabilitation of manholes on the property of Menlo College at 1000 El Camino Real in Atherton, in conjunction with the renovation of their landscaping and pathways resulting in grade changes.

Analysis

The Board issued this Permit at the Regular Meeting of June 26, 2019.

The work has been completed and has been inspected, and approved by staff as being in conformance with District Standards. The property owner has submitted a cash deposit for the one-year guarantee of the work, record drawings, as well as lien releases of subsequent contractors.

Recommendation

The Projects & IT Manager recommends that the Board accepts these facilities and direct the District Manager to approve the Class 3 Sewer Permit No. 1096.

Attachment: Class 3 Permit No. 1096
Exhibit A - Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number

No 1096

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1000 EL CAMINO, ATHERTON

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

☐ Residential ☒ Non-residential Development at said location.

ENGINEER'S

Sandis

Name

1700 Winchester Blvd Suite 200

Address

CONTRACTOR'S

VANCE BROWN BUILDERS

Name

3197 Park Blvd, Palo Alto

Address

OWNER'S

MENLO COLLEGE

Name

1000 EL CAMINO, ATHERTON

Address

Applicant's Signature

JAMES HOWARD

Signed by - Please Print Name

3197 PARK BLVD PALO ALTO CA

Address

Receipt of \$ 545 Application Fee is hereby acknowledged Annette

Date

Receipt of \$ 2000 ☒ Cash deposit or ☐ Performance Bond

Comments Raise manholes to grade

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

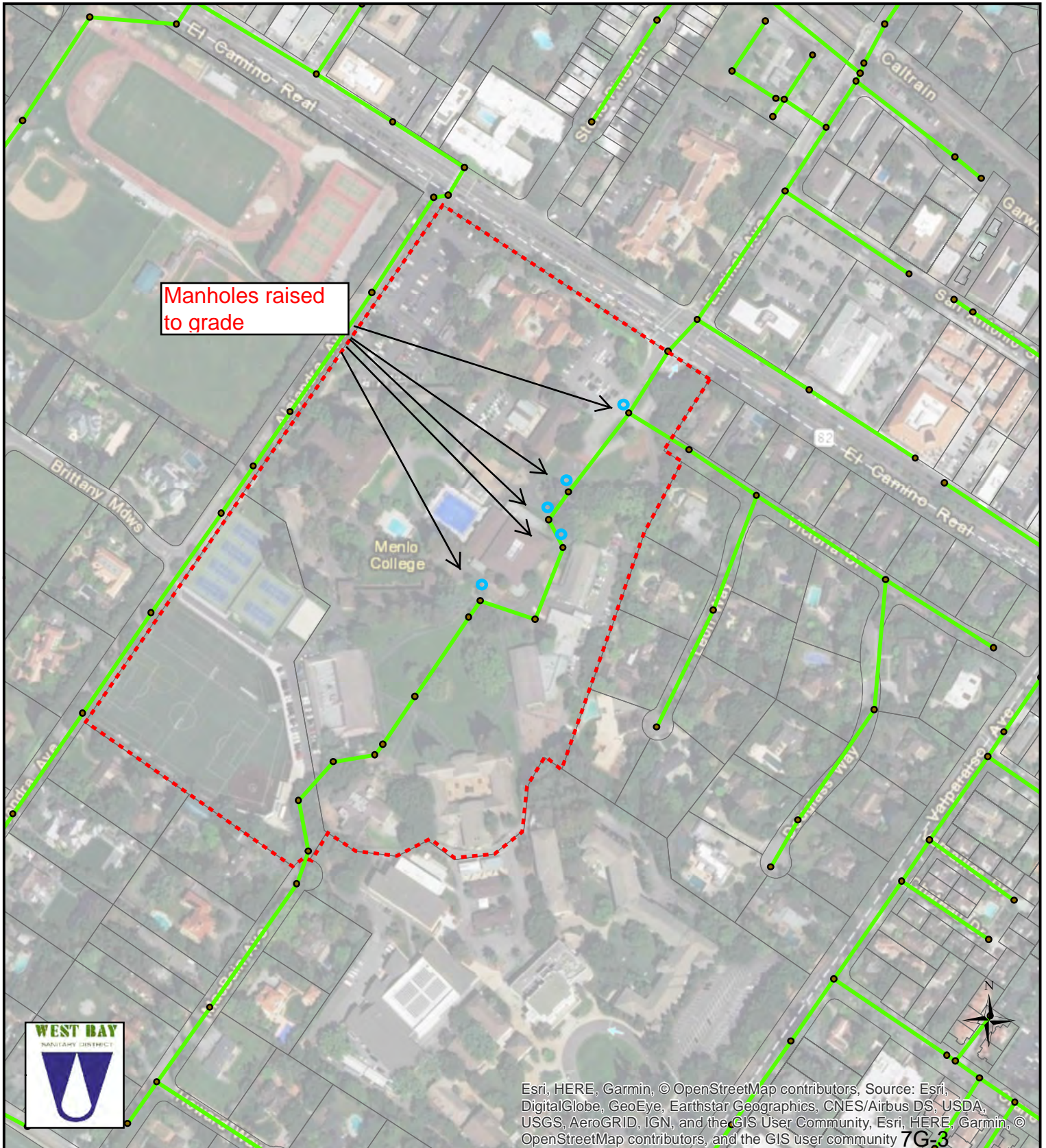
Date _____

By _____

Final Acceptance by the District Board on _____

(SEE PERMIT CONDITIONS ON REVERSE)

Exhibit A
Site Map
Menlo College
1000 El Camino Real, Atherton, CA



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WEST BAY SANITARY DISTRICT AGENDA ITEM 7H

To: *Board of Directors*

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

Subject: *Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 9/30/19*

Background

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

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

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

The District's reserve funds were set as follows:

District Reserves	Target Balance	Beginning Mkt Value Balance	End Mkt Value Balance
Emergency Capital Reserve	= \$5.0M	\$3.95M	\$3.25M
Capital Project Reserve	= \$3.5M	\$2.50M	\$2.20M
Operating Reserves (5 mo's Op Exp)	= \$9.4M	\$7.03M	\$6.64M
Rate Stabilization Reserve	= \$6.5M	\$5.74M	\$4.98M
Reserve maturities transferred to LAIF as of 9/15/19		\$5.43M	\$5.43M
Recycled Water Cash Flow:	= \$8.0M	<u>\$8.14M</u>	<u>\$8.14M</u>
BoW RW CF Reserve		\$ 224K	\$224K
RW CF Reserve funds transferred to LAIF		\$7.91M	\$7.91M
Recycled Water SRF Reserve (SHGCC) = \$806.2K		\$ 842K	\$843K

Total Reserves market value at 8/31/2019 ≈\$33.85M \$31.48M

Analysis

In September, there were \$2.142M in transfers of cash from the Emergency Capital, Capital Project, Operating, and Rate Stabilization Reserves which holds the total transfer to date at \$11,610,000. Over the next six months, from July to December, the latest projection of reserve maturities provided by Bank of the West Wealth Management indicate a possible accumulation to approximately \$7.5M. This accumulated sum of \$7.5M will be used to pay \$1.07M per month to SVCW for 2018 bond payments through December 2019. The accumulation, however, ultimately depends on the activity of the callable securities in these reserves which could substantially reduce that amount. Possible options to fund any shortfall from 2018 bond payments include drawing from the Rate Stabilization Reserve or payment from general fund cash.

As of 8/31/2019 maturing securities in the Recycled Water Cash Flow Reserve totaling \$7,918,649 have been withdrawn and deposited into LAIF. Recycled Water project spending through the end of September totaled 16,650,577 and submitted \$16,635,907 in SRF reimbursement requests. The District has received SRF reimbursements of \$14,955,532 leaving a balance of \$6,304,955 of the Recycled Water reserve funds in LAIF as of 9/30/2019.

Fiscal Impact

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

Recommendation

The District Manager recommends the District Board ratify and approve the report on the District's Investment Portfolio including the transactions of assets described therein as of 9/30/19.



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

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

Fiduciary

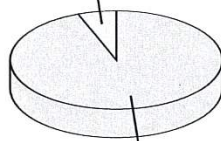
Chuen Ying Lee
(408) 645-3234

Portfolio

Michael D. Smith
(408) 490-2079

Asset Allocation

CASH & EQUIV



FIXED INCOME

Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	203,895.26	6.3%
Fixed Income	3,026,485.23	93.7%
Total Portfolio	\$ 3,230,380.49	100.0%
Accrued Income	20,699.74	
Total Valuation	\$ 3,251,080.23	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,955,320.33	\$ 4,308,686.39
Income		
Interest.....	14,262.09	29,075.32
Disbursements.....	-707,652.57	-1,082,002.11
Realized Gains/(Losses).....	-2,524.75	-8,188.92
Change In Accrued Income.....	-5,583.18	-4,109.62
Change In Market Appreciation/(Depreciation).....	-2,612.31	8,283.91
Non-Cash Asset Changes.....	-129.38	-664.74
Ending Market Value	\$ 3,251,080.23	\$ 3,251,080.23



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

61-J004-01-2
09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	203,895.260	203,895.26 203,895.26	3,874.00 172.55	1.90%
Total Cash Equivalents		\$ 203,895.26 \$ 203,895.26	3,874.00 172.55	1.90%
Fixed Income				
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable	250,000.000	251,360.00 253,602.50	12,500.00 3,854.16	4.97%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	376.950	377.31 832.60	20.00 1.72	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	516.540	517.47 1,001.71	28.00 2.36	5.49%
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	120,000.000	122,086.80 119,730.00	2,760.00 1,180.66	2.26%
Federal Home Loan Bks Cons Bds 2.00% Dtd 01/27/2016 Due 01/27/2021 Callable	75,000.000	75,002.25 73,902.82	1,500.00 266.66	2.00%
Federal Home Loan Bks Cons Bds 1.70% Dtd 07/27/2016 Due 07/27/2022 Callable	140,000.000	139,876.80 135,506.10	2,380.00 423.11	1.70%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	80,000.000	80,634.40 80,127.20	1,520.00 244.88	1.89%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	50,000.000	50,223.50 50,657.50	2,062.00 618.75	4.11%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	80,000.000	80,764.80 81,129.60	2,300.00 127.77	2.85%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	160,000.000	159,372.80 160,000.00	2,800.00 707.77	1.76%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

7

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	39,924.00 40,000.00	650.00 278.05	1.63%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	150,000.000	149,809.50 149,173.73	2,475.00 1,058.75	1.65%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	120,000.000	120,015.60 120,000.00	2,400.00 1,033.33	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	100,000.000	100,005.00 100,000.00	2,000.00 938.88	2.00%
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable	80,000.000	79,977.60 80,000.00	1,320.00 553.66	1.65%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	25,000.000	24,932.25 25,106.00	375.00 103.12	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	25,000.000	24,914.50 25,112.50	375.00 126.04	1.51%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	40,000.000	40,050.80 40,380.80	750.00 193.74	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,685.00 59,759.45	825.00 80.20	1.38%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,671.80 59,594.65	825.00 398.75	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	60,000.000	60,442.80 60,177.60	1,200.00 286.66	1.99%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	80,000.000	79,580.00 78,734.96	1,200.00 413.33	1.51%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	100,000.000	99,663.00 100,000.00	1,800.00 625.00	1.81%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable	130,000.000	129,812.80 130,000.00	2,275.00 18.95	1.75%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	60,000.000	60,924.00 60,846.60	1,425.00 308.74	2.34%
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable	25,000.000	24,999.25 25,032.50	312.00 155.38	1.25%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	4,504.210	4,645.91 6,262.41	225.00 18.76	4.85%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24	2,213.790	2,212.17 3,285.50	110.00 9.22	5.00%
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	60,000.000	60,139.20 59,878.80	1,200.00 599.99	2.00%
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable	50,000.000	49,750.00 49,062.50	1,812.00 156.58	3.64%
Ohio St Dev Assistance GO Bds 2009b Taxable 6.52% Dtd 06/18/2009 Due 10/01/2028 Prerefunded 10/01/2019 @ 100.000 Callable	45,000.000	45,000.00 45,873.45	2,934.00 1,467.00	6.52%
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable	100,000.000	102,667.00 103,196.00	5,200.00 707.77	5.06%
Small Business Admin Gtd Ln Pool Ctfs 7.19% Dtd 12/15/1999 Due 12/01/2019	1,050.920	1,054.05 6,907.01	75.00 115.77	7.17%
Small Business Admin Gtd Ln Pool Ctfs 7.59% Dtd 01/12/2000 Due 01/01/2020	1,593.830	1,599.42 4,317.56	120.00 30.49	7.56%
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024	9,943.620	10,274.05 15,675.64	431.00 66.94	4.20%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Small Business Admin Gtd Ln Pool Ctfs 5.71% Dtd 06/13/2007 Due 06/01/2027	5,328.520	5,725.18 9,164.87	304.00 101.60	5.31%
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021	5,645.420	5,782.72 6,741.83	230.00 44.69	3.99%
Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	60,000.000	60,056.40 59,984.40	1,260.00 199.50	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,900.00 99,267.81	2,000.00 527.77	1.98%
Toronto Dominion Bank Fr 2.25% Dtd 11/05/2014 Due 11/05/2019 Non-Callable	250,000.000	250,020.00 250,940.00	5,625.00 2,281.25	2.25%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	110,000.000	109,880.10 109,834.11	1,787.00 78.57	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,155.00 99,695.31	2,750.00 120.87	2.69%
Total Fixed Income		\$ 3,026,485.23 \$ 3,040,496.02	74,140.00 20,527.19	2.45%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 3,230,380.49 \$ 3,244,391.28	78,014.00 20,699.74	2.42%
Total Market Value Plus Accruals		\$ 3,251,080.23		



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		476.00
Astrazeneca PLC Sr Nt 1.95% Dtd 09/18/2012 Due 09/18/2019 Callable Int To 09/18/19 on 100,000	09/18/19		975.00
Ordinary Income on Disposition of	09/18/19		1,710.00
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For August 2019 on 553.67	09/16/19		2.54
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For August 2019 on 765.24	09/16/19		3.51
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Int To 09/27/19 on 80,000	09/27/19		1,200.00
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Int To 09/19/19 on 80,000	09/19/19		1,268.00
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 09/11/19 on 80,000	09/11/19		1,150.00
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Interest on Full Call of	09/30/19		337.50
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable Int To 09/30/19 on 60,000	09/30/19		375.00
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable Int To 09/28/19 on 130,000	09/30/19		1,137.50



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For August 2019 on 5735.63	09/25/19		23.90
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Int For August 2019 on 2576.97	09/25/19		10.74
Lloyds Bank PLC Sr Gbl Nt 2.35% Dtd 09/05/2014 Due 09/05/2019 Non-Callable Int To 09/05/19 on 250,000	09/05/19		2,937.50
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024 Int To 08/16/19 on 11222.03	09/03/19		243.52
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021 Int To 09/01/19 on 6928.05	09/10/19		142.63
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 09/15/19 on 110,000	09/16/19		893.75
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 09/15/19 on 100,000	09/16/19		1,375.00
Total Interest Income		\$ 0.00	\$ 14,262.09
Total Income		\$ 0.00	\$ 14,262.09

Disbursement Activity			
	Date	Income Cash	Principal Cash
To/For Beneficiary			
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 12/20/17	09/05/19		-263,000.00



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Disbursement Activity			
	Date	Income Cash	Principal Cash
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 12/20/17	09/05/19		-254,000.00
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXX6049 Per Verbal Instructions Dtd 9/26/19 ACH Form Dtd 12/20/17	09/26/19		-190,000.00
Total To/For Beneficiary		\$ 0.00	\$ -707,000.00
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-652.57
Total Fees/Expenses		\$ 0.00	\$ -652.57
Total Disbursements		\$ 0.00	\$ -707,652.57

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (9) 09/01/19 To 09/30/19	09/30/19		-394,195.65
Total Purchases		\$ 0.00	\$ -394,195.65

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 09/01/19 To 09/30/19	09/30/19	454,715.07	
Astrazeneca PLC Sr Nt 1.95% Dtd 09/18/2012 Due 09/18/2019 Callable Recd Proceeds on Maturity of 100,000 Par Value	09/18/19	98,290.00	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For August 2019	09/16/19	176.72	-213.61



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For August 2019	09/16/19	248.70	-233.60
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Recd Proceeds on Full Call of 80,000 Par Value	09/27/19	80,000.00	
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Recd Proceeds on Full Call of 80,000 Par Value	09/19/19	80,000.00	
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Recd Proceeds on Full Call of 60,000 Par Value	09/30/19	60,000.00	
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable Recd Proceeds on Maturity of 60,000 Par Value	09/30/19	60,000.00	15.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For August 2019	09/25/19	1,231.42	-480.68
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Prin Pmt For August 2019	09/25/19	363.18	-175.82
Lloyds Bank PLC Sr Gbl Nt 2.35% Dtd 09/05/2014 Due 09/05/2019 Non-Callable Recd Proceeds on Maturity of 250,000 Par Value	09/05/19	250,000.00	-450.00
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024 Prin Pmt For 08/16/19	09/03/19	1,278.41	-736.94



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021 Prin Pmt For 09/01/19	09/10/19	1,282.63	-249.10
Total Sales		\$ 1,087,586.13	\$ -2,524.75

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	09/11/19	-559.20
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	09/30/19	119.74
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	09/30/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	09/30/19	16.71
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	09/30/19	91.00
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	09/30/19	22.27
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount	09/13/19	124.48
Accretion of Discount	09/13/19	41.37
Total Non-Cash Transactions		\$ -129.38



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - EMERGENCY CAPITAL RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

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



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

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

Fiduciary

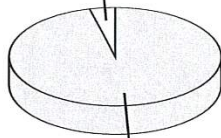
Chuen Ying Lee
 (408) 645-3234

Portfolio

Michael D. Smith
 (408) 490-2079

Asset Allocation

CASH & EQUIV



FIXED INCOME

Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	83,059.27	3.8%
Fixed Income	2,115,710.55	96.2%
Total Portfolio	\$ 2,198,769.82	100.0%
Accrued Income	11,217.11	
Total Valuation	\$ 2,209,986.93	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,502,852.07	\$ 2,666,749.24
Income		
Interest.....	10,615.84	18,952.01
Disbursements.....	-293,412.83	-472,256.66
Realized Gains/(Losses).....	-34.25	-114.84
Change In Accrued Income.....	-6,074.89	-4,517.23
Change In Market Appreciation/(Depreciation).....	-308.71	5,236.55
Non-Cash Asset Changes.....	-3,650.30	-4,062.14
Ending Market Value	\$ 2,209,986.93	\$ 2,209,986.93



WBSD - CAPITAL PROJECT RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	83,059.270	83,059.27 83,059.27	1,578.00 142.75	1.90%
Total Cash Equivalents		\$ 83,059.27 \$ 83,059.27	1,578.00 142.75	1.90%
Fixed Income				
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	50,000.000	50,869.50 49,887.50	1,150.00 491.94	2.26%
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable	80,000.000	80,008.00 79,680.00	1,824.00 785.33	2.28%
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable	50,000.000	50,046.00 50,310.50	1,187.00 356.24	2.37%
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable	100,000.000	99,695.00 97,677.03	1,625.00 4.51	1.63%
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	110,000.000	110,004.40 110,000.00	2,310.00 1,135.75	2.10%
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	60,000.000	60,000.00 60,000.00	1,218.00 243.59	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	60,000.000	60,462.00 60,174.00	1,140.00 228.00	1.89%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	60,000.000	60,475.80 60,095.40	1,140.00 183.66	1.89%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	50,000.000	50,964.50 51,517.50	2,312.00 700.17	4.54%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	100,000.000	100,447.00 101,315.00	4,125.00 1,237.49	4.11%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

61-J235-01-2
09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable	125,000.000	128,547.50 129,157.50	5,937.00 164.93	4.62%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	100,000.000	100,956.00 101,412.00	2,875.00 159.72	2.85%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	50,000.000	49,768.50 50,000.00	750.00 2.08	1.51%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	180,000.000	179,294.40 180,000.00	3,150.00 796.25	1.76%
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable	50,000.000	50,050.00 49,875.00	1,050.00 5.83	2.10%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	100,000.000	99,873.00 99,449.06	1,650.00 705.83	1.65%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	40,000.000	39,891.60 40,169.60	600.00 165.00	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	40,000.000	39,863.20 40,180.00	600.00 201.66	1.51%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	100,000.000	100,127.00 100,952.00	1,875.00 484.37	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,685.00 59,759.45	825.00 80.20	1.38%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,671.80 59,594.65	825.00 398.75	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	120,000.000	120,885.60 120,355.20	2,400.00 573.33	1.99%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	60,000.000	60,423.60 60,151.80	1,125.00 550.00	1.86%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	120,000.000	119,595.60 120,000.00	2,160.00 750.00	1.81%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	120,000.000	121,848.00 121,693.20	2,850.00 617.50	2.34%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	2,252.100	2,322.95 2,377.37	112.00 9.38	4.85%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	60,000.000	59,934.60 59,925.30	975.00 42.85	1.63%
Total Fixed Income		\$ 2,115,710.55 \$ 2,115,709.06	47,790.00 11,074.36	2.26%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 2,198,769.82 \$ 2,198,768.33	49,368.00 11,217.11	2.25%
Total Market Value Plus Accruals		\$ 2,209,986.93		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		29.64
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable Int To 09/30/19 on 100,000	09/30/19		812.50



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Int To 09/19/19 on 80,000	09/19/19		1,268.00
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Int To 09/13/19 on 100,000	09/13/19		2,250.00
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable Int To 09/21/19 on 125,000	09/23/19		2,968.75
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 09/11/19 on 100,000	09/11/19		1,437.50
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Int To 09/30/19 on 50,000	09/30/19		375.00
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable Int To 09/29/19 on 50,000	09/30/19		525.00
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Interest on Full Call of	09/30/19		450.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For August 2019 on 2867.81	09/25/19		11.95
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 09/15/19 on 60,000	09/16/19		487.50
Total Interest Income		\$ 0.00	\$ 10,615.84
Total Income		\$ 0.00	\$ 10,615.84



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Disbursement Activity			
To/For Beneficiary	Date	Income Cash	Principal Cash
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 12/20/17	09/05/19		-3,000.00
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 12/20/17	09/05/19		-100,000.00
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/26/19 ACH Form Dtd 12/20/17	09/26/19		-190,000.00
Total To/For Beneficiary		\$ 0.00	\$ -293,000.00
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-412.83
Total Fees/Expenses		\$ 0.00	\$ -412.83
Total Disbursements		\$ 0.00	\$ -293,412.83

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (8) 09/01/19 To 09/30/19	09/30/19		-271,231.55
Total Purchases		\$ 0.00	\$ -271,231.55



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 09/01/19 To 09/30/19	09/30/19	293,412.83	
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Recd Proceeds on Full Call of 80,000 Par Value	09/19/19	80,000.00	
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Recd Proceeds on Maturity of 100,000 Par Value	09/13/19	100,000.00	
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Recd Proceeds on Full Call of 80,000 Par Value	09/30/19	80,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For August 2019	09/25/19	615.71	-34.25
Total Sales		\$ 554,028.54	\$ -34.25

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable Accretion of Discount	09/30/19	580.73
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Amortization of Premium	09/13/19	-1,660.00
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable Amortization of Premium	09/20/19	-2,057.50
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	09/11/19	-699.00



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Non-Cash Activity		
	Date	Cost
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	09/30/19	79.82
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	09/30/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	09/30/19	16.71
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount	09/13/19	74.69
Total Non-Cash Transactions		\$ -3,650.30

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



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

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

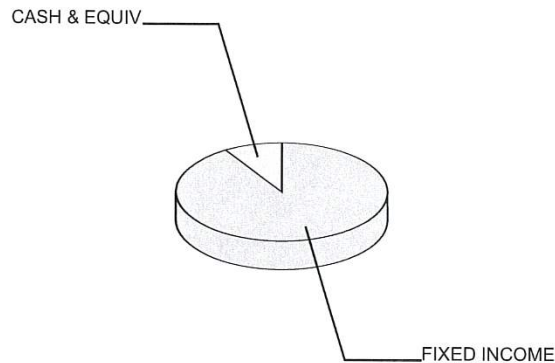
Fiduciary

Chuen Ying Lee
(408) 645-3234

Portfolio

Michael D. Smith
(408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	569,088.46	8.6%
Fixed Income	6,041,894.70	91.4%
Total Portfolio	\$ 6,610,983.16	100.0%
Accrued Income	36,323.02	
Total Valuation	\$ 6,647,306.18	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 7,030,773.10	\$ 7,191,676.47
Income		
Interest.....	25,330.75	41,487.07
Disbursements.....	-389,159.63	-590,482.70
Realized Gains/(Losses).....	3.92	-240.52
Change In Accrued Income.....	-12,518.63	-1,699.83
Change In Market Appreciation/(Depreciation).....	-1,571.68	15,396.21
Non-Cash Asset Changes.....	-5,551.65	-8,830.52
Ending Market Value	\$ 6,647,306.18	\$ 6,647,306.18



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	569,088.460	569,088.46 569,088.46	10,812.00 274.45	1.90%
Total Cash Equivalents		\$ 569,088.46 \$ 569,088.46	10,812.00 274.45	1.90%
Fixed Income				
Alibaba Group Hldg LTD Sr 144a 2.50% Dtd 11/28/2014 Due 11/28/2019 Callable	200,000.000	200,034.00 198,364.00	5,000.00 1,708.33	2.50%
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable	15,000.000	16,976.25 17,030.70	1,237.00 206.25	7.29%
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable	100,000.000	99,468.00 100,000.00	1,400.00 11.50	1.41%
Constellation Brands Inc Sr Gbl Nt 2.25% Dtd 11/07/2017 Due 11/06/2020 Callable	75,000.000	75,024.00 74,824.50	1,687.00 679.68	2.25%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	375.260	375.62 394.26	20.00 1.71	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	528.250	529.20 557.31	29.00 2.42	5.49%
Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable	200,000.000	200,858.00 198,049.67	3,750.00 1,270.83	1.87%
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable	80,000.000	80,008.00 79,680.00	1,824.00 785.33	2.28%
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable	100,000.000	99,977.00 97,788.51	2,000.00 838.88	2.00%
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	140,000.000	140,005.60 140,000.00	2,940.00 1,445.50	2.10%



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	40,000.000	40,000.00 40,000.00	812.00 162.40	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.97% Dtd 05/17/2017 Due 05/17/2021 Callable	120,000.000	120,002.40 118,670.46	2,364.00 879.93	1.97%
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable	180,000.000	179,708.40 178,953.05	2,916.00 162.00	1.62%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	200,000.000	203,858.00 206,070.00	9,250.00 2,800.69	4.54%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	200,000.000	200,894.00 202,630.00	8,250.00 2,475.00	4.11%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	60,000.000	60,573.60 60,847.20	1,725.00 95.83	2.85%
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable	60,000.000	59,961.60 60,139.80	1,050.00 317.91	1.75%
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable	200,000.000	199,586.00 199,800.00	3,000.00 6.94	1.50%
Federal Home Ln Mtg Corp 1.50% Dtd 12/30/2016 Due 12/30/2019 Callable	120,000.000	119,881.20 120,000.00	1,800.00 455.00	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	120,000.000	119,529.60 120,000.00	2,100.00 530.83	1.76%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	39,924.00 40,000.00	650.00 278.05	1.63%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	240,000.000	239,582.40 240,000.00	3,840.00 1,450.66	1.60%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	240,000.000	240,031.20 240,000.00	4,800.00 2,066.66	2.00%



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:

Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	120,000.000	120,006.00 120,000.00	2,400.00 1,126.66	2.00%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	50,000.000	49,829.00 49,693.50	750.00 252.08	1.51%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	60,000.000	60,076.20 60,571.20	1,125.00 290.62	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	90,000.000	89,527.50 89,639.31	1,237.00 120.31	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	160,000.000	158,809.60 159,167.62	2,000.00 805.55	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	90,000.000	89,507.70 89,392.10	1,237.00 598.12	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	270,000.000	271,992.60 269,041.82	5,400.00 1,290.00	1.99%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	160,000.000	161,129.60 161,067.20	3,000.00 1,466.66	1.86%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	60,000.000	59,797.80 60,000.00	1,080.00 375.00	1.81%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	90,000.000	91,386.00 91,269.90	2,137.00 463.12	2.34%
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable	40,000.000	39,998.80 40,052.00	500.00 248.61	1.25%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	50,000.000	49,853.00 49,931.26	687.00 286.45	1.38%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	4,811.900	4,963.28 5,079.56	240.00 20.04	4.85%



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable	50,000.000	51,716.00 53,768.00	2,750.00 1,038.88	5.32%
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	50,000.000	50,116.00 49,899.00	1,000.00 500.00	2.00%
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable	250,000.000	250,137.50 250,245.00	6,250.00 1,840.27	2.50%
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable	60,000.000	59,726.40 59,632.89	0.00	0.00%
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable	80,000.000	80,836.00 80,988.80	3,600.00 50.00	4.45%
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable	200,000.000	202,702.00 204,378.00	5,474.00 456.16	2.70%
Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	50,000.000	50,047.00 49,987.00	1,050.00 166.25	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,900.00 99,267.81	2,000.00 527.77	1.98%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	175,000.000	174,665.75 171,962.32	2,843.00 955.68	1.63%
US Treasury Note 2.00% Dtd 07/31/2013 Due 07/31/2020	40,000.000	40,045.60 39,796.50	800.00 134.78	2.00%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	120,000.000	119,869.20 119,850.61	1,950.00 85.71	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,155.00 99,695.31	2,750.00 120.87	2.69%
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable	250,000.000	252,307.50 242,415.68	5,750.00 2,347.91	2.28%



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Waco Tex Indpt Sch Dist Ref Bds Taxable 4.00% Dtd 12/01/2012 Due 02/15/2020 Non-Callable	270,000.000	271,830.60 273,588.30	10,800.00 1,380.00	3.97%
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable	250,000.000	251,175.00 248,550.00	6,250.00 468.74	2.49%
Total Fixed Income		\$ 6,041,894.70 \$ 6,022,730.15	137,504.00 36,048.57	2.28%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 6,610,983.16 \$ 6,591,818.61	148,316.00 36,323.02	2.24%
Total Market Value Plus Accruals		\$ 6,647,306.18		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		13.35
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable Int To 09/28/19 on 100,000	09/30/19		705.75
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For August 2019 on 551.19	09/16/19		2.53



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For August 2019 on 782.60	09/16/19		3.59
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Int To 09/27/19 on 40,000	09/27/19		600.00
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable Int To 09/11/19 on 180,000	09/11/19		1,458.00
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Int To 09/19/19 on 50,000	09/19/19		792.50
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Int To 09/13/19 on 200,000	09/13/19		4,500.00
Federal Farm Cr Bks Cons Systemwide Bds 5.32% Dtd 10/03/2007 Due 09/03/2019 Non-Callable Int To 09/03/19 on 50,000	09/03/19		1,330.00
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 09/11/19 on 60,000	09/11/19		862.50
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Int To 09/13/19 on 60,000	09/13/19		600.00
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable Int To 09/30/19 on 200,000	09/30/19		1,250.00
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Interest on Full Call of	09/30/19		675.00



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable Int To 09/30/19 on 400,000	09/30/19		2,500.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For August 2019 on 6127.44	09/25/19		25.53
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable Int To 09/26/19 on 80,000	09/26/19		1,800.00
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Int To 09/01/19 on 200,000	09/03/19		2,737.00
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 09/15/19 on 120,000	09/16/19		975.00
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 09/15/19 on 100,000	09/16/19		1,375.00
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable Int To 09/04/19 on 250,000	09/04/19		3,125.00
Total Interest Income		\$ 0.00	\$ 25,330.75
Total Income		\$ 0.00	\$ 25,330.75

Disbursement Activity			
	Date	Income Cash	Principal Cash
To/For Beneficiary			
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 9/13/18	09/05/19		-9,000.00



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Disbursement Activity

	Date	Income Cash	Principal Cash
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 9/13/18	09/05/19		-55,000.00
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXX6049 Per Verbal Instructions Dtd 9/26/19 ACH Form Dtd 9/13/18	09/26/19		-324,000.00
Total To/For Beneficiary		\$ 0.00	\$ -388,000.00
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-1,159.63
Total Fees/Expenses		\$ 0.00	\$ -1,159.63
Total Disbursements		\$ 0.00	\$ -389,159.63

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (9) 09/01/19 To 09/30/19	09/30/19		-945,276.57
Total Purchases		\$ 0.00	\$ -945,276.57

Sale Activity

	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 09/01/19 To 09/30/19	09/30/19	387,359.63	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For August 2019	09/16/19	175.93	-8.91
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For August 2019	09/16/19	254.35	-13.99



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Recd Proceeds on Full Call of 40,000 Par Value	09/27/19	40,000.00	
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Recd Proceeds on Full Call of 50,000 Par Value	09/19/19	50,000.00	
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Recd Proceeds on Maturity of 200,000 Par Value	09/13/19	200,000.00	
Federal Farm Cr Bks Cons Systemwide Bds 5.32% Dtd 10/03/2007 Due 09/03/2019 Non-Callable Recd Proceeds on Maturity of 50,000 Par Value	09/03/19	50,000.00	
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Recd Proceeds on Maturity of 60,000 Par Value	09/13/19	60,000.00	
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable Recd Proceeds on Full Call of 120,000 Par Value	09/30/19	120,000.00	
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable Recd Proceeds on Maturity of 400,000 Par Value	09/30/19	400,000.00	100.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For August 2019	09/25/19	1,315.54	-73.18
Total Sales		\$ 1,309,105.45	\$ 3.92



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable Accretion of Discount	09/11/19	523.45
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Amortization of Premium	09/13/19	-3,130.00
Federal Farm Cr Bks Cons Systemwide Bds 5.32% Dtd 10/03/2007 Due 09/03/2019 Non-Callable Amortization of Premium	09/03/19	-931.50
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	09/11/19	-419.40
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Amortization of Premium	09/13/19	-249.60
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	09/30/19	21.38
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	09/30/19	43.35
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	09/30/19	25.07
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Accretion of Discount	09/30/19	45.06
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Accretion of Discount	09/30/19	9.74



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Non-Cash Activity		
	Date	Cost
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable Original Issue Discount	09/30/19	146.75
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable Amortization of Premium	09/26/19	-979.20
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Amortization of Premium	09/03/19	-1,072.00
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	09/30/19	22.27
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount	09/13/19	149.38
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Accretion of Discount	09/30/19	243.60
Total Non-Cash Transactions		\$ -5,551.65

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



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

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

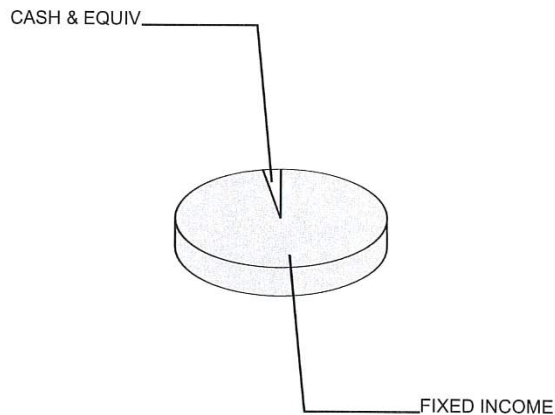
Fiduciary

Chuen Ying Lee
(408) 645-3234

Portfolio

Michael D. Smith
(408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	124,295.86	2.5%
Fixed Income	4,837,772.85	97.5%
Total Portfolio	\$ 4,962,068.71	100.0%
Accrued Income	27,152.15	
Total Valuation	\$ 4,989,220.86	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,743,190.47	\$ 6,081,980.07
Income		
Interest.....	9,333.76	50,594.43
Disbursements.....	-751,949.50	-1,125,876.37
Realized Gains/(Losses).....	0.00	-5,003.35
Change In Accrued Income.....	775.63	-16,818.10
Change In Market Appreciation/(Depreciation).....	-10,705.47	24,580.52
Non-Cash Asset Changes.....	-1,424.03	-20,236.34
Ending Market Value	\$ 4,989,220.86	\$ 4,989,220.86



WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	124,295.860	124,295.86 124,295.86	2,361.00 308.81	1.90%
Total Cash Equivalents		\$ 124,295.86 \$ 124,295.86	2,361.00 308.81	1.90%
Fixed Income				
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable	235,000.000	236,189.10 236,142.10	4,347.00 555.51	1.84%
Federal Home Loan Bks Cons Bds 3.17% Dtd 10/25/2018 Due 10/25/2021 Callable	300,000.000	300,249.00 300,000.00	9,510.00 4,121.00	3.17%
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable	235,000.000	239,796.35 239,237.05	5,640.00 1,629.33	2.35%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	80,000.000	80,616.00 80,232.00	1,520.00 303.99	1.89%
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable	235,000.000	234,821.40 235,361.90	4,042.00 729.80	1.72%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	85,000.000	85,674.05 85,135.15	1,615.00 260.19	1.89%
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable	235,000.000	235,007.05 234,353.75	3,818.00 1,177.44	1.62%
Federal Home Ln Mtg Corp Step Cpn Dtd 08/25/2016 Due 08/25/2021 Callable	60,000.000	59,873.40 60,000.00	1,200.00 118.33	2.00%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	90,000.000	89,583.30 90,000.00	1,350.00 3.75	1.51%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	40,000.000	39,843.20 40,000.00	700.00 176.94	1.76%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	40,000.000	39,930.40 40,000.00	640.00 241.77	1.60%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	250,000.000	249,145.00 249,517.50	3,750.00 1,260.41	1.51%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	235,000.000	233,766.25 233,363.23	3,231.00 314.14	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	130,000.000	129,032.80 129,263.39	1,625.00 654.51	1.26%
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable	130,000.000	129,051.00 129,000.25	1,625.00 198.61	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	235,000.000	233,714.55 233,734.58	3,231.00 1,561.77	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	235,000.000	236,734.30 237,035.10	4,700.00 1,122.77	1.99%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	95,000.000	95,670.70 95,240.35	1,781.00 870.83	1.86%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	120,000.000	119,370.00 118,102.45	1,800.00 620.00	1.51%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	235,000.000	238,619.00 239,206.50	5,581.00 1,209.27	2.34%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	200,000.000	199,412.00 199,472.00	2,750.00 1,145.83	1.38%
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable	250,000.000	249,695.00 250,052.50	3,750.00 770.83	1.50%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Silicon Vy Clean Wtr Calif Was Rev Bds 5.00% Dtd 11/24/2015 Due 08/01/2020 Non-Callable --- 650,000 Restricted ---	650,000.000	671,112.00 675,010.00	32,500.00 5,416.66	4.84%
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable	50,000.000	50,147.00 50,673.50	2,006.00 668.83	4.00%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	300,000.000	299,427.00 294,792.56	4,875.00 1,638.31	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	60,000.000	61,293.00 59,817.19	1,650.00 72.52	2.69%
Total Fixed Income		\$ 4,837,772.85 \$ 4,834,743.05	109,237.00 26,843.34	2.26%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 4,962,068.71 \$ 4,959,038.91	111,598.00 27,152.15	2.25%
Total Market Value Plus Accruals		\$ 4,989,220.86		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		689.26
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Int To 09/27/19 on 120,000	09/27/19		1,800.00



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Int To 09/19/19 on 170,000	09/19/19		2,694.50
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Int To 09/13/19 on 100,000	09/13/19		2,250.00
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Int To 09/13/19 on 40,000	09/13/19		400.00
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Int To 09/30/19 on 90,000	09/30/19		675.00
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 09/15/19 on 60,000	09/16/19		825.00
Total Interest Income		\$ 0.00	\$ 9,333.76
Total Income		\$ 0.00	\$ 9,333.76

Disbursement Activity			
	Date	Income Cash	Principal Cash
To/For Beneficiary			
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/5/19 ACH Form Dtd 9/13/18	09/05/19		-435,000.00
West Bay Sanitary District ACH Transfer To Bank of The West Ckg#XXXXXX6049 Per Verbal Instructions Dtd 9/26/19 ACH Form Dtd 9/13/18	09/26/19		-316,000.00
Total To/For Beneficiary		\$ 0.00	\$ -751,000.00



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-949.50
Total Fees/Expenses		\$ 0.00	\$ -949.50
Total Disbursements		\$ 0.00	\$ -751,949.50

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (6) 09/01/19 To 09/30/19	09/30/19		-439,333.76
Total Purchases		\$ 0.00	\$ -439,333.76

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 09/01/19 To 09/30/19	09/30/19	751,949.50	
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable Recd Proceeds on Full Call of 120,000 Par Value	09/27/19	120,000.00	
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable Recd Proceeds on Full Call of 170,000 Par Value	09/19/19	170,000.00	
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Recd Proceeds on Maturity of 100,000 Par Value	09/13/19	100,000.00	
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Recd Proceeds on Maturity of 40,000 Par Value	09/13/19	40,000.00	
Total Sales		\$ 1,181,949.50	\$ 0.00



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable Amortization of Premium	09/13/19	-1,529.00
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable Amortization of Premium	09/13/19	-166.40
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	09/30/19	38.36
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Accretion of Discount	09/30/19	44.30
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	09/30/19	52.21
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	09/30/19	136.50
Total Non-Cash Transactions		\$ -1,424.03

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



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER CASH FLOW

Account Number:
Statement Period:

09/01/19 - 09/30/19

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

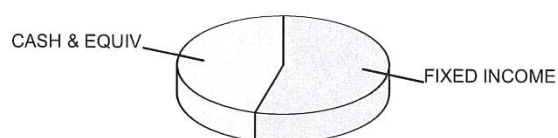
Fiduciary

Chuen Ying Lee
(408) 645-3234

Portfolio

Michael D. Smith
(408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	103,624.65	46.4%
Fixed Income	119,966.40	53.7%
Total Portfolio	\$ 223,591.05	100.0%
Accrued Income	1,009.34	
Total Valuation	\$ 224,600.39	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 224,239.65	\$ 223,524.55
Income		
Interest.....	188.61	586.89
Disbursements.....	-37.10	-110.58
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	155.23	478.33
Change In Market Appreciation/(Depreciation).....	54.00	121.20
Ending Market Value	\$ 224,600.39	\$ 224,600.39



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER CASH FLOW

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	103,624.650	103,624.65 103,624.65	1,968.00 178.84	1.90%
Total Cash Equivalents		\$ 103,624.65 \$ 103,624.65	1,968.00 178.84	1.90%
Fixed Income				
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable	120,000.000	119,966.40 120,000.00	1,980.00 830.50	1.65%
Total Fixed Income		\$ 119,966.40 \$ 120,000.00	1,980.00 830.50	1.65%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 223,591.05 \$ 223,624.65	3,948.00 1,009.34	1.77%
Total Market Value Plus Accruals		\$ 224,600.39		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		188.61
Total Interest Income		\$ 0.00	\$ 188.61
Total Income		\$ 0.00	\$ 188.61



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER CASH FLOW

Account Number:
Statement Period:

09/01/19 - 09/30/19

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-37.10
Total Fees/Expenses		\$ 0.00	\$ -37.10
Total Disbursements		\$ 0.00	\$ -37.10
Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (1) 09/01/19 To 09/30/19	09/30/19		-188.61
Total Purchases		\$ 0.00	\$ -188.61
Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 09/01/19 To 09/30/19	09/30/19	37.10	
Total Sales		\$ 37.10	\$ 0.00

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



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER SRF RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

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

Fiduciary

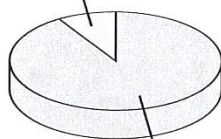
Chuen Ying Lee
(408) 645-3234

Portfolio

Michael D. Smith
(408) 490-2079

Asset Allocation

CASH & EQUIV



FIXED INCOME

Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	72,992.21	8.7%
Fixed Income	765,886.82	91.3%
Total Portfolio	\$ 838,879.03	100.0%
Accrued Income	4,140.01	
Total Valuation	\$ 843,019.04	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 842,505.59	\$ 838,864.78
Income		
Interest.....	2,251.42	6,098.16
Disbursements.....	-139.16	-413.64
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-511.97	-781.76
Change In Market Appreciation/(Depreciation).....	-981.84	-403.75
Non-Cash Asset Changes.....	-105.00	-344.75
Ending Market Value	\$ 843,019.04	\$ 843,019.04



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	72,992.210	72,992.21 72,992.21	1,386.00 122.51	1.90%
Total Cash Equivalents		\$ 72,992.21 \$ 72,992.21	1,386.00 122.51	1.90%
Fixed Income				
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable	100,000.000	99,977.00 97,788.51	2,000.00 838.88	2.00%
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable	96,000.000	98,103.36 97,537.92	3,504.00 973.33	3.57%
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable	80,000.000	79,733.60 78,222.69	1,240.00 526.99	1.56%
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020	140,000.000	139,598.20 138,578.12	1,925.00 805.57	1.38%
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020	186,000.000	187,155.06 187,434.12	6,742.00 861.13	3.60%
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020	20,000.000	20,037.20 19,916.13	400.00 1.09	2.00%
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020	140,000.000	141,282.40 140,536.49	3,850.00 10.51	2.73%
Total Fixed Income		\$ 765,886.82 \$ 760,013.98	19,661.00 4,017.50	2.57%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER SRF RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Asset Position As of 09/30/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Market Value		\$ 838,879.03 \$ 833,006.19	21,047.00 4,140.01	2.51%
Total Market Value Plus Accruals		\$ 843,019.04		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 08/31/19	09/03/19		126.42
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020 Int To 09/30/19 on 20,000	09/30/19		200.00
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020 Int To 09/30/19 on 140,000	09/30/19		1,925.00
Total Interest Income		\$ 0.00	\$ 2,251.42
Total Income		\$ 0.00	\$ 2,251.42

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 08/31/19	09/13/19		-139.16
Total Fees/Expenses		\$ 0.00	\$ -139.16
Total Disbursements		\$ 0.00	\$ -139.16

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (2) 09/01/19 To 09/30/19	09/30/19		-2,251.42
Total Purchases		\$ 0.00	\$ -2,251.42



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - RECYCLED WATER SRF RESERVE

Account Number:
Statement Period:

09/01/19 - 09/30/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 09/01/19 To 09/30/19	09/30/19	139.16	
Total Sales		\$ 139.16	\$ 0.00

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable Accretion of Discount	09/30/19	71.27
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020 Accretion of Discount	09/30/19	41.92
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020 Amortization of Premium	09/30/19	-218.19
Total Non-Cash Transactions		\$ -105.00

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

Background

The District has planned for approximately 11.4 miles or 60,000 feet to be cleaned and televised for this fiscal year to help assist the cleaning and inspection of the entire collection system. The contract would be for all 24" – 54" mains, including some 18". On September 4, 2019, the project went out to bid, and by the 2pm October 2, 2019 bid opening deadline, the District received zero bids for the project.

Analysis

California Public Contract Code Section 20805 statute for sanitary districts states that "If no bids are received the District Board may have the project done without further complying with this article." This means that the District may dispense with the competitive bidding process required by California Public Contract Code Section 20803 for sanitary districts. Therefore, the District has fulfilled its legal obligation by doing its due diligence in advertising the project, thus now allowing the District to negotiate a contract with a contractor of its choice for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project.

Fiscal Impact

There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2019-2020 is budgeted for \$2,662,050.

Recommendation

The Projects & IT Manager recommends the District Board of Directors authorize the District Manager to negotiate a contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project.

Attachments: Map & Resolution

RESOLUTION NO. _____ (2019)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the President and Secretary of the West Bay Sanitary District be and are hereby authorized to negotiate a contract for the proposed Large Diameter Sanitary Sewer Main Cleaning and Televising Project.

WHEREAS, no bids were received by the deadline prescribed in the contract documents, and

WHEREAS, pursuant to California Public Contract Code Section 20805 statute for sanitary districts, the District has fulfilled its legal obligation by doing its due diligence in the competitive bidding process, and

WHEREAS, the District may now dispense with the requirements required by this Code, and

WHEREAS, the District may now negotiate a contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project, and

BE IT FURTHER RESOLVED that the District Board of Directors authorizes the District Manager to negotiate a contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 9th day of October, 2019, by the following vote:

Ayes:

Noes:

Abstain:

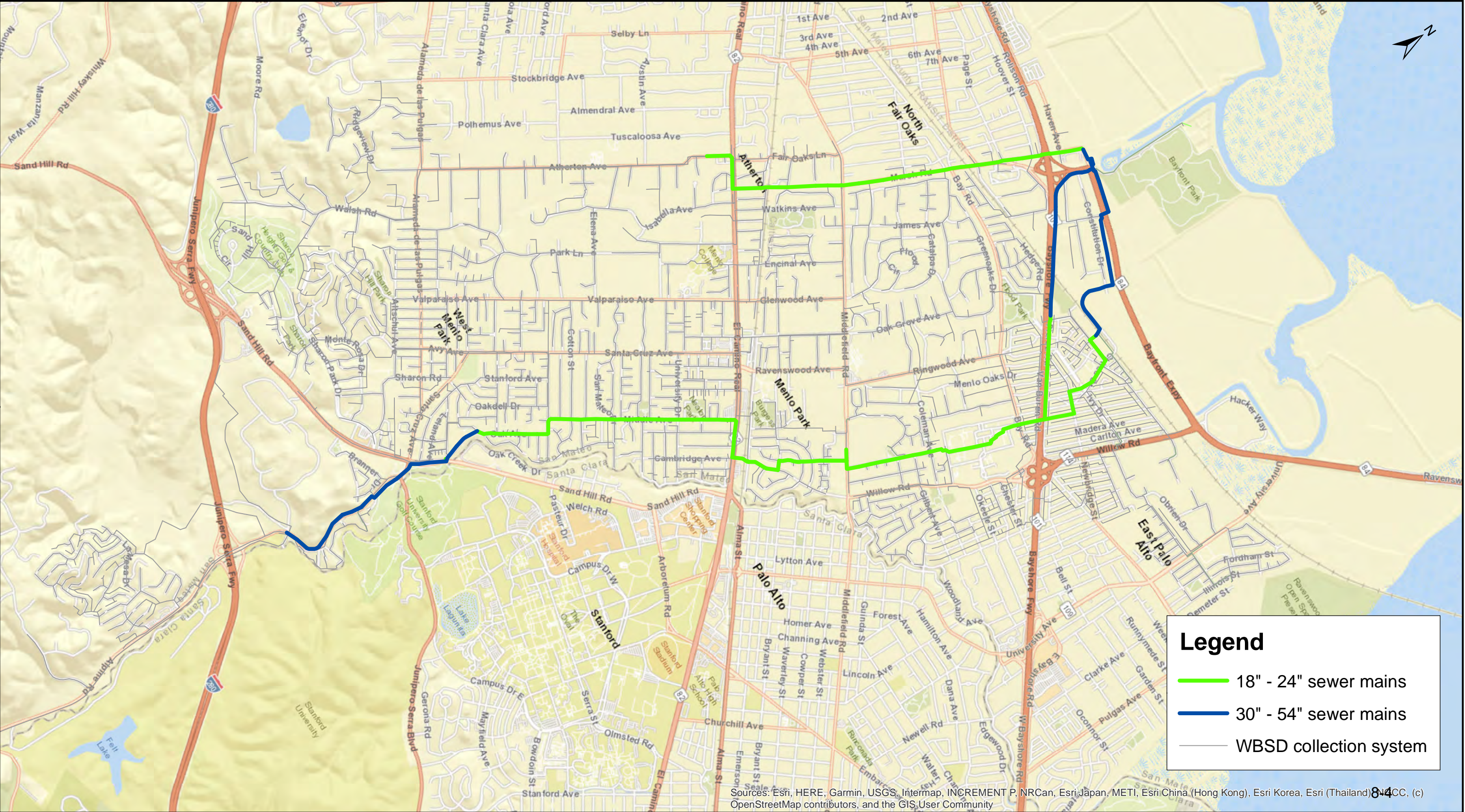
Absent:

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

Attest:

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

WEST BAY SANITARY DISTRICT
LARGE DIAMETER SANITARY SEWER MAIN
CLEANING AND TELEVISION
WBSD PROJECT NO. 1761.2





WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

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

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

Background

In September of 2012 the Board approved implementation of the Performance Merit Pay Program (Program). The Program was introduced to Staff during negotiations and the MOU allowed for a Board approved program to be adopted. Staff immediately began working on the Program's aggressive goals in October of 2012.

The Board approved the criteria with the established goals based on recommendations from the District Manager in September 2018. The Board subsequently approved the budget for the Program in the FY2019/20 Budget.

Analysis

The Board adopted Director Moritz's Program template using performance measures identified in the monthly Operations & Maintenance reports. Using this template, the District Manager and staff inserted figures for the expected base productivity level for each identified performance measure and the optimum target goal productivity level. The District modified the program for the 6th year of the program running from October 1, 2018 to September 30, 2019. The totals and weight factors of the overall performance have been completed (see attachment A).

The purpose of such a program is to award staff for meeting or exceeding performance goals. The goals are not for normal performance (base) but to recognize extraordinary performance. The intent of this program is to move productivity to a new level, sustain high productivity levels, and reward the efforts of District staff for their performance in improving the efficiency and quality of work and reducing Sanitary Sewer Overflows (SSOs).

During this year's Program the District experienced four SSOs one of which was not related to maintenance, rather it was due to contractor negligence.

- The contractor related SSO was on January 10, 2019 when a contractor discharged water in to our sewer system overwhelming the system and causing a discharge.

Due to this year's low number of SSO's in the last 12 months, the above contractor related SSO will not affect the payout amount of this Performance Merit Pay Program; however, the SSO was reported to the State Water Resources Control Board.

The "Miles of Pipe Cleaned" goal component was very aggressive as it required the crews to clean a minimum of 180 miles of pipe in order to meet the base of the goal and up to 190 miles of pipe cleaning in order to receive the full value of the goal. The crew completed 182.7 miles of pipe which accounts primarily for all of the District's smaller diameter pipe that has not been recently reconstructed or rehabilitated. Another measure in this component is efficient use of "man-hours" to clean the miles of pipe. The crew's efficiency increased this year resulting in the full payout of this component.

Another criteria which could have affected the payout was the "Pipe Repair Dig-Ups and Pipe Repair Patches". At its August 14, 2019 Board of Director's meeting, the Board chose to accept the goal as met with the number of repairs made as of the August 14th meeting, in exchange for having the in-house rehabilitation crew perform the Coyote Hill erosion control project rather than hire a contractor which could have cost the District an estimated \$260,000.

Fiscal Impact

The total budgeted amount for FY2019/2020 is \$145,000 (29 FTE's x \$5k) as maximum possible payout. The Performance Merit Pay Program payout per employee are according to the percent of goal achieved; multiplied by the weight of the performance measure which results in a value for the particular performance measure. The value of all ten performance measures is then added to determine the final annual payout per employee based on the number of workdays during October 1, 2018 and September 30, 2019. The attached payout calculation document indicates this year's payout is \$136,737.00 in total. The 99.2% payout equates to \$4,958.00 per full time employee (see attachment B).

Recommendation

The District Manager recommends the Board consider the above factors and approve the payout amounts based on the Performance Merit Pay Program Results and direct the District Manager to disburse payments in November 2019.

Attachment: Attachment A – Performance Merit Pay Program Results 2018-19
Attachment B – Payout Calculations

WEST BAY SANITARY DISTRICT

PERFORMANCE MERIT PAY PROGRAM (PMPP)

No.	Performance Element	PMP Goal w/o manhours	Actual w/o manhours	% of Goal w/o manhours	Base	Target Goal	Actual	% of Goal	Weight	Value
1	Customer Satisfaction	---	---	---	90%	98%	98.67%	100.0%	0.08	0.08
2	Safety (Days of Work Lost/Yr)	---	---	---	3	0	0	100%	0.08	0.08
3	Miles Pipe CCTV'd / Manhour	50	51.1	102%	0.0082	0.0154	0.021	100.0%	0.09	0.09
4	Miles Pipe Cleaned - Manhour	190	182.7	96%	0.0347	0.0366	0.0386	100.0%	0.15	0.15
5	Unscheduled Pump Station Repairs	---	---	---	18	12	5	100.0%	0.03	0.03
6	Pipe Repair Dig-Ups / Manhour	90	90	100%	0.0309	0.037	0.1047	100.0%	0.04	0.04
7	Pipe Repair Patches / Manhour	65	65	100%	0.0206	0.0267	0.2434	100.0%	0.04	0.04
8	SSO's (Category 1)	---	---	---	3	0	0	100%	0.2	0.2
9	SSO's (Category 2 & 3)	---	---	---	10	6	4	100%	0.22	0.22
10	Quality Control - Line Cleaning	---	---	---	8	0	1	88%	0.07	0.0616
Total									1	0.9916

Performance Merit Payout

Maximum Merit Payout (100%):

FTE: 247 workdays x \$20.2429 = \$5,000 Maximum Payout @ 100%

Percent of Goal Achieved= 99.16%

Total Payout

24 FTE (247 workdays)	\$5,000.00 x 99.16% = \$4,958.00	24 x \$4,958.00 =	\$	118,992.50
FTE 1: (198 workdays)	\$20.243/Wkday x 198 X 99.16% =		\$	3,974.45
FTE 2: (209 workdays)	\$20.243/Wkday x 209 X 99.16% =		\$	4,195.25
FTE 3: (134 workdays)	\$20.243/Wkday x 134 X 99.16% =		\$	2,689.78
FTE 4: (211 workdays)	\$20.243/Wkday x 211 X 99.16% =		\$	4,235.39
FTE 5: (132 workdays)	\$20.243/Wkday x 132 X 99.16% =		\$	2,649.63

TOTAL PAYOUT

\$ 136,737.00



WEST BAY SANITARY DISTRICT AGENDA ITEM 10

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 11

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 the September 26, 2019 meeting as well as pertinent items regarding SBWMA business.



BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 26, 2019 at 2:00 p.m.
San Carlos Library, Conference Room A/B
610 Elm Street, San Carlos, CA 94070

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.

3. Executive Director's Report

p. 5

4. 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 Minutes from the June 27, 2019 Board of Directors Meeting **ACTION p. 17**
- B. Resolution Authorizing the Executive Director to Execute a Contract with Lahlouh for \$51,672 for Printing and Postage for the 2019 Service Notice **ACTION p. 25**
- C. Resolution Approving Change Order #1 for \$8,126 to MRF Debris Roll Screen Replacement and Installation Contract with BHS to include Prevailing Wage **ACTION p. 41**
- D. Resolution Approving Amendment Number One to the Professional Service Agreement with HF&H Consultants for SB1383 Strategic Planning Assistance **ACTION P. 43**
- E. Approval of Quarterly Investment Report for Quarter Ending June 30, 2019 **ACTION p. 49**

5. Administration and Finance

No Items

6. Collection and Recycling Program Support and Compliance

- A. Discussion on Buy Back Center Operations ant the Public Recycling Center **p. 57**
- B. Resolution Approving the Recology San Mateo County 2020 Compensation Application at the Final SBWMA Report **ACTION p. 67**

7. Shoreway Operations and Contract Management

- A. Resolution Approving the South Bay Recycling 2020 Compensation Application and the Final SBWMA Report **ACTION p. 79**
- B. Resolution Approving Change Order #1 to Contract with Anaergia for Electrical Work on Organics to Energy Pilot **ACTION p. 109**
- C. Resolution Approving Shoreway Operating Contract Extension through December 31, 2023. **ACTION p. 113**
- D. Resolution Approving an Agreement with Bulk Handling Systems in the amount of \$5,172,163 for Construction of the MRF Phase I Upgrades **ACTION p. 119**

8. Public Education and Outreach

- A. Demonstration of New RethinkWaste Website **p. 273**

9. Informational Items Only (no action required)

- | | |
|---|--------|
| A. 2019 Bay Area Solid Waste Rates and City Fees Survey | p. 279 |
| B. Plastics Recycling Update | p. 287 |
| C. Information on the County of San Mateo's Proposed Disposable Food Service Ware Ordinance | p. 291 |
| D. Legislative Session Update | p. 313 |
| E. 2019 Finance and Rate Setting Calendar | p. 321 |
| F. Check Register Detail for June - August 2019 | p. 323 |
| G. Technical Consulting Contracts June – August 2019 | p. 351 |
| H. Potential Future Board Agenda Items | p. 353 |

10. Board Member Comments

11. Adjourn

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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

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