

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, April 11, 2024
7:30 p.m.
Westborough Water District Office
[2263 Westborough Boulevard, South San Francisco](#)

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are approved by a single motion of the Board. A Board member may request removal of any item for discussion and separate action:

A. Approval of Minutes:

1. Regular Meeting of March 31, 2024.

B. Accountant's Report for Period Ending February 29, 2024.

C. Investment Report for Period Ending March 31, 2024.

D. Claims Register for March 31, 2024.

4. PUBLIC COMMENT:

Members of the public are invited to participate during the public comment period or when an item on the agenda is introduced. Anyone wishing to speak should, after the recognition, give their name and address, speak clearly, and direct their remarks only to the Board. Please limit your remarks to no more than five (5) minutes. Items not on the agenda may be referred to Staff for consideration at a later date.

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Consider Updated Recommendations from Rate Study, Select Rate Options and Vote to Proceed with Proposition 218 Process.

REGULAR MEETING OF THE BOARD OF DIRECTORS

April 11, 2024

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- B. Review/Approve Proposal for the Installation of Replacement Controllers for the Rowntree Pump Station.
- C. LAFCo Special District Regular Member Election 2024: Submit Written Nominations for the Regular LAFCo Member and Authorization to Transmit the LAFCo Special District Member Ballot by Electronic Mail.

7. WRITTEN COMMUNICATIONS:

- A. Letter to SFPUC Regarding the Westborough Water District's Concerns with the SFPUC FY 2024-25 Wholesale Water Fixed Charge Study.

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Engineer's Report (Pakpour).
- B. Report on District's Water Conservation for March 2024.
- C. Update on Consideration of Request for Billing Adjustment from Customer G. Young – 169 Valleyview Way.

10. ITEMS FROM BOARD OF DIRECTORS:

- A. Report on BAWSCA Meeting of March 21, 2024 (Chambers).

11. CLOSED SESSION: None

12. ADJOURNMENT:

Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080, or email wwd@westboroughwater.org. Availability of Public Records: all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Acts, that are distributed to a majority of the legislative body will be available for public inspection at 2263 Westborough Boulevard, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, March 14, 2024

The meeting was called to order at 7:31 p.m.

1. ROLL CALL:

Directors Present: Don Amuzie
Perry Bautista
Janet Medina
Julie Richards
Tom Chambers

Staff Present: Michael Conneran, Attorney
Wendy Bellinger, Office Supervisor
Joubin Pakpour, Pakpour Engineer
Patricia Mairena, General Manager

Visitors Present: Catherine Tseng - L&T Consultants

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

3. CONSENT CALENDAR:

President Chambers asked the Board if there were any questions or comments with the Consent Calendar; otherwise, he asked if there was a motion to approve.

Director Medina moved to approve the Consent Calendar as written, seconded by Director Bautista.

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD):

A. Consideration to Authorize Director/Staff Attendance to the ACWA/JPIA Spring Conference, Sacramento, California, May 7 thru May 9, 2024.

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General Manager Mairena stated that the Board had previously approved Director Medina and President Chambers or General Manager Mairena to attend the conference, but since neither Director Medina, nor she would be able to attend, Director Amuzie had expressed interest in attending the conference.

Director Medina moved to Authorize Director Amuzie's attendance to the ACWA/JPIA Spring Conference, Sacramento, California, May 7 thru May 9, 2024, seconded by Director Bautista.

The motion was carried unanimously.

6. BUSINESS (NEW):

A. Review/Approve June 30, 2023, Audit Report (*presented via Zoom*).

General Manager Mairena introduced Chris Brown, Principal of C.J. Brown & Company CPAs. General Manager Mairena displayed Mr. Brown's PowerPoint presentation. Mr. Brown thanked the Board for having him and proceeded to make his presentation for the results of the 2023 audit. Mr. Brown stated that there were two documents generated from the audit: the financial audited reports and the Letter to Management. Mr. Brown reported that within the financial statements was the Auditor's opinion which stated that the District received a "clean" opinion and congratulated the District on receiving it.

Mr. Brown told the Board that the Letter to Management was a report that communicated to the Governing Board that the auditors had not encountered any issues within the District's internal control structure and if there had been any, these would have been noted in this report, as well as presented verbally. Mr. Brown indicated that they would also note any accounting practices that they may want to comment on and that this report also contained a list of adjustments, including an adjustment to the pension plan and a prior period adjustment to compensated sick leave, in order to match District's policy. Mr. Brown stated that there were no difficulties encountered during the audit and no noted disagreements with Management.

Mr. Brown displayed a slide of Condensed Statements of Revenues, Expenses, and Changes in Net Position highlights. Mr. Brown pointed out the prior period 2022 is shown as "Restated" due to the sick leave accruals and proceeded to review the report highlights with the Board:

- Total assets increased by \$1,124,092.

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- Total revenue increased by about \$515,000.
- Total expenses increased by approximately \$948,000.
- Change in net position increased by \$568,932.

The net position at the end of the year was \$10,979,980.

Mr. Brown reviewed a condensed version of the Water and Sewer Enterprise Funds reports and pointed out that the Water Fund kept experiencing operating loss but was mostly flat. Mr. Brown pointed out possible suggestions for future consideration: Splitting the two funds' activities into two separate funds within the accounting system and implementing a Pooled Cash System (different banking accounts), both would require time and commitment from the District.

Mr. Brown gave a brief recap and told the Board they were providing the District an unmodified opinion and he asked the Board if they had any questions.

President Chambers made a comment regarding an email he sent to Jeff Palmer and stated that he really appreciated the clarification on the restatement. President Chambers mentioned that on page 52 of the financial report, the column label should read "As Restated". General Manager Mairena displayed that page of the financial report which already showed labeled "As Restated," and Mr. Brown stated that it was probably added after his email to Jeff.

President Chambers asked if anyone else had any questions or comments.

Director Amuzie asked if it would make a significant difference if the District was to unbundle the two funds' costs. President Chambers explained that it would make a difference when establishing the rates, and it would help to split the general expense costs. Engineer Pakpour mentioned that splitting the funds would also provide transparency to the customers.

Attorney Conneran asked Mr. Brown how easy it would be to split these costs. Mr. Brown replied that some of the costs would be easier than others, and that something like pensions, may be a little harder.

Director Bautista asked Mr. Brown why operating expenses had increased by almost one million dollars. Mr. Brown stated that waste treatment had increased by around \$502,000, water purchases by almost \$198,000, plus pension liabilities, among other general expenses.

President Chambers stated that he would entertain a motion for approval.

Director Bautista moved to approve the June 30, 2023, Audit Report, seconded by Director Medina.

The motion was carried unanimously.

President Chambers and the Board thanked Mr. Brown for his presentation.

B. Consider Preliminary Results from Rate Study and Provide Direction to Rate Study Committee Regarding Rate Proposals and Discuss Allocation of General Expenses Between Water and Sewer Enterprises.

Engineer Pakpour re-introduced Catherine Tseng, the District's consultant from L&T for the Rate Study. Engineer Pakpour mentioned that the driving force behind the Rate Study was the need for capital expenditures and reinvesting in the District's infrastructure. Engineer Pakpour proceeded to give the Board a refresher on where the District was at with respect to the capital expenditures and the need for capital. General Manager Mairena displayed his presentation and Engineer Pakpour commented on the District needing the capital to replace the pipes due to earthquakes, AWWA-recommended age for AC pipe replacement, etc.

Ms. Tseng told the Board that although she had met twice with President Chambers and Director Bautista, she wanted to make sure she shared the numbers with the rest of the Board. She proceeded to review her slide presentation and gave the Board a background on when the last rate increases took place. Ms. Tseng stated that both the water and sewer systems need significant infrastructure improvements, with a proposed amount of \$2.5M for water and \$1M for sewer per year. She mentioned that the Rate Study will cover a 5-year period with the first increase being effective July 1, 2024.

Ms. Tseng provided an overview of Prop 218 and its procedural requirements for adopting rates. She reviewed why rate increases are necessary: to fund operating and maintenance costs, to fund capital improvements, to eliminate operating deficits, and to retain a positive credit rating to obtain debt financing. Ms. Tseng also reviewed the goals of the Rate Study: to meet the fund reserves target (both the operating fund and the capital fund), to meet the debt service coverage with a ratio of 1.25 or greater, and to maintain a positive net operating revenue.

Ms. Tseng proceeded to present her analysis of the District's financials and its net position. Ms. Tseng presented their proposed reserves for both the water and sewer funds. Ms. Tseng also presented a chart with their projection for the G&A Expenses for the next five years and reviewed a list of G&A Expenses that they are proposing allocating between water

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and sewer funds starting next year, such as the GM's salary at 2/3 water and 1/3 sewer, and the remaining G&A expenses at 70% water and 30% sewer. Ms. Tseng also proposed to split all Other Revenues (except Rental Income) at 70% water and 30% sewer. Director Chambers inquired if salaries included benefits, Ms. Tseng replied she would need to check on that. Ms. Tseng told the Board that this was just a starting point, and in the future, if the District felt it was not the correct allocation, that split could easily be changed.

Ms. Tseng proceeded to review the Water Fund and its components: the meter charge, a fixed charge for recovering fixed expenses, for example staffing, customer service, system maintenance, and repairs, and the water charge, a variable charge (based on water consumption) for recovering variable expenses, for example water purchases, utilities, and chemicals. Ms. Tseng stated that currently, the fixed charge generates about 31% of total water sales, and they are proposing to change it to 35%; thus, providing more stability to the District. Engineer Pakpour mentioned that the AWWA recommends something like 40 or 45%. Ms. Tseng displayed the District's water usage history for the past five years, and told the Board that going forward, they will be using the lowest year consumption of 320,000 HCF. Ms. Tseng also reviewed the SFPUC's rate history and stated that they are anticipating a 6% increase per year. Engineer Pakpour explained that although the District may adopt a 5-year pass-through policy, the District is still allowed to make rate adjustments upwards if it turns out that the assumptions of the SFPUC rate increases were not correct. Ms. Tseng explained that in that case, the Prop. 218 notices would be that which is used under the wholesale pass-through noticing process, because the other increases would have already been included in the original Prop 218 notices.

Ms. Tseng introduced new charts with the updated Water Fund Income and the Water Operating Expenses. She also presented a chart with the Water Debt Assumptions. Ms. Tseng mentioned that getting a bank loan would be simpler and less costly for the District. She stated that the goal was to have a \$2.5M CIP for each of the next five years, and to have half of it funded via debt service, so they were proposing the District go out for a loan in year 2 or 3, and not the first year, since per her conversation with Engineer Pakpour, it would not be realistic to have projects ready by then. Ms. Tseng displayed charts of Water Revenue Cash Flow Assumptions and Water Expense Cash Flow Assumptions. She also introduced a chart with the Proposed Water Rate Structure Changes, which included a change to the fixed vs. variable revenue recovery from 31% fixed to 35% fixed. Their proposal included using the AWWA-recommended meter capacity ratios and each meter size to determine their fixed rates based on their proportional impact on the system.

Engineer Pakpour provided a thorough explanation on the impact of the larger meters on the system. Director Medina asked who would have the larger meter. Engineer Pakpour

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replied that a multi-unit development was the one with the largest meter. Director Chambers asked if the District could offer to install a smaller meter in that development. Engineer Pakpour replied that he would not recommend it, but yes, it was their prerogative to request a smaller meter; however, they would have to do flow analysis to make sure the new meter would suffice for fire protection.

Attorney Conneran posed a question regarding justification for having a portion of the fees as fixed charges, either 35% or 40%. Ms. Tseng replied that the majority of the District's fixed costs were more like 90%, but to maintain a balance of affordability, they recommended using 35%. Engineer Pakpour stated that the best way to explain it to customers was that they were paying for the availability of the water in the pipe in front of their home, and being able to use it when they needed it, or having a fire-hydrant ready to be used in the event of a fire, so these were all fixed costs, and the variable costs would be associated with the water they actually used. Ms. Tseng stated that sometimes fixed charges were called ready-to-serve charges.

Ms. Tseng reviewed two proposed water rate scenarios and projections for debt service in years 2 and 3. She also reviewed single family residential bimonthly bill comparisons for the next five years. Ms. Tseng displayed single family residential water bill comparisons with neighboring agencies.

Director Amuzie mentioned that he would like to explore other options for borrowing money. Engineer Pakpour replied that getting a bank loan would be simpler and less costly for the District, since the issuance of bonds took time and was more costly. Engineer Pakpour mentioned that State Fund loans are geared towards disadvantaged communities.

Engineer Pakpour asked President Chambers if the Board would like to decide on the water scenario before moving on to discussing the sewer fund. President Chambers replied they should do that and asked board members to pick a scenario.

The Board provided unanimous guidance to proceed with scenario 1, 2.5 Million CIP Projects with Debt in Year 2.

Ms. Tseng proceeded to provide a history of the sewer rates and stated that the average usage in January – February was 10 HCF and she displayed the Sewer Fund financials. Ms. Tseng introduced two Sewer Debt scenarios: one with debt and the other without it. Ms. Tseng displayed charts of Sewer Revenue Cash Flow Assumptions and Sewer Expense Cash Flow

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Assumptions. She presented the Board with the option of increasing the sewer charge minimum from 2 HCF to 4 HCF. There was a discussion on how using 4 HCF would be defensible under Prop 218. Ms. Tseng stated that a justification would be needed for charging the 4 HCF. Attorney Conneran stated that the Board could adopt whatever fixed charge they wanted, but under Prop 218, the 2 HCF was grandfathered in, and it would be riskier to go from 2 HCF to 4 HCF.

Ms. Tseng reviewed two proposed sewer rate scenarios: one without debt (including one line with an increase to 4 HCF minimum) and the other with debt in year 2 (including one line with an increase to 4 HCF minimum). She also reviewed single family residential bimonthly bill comparisons for the next five years. Ms. Tseng displayed single family residential sewer bill comparisons with neighboring agencies, as well as one of combined water and sewer bills.

Ms. Tseng presented the next steps in the process:

<u>Date</u>	<u>Action</u>
March 14, 2024	Present preliminary recommendations to Board of Directors
April 11, 2024	Present updated recommendations to Board of Directors
May 2, 2024	Present final recommendations to Board; Board selects rate option and votes to proceed with Prop 218 process
May 23, 2024	Mail out Prop 218 Notices (50 days prior to hearing)
July 11, 2024	Prop 218 Hearing

President Chambers asked the Board if they would like to decide whether they wanted debt for sewer or not, as his preference would be no debt. Director Bautista replied he would also prefer no debt. Director Amuzie stated he would prefer the option with debt as the rates would be lower. Engineer Pakpour commented that if the rates dropped it would make sense to use debt. Director Medina stated that her preference would be to go with the debt option. Director Richards opted for the scenario with debt in case the funding was needed. Thus, the decision was to proceed with the debt scenario.

Engineer Pakpour suggested that the Board send any comments to General Manager Mairena prior to the next board meeting.

C. Review/Approve Proposal for the Installation of Controllers Replacement for the Rowntree Pump Station.

General Manager Mairena stated that this item was removed to allow District Staff to collect and review more comparable proposals. This item will be back on the agenda for the

next board meeting.

D. Review/Approve Proposals for Roofing for the Rowntree Pump Station.

General Manager Mairena reminded the Board that at the last meeting, she had shared pictures of the Rowntree Lift Station roof after the wastewater overflow incident. General Manager Mairena mentioned that the wastewater had ponded on top of the roof; hence the roof was damaged. General Manager Mairena stated that sanitation staff had recommended the roof be replaced and they asked for bids from contractors. General Manager Mairena pointed out that their packet contained the results of the bids and clarified what the alternate bid option was, and that the Board either had to select the base bid, or the one with the new drain improvement (the alternate option), and not a combination of both.

President Chambers asked General Manager Mairena what her recommendation was. General Manager Mairena replied that she had met with Patrick Sumner and Mike Patolo from Sanitation to discuss delaying the control panels project, as well as the roof replacement, and it was their recommendation that the District approve the bid with the alternate option, and that she agreed with them.

Director Medina moved to approve the proposal from Stronger Building Services including the alternate services for the roofing for the Rowntree Pump Station in the amount of \$37,500 and also to authorize a change order up to 10%, and subject to Attorney Conneran's agreement approval, seconded by Director Bautista.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for February 2024.

General Manager Mairena displayed the comparison charts, and she reported that water consumption for February 2024 had gone up slightly in comparison to last month's consumption. General Manager Mairena mentioned that she suspected that customers were using more water after the drought was over.

10. ITEMS FROM BOARD OF DIRECTORS: None

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Thursday, March 14, 2024

11. CLOSED SESSION:

**A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (d)(4) of Section 54956.9: One
case.**

Attorney Conneran led the Board into closed session at 10:00 p.m.

The Board reconvened from closed session at 10:11 p.m.

Attorney Conneran reported that the Board had met in closed session to discuss a matter of potential litigation and gave instructions to counsel. No reportable action was taken.

12. ADJOURNMENT:

Without objection, President Chambers adjourned the meeting.
Time 10:11 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
February 29, 2024



Chavan & Associates, LLP
Certified Public Accountants
15105 Concord Circle, Suite 130
Morgan Hill, CA 95037

Westborough Water District

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Accountant's Compilation Report

To the Board of Directors
Westborough Water District
City of South San Francisco, CA

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the eight months ended February 29, 2024, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplementary information on pages 7 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. However, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

A statement of cash flows for the eight months ended February 29, 2024, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context.



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the eight months ended February 29, 2024, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

April 05, 2024
Morgan Hill, California

Westborough Water District
Statement of Net Position
February 29, 2024

ASSETS

Current Assets:

Cash (Including \$3,628,337 in Time Deposits)	\$	4,469,713
Receivables		
Lease		28,116
Water		1,059,433
Other		81,334
Prepaid Expenses and Other		44,799
Inventory		233,238
Total Current Assets		5,916,633

Non-Current Assets:

Lease Receivable		268,016
Utility Plant in Service (Note 5):		
Land		182,633
Work in Progress		147,197
Water Facility		8,206,496
Building		1,503,835
Joint-Use Facilities		94,907
Meters		1,007,776
Office Furniture and Equipment		157,741
Maintenance Facility		478,623
Sewer Facility		3,408,400
Total Utility Plant in Service (Capital Assets)		15,187,608
Less Accumulated Depreciation		(7,117,555)
Utility Plant in Service-Net Depreciation Expense		8,070,053
Total Non-Current Assets		8,338,069
Total Assets	\$	14,254,702

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$	232,359
Deferred OPEB Outflows		127,991
Total Deferred Outflows	\$	360,350

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
February 29, 2024

LIABILITIES	
Current Liabilities:	
Accounts Payable (Note 2)	\$ 436,720
Customers' Deposits	406,670
Unearned Revenue	15,662
Total Current Liabilities	859,052
Long-term Liabilities:	
Accrued Vacation	52,115
Net Pension Liability	268,882
Net OPEB Obligation	136,971
Total Long-term Liabilities	457,968
Total Liabilities	\$ 1,317,020
DEFERRED INFLOWS	
Deferred Lease Inflows	\$ 267,260
Deferred Pension Inflows	306,437
Deferred OPEB Inflows	323,286
Total Deferred Inflows	\$ 896,983
NET POSITION	
Net Investment in Capital Assets	\$ 8,070,053
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	278,037
Unappropriated	1,511,483
Total Net Position	\$ 12,401,049

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the eight months ended February 29, 2024

Operating Revenue:	
Water Sales (Note 3)	\$ 2,816,723
Sewer Svc. and Transfer Charges	2,292,045
Misc. Operations	16,134
Capital Facility Income	33,295
Total Operating Revenue	5,158,197
Operating Expense:	
Water Expenditures	1,912,477
Sanitary Sewer Expenditures	2,023,651
Admin. and General Expenditures	811,168
Depreciation	227,624
Total Operating Expenses	4,974,920
Operating Income (Loss)	183,277
Non-operating Income (Expense):	
Property Taxes	530,769
Investment Interest	97,434
Other	6,467
Total Non-operating Income (Expense)	634,670
Change in Net Position	817,947
Net Position - Beginning	11,583,102
Net Position - Ending	\$ 12,401,049

See accompanying notes and accountant's compilation report

Westborough Water District
Selected Information - Substantially All Disclosures Required by
Generally Accepted Accounting Principles are Not Included
February 29, 2024

NOTE 1 - There was no Bad Debt expense during the month.

NOTE 2 - Accounts payable at February 29, 2024, includes \$221,734 of accrued treatment and disposal expense.

NOTE 3 - Estimated operating revenues are used in preparing the financial statements for the months of January, March, May, July, September and November because actual figures are not available until one and one-half months after the close of these months.

NOTE 4 - Accounts receivable are reported net an allowance for uncollectible accounts of \$(5,872) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the eight months ended February 29, 2024, were as follows:

Beginning Balance	\$	15,124,799
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		62,809
Ending Balance	<u>\$</u>	<u>15,187,608</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the eight months ended February 29, 2024

	February	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 299,271	\$ 2,816,723	\$ 4,196,733	67.12%	0.45%	\$ 18,901
Sewer Svc. and Transfer Charges	260,271	2,292,045	3,284,888	69.78%	3.11%	102,120
Misc. Operations	2,126	16,134	19,200	84.03%	17.36%	3,334
Capital Facility Income	3,143	33,295	-	100.00%	100.00%	33,295
Total Operating Revenue	564,811	5,158,197	7,500,821	68.77%	2.10%	157,650
Operating Expense:						
Water Expenditures	244,374	1,912,477	2,892,667	66.11%	0.55%	15,968
Sanitary Sewer Expenditures	390,204	2,023,651	2,925,026	69.18%	-2.52%	(73,634)
Admin. and General Expenditures	103,633	811,168	1,302,458	62.28%	4.39%	57,135
Depreciation	28,636	227,624	365,000	62.36%	4.30%	15,709
Total Operating Expenses	766,847	4,974,920	7,485,151	66.46%	0.20%	15,178
Operating Income (Loss)	(202,036)	183,277	15,670	1169.60%	1102.92%	172,828
Non-operating Income (Expense):						
Property Taxes	34,553	530,769	676,549	78.45%	11.79%	79,736
Investment Interest	10,633	97,434	90,107	108.13%	41.47%	37,363
Other	54	6,467	36,192	17.87%	-48.80%	(17,661)
Total Non-operating Income (Expense)	45,240	634,670	802,848	79.05%	12.39%	99,438
Net Income (Loss)	\$ (156,796)	\$ 817,947	\$ 818,518	99.93%	33.26%	\$ 272,266

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the eight months ended February 29, 2024

	February	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 34,310	\$ 296,906	\$ 440,370	67.42%	-0.76%	\$ (3,326)
Salaries Overtime	1,069	5,169	9,000	57.43%	9.23%	831
Benefits	2,810	93,001	123,323	75.41%	-8.75%	(10,786)
OPEB	-	3,587	2,808	127.74%	-61.08%	(1,715)
Payroll Taxes	2,720	22,703	34,825	65.19%	1.48%	514
Technical Communications	858	6,287	11,260	55.83%	10.83%	1,220
Utilities	16,310	115,918	162,716	71.24%	-4.57%	(7,441)
Supplies and Small Tools	3,794	10,631	15,000	70.87%	-4.21%	(631)
Maintenance of System	5,853	68,258	59,905	113.94%	-47.28%	(28,321)
Special Services	27,068	50,874	91,717	55.47%	11.20%	10,271
Vehicle Expense	8,386	34,468	35,000	98.48%	-31.81%	(11,135)
Water Purchases	141,196	1,204,675	1,906,743	63.18%	3.49%	66,487
Total Water Expenditures	244,374	1,912,477	2,892,667	66.11%	0.55%	15,968
Sanitary Sewer Expenditures:						
Treatment & Disposal	348,342	1,837,708	2,715,565	67.67%	-1.01%	(27,331)
Utilities	17,049	94,465	137,600	68.65%	-1.99%	(2,732)
Repair of Pipelines	-	-	5,000	0.00%	66.66%	3,333
Repair of Pumps	18,103	42,331	20,000	211.66%	-144.99%	(28,998)
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	6,710	44,877	46,861	95.77%	-29.10%	(13,636)
Total Sanitary Sewer Expenditures	390,204	2,023,651	2,925,026	69.18%	-2.52%	(73,634)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the eight months ended February 29, 2024

	February	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	41,714	359,586	532,572	67.52%	-0.85%	(4,538)
Salaries-Temporary	-	749	2,000	37.45%	29.20%	584
Salaries-Overtime	-	-	1,500	0.00%	66.67%	1,000
Employee Benefits	17,908	140,390	207,101	67.79%	-1.12%	(2,323)
OPEB	-	5,381	4,689	114.76%	-48.09%	(2,255)
Office Supplies and Postage	1,828	7,227	14,151	51.07%	15.60%	2,207
Memberships	240	39,350	48,129	81.76%	-15.09%	(7,264)
Utilities	141	608	1,559	39.00%	27.65%	431
Telephone	380	2,914	4,534	64.27%	2.40%	109
Payroll Taxes	3,255	21,085	42,770	49.30%	17.37%	7,428
Water Conservation	100	1,284	10,000	12.84%	53.83%	5,383
Building & Grounds Maintenance	265	6,088	14,180	42.93%	23.73%	3,365
Parking Rentals	450	3,600	5,760	62.50%	4.17%	240
Directors Fees	700	5,200	11,300	46.02%	20.65%	2,333
Engineering Services	375	11,109	55,000	20.20%	46.47%	25,557
Accounting	5,262	21,103	37,960	55.59%	11.07%	4,204
Legal	3,200	12,443	25,400	48.99%	17.68%	4,490
Billing	3,331	39,666	55,347	71.67%	-5.00%	(2,768)
Communications	540	7,495	28,633	26.18%	40.49%	11,594
Insurance	6,317	52,847	78,777	67.08%	-0.42%	(329)
Bad Debts (Note 1)	-	-	2,000	0.00%	66.65%	1,333
Travel	-	3,748	13,626	27.51%	39.16%	5,336
Miscellaneous	17,627	69,295	105,470	65.70%	0.97%	1,018
Total Admin. and General Expenditures	103,633	811,168	1,302,458	62.28%	4.39%	57,135
Depreciation Expense	28,636	227,624	365,000	62.36%	4.30%	15,709
Total Expenses	\$ 766,847	\$ 4,974,920	\$ 7,485,151	66.46%	0.20%	\$ 15,178

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: MARCH 31, 2024

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$3,490,583.03
		No Transactions	\$3,490,583.03
		Ending Balance	\$3,490,583.03

Total Investments Last Report Period = \$3,490,583.03
Total Investments at End of Report Period = \$3,490,583.03

Effective Interest Rate: 4.122%
(as of 02/24)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

April 04, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

WESTBOROUGH WATER DISTRICT

GENERAL MANAGER
P.O.BOX 2747
SOUTH SAN FRANCISCO, CA 94083-2747

[Tran Type Definitions](#)

Account Number: 90-41-004

March 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	3,490,583.03
Total Withdrawal:	0.00	Ending Balance:	3,490,583.03

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: MARCH 31, 2024

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$139,743.69
03/31/24	\$ 2,495.89	<i>Interest Earned</i>	\$142,239.58
03/31/24	\$ (2,495.89)	<i>Dividend Check Withdrawn</i>	\$139,743.69
03/31/24	\$ 18.33	<i>Change in Account Value</i>	\$139,762.02
Ending Balance			\$139,762.02

Total Investments Last Report Period = \$139,743.69
Total Investments at End of Report Period = \$139,762.02

Effective Interest Rate: 3.550%
(to maturity - 09/30/24)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.

March 1, 2024 - March 31, 2024
Account Number: RMB-023565

WESTBOROUGH WATER DISTRICT
PO BOX 2747
S SAN FRAN CA 94083-2747

Your Account Executive:
PAUL REHMUS
(800) 967-4513

3.C.4

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$139,743.69
Withdrawals (Cash & Securities)	-2,495.89
Dividends, Interest and Other Income	2,495.89
Net Change in Portfolio¹	18.33
ENDING ACCOUNT VALUE	\$139,762.02
Estimated Annual Income	\$5,005.50

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	139,743.69	139,762.02
100%	Account Total	\$139,743.69	\$139,762.02

Please review your allocation periodically with your Account Executive.
Your Account is 100% invested in Fixed Income.

Client Service Information

Your Account Executive: MBP

PAUL REHMUS
MULTI-BANK SECURITIES
1000 TOWN CENTER, STE 2300
SOUTHFIELD MI 48075-1239

Contact Information

Business: (800) 967-4513
E-Mail: customerservice@mbssecurities.com

Client Service Information

Service Hours: Weekdays 09:00 a.m. - 05:00 p.m. (EST)
Client Service Telephone Number: (800) 967-9045
Web Site: WWW.MBSSECURITIES.COM

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out
 Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out
 Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes
 Accrual market discount method for all other bond types: Constant Yield Method
 Include market discount in income annually: No

ELECTRONIC DELIVERY

You have **not** enrolled any documents for electronic delivery. The following documents are available for electronic delivery:

Statements and Reports	Notifications	Tax Documents
Trade Confirmations	Prospectus	Proxy/Shareholder Communications

Please log in to your account or contact your Account Executive to make any changes to your electronic delivery preferences.

Income and Expense Summary

3.C.5

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	2,495.89	0.00	2,495.89	0.00
Total Income	\$2,495.89	\$0.00	\$2,495.89	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	99.1220	139,762.02	41.14	5,005.50	3.58%
Total Certificates of Deposit	141,000.0000		\$139,762.02	\$41.14	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$139,762.02	\$41.14	\$5,005.50	
Total Portfolio Holdings			Market Value \$139,762.02	Accrued Interest \$41.14	Estimated Annual Income \$5,005.50	

Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/disclosures for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate

3.C.6

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	\$2,495.89	\$0.00	\$2,495.89	\$2,495.89	\$0.00	\$2,495.89
Cash						
Withdrawals	0.00	-2,495.89	-2,495.89	0.00	-2,495.89	-2,495.89

Activity Summary (continued)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Total Cash	\$0.00	-\$2,495.89	-\$2,495.89	\$0.00	-\$2,495.89	-\$2,495.89
Totals	\$2,495.89	-\$2,495.89	\$0.00	\$2,495.89	-\$2,495.89	\$0.00

Transactions by Type of Activity

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
Dividends and Interest							
03/28/24	BOND INTEREST RECEIVED 814010CV4	141000 SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 RD 03/27 PD 03/28/24				2,495.89	USD
Total Dividends and Interest						\$0.00	\$2,495.89 USD
Cash Withdrawals and Deposits							
03/28/24	CHECK DISBURSEMENT USD999997	CHECK PD.#4030161823 AS PER YOUR REQUEST				-2,495.89	USD
Total Cash Withdrawals and Deposits						\$0.00	-\$2,495.89 USD
Total Value of Transactions						\$0.00	\$0.00 USD

3.C.8

The price and quantity displayed may have been rounded.

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Balances in Federal Deposit Insurance Corporation (FDIC)-insured bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

Transition to Trade Date plus One (T1) Settlements

The U.S. will adopt a shortened settlement timeframe beginning with trade date May 28, 2024, for equities, corporate, municipal bonds and unit investment trusts. Moving from a T2 to a T1 settlement cycle will provide faster access to sale proceeds, but it also means that funds will be due on purchase transactions earlier.

Messages (continued)

Go Paperless by Selecting eDelivery

Eliminate paper and save natural resources with digital adoption. Electronic delivery (eDelivery) is faster, convenient and more secure. We offer eDelivery for account statements, prospectus documents, proxy or shareholder communications, tax documents, trade confirmations and more.

To enroll, log in to your brokerage account and look for the one-click eDelivery pop-up or simply select 'Go Paperless' at the top of any page and follow the on-screen prompts to set-up your preferences. Enrollment can be activated as quickly as the day you register, and you will be notified when documents are available in an online, password-protected portal.

Contact your financial professional if you have any questions about any of our digital tools.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

TRADING ACTIVITY DISCLOSURES

PAYMENT FOR ORDER FLOW PRACTICES

Pershing sends equity orders to exchanges or broker-dealers for execution. Some of these market centers provide payments to Pershing or charge access fees depending upon the characteristics of the order and execution. Orders executed on one or more exchange(s) will either earn a rebate or be assessed an access fee based on each exchange's published fee schedule, which can typically be found on each exchange's web site. Exchange listed equity orders routed to an OTC market maker typically earn a cash payment per share for or per executed order with certain exclusions for OTC securities. The details of these payments and fees are available upon written request. Pershing receives payments for directing U.S. exchange listed options order flow to broker-dealers using Smart Order Routing technology, which allows Pershing to access price improvement auctions on the various options exchanges. Generally, Pershing receives a per-option contract cash payment. This disclosure only applies to orders routed to Pershing, for further routing and handling, by your firm. For a list of organizations that pay Pershing for nondirected order flow, please visit www.orderroutingdisclosure.com. Pershing executes certain equity orders with a fractional share component as principal. All orders with a fractional share component will be treated as "Not Held", which allows Pershing to execute the order without being held to the current national best bid and offer. Pershing also routes orders in preferred securities Pershing Preferred Market Making desk, which they may also execute as principal while facilitating the trade as a market maker.

BEST EXECUTION

Pershing selects certain market centers for routing non-directed orders that provide automated execution of substantially all electronically transmitted orders in OTC and exchange-listed equity securities. In the case of U.S. listed options Pershing selects certain wholesale brokers for routing non directed orders that provide access to option exchange price improvement auctions. The designated market centers and wholesale brokers to which orders are routed are selected based on the following:

- The consistent high quality of their executions in one or more market segments
- Their ability to provide opportunities for executions at prices superior to the national best bid of offer (NBBO)
- Service, technology reliability, accessibility speed of execution
- Cost and counterparty credit worthiness

Pershing regularly reviews reports for execution quality and other factors.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

ACCOUNT-RELATED ACTIVITY DISCLOSURES

MARGIN DISCLOSURE

3.C.9

Messages (continued)

Securities held in your margin account will be used as collateral for margin loans made to you. Some firms increase the rate of interest Pershing charges on margin loans and in those cases, Pershing and your firm share in the interest you pay. If the securities in your margin account decline in value, your financial organization or Pershing can take action, such as issuing a margin call and/or selling securities or other assets in any of your accounts held with Pershing to maintain the required equity in the margin account. It is important that you fully understand the risks involved in purchasing securities on margin. These risks include:

- You may lose more funds or securities than you deposited in your margin account.
- Your financial organization or Pershing may force the sale of securities or other assets in your account(s).
- Your financial organization or Pershing can sell your securities or other assets in your account(s) without contacting you.
- You are not entitled to choose which securities or other assets in your account(s) are to be liquidated or sold to meet a margin call.
- Your financial organization or Pershing can increase its maintenance margin requirements at any time without advance written notice to you.
- You are not entitled to an extension of time on a margin call.

Your Margin Agreement with Pershing and your firm outlines your important obligations. The Margin Agreement is a legally binding contract, and it cannot be modified by conduct. The failure on the part of Pershing or your firm at any time to enforce its rights under the Margin Agreement will not, in any way, be deemed to waive, modify or relax any of the rights granted to Pershing or your firm to deal with the collateral on all loans advanced to you.

COVERED AGENCY TRANSACTIONS

Covered Agency Transactions include (1) To Be Announced Transactions, inclusive of adjustable-rate mortgage transactions, (2) Specified Pool Transactions and (3) transactions in Collateralized Mortgage Obligations (CMO), issued in conformity with a program of an agency or Government-Sponsored Enterprise, with a forward settlement dates. If your financial Institution transacts in one of these securities with a Non-Netting FICC member, Pershing LLC (Pershing), a BNY Mellon company is not a party to these transactions and cannot guarantee settlement. If your financial institution were to encounter financial difficulty prior to the security converting to an industry (street) CUSIP Pershing will not be obligated to clear and settle those transactions.

SUBSTITUTE PAYMENT REIMBURSEMENT

As permitted under your Margin Agreement, Pershing may lend securities in your account when there is a debit balance. You are not entitled to receive a dividend when your securities are on loan over an ex-dividend date. Pershing may issue a substitute payment in lieu of the dividend and compensate you for the tax difference. A substitute payment received in lieu of a dividend may be eligible for a reimbursement to your account only if the account is open on the reimbursement date. Please note that these reimbursements are: (1) credited at Pershing's discretion; (2) subject to change; and (3) may be eliminated without advance notification. Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

SUBSTITUTE PAYMENT ON MUNICIPAL BOND INTEREST

Due to operational or other technical issues that Pershing, or your introducing firm may be experiencing, one or more of the municipal securities reflected in your account may not be in Pershing's possession and or control. If the municipal security is not in Pershing's possession and/or control by the next regularly scheduled interest payment, a taxable substitute payment in lieu of tax-exempt municipal bond interest may have been paid. Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

CASH BALANCE/" FLOAT " DISCLOSURE

3.C.10

Messages (continued)

Pershing obtains a financial benefit attributable to the cash balances in any account (including Employee Retirement Income Security Act accounts that are held by Pershing) for the exclusive benefit of clients. Client cash balances are segregated and Pershing's financial benefit is in the form of either interest on such balances and/or reductions in expenses that Pershing would otherwise pay to such banks. These cash balances result from: (1) cash awaiting investment; or (2) cash pending distribution. With respect to cash awaiting investment (e.g., new contributions), Pershing obtains such financial benefit until the funds are automatically invested into a money market fund or bank deposit sweep product ("Sweep Product") or are used for other purposes, such as to purchase securities. If an account agreement provides for the automatic investment into a Sweep Product, such investment will take place on the day after the receipt of cash (and the financial benefit will be one day), unless timely instructions are received to manually purchase the Sweep Product on the same day that cash is received, which may be accommodated in certain cases. If the account agreement does not provide for automatic investment into a Sweep Product, no automatic investment will occur until the day after the appropriate instructions are added to your account by your firm. When Pershing receives a request for a distribution by check, the account is charged (debited) on the date the check is written. Pershing mails disbursement checks on the same day that they are written. Pershing may obtain the financial benefit described above from the date the check is written until the date the check is presented for payment, the timing of which is beyond Pershing's control. When a distribution is requested using an Automated Clearing House instruction, Pershing receives a one-day financial benefit in connection with the distribution. If the distribution is made using the Federal Reserve wire system, Pershing receives no financial benefit in connection with the distribution.

FEDERAL AND STATE TAX WITHHOLDING FOR RETIREMENT ACCOUNTS

You may, at any time, by contacting your firm, designate or change the federal and state income tax withholding election for distributions from your individual retirement account, 403(b)(7) custodial account or qualified retirement plan. If you do not have enough federal or state income tax withheld, you may be responsible for payment of estimated taxes. Penalties and interest may also apply.

SPECIAL NOTE FOR NON-U.S. ACCOUNTS

With respect to assets custodied by Pershing on your behalf, income and capital gains or distributions to you from your account may be taxable in your home jurisdiction and/or country of tax residence. Please consult your tax advisor for the appropriate tax treatment of your transactions.

Negative Interest Rates

In response to certain extraordinary economic conditions, some foreign countries have implemented a negative interest rate policy to stabilize their economies. Under such a policy, a central bank charges banks a fee to hold reserves, and, as a result, the banks then charge depositors a fee to maintain their deposits. Historically, the U.S. has not adopted policies resulting in negative interest rates, and there is no indication that the Federal Reserve Board plans to adopt such a policy in the future. If, however, such a policy is adopted in the U.S., banks may begin to charge fees to maintain deposits, which could result in fees being applied to certain balances such as those held through products like bank deposit sweep products. In such an event, a fee could be charged for maintaining deposits in certain scenarios.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

Pershing LLC (Pershing), as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

GENERAL DISCLOSURES

STATEMENT OF FINANCIAL CONDITION DATED DECEMBER 31, 2023

On December 31, 2023, Pershing regulatory net capital of \$2.50 billion was 17.17% of aggregate debit items and \$2.21 billion in excess of the minimum requirement. A complete copy of the December 31, 2023 Statement of Financial Condition is available at www.pershing.com/statement-of-financial-condition. You may request a free printed copy by calling (888) 860-8510.

RESPONSIBILITIES OF PERSHING

3.C.11

Messages (continued)

Pershing is a clearing broker that provides clearing, custody and execution services and other financial solutions to registered broker-dealers that introduce clients to us. Your firm has the primary responsibility for contact and communication with you and is also responsible for account opening document review and approval and investment advice.

ANTI-MONEY LAUNDERING AND FIGHTING TERRORISM

To help the government fight the funding of terrorism and money laundering activities, financial organizations are required by federal law to obtain, verify and record information that identifies each individual or entity that opens an account or requests credit. What this means for individuals: When an individual opens an account or requests credit, we will ask for that person's name, residence address, date of birth, tax identification number and other information that allows us to identify them. We may also ask for a driver's license, passport or other identifying documents. What this means for legal entities: When a corporation, partnership, trust or other legal entity opens an account or requests credit, we will ask for the entity's name, physical address, tax identification number and other information that will allow us to identify the entity. If applicable, the same information will be collected about the beneficial owner(s) of the entity. We may also ask for certain identifying documents, such as certified articles of incorporation, partnership agreements or a trust instrument.

The Department of Treasury's Office of Foreign Assets Control (OFAC) administers and enforces economic sanctions programs implemented by the government. Pershing is required to comply with all OFAC sanctions. This may include blocking or rejecting transactions or funds of certain individuals and entities if it reasonably believes violates any of the OFAC sanctions programs.

SECURITIES INVESTOR PROTECTION CORPORATION® (SIPC®) INFORMATION

Information regarding SIPC, including a SIPC brochure, may be obtained by contacting SIPC via its website at www.sipc.org or by telephone at (202) 371-8300. An investment in a bank deposit program insured by the Federal Deposit Insurance Corporation (FDIC) is covered by FDIC insurance (up to allowable limits), but not eligible for SIPC coverage. Please review your statement for additional information on the sweep product in your brokerage account.

FINANCIAL INDUSTRY REGULATORY AUTHORITY® (FINRA®) INVESTOR EDUCATION AND PROTECTION

A brochure that includes information describing FINRA BrokerCheck® may be obtained from FINRA at www.finra.org. The FINRA BrokerCheck hotline number is (800) 289-9999.

MUNICIPAL SECURITIES RULEMAKING BOARD® (MSRB®) RULE G-10 INVESTOR AND MUNICIPAL ADVISORY CLIENT EDUCATION AND PROTECTION

An investor brochure that describes the protections available under MSRB rules and instructions on how to file a complaint with an appropriate regulatory authority can be found on the MSRB website at www.msrb.org. Pershing is registered with the Securities and Exchange Commission (SEC) and MSRB and is a member of FINRA and the New York Stock Exchange (NYSE).

BUSINESS CONTINUITY

Pershing maintains a business continuity plan that includes geographically dispersed data centers and processing facilities. The plan is annually reviewed and updated as necessary. The plan outlines the actions Pershing will take in the event of an incident, including:

- Continuous processing support by personnel located in unaffected facilities.
- Relocating technology or operational personnel to alternate regional facilities.
- Switching of technology processing to an alternate regional data center.

3.C.12

Messages (continued)

All Pershing operational facilities are equipped for resumption of business and are tested. In circumstances within Pershing's control, it is Pershing's objective to resume business within four (4) hours or less, depending upon the availability of external resources. If your firm experiences a significant business interruption, you may contact Pershing directly to process limited trade-related transactions, cash disbursements and security transfers. Instructions to Pershing must be in writing to general.customer.service@bnymellon.com or by postal service to Pershing LLC, P.O. Box 2065, Jersey City, NJ 07303-2065. For additional information about how to request funds and securities when your firm cannot be contacted due to a significant business interruption, please access the information located in the Business Continuity and Other Disclosures link on the Pershing website at www.pershing.com. You may also call (201) 413-3635 for recorded instructions.

PROHIBITION AGAINST UNLAWFUL INTERNET GAMBLING

In accordance with the Unlawful Internet Gambling Enforcement Act (Act), transactions associated with unlawful internet gambling are prohibited. Specifically, the Act "prohibits any person engaged in the business of betting or wagering from knowingly accepting payments in connection with the participation of another person in unlawful internet gambling." Accordingly, you must not initiate or receive wire transfers, checks, drafts or other debit/credit transactions that are restricted by the Act. For more information, please refer to <https://www.federalreserve.gov/newsevents/pressreleases/bcreg20081112b.htm>.

IMPORTANT NOTICE FOR CALIFORNIA RESIDENTS

Pursuant to California state law (Part 3, Title 10 Chapter 7), as custodian of your assets, Pershing may be required to transfer your assets to the state of California if no activity occurs within the statutorily defined time period. The State law defines the time period to be 36 months, during which time there is no activity within the account or communication between the account owner and the financial organization.

3.C.13

Important Information and Disclosures

The Role of Pershing

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333**. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Information and Disclosures (continued)

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until: (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.**

3.C.14

TERMS AND CONDITIONS

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE, IF GIVEN. INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO PERSHING, AND PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF,

WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.

- PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT WWW.PERSHING.COM.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: WWW.PERSHING.COM/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS - RULE 607 (A) (1) - (2))

PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER-DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO PERSHING OR CHARGE ACCESS FEES TO PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

3.C.15

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

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Account Number: RMB-023565
A0092959CSF30042-SD

GAPAFRI FSS 

Rated Excellent
Every Year Since 2007

Clearing through Pershing LLC, a wholly owned
subsidiary of The Bank of New York Mellon

CLAIMS REGISTER: MARCH 2024

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 96,337.48

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-04/24)	14,248.67
AT&T (P.S. Phone Bill to 03/01/24)	534.63
AT&T Mobility (Field & Office Cell Phones, 02/03-03/02)	335.81
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 04/24-06/24)	421.11
Bay Alarm (Office - Service Call & Replaced Batteries)	200.93
CalPERS (Retirement Contributions-03/15/24)	6,304.46
CalPERS (Retirement Contributions-03/31/24)	6,304.49
Colina Association (Three Parking Spaces Rental, 04/24)	450.00
Direct Line (Answering Service, 02/15-03/14)	370.28
EFTPS (Employment Taxes-03/15/24)	11,970.94
EFTPS (Employment Taxes-03/31/24)	11,172.97
EDD (Employment Taxes-03/15/24)	2,810.38
EDD (Employment Taxes-03/31/24)	2,525.91
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-02/24)	2,200.00
Mairena, Patricia (GM Mairena's Internet Services, 02/27-03/26 & 02/24 Membership Dues)	84.99
McCampbell Analytical, Inc. (Analytical Services, 03/24)	480.00
Lowe's Business (Field Supplies to 03/17/24)	465.35
Office Depot (Office & Breakroom Supplies)	199.78
O'Reilly Auto Parts (Shop Supplies & Field Truck Supplies)	156.43
PG&E (Summary Bill to 03/21/24)	25,154.60
Richards, Julie L. (Director Richards' Internet Service, 06/23)	65.00
Richards, Julie L. (Director Richards' Internet Service, 07/23)	65.00
SF Water Dept. (Water Purchases, 02/06-03/05)	140,449.14
So. SF Scavengers (Garbage Services, 02/24)	114.42
Telstar Instruments, Inc. (Repairing Damaged Control Panel at Rowntree P.S., Service Emergency Generator at WWD Ofc. & Checking Issues at WWD Ofc Water Pumps.)	11,579.62
Tri Counties Bank (Monthly Credit Card Charges Ending 02/29/24)	2,183.44
WEX Bank (Wright Express-Gas Purchases to 03/15/24)	1,415.55

SUB-TOTAL **\$ 338,601.38**

Updated Checks Voided During Month:

Richards, Julie L. - Voided & Re-Issued ck.#024698 (#025265)	<i>(65.00)</i>
Richards, Julie L. - Voided & Re-Issued ck.#024776 (#025266)	<i>(65.00)</i>

TOTAL CLAIMS REGISTER AMOUNT **\$ 338,471.38**

VENDOR I.D.: AMU01 (AMUZIE, DON)

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Date	Period					
		Due Date	Fiscal	Tm	Discount			
030124-	DIRECTOR AMUZIE'S INTERNET SERVICE, 03/10-04/09	03/01/24	04-24	A	59450	65.00	.00	65.00
		03/01/24	10-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: BAU02 (BAUTISTA, PERRY H.)

032224-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 04/24	03/22/24	04-24	A	59450	65.00	.00	65.00
		03/22/24	10-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

032924-	MISC. EXPENSES, 03/24	03/29/24	04-24	A	59450	57.08	.00	57.08
		03/29/24	10-24					
** Vendor's Subtotal ----->						57.08	.00	57.08

VENDOR I.D.: CHA03 (CHAVAN & ASSOCIATES, LLP)

C&A-18181-	ACCOUNTING SERVICES, 01/24	03/25/24	04-24	A	59450	2500.00	.00	2500.00
		03/25/24	10-24					
** Vendor's Subtotal ----->						2500.00	.00	2500.00

VENDOR I.D.: CHA04 (CHAMBERS, TOM)

031124-	DIRECTOR CHAMBERS' INTERNET SERVICE, 03/16-04/15	03/11/24	04-24	A	59450	65.00	.00	65.00
		03/11/24	10-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: COR01 (CORBIN WILLITS SYSTEMS)

00C403153-	SOFTWARE MAINTENANCE, 04/24-06/24	03/15/24	04-24	A	59450	2721.08	.00	2721.08
		03/15/24	10-24					
** Vendor's Subtotal ----->						2721.08	.00	2721.08

VENDOR I.D.: COR03 (CORE & MAIN)

U530250-	REPAIR PARTS	03/19/24	04-24	A	59450	3472.05	.00	3472.05
		03/19/24	10-24					
** Vendor's Subtotal ----->						3472.05	.00	3472.05

VENDOR I.D.: FOU01 (FOUR STAR TRUCK REPAIR)

34299-	SERVICE, LABOR & PARTS ON SERVICE TRUCK	03/20/24	04-24	A	59450	836.48	.00	836.48
		03/20/24	10-24					
** Vendor's Subtotal ----->						836.48	.00	836.48

VENDOR I.D.: LEC01 (LECHOWICZ + TSENG MUNICIPAL CONSULTING)

2-	WATER & SEWER RATE STUDY, 02/01/24-02/29/24	03/15/24	04-24	A	59450	8551.33	.00	8551.33
		03/15/24	10-24					
** Vendor's Subtotal ----->						8551.33	.00	8551.33

VENDOR I.D.: LIF01 (LIFTOFF DIGITAL, LLC)

VENDOR I.D.: LIF01 (LIPTOFF DIGITAL, LLC)

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Due Date	Fiscal					
35328-	WEB REPORTING & HOSTING, 04/24	04/01/24	04-24	A	59450	75.00	.00	75.00
		04/01/24	10-24					
** Vendor's Subtotal ----->						75.00	.00	75.00

VENDOR I.D.: MED01 (MEDINA, JANET)

030124	DIRECTOR MEDINA'S INTERNET SERVICE, 03/10-04/09	03/01/24	04-24	A	59450	65.00	.00	65.00
		03/01/24	10-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: MR 01 (MRC)

IN4039058-	XEROX COPIER MAINT. AGREEMENT, 02/19-03/18	03/12/24	04-24	A	59450	134.27	.00	134.27
		03/12/24	10-24					
** Vendor's Subtotal ----->						134.27	.00	134.27

VENDOR I.D.: OFF01 (OFFICE DEPOT)

356001385-	BREAKROOM SUPPLIES	03/01/24	04-24	A	59450	10.78	.00	10.78
		03/01/24	10-24					
356001796-	BREAKROOM SUPPLIES	03/01/24	04-24	A	59450	83.04	.00	83.04
		03/01/24	10-24					
358473044-	OFFICE SUPPLIES	03/11/24	04-24	A	59450	49.43	.00	49.43
		03/11/24	10-24					
358673552-	OFFICE SUPPLIES	03/21/24	04-24	A	59450	52.73	.00	52.73
		03/21/24	10-24					
** Vendor's Subtotal ----->						195.98	.00	195.98

VENDOR I.D.: PAK01 (PAKPOUR CONSULTING GROUP, INC.)

4370-	ENGINEERING SERVICES - 02/24	03/05/24	04-24	A	59450	15419.18	.00	15419.18
		03/05/24	10-24					
** Vendor's Subtotal ----->						15419.18	.00	15419.18

VENDOR I.D.: PRE01 (PRECISE PRINTING AND MAILING)

28823-	PRINTING & MAILING OF 03/15/24 BILLS & INSERT	03/18/24	04-24	A	59450	1484.23	.00	1484.23
		03/18/24	10-24					
** Vendor's Subtotal ----->						1484.23	.00	1484.23

VENDOR I.D.: RIC03 (RICHARDS, JULIE L)

022924-	DIRECTOR RICHARDS' INTERNET SERVICE, 03/24	02/29/24	04-24	A	59450	65.00	.00	65.00
		02/29/24	10-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: SAN02 (SFPUC FINANCIAL SERV.-FINANCE)

I0003698-	BACTERIA ANALYSES, 01/24	02/06/24	04-24	A	59450	475.00	.00	475.00
		02/06/24	10-24					
** Vendor's Subtotal ----->						475.00	.00	475.00

VENDOR I.D.: SEL01 (SELERUM, INC.)

57672-	REPLACEMENT UPS BATTERY FOR OFC SUPVSR COMPUTER	02/03/24	04-24	A	59450	80.50	.00	80.50
		02/03/24	10-24					
** Vendor's Subtotal ----->						80.50	.00	80.50

VENDOR I.D.: SOU03 (SO.SF CHAMBER OF COMMERCE)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
16175-	MEMBERSHIP FEE, 05/01/24-05/01/25	04/04/24	04-24	A	59450	280.00	.00	280.00
		04/04/24	10-24					
** Vendor's Subtotal - ---->						280.00	.00	280.00

VENDOR I.D.: SWR01 (SWRCB-DWCP)

040324-	WATER DISTR.OPERATOR CERTIF. D1 - D. LOUIE	04/03/24	04-24	A	59450	50.00	.00	50.00
		04/03/24	10-24					
** Vendor's Subtotal - ---->						50.00	.00	50.00

VENDOR I.D.: TEL02 (TELSTAR INSTRUMENTS, INC.)

120817-	UNSCHEDULED WORK FOR PUMP #3 AT ROWNTREE P.S.	03/20/24	04-24	A	59450	6469.21	.00	6469.21
		03/20/24	10-24					
** Vendor's Subtotal - ---->						6469.21	.00	6469.21

VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)

033124-	PAYROLL TRANSFER - 03/24	03/31/24	04-24	A	59450	52339.72	.00	52339.72
		03/31/24	10-24					
** Vendor's Subtotal - ---->						52339.72	.00	52339.72

VENDOR I.D.: \C004 (IVANNIA CUEVAS)

000C40301-	MQ CUSTOMER REFUND FOR CUE0001	04/01/24	04-24	Z	59450	78.88	.00	78.88
		04/01/24	10-24					
** Vendor's Subtotal - ---->						78.88	.00	78.88

VENDOR I.D.: \H008 (AURORA HIDAJAT)

000C40301-	MQ CUSTOMER REFUND FOR HID0001	04/01/24	04-24	Z	59450	73.99	.00	73.99
		04/01/24	10-24					
** Vendor's Subtotal - ---->						73.99	.00	73.99

VENDOR I.D.: \H009 (REGINA HSIAO)

000C40301-	MQ CUSTOMER REFUND FOR HSI0005	04/01/24	04-24	Z	59450	71.59	.00	71.59
		04/01/24	10-24					
** Vendor's Subtotal - ---->						71.59	.00	71.59

VENDOR I.D.: \I002 (PIERRE P & KRISS IBRAHIM)

000C40301-	MQ CUSTOMER REFUND FOR IBR0002	04/01/24	04-24	Z	59450	7.43	.00	7.43
		04/01/24	10-24					
** Vendor's Subtotal - ---->						7.43	.00	7.43

VENDOR I.D.: \J004 (BETTY SUN)

000C40301-	MQ CUSTOMER REFUND FOR JUN0025	04/01/24	04-24	Z	59450	103.07	.00	103.07
		04/01/24	10-24					
** Vendor's Subtotal - ---->						103.07	.00	103.07

VENDOR I.D.: \M023 (MAY MAR)

VENDOR I.D.: \M023 (MAY MAR)

Invoice No	Description	Invoice Date	Actual Period	G/L Trm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C40301-	MQ CUSTOMER REFUND FOR MAR0248	04/01/24	04-24	Z	59450	123.44	.00	123.44
		04/01/24	10-24					
** Vendor's Subtotal ----->						123.44	.00	123.44

VENDOR I.D.: \P015 (TYRIN PADILLA)

000C40301-	MQ CUSTOMER REFUND FOR PAD0024	04/01/24	04-24	Z	59450	55.43	.00	55.43
		04/01/24	10-24					
** Vendor's Subtotal ----->						55.43	.00	55.43

VENDOR I.D.: \W010 (DONALD WONG)

000C40301-	MQ CUSTOMER REFUND FOR WON0357	04/01/24	04-24	Z	59450	106.90	.00	106.90
		04/01/24	10-24					
** Vendor's Subtotal ----->						106.90	.00	106.90

VENDOR I.D.: \Y003 (JOHN YU)

000C40301-	MQ CUSTOMER REFUND FOR YU 0026	04/01/24	04-24	Z	59450	6.56	.00	6.56
		04/01/24	10-24					
** Vendor's Subtotal ----->						6.56	.00	6.56

VENDOR I.D.: \Y004 (FAJAR YUSUF)

000C40301-	MQ CUSTOMER REFUND FOR YUS0002	04/01/24	04-24	Z	59450	244.08	.00	244.08
		04/01/24	10-24					
** Vendor's Subtotal ----->						244.08	.00	244.08

** Report's Total -----> 96337.48 .00 96337.48
 =====

** Total Vendors On This Report -----> 32
 =====

** Total Vendors Needing Checks -----> 32
 =====

Code Title

 A IMMEDIATE



**Westborough Water District
Water and Sewer Rate Study 2024
Water Tables V5 - Draft April 8, 2024**



SUMMARY OF WATER TABLES

➤ **Proposed Water Rate Scenario:**

- Scenario 1: \$2.5M in CIP Projects with Debt in Year 2

	Current 2023/24	Proposed				
		2024/25	2025/26	2026/27	2027/28	2028/29
Proposed Revenue Increases	-	19.0%	8.0%	8.0%	8.0%	8.0%
Average Bimonthly Bill - 5/8" meter, 10 ccf	\$134.40	\$167.37	\$180.86	\$195.27	\$210.92	\$227.76
Meet Fund Reserve Targets	no	no	yes	yes	yes	yes
Ending Fund Balance	\$1,173,656	\$921,256	\$1,456,956	\$1,562,656	\$1,750,356	\$2,008,056
Meet Debt Service Coverage (1.25x)	-	-	11.11	6.31	4.74	3.93
Maintain Positive Net Income	\$173,656	(\$252,400)	\$535,700	\$105,700	\$187,700	\$257,700

➤ **General & Administrative (G&A) Expenses (Tables 4 through 6)**

- After a thorough review of G&A expenses, roughly 83.0% of total G&A expenses are assigned to water and 17.0% are allocated to sewer beginning in 2024/25
 - In the previous draft, 82.0% of total G&A expenses were allocated to water and 18.0% assigned to sewer
 - Approximately \$22,300 in additional G&A expenses are allocated to water
- General Manager’s salary and benefits are allocated 66.7% to water/33.3% to sewer
- Unless the expense is 100% allocated to water, all other G&A expenses are split 70% to water and 30% to sewer.
- BAWSCA Assessment and ACWA Membership are escalated by 5.0% each year and are allocated 100% to water.

➤ **Debt Assumptions:**

- District will debt fund \$1,250,000 (50% of annual water CIP) with a bank loan/line of Credit (LOC)
- Assumes the District will borrow \$1.25 million each year for 5 years. Long-term objective is to pay for capital projects on a cash basis after initial borrowings
- Total debt = \$6.25M over 5 years
- First borrowing will be in Year 2 (2025/26)
- Last borrowing will be in Year 6 (2029/30)
- Terms: 7.0%, 15 years

- Annual Debt Service = \$137,000

➤ **Rate Structure Adjustments**

- Fixed vs. Variable Revenue Recovery
 - Current allocation: 31% Fixed / 69% Variable
 - Proposed allocation: 35% Fixed / 65% Variable
- Meter Equivalent Ratios for Meter Service Charge
 - AWWA recommended ratios

➤ **Cash Flow Assumptions:**

Over the five-year rate study period, the water rate increases are proposed to meet the following objectives:

1. Meet debt service coverage ratio (1.25x)
 - a. A standard financial measure of an agency's ability to repay outstanding debt
 - b. Annual net revenues (gross revenues less operating and maintenance expenses) must be at least 1.25 times the combined annual debt service payments on all parity obligations
2. Total revenues cover expenses (Positive net revenues)
 - a. To ensure that the Water Fund is covering its cost of service (operating and capital expenses)
 - b. To avoid an operating deficit and dipping into reserves
3. Meet proposed Water Fund reserve targets by 2028/29
 - a. Operating: 25% of annual O&M costs
 - b. Capital: Annual depreciation (\$365,000 for 2023/24)
 - c. Debt Service: Total debt service for one year

The first rate increase will go into effect on July 1 of each year beginning in 2024 through 2028. As of July 1, 2023, beginning Water Fund reserves total \$1,000,000 based on an \$800,000 interfund loan from the Sewer Fund. To repay the interfund loan, the Water Fund will pay the Sewer Fund \$100,000 per year for 8 years through 2031/32. The projections are based on the 2023/24 budget and include the following assumptions:

Revenues

- Beginning in 2024/25, Misc. Operations (42345) revenues are split 70.0% for water and 30.0% for sewer.
- Misc. Operations (42345), Taxes & Assessments (49300), and Other Income (49700) are increased by 3.0% each year.
- Rental Income (49910) is escalated at 3.0% annually and is allocated 100% to the Water Fund.
- Interest (49210) is projected at 2.0% per year.
- Cap Facilities Income (49800) are not anticipated over the next 5 years.
- Assumes no growth or any major changes in the customer base

- Water consumption is based on 2022/23 usage and is not anticipated to increase over the next 5 years due to conservation.

Expenses

- Salaries & Benefits are increased by 6.0% each year.
- Utilities are increased by 10% each year.
- Water Purchases are increased by 6.0% each year based on the projected SFPUC wholesale water rates as of February 2024.
- All other expenses increased by 3.0% each year.
- Beginning in 2024/25, 1/3 (33.3%) of the General Manager's salary and benefits is allocated to the Sewer Fund.
- Beginning in 2024/25, unless the expense is 100% allocated to water, all other G&A Operating Expenses are split 70% to water and 30% to sewer.
- Beginning in 2024/25, the Water Fund will pay the Sewer Fund \$100,000 per year for 8 years through 2031/32 to repay the interfund loan.

**Table 1: Total Fund Reserves
Westborough Water District
Water and Sewer Rate Study 2024**

	Total Reserves	Water Fund	Sewer Fund
2023/24 Budget			
Current Reserves	\$3,347,102	\$1,000,000	\$2,347,102
<i>Percent of Total</i>	100.0%	29.9%	70.1%
2022/23 Draft Audit			
Cash and cash equivalents (pg 51)	\$5,070,321	\$206,549	\$4,863,772
<i>Percent of Total</i>	100.0%	4.1%	95.9%

**Table 2: Combined Historical Budget (Does not Include Capital)
Westborough Water District
Water and Sewer Rate Study 2024**

	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
OPERATING REVENUES					
Water Sales (41100)	\$3,062,111	\$2,967,506	\$3,620,708	\$4,035,672	\$4,196,733
Sewer Service Fees (42351)	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
Misc. Operations (42345)	\$18,050	\$4,227	\$12,960	\$23,977	\$19,200
Total Operating Revenues	\$6,057,523	\$5,943,433	\$6,733,546	\$7,338,483	\$7,500,821
<i>Annual % Change</i>		-1.9%	13.3%	9.0%	2.2%
Non-Operating Revenues					
Interest (49210)	\$97,688	(\$873)	(\$24,011)	\$32,219	\$90,107
Taxes & Assessments (49300)	\$531,179	\$556,454	\$624,157	\$681,621	\$676,549
Other Income (49700)	\$345,345	\$70,032	\$113,944	\$184,873	\$0
Rental Income (49910)	\$0	\$0	\$0	\$24,127	\$36,192
Cap Facilities Income (49800)	\$0	\$0	\$5,915	\$0	\$0
Capital Facility Expense (56885)	(\$81,048)	(\$4,149)	(\$7,715)	(\$667)	\$0
<u>GASB 87 Adjustments (Net)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$21,097</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Non-Operating Revenues	\$893,164	\$621,464	\$733,387	\$922,173	\$802,848
<i>Annual % Change</i>		-30.4%	18.0%	25.7%	-12.9%
TOTAL REVENUES	\$6,950,687	\$6,564,897	\$7,466,933	\$8,260,656	\$8,303,669
<i>Annual % Change</i>		-5.6%	13.7%	10.6%	0.5%
OPERATING EXPENSES					
Water Operating Expenses					
Salaries (51110)	\$331,517	\$375,566	\$371,286	\$409,485	\$440,371
Sal. Temp (51112)	\$0	\$0	\$0	\$0	\$0
Sal. OT (51113)	\$7,214	\$8,737	\$9,534	\$8,092	\$9,000
CalPERS (51115)	\$67,315	\$71,828	\$55,419	\$71,060	\$64,865
Benefits (51400)	\$46,993	\$51,477	\$55,637	\$51,856	\$58,458
Payroll Tax (51410)	\$26,336	\$27,663	\$28,653	\$31,440	\$34,825
OPEB - Prefunding (51450)	\$21,335	\$16,435	\$7,748	\$18,697	\$2,808
GASB75 Contra Exp.(Income)(51470)	(\$27,522)	(\$3,768)	\$0	\$0	\$0
Utilities (51130)	\$130,777	\$126,362	\$143,292	\$156,559	\$162,716
Supplies (51140)	\$11,376	\$14,504	\$11,862	\$13,281	\$15,000
Special Services (51150)	\$59,597	\$55,257	\$49,868	\$86,557	\$91,717
Vehicle Expense (51170)	\$23,451	\$15,503	\$45,387	\$24,773	\$35,000
Maint. Of System (51200)	\$67,962	\$63,357	\$232,843	\$42,784	\$59,905
<u>Water Purchases (51300)</u>	<u>\$1,917,544</u>	<u>\$1,719,047</u>	<u>\$1,536,804</u>	<u>\$1,788,760</u>	<u>\$1,906,743</u>
Tech. Communications (51860)	\$6,754	\$6,589	\$8,020	\$9,529	\$11,260
Total Water Operating Expense	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667
<i>Annual % Change</i>		-5.3%	0.3%	6.1%	6.6%
Sewer Operating Expenses					
Treatment & Disposal (57310)	\$2,306,435	\$2,372,264	\$2,442,977	\$2,466,087	\$2,715,565
Utilites (57320)	\$98,129	\$89,760	\$99,978	\$117,980	\$137,600
Repair of Pipelines (57340)	\$0	\$0	\$0	\$0	\$5,000
Repair of Pumps (57350)	\$14,427	\$12,147	\$52,740	\$21,751	\$20,000
<u>Misc. Sewer Expenses (57390)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$26,550</u>	<u>\$55,780</u>	<u>\$46,861</u>
Total Sewer Operating Expense	\$2,418,991	\$2,474,171	\$2,622,245	\$2,661,597	\$2,925,026
<i>Annual % Change</i>					
Total G & A Operating Expenses	\$1,208,044	\$1,448,546	\$1,037,058	\$1,192,560	\$1,302,458
<i>Annual % Change</i>		19.9%	-28.4%	15.0%	9.2%
TOTAL OPERATING EXPENSES	\$6,317,684	\$6,471,272	\$6,215,657	\$6,567,032	\$7,120,151
<i>Annual % Change</i>		2.4%	-4.0%	5.7%	8.4%
NET OPERATING INCOME	\$633,003	\$93,625	\$1,251,276	\$1,693,624	\$1,183,518

Table 3: Total Budget - Net Income (Includes Capital)
Westborough Water District
Water and Sewer Rate Study 2024

	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
REVENUES					
Operating Revenues					
Water Sales (41100)	\$3,062,111	\$2,967,506	\$3,620,708	\$4,035,672	\$4,196,733
Sewer Service Fees (42351)	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
Misc. Operations (42345)	\$18,050	\$4,227	\$12,960	\$23,977	\$19,200
Total Operating Revenues	\$6,057,523	\$5,943,433	\$6,733,546	\$7,338,483	\$7,500,821
Non Operating Revenues	\$893,164	\$621,464	\$733,387	\$922,173	\$802,848
TOTAL REVENUES	\$6,950,687	\$6,564,897	\$7,466,933	\$8,260,656	\$8,303,669
EXPENSES					
Operating Expenses					
Water Operating Expenses	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667
Sewer Operating Expenses	\$2,418,991	\$2,474,171	\$2,622,245	\$2,661,597	\$2,925,026
G & A Expenses	\$1,208,044	\$1,448,546	\$1,037,058	\$1,192,560	\$1,302,458
Total Operating Expenses	\$6,317,684	\$6,471,272	\$6,215,657	\$6,567,032	\$7,120,151
Capital Projects [1]	\$328,899	\$728,883	\$508,066	\$200,000	\$1,613,000
TOTAL EXPENSES	\$6,646,583	\$7,200,155	\$6,723,723	\$6,767,032	\$8,733,151
NET INCOME	\$304,104	(\$635,258)	\$743,210	\$1,493,624	(\$429,482)

1 - Per January 26, 2024 email

FOR CAPITAL RESERVE TARGET:

Depreciation	\$297,258	\$338,236	\$314,050	\$301,425	\$365,000
Annual % Change		13.8%	-7.2%	-4.0%	21.1%
		3-Year Avg	\$323,194	5-Year Avg	\$326,825

Table 4: List of G&A Expenses Allocated to Water and Sewer
Westborough Water District
Water and Sewer Rate Study 2024

Expense Category	Allocation to Water	Allocation to Sewer	Notes
1 Salaries (56110)			
General Manager	66.7%	33.3%	1/3 of the General Manager's share is allocated to sewer
Plus Car Allowance	66.7%	33.3%	1/3 of the General Manager's share is allocated to sewer
Office Supervisor	100.0%	0.0%	
Operations Assistant	100.0%	0.0%	
Cost of living	100.0%	0.0%	
Incentive awards/Merit Increase	100.0%	0.0%	
Sick Leave - Buy Out	100.0%	0.0%	
2 Salaries Temp (56112)			
Temporary Office Employees	100.0%	0.0%	
3 Salaries Overtime (56113)			
Overtime	100.0%	0.0%	
4 Employee Benefits (56400)			
Medical	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Delta Dental	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Vision	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Employee Life Ins.	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Directors Life Ins.	100.0%	0.0%	
Retiree Medical	100.0%	0.0%	
5 Employee OPEB Benefits (56450)			
Pre-Funding Retiree Health Benefits	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Less Retiree Medical Payments Made	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
6 Employee CalPERS Benefits (56115)			
Retirement - Classic @ 11.34%	66.7%	33.3%	
Retirement - PEPRA @ 7.59%	100.0%	0.0%	
CalPERS - UAL	100.0%	0.0%	
7 Payroll Tax (56410)			
FICA @ 7.65%	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Directors @ 7.65%	100.0%	0.0%	
SUI / \$7,000 cap @ 1.6% x 3 employees	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
SUI / \$7,000 cap @ 1.6% x 5 directors	100.0%	0.0%	
8 Employee OPEB Benefits (56450)			
Pre-Funding Retiree Health Benefits	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Less Retiree Medical Payments Made	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
9 Office Supplies (56210)			
Copier Maintenance Agreement	70.0%	30.0%	
Printer Toners	70.0%	30.0%	
Postage Meter Rental	70.0%	30.0%	
Postage for Meter	70.0%	30.0%	
Office Supplies	70.0%	30.0%	
Year-end Forms	70.0%	30.0%	
P.O. Box Fee	70.0%	30.0%	
Payroll and Vendor Checks	70.0%	30.0%	
Miscellaneous Supplies	70.0%	30.0%	
10 Memberships (56230)			
BAWSCA Assessment	100.0%	0.0%	
SSF Chamber of Commerce	70.0%	30.0%	
A.C.W.A.	100.0%	0.0%	
Costco	70.0%	30.0%	
SMC CSD	70.0%	30.0%	
Miscellaneous	70.0%	30.0%	
11 Travel and Education (56250)			
ACWA Spring and Fall Conferences - Registration	100.0%	0.0%	
ACWA Spring and Fall Conferences - Housing	100.0%	0.0%	
Region 5 x 4 /accomodation, meals	70.0%	30.0%	
State Legislator Conf (Sacramento)	70.0%	30.0%	
Staff Attendance to Training Conferences	70.0%	30.0%	
Staff Continuing Ed & Seminars	70.0%	30.0%	
CSDA Meetings	70.0%	30.0%	
Miscellaneous	70.0%	30.0%	
12 Utilities (56280)			
PG&E - Main Office - Gas Meter	70.0%	30.0%	
13 Telephone/Internet (56290)			
Comcast - Phone and Internet	70.0%	30.0%	
14 Water Conservation (56500)			

	Water Conservation items	70.0%	30.0%	
	Toilet/Washing Rebate Program	70.0%	30.0%	
15	Buildings and Grounds Maint (56700)			
	Alarm Monitoring - Skyline (2) & Office: Burglar and Fire	70.0%	30.0%	
	Alarm Maintenance	70.0%	30.0%	
	SSF Scavenger	70.0%	30.0%	
	Porta-Potty - Skyline Tank Site	100.0%	0.0%	
	Fire Extinguishers Annual Maint.	70.0%	30.0%	
	Skyline Tank Site Gate Maint.	100.0%	0.0%	
	Supplies/Equipment Maintenance	70.0%	30.0%	
	Miscellaneous			
16	Parking Rentals (56750)			
	Colina Parking - 3 ea @ \$160 x 12 months	70.0%	30.0%	
17	Directors' Fees (56810)			
	ACWA Spring	100.0%	0.0%	
	ACWA Fall	100.0%	0.0%	
	Regular Meetings	70.0%	30.0%	
	Committee Mtgs.	70.0%	30.0%	
	Special Meetings	70.0%	30.0%	
	SMC CSD	70.0%	30.0%	
	Region 5 mtg	100.0%	0.0%	
	Suburban Tour	100.0%	0.0%	
18	Engineering Services (56830)			
	Misc. Engineering Projects	70.0%	30.0%	
19	Accountant Services (56840)			
	Accountant	100.0%	0.0%	Sewer's share already included in the sewer budget
	Auditor	100.0%	0.0%	Sewer's share already included in the sewer budget
	Misc. CWS (Programming)	70.0%	30.0%	
	OPEB Actuarial (Only GASB75)	70.0%	30.0%	
20	Legal Services (56841)			
	Retainer (1/2 Water)	100.0%	0.0%	Sewer's share already included in the sewer budget
	Misc.	70.0%	30.0%	
21	Billing (56850)			
	Billing Forms and Envelopes	100.0%	0.0%	
	Postage for Bills	100.0%	0.0%	
	Stuffing and Mailing Bills (6 x \$630)	100.0%	0.0%	
	Reminder Notices and Envelopes	100.0%	0.0%	
	Postage for Reminders	100.0%	0.0%	
	Other Printed Materials	70.0%	30.0%	
	Misc. Supplies	70.0%	30.0%	
	Billing Software Maintenance (4 x \$2,676)	70.0%	30.0%	
	Hardware Maintenance	70.0%	30.0%	
	Envelope Stuffer Maintenance	70.0%	30.0%	
	Check Endorser Maint. Agreement	70.0%	30.0%	
	Hand Held Sensus Support	70.0%	30.0%	
	Other Software	70.0%	30.0%	
	IT Support	70.0%	30.0%	
22	Communications (56860)			
	Newsletters (3x\$2000)	70.0%	30.0%	
	Postage for Newsletters	70.0%	30.0%	
	Water Quality Report	100.0%	0.0%	
	Water Quality Report Postage	100.0%	0.0%	
	Prop. 218 Notice (1/2 of Cost)	70.0%	30.0%	
	Prop. 218 Notice Mailing (1/2 of Cost)	70.0%	30.0%	
	Public Hearing Ads & Ordinances (1/2 of Cost)	70.0%	30.0%	
	Internet Service (\$65x6x12)	70.0%	30.0%	
	Website Hosting	70.0%	30.0%	
	Water Conservation Banner - Permit	70.0%	30.0%	
	GoDaddy - Licenses	70.0%	30.0%	
	Miscellaneous	70.0%	30.0%	
	Zoom (\$15.99 per month)	70.0%	30.0%	
23	General Election (56865)			
	Annual District Election (1/2 Election)	100.0%	0.0%	Sewer's share already included in the sewer budget
24	Insurance (56870)			
	Workers Compensation	70.0%	30.0%	
	Property Insurance	70.0%	30.0%	
	Auto and General Liability	70.0%	30.0%	
25	Banking and Credit Card Fees (56875)			
	TCB Bank Fees	100.0%	0.0%	
	Evalon CC Fees	100.0%	0.0%	
	CWS Online Processing Fees	100.0%	0.0%	

26	Bad Debt (56880)			
	Bad Debts Written Off	100.0%	0.0%	
26	Miscellaneous (56890)			
	Property Tax	100.0%	0.0%	
	LAFCO Assessment - Water	100.0%	0.0%	
	Employee Appreciation/Recruitment	70.0%	30.0%	
	Misc. Petty Cash	70.0%	30.0%	
	Rate Study	50.0%	50.0%	One time expense for FY 2023/24
	Other Misc.	70.0%	30.0%	

Table 5: Projected General & Administrative (G&A) Expenses
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2023/24	Escalation Factor	PROJECTED					
			2024/25	2025/26	2026/27	2027/28	2028/29	
General & Administrative (G&A) Expenses								
Salaries (56110) [1]	\$266,684	6.0%	\$283,000	\$300,000	\$318,000	\$337,000	\$357,000	
General Manager's Salary	\$265,888	6.0%	\$282,000	\$299,000	\$317,000	\$336,000	\$356,000	
Salaries Temp (56112)	\$2,000	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Salaries OT (56113)	\$1,500	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Employee Benefits (56400) [1]	\$58,452	6.0%	\$62,000	\$66,000	\$70,000	\$74,000	\$78,000	
Medical - General Manager	\$30,733	6.0%	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	
Delta Dental - General Manager	\$24,088	6.0%	\$26,000	\$28,000	\$30,000	\$32,000	\$34,000	
Vision - General Manager	\$2,736	6.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Employee Life Insurance - General Manager	\$696	6.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
OPEB - Prefunding (56450) [1]	\$3,126	6.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
General Manager's Share	\$1,563	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
CalPERS (56115) [1]	\$59,625	6.0%	\$63,000	\$67,000	\$71,000	\$75,000	\$80,000	
General Manager's Retirement	\$30,771	6.0%	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	
Payroll Taxes (56410) [1]	\$22,318	6.0%	\$24,000	\$25,000	\$27,000	\$29,000	\$31,000	
FICA @ 7.65%	\$20,340	6.0%	\$22,000	\$23,000	\$24,000	\$25,000	\$27,000	
SUI / \$7,000 cap @ 1.6% x 3 employees	\$112	6.0%	\$100	\$100	\$100	\$100	\$100	
Office Supplies & Postage (56210)	\$14,151	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Memberships (56230)	\$1,620	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
BAWSCA Assessment	\$27,985	5.0%	\$29,000	\$30,000	\$32,000	\$34,000	\$36,000	
A.C.W.A.	\$18,524	5.0%	\$19,000	\$20,000	\$21,000	\$22,000	\$23,000	
Travel & Education (56250)	\$3,000	3.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
ACWA Spring and Fall Conferences - Registration	\$3,586	3.0%	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
ACWA Spring and Fall Conferences - Housing	\$7,040	3.0%	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
Utilities (56280)	\$1,559	10.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Telephone (56290)	\$4,534	3.0%	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
GASB75 Contra Exp. (Income)(56470)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Water Conservation (56500)	\$10,000	3.0%	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Bldg. & Grounds Maint (56700)	\$11,687	3.0%	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	
Porta-Potty - Skyline Tank Site	\$1,993	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Skyline Tank Site Gate Maint.	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Parking Rental Fees (56750)	\$5,760	3.0%	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Directors Fees (56810)	\$9,600	3.0%	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
ACWA Spring	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
ACWA Fall	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Region 5 mtg	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Suburban Tour	\$200	3.0%	\$200	\$200	\$200	\$200	\$200	
Engineering Svs. (56830)	\$55,000	3.0%	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000	
Accounting Svs (56840)	\$7,500	3.0%	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
Accountant	\$15,000	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Auditor	\$15,460	3.0%	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	
Legal Svs. (56841)	\$20,000	3.0%	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000	
Retainer	\$5,400	3.0%	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Billing (56850)	\$24,604	3.0%	\$25,000	\$26,000	\$27,000	\$28,000	\$29,000	
Billing Forms and Envelopes	\$9,000	3.0%	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	
Postage for Bills	\$14,339	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Stuffing and Mailing Bills (6 x \$630)	\$3,780	3.0%	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Reminder Notices and Envelopes	\$2,200	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Postage for Reminders	\$1,424	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Communications (56860)	\$25,592	3.0%	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000	
Water Quality Report	\$1,296	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Water Quality Report Postage	\$1,745	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
General Election (56865)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Insurance (56870)	\$78,777	3.0%	\$81,000	\$83,000	\$85,000	\$88,000	\$91,000	
Bad Debts (56880)	\$2,000	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Miscellaneous (56890)	\$45,200	3.0%	\$47,000	\$48,000	\$49,000	\$50,000	\$52,000	
Property Tax	\$2,370	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
LAFCO Assessment - Water	\$2,900	3.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Banking and Cr.Card Fees (56875)	\$55,000	3.0%	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000	
GASB 87 Adjustments (Net)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Total G&A Operating Expenses	\$1,302,458		\$1,371,300	\$1,433,300	\$1,499,300	\$1,568,300	\$1,642,300	
<i>Annual % Change</i>			5.3%	4.5%	4.6%	4.6%	4.7%	

1 - 30% of the General Manager's salary & benefits is allocated to the Sewer Fund

**Table 6: Summary of G&A Expenses Allocated to Water and Sewer
Westborough Water District
Water and Sewer Rate Study 2024**

SUMMARY OF G&A EXPENSES ALLOCATED WATER AND SEWER FUNDS						
	Budget	PROJECTED				
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
TOTAL G&A EXPENSES						
Salaries & Benefits	\$790,632	\$841,100	\$891,100	\$944,100	\$999,100	\$1,058,100
Engineering Svcs. (56830)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
Billing (56850)	\$55,347	\$56,000	\$57,000	\$58,000	\$59,000	\$60,000
Insurance (56870)	\$78,777	\$81,000	\$83,000	\$85,000	\$88,000	\$91,000
Miscellaneous (56890)	\$50,470	\$52,000	\$53,000	\$54,000	\$55,000	\$57,000
Banking and Cr. Card Fees (56875)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
<u>Other Expenses</u>	<u>\$217,232</u>	<u>\$227,200</u>	<u>\$231,200</u>	<u>\$236,200</u>	<u>\$241,200</u>	<u>\$246,200</u>
Total G&A Operating Expenses	\$1,302,458	\$1,371,300	\$1,433,300	\$1,499,300	\$1,568,300	\$1,642,300
<i>Annual % Change</i>		5.3%	4.5%	4.6%	4.6%	4.7%
WATER G&A EXPENSES						
Salaries & Benefits	\$674,956	\$715,100	\$757,100	\$802,100	\$849,100	\$900,100
Engineering Svcs. (56830)	\$38,500	\$40,000	\$41,000	\$42,000	\$43,000	\$44,000
Billing (56850)	\$46,124	\$47,000	\$48,000	\$49,000	\$50,000	\$51,000
Insurance (56870)	\$55,144	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
Miscellaneous (56890)	\$36,910	\$38,000	\$39,000	\$40,000	\$41,000	\$42,000
Banking and Cr. Card Fees (56875)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
<u>Other Expenses</u>	<u>\$182,731</u>	<u>\$187,200</u>	<u>\$190,200</u>	<u>\$194,200</u>	<u>\$198,200</u>	<u>\$202,200</u>
Total Water G&A Expenses	\$1,089,366	\$1,141,300	\$1,193,300	\$1,249,300	\$1,307,300	\$1,369,300
<i>Annual % Change</i>		4.8%	4.6%	4.7%	4.6%	4.7%
SEWER G&A EXPENSES						
Salaries & Benefits	\$115,675	\$130,000	\$138,000	\$146,000	\$155,000	\$165,000
Engineering Svcs. (56830)	\$16,500	\$17,000	\$18,000	\$19,000	\$20,000	\$21,000
Billing (56850)	\$9,223	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Insurance (56870)	\$23,633	\$24,000	\$25,000	\$26,000	\$27,000	\$28,000
Miscellaneous (56890)	\$13,560	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Banking and Cr. Card Fees (56875)	\$0	\$0	\$0	\$0	\$0	\$0
<u>Other Expenses</u>	<u>\$34,501</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>
Total Sewer G&A Expenses	\$213,092	\$230,000	\$240,000	\$250,000	\$261,000	\$273,000
<i>Annual % Change</i>		7.9%	4.3%	4.2%	4.4%	4.6%

PERCENT OF TOTAL G&A EXPENSES ALLOCATED WATER AND SEWER FUNDS						
	Budget	PROJECTED				
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
TOTAL G&A EXPENSES						
Salaries & Benefits	60.7%	61.3%	62.2%	63.0%	63.7%	64.4%
Engineering Svcs. (56830)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
Billing (56850)	4.2%	4.1%	4.0%	3.9%	3.8%	3.7%
Insurance (56870)	6.0%	5.9%	5.8%	5.7%	5.6%	5.5%
Miscellaneous (56890)	3.9%	3.8%	3.7%	3.6%	3.5%	3.5%
Banking and Cr. Card Fees (56875)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
<u>Other Expenses</u>	<u>16.7%</u>	<u>16.6%</u>	<u>16.1%</u>	<u>15.8%</u>	<u>15.4%</u>	<u>15.0%</u>
Total G&A Operating Expenses	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
WATER G&A EXPENSES						
Salaries & Benefits	51.8%	52.1%	52.8%	53.5%	54.1%	54.8%
Engineering Svcs. (56830)	3.0%	2.9%	2.9%	2.8%	2.7%	2.7%
Billing (56850)	3.5%	3.4%	3.3%	3.3%	3.2%	3.1%
Insurance (56870)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
Miscellaneous (56890)	2.8%	2.8%	2.7%	2.7%	2.6%	2.6%
Banking and Cr. Card Fees (56875)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
<u>Other Expenses</u>	<u>14.0%</u>	<u>13.7%</u>	<u>13.3%</u>	<u>13.0%</u>	<u>12.6%</u>	<u>12.3%</u>
Total Water G&A Expenses	83.6%	83.2%	83.3%	83.3%	83.4%	83.4%
SEWER G&A EXPENSES						
Salaries & Benefits	8.9%	9.5%	9.6%	9.7%	9.9%	10.0%
Engineering Svcs. (56830)	1.3%	1.2%	1.3%	1.3%	1.3%	1.3%
Billing (56850)	0.7%	0.7%	0.6%	0.6%	0.6%	0.5%
Insurance (56870)	1.8%	1.8%	1.7%	1.7%	1.7%	1.7%
Miscellaneous (56890)	1.0%	1.0%	1.0%	0.9%	0.9%	0.9%
Banking and Cr. Card Fees (56875)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Other Expenses</u>	<u>2.6%</u>	<u>2.6%</u>	<u>2.5%</u>	<u>2.4%</u>	<u>2.3%</u>	<u>2.2%</u>
Total Sewer G&A Expenses	16.4%	16.8%	16.7%	16.7%	16.6%	16.6%

Table 7: Historic and Current Bimonthly Water Rates
Westborough Water District
Water and Sewer Rate Study 2024

	2021/22 [1]	2022/23 [2]	2023/24 [3]
METER SERVICE CHARGE			
<u>Meter Size</u>			
5/8"	\$44.00	\$44.00	\$44.00
3/4"	\$58.41	\$58.41	\$58.41
1"	\$76.01	\$76.01	\$76.01
1-1/2"	\$137.61	\$137.61	\$137.61
2"	\$183.81	\$183.81	\$183.81
3"	\$322.41	\$322.41	\$322.41
4"	\$692.01	\$692.01	\$692.01
6"	\$1,033.89	\$1,033.89	\$1,033.89
8"	\$1,526.14	\$1,526.14	\$1,526.14
WATER CHARGE			
All usage per ccf	\$7.28	\$8.58	\$9.04
<i>% Change</i>		17.9%	5.4%

1 - Effective July 1, 2021

2 - Effective July 1, 2022

3 - Effective July 1, 2023

Table 8: History of Water Revenues & Expenses
Westborough Water District
Water and Sewer Rate Study 2024

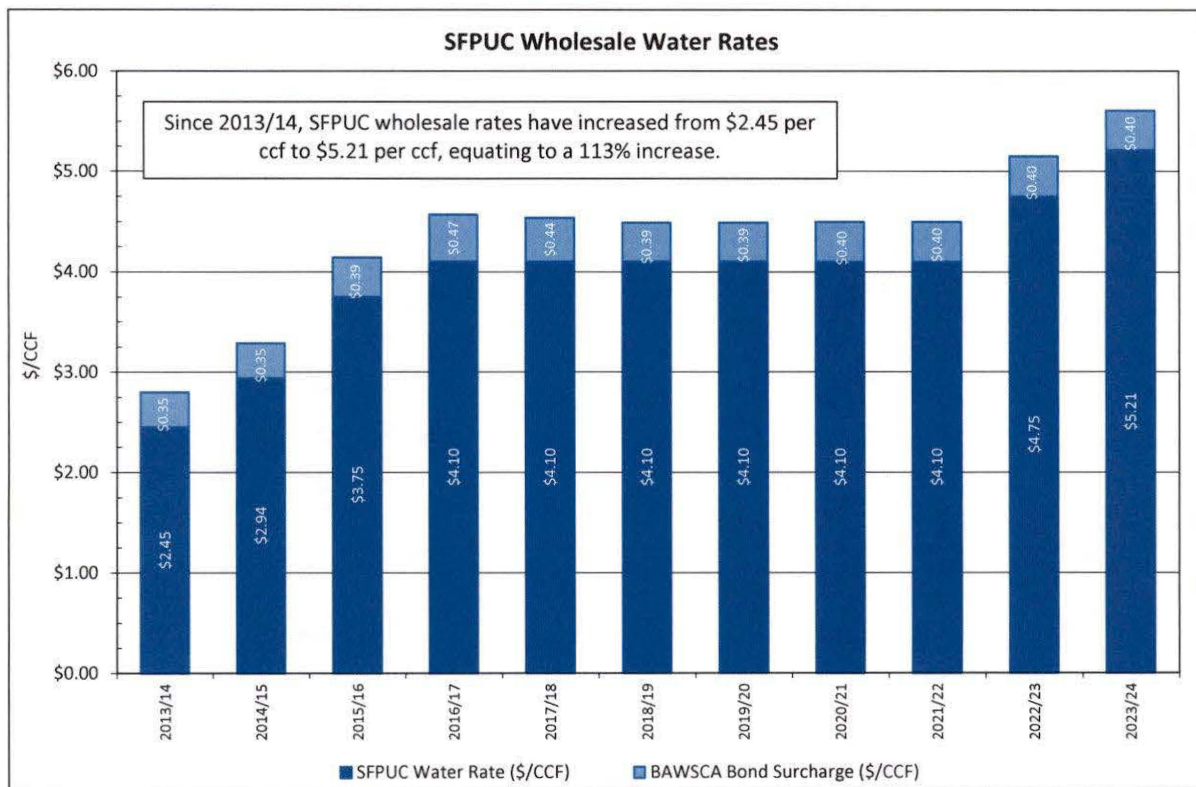
	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
WATER REVENUES					
Water Sales (41100)	\$3,062,111	\$2,967,506	\$3,620,708	\$4,035,672	\$4,196,733
<i>Annual % Change</i>		-3.1%	22.0%	11.5%	4.0%
Non-Operating Revenues [1]					
Misc. Operations (42345)	\$18,050	\$4,227	\$12,960	\$23,977	\$19,200
Interest (49210)	\$97,688	(\$873)	(\$24,011)	\$32,219	\$90,107
Taxes & Assessments (49300)	\$531,179	\$556,454	\$624,157	\$681,621	\$676,549
Other Income (49700)	\$345,345	\$70,032	\$113,944	\$184,873	\$0
Rental Income (49910) [2]	\$0	\$0	\$0	\$24,127	\$36,192
Cap Facilities Income (49800)	\$0	\$0	\$5,915	\$0	\$0
<u>Capital Facility Expense (56885)</u>	<u>(\$81,048)</u>	<u>(\$4,149)</u>	<u>(\$7,715)</u>	<u>(\$667)</u>	<u>\$0</u>
Subtotal Non-Operating Revenues	\$911,214	\$625,691	\$725,250	\$946,151	\$822,048
<i>Annual % Change</i>		-31.3%	15.9%	30.5%	-13.1%
Total Water Revenues	\$3,973,325	\$3,593,197	\$4,345,958	\$4,981,823	\$5,018,781
<i>Annual % Change</i>		-9.6%	20.9%	14.6%	0.7%
WATER EXPENSES					
Operating Expenses					
Salaries (51110)	\$331,517	\$375,566	\$371,286	\$409,485	\$440,371
Sal. Temp (51112)	\$0	\$0	\$0	\$0	\$0
Sal. OT (51113)	\$7,214	\$8,737	\$9,534	\$8,092	\$9,000
CalPERS (51115)	\$67,315	\$71,828	\$55,419	\$71,060	\$64,865
Benefits (51400)	\$46,993	\$51,477	\$55,637	\$51,856	\$58,458
Payroll Tax (51410)	\$26,336	\$27,663	\$28,653	\$31,440	\$34,825
OPEB - Prefunding (51450)	\$21,335	\$16,435	\$7,748	\$18,697	\$2,808
GASB75 Contra Exp.(Income)(51470)	(\$27,522)	(\$3,768)	\$0	\$0	\$0
Utilities (51130)	\$130,777	\$126,362	\$143,292	\$156,559	\$162,716
Supplies (51140)	\$11,376	\$14,504	\$11,862	\$13,281	\$15,000
Special Services (51150)	\$59,597	\$55,257	\$49,868	\$86,557	\$91,717
Vehicle Expense (51170)	\$23,451	\$15,503	\$45,387	\$24,773	\$35,000
Maint. Of System (51200)	\$67,962	\$63,357	\$232,843	\$42,784	\$59,905
Water Purchases (51300)	\$1,917,544	\$1,719,047	\$1,536,804	\$1,788,760	\$1,906,743
<u>Tech. Communications (51860)</u>	<u>\$6,754</u>	<u>\$6,589</u>	<u>\$8,020</u>	<u>\$9,529</u>	<u>\$11,260</u>
Total Water Operating Expenses	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667
<i>Annual % Change</i>		-5.3%	0.3%	6.1%	6.6%
Total G & A Operating Expense [2]	\$1,208,044	\$1,444,397	\$1,029,343	\$1,192,060	\$1,302,458
<i>Annual % Change</i>		19.6%	-28.7%	15.8%	9.3%
Capital Projects [3]	\$227,494	\$726,605	\$491,886	\$0	\$1,300,000
<i>Annual % Change</i>		219.4%	-32.3%	-100.0%	-
Total Water Expenses	\$4,126,187	\$4,719,557	\$4,077,583	\$3,904,935	\$5,495,125
<i>Annual % Change</i>		14.4%	-13.6%	-4.2%	40.7%
Net Operating Income (Loss)	(\$152,862)	(\$1,126,360)	\$268,375	\$1,076,888	(\$476,344)

1 - Includes 100% of Non-Operating Income

2 - Includes 100% of G&A Expenses except for expenses allocated to sewer per Annual Financial Reports

3 - Per January 26, 2024 email. Capital Projects for 2023/24 will be spent over 2 years

Table 9: Historical SFPUC Wholesale Water Rates
Westborough Water District
Water and Sewer Rate Study 2024



**Table 10: Estimated SFPUC Water Purchase Costs
Westborough Water District
Water and Sewer Rate Study 2024**

	Actual				Projected					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
SFPUC Rate (\$ per ccf) [1]	\$4.49	\$4.50	\$4.50	\$5.15	\$5.61	\$5.95	\$6.03	\$6.33	\$6.77	\$7.00
<i>% Increase</i>		0.2%	0.0%	14.5%	8.9%	6.1%	1.3%	5.0%	7.0%	3.4%
Total Water Purchased (ccf) [2]	426,355	382,590	332,197	340,055	350,700	350,700	350,700	350,700	350,700	350,700
<i>% Increase</i>		-10.3%	-13.2%	2.4%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Cost for Water Purchases [2]	\$1,877,800	\$1,740,639	\$1,448,500	\$1,730,108	\$1,967,427	\$2,086,665	\$2,114,721	\$2,219,931	\$2,374,239	\$2,454,662
<i>% Increase</i>		-7.3%	-16.8%	19.4%	13.7%	6.1%	1.3%	5.0%	7.0%	3.4%
Total Water Operating Expenses	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667	\$3,067,000	\$3,251,000	\$3,447,000	\$3,655,000	\$3,875,000
<i>% Increase</i>		-5.3%	0.3%	6.1%	6.6%	6.0%	6.0%	6.0%	6.0%	6.0%
% of Water Purchases / Total Operating Expenses	69.8%	68.3%	56.7%	63.8%	68.0%	68.0%	65.0%	64.4%	65.0%	63.3%

1 - Includes BAWSCA Bond Surcharge. Rates for 2023/24 through 2028/29 are estimated based on San Francisco Public Utilities Commission (SFPUC) February 15, 2024 presentation
2 - Source: SFWD Purchases spreadsheet. Usage for 2023/24 from Budget.

Table 11: Projected Water Operating Expenses
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2023/24	Escalation Factor	PROJECTED				
			2024/25	2025/26	2026/27	2027/28	2028/29
Water Operating Expenses							
Salaries (51110)	\$440,371	6.0%	\$467,000	\$495,000	\$525,000	\$557,000	\$590,000
Sal. Temp (51112)	\$0	6.0%	\$0	\$0	\$0	\$0	\$0
Sal. OT (51113)	\$9,000	6.0%	\$10,000	\$11,000	\$12,000	\$13,000	\$14,000
CalPERS (51115)	\$64,865	6.0%	\$69,000	\$73,000	\$77,000	\$82,000	\$87,000
Benefits (51400)	\$58,458	6.0%	\$62,000	\$66,000	\$70,000	\$74,000	\$78,000
Payroll Tax (51410)	\$34,825	6.0%	\$37,000	\$39,000	\$41,000	\$43,000	\$46,000
OPEB - Prefunding (51450)	\$2,808	6.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
GASB75 Contra Exp.(Income)(51470)	\$0	6.0%	\$0	\$0	\$0	\$0	\$0
Utilities (51130)	\$162,716	10.0%	\$179,000	\$197,000	\$217,000	\$239,000	\$263,000
Supplies (51140)	\$15,000	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Special Services (51150)	\$91,717	3.0%	\$94,000	\$97,000	\$100,000	\$103,000	\$106,000
Vehicle Expense (51170)	\$35,000	3.0%	\$36,000	\$37,000	\$38,000	\$39,000	\$40,000
Maint. Of System (51200)	\$59,905	3.0%	\$62,000	\$64,000	\$66,000	\$68,000	\$70,000
Water Purchases (51300)	\$1,906,743	6.0%	\$2,021,000	\$2,142,000	\$2,271,000	\$2,407,000	\$2,551,000
Tech. Communications (51860)	\$11,260	3.0%	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Total Water Operating Expense	\$2,892,667		\$3,067,000	\$3,251,000	\$3,447,000	\$3,655,000	\$3,875,000
<i>Annual % Change</i>			6.0%	6.0%	6.0%	6.0%	6.0%

Percent of Total

Salaries & Benefits	21.1%	21.1%	21.1%	21.1%	21.1%	21.1%
Utilities (51130)	5.6%	5.8%	6.1%	6.3%	6.5%	6.8%
Water Purchases (51300)	65.9%	65.9%	65.9%	65.9%	65.9%	65.8%
Special Services (51150)	3.2%	3.1%	3.0%	2.9%	2.8%	2.7%
Other Expenses	4.2%	4.1%	3.9%	3.8%	3.7%	3.5%
Total Water Operating Expense	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Projected Total Water Expenses

Includes Water Operating Expenses + G&A Expenses + Capital Projects

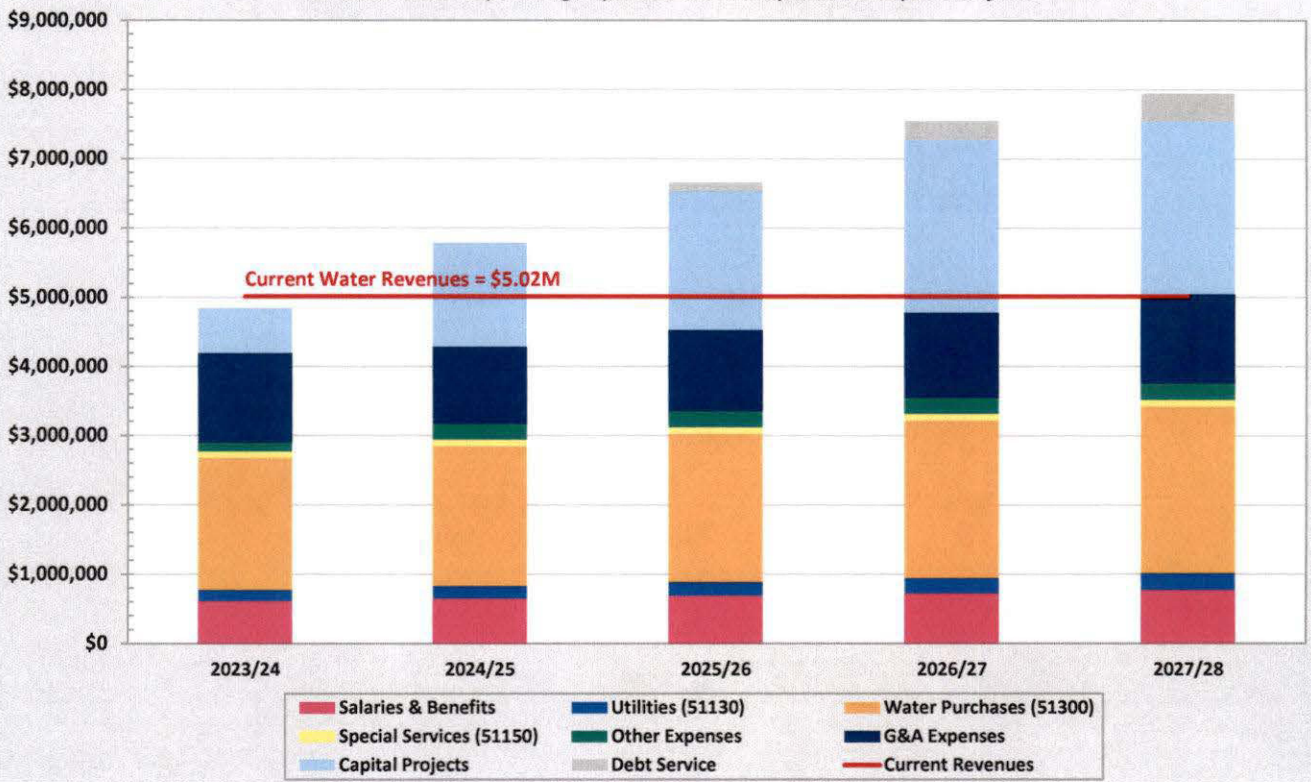


Table 12: History of Water Consumption
Westborough Water District
Water and Sewer Rate Study 2024

WATER CONSUMPTION		
Fiscal Year	Consumption (ccf)	% Change
2018/19	365,505	
2019/20	363,719	-0.49%
2020/21	370,550	1.88%
2021/22	338,638	-8.61%
2022/23	320,721	-5.29%

ESTIMATED SEWER FLOW		
Month	Consumption (ccf)	% Change
Jan/Feb 2019	50,112	
Jan/Feb 2020	50,811	1.39%
Jan/Feb 2021	50,226	-1.15%
Jan/Feb 2022	48,278	-3.88%
Jan/Feb 2023	47,001	-2.65%

% of Annual Use 14.0%

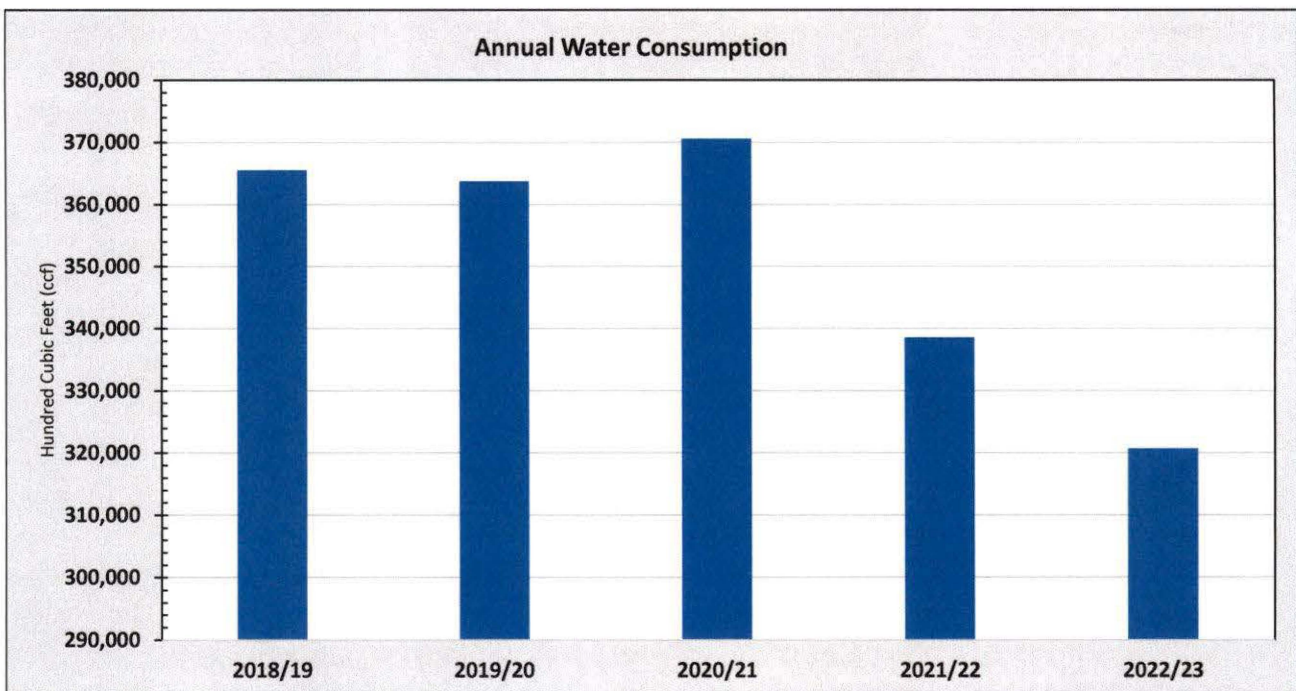


Table 13: Total Estimated Water Sales Revenues
Westborough Water District
Water and Sewer Rate Study

FY 2021/22 ESTIMATED WATER SALES REVENUES				
Customer Class	Meter Service		Total Water Sales	
	Charges	Water Charges	Revenues	% of Total
Single Family Residential	\$1,010,450	\$1,707,961	\$2,718,411	74.7%
Multi-Family Residential	\$24,880	\$276,269	\$301,149	8.3%
Commercial	\$38,774	\$225,585	\$264,360	7.3%
Irrigation	\$78,070	\$255,470	\$333,540	9.2%
<u>Fire Protection</u>	<u>\$21,165</u>	<u>\$0</u>	<u>\$21,165</u>	<u>0.6%</u>
Total	\$1,173,339	\$2,465,285	\$3,638,624	100.0%
<i>% of Total</i>	<i>32.2%</i>	<i>67.8%</i>	<i>100.0%</i>	

Budget Estimate \$3,620,708
Difference \$ -\$17,916
Difference % -0.5%

FY 2022/23 ESTIMATED WATER SALES REVENUES				
Customer Class	Meter Service		Total Water Sales	
	Charges	Water Charges	Revenues	% of Total
Single Family Residential	\$1,015,548	\$1,935,871	\$2,951,419	75.1%
Multi-Family Residential	\$24,880	\$304,041	\$328,921	8.4%
Commercial	\$38,318	\$288,391	\$326,709	8.3%
Irrigation	\$78,526	\$223,483	\$302,009	7.7%
<u>Fire Protection</u>	<u>\$21,165</u>	<u>\$0</u>	<u>\$21,165</u>	<u>0.5%</u>
Total	\$1,178,437	\$2,751,786	\$3,930,223	100.0%
<i>% of Total</i>	<i>30.0%</i>	<i>70.0%</i>	<i>100.0%</i>	

Budget Estimate \$4,035,672
Difference \$ \$105,449
Difference % 2.6%

Table 14: Current & Proposed Meter Equivalents
 Westborough Water District
 Water and Sewer Rate Study 2024

Meter Size	Total Number of Meters	CURRENT			PROPOSED				Difference (Proposed Rates - Current Fixed Rates)
		Current Meter Ratios	Current Fixed Rates	Total Current Equivalent Meters (1)	Operating Capacity (gpm) (2)	Proposed Meter Ratios (2)	Current Fixed Rates Based on Proposed Meter Ratios (3)	Total Proposed Equivalent Meters (4)	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
5/8"	3,517	1.00	\$44.00	3,517	20	1.00	\$44.00	3,517	\$0.00
3/4"	280	1.33	\$58.41	372	30	1.50	\$66.00	420	\$7.59
1"	46	1.73	\$76.01	79	50	2.50	\$110.00	115	\$33.99
1.5"	55	3.13	\$137.61	172	100	5.00	\$220.00	275	\$82.39
2"	51	4.18	\$183.81	213	160	8.00	\$352.00	408	\$168.19
3"	5	7.33	\$322.41	37	300	15.00	\$660.00	75	\$337.59
4"	1	15.73	\$692.01	16	500	25.00	\$1,100.00	25	\$407.99
6"	1	23.50	\$1,033.89	23	1,000	50.00	\$2,200.00	50	\$1,166.11
8"	1	34.69	\$1,526.14	35	1,600	80.00	\$3,520.00	80	\$1,993.86
Total	3,957			4,464				4,965	

1 - Total Number of Meters (Column B) x Current Meter Ratios (Column C)

2 - Safe Max Operating Capacity for C712-10 Singlejet Type (gpm) based on American Water Works Association (AWWA) M1 Manual

3 - Current Fixed Rates (Column E) x Proposed Meter Ratios (Column G)

4 - Total Number of Meters (Column B) Proposed Meter Ratios (Column G)

Table 15: Water Cost Allocation
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2024/25	FIXED CHARGES		CONSUMPTION CHARGES	Total
		Meters & Services	Customer Service	Base + Extra	
Operating Expenses					
<i>Water Operating Expenses</i>					
Salaries & Benefits	\$648,000	33.3%	33.3%	33.3%	100%
Utilities (51130)	\$179,000	33.3%	33.3%	33.3%	100%
Water Purchases (51300)	\$2,021,000	0.0%	0.0%	100.0%	100%
Special Services (51150)	\$94,000	33.3%	33.3%	33.3%	100%
<u>Other Expenses</u>	<u>\$125,000</u>	<u>33.3%</u>	<u>33.3%</u>	<u>33.3%</u>	<u>100%</u>
Subtotal Water Operating Expenses	\$3,067,000	\$348,667	\$348,667	\$2,369,667	\$3,067,000
Allocation %		11.4%	11.4%	77.3%	100.0%
<i>General & Administrative (G&A) Operating Exp</i>					
Salaries & Benefits	\$751,000	33.3%	33.3%	33.3%	100%
Engineering Svs. (56830)	\$40,000	33.3%	33.3%	33.3%	100%
Billing (56850)	\$40,000	0.0%	100.0%	0.0%	100%
Insurance (56870)	\$57,000	33.3%	33.3%	33.3%	100%
<u>Other Expenses</u>	<u>\$231,000</u>	<u>33.3%</u>	<u>33.3%</u>	<u>33.3%</u>	<u>100%</u>
Subtotal G&A Operating Expenses	\$1,119,000	\$359,667	\$399,667	\$359,667	\$1,119,000
Allocation %		32.1%	35.7%	32.1%	100.0%
Total Operating Expenses	\$4,186,000	\$708,333	\$748,333	\$2,729,333	\$4,186,000
Allocation %		16.9%	17.9%	65.2%	100.0%
Non-Operating Expenses					
Capital Projects [1]	\$2,200,000	16.9%	17.9%	65.2%	100%
<u>Debt Service [2]</u>	<u>\$274,000</u>	<u>16.9%</u>	<u>17.9%</u>	<u>65.2%</u>	<u>100%</u>
Subtotal Non-Operating Expenses	\$2,474,000	\$418,600	\$442,300	\$1,613,100	\$2,474,000
Allocation %		16.9%	17.9%	65.2%	100.0%
TOTAL WATER EXPENSES	\$6,660,000	\$1,126,933	\$1,190,633	\$4,342,433	\$6,660,000
Total Allocation %		16.9%	17.9%	65.2%	100.0%

1 - Average 5-year CIP costs

2 - Estimated

Table 16: Water Debt Scenarios
Westborough Water District
Water and Sewer Rate Study 2024

	Estimated Debt Service per \$1 Million	\$2.5M Water + \$1M Sewer 50% Debt Funding
Total Annual CIP		
Total Water Annual CIP		\$2,500,000
Total Sewer Annual CIP		\$1,000,000
Total Annual Combined CIP		\$3,500,000
Debt Funded Portion		50%
Water Annual CIP - Debt Funded		\$1,250,000
Sewer Annual CIP - Debt Funded		\$500,000
Total CIP - Debt Funded	\$1,000,000	\$1,750,000
Loan Terms (Estimated)		
Loan Amount	\$1,000,000	\$1,250,000
Term (years)	15	15
Interest Rate	7.0%	7.0%
Annual Loan Payment	\$110,000	\$137,000
Reserve Fund Requirement Equal to Annual Debt Service	\$110,000	\$137,000

Table 17: Water Cash Flow Projection – Scenario 1: \$2.5M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2023/24	Projected: Years 1 - 5				
		2024/25	2025/26	2026/27	2027/28	2028/29
1						
2 Revenue Adjustment		19.0%	8.0%	8.0%	8.0%	8.0%
3 Rate Increase Effective		July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028
4						
5 BEGINNING FUND BALANCE (1)	\$1,000,000	\$1,173,656	\$921,256	\$1,456,956	\$1,562,656	\$1,750,356
6						
7 REVENUES						
8 Operating Revenues [1]						
9 Water Sales (41100)	4,196,733	4,994,000	5,394,000	5,826,000	6,292,000	6,795,000
10 Misc. Operations (42345)	19,200	14,000	14,000	14,000	14,000	14,000
11 Interest (49210)	90,107	23,000	18,000	29,000	31,000	31,000
12 Taxes & Assessments (49300)	676,549	487,900	503,000	518,000	534,000	550,000
13 Other Income (49700)	0	0	0	0	0	0
14 Rental Income (49910)	36,192	37,000	38,000	39,000	40,000	41,000
15 Cap Facilities Income (49800)	0	0	0	0	0	0
16 <u>Capital Facility Expense (56885)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
17 Subtotal Operating Revenues	5,018,781	5,555,900	5,967,000	6,426,000	6,911,000	7,400,000
18						
19 Debt Proceeds	0	0	1,250,000	1,250,000	1,250,000	1,250,000
20						
21 Total Revenues	5,018,781	5,555,900	7,217,000	7,676,000	8,161,000	8,650,000
22						
23 EXPENSES						
24 Water Operating Expenses						
25 Salaries & Benefits	610,327	648,000	687,000	728,000	772,000	818,000
26 Utilities (51130)	162,716	179,000	197,000	217,000	239,000	263,000
27 Water Purchases (51300)	1,906,743	2,021,000	2,142,000	2,271,000	2,407,000	2,551,000
28 Special Services (51150)	91,717	94,000	97,000	100,000	103,000	106,000
29 <u>Other Expenses</u>	<u>121,165</u>	<u>125,000</u>	<u>128,000</u>	<u>131,000</u>	<u>134,000</u>	<u>137,000</u>
30 Subtotal Water Operating Expenses	2,892,667	3,067,000	3,251,000	3,447,000	3,655,000	3,875,000
31						
32 General & Administrative (G&A) Expenses [2]						
33 Salaries & Benefits	790,632	715,100	757,100	802,100	849,100	900,100
34 Engineering Svs. (56830)	55,000	40,000	41,000	42,000	43,000	44,000
35 Billing (56850)	55,347	47,000	48,000	49,000	50,000	51,000
36 Insurance (56870)	78,777	57,000	59,000	61,000	63,000	65,000
37 Miscellaneous (56890)	50,470	38,000	39,000	40,000	41,000	42,000
38 Banking and Cr. Card Fees (56875)	55,000	57,000	59,000	61,000	63,000	65,000
39 <u>Other Expenses</u>	<u>217,232</u>	<u>187,200</u>	<u>190,200</u>	<u>194,200</u>	<u>198,200</u>	<u>202,200</u>
40 Subtotal G&A Operating Expenses	1,302,458	1,141,300	1,193,300	1,249,300	1,307,300	1,369,300
41						
42 Total Operating Expenses	4,195,125	4,208,300	4,444,300	4,696,300	4,962,300	5,244,300
43						
44 Net Operating Revenues	823,656	1,347,600	1,522,700	1,729,700	1,948,700	2,155,700
45						
46 Non-Operating Expenses						
47 Water Capital Projects [3]	650,000	1,500,000	2,000,000	2,500,000	2,500,000	2,500,000
48 Debt Service	0	0	137,000	274,000	411,000	548,000
49 Subtotal Non-Operating Expenses	650,000	1,500,000	2,137,000	2,774,000	2,911,000	3,048,000
50						
51 Sewer Fund Loan Repayment	0	100,000	100,000	100,000	100,000	100,000
52						
53 Total Expenses	4,845,125	5,808,300	6,681,300	7,570,300	7,973,300	8,392,300
54						
55 NET REVENUES	173,656	(252,400)	535,700	105,700	187,700	257,700
56						
57 ENDING FUND BALANCE	1,173,656	921,256	1,456,956	1,562,656	1,750,356	2,008,056
58						
59						
60 RESERVE FUNDS						
61 Proposed Operating Reserve Target (25% of O&M)	1,048,781	1,052,075	1,111,075	1,174,075	1,240,575	1,311,075
62 <u>Proposed Capital Reserve Target (50% of Depreciation)</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
63 Total Water Reserve Funds	1,248,781	1,252,075	1,311,075	1,374,075	1,440,575	1,511,075
64 <i>Target Met</i>	<i>no</i>	<i>no</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>
65						
66 DEBT SERVICE COVERAGE						
67 Debt Service Coverage Target - 1.25x (4)	-	-	11.11	6.31	4.74	3.93
68 <i>Target Met?</i>	-	-	<i>yes</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>
69						

1 - Interest is estimated at 2% of fund balance. All Other Revenues escalated by 3%. Beginning in 2024/25, Misc. Operations and Taxes & Assessments are allocated 70% to water and 30% to sewer.

2 - Beginning in 2024/25, 30% of the General Manager's salary & expenses is allocated to the Sewer Fund. Unless designated 100% to water, most G&A expenses are split 70% to water and 30% to sewer.

3 - Approved 2023/24 projects include Remaining Work for Skyline Tank No.3 (\$1,150,000) and the purchase of additional 550 drive by meters and MXUs (\$150,000). Assumes 50% (\$650,000) will be spent in 2023/24 and remaining 50% (\$650,000) will be spent in 2024/25.

4 - Net Operating Revenues / Debt Service

Table 18: Annual Revenue Requirement Allocation -- Scenario 1: \$2.5M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Cost Allocation %	PROJECTED				
		2024/25	2025/26	2026/27	2027/28	2028/29
Total Revenue Requirement [1]		\$4,994,000	\$5,394,000	\$5,826,000	\$6,292,000	\$6,795,000
FIXED CHARGES						
Meters & Services	16.9%	\$844,985	\$912,665	\$985,759	\$1,064,606	\$1,149,714
<u>Customer Service Charge</u>	<u>17.9%</u>	<u>\$892,927</u>	<u>\$964,447</u>	<u>\$1,041,689</u>	<u>\$1,125,010</u>	<u>\$1,214,946</u>
Total Fixed Charges	34.8%	\$1,737,912	\$1,877,112	\$2,027,448	\$2,189,616	\$2,364,660
CONSUMPTION CHARGES						
<u>Base + Extra</u>	<u>65.2%</u>	<u>\$3,256,088</u>	<u>\$3,516,888</u>	<u>\$3,798,552</u>	<u>\$4,102,384</u>	<u>\$4,430,340</u>
Total Consumption Charges	65.2%	\$3,256,088	\$3,516,888	\$3,798,552	\$4,102,384	\$4,430,340
TOTAL	100.0%	\$4,994,000	\$5,394,000	\$5,826,000	\$6,292,000	\$6,795,000

1 - From Cash Flow (Table 15, line 9)

Table 19: Water Fixed Charge Derivation -- Scenario 1: \$2.5M in CIP Projects with Debt in Year 2 t
Westborough Water District
Water and Sewer Rate Study 2024

		PROJECTED				
		2024/25	2025/26	2026/27	2027/28	2028/29
REVENUE REQUIREMENT						
Meters & Services		\$844,985	\$912,665	\$985,759	\$1,064,606	\$1,149,714
Customer Service Charge		\$892,927	\$964,447	\$1,041,689	\$1,125,010	\$1,214,946
Total Fixed Charge Revenue Requirement		\$1,737,912	\$1,877,112	\$2,027,448	\$2,189,616	\$2,364,660
METER EQUIVALENT CHARGE						
Total Meters & Service Revenue Requirement		\$844,985	\$912,665	\$985,759	\$1,064,606	\$1,149,714
Total Number of Meter Equivalents		4,965	4,965	4,965	4,965	4,965
Total Meter Equivalent Charge		\$28.36	\$30.64	\$33.09	\$35.74	\$38.59
Meter Equivalent Charge by Meter Size						
Meter Size	Meter Ratio					
5/8"	1.00	\$28.36	\$30.64	\$33.09	\$35.74	\$38.59
3/4"	1.50	\$42.54	\$45.96	\$49.64	\$53.61	\$57.89
1"	2.50	\$70.90	\$76.60	\$82.73	\$89.35	\$96.48
1-1/2"	5.00	\$141.80	\$153.20	\$165.45	\$178.70	\$192.95
2"	8.00	\$226.88	\$245.12	\$264.72	\$285.92	\$308.72
3"	15.00	\$425.40	\$459.60	\$496.35	\$536.10	\$578.85
4"	25.00	\$709.00	\$766.00	\$827.25	\$893.50	\$964.75
6"	50.00	\$1,418.00	\$1,532.00	\$1,654.50	\$1,787.00	\$1,929.50
8"	80.00	\$2,268.80	\$2,451.20	\$2,647.20	\$2,859.20	\$3,087.20
CUSTOMER SERVICE CHARGE						
Total Customer Service Charge Rev Requirement		\$892,927	\$964,447	\$1,041,689	\$1,125,010	\$1,214,946
Total Number of Meters		3,957	3,957	3,957	3,957	3,957
Total Customer Service Charge per Account		\$37.61	\$40.62	\$43.88	\$47.38	\$51.17
TOTAL BIMONTHLY FIXED CHARGE (1)						
Meter Size	Current Rates					
5/8"	\$44.00	\$65.97	\$71.26	\$76.97	\$83.12	\$89.76
3/4"	\$58.41	\$80.15	\$86.58	\$93.52	\$100.99	\$109.06
1"	\$76.01	\$108.51	\$117.22	\$126.61	\$136.73	\$147.65
1-1/2"	\$137.61	\$179.41	\$193.82	\$209.33	\$226.08	\$244.12
2"	\$183.81	\$264.49	\$285.74	\$308.60	\$333.30	\$359.89
3"	\$322.41	\$463.01	\$500.22	\$540.23	\$583.48	\$630.02
4"	\$692.01	\$746.61	\$806.62	\$871.13	\$940.88	\$1,015.92
6"	\$1,033.89	\$1,455.61	\$1,572.62	\$1,698.38	\$1,834.38	\$1,980.67
8"	\$1,526.14	\$2,306.41	\$2,491.82	\$2,691.08	\$2,906.58	\$3,138.37

1 - Total Monthly Fixed Charge is the sum of the "Meter Equivalent Charge" by meter size plus the "Total Customer Service Charge per Account"

Table 20: Water Charge Derivation -- Scenario 1: \$2.5M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	PROJECTED				
	2024/25	2025/26	2026/27	2027/28	2028/29
REVENUE REQUIREMENT					
Base + Extra Revenue Requirement	\$3,256,088	\$3,516,888	\$3,798,552	\$4,102,384	\$4,430,340
WATER CHARGE DERIVATION					
Total Revenue Requirement	\$3,256,088	\$3,516,888	\$3,798,552	\$4,102,384	\$4,430,340
Projected Consumption (ccf) [1]	<u>321,000</u>	<u>321,000</u>	<u>321,000</u>	<u>321,000</u>	<u>321,000</u>
Water Charge per ccf	\$10.14	\$10.96	\$11.83	\$12.78	\$13.80

1 - Based on 2022/23 total consumption

Table 21: Proposed Bimonthly Water Rates -- Scenario 1: \$2.5M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Current	PROPOSED				
		2024/25	2025/26	2026/27	2027/28	2028/29
METER SERVICE CHARGE						
<u>Meter Size</u>						
5/8"	\$44.00	\$65.97	\$71.26	\$76.97	\$83.12	\$89.76
3/4"	\$58.41	\$80.15	\$86.58	\$93.52	\$100.99	\$109.06
1"	\$76.01	\$108.51	\$117.22	\$126.61	\$136.73	\$147.65
1-1/2"	\$137.61	\$179.41	\$193.82	\$209.33	\$226.08	\$244.12
2"	\$183.81	\$264.49	\$285.74	\$308.60	\$333.30	\$359.89
3"	\$322.41	\$463.01	\$500.22	\$540.23	\$583.48	\$630.02
4"	\$692.01	\$746.61	\$806.62	\$871.13	\$940.88	\$1,015.92
6"	\$1,033.89	\$1,455.61	\$1,572.62	\$1,698.38	\$1,834.38	\$1,980.67
8"	\$1,526.14	\$2,306.41	\$2,491.82	\$2,691.08	\$2,906.58	\$3,138.37
WATER CHARGE (\$/CCF)						
All consumption per ccf	\$9.04	\$10.14	\$10.96	\$11.83	\$12.78	\$13.80

1 - one ccf (hundred cubic feet) = 748 gallons

Table 22: Sample Bimonthly Water Bill Impacts –Scenario 1: \$2.5M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

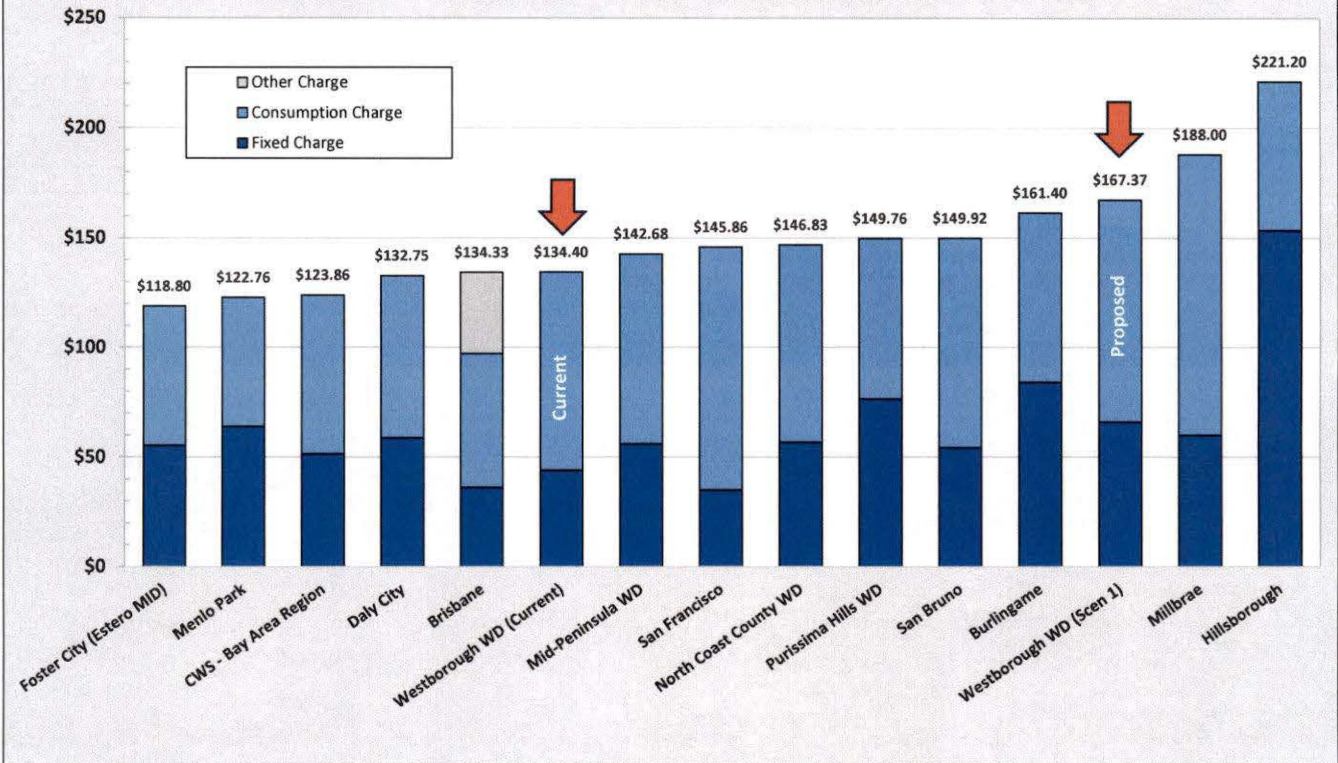
5/8" METER SAMPLE BILLS

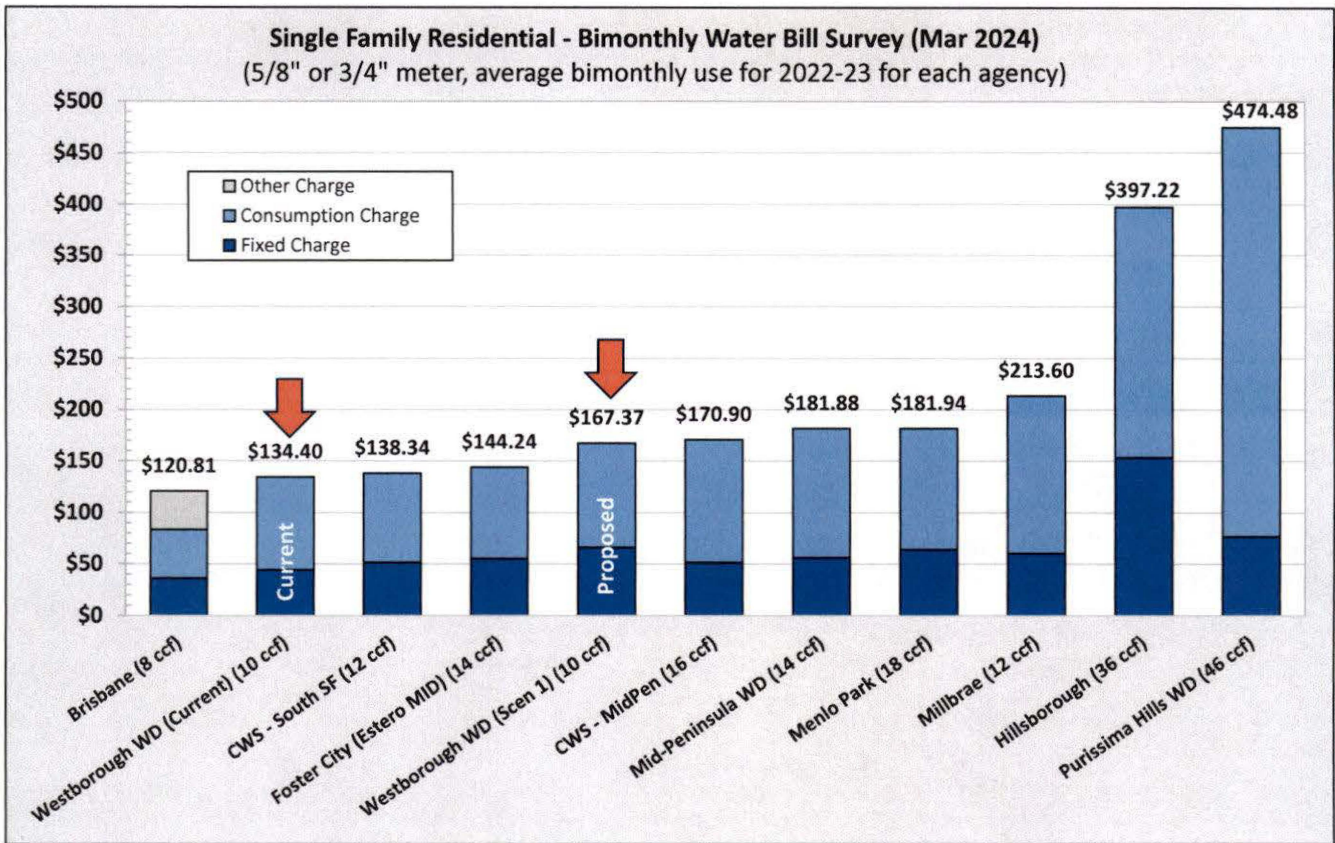
	Bimonthly Use (ccf)	Current	PROPOSED				
			2024/25	2025/26	2026/27	2027/28	2028/29
5/8" Meter, 6 ccf	6						
Meter Service Charge		\$44.00	\$65.97	\$71.26	\$76.97	\$83.12	\$89.76
<u>Water Charge</u>		<u>\$54.24</u>	<u>\$60.84</u>	<u>\$65.76</u>	<u>\$70.98</u>	<u>\$76.68</u>	<u>\$82.80</u>
Total Bimonthly Water Bill		\$98.24	\$126.81	\$137.02	\$147.95	\$159.80	\$172.56
\$ Change			\$28.57	\$10.21	\$10.93	\$11.85	\$12.76
% Change			29.1%	8.1%	8.0%	8.0%	8.0%
5/8" Meter, 10 ccf	10						
Meter Service Charge		\$44.00	\$65.97	\$71.26	\$76.97	\$83.12	\$89.76
<u>Water Charge</u>		<u>\$90.40</u>	<u>\$101.40</u>	<u>\$109.60</u>	<u>\$118.30</u>	<u>\$127.80</u>	<u>\$138.00</u>
Total Bimonthly Water Bill		\$134.40	\$167.37	\$180.86	\$195.27	\$210.92	\$227.76
\$ Change			\$32.97	\$13.49	\$14.41	\$15.65	\$16.84
% Change			24.5%	8.1%	8.0%	8.0%	8.0%
5/8" Meter, 20 ccf	20						
Meter Service Charge		\$44.00	\$65.97	\$71.26	\$76.97	\$83.12	\$89.76
<u>Water Charge</u>		<u>\$180.80</u>	<u>\$202.80</u>	<u>\$219.20</u>	<u>\$236.60</u>	<u>\$255.60</u>	<u>\$276.00</u>
Total Bimonthly Water Bill		\$224.80	\$268.77	\$290.46	\$313.57	\$338.72	\$365.76
\$ Change			\$43.97	\$21.69	\$23.11	\$25.15	\$27.04
% Change			19.6%	8.1%	8.0%	8.0%	8.0%

3/4" METER SAMPLE BILLS

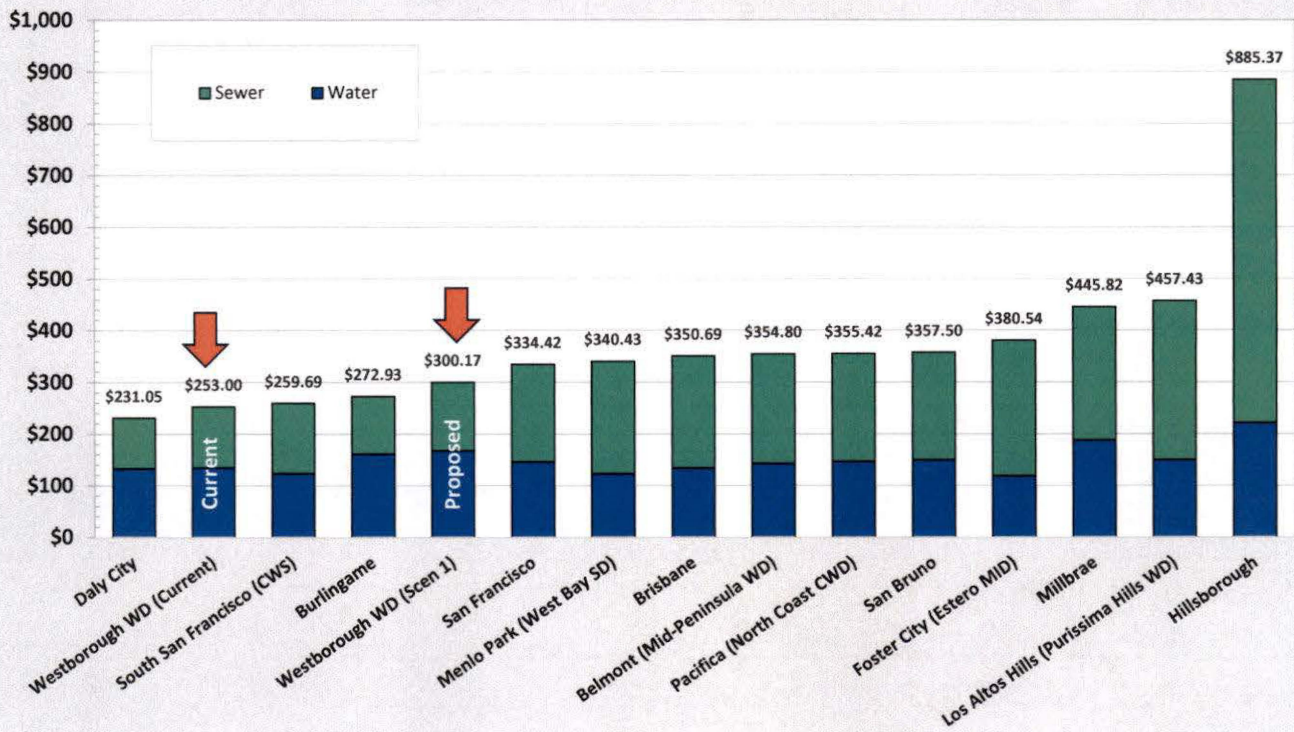
	Bimonthly Use (ccf)	Current	PROPOSED				
			2024/25	2025/26	2026/27	2027/28	2028/29
3/4" Meter, 8 ccf	8						
Meter Service Charge		\$58.41	\$80.15	\$86.58	\$93.52	\$100.99	\$109.06
<u>Water Charge</u>		<u>\$72.32</u>	<u>\$81.12</u>	<u>\$87.68</u>	<u>\$94.64</u>	<u>\$102.24</u>	<u>\$110.40</u>
Total Bimonthly Water Bill		\$130.73	\$161.27	\$174.26	\$188.16	\$203.23	\$219.46
\$ Change			\$30.54	\$12.99	\$13.90	\$15.07	\$16.23
% Change			23.4%	8.1%	8.0%	8.0%	8.0%
3/4" Meter, 14 ccf	14						
Meter Service Charge		\$58.41	\$80.15	\$86.58	\$93.52	\$100.99	\$109.06
<u>Water Charge</u>		<u>\$126.56</u>	<u>\$141.96</u>	<u>\$153.44</u>	<u>\$165.62</u>	<u>\$178.92</u>	<u>\$193.20</u>
Total Bimonthly Water Bill		\$184.97	\$222.11	\$240.02	\$259.14	\$279.91	\$302.26
\$ Change			\$37.14	\$17.91	\$19.12	\$20.77	\$22.35
% Change			20.1%	8.1%	8.0%	8.0%	8.0%
3/4" Meter, 26 ccf	26						
Meter Service Charge		\$58.41	\$80.15	\$86.58	\$93.52	\$100.99	\$109.06
<u>Water Charge</u>		<u>\$235.04</u>	<u>\$263.64</u>	<u>\$284.96</u>	<u>\$307.58</u>	<u>\$332.28</u>	<u>\$358.80</u>
Total Bimonthly Water Bill		\$293.45	\$343.79	\$371.54	\$401.10	\$433.27	\$467.86
\$ Change			\$50.34	\$27.75	\$29.56	\$32.17	\$34.59
% Change			17.2%	8.1%	8.0%	8.0%	8.0%

Single Family Residential - Bimonthly Water Bill Survey (Mar 2024)
 (5/8" or 3/4" meter, 10 ccf water use)





**Single Family Residential - Bimonthly Combined Water and Sewer Bill Survey
(Mar 2024)**
(5/8" or 3/4" meter, 10 ccf water use)





**Westborough Water District
Water and Sewer Rate Study 2024
Sewer Tables V6 - Draft April 8, 2024**



SUMMARY OF SEWER TABLES

➤ **Proposed Sewer Rate Scenario:**

- Scenario 2: \$1.0M in CIP Projects with Debt in Year 2

	Current 2023/24	Proposed				
		2024/25	2025/26	2026/27	2027/28	2028/29
Proposed Revenue Increases	-	10.0%	10.0%	10.0%	10.0%	10.0%
Proposed Sewer Rates	\$11.86	\$12.81	\$14.09	\$15.50	\$17.05	\$18.76
Average Bimonthly Bill - 5/8" meter, 10 ccf	\$118.60	\$128.12	\$140.92	\$155.00	\$170.50	\$187.55
Meet Fund Reserve Targets	yes	yes	yes	yes	yes	yes
Ending Fund Balance	\$2,393,964	\$1,928,064	\$1,939,064	\$1,940,064	\$1,936,064	\$1,932,064
Meet Debt Service Coverage (1.25x)	-	-	10.29	5.55	4.01	3.25
Maintain Positive Net Income	\$46,862	(\$465,900)	\$11,000	\$1,000	(\$4,000)	(\$4,000)

➤ **General & Administrative (G&A) Expenses (Tables 4 through 6)**

- After a thorough review of G&A expenses, roughly 83.0% of total G&A expenses are assigned to water and 17.0% are allocated to sewer beginning in 2024/25
 - In the previous draft, 82.0% of total G&A expenses were allocated to water and 18.0% assigned to sewer
 - Approximately \$22,300 in additional G&A expenses are allocated to water
- General Manager’s salary and benefits are allocated 66.7% to water/33.3% to sewer
- Unless the expense is 100% allocated to water, all other G&A expenses are split 70% to water and 30% to sewer.

➤ **Debt Assumptions for Scenario 2:**

- District will debt fund \$500,000 (50% of annual sewer CIP) with a bank loan/line of Credit (LOC)
- Assumes the District will borrow \$500,000 each year for 5 years. Long-term objective is to pay for capital projects on a cash basis after initial borrowings
- Total debt = \$2.5M over 5 years
- First borrowing will be in Year 2 (2025/26)
- Last borrowing will be in Year 6 (2029/30)
- Terms: 7.0%, 15 years
- Annual Debt Service = \$55,000

➤ **Cash Flow Assumptions:**

Over the five-year rate study period, the water rate increases are proposed to meet the following objectives:

1. Meet debt service coverage ratio (1.25x)
 - a. A standard financial measure of an agency's ability to repay outstanding debt
 - b. Annual net revenues (gross revenues less operating and maintenance expenses) must be at least 1.25 times the combined annual debt service payments on all parity obligations
2. Revenues cover expenses (Positive net revenues)
 - a. To ensure that the Sewer Fund is covering its cost of service (operating and capital expenses)
 - b. To avoid an operating deficit and dipping into reserves
3. Meet proposed Sewer Fund reserve targets by 2028/29
 - a. Operating: 25% of annual O&M costs
 - b. Capital: Annual depreciation (\$365,000 for 2023/24)
 - c. Debt Service: Total debt service for one year

The first rate increase will go into effect on July 1 of each year beginning in 2024 through 2028. As of July 1, 2023, beginning Sewer Fund reserves total \$2,347,102. The projections are based on the 2023/24 budget and include the following assumptions:

Revenues

- Beginning in 2024/25, Misc. Operations (42345) revenues are split 70.0% for water and 30.0% for sewer.
- Misc. Operations (42345), Taxes & Assessments (49300), and Other Income (49700) are increased by 3.0% each year.
- No Rental Income (49910) is included. Rental Income is allocated 1005 to the Water Fund.
- Interest (49210) is projected at 2.0% per year.
- Cap Facilities Income (49800) are not anticipated over the next 5 years.
- Assumes no growth or any major changes in the customer base
- Winter flow (Jan/Feb consumption) is based on 2022/23 flow and is not anticipated to increase over the next 5 years due to conservation.
- Beginning in 2024/25, the Water Fund will pay the Sewer Fund \$100,000 each year over 8 years through 2031/32 to repay the \$800,000 interfund loan.

Expenses

- Salaries & Benefits are increased by 6.0% each year.
- Utilities are increased by 10.0% each year.
- Treatment & Disposal (57310) is escalated by 10.0% each year. The projections will be updated once the District receives information from the North San Mateo Sanitation District (NSMSD).
- All other expenses increased by 3.0% each year.

- Beginning in 2024/25, 30% of the General Manager's salary and benefits is allocated to the Sewer Fund.
- Beginning in 2024/25, unless the expense is 100% allocated to water, all other G&A Operating Expenses are split 70% to water and 30% to sewer.

**Table 1: Total Fund Reserves
Westborough Water District
Water and Sewer Rate Study 2024**

	Total Reserves	Water Fund	Sewer Fund
2023/24 Budget			
Current Reserves	\$3,347,102	\$1,000,000	\$2,347,102
<i>Percent of Total</i>	100.0%	29.9%	70.1%
2022/23 Draft Audit			
Cash and cash equivalents (pg 51)	\$5,070,321	\$206,549	\$4,863,772
<i>Percent of Total</i>	100.0%	4.1%	95.9%

Table 2: Combined Historical Budget (Does not include Capital)
Westborough Water District
Water and Sewer Rate Study 2024

	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
OPERATING REVENUES					
Water Sales (41100)	\$3,062,111	\$2,967,506	\$3,620,708	\$4,035,672	\$4,196,733
Sewer Service Fees (42351)	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
Misc. Operations (42345)	<u>\$18,050</u>	<u>\$4,227</u>	<u>\$12,960</u>	<u>\$23,977</u>	<u>\$19,200</u>
Total Operating Revenues	\$6,057,523	\$5,943,433	\$6,733,546	\$7,338,483	\$7,500,821
<i>Annual % Change</i>		-1.9%	13.3%	9.0%	2.2%
Non-Operating Revenues [1]					
Interest (49210)	\$97,688	(\$873)	(\$24,011)	\$32,219	\$90,107
Taxes & Assessments (49300)	\$531,179	\$556,454	\$624,157	\$681,621	\$676,549
Other Income (49700)	\$345,345	\$70,032	\$113,944	\$184,873	\$0
Rental Income (49910) [2]	\$0	\$0	\$0	\$24,127	\$36,192
Cap Facilities Income (49800)	\$0	\$0	\$5,915	\$0	\$0
Capital Facility Expense (56885)	(\$81,048)	(\$4,149)	(\$7,715)	(\$667)	\$0
<u>GASB 87 Adjustments (Net)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$21,097</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Non-Operating Revenues	\$893,164	\$621,464	\$733,387	\$922,173	\$802,848
<i>Annual % Change</i>		-30.4%	18.0%	25.7%	-12.9%
TOTAL REVENUES	\$6,950,687	\$6,564,897	\$7,466,933	\$8,260,656	\$8,303,669
<i>Annual % Change</i>		-5.6%	13.7%	10.6%	0.5%
OPERATING EXPENSES					
Water Operating Expenses					
Salaries (51110)	\$331,517	\$375,566	\$371,286	\$409,485	\$440,371
Sal. Temp (51112)	\$0	\$0	\$0	\$0	\$0
Sal. OT (51113)	\$7,214	\$8,737	\$9,534	\$8,092	\$9,000
CalPERS (51115)	\$67,315	\$71,828	\$55,419	\$71,060	\$64,865
Benefits (51400)	\$46,993	\$51,477	\$55,637	\$51,856	\$58,458
Payroll Tax (51410)	\$26,336	\$27,663	\$28,653	\$31,440	\$34,825
OPEB - Prefunding (51450)	\$21,335	\$16,435	\$7,748	\$18,697	\$2,808
GASB75 Contra Exp.(Income)(51470)	(\$27,522)	(\$3,768)	\$0	\$0	\$0
Utilities (51130)	\$130,777	\$126,362	\$143,292	\$156,559	\$162,716
Supplies (51140)	\$11,376	\$14,504	\$11,862	\$13,281	\$15,000
Special Services (51150)	\$59,597	\$55,257	\$49,868	\$86,557	\$91,717
Vehicle Expense (51170)	\$23,451	\$15,503	\$45,387	\$24,773	\$35,000
Maint. Of System (51200)	\$67,962	\$63,357	\$232,843	\$42,784	\$59,905
<u>Water Purchases (51300)</u>	<u>\$1,917,544</u>	<u>\$1,719,047</u>	<u>\$1,536,804</u>	<u>\$1,788,760</u>	<u>\$1,906,743</u>
Tech. Communications (51860)	<u>\$6,754</u>	<u>\$6,589</u>	<u>\$8,020</u>	<u>\$9,529</u>	<u>\$11,260</u>
Total Water Operating Expense	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667
<i>Annual % Change</i>		-5.3%	0.3%	6.1%	6.6%
Sewer Operating Expenses					
Treatment & Disposal (57310)	\$2,306,435	\$2,372,264	\$2,442,977	\$2,466,087	\$2,715,565
Utilites (57320)	\$98,129	\$89,760	\$99,978	\$117,980	\$137,600
Repair of Pipelines (57340)	\$0	\$0	\$0	\$0	\$5,000
Repair of Pumps (57350)	\$14,427	\$12,147	\$52,740	\$21,751	\$20,000
Misc. Sewer Expenses (57390)	<u>\$0</u>	<u>\$0</u>	<u>\$26,550</u>	<u>\$55,780</u>	<u>\$46,861</u>
Total Sewer Operating Expense	\$2,418,991	\$2,474,171	\$2,622,245	\$2,661,597	\$2,925,026
<i>Annual % Change</i>					
Total G & A Operating Expenses	\$1,208,044	\$1,448,546	\$1,037,058	\$1,192,560	\$1,302,458
<i>Annual % Change</i>		19.9%	-28.4%	15.0%	9.2%
TOTAL OPERATING EXPENSES	\$6,317,684	\$6,471,272	\$6,215,657	\$6,567,032	\$7,120,151
<i>Annual % Change</i>		2.4%	-4.0%	5.7%	8.4%
NET OPERATING INCOME	\$633,003	\$93,625	\$1,251,276	\$1,693,624	\$1,183,518

Table 3: Combined Revenues & Expenses
Westborough Water District
Water and Sewer Rate Study 2024

	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
REVENUES					
Operating Revenues					
Water Sales (41100)	\$3,062,111	\$2,967,506	\$3,620,708	\$4,035,672	\$4,196,733
Sewer Service Fees (42351)	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
Misc. Operations (42345)	<u>\$18,050</u>	<u>\$4,227</u>	<u>\$12,960</u>	<u>\$23,977</u>	<u>\$19,200</u>
Total Operating Revenues	\$6,057,523	\$5,943,433	\$6,733,546	\$7,338,483	\$7,500,821
Non Operating Revenues	\$893,164	\$621,464	\$733,387	\$922,173	\$802,848
TOTAL REVENUES	\$6,950,687	\$6,564,897	\$7,466,933	\$8,260,656	\$8,303,669
EXPENSES					
Operating Expenses					
Water Operating Expenses	\$2,690,649	\$2,548,555	\$2,556,354	\$2,712,875	\$2,892,667
Sewer Operating Expenses	\$2,418,991	\$2,474,171	\$2,622,245	\$2,661,597	\$2,925,026
G & A Expenses	<u>\$1,208,044</u>	<u>\$1,448,546</u>	<u>\$1,037,058</u>	<u>\$1,192,560</u>	<u>\$1,302,458</u>
Total Operating Expenses	\$6,317,684	\$6,471,272	\$6,215,657	\$6,567,032	\$7,120,151
Capital Projects [1]	\$328,899	\$728,883	\$508,066	\$200,000	\$1,613,000
TOTAL EXPENSES	\$6,646,583	\$7,200,155	\$6,723,723	\$6,767,032	\$8,733,151
NET INCOME	\$304,104	(\$635,258)	\$743,210	\$1,493,624	(\$429,482)

1 - Per January 26, 2024 email

FOR CAPITAL RESERVE TARGET:

Depreciation	\$297,258	\$338,236	\$314,050	\$301,425	\$365,000
Annual % Change		13.8%	-7.2%	-4.0%	21.1%
		3-Year Avg	\$323,194	5-Year Avg	\$326,825

Table 4: List of G&A Expenses Allocated to Water and Sewer
Westborough Water District
Water and Sewer Rate Study 2024

Expense Category	Allocation to Water	Allocation to Sewer	Notes
1 Salaries (56110)			
General Manager	66.7%	33.3%	1/3 of the General Manager's share is allocated to sewer
Plus Car Allowance	66.7%	33.3%	1/3 of the General Manager's share is allocated to sewer
Office Supervisor	100.0%	0.0%	
Operations Assistant	100.0%	0.0%	
Cost of living	100.0%	0.0%	
Incentive awards/Merit Increase	100.0%	0.0%	
Sick Leave - Buy Out	100.0%	0.0%	
2 Salaries Temp (56112)			
Temporary Office Employees	100.0%	0.0%	
3 Salaries Overtime (56113)			
Overtime	100.0%	0.0%	
4 Employee Benefits (56400)			
Medical	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Delta Dental	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Vision	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Employee Life Ins.	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Directors Life Ins.	100.0%	0.0%	
Retiree Medical	100.0%	0.0%	
5 Employee OPEB Benefits (56450)			
Pre-Funding Retiree Health Benefits	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Less Retiree Medical Payments Made	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
6 Employee CalPERS Benefits (56115)			
Retirement - Classic @ 11.34%	66.7%	33.3%	
Retirement - PEPRA @ 7.59%	100.0%	0.0%	
CalPERS - UAL	100.0%	0.0%	
7 Payroll Tax (56410)			
FICA @ 7.65%	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Directors @ 7.65%	100.0%	0.0%	
SUI / \$7,000 cap @ 1.6% x 3 employees	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
SUI / \$7,000 cap @ 1.6% x 5 directors	100.0%	0.0%	
8 Employee OPEB Benefits (56450)			
Pre-Funding Retiree Health Benefits	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
Less Retiree Medical Payments Made	100.0%	0.0%	1/3 of the General Manager's share is allocated to sewer
9 Office Supplies (56210)			
Copier Maintenance Agreement	70.0%	30.0%	
Printer Toners	70.0%	30.0%	
Postage Meter Rental	70.0%	30.0%	
Postage for Meter	70.0%	30.0%	
Office Supplies	70.0%	30.0%	
Year-end Forms	70.0%	30.0%	
P.O. Box Fee	70.0%	30.0%	
Payroll and Vendor Checks	70.0%	30.0%	
Miscellaneous Supplies	70.0%	30.0%	
10 Memberships (56230)			
BAWSCA Assessment	100.0%	0.0%	
SSF Chamber of Commerce	70.0%	30.0%	
A.C.W.A.	100.0%	0.0%	
Costco	70.0%	30.0%	
SMC CSD	70.0%	30.0%	
Miscellaneous	70.0%	30.0%	
11 Travel and Education (56250)			
ACWA Spring and Fall Conferences - Registration	100.0%	0.0%	
ACWA Spring and Fall Conferences - Housing	100.0%	0.0%	
Region 5 x 4 /accommodation, meals	70.0%	30.0%	
State Legislator Conf (Sacramento)	70.0%	30.0%	
Staff Attendance to Training Conferences	70.0%	30.0%	
Staff Continuing Ed & Seminars	70.0%	30.0%	
CSDA Meetings	70.0%	30.0%	
Miscellaneous	70.0%	30.0%	
12 Utilities (56280)			
PG&E - Main Office - Gas Meter	70.0%	30.0%	
13 Telephone/Internet (56290)			
Comcast - Phone and Internet	70.0%	30.0%	
14 Water Conservation (56500)			

	Water Conservation Items	70.0%	30.0%	
	Toilet/Washing Rebate Program	70.0%	30.0%	
15	Buildings and Grounds Maint (56700)			
	Alarm Monitoring - Skyline (2) & Office: Burglar and Fire	70.0%	30.0%	
	Alarm Maintenance	70.0%	30.0%	
	SSF Scavenger	70.0%	30.0%	
	Porta-Potty - Skyline Tank Site	100.0%	0.0%	
	Fire Extinguishers Annual Maint.	70.0%	30.0%	
	Skyline Tank Site Gate Maint.	100.0%	0.0%	
	Supplies/Equipment Maintenance	70.0%	30.0%	
	Miscellaneous			
16	Parking Rentals (56750)			
	Colina Parking - 3 ea @ \$160 x 12 months	70.0%	30.0%	
17	Directors' Fees (56810)			
	ACWA Spring	100.0%	0.0%	
	ACWA Fall	100.0%	0.0%	
	Regular Meetings	70.0%	30.0%	
	Committee Mtgs.	70.0%	30.0%	
	Special Meetings	70.0%	30.0%	
	SMC CSD	70.0%	30.0%	
	Region 5 mtg	100.0%	0.0%	
	Suburban Tour	100.0%	0.0%	
18	Engineering Services (56830)			
	Misc. Engineering Projects	70.0%	30.0%	
19	Accountant Services (56840)			
	Accountant	100.0%	0.0%	Sewer's share already included in the sewer budget
	Auditor	100.0%	0.0%	Sewer's share already included in the sewer budget
	Misc. CWS (Programming)	70.0%	30.0%	
	OPEB Actuarial (Only GASB75)	70.0%	30.0%	
20	Legal Services (56841)			
	Retainer (1/2 Water)	100.0%	0.0%	Sewer's share already included in the sewer budget
	Misc.	70.0%	30.0%	
21	Billing (56850)			
	Billing Forms and Envelopes	100.0%	0.0%	
	Postage for Bills	100.0%	0.0%	
	Stuffing and Mailing Bills (6 x \$630)	100.0%	0.0%	
	Reminder Notices and Envelopes	100.0%	0.0%	
	Postage for Reminders	100.0%	0.0%	
	Other Printed Materials	70.0%	30.0%	
	Misc. Supplies	70.0%	30.0%	
	Billing Software Maintenance (4 x \$2,676)	70.0%	30.0%	
	Hardware Maintenance	70.0%	30.0%	
	Envelope Stuffer Maintenance	70.0%	30.0%	
	Check Endorser Maint. Agreement	70.0%	30.0%	
	Hand Held Sensus Support	70.0%	30.0%	
	Other Software	70.0%	30.0%	
	IT Support	70.0%	30.0%	
22	Communications (56860)			
	Newsletters (3x\$2000)	70.0%	30.0%	
	Postage for Newsletters	70.0%	30.0%	
	Water Quality Report	100.0%	0.0%	
	Water Quality Report Postage	100.0%	0.0%	
	Prop. 218 Notice (1/2 of Cost)	70.0%	30.0%	
	Prop. 218 Notice Mailing (1/2 of Cost)	70.0%	30.0%	
	Public Hearing Ads & Ordinances (1/2 of Cost)	70.0%	30.0%	
	Internet Service (\$65x6x12)	70.0%	30.0%	
	Website Hosting	70.0%	30.0%	
	Water Conservation Banner - Permit	70.0%	30.0%	
	GoDaddy - Licenses	70.0%	30.0%	
	Miscellaneous	70.0%	30.0%	
	Zoom (\$15.99 per month)	70.0%	30.0%	
23	General Election (56865)			
	Annual District Election (1/2 Election)	100.0%	0.0%	Sewer's share already included in the sewer budget
24	Insurance (56870)			
	Workers Compensation	70.0%	30.0%	
	Property Insurance	70.0%	30.0%	
	Auto and General Liability	70.0%	30.0%	
25	Banking and Credit Card Fees (56875)			
	TCB Bank Fees	100.0%	0.0%	
	Evalon CC Fees	100.0%	0.0%	
	CWS Online Processing Fees	100.0%	0.0%	

26	Bad Debt (56880)			
	Bad Debts Written Off	100.0%	0.0%	
26	Miscellaneous (56890)			
	Property Tax	100.0%	0.0%	
	LAFCO Assessment - Water	100.0%	0.0%	
	Employee Appreciation/Recruitment	70.0%	30.0%	
	Misc. Petty Cash	70.0%	30.0%	
	Rate Study	50.0%	50.0%	One time expense for FY 2023/24
	Other Misc.	70.0%	30.0%	

Table 5: Projected General & Administrative (G&A) Expenses
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2023/24	Escalation Factor	PROJECTED					
			2024/25	2025/26	2026/27	2027/28	2028/29	
General & Administrative (G&A) Expenses								
Salaries (56110) [1]	\$266,684	6.0%	\$283,000	\$300,000	\$318,000	\$337,000	\$357,000	
General Manager's Salary	\$265,888	6.0%	\$282,000	\$299,000	\$317,000	\$336,000	\$356,000	
Salaries Temp (56112)	\$2,000	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Salaries OT (56113)	\$1,500	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Employee Benefits (56400) [1]	\$58,452	6.0%	\$62,000	\$66,000	\$70,000	\$74,000	\$78,000	
Medical - General Manager	\$30,733	6.0%	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	
Delta Dental - General Manager	\$24,088	6.0%	\$26,000	\$28,000	\$30,000	\$32,000	\$34,000	
Vision - General Manager	\$2,736	6.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Employee Life Insurance - General Manager	\$696	6.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
OPEB - Prefunding (56450) [1]	\$3,126	6.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
General Manager's Share	\$1,563	6.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
CalPERS (56115) [1]	\$59,625	6.0%	\$63,000	\$67,000	\$71,000	\$75,000	\$80,000	
General Manager's Retirement	\$30,771	6.0%	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	
Payroll Taxes (56410) [1]	\$22,318	6.0%	\$24,000	\$25,000	\$27,000	\$29,000	\$31,000	
FICA @ 7.65%	\$20,340	6.0%	\$22,000	\$23,000	\$24,000	\$25,000	\$27,000	
SUI / \$7,000 cap @ 1.6% x 3 employees	\$112	6.0%	\$100	\$100	\$100	\$100	\$100	
Office Supplies & Postage (56210)	\$14,151	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Memberships (56230)	\$1,620	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
BAWSCA Assessment	\$27,985	5.0%	\$29,000	\$30,000	\$32,000	\$34,000	\$36,000	
A.C.W.A.	\$18,524	5.0%	\$19,000	\$20,000	\$21,000	\$22,000	\$23,000	
Travel & Education (56250)	\$3,000	3.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
ACWA Spring and Fall Conferences - Registration	\$3,586	3.0%	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
ACWA Spring and Fall Conferences - Housing	\$7,040	3.0%	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
Utilities (56280)	\$1,559	10.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Telephone (56290)	\$4,534	3.0%	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
GASB75 Contra Exp.(Income)(56470)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Water Conservation (56500)	\$10,000	3.0%	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Bldg. & Grounds Maint (56700)	\$11,687	3.0%	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	
Porta-Potty - Skyline Tank Site	\$1,993	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Skyline Tank Site Gate Maint.	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Parking Rental Fees (56750)	\$5,760	3.0%	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Directors Fees (56810)	\$9,600	3.0%	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
ACWA Spring	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
ACWA Fall	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Region 5 mtg	\$500	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Suburban Tour	\$200	3.0%	\$200	\$200	\$200	\$200	\$200	
Engineering Svs. (56830)	\$55,000	3.0%	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000	
Accounting Svs (56840)	\$7,500	3.0%	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
Accountant	\$15,000	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Auditor	\$15,460	3.0%	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	
Legal Svs. (56841)	\$20,000	3.0%	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000	
Retainer	\$5,400	3.0%	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Billing (56850)	\$24,604	3.0%	\$25,000	\$26,000	\$27,000	\$28,000	\$29,000	
Billing Forms and Envelopes	\$9,000	3.0%	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	
Postage for Bills	\$14,339	3.0%	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Stuffing and Mailing Bills (6 x \$630)	\$3,780	3.0%	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Reminder Notices and Envelopes	\$2,200	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Postage for Reminders	\$1,424	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Communications (56860)	\$25,592	3.0%	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000	
Water Quality Report	\$1,296	3.0%	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Water Quality Report Postage	\$1,745	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
General Election (56865)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Insurance (56870)	\$78,777	3.0%	\$81,000	\$83,000	\$85,000	\$88,000	\$91,000	
Bad Debts (56880)	\$2,000	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Miscellaneous (56890)	\$45,200	3.0%	\$47,000	\$48,000	\$49,000	\$50,000	\$52,000	
Property Tax	\$2,370	3.0%	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
LAFCO Assessment - Water	\$2,900	3.0%	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Banking and Cr.Card Fees (56875)	\$55,000	3.0%	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000	
GASB 87 Adjustments (Net)	\$0	3.0%	\$0	\$0	\$0	\$0	\$0	
Total G&A Operating Expenses	\$1,302,458		\$1,371,300	\$1,433,300	\$1,499,300	\$1,568,300	\$1,642,300	
<i>Annual % Change</i>			5.3%	4.5%	4.6%	4.6%	4.7%	

1 - 30% of the General Manager's salary & benefits is allocated to the Sewer Fund

**Table 6: Summary of G&A Expenses Allocated to Water and Sewer
Westborough Water District
Water and Sewer Rate Study 2024**

SUMMARY OF G&A EXPENSES ALLOCATED WATER AND SEWER FUNDS						
	Budget	PROJECTED				
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
TOTAL G&A EXPENSES						
Salaries & Benefits	\$790,632	\$841,100	\$891,100	\$944,100	\$999,100	\$1,058,100
Engineering Svcs. (56830)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
Billing (56850)	\$55,347	\$56,000	\$57,000	\$58,000	\$59,000	\$60,000
Insurance (56870)	\$78,777	\$81,000	\$83,000	\$85,000	\$88,000	\$91,000
Miscellaneous (56890)	\$50,470	\$52,000	\$53,000	\$54,000	\$55,000	\$57,000
Banking and Cr.Card Fees (56875)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
<u>Other Expenses</u>	<u>\$217,232</u>	<u>\$227,200</u>	<u>\$231,200</u>	<u>\$236,200</u>	<u>\$241,200</u>	<u>\$246,200</u>
Total G&A Operating Expenses	\$1,302,458	\$1,371,300	\$1,433,300	\$1,499,300	\$1,568,300	\$1,642,300
<i>Annual % Change</i>		5.3%	4.5%	4.6%	4.6%	4.7%
WATER G&A EXPENSES						
Salaries & Benefits	\$674,956	\$715,100	\$757,100	\$802,100	\$849,100	\$900,100
Engineering Svcs. (56830)	\$38,500	\$40,000	\$41,000	\$42,000	\$43,000	\$44,000
Billing (56850)	\$46,124	\$47,000	\$48,000	\$49,000	\$50,000	\$51,000
Insurance (56870)	\$55,144	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
Miscellaneous (56890)	\$36,910	\$38,000	\$39,000	\$40,000	\$41,000	\$42,000
Banking and Cr.Card Fees (56875)	\$55,000	\$57,000	\$59,000	\$61,000	\$63,000	\$65,000
<u>Other Expenses</u>	<u>\$182,731</u>	<u>\$187,200</u>	<u>\$190,200</u>	<u>\$194,200</u>	<u>\$198,200</u>	<u>\$202,200</u>
Total Water G&A Expenses	\$1,089,366	\$1,141,300	\$1,193,300	\$1,249,300	\$1,307,300	\$1,369,300
<i>Annual % Change</i>		4.8%	4.6%	4.7%	4.6%	4.7%
SEWER G&A EXPENSES						
Salaries & Benefits	\$115,675	\$130,000	\$138,000	\$146,000	\$155,000	\$165,000
Engineering Svcs. (56830)	\$16,500	\$17,000	\$18,000	\$19,000	\$20,000	\$21,000
Billing (56850)	\$9,223	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Insurance (56870)	\$23,633	\$24,000	\$25,000	\$26,000	\$27,000	\$28,000
Miscellaneous (56890)	\$13,560	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Banking and Cr.Card Fees (56875)	\$0	\$0	\$0	\$0	\$0	\$0
<u>Other Expenses</u>	<u>\$34,501</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>	<u>\$36,000</u>
Total Sewer G&A Expenses	\$213,092	\$230,000	\$240,000	\$250,000	\$261,000	\$273,000
<i>Annual % Change</i>		7.9%	4.3%	4.2%	4.4%	4.6%

PERCENT OF TOTAL G&A EXPENSES ALLOCATED WATER AND SEWER FUNDS						
	Budget	PROJECTED				
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
TOTAL G&A EXPENSES						
Salaries & Benefits	60.7%	61.3%	62.2%	63.0%	63.7%	64.4%
Engineering Svcs. (56830)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
Billing (56850)	4.2%	4.1%	4.0%	3.9%	3.8%	3.7%
Insurance (56870)	6.0%	5.9%	5.8%	5.7%	5.6%	5.5%
Miscellaneous (56890)	3.9%	3.8%	3.7%	3.6%	3.5%	3.5%
Banking and Cr.Card Fees (56875)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
<u>Other Expenses</u>	<u>16.7%</u>	<u>16.6%</u>	<u>16.1%</u>	<u>15.8%</u>	<u>15.4%</u>	<u>15.0%</u>
Total G&A Operating Expenses	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
WATER G&A EXPENSES						
Salaries & Benefits	51.8%	52.1%	52.8%	53.5%	54.1%	54.8%
Engineering Svcs. (56830)	3.0%	2.9%	2.9%	2.8%	2.7%	2.7%
Billing (56850)	3.5%	3.4%	3.3%	3.3%	3.2%	3.1%
Insurance (56870)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
Miscellaneous (56890)	2.8%	2.8%	2.7%	2.7%	2.6%	2.6%
Banking and Cr.Card Fees (56875)	4.2%	4.2%	4.1%	4.1%	4.0%	4.0%
<u>Other Expenses</u>	<u>14.0%</u>	<u>13.7%</u>	<u>13.3%</u>	<u>13.0%</u>	<u>12.6%</u>	<u>12.3%</u>
Total Water G&A Expenses	83.6%	83.2%	83.3%	83.3%	83.4%	83.4%
SEWER G&A EXPENSES						
Salaries & Benefits	8.9%	9.5%	9.6%	9.7%	9.9%	10.0%
Engineering Svcs. (56830)	1.3%	1.2%	1.3%	1.3%	1.3%	1.3%
Billing (56850)	0.7%	0.7%	0.6%	0.6%	0.6%	0.5%
Insurance (56870)	1.8%	1.8%	1.7%	1.7%	1.7%	1.7%
Miscellaneous (56890)	1.0%	1.0%	1.0%	0.9%	0.9%	0.9%
Banking and Cr.Card Fees (56875)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Other Expenses</u>	<u>2.6%</u>	<u>2.6%</u>	<u>2.5%</u>	<u>2.4%</u>	<u>2.3%</u>	<u>2.2%</u>
Total Sewer G&A Expenses	16.4%	16.8%	16.7%	16.7%	16.6%	16.6%

Table 7: Historical & Current Sewer Rates
Westborough Water District
Water and Sewer Rate Study 2024

Fiscal Year	DISTRICT		NSMCSD		Difference (WWD less NSMCSD)
	Total Sewer Rate per ccf	% Annual Increase	NSMCSD's Rate per ccf	% Annual Increase	
2007-2008	\$5.03		\$4.82		\$0.21
2008-2009	\$5.27	4.8%	\$4.82	0.0%	\$0.45
2009-2010	\$5.73	8.7%	\$4.82	0.0%	\$0.91
2010-2011	\$5.73	0.0%	\$4.82	0.0%	\$0.91
2011-2012	\$5.73	0.0%	\$4.82	0.0%	\$0.91
2012-2013	\$5.73	0.0%	\$4.82	0.0%	\$0.91
2013-2014	\$6.17	7.7%	\$5.26	9.1%	\$0.91
2014-2015	\$6.87	11.3%	\$5.74	9.1%	\$1.13
2015-2016	\$7.52	9.5%	\$6.26	9.1%	\$1.26
2016-2017	\$8.02	6.6%	\$6.76	8.0%	\$1.26
2017-2018	\$8.87	10.6%	\$7.30	8.0%	\$1.57
2018-2019	\$9.87	11.3%	\$7.88	7.9%	\$1.99
2019-2020	\$9.87	0.0%	\$7.88	0.0%	\$1.99
2020-2021	\$9.87	0.0%	\$7.88	0.0%	\$1.99
2021-2022	\$10.30	4.4%	\$8.27	4.9%	\$2.03
2022-2023	\$11.05	7.3%	\$9.02	9.1%	\$2.03
2023-2024	\$11.86	7.3%	\$9.83	9.0%	\$2.03

Notes:

Based on January and February water consumption

Minimum Charge is for 12 units (ccf). 2023/24 minimum charge is \$142.32

**Table 8: Sewer Revenues & Expenses
Westborough Water District
Water and Sewer Rate Study 2024**

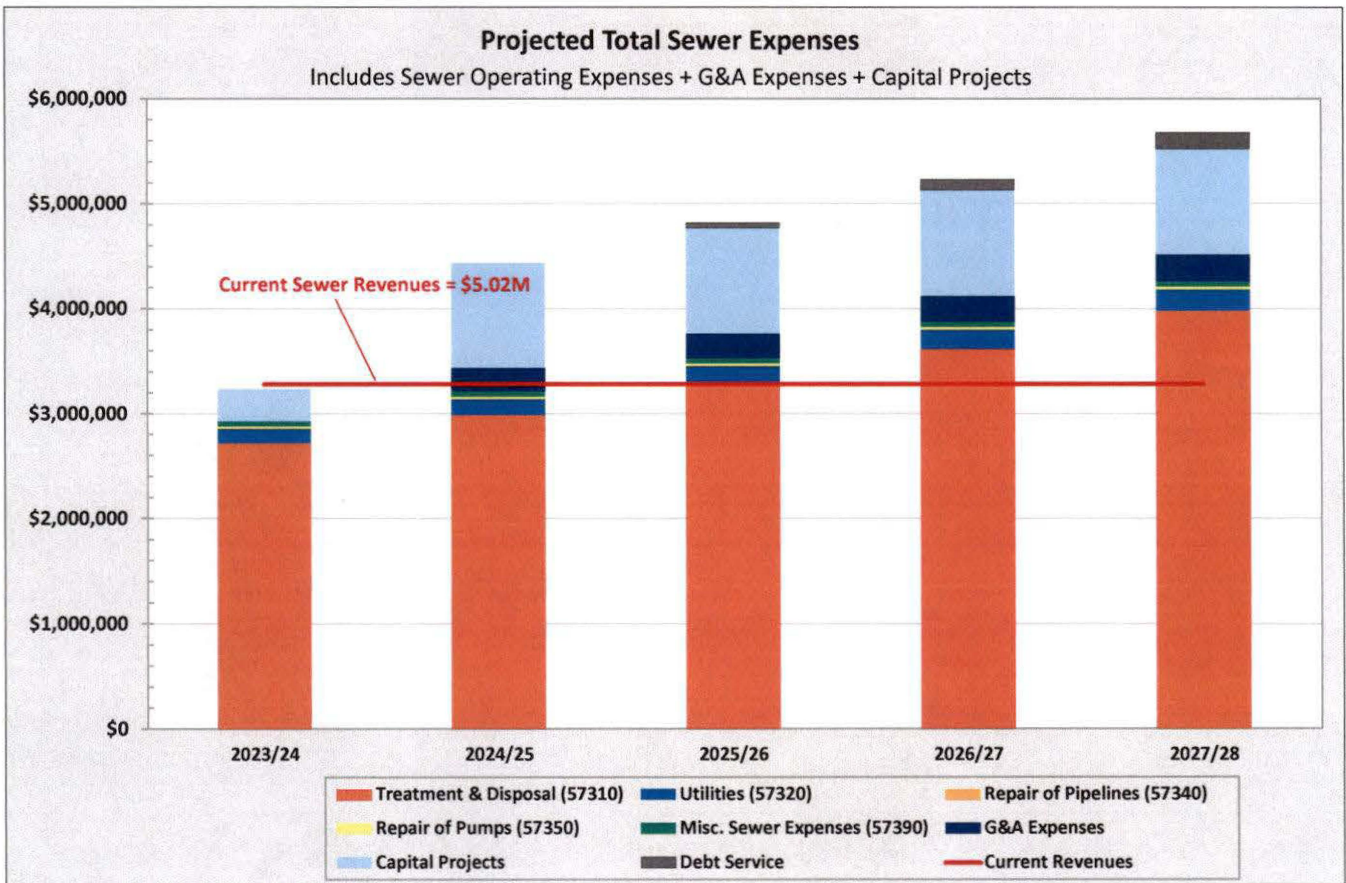
	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 TY Projected	2023-2024 Budget
SEWER REVENUES					
Sewer Service Fees (42351)	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
<i>Annual % Change</i>		-0.2%	4.3%	5.8%	0.2%
Non-Operating Revenues [1]					
Misc. Operations (42345)	\$0	\$0	\$0	\$0	\$0
Interest (49210)	\$0	\$0	\$0	\$0	\$0
Taxes & Assessments (49300)	\$0	\$0	\$0	\$0	\$0
Other Income (49700)	\$0	\$0	\$0	\$0	\$0
Rental Income (49910)	\$0	\$0	\$0	\$0	\$0
Cap Facilities Income (49800)	\$0	\$0	\$0	\$0	\$0
<u>Capital Facility Expense (56885)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Non-Operating Revenues	\$0	\$0	\$0	\$0	\$0
<i>Annual % Change</i>		-	-	-	-
Total Sewer Revenues	\$2,977,362	\$2,971,700	\$3,099,878	\$3,278,833	\$3,284,888
<i>Annual % Change</i>		-0.2%	4.3%	5.8%	0.2%
SEWER EXPENSES					
Operating Expenses					
Treatment & Disposal (57310)	\$2,306,435	\$2,372,264	\$2,442,977	\$2,466,087	\$2,715,565
Utilites (57320)	\$98,129	\$89,760	\$99,978	\$117,980	\$137,600
Repair of Pipelines (57340)	\$0	\$0	\$0	\$0	\$5,000
Repair of Pumps (57350)	\$14,427	\$12,147	\$52,740	\$21,751	\$20,000
<u>Misc. Sewer Expenses (57390)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$26,550</u>	<u>\$55,780</u>	<u>\$46,861</u>
Total Sewer Operating Expense	\$2,418,991	\$2,474,171	\$2,622,245	\$2,661,597	\$2,925,026
<i>Annual % Change</i>		2.3%	6.0%	1.5%	9.9%
Total G & A Operating Expenses [1]	\$0	\$4,149	\$7,715	\$500	\$0
<i>Annual % Change</i>		-	85.9%	-93.5%	-100.0%
Capital Projects [2]	\$101,405	\$2,278	\$16,180	\$200,000	\$313,000
<i>Annual % Change</i>		-97.8%	610.3%	1136.1%	56.5%
Total Sewer Operating Expenses	\$2,520,396	\$2,480,598	\$2,646,140	\$2,862,097	\$3,238,026
<i>Annual % Change</i>		-1.6%	6.7%	8.2%	13.1%
Net Operating Income (Loss)	\$456,966	\$491,102	\$453,738	\$416,736	\$46,862

1 - Annual Financial Report For the Fiscal Years Ended June 30, 2023 (draft), 2022 and 2021

Table 9: Projected Water Operating Expenses
Westborough Water District
Water and Sewer Rate Study 2024

	Budget 2023/24	Escalation Factor	PROJECTED				
			2024/25	2025/26	2026/27	2027/28	2028/29
Sewer Operating Expenses							
Treatment & Disposal (57310)	\$2,715,565	10.0%	\$2,987,000	\$3,286,000	\$3,615,000	\$3,977,000	\$4,375,000
Utilities (57320)	\$137,600	10.0%	\$151,000	\$166,000	\$183,000	\$201,000	\$221,000
Repair of Pipelines (57340)	\$5,000	3.0%	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Repair of Pumps (57350)	\$20,000	3.0%	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000
Misc. Sewer Expenses (57390)	\$46,861	3.0%	\$48,000	\$49,000	\$50,000	\$52,000	\$54,000
Total Sewer Operating Expense	\$2,925,026		\$3,212,000	\$3,528,000	\$3,876,000	\$4,259,000	\$4,680,000
<i>Annual % Change</i>			9.8%	9.8%	9.9%	9.9%	9.9%

Percent of Total						
Treatment & Disposal (57310)	92.8%	93.0%	93.1%	93.3%	93.4%	93.5%
Utilities (57320)	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%
Repair of Pipelines (57340)	0.2%	0.2%	0.1%	0.1%	0.1%	0.1%
Repair of Pumps (57350)	0.7%	0.7%	0.6%	0.6%	0.6%	0.5%
Misc. Sewer Expenses (57390)	1.6%	1.5%	1.4%	1.3%	1.2%	1.2%
Total Sewer Operating Expense	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



**Table 10: History of Sewer Flow
Westborough Water District
Water and Sewer Rate Study 2024**

Fiscal Year	Total Consumption	Sewer Flow [1] (Jan & Feb Usage)	% of Total Consumption
2018/19	365,505	50,112	13.7%
2019/20	363,719	50,811	14.0%
2020/21	370,550	50,226	13.6%
2021/22	338,638	48,278	14.3%
2022/23	320,721	47,001	14.7%

1 - January and February Consumption

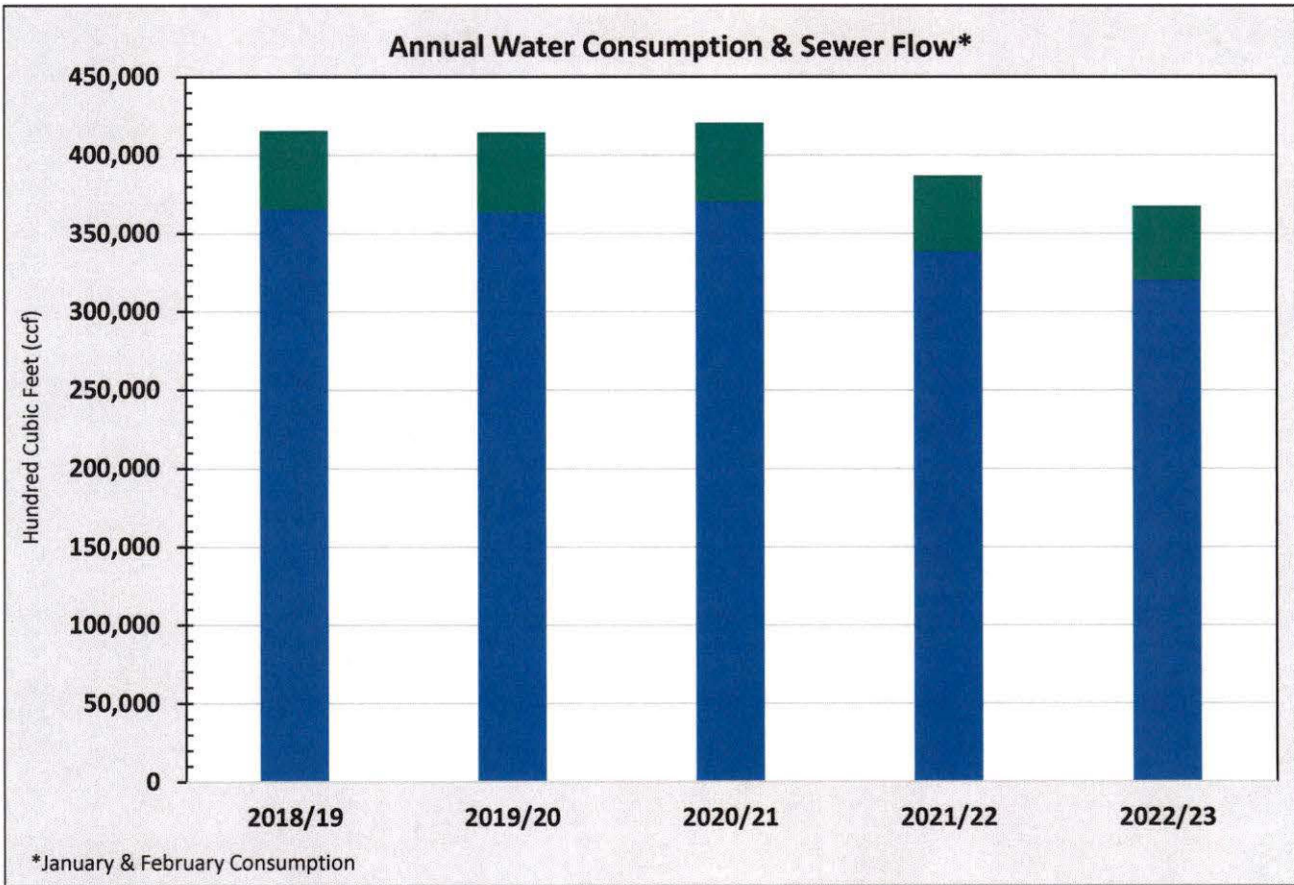


Table 11: Estimated Sewer Rate Revenues, FY 2023/24
Westborough Water District
Water and Sewer Rate Study

FY 2023/24 ESTIMATED SEWER CHARGE REVENUES				
Customer Class	Sewer Charge (\$/ccf)	Jan/Feb Consumption (ccf)	Sewer Charge Revenue (\$)	% of Total
Property Tax Roll	\$11.86	42,807	\$3,046,146	92.3%
Multi-Family Billed Bimonthly	\$11.86	<u>3,596</u>	<u>\$255,891</u>	<u>7.7%</u>
Total		46,403	\$3,302,037	100.0%

Budget Estimate	\$3,284,888
Difference	\$17,150
	0.52%

Table 12: Sewer Debt Scenarios
Westborough Water District
Water and Sewer Rate Study 2024

	Estimated Debt Service per \$1 Million	\$2.5M Water + \$1M Sewer 50% Debt Funding
Total Annual CIP		
Total Water Annual CIP		\$2,500,000
<u>Total Sewer Annual CIP</u>		<u>\$1,000,000</u>
Total Annual Combined CIP		\$3,500,000
Debt Funded Portion		50%
Water Annual CIP - Debt Funded		\$1,250,000
<u>Sewer Annual CIP - Debt Funded</u>		<u>\$500,000</u>
Total CIP - Debt Funded	\$1,000,000	\$1,750,000
Loan Terms (Estimated)		
Loan Amount	\$1,000,000	\$500,000
Term (years)	15	15
Interest Rate	7.0%	7.0%
Annual Loan Payment	\$110,000	\$55,000
Reserve Fund Requirement		
Equal to Annual Debt Service	\$110,000	\$55,000

Table 13: Sewer Cash Flow Projection -- Scenario 2: \$1.0M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Budget	Projected: Years 1 - 5					
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
1							
2	Revenue Adjustment		10.0%	10.0%	10.0%	10.0%	
3	Rate Increase Effective		July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027	
4						July 1, 2028	
5	BEGINNING FUND BALANCE	\$2,347,102	\$2,393,964	\$1,928,064	\$1,939,064	\$1,940,064	\$1,936,064
6							
7	REVENUES						
8	Operating Revenues [1]						
9	Sewer Service Fees (42351)	3,284,888	3,613,000	3,974,000	4,371,000	4,808,000	5,289,000
10	Misc. Operations (42345)	0	6,000	6,000	6,000	6,000	6,000
11	Interest (49210)	0	48,000	39,000	39,000	39,000	39,000
12	Taxes & Assessments (49300)	0	209,100	215,000	221,000	228,000	235,000
13	Other Income (49700)	0	0	0	0	0	0
14	Rental Income (49910)	0	0	0	0	0	0
15	Cap Facilities Income (49800)	0	0	0	0	0	0
16	Capital Facility Expense (56885)	0	0	0	0	0	0
17	Interfund Loan Repayment	0	100,000	100,000	100,000	100,000	100,000
18	Subtotal Operating Revenues	3,284,888	3,976,100	4,334,000	4,737,000	5,181,000	5,669,000
19							
20	Debt Proceeds	0	0	500,000	500,000	500,000	500,000
21							
22	Total Revenues	3,284,888	3,976,100	4,834,000	5,237,000	5,681,000	6,169,000
23							
24	EXPENSES						
25	Sewer Operating Expenses						
26	Treatment & Disposal (57310)	2,715,565	2,987,000	3,286,000	3,615,000	3,977,000	4,375,000
27	Utilities (57320)	137,600	151,000	166,000	183,000	201,000	221,000
28	Repair of Pipelines (57340)	5,000	5,000	5,000	5,000	5,000	5,000
29	Repair of Pumps (57350)	20,000	21,000	22,000	23,000	24,000	25,000
30	Misc. Sewer Expenses (57390)	46,861	48,000	49,000	50,000	52,000	54,000
31	Subtotal Sewer Operating Expenses	2,925,026	3,212,000	3,528,000	3,876,000	4,259,000	4,680,000
32							
33	General & Administrative (G&A) Expenses [2]						
34	Salaries & Benefits	0	130,000	138,000	146,000	155,000	165,000
35	Engineering Svs. (56830)	0	17,000	18,000	19,000	20,000	21,000
36	Billing (56850)	0	9,000	9,000	9,000	9,000	9,000
37	Insurance (56870)	0	24,000	25,000	26,000	27,000	28,000
38	Miscellaneous (56890)	0	14,000	14,000	14,000	14,000	14,000
39	Banking and Cr. Card Fees (56875)	0	0	0	0	0	0
40	Other Expenses	0	36,000	36,000	36,000	36,000	36,000
41	Subtotal G&A Operating Expenses	0	230,000	240,000	250,000	261,000	273,000
42							
43	Total Operating Expenses	2,925,026	3,442,000	3,768,000	4,126,000	4,520,000	4,953,000
44							
45	Net Operating Revenues	359,862	534,100	566,000	611,000	661,000	716,000
46							
47	Non-Operating Expenses						
48	Sewer Capital Projects	313,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
49	Debt Service	0	0	55,000	110,000	165,000	220,000
50	Subtotal Non-Operating Expenses	313,000	1,000,000	1,055,000	1,110,000	1,165,000	1,220,000
51							
52	Total Expenses	3,238,026	4,442,000	4,823,000	5,236,000	5,685,000	6,173,000
53							
54	NET REVENUES	46,862	(465,900)	11,000	1,000	(4,000)	(4,000)
55							
56	ENDING FUND BALANCE	2,393,964	1,928,064	1,939,064	1,940,064	1,936,064	1,932,064
57							
58							
59	RESERVE FUNDS						
60	Proposed Operating Reserve Target (25% of O&M)	731,256	860,500	942,000	1,031,500	1,130,000	1,238,250
61	Proposed Capital Reserve Target (50% of Depreciation)	200,000	200,000	200,000	200,000	200,000	200,000
62	Total Sewer Reserve Fund Target	931,256	1,060,500	1,142,000	1,231,500	1,330,000	1,438,250
63	Target Met	yes	yes	yes	yes	yes	yes
64							
65	DEBT SERVICE COVERAGE						
66	Debt Service Coverage Target - 1.25x [3]	-	-	10.29	5.55	4.01	3.25
67	Target Met?	-	-	yes	yes	yes	yes

1 - Interest is estimated at 2% of fund balance. All Other Revenues escalated by 3%. Beginning in 2024/25, Misc Operations and Taxes & Assessments are allocated 70% to water and 30% to sewer.

2 - Beginning in 2024/25, 30% of the General Manager's salary & expenses is allocated to the Sewer Fund. Unless designated 100% to water, most G&A expenses are split 70% to water and 30% to sewer.

3 - Net Operating Revenues / Debt Service

Table 14: Sewer Rate Derivation for Variable Charge Only -- Scenario 2: \$1.0M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	PROJECTED				
	2024/25	2025/26	2026/27	2027/28	2028/29
Total Revenue Requirement [1]	\$3,613,000	\$3,974,000	\$4,371,000	\$4,808,000	\$5,289,000
Projected Winter (Jan/Feb) Flow	47,000	47,000	47,000	47,000	47,000
Sewer Rate per ccf	\$12.81	\$14.09	\$15.50	\$17.05	\$18.76

1 - From Cash Flow - Table 15, Line 9

Table 15: Proposed Sewer Rates -- Scenario 2: \$1.0M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Current	PROPOSED				
		2024/25	2025/26	2026/27	2027/28	2028/29
Sewer Rate per ccf [1]	\$11.86	\$12.81	\$14.09	\$15.50	\$17.05	\$18.76
<i>Percent Change</i>		8.0%	10.0%	10.0%	10.0%	10.0%

1 - Based on January and February consumption.

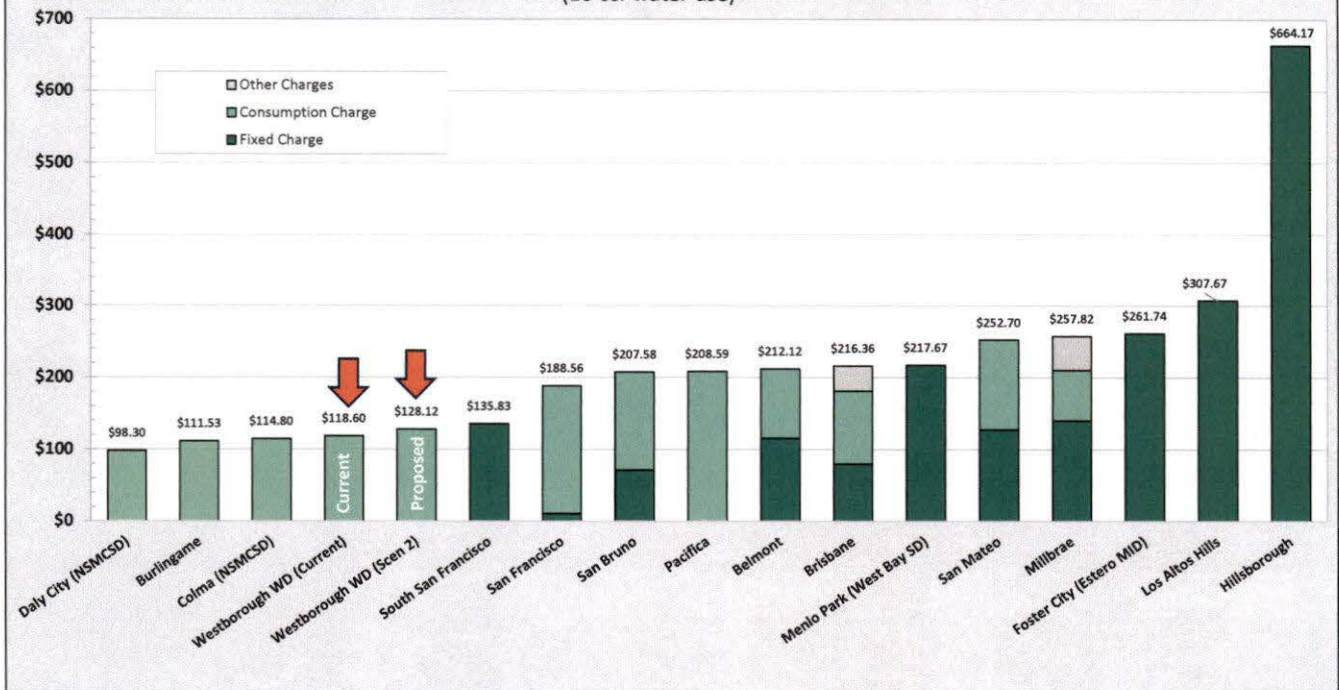
Table 16: Sample Sewer Bill Impacts – Scenario 2: \$1.0M in CIP Projects with Debt in Year 2
Westborough Water District
Water and Sewer Rate Study 2024

	Current	PROJECTED				
		2024/25	2025/26	2026/27	2027/28	2028/29
AVERAGE SINGLE FAMILY RESIDENTIAL CUSTOMER - 10 CCF BIMONTHLY						
Sewer Rate per ccf	\$11.86	\$12.81	\$14.09	\$15.50	\$17.05	\$18.76
Bimonthly Flow (ccf)	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Total Bimonthly Sewer Bill	\$118.60	\$128.12	\$140.92	\$155.00	\$170.50	\$187.55
\$ Change		\$9.52	\$12.80	\$14.08	\$15.50	\$17.06
% Change		8.0%	10.0%	10.0%	10.0%	10.0%
MINIMUM CHARGE - 2 CCF BIMONTHLY						
Sewer Rate per ccf	\$11.86	\$12.81	\$14.09	\$15.50	\$17.05	\$18.76
Annual Flow (ccf)	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
Minimum Annual Sewer Charge	\$142.32	\$153.74	\$169.11	\$186.00	\$204.60	\$225.06
Total Bimonthly Sewer Bill	\$23.72	\$25.62	\$28.18	\$31.00	\$34.10	\$37.51
\$ Change		\$11.42	\$15.36	\$16.89	\$18.60	\$20.47
% Change		8.0%	10.0%	10.0%	10.0%	10.0%

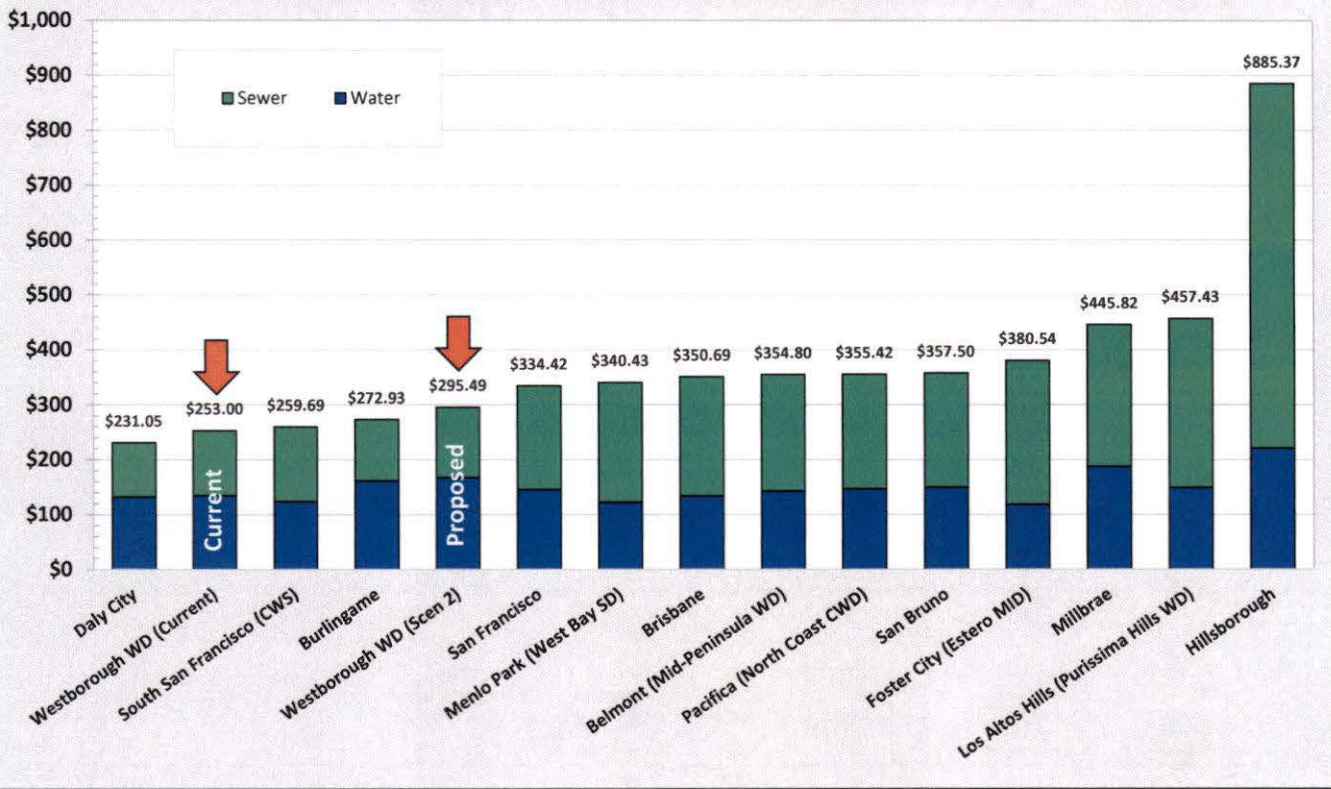
Table 17: FY2023/24 Sewer Bill Distribution with 2 ccf Minimum Charge
Westborough Water District
Water and Sewer Rate Study 2024

Jan + Feb Usage (ccf)	Annual Usage (ccf)	Number of Bills	Total Sewer Charges FY2023/24
2	12	412	\$58,636
3	18	238	\$50,808
4	24	242	\$68,883
5	30	271	\$96,422
6	36	272	\$116,133
7	42	302	\$150,432
8	48	279	\$158,829
9	54	270	\$172,919
10	60	237	\$168,649
11	66	197	\$154,204
12	72	173	\$147,728
13	78	145	\$134,137
14	84	104	\$103,609
15	90	90	\$96,066
16	96	82	\$93,362
17	102	67	\$81,051
18	108	57	\$73,010
19	114	49	\$66,250
20	120	46	\$65,467
21	126	44	\$65,752
22	132	35	\$54,793
23	138	20	\$32,734
24	144	19	\$32,449
25	150	15	\$26,685
26	156	14	\$25,902
27	162	6	\$11,528
28	168	12	\$23,910
29	174	14	\$28,891
30	180	8	\$17,078
31	186	11	\$24,266
32	192	5	\$11,386
33	198	2	\$4,697
34	204	5	\$12,097
35	210	4	\$9,962
36	216	1	\$2,562
38	228	2	\$5,408
39	234	5	\$13,876
40	240	3	\$8,539
41	246	2	\$5,835
42	252	2	\$5,977
44	264	1	\$3,131
45	270	4	\$12,809
48	288	1	\$3,416
49	294	1	\$3,487
53	318	2	\$7,543
54	324	1	\$3,843
55	330	1	\$3,914
56	336	2	\$7,970
57	342	1	\$4,056
59	354	1	\$4,198
68	408	1	\$4,839
70	420	1	\$4,981
74	444	2	\$10,532
78	468	1	\$5,550
79	474	1	\$5,622
94	564	1	\$6,689
125	750	1	\$8,895
141	846	1	\$10,034
192	1,152	1	\$13,663
314	1,884	1	\$22,344
448	2,688	1	\$31,880
502	3,012	1	\$35,722
503	3,018	1	\$35,793
616	3,696	1	\$43,835
990	5,940	1	\$70,448
1,260	7,560	1	\$89,662
1,551	9,306	1	\$110,369
Total		3,795	\$3,046,146

Single Family Residential - Bimonthly Sewer Bill Survey (Mar 2024)
(10 ccf water use)



**Single Family Residential - Bimonthly Combined Water and Sewer Bill Survey
(Mar 2024)**
(5/8" or 3/4" meter, 10 ccf water use)



Patricia Mairena

From: Patrick Sumner <psumner@dalycity.org>
Sent: Friday, April 5, 2024 2:02 PM
To: Patricia Mairena; Michael Patolo
Cc: Kevin McCarthy; Anthony Smith; Sione Kofeloa; Shane Cypert
Subject: RE: [EXTERNAL] Re: Westborough & Rowntree Lift Station PLC/HMI upgrade quotes

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Paty
Telstart- still has it as a non-prevailing wage project. Also, no mention of line drawing of the new wiring being installed. Telstart will be installing everything into the old cabinet where the micro-mac was previously.

Calcon- did quote it as a prevailing wage project (DIR), with included drawing of the new wiring control schematic being installed. Calcon is also going to be installing a brand-new control cabinet near the front door, with new conduit running over to the existing MCC. By doing this, it separates the new wiring from the old cabinet for easier trouble shooting in the future.

Thank you
Patrick Sumner

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Friday, April 5, 2024 1:28 PM
To: Patrick Sumner <psumner@dalycity.org>; Michael Patolo <mpatolo@dalycity.org>
Cc: Kevin McCarthy <kmccarthy@dalycity.org>; Anthony Smith <asmith@dalycity.org>; Sione Kofeloa <skofeloa@dalycity.org>; Shane Cypert <scypert@dalycity.org>
Subject: [EXTERNAL] Re: Westborough & Rowntree Lift Station PLC/HMI upgrade quotes
Importance: High

CAUTION: EXTERNAL SENDER. Verify before you respond, click links or open attachments. Questions? Contact ISD.

Hi Pat and Mike,

I will be placing the Rowntree LS quotes on the agenda for next Thursday's board meeting. Could you please review the attached and let me know if the quotes are similar, and if our Board will be comparing apples to apples?

Thanks,

Paty

From: Patrick Sumner <psumner@dalycity.org>
Sent: Wednesday, March 20, 2024 9:34 AM
To: Patricia Mairena <pmairena@westboroughwater.org>; Michael Patolo <mpatolo@dalycity.org>



Contractor License #422364
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

March 7, 2024

Westborough Water District
2263 Westborough Blvd.
South San Francisco, CA 94080
Sent via Email: pmairena@westboroughwater.org

Attn: Patricia Mairena
Subject: Installation PLC/OIT Panel/ Control Upgrade
Reference: SR#30-41779

Dear Patricia,

Telstar is pleased to offer the following proposal for the services described.

SCOPE OF SUPPLY / SERVICES:

1. At the Rowntree Sewage Pump Station, provide labor and materials for installing a new Allen Bradley CompactLogix PLC and Allen Bradley Panel View Plus 10.4" OIT. Programming, configuration, and start-up for the new PLC and OIT Panel.
2. Installation for the new PLC and OIT Panel to replace the existing Micromac Controller, PLC, and Pump controls, which has water damage from the sewage spill last month.
3. Install the new PLC in the existing PLC Panel and the new OIT Panel at the door for the PLC Panel. Install new wiring for pump call relays, fault relays, alarm relays, wiring to SCADA and the new Auto-Dialer.
4. Complete installation for the new PLC and OIT Panel View.
5. Transfer all the pump controls from the temporary Ultrasonic Level Controller over to the new Allen Bradley PLC operation.
6. Testing and confirming the PLC and OIT work OK and function properly.
7. Have Daly City personnel on-site at the pump station for training on the new pump control operation.

The Lump Sum cost for this project as outlined is.....	\$46,015.05.
A. Programming and Start-up for new PLC, OIT, and Associated hardware.....	\$12,378.60.
B. Materials and New Hardware.....	\$18,441.40.
a. Tax: X 9.88%.....	\$1,822.01.
b. Freight.....	\$163.04.
C. Installation Cast for New Equipment.....	\$13,210.00

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028



Contractor License #422364
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

This quotation is based on the Customer's representation that this is not a prevailing wage project.

CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS

- a. Material price is valid for seven (7) days from date referenced on this quote (Refer to COVID clause RE: MATERIAL PRICING AND DELIVERY under Terms and Conditions)
- b. This quotation is based on the inclusion of Telstar's standard Terms and Conditions as part of any purchase order, contract, or other agreement.
- c. Telstar's quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- d. Telstar assumes no responsibility for performance, applicability, compatibility, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- e. Telstar supplies only the equipment specified and noted above.
- f. Please reference the above stated quote number in all correspondence and purchase orders.

TERMS AND CONDITIONS

Base Terms: Quotation is valid for 30 days from the date of Telstar's quotation. Payment is due and payable 30 days from date of invoice. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. In the event of a dispute concerning payment, attorney's fees, court costs and costs of collection will be paid to the prevailing party. The cost for permits and bonding are excluded unless expressly referenced in Telstar's quotation. Our standard insurance applies unless agreed to in writing by Telstar. Telstar's standard one year parts only warranty applies to this quotation. All other warranties, express or implied, or referenced elsewhere in contract documents are excluded, including but not limited to implied warranties of merchantability or fitness for purpose. Unless expressly stated in Telstar's estimate, this quote is based on standard straight time hours and does not include any prevailing wage rates. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls are charged at a 4-hour minimum per person, excluding travel time. Unless expressly stated in the quotation, training, operation and maintenance manuals, and preparation of as built drawings are excluded from Telstar's scope of work.

Limitation of Liability: (a) In no event shall Telstar, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of Customer, its officers, directors, members employees or any third parties for any damages. Telstar's liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed twenty-five percent (25%) of the purchase price allocable to the Equipment, part or Services that is the subject of the claim. (b) All causes of action against Telstar Instruments arising out of or relating to this Agreement or the performance or breach hereof shall be deemed barred unless brought within one year from the date of discovery or other accrual. (c) In no event, regardless of cause, shall Telstar Instruments be liable for liquidated damages, offsets or penalties of any kind or to indemnify, defend or hold harmless Customer, its officers, directors, members, employees or any third party, arising from or related to the Equipment and/or Services provided by Telstar.



Contractor License #422364
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

Force Majeure: Telstar shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Customer, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

Cancellation: In the event of cancellation by Customer, Customer agrees to fully reimburse and compensate Telstar for all costs associated with this Quotation or subsequent order, including but not limited to engineering, labor, materials, quote and estimating time, and product return fees, plus a ten percent (10%) markup to compensate for disruption in scheduling, planned production, indirect costs and profit. Payment for cancellation shall be due within ten (10) days from the date of submission of charges by Telstar.

Entire Agreement: This Quotation constitutes the entire agreement between Telstar and Customer. There are no agreements, understandings, restrictions, warranties, or representations between Telstar and Customer other than those set forth herein or herein provided. This Quotation may only be amended, changed or revised by a written amendment signed by an authorized representative of Telstar. No oral or implied agreements shall be of any force or affect.

Precedence: In the event Telstar is issued an authorization for work, Purchase Order, Contract or similar Agreement with conflicting Terms and Conditions than those set forth herein, these Terms and Conditions will take precedence and will supersede any and all other conflicting Terms and Conditions.

Submittals: In the event Telstar receives a Notice to Proceed or a written statement to proceed with submittals, Telstar will be entitled to compensation based on percent of completion of submittal cost to Customer. Telstar will prepare only one set of submittals, and any resubmittals shall be subject to an additional charge for engineering time and other costs in preparing re-submittals.

Prevailing Wages: Telstar relies upon Customer's representations as to whether this Project requires payment of prevailing wages. Customer agrees to defend, indemnify and hold Telstar harmless from and against any and all claims, actions and demands, including but not limited to payment of legal fees, fines, back pay, and any penalties or interest, associated with Customer's inaccurate representation of whether prevailing wages are required to be paid.

TELSTAR'S COVID AND INDUSTRY CLAUSE RE: MATERIAL PRICING AND DELIVERY: Telstar is unable to hold prices on materials for more than 7 days. Prices for plastic, copper, steel, and other commodities fluctuate daily. Our vendors and manufacturers are experiencing unprecedented delays due to COVID-19 staffing, a shortage of containers, port congestion, and raw material shortages that have extended lead times significantly. Telstar reserves the right to amend the delivery date and the price of materials set forth in this quotation. Telstar considers any of the above related changes imposed by our vendors and manufacturers as outside its reasonable control and subject to Force Majeure provisions.



Contractor License #422364
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

Thank you for considering Telstar Instruments for your control system requirements. If you have any questions on this proposal or require further information, please email, or call me at the information listed below.

Sincerely,

Tyrone Brown
Project Manager
Telstar Instruments
tbrown@telstarinc.com



CALCON SYSTEMS INC.
 12919 Alcosta Blvd Ste 9
 San Ramon CA 94583
 www.calcon.com

Quotation
 Quote ID: d9523989
 Date 3/20/2024

To
 City of Daly City
 153 Lake Merced Blvd, Daly City, CA 94015, USA

ATTN
 Patrick Sumner
 psumner@dalycity.org

Ship To

Subject
Rowntree Lift Station Controls Upgrade

Description
 Per the customers request, Calcon Systems is pleased to present the following quotation to upgrade the existing controls system at the Rowntree Lift Station. This upgrade includes the following...

- Engineering, Design and Project Management
- New Control Panel with Touchscreen
 - Allen Bradley Micrologix with associated cards
 - 12" C-More Touchscreen
 - UPS with ATS
 - Redundant Power Supplies
 - Wall Mount Enclosure
 - All associated I/O, Terminal Blocks and Relays
 - Control Panel will be designed to accommodate (3) VFDs to the control scheme.
 - The control panel will be installed near the entry door. By doing the installation this way we can leave the existing controls in place during construction with minimal shutdown time.
- Panel Shop Labor
 - Drawings
 - Control Panel Build
- Onsite Installations
 - Electrical Conduits from MCC to Control Panel
 - Wiring and Terminations from MCC to Control Panel
- PLC & HMI Programming
- Startup and Testing

Quote Items

Item	Description	Price Ea	Quantity	Subtotal
1	Lump Sum • Shipping and Sales Tax Included	\$62,150.00	1	\$62,150.00
2	DIR Costs	\$6,215.00	1	\$6,215.00

Total: \$68,365.00

Terms
 Net-30 Days
 This quote is valid for 30 days unless otherwise noted above.

Quote ID: d9523989

Version: 1
Created: 3/20/2024 8:19:33 AM

For questions please contact:
bpowell@calcon.com
bpowell@calcon.com
[925-570-4323](tel:925-570-4323)

Submit PO to
CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
Phone (925) 277-0665
www.calcon.com
Lic. C-10 #508284

Patricia Mairena

From: Diane Estipona <destipona1@smcgov.org>
Sent: Wednesday, April 3, 2024 2:45 PM
Cc: Rob Bartoli
Subject: Special District Election 2024
Attachments: LAFCo Fact Sheet 2024_updated 03.27.24.pdf; SDSC Roster 2024.pdf; 2024 Authorize_electronic_ballot regular member.pdf; Nominations for Regular Member Special District Member 2024.pdf

Dear General Managers,

Attached please find the call for nominations for the regular special district member with a term ending May 2028. Please forward this to your board president at your earliest convenience and kindly confirm receipt of this e-mail. **Please return by 5:00 PM PST on Monday, May 6, 2024.**

If you have any questions, please contact Rob Bartoli at 650-363-4224 or rbartoli@smcgov.org.

Best,

Diane Estipona (she/her/hers)
Administrative Secretary III
(628) 258 – 3243
destipona1@smcgov.org

County of San Mateo
455 County Center, 2nd Floor
Redwood City, CA 94063
www.sanmateolaftco.org
www.sforoundtable.org

Independent Special Districts in San Mateo County as of 3/6/24
For Purposes of voting for Special District Members on LAFCo

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection District
East Palo Alto Sanitary District
Granada Community Services District
Highlands Recreation District
Ladera Recreation District
Menlo Park Fire Protection District
MidPeninsula County Water District
Montara Water and Sanitary District
North Coast County Water District
Peninsula Health Care District
San Mateo County Harbor District
San Mateo County Mosquito Abatement District
San Mateo County Resource Conservation District
Sequoia Health Care District
West Bay Sanitary District
Westborough County Water District
Woodside Fire Protection District

Note: Midpeninsula Regional Open Space District is not included because the majority of the District's territory is located in Santa Clara County.



LOCAL AGENCY FORMATION COMMISSION

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

Please forward to Board President

April 3, 2024

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee Mail Ballot to Elect
Regular Special District Members on San Mateo LAFCo Pursuant to Government
Code Section 56332

As you know, San Mateo LAFCo is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members. Terms are four years ending on the first Monday in May and members serve until reappointed or their successor is appointed. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to appoint independent special district members to LAFCo to fill vacancies or expiring terms.

The purpose of this letter is to open the nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district **Regular Member position expiring in May 2028**. This regular member position is currently held by Virginia Chang-Kiraly from Menlo Park Fire Protection District and the San Mateo County Harbor District and her current term ends in May 2024. The mail ballot process for the Alternate Member position held by Chris Mickelsen of the Coastsides County Water District will be conducted in a separate mail ballot process once the Regular Member is complete.

In this case, it has been determined that the nomination and election of both the regular and alternate special district members shall be held by mail in **two separate mail ballot processes**. For the nomination period, LAFCo will accept written nominations on your district's letterhead signed by your board president or board-appointed alternate for the regular member position. No board action is necessary unless your board president is not able to participate.

Nominations for the regular member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT • RAY MUELLER, VICE CHAIR, COUNTY • VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
• HARVEY RARBACK, CITY • TYGARJAS BIGSTYCK, CITY • WARREN SLOCUM, COUNTY • ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT • ANN SCHNEIDER, CITY • JAMES O'NEILL, PUBLIC • NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER • VACANT, MANAGEMENT ANALYST • TIM FOX, LEGAL COUNSEL •
DIANE ESTIPONA, CLERK

board member) and must be received by LAFCo by **5:00 p.m. May 6, 2024**. Nominations and voting for the alternate member will commence upon completion of the regular member selection process.

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice. Section 56332(c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the district. For both expediency and cost savings it is hoped that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

In summary, nominations are now open for the independent special district Regular Member position with term ending May 2028 and we need your district's authorization to transmit an election ballot via email.

Board presidents or board-appointed alternates are requested to complete the following two steps:

1. Submit written nominations for the regular LAFCo member on your district's letterhead with your signature or that of a board-appointed alternate.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

You must return your authorization form and all nominations to LAFCo no later than 5:00pm, Monday, May 6, 2024.

If you have questions concerning this process, please contact me directly.

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Authorization Form
San Mateo LAFCo Fact Sheet

Distribution: Presiding Officers of Independent Special Districts in San Mateo County



LOCAL AGENCY FORMATION COMMISSION

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

Rob Bartoli, Executive Officer
 rbartoli@smcgov.org
 www.sanmateolafco.org

Purpose of LAFCo

Created by the California legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County, and 21 of the 22 independent special districts; the majority of the Midpeninsula Regional Open Space District territory is located in Santa Clara County and the District is under the funding mandate for Santa Clara LAFCo.

The Commission has responsibility in the following areas affecting local government in the County:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts, and 33 active County-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

The Commission is made up of two members of the County Board of Supervisors, two members of city councils from cities in the County, two board members of independent special districts in the County, a public member, and four alternate members (County, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

Commissioner	Member Type	Term Expires
Kati Martin, Chair	Special District	May 2026
Ray Mueller, Vice Chair	County	May 2026
Harvey Rarback	City	May 2025
Ann Draper	Public	May 2026
Virginia Chang Kiraly	Special District	May 2024
Warren Slocum	County	May 2024
Tygarjas Bigstycyk	City	May 2026
Chris Mickelsen	Alternate Special District	May 2024
Ann Schneider	Alternate City	May 2027
James O'Neill	Alternate Public	May 2026
Noelia Corzo	Alternate County	May 2024

Commission Meetings

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.

**Authorization to Transmit Special District Selection Committee Ballot
by Electronic Mail
[Pursuant to Section 56332 (C) (2)]**

The _____ District hereby authorizes LAFCo
(name of district)

to send the Special District Selection Committee Ballot by electronic mail to:

(Name of board president or board authorized voting delegate **and e-mail address**)

for the purpose of voting for regular special district term ending May 2028.

Submitted by: _____
Printed Name of District President or District Manager/Chief

Signature: _____

Date: _____

Please return by May 6, 2024 by mail, fax or electronic mail to:

Rob Bartoli, Executive Officer
San Mateo LAFCo
455 County Center
Redwood City, CA 94063
650/363-1857 – phone
650/363-4849 – fax

Electronic mail: rbartoli@smcgov.org

March 26, 2024

Via email: ecorvinova@sfwater.org

San Francisco Public Utilities Commission - 4th Floor
Attn: Erin Corvinova,
SFPUC Financial Planning Director, Financial Services
525 Golden Gate Avenue
San Francisco, CA 94102

Re: Westborough Water District's Concerns with the SFPUC FY 2024-25 Wholesale Water Fixed Charge Study

Dear Ms. Corvinova,

The Westborough Water District (WWD) has great concerns about the SFPUC's plan to change the fixed rates within the Water Supply Agreement (WSA) without working collaboratively with its Wholesale Customers and BAWSCA. These proposed rate changes impact Wholesale Customers cost allocation amongst each other only, and do not in any way impact revenue collected by the SFPUC. Specifically, the new methodology deviates from the principle of Wholesale Customers paying their individual share of expenses on the basis of Proportional Annual Use.

- **The new recommended rate schedule shifts costs.** The WWD understands that there is an immediate need to address the meters that are not currently in place, but the proposal also changes the existing rates among the Wholesale Customers, by shifting costs from larger to smaller meters because of a newly introduced flat rate called Customer Charge. The WWD has one of those smaller meters that would be affected.
- **The complex methodology used by the SFPUC requires more time to review.** The proposed methodology for fixed monthly charges is complex requiring more than 60 days to complete a thorough review.
- **The other agencies surveyed in the Study do not have balancing account treatment.** Through the Balancing Account, the SFPUC always collects 100% of the calculated Wholesale Revenue Requirement from BAWSCA member agencies. Even if the fixed cost portion were zero, the SFPUC would still be assured a full cost recovery through annually adjusted volumetric rates.
- **The existing fixed monthly charges are already a variation from the principle of Proportional Annual Use.** This proposal further changes the basis on which SFPUC allocates costs to individual wholesale customers.
- **The Study signals future structural rate changes.** The Study also states that the SFPUC is considering proposing further structural changes to the wholesale water rate design, potentially establishing a precedent for future rate structure changes. The WWD has major concerns to any changes that are not negotiated via BAWSCA and the WSA.

Ms. Erin. Corvinova
March 26, 2024
Page 2 of 2

- **Request to slow the process down.** The WWD requests the SFPUC to postpone making any changes to the current fixed monthly charges, considering other priorities between Wholesale Customers and the SFPUC.
- **Request collaborative engagement between Wholesale Customers, BAWSCA, and the SFPUC.** Collaborative engagement will result in the development of fixed charges appropriate and satisfactory to Wholesale Customers fully consistent with the intent of the WSA.

Thank you for your time considering our concerns and requests regarding the SFPUC FY 2024-25 Wholesale Water Fixed Charge Study.

Sincerely,



Patricia Mairena
General Manager
Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083-2747
650-589-1435
pmairena@westboroughwater.org

pm/pm

cc: Alison Kastama, SFPUC, BAWSCA Liaison
Nicole Sandkulla, BAWSCA CEO/General Manager

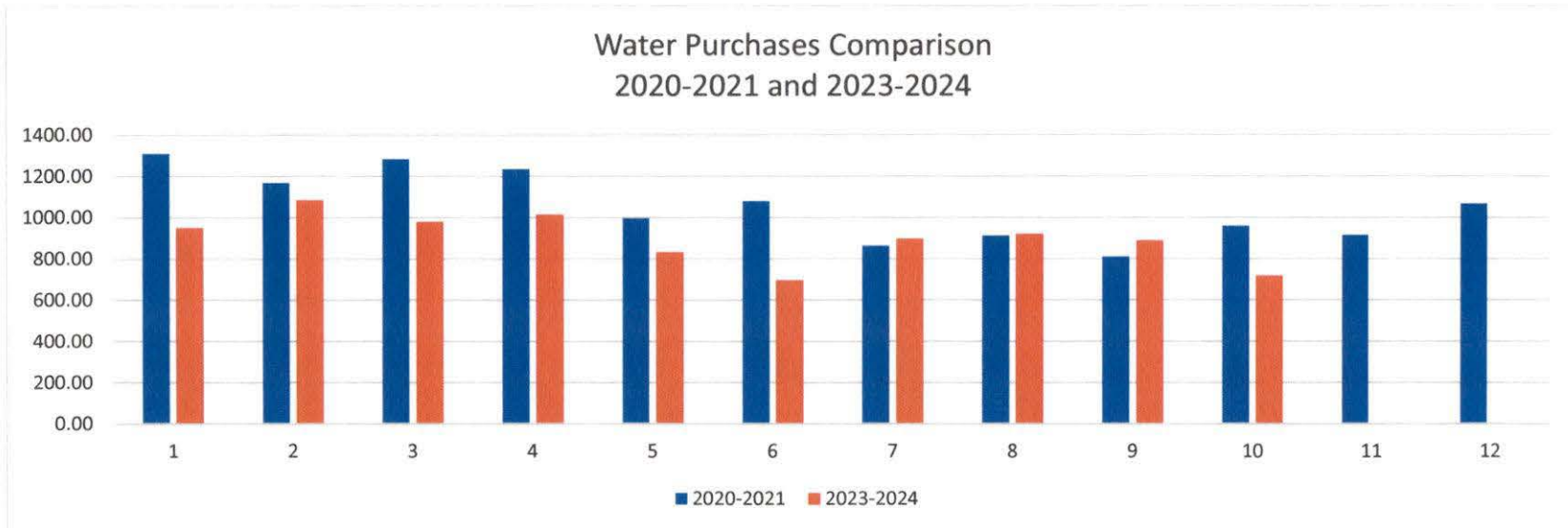
Water Purchases Comparison 2020-2021 to 2023-2024

FY 2020-2021				FY 2023-2024				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/05/20 to 07/07/20	43157	33	1307.79	06/06/23 to 07/06/23	29400	31	948.38	-359.41
07/08/20 to 08/06/20	34995	30	1166.50	07/07/23 to 08/03/23	30324	28	1083.01	-83.49
08/07/20 to 09/04/20	37162	29	1281.45	08/04/23 to 09/06/23	33215	34	976.91	-304.53
09/05/20 to 10/06/20	39480	32	1233.75	09/07/23 to 10/04/23	28327	28	1011.68	-222.07
10/05/20 to 11/02/20	26876	27	995.41	10/05/23 to 11/03/23	24905	30	830.18	-165.23
11/03/20 to 12/04/20	34525	32	1078.91	11/04/23 to 12/05/23	22254	32	695.43	-383.48
12/05/20 to 01/04/21	26748	31	862.84	12/06/23 to 01/04/24	26874	30	895.81	32.97
01/05/21 to 02/01/21	25531	28	911.82	01/05/24 to 02/05/24	29390	32	918.44	6.62
02/02/21 to 03/04/21	25095	31	809.52	02/05/24 to 03/05/24	25684	29	885.67	76.16
03/05/21 to 04/05/21	30684	32	958.88	03/06/24 to 04/04/24	21527	30	717.56	-241.31
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					

Total Purchases	382590	364	1051.07	Total Purchases	271901	304	894.41
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GPCPD YTD	49.61
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.B.1





2263 Westborough Blvd. | South San Francisco, CA 94080
Mail P.O. Box 2747 | South San Francisco, CA 94083-2747
Phone 650-589-1435 Fax 650-589-5167
Email WWD@WestboroughWater.org Web WestboroughWater.org

January 5, 2024

Mr. Greg Young
169 Valleyview Way
South San Francisco, CA 94080

Re: Appeal for Water Billing Adjustment, Account No. YOU0038 to Board of Directors

Dear Mr. Young,

As previously agreed, we placed your request for additional billing adjustments for your account no. YOU0038 on the board agenda, and at their December 14, 2023, board meeting, the Westborough Water District Board of Directors reviewed at length your request and determined that:

- The water was registered by your meter. The meter was later tested by District staff showing accurate registering. At your request, that meter ended up being replaced.
- You may test your old meter or have an independent company test it at your own cost. District staff can provide you with a referral.
- The Board agreed with the previously granted adjustments and decided not to deviate from the established policy by granting any additional adjustments, due to the District still having to pay for the water to the San Francisco Water Department (SFPUC*).
- The Board requested that at the very minimum, you pay your regular bill amounts and they offered you an extended payment plan for up to one year to pay the remaining balance of the two bills in question; a form is enclosed.

The following amounts will need to be paid in order to set up a payment plan:

09/15/23 bill = \$71.12 (*amount eligible for extended payment = \$510.58*)

11/15/23 bill = \$53.04 (*amount eligible for extended payment = \$250.08*)

Total amount due now = \$124.16

Total amount eligible for extended payment = \$760.66

If you need additional assistance, please contact me at (650) 589-1435.

Mr. Greg Young

January 5, 2024

Page 2 of 2

Sincerely,



Patricia Mairena
General Manager

PM/pm

Enclosure: Request for Amortization of Water

**It is important to understand that any water that registers on the customer's water meter also registers on the District's master water meter with its supplier, the San Francisco Public Utilities Commission (SFPUC) and must be paid for by the District. The SFPUC does not grant the District adjustments to its invoices related to customer leaks. Therefore, any adjustments that are granted to customer accounts have to be borne by the District and its customers.*

REQUEST FOR AMORTIZATION OF WATER

Name: GREG YOUNG Account No. 1000038
 Address: 169 VALLEYVIEW WAY Route/Service _____
50 SAN FRANCISCO CA 07000
 Phone No. 1 (650) 228-3053

I acknowledge that I am indebted to the **Westborough Water District (District)** in the amount of \$ 760.00 which amount is delinquent. I certify that I am financially unable to pay that amount within the normal period for payment. I agree to furnish the District information about my financial affairs to support this request. I request that I be permitted to pay the amount due over 12 months. If this request is granted, I agree:

1. To pay the amount due in 12 equal installments. *of \$63.39/per month due on the 15th of each mo.*
2. To pay current charges and future water and sewer charges when due.
3. If I fail to pay the amounts due under 1 or 2 above, I am entitled to no more than 48 hours' notice before water service is terminated, and I am not entitled to future investigation and/or amortization of my bill. *Starting 05/15/24*

[Signature]
 Signature of Customer
 Date: 04/04/2024

 Signature of Customer
 Date: _____

For Use by District Only

The above request is:

Granted
 Denied

By: [Signature] Date: 04/04/24
 Title: General Manager

Note: If termination of service would be life threatening, you may attach a written certification to that effect signed by a licensed physician and surgeon explaining the circumstances, in support of your request for amortization.

BAWSCA Meeting of 21 March 2024

I attended the BAWSCA meeting of 21 March 2024, which was held at the Burlingame Community Center. After the call to order, roll call, and comments by the Chair/BPC report, we went straight into the SFPUC report. The water supply update was given by Alison Kastama, SFPUC's liaison to BAWSCA. The supply remains good after last year's heavy rains and with this year's precipitation being about at the median. Total deliveries are well below the 5-year average because of all the rain we have had locally. Actually, most of the water this year has gone to MID/TID and in-stream flow requirements, which is fairly normal. The reservoir really doesn't fill until the snow melts and runs into the reservoir. After Alison gave her presentation Steve Ritchie gave his talk on the SFPUC water enterprise budget and 10-year CIP update. Over the 10 years they are looking at \$1.3 B in local water (primarily water mains plus a new yard in the city, paid for by SF residents, not BAWSCA), \$1.6 B for regional water (primarily treatment improvements at the Sunol Treatment Plant, some pipeline work, and upgrading the Millbrae Service Yard), and \$1.5 B for Hetch Hetchy (primarily replacement and repair of aging infrastructure like the penstocks at Moccasin Power Plant). As of now SFPUC is looking at a 6.5% wholesale rate increase although this is still being refined. Wholesale customers will be notified of final estimates on April 14 with Commission approval expected on May 14. Actually retail (SF City) rates are only going up 5%, which is artificially low as customers are being hit with some major sewer capital improvements. During the Q&A session Steve highlighted some of the Alternative Water Supply projects being funded in the CIP. This was particularly of interest to BAWSCA in light of the unfavorable judicial outcome in the Bay-Delta case (more on that later). We will need more supply should the 40% unimpaired flow regulation stand.

The Consent Calendar contained our only action item, a contract to produce a 2021-23 drought report. This will be similar to the 2014-17 report which was produced, highlighting which conservation efforts worked and which did not. These reports are (and will be) on the BAWSCA web site and are valuable not only potentially to local agencies but when people (like the State Board) are asking what you are doing during the drought. After Consent Calendar passed we had General Public Comments (3 speakers) and finally Reports and Discussions. Nicole Sandkulla briefed the proposed work plan and operating budget needed to fund it. Three funding options were evaluated, although I would expect an assessment increase of either 3% or 5% (to be decided in May when we approve the Work Plan and Budget). This will keep us from major increases in the future and leaves our reserves in the 20% to 35% of our annual budget, which is our goal. Negin Ashoori followed with a brief update on the Long-Term Reliable Water Supply Strategy update (Plan 2050) which is being scoped and will likely be seeking funding through a special assessment (like we did for Plan 2025) in July.

The last major item (other than Closed Session) was the CEO report. This was dominated by the State Water Board Cases decision. Last Friday (March 15) the judge ruled in favor of the State

Board in all 116 claims made by the 12 petitioners. The ruling, all 160+ pages of it, is still being reviewed by our attorney for potential further action. The important thing is that our issues are part of the record and could be reconsidered if there is an appeal. The main thing BAWSCA is looking for is a Voluntary Agreement and those discussions are continuing (State Board has agreed to evaluate). Nicole has put out a one-page statement on BAWSCA's position on the State Water Board Cases decision. We did have more discussion in closed session, although no reportable action or votes were taken.

Our next meeting will be May 16, 2024.