

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, December 11, 2025
7:30 p.m.
Westborough Water District Office
[2263 Westborough Boulevard, South San Francisco](#)

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. ELECTION OF OFFICERS FOR PRESIDENT AND VICE PRESIDENT:

4. 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 November 13, 2025.

B. Accountant's Report for Period Ending October 31, 2025.

C. Investment Report for Period Ending November 30, 2025.

D. Claims Register for November 30, 2025.

5. 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.

6. BUSINESS (OLD): None

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December 11, 2025

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7. BUSINESS (NEW):

- A. Review/Approve Proposals from Backflow Prevention Specialists, Inc. to Assist with the Review and Redevelopment of the Cross-Connection Control Program (CCCP) and Ordinance.
- B. Consideration of Holiday Bonus for District Employees.

8. WRITTEN COMMUNICATIONS:

- A. Letter Dated December 3, 2025, from ACWA/JPIA Regarding the "President's Special Recognition Award" for Achieving Low Loss Ratio of Claims.

9. ATTORNEY'S REPORT:

10. GENERAL MANAGER'S REPORT:

- A. Engineer's Report (Pakpour).
 - 1. Update on Skyline No. 3 Retrofit Project.
 - 2. Update on Appian-280 Easement Sanitary Sewer Improvements.
- B. Report on District's Water Conservation for November 2025.
- C. Report on Water Service Leak near 171 Valleyview Way.
- D. Update on Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court.

11. ITEMS FROM BOARD OF DIRECTORS:

- A. Report on BAWSCA Meeting of November 20, 2025 (Chambers).

12. CLOSED SESSION: None

13. 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

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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, November 13, 2025

The meeting was called to order at 7:30 p.m.

1. ROLL CALL:

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

Staff Present: Dayna Louie, Attorney
Carlos Arias, Field Supervisor
Wendy Bellinger, Office Supervisor
Brandon Laurie, Engineer
Patricia Mairena, General Manager

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

President Amuzie presented the Consent Calendar.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Review/Approve Proposal from EKI to Prepare the Urban Water Use Objective Report.

General Manager Mairena explained to the Board that the Urban Water Use Objective Report is due on January 1, 2026, and this filing requirement is part of the Making Conservation a California Way of Life Legislation. General Manager Mairena stated that the cost of the proposal was \$12,500, and each year, there will be new items added to be reported on.

Director Chambers asked a couple of questions:

1. Is the District supposed to identify the top 10% users?
2. If the District has to do it for each category of CII, there may not be enough users in each category.

General Manager Mairena stated that staff had identified the categories for all the accounts but still had to create new internal codes to separate their usage, and EKI was aware of that.

Director Chambers moved to Approve the Proposal from EKI to Prepare the Urban Water Use Objective Report, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board.

B. Approve Addendum to Contract with Hurley Diesel and Power, LLC to Perform Additional Services on Generators at the Westborough, Rowntree, and Avalon Lift Stations.

General Manager Mairena mentioned that after Hurley Diesel and Power, LLC, started the work at Rowntree Lift Station, they noticed corrosion, so they had to do additional work totaling \$2,120. In addition, Westborough and Avalon Lift Stations needed the batteries replaced at a cost of \$3,999.73 for both stations. General Manager Mairena stated that

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Attorney Conneran had prepared an addendum to the original agreement raising the contract price by an additional \$6,119.73. General Manager Mairena also mentioned that the work was needed as these generators were essential for operations, especially in bad weather.

Director Chambers moved to Approve the Addendum to the Contract with Hurley Diesel and Power, LLC to Perform Additional Services on Generators at Westborough, Rowntree, and Avalon Lift Stations in the Amount of \$23,025.87, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board.

C. North Coast County Water District Invitation: November 20, 2025, at 2:00pm to the Official Ribbon-Cutting Ceremony and Grand Opening of the New District Headquarters.

General Manager Mairena mentioned she had reviewed this invitation with Attorney Conneran and determined that the Brown Act does not restrict the number of board members who may attend because the ceremony was a social event that did not concern District business.

Attorney Louie reminded the board members that the Brown Act restricts a majority of the board members from discussing District business amongst themselves at social events.

General Manager Mairena stated that since attendance at this event would be approved by the Board, then it should be compensated, and she would need to know who would be attending so that she could RSVP. Directors Bautista, Chambers, and Amuzie expressed their interest in attending. General Manager Mairena commented that she would not be able to attend due to a prior commitment.

Director Medina moved to approve Directors Bautista, Chambers, and President Amuzie to attend North Coast County Water District Invitation: November 20, 2025, at 2:00pm to the Official Ribbon-Cutting Ceremony and Grand Opening of the New District Headquarters, seconded by Director Richards.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

A. Letter Dated November 6, 2025, from the Special Districts Leadership Foundation, Regarding the District Transparency Certificate of Excellence Approval.

General Manager Mairena reported on the process for applying for the renewal of the District Transparency Certificate of Excellence from the Special Districts Leadership Foundation (SDLF). General Manager Mairena explained that before submitting the application packet to the SDLF, it needed to be reviewed by two sources, so she asked Rob Bartoli, Executive Officer, San Mateo LAFCo, and Mary Pream, CEO, South San Francisco Chamber of Commerce, and they both had reviewed and approved the application and issued the certificate which was good for three years.

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 2.

Engineer Laurie reported to the Board that the contractor had finished installing the micropiles which are deep foundation piers which will stabilize the tank during a seismic event and mentioned that performance tests had been conducted on all 27 of them, with all passing per specifications. Afterwards, the contractor proceeded to install the rebar, which is the inner structure of the foundation and connected to the existing foundation and installed the rebar cage around the tank.

Engineer Laurie mentioned that the contractor had started interior sandblasting of the roof structure of the tank to get rid of the rust and coating on the rafters and beams so that an inspection of the materials could be conducted and repairs made for any excessive corrosion. Afterwards, the contractor will begin to install structural steel on the roof to bring the tank up to seismic resiliency. Engineer Laurie stated that during the month of November, the contractor will continue with pouring the new foundation and doing the actual structure tank repairs.

Engineer Laurie also mentioned that we did have a couple of pending change orders and both of them had been brought up to the Board last month. The first one was the overflow modification, which was essentially putting a tank drain directly onto the overflow, so the tank could be drained directly to the catch basin underneath the overflow. The second one was the

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existing foundation and concrete chipping which needed to be done for the installation of the rebar cage, as the old foundation was poured directly against the soil instead of a smooth plywood form, and a couple of workers needed to manually chip it away.

Engineer Laurie informed the Board that as of the end of October, the project was 40% completed. Engineer Laurie asked to display the photos in the board packet, provided explanations, and answered questions from the Board. Engineer Laurie invited board members to visit the site, as Director Chambers had done and asked for anyone who was interested to contact General Manager Mairena to coordinate it.

2. Update on Appian-280 Easement Sanitary Sewer Improvements.

Engineer Laurie provided an update on this project and told the Board that the surveyor had completed the report, and they had reviewed it and passed along any comments on anything that needed to be adjusted. Engineer Laurie stated that they were currently working on putting together a 65% design.

B. Report on District's Water Conservation for October 2025.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for October 2025 had gone down in comparison to the base period SFPUC is using for comparison as the District customers continued to conserve and mentioned that although the GPCPD (gallons per capita per day) was higher than last year's average, hopefully, now that we were entering the winter months, this figure would go down.

Director Chambers stated that SFPUC was not using that period for comparison, but rather, it was the last year before the drought with average usage.

C. Update on Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court.

General Manager Mairena provided an update on this incident and mentioned that she had requested the police report from SSFPD. General Manager Mairena reviewed her written report with the Board and mentioned that after Carlos met with the Deputy Fire Chief Flannery, it was determined that the fire hydrant needed to be replaced, which field staff had already done. General Manager Mairena mentioned that as of today, the driver of the vehicle had not been located and the District may not be able to recover the cost of the fire hydrant which would cost close to \$4,000 to buy a new one today, but since the District had it on inventory,

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the cost was stated at about \$1,000. General Manager Mairena stated that she will contact the SSFPD to add the cost of the damage to the fire hydrant to the report.

President Amuzie asked if we should file a claim with our insurance. General Manager Mairena replied that the cost of the damage was not that large, and the District's deductible was high. President Amuzie asked Attorney Louie for her thoughts. Attorney Louie replied that she was in agreement with the General Manager, and if the driver was not located, it would be hard to go after him.

General Manager Mairena commented that it would be good to at least try to contact the officer and ask if the investigation was still ongoing, so that the report could be updated.

10. ITEMS FROM BOARD OF DIRECTORS: None

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, President Amuzie adjourned the meeting.

Time 8:10 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
October 31, 2025



Chavan & Associates, LLP
Certified Public Accountants
16450 Monterey Road, Ste. 5
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 four months ended October 31, 2025, 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. 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 four months ended October 31, 2025, 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 four months ended October 31, 2025, 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

December 5, 2025
Morgan Hill, California

Westborough Water District
Statement of Net Position
October 31, 2025

ASSETS

Current Assets:

Cash (Including \$5,523,850 in Time Deposits)	\$ 6,122,456
Receivables	
Water	970,723
Sewer	1,204,068
Other	266,784
Prepaid Expenses and Other	87,042
Inventory	233,686
Total Current Assets	<u>8,884,759</u>

Non-Current Assets:

Lease Receivable	193,766
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	1,405,653
Water Facility	8,231,334
Building	1,503,835
Joint-Use Facilities	94,907
Meters	1,040,478
Office Furniture and Equipment	161,560
Maintenance Facility	478,623
Sewer Facility	3,611,307
Total Utility Plant in Service (Capital Assets)	<u>16,710,330</u>
Less Accumulated Depreciation	<u>(7,685,226)</u>
Utility Plant in Service-Net Accumulated Depreciation	<u>9,025,104</u>
Total Non-Current Assets	<u>9,218,870</u>
Total Assets	<u>\$ 18,103,629</u>

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$ 640,031
Deferred OPEB Outflows	173,441
Total Deferred Outflows	<u>\$ 813,472</u>

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
October 31, 2025

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 1,274,285
Customers' Deposits	417,190
Unearned Revenue	20,263
Total Current Liabilities	<u>1,711,738</u>

Long-term Liabilities:

Accrued Vacation	124,575
Net Pension Liability	1,254,767
Net OPEB Obligation	267,500
Total Long-term Liabilities	<u>1,646,842</u>

Total Liabilities	<u>\$ 3,358,580</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 156,196
Deferred Pension Inflows	148,489
Deferred OPEB Inflows	138,665

Total Deferred Inflows	<u>\$ 443,350</u>
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NET POSITION

Net Investment in Capital Assets	\$ 9,025,104
Restricted for Capital Facilities	347,103

Unrestricted:

Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	320,728
Unappropriated	<u>3,227,863</u>

Total Net Position	<u>\$ 15,115,171</u>
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(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Four Months Ended October 31, 2025

Operating Revenue:

Water Sales (Note 3)	\$ 1,967,267
Sewer Svc. and Transfer Charges	1,254,698
Misc. Operations	<u>7,663</u>
Total Operating Revenue	<u>3,229,628</u>

Operating Expense:

Water Expenditures	1,073,613
Sanitary Sewer Expenditures	1,102,379
Admin. and General Expenditures	467,951
Depreciation	<u>114,772</u>
Total Operating Expenses	<u>2,758,715</u>

Operating Income (Loss)	470,913
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Non-operating Income (Expense):

Property Taxes	266,214
Investment Interest	99,125
Other	<u>11,087</u>
Total Non-operating Income (Expense)	<u>376,426</u>

Change in Net Position	847,339
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Net Position - Beginning	<u>14,267,832</u>
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Net Position - Ending	<u><u>\$ 15,115,171</u></u>
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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
October 31, 2025

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

NOTE 2 - Accounts payable at October 31, 2025, includes \$997,971 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 \$(532) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the four months ended October 31, 2025, were as follows:

Beginning Balance	\$	15,663,558
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		1,046,772
Ending Balance	\$	<u>16,710,330</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Four Months Ended October 31, 2025

	October	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 478,933	\$ 1,967,267	\$ 5,449,170	36.10%	2.77%	\$ 150,877
Water Misc. Operations	2,625	7,663	20,000	38.32%	4.98%	996
Total Water Operating Revenue	481,558	1,974,930	5,469,170	36.11%	2.78%	151,873
Sewer Svc. and Transfer Charges	314,192	1,254,698	3,765,946	33.32%	-0.02%	(617)
Total Sewer Operating Revenue	314,192	1,254,698	3,765,946	33.32%	-0.02%	(617)
Total Operating Revenue	795,750	3,229,628	9,235,116	34.97%	1.64%	151,256
Operating Expense:						
Water Expenditures	269,773	1,073,613	3,252,093	33.01%	0.32%	10,418
Admin. and General Expenditures	78,969	371,515	1,134,854	32.74%	0.60%	6,770
Depreciation	23,005	91,690	295,165	31.06%	2.27%	6,698
Total Water Operating Expenses	371,747	1,536,818	4,682,112	32.82%	0.51%	23,886
Sanitary Sewer Expenditures	261,527	1,102,379	3,253,405	33.88%	-0.55%	(17,911)
Admin. and General Expenditures	16,744	96,436	354,954	27.17%	6.16%	21,882
Depreciation	5,859	23,082	70,575	32.71%	0.63%	443
Total Sewer Operating Expenses	284,130	1,221,897	3,678,934	33.21%	0.12%	4,414
Total Operating Expenses	655,877	2,758,715	8,361,046	32.99%	0.34%	28,300
Operating Income (Loss)	139,873	470,913	874,070	53.88%	20.54%	179,556
Non-operating Income (Expense):						
Water Property Taxes & Assessments	43,488	186,350	517,611	36.00%	2.67%	13,813
Water Investment Interest	10,068	40,795	49,648	82.17%	48.84%	24,246
Other Non-operating Water Income (Expense)	2,772	11,087	34,080	32.53%	-0.80%	(273)
Total Water Non-Operating Income (Expenses)	56,328	238,232	601,339	39.62%	6.28%	37,786
Sewer Property Taxes & Assessments	18,638	79,864	221,833	36.00%	2.67%	5,920
Sewer Investment Interest	14,403	58,330	74,471	78.33%	44.99%	33,506
Total Sewer Non-Operating Income (Expenses)	33,041	138,194	296,304	46.64%	13.31%	39,426
Total Non-operating Income (Expense)	89,369	376,426	897,643	41.93%	8.60%	77,212
Net Income (Loss)	\$ 229,242	\$ 847,339	\$ 1,771,713	47.83%	14.49%	\$ 256,768

Westborough Water District
Water Fund Schedule of Income and Expense - Budget to Actual
For the Four Months Ended October 31, 2025

	October	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Operating Revenue:						
Water Sales (Note 3)	\$ 478,933	\$ 1,967,267	\$ 5,449,170	36.10%	2.77%	\$ 150,877
Misc. Operations	2,625	7,663	20,000	38.32%	4.98%	996
Total Operating Revenue	481,558	1,974,930	5,469,170	36.11%	2.78%	151,873
Water Operating Expense:						
Salaries	33,747	124,380	435,382	28.57%	4.77%	20,747
Salaries Overtime	389	2,111	11,000	19.19%	14.15%	1,556
Benefits	7,304	63,705	158,416	40.21%	-6.88%	(10,900)
OPEB Prefunding	-	-	3,140	0.00%	33.34%	1,047
Payroll Taxes	2,626	9,841	41,069	23.96%	9.37%	3,849
Technical Communications	916	3,995	12,325	32.41%	0.92%	113
Utilities	16,322	68,163	200,088	34.07%	-0.73%	(1,467)
Supplies and Small Tools	356	3,751	15,450	24.28%	9.06%	1,399
Maintenance of Sytem	11,680	22,912	66,715	34.34%	-1.01%	(674)
Special Services	10,235	28,474	181,823	15.66%	17.67%	32,134
Vehicle Expense	754	4,038	35,865	11.26%	22.07%	7,917
Water Purchases	185,444	742,243	2,090,820	35.50%	-2.17%	(45,303)
Admin. and General Expenditures						
Salaries	40,633	163,084	501,193	32.54%	0.79%	3,980
Salaries-Temporary	-	-	2,120	0.00%	33.35%	707
Salaries-Overtime	-	-	2,120	0.00%	33.35%	707
Employee Benefits	13,586	115,773	206,489	56.07%	-22.73%	(46,943)
Payroll Taxes	1,943	9,047	46,149	19.60%	13.73%	6,336
OPEB	-	-	4,752	0.00%	33.33%	1,584
Office Supplies and Postage	539	2,850	9,910	28.76%	4.57%	453
Memberships	7,802	7,802	53,128	14.69%	18.65%	9,907
Utilities	32	100	1,492	6.70%	26.61%	397
Telephone	292	1,169	3,808	30.70%	2.63%	100
Water Conservation	105	490	5,600	8.75%	24.59%	1,377
Building & Grounds Maintenance	1,334	3,738	12,649	29.55%	3.78%	478
Parking Rentals	315	1,260	3,969	31.75%	1.59%	63
Directors Fees	250	1,500	7,900	18.99%	14.34%	1,133
Engineering Services	833	1,925	50,619	3.80%	29.53%	14,948
Accounting	-	8,463	33,395	25.34%	7.99%	2,669
Legal	1,157	6,828	16,400	41.63%	-8.30%	(1,361)
Billing	24	6,444	43,285	14.89%	18.45%	7,984
Communications	329	8,670	23,184	37.40%	-4.06%	(942)
Insurance	5,303	18,505	56,954	32.49%	0.84%	480
Bad Debts (Note 1)	20	20	1,000	2.00%	31.30%	313
Travel	-	1,463	15,815	9.25%	24.08%	3,809
Miscellaneous	1,749	4,691	10,118	46.36%	-13.03%	(1,318)
Banking and Cr. Card Fees	2,723	7,693	22,805	33.73%	-0.40%	(91)
Total Admin. and General Expenditures	78,969	371,515	1,134,854	32.74%	0.60%	6,770
Depreciation Expense	23,005	91,690	295,165	31.06%	2.27%	6,698
Total Water Operating Expense	371,747	1,536,818	4,682,112	32.82%	0.51%	23,887
Water Operating Income (Loss)	109,811	438,112	787,058	55.66%	22.33%	175,760
Water Non-operating Income (Expense):						
Property Taxes	43,488	186,350	517,611	36.00%	2.67%	13,813
Investment Interest	10,068	40,795	49,648	82.17%	48.84%	24,246
Other Non-Operating Water Income (Expense)	2,772	11,087	34,080	32.53%	-0.80%	(273)
Total Non-operating Income (Expense)	56,328	238,232	601,339	39.62%	6.28%	37,786
Net Income (Loss)	\$ 166,139	\$ 676,344	\$ 1,388,397	48.71%	15.38%	\$ 213,546

Westborough Water District
Sewer Fund Schedule of Income and Expense - Budget to Actual
For the Four Months Ended October 31, 2025

	October	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Sanitary Sewer Operating Revenue:						
Sewer Svc. and Transfer Charges	\$ 314,192	\$ 1,254,698	\$ 3,765,946	33.32%	-0.02%	\$ (617)
Total Operating Revenue	314,192	1,254,698	3,765,946	33.32%	-0.02%	(617)
Sanitary Sewer Operating Expense:						
Treatment & Disposal	249,493	997,971	2,993,912	33.33%	0.00%	-
Utilities	12,034	52,433	162,547	32.26%	1.08%	1,749
Repair of Pipelines	-	-	5,000	0.00%	33.34%	1,667
Repair of Pumps	-	-	21,000	0.00%	33.33%	7,000
Miscellaneous Sewer Expenses	-	51,975	70,946	73.26%	-39.93%	(28,327)
Admin. and General Expenditure						
Salaries	6,497	25,433	104,138	24.42%	8.91%	9,280
Employee Benefits	755	17,008	45,530	37.36%	-4.02%	(1,831)
Payroll Taxes	123	1,084	10,120	10.71%	22.62%	2,289
OPEB Prefunding	-	-	489	0.00%	33.33%	163
Office Supplies and Postage	231	1,221	4,247	28.75%	4.59%	195
Memberships	-	-	492	0.00%	33.33%	164
Telephone	125	501	1,632	30.70%	2.63%	43
Water Conservation	45	210	2,400	8.75%	24.58%	590
Building & Grounds Maintenance	38	401	2,489	16.11%	17.24%	429
Parking Rentals	135	540	1,701	31.75%	1.59%	27
Directors Fees	250	1,500	4,400	34.09%	-0.75%	(33)
Engineering Services	832	1,822	19,250	9.46%	23.87%	4,595
Accounting	-	8,463	33,395	25.34%	7.99%	2,669
Legal	1,624	6,754	16,400	41.18%	-7.85%	(1,287)
Billing	5	4,274	18,551	23.04%	10.30%	1,910
Communications	329	4,851	24,853	19.52%	13.81%	3,433
Insurance	5,303	18,505	56,954	32.49%	0.84%	480
Bad Debts (Note 1)	20	20	1,000	2.00%	31.30%	313
Miscellaneous	125	2,984	4,379	68.14%	-34.87%	(1,527)
Banking and Cr. Card Fees	307	865	2,534	34.14%	-0.79%	(20)
Total Admin. and General Expenditures	16,744	96,436	354,954	27.17%	6.16%	21,882
Depreciation Expense	5,859	23,082	70,575	32.71%	0.63%	443
Total Sanitary Sewer Operating Expense	284,130	1,221,897	3,678,934	33.21%	0.12%	4,413
Sanitary Sewer Operating Income (Loss)	30,062	32,801	87,012	37.70%	4.36%	3,796
Sanitary Sewer Non-operating Income (Expense):						
Property Taxes	18,638	79,864	221,833	36.00%	2.67%	5,920
Investment Interest	14,403	58,330	74,471	78.33%	44.99%	33,506
Total Non-operating Income (Expense)	33,041	138,194	296,304	46.64%	13.31%	39,426
Net Income (Loss)	\$ 63,103	\$ 170,995	\$ 383,316	44.61%	11.28%	\$ 43,222

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: NOVEMBER 2025


LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$5,381,452.15
11/18/2025	\$ (600,000.00)	Transfer funds to TCB (To cover vendor checks, including Skyline Tank #3 Retrofit)	\$4,781,452.15
		Ending Balance	\$4,781,452.15

Total Investments Last Report Period = \$5,381,452.15
Total Investments at End of Report Period = \$4,781,452.15

Effective Interest Rate: 4.150%
(as of 10/25)

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

December 05, 2025

[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

November 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/18/2025	11/17/2025	RW	1786940	1747566	PATRICIA MAIRENA	-600,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,381,452.15
Total Withdrawal:	-600,000.00	Ending Balance:	4,781,452.15

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: NOVEMBER 30, 2025

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$143,018.59
11/30/25	\$ (145.86)	Change in Account Value	\$142,872.73
		Ending Balance	\$142,872.73

Total Investments Last Report Period = \$143,018.59
Total Investments at End of Report Period = \$142,872.73

Effective Interest Rate: 3.700%
(to maturity - 10/08/26)

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.



MULTI-BANK SECURITIES, INC.*

1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045

Member of FINRA & SIPC; MSRB Registered.

Brokerage

Account Statement

Scan for
Online Access



November 1, 2025 - November 30, 2025
Account Number: RMB-023565

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$143,018.59
Net Change in Portfolio¹	-145.86
ENDING ACCOUNT VALUE	\$142,872.73
Estimated Annual Income	\$5,291.00

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	143,018.59	142,872.73
100%	Account Total	\$143,018.59	\$142,872.73

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

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	5,291.00	0.00
Total Income	\$0.00	\$0.00	\$5,291.00	\$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						
VALLEY NATL BK PASSAIC N J CTF DEP 3.700% 10/08/26 B/E DTD 10/08/24 ACT/365 1ST CPN DTE 04/08/25 Security Identifier: 919853PF2	143,000.0000	99.9110	142,872.73	768.28	5,291.00	3.70%
Total Certificates of Deposit	143,000.0000		\$142,872.73	\$768.28	\$5,291.00	
TOTAL FIXED INCOME	143,000.0000		\$142,872.73	\$768.28	\$5,291.00	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$142,872.73	\$768.28	\$5,291.00

November 1, 2025 - November 30, 2025
WESTBOROUGH WATER DISTRICT**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.bny.com/pershing/us/en/disclosures.html 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

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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	\$0.00	\$0.00	\$0.00	\$5,291.00	\$0.00	\$5,291.00
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-5,291.00	-5,291.00

November 1, 2025 - November 30, 2025
WESTBOROUGH WATER DISTRICT

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	\$0.00	\$0.00	\$0.00	-\$5,291.00	-\$5,291.00
Totals	\$0.00	\$0.00	\$0.00	\$5,291.00	-\$5,291.00	\$0.00

Messages

Please note, the following information for BNY Pershing's Consolidated 1099 Tax Statement (B, DIV, INT, MISC, and OID): Your Form 1099 will become available during the first months of the year, starting January 28 through March 11. If you have not received your Form 1099 by February 11, you will receive a special Pending 1099 notice. The Pending 1099 Notice will be sent if we have not received and processed final information from issuers and trustees of securities that you hold by the February 11, Form 1099 delivery. You will also be sent the notice if your information is still being reviewed and finalized. The notice will inform you of the securities that are pending final reporting and provides the anticipated delivery date of your Form 1099. Please note your Form 1099 will be available no later than March 11.

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. Federal Deposit Insurance Corporation (FDIC) eligible bank deposit sweep products automatically deposit any available cash into FDIC member banks where those balances are eligible for pass through FDIC insurance coverage on swept balances. Balances in FDIC member banks in bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

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.

Important Information and Disclosures (continued)

The Role of Pershing (continued)

- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. An explanatory brochure is available upon request at www.sipc.org. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.bny.com/pershing/us/en/about/strength-and-stability.html
- 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 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**.

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CLAIMS REGISTER: NOVEMBER 2025

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 157,834.01

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-12/25)	13,653.19
AT&T (P.S. Phone Bill to 11/01/25)	855.28
AT&T Mobility (Field & Office Cell Phones, 10/03-11/02)	341.94
Bay Area Air Quality Mgmt. (Permit Renewal for Avalon P.S., 01/26-01/27 & Permit Renewal for WWD Generators, 01/26-01/27)	1,761.00
Calcon Systems, Inc. (WIP- Controls Upgrade at Westborough L.S. - Pymt #2)	102,033.00
CalPERS (Retirement Contributions-11/15/25)	6,589.88
CalPERS (Retirement Contributions-11/30/25)	6,589.89
CalPERS (Social Security Admin 218 - Annual Fee)	120.00
Colina Association (Three Parking Spaces Rental, 12/25)	450.00
Direct Line (Answering Service, 10/15-11/14)	283.82
EFTPS (Employment Taxes-11/15/25)	10,452.10
EFTPS (Employment Taxes-11/30/25)	10,752.45
EDD (Employment Taxes-11/15/25)	2,846.66
EDD (Employment Taxes-11/30/25)	2,903.76
Erler & Kalinowski, Inc (Prepare Annual Water Supply & Demand Assessment - 2025)	10,500.00
Estrada, Israel (D1 Class, Sacramento, CA 11/02-11/07 - Mileage & Meals)	279.13
Euro Style Management (WIP-Skyline Tank #3 Retrofit - Progress Pymt #2)	252,225.00
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-10/25)	1,537.50
Home Depot Credit Services (Field Supplies to 11/13/25)	111.50
Hurley Diesel and Power, LLC (Generator Maint. For Rowntree, Avalon & Westborough L.S.)	19,026.14
Lowe's Business (Field Supplies to 11/17/25)	64.98
Mairena, Patricia (GM Mairena's Internet Services, 10/27-11/26 & 10/25 Gym Membership)	84.99
O'Reilly Auto Parts (Field Truck Supplies)	54.89
PG&E (Summary Bill to 11/19/25)	24,583.24
Quadient Leasing USA, Inc. (Postage Meter, 12/09/25-03/08/26 & Property Tax Recovery Charge - Postage Meter Lease)	250.83
SF Water Dept. (Water Purchases, 10/07-11/05)	179,825.69
So. SF Scavengers (Garbage Services, 10/25)	125.07
Tri Counties Bank (Monthly Charges Ending 10/31/25)	3,414.37
WEX Bank (Gas Purchases to 11/15/25)	681.34
Wienhoff Drug Testing Inc (Annual Consortium Membership)	100.00

SUB-TOTAL **\$ 810,331.65**

Updated Checks Voided During Month:

--	--

TOTAL CLAIMS REGISTER AMOUNT **\$ 810,331.65**

REPORT.: Dec 08 25 Monday
 RUN.....: Dec 08 25 Time: 13:42
 Run By.: Wendy Bellinger
 Control Date.: 12/08/25

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 001
 ID #: PY-RP
 CTL.: 000

Posting Period...: 12-25 Fiscal Period...: {06-26} Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
110125-	DIRECTOR AMUZIE'S INTERNET SERVICE, 11/10-12/09	11/01/25	12-25	A	59450	65.00	.00	65.00
		11/01/25	06-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: ARA01 (VESTIS)

27627736-	OUTGOING PRESIDENT GIFT - WWD JACKET - AMUZIE	11/14/25	12-25	A	59450	127.53	.00	127.53
		11/14/25	06-26					
** Vendor's Subtotal ----->						127.53	.00	127.53

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

112225-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 12/25	11/22/25	12-25	A	59450	65.00	.00	65.00
		11/22/25	06-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: BAY01 (B.A.W.S.C.A.)

9410-	WATER LOSS CONTROL PROGRAM, 10/25	10/31/25	12-25	A	59450	4177.50	.00	4177.50
		10/31/25	06-26					
** Vendor's Subtotal ----->						4177.50	.00	4177.50

VENDOR I.D.: C.J01 (C.J. BROWN & COMPANY CPA'S)

103125-	FY24-25 AUDITED SERVICES, 10/25	10/31/25	12-25	A	59450	7092.00	.00	7092.00
		10/31/25	06-26					
** Vendor's Subtotal ----->						7092.00	.00	7092.00

VENDOR I.D.: CAL11 (CALCON SYSTEMS, INC.)

60629-	WIP-CELLULAR DIALER UPGRADE @ WESTBOROUGH P.S.	11/28/25	12-25	A	59450	12000.00	.00	12000.00
		11/28/25	06-26					
60679-	WESTBOROUGH L.S. TELEMETRY	11/28/25	12-25	A	59450	18250.00	.00	18250.00
		11/28/25	06-26					
** Vendor's Subtotal ----->						30250.00	.00	30250.00

VENDOR I.D.: CAS01 (PETTY CASH)

120525-	MISC. EXPENSES, 11/25	12/05/25	12-25	A	59450	128.38	.00	128.38
		12/05/25	06-26					
** Vendor's Subtotal ----->						128.38	.00	128.38

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

C&A-19018-	ACCOUNTING SERVICES, 08/25 & 09/25	12/04/25	12-25	A	59450	5500.00	.00	5500.00
		12/04/25	06-26					
** Vendor's Subtotal ----->						5500.00	.00	5500.00

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

111125-	DIRECTOR CHAMBERS' INTERNET SERVICE, 11/16-12/15	11/11/25	12-25	A	59450	65.00	.00	65.00
		11/11/25	06-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

REPORT.: DEC 08 25 MONDAY
 RUN....: Dec 08 25 Time: 13:42
 Run By.: Wendy Bellinger
 Control Date.: 12/08/25

WESTBROOKOUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 002
 ID #: PY-RP
 CTL.: 000

Posting Period...: 12-25 Fiscal Period...: (06-26) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
110125-	DIRECTOR MEDINA'S INTERNET SERVICE, 11/10-12/09	11/01/25	12-25	A	59450	65.00	.00	65.00
		11/01/25	06-26					
** Vendor's Subtotal ----->						65.00	.00	65.00
VENDOR I.D.: MR 01 (MRC)								
IN5008558-	XEROX COPIER MAINT. AGREEMENT, 08/19-09/18	09/18/25	12-25	A	59450	146.88	.00	146.88
		09/18/25	06-26					
IN5056547-	XEROX COPIER MAINT. AGREEMENT, 09/19-10/18	10/17/25	12-25	A	59450	144.49	.00	144.49
		10/17/25	06-26					
IN5108207-	XEROX COPIER MAINT. AGREEMENT, 10/19-11/18	11/18/25	12-25	A	59450	187.68	.00	187.68
		11/18/25	06-26					
** Vendor's Subtotal ----->						479.05	.00	479.05
VENDOR I.D.: PAK01 (PAKPOUR CONSULTING GROUP, INC.)								
4875-	ENGINEERING SERVICES, 11/25	12/04/25	12-25	A	59450	42684.67	.00	42684.67
		12/04/25	06-26					
** Vendor's Subtotal ----->						42684.67	.00	42684.67
VENDOR I.D.: PRE01 (PRECISE PRINTING AND MAILING)								
30342-	PRINTING & MAILING OF 11/15/25 BILLS	11/19/25	12-25	A	59450	861.91	.00	861.91
		11/19/25	06-26					
** Vendor's Subtotal ----->						861.91	.00	861.91
VENDOR I.D.: RIC03 (RICHARDS, JULIE L)								
103125-	DIRECTOR RICHARDS' INTERNET SERVICE, 11/25	10/31/25	12-25	A	59450	65.00	.00	65.00
		10/31/25	06-26					
** Vendor's Subtotal ----->						65.00	.00	65.00
VENDOR I.D.: SEL01 (SELERUM, INC.)								
62122-	MENDOZA DEVICE SECURITY & ESTRADA OUTLOOK LICENSE	11/13/25	12-25	A	59450	248.40	.00	248.40
		11/13/25	06-26					
62286-	GODADDY EMAIL RENEWAL & MOM WEB SERVER BUSY	12/02/25	12-25	A	59450	197.50	.00	197.50
		12/02/25	06-26					
** Vendor's Subtotal ----->						445.90	.00	445.90
VENDOR I.D.: STA03 (SWRCB)								
WD0302092-	SEWER SYSTEM - WDR ANNUAL PERMIT FEE, 07/25-06/26	11/19/25	12-25	A	59450	3945.00	.00	3945.00
		11/19/25	06-26					
WD0302391-	ANNUAL PERMIT FEE, 07/25-06/26	11/19/25	12-25	A	59450	881.00	.00	881.00
		11/19/25	06-26					
** Vendor's Subtotal ----->						4826.00	.00	4826.00
VENDOR I.D.: UNI02 (UNITED STATES POSTAL SERV)								
120525-	BILLING, BULK MAILING, PERMIT #419	12/05/25	12-25	A	59450	5000.00	.00	5000.00
		12/05/25	06-26					
** Vendor's Subtotal ----->						5000.00	.00	5000.00
VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)								
113025-	PAYROLL TRANSFER, 11/25	11/30/25	12-25	A	59450	55094.17	.00	55094.17
		11/30/25	06-26					
** Vendor's Subtotal ----->						55094.17	.00	55094.17

VENDOR I.D.: \B011 (CRYSTAL BROOKTER)

		Invoice Date	Actual Period					
Invoice No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
000C51101-	MQ CUSTOMER REFUND FOR BRO0058	12/01/25	12-25	Z	59450	68.05	.00	68.05
		12/01/25	06-26					
** Vendor's Subtotal ----->						68.05	.00	68.05

VENDOR I.D.: \C043 (INMY & HUANG, KEVIN CHI)

000C51101-	MQ CUSTOMER REFUND FOR CHI0144	12/01/25	12-25	Z	59450	67.01	.00	67.01
		12/01/25	06-26					
						-----	-----	
					** Vendor's Subtotal ----->	67.01	.00	67.01

VENDOR I.D.: \C044 (NANCY COCHRAN)

000C51101-	MQ CUSTOMER REFUND FOR COC0004	12/01/25	12-25	Z	59450	32.05	.00	32.05
		12/01/25	06-26					
					** Vendor's Subtotal ----->	32.05	.00	32.05

VENDOR I.D.: \F004 (BIENVENIDO FLORES)

000C51101-	MQ CUSTOMER REFUND FOR FLO0044	12/01/25	12-25	Z	59450	3.50	.00	3.50
		12/01/25	06-26					
				** Vendor's Subtotal ----->		3.50	.00	3.50

VENDOR I.D.: \L017 (STEVEN THOMAS LE)

000C51101-	MQ CUSTOMER REFUND FOR LE 0002	12/01/25	12-25	Z	59450	146.21	.00	146.21
		12/01/25	06-26					
					** Vendor's Subtotal ----->	146.21	.00	146.21

VENDOR I.D.: \L018 (MIMI LEUNG)

000C51101-	MQ CUSTOMER REFUND FOR LEU0056	12/01/25	12-25	Z	59450	131.03	.00	131.03
		12/01/25	06-26					
					** Vendor's Subtotal ----->	131.03	.00	131.03

VENDOR I.D.: \L019 (XIAOYI LI)

000C51101-	MQ CUSTOMER REFUND FOR LI 0071	12/01/25	12-25	Z	59450	46.38	.00	46.38
		12/01/25	06-26					
				** Vendor's Subtotal	----->	46.38	.00	46.38

VENDOR I.D.: \L020 (AMANDA LIN)

000C51101-	MQ CUSTOMER REFUND FOR LIN0074	12/01/25	12-25	Z	59450	31.16	.00	31.16
		12/01/25	06-26					
				** Vendor's Subtotal	----->	31.16	.00	31.16

VENDOR I.D.: \O007 (OMARSHALL INC.)

000C51101-	MQ CUSTOMER REFUND FOR OMA0005	12/01/25	12-25	Z	59450	149.63	.00	149.63
		12/01/25	06-26					
				** Vendor's Subtotal	----->	149.63	.00	149.63

VENDOR I.D.: \P009 (EVAN AND TOMOKO PHILLIPS)

VENDOR I.D.: \P009 (EVAN AND TOMOKO PHILLIPS)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
000C51101-	MQ CUSTOMER REFUND FOR PHI0012	12/01/25	12-25	Z	59450	40.77	.00	40.77
		12/01/25	06-26					
** Vendor's Subtotal ----->						40.77	.00	40.77

VENDOR I.D.: \S020 (AKIHISA SATO)

000C51101-	MQ CUSTOMER REFUND FOR SAT0003	12/01/25	12-25	Z	59450	41.99	.00	41.99
		12/01/25	06-26					
** Vendor's Subtotal ----->						41.99	.00	41.99

VENDOR I.D.: \S030 (MICHAEL SOON)

000C51101-	MQ CUSTOMER REFUND FOR SOO0024	12/01/25	12-25	Z	59450	16.08	.00	16.08
		12/01/25	06-26					
** Vendor's Subtotal ----->						16.08	.00	16.08

VENDOR I.D.: \W022 (XINGPING WU)

000C51101-	MQ CUSTOMER REFUND FOR WU 0041	12/01/25	12-25	Z	59450	68.04	.00	68.04
		12/01/25	06-26					
** Vendor's Subtotal ----->						68.04	.00	68.04

** Report's Total -----> 157834.01 .00 157834.01
=====

** Total Vendors On This Report -----> 31
=====

** Total Vendors Needing Checks -----> 31
=====

Code	Title
A	IMMEDIATE

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 11th day of December, 2025, by and between Westborough Water District ("DISTRICT") and Backflow Prevention Specialists, Inc., a California corporation ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services for the modification and update of a Cross-Connection Control Program Plan and Ordinance (collectively, the "Plan") and associated services; and

WHEREAS, the CONSULTANT desires to furnish such services and has submitted proposals dated October 30, 2025, copies of which is attached and incorporated as Exhibits A and B.

NOW, THEREFORE, the parties agree as follows:

1. **RENDITION OF SERVICES.** The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services.

2. **SCOPE OF SERVICES.** The scope of the CONSULTANT's Services shall consist of (1) the services set forth in Exhibit A for the modification and update of a Cross-Connection Control Program Plan and Ordinance and (2) the services listed in Exhibit B (collectively, the "Services").

3. **TERM.** The term of this Agreement shall be for a term of six (6) months commencing upon the Effective Date of the Agreement. The CONSULTANT shall furnish the DISTRICT with all the materials, equipment and services called for under this Agreement, and perform all other work, if any, described in Exhibit A.

The DISTRICT reserves the right, in its sole discretion, to exercise up to one, three-month option term to extend the Agreement, pursuant to the terms of Section 4, Compensation. If the DISTRICT determines to exercise the option term(s), the DISTRICT will give the CONSULTANT at least 30 days' written notice of its determination.

It is understood that the term of the Agreement, and any option term granted thereto as specified herein are subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. COMPENSATION. The CONSULTANT agrees to perform all of the services listed in Exhibit A, with compensation based upon the time devoted to the work by specified individuals at the hourly labor rates listed in Exhibit A, however the total amount of compensation paid under this Agreement shall not exceed Nine Thousand Six Hundred Dollars (\$9,600). In addition, at the request of DISTRICT, CONSULTANT shall perform requested services among those listed in Exhibit B, with compensation based upon the time devoted to the work by specified individuals at the hourly labor rates listed in Exhibit B, with the total amount of compensation paid for such services shall not exceed Four Thousand Dollars (\$4,000).

The agreed-upon cost for performing the Scope of Work shall include all direct labor, taxes, overhead, insurance, employee benefits, and other costs and expenses incurred by the CONSULTANT necessary for the performance of all the services called for under this Agreement.

5. MANNER OF PAYMENT. CONSULTANT shall submit invoices to DISTRICT on a monthly basis. Invoices shall itemize, by personnel, the number of hours devoted by CONSULTANT to work under this Agreement, applicable hourly rates in accordance with the fee schedule described in Exhibit A, and those out-of-pocket expenses incurred in the performance of work hereunder. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to: Westborough Water District
2273 Westborough Boulevard
South San Francisco, CA 94080
Attn: Patricia Mairena, General Manager

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that James Fisher P.E., P.E. shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors (Directors), the General Manager, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT shall be one solely between said parties.

9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The

CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall, to the fullest extent allowed by law, with respect to all services performed in connection with the Agreement, indemnify, defend, and hold harmless the DISTRICT and its officers, officials, agents, employees and volunteers from and against any and all liability, claims, actions, causes of action, losses, damages, costs, or demands whatsoever against any of them, including any injury to or death of any person or damage to property or other liability of any nature, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT or CONSULTANT's employees, officers, officials, agents or independent contractors. Such losses, damages, and costs shall include reasonable attorneys' fees of counsel of DISTRICT's choice, expert fees and all other costs and fees of litigation. CONSULTANT shall not be obligated under this Agreement to indemnify DISTRICT to the extent that the damage is caused by the active negligence or willful misconduct of DISTRICT, its agents or employees. To the fullest extent permitted by law, this indemnity shall survive the termination or expiration of this Agreement.

12. INSURANCE.

A. Workers' Compensation. CONSULTANT shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such employee, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT. Such insurance shall also contain a waiver of subrogation in favor of the DISTRICT and its Directors, officers, and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement

Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policies shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, and employees. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the DISTRICT and its Directors, officers, and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

Prior to commencement of work hereunder, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

C. Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from the DISTRICT. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that the policy of the CONSULTANT or any subcontractor contains a deductible or self-insured retention, and in the event that the DISTRICT seeks coverage under such policy as an additional insured, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of CONSULTANT, subcontractor, or any of their officers, directors, employees, agents, or suppliers, even if CONSULTANT or subcontractor is not a named defendant in the lawsuit.

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

14. NOTICES. All communications relating to the day to day activities of the project shall be exchanged between the General Manager and the CONSULTANT's Ben Bennett.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Westborough Water District
2263 Westborough Boulevard
South San Francisco, CA 94080
Attn: General Manager

If to the CONSULTANT: Backflow Prevention Specialists, Inc.
1131 Elko Drive
Sunnyvale, CA 94089
Attn: Ben Bennett

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement, the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religion, citizenship, political activity or affiliation, national origin, ancestry, physical or mental disability, marital status, age, medical condition (as defined under California law), veteran status, sexual orientation, gender identity, gender expression, sex or gender (which includes pregnancy, childbirth, breastfeeding, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws. The CONSULTANT shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability, national origin, or any other characteristic protected under state, federal, or local laws. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONSULTANT further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. MISCELLANEOUS

A. Records. During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

B. DISTRICT Warranties. The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

C. Release of Information. CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

D. Use of Subcontractors. CONSULTANT may use subcontractor DKF Solutions, Inc. to perform Services as specified by Exhibit A, and may subcontract with service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall not subcontract any other Services to be performed by it under this Agreement without the prior written approval of the DISTRICT. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

E. No Assignment. CONSULTANT shall not assign any of the rights nor transfer any of its obligations under the Agreement without the prior written consent of the DISTRICT.

F. Attorney's Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.

G. Applicable Law. This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

H. Binding on Successors. All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

I. Waiver. Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

J. Entire Agreement; Modification. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

K. Use of Materials. Except as required by applicable law, including the California Public Records Act, the District agrees not to share, distribute, or transfer any documents, drafts, deliverables or other work products produced by CONSULTANT under this agreement to any third-party entities (other than submittals to the State Water Resources Control Board), including but not limited to other water systems or agencies, without the prior written consent of the CONSULTANT. Additionally no public or private water system may replicate, adopt, or utilize any portion of the Plan or supporting documentation provided under this agreement without entering into a separate, written licensing or service agreement with CONSULTANT.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the day and year first above written.

WESTBOROUGH WATER DISTRICT:

CONSULTANT:

By: _____
President, Board of Directors

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Secretary for DISTRICT

Title: _____

APPROVED AS TO FORM:

*Note: This Agreement must be executed by two Corporate Officers, consisting of:

- (1) the President, Vice President or Chair of the Board, and
- (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, Treasurer, or Assistant Treasurer.

Attorney for DISTRICT

In the alternative, this Agreement may be executed by a single Officer or a person other than an Officer provided that evidence satisfactory to the District is provided demonstrating that such individual is authorized to bind the Corporation (e.g., a copy of a certified resolution from the Corporation's Board or a copy of the Corporation's bylaws).

Exhibit A



BACKFLOW PREVENTION SPECIALISTS, INC.

1131 Elko Dr. Sunnyvale, CA 94089
1-800-464-FLOW (3569) FAX 408-734-3567
C.C.L. #427328

OWNER ("Owner"): Westborough Water District P.O. Box 2747 South San Francisco, CA 94083-2747 Attention: Patricia Mairena, General Manager Email: pmairena@westboroughwater.org Phone: 650-589-1435	JOB NAME: Westborough Water District 2263 Westborough Blvd South San Francisco, CA 94080
--	--

The Proposal and Agreement is to provide all necessary labor and materials to:

CONTRACT PRICE			
	Description	Quantity	Estimated Cost
ESTIMATED COSTS	Backflow Prevention Specialists Inc. will provide the personnel and work required to assist the OWNER with complying with the rules and requirements of the California State Water Resources Control Board (SWRCB) Cross-Connection Control Program. Specifically, Backflow Prevention Specialists Inc. shall provide a California-Nevada American Water Works Association (CA-NV AWWA) Certified Cross-Connection Control Specialist to assist with the review and redevelopment of the cross-connection control program plan and ordinance as required by the CSWRCB of the Water Supplier to establish, implement and maintain a Cross-Connection Control Program.		
	Provide a California-Nevada American Water Works Association (CA-NV AWWA) Certified Cross-Connection Control Specialist to meet with stakeholders to review cross-connection control ordinance and program plan options and make decisions on which options would be the most appropriate to include in the written cross-connection control program.	4	\$1,200.00
	Develop and submit a written cross-connection control program plan and ordinance draft for review and comments.	16	\$4,800.00
	Review comments on initial cross-connection control program plan and ordinance draft and provide responses back.	4	\$1,200.00
	Prepare and submit final draft of written cross-connection control program and ordinance draft.	8	\$2,400.00
	Estimated Totals	32	\$9,600.00
CONTRACT PRICE	The total estimated fee is based upon the estimated costs associated with the work to be performed and the estimated hours of administrative tasks required to complete the project. Costs of materials are not included.	32	\$9,600.00

RATE SHEET			
Unless specifically stated, all hourly rates are regular time hourly rates billed in minimum units of one tenth (.1667) of an hour			
#	Item	Frequency	Cost
1.	Regular Time Hourly Rate (Mon-Fri 8am-5pm)	As required	\$300.00 per hour
2.	Overtime Hourly Rate (Mon-Fri 5am-8am & 5pm-8pm or Sat. 8am-5pm)	As required	\$450.00 per hour
3.	Double Time Hourly Rate (Mon-Fri 8pm-5am, Saturday 12am-8am & 5pm-8pm or Sunday 8am-5pm)	As required	\$600.00 per hour
4.	Emergency Calls: all travel & onsite time will be billed at \$600.00 per labor hour with a minimum 4-hour charge	As required	\$600.00 per hour



Exhibit B



BACKFLOW PREVENTION SPECIALISTS, INC.

1131 Elko Dr. Sunnyvale, CA 94089
1-800-464-FLOW (3569) FAX 408-734-3567
C.C.L. #427328

OWNER ("Owner"): Westborough Water District P.O. Box 2747 South San Francisco, CA 94083-2747 Attention: Patricia Mairena, General Manager Email: pmairena@westboroughwater.org Phone: 650-589-1435	JOB NAME: Westborough Water District 2263 Westborough Blvd South San Francisco, CA 94080
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DESCRIPTION OF SERVICES
Provide California-Nevada American Water Works Association (CA-NV AWWA) Certified Cross-Connection Control Specialist(s) to assist with the development of the cross-connection control program. Includes review of current program documentation and practices, and recommendations for revisions and additions.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to perform Cross-Connection Control site Hazard Assessment Surveys and provide reports identifying any actual or potential cross-connection hazards to the Water Supplier's potable water system and submit the findings including recommendations for backflow protection to the Water Supplier.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to review Cross-Connection Control site Hazard Assessment survey reports identifying any actual or potential cross-connection hazards to the Water Supplier's potable water system and submit recommendations for backflow protection to the Water Supplier.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to perform plan checks to verify proper backflow protection requirements.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to perform site inspections to verify proper backflow protection installation.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to be available within one hour of notification by the Water Supplier of a known cross-connection incident for professional services.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to perform the reporting, tracking and other administrative duties of the cross-connection control program. Administrative tasks include annual initial and follow-up correspondence to have backflow assemblies tested and/or repaired and quality assurance reviews of test reports.
Provide CA-NV AWWA Certified Cross-Connection Control Specialist(s) to assist with the reporting, tracking and other administrative duties of the cross-connection control program. Administrative tasks include annual initial and follow-up correspondence to have backflow assemblies tested and/or repaired and quality assurance reviews of test reports.

RATE SHEET			
Unless specifically stated, all hourly rates are regular time hourly rates billed in minimum units of ten minutes or (.1667) of an hour. Inspections shall be scheduled at least three business days prior to the desired inspection date. Inspections required with less than three business days' notice shall be billed at Emergency Call rate.			
#	Item	Frequency	Cost
1.	Regular Time Hourly Rate (Mon-Fri 8am-5pm)	As required	\$300.00 per hour
2.	Overtime Hourly Rate (Mon-Fri 5am-8am & 5pm-8pm or Sat. 8am-5pm)	As required	\$450.00 per hour
3.	Double Time Hourly Rate (Mon-Fri 8pm-5am, Saturday 12am-8am & 5pm-8pm or Sunday 8am-5pm)	As required	\$600.00 per hour
4.	Emergency Calls: all travel & onsite time will be billed at \$600.00 per labor hour with a minimum 4-hour charge	As required	\$600.00 per hour



GENERAL MANAGER REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: December 8, 2025

RE: Consideration of Holiday Bonus for District Employees

BACKGROUND

- In previous years, the Board of Directors has granted a \$150 holidays bonus for District employees.

RECOMMENDATION

- The General Manager recommends granting District Employees a \$150 holiday bonus, given their excellent work and dedication during this past year, and she asks to be excluded from consideration for the holiday bonus.

FISCAL IMPACT

- \$900 (6 employees @ \$150, including On-Call worker)



YOUR BEST PROTECTION

ACWA JPIA

P. O. Box 619082
Roseville, CA
95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

Core Values

- People
- Service
- Integrity
- Innovation

12/3/2025

Westborough Water District (W014)
P.O. Box 2747
So. San Francisco, CA 94083-2747

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Westborough WD with this special recognition and commends the District on the hard work in reducing claims.

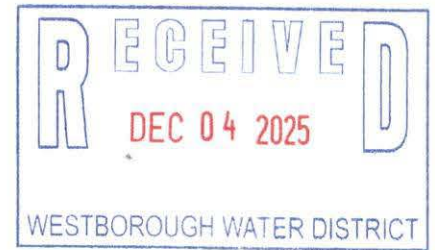
Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2026.

Sincerely,

Melody McDonald
President

Enclosure: President's Special Recognition Award(s)



President's Special Recognition Award

*The President of the
ACWA JPIA*

Hereby presents this Special Recognition Award to

Westborough Water District

In recognition of outstanding performance in the Workers' Compensation program, demonstrated by maintaining exceptionally low claim costs relative to contributions during the period 07/01/2021 - 06/30/2024 announced at the ACWA JPIA Board of Directors' meeting held in San Diego, California.

Melody McDonald

Melody McDonald, President

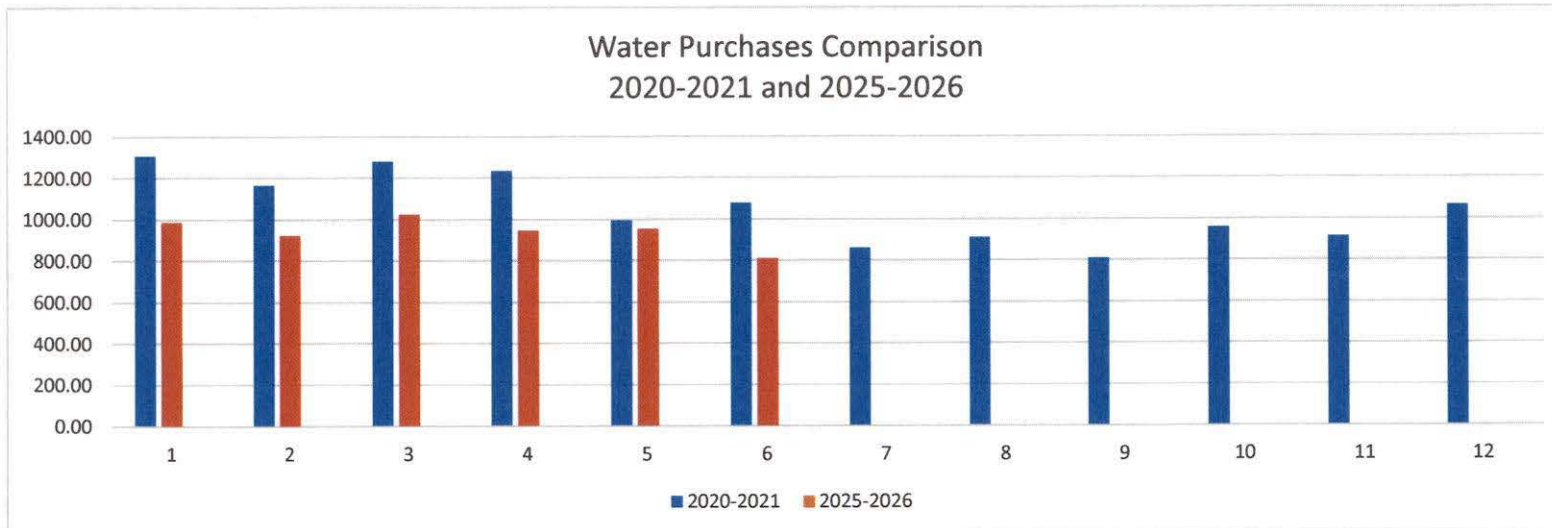


December 01, 2025

Water Purchases Comparison 2020-2021 to 2025-2026

FY 2020-2021				FY 2025-2026				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	06/05/25 to 07/07/25	32635	33	988.94	-318.85
07/08/20 to 08/06/20	34995	30	1166.50	07/08/25 to 08/06/25	27691	30	923.04	-243.46
08/07/20 to 09/04/20	37162	29	1281.45	08/07/25 to 09/05/26	30776	30	1025.86	-255.59
09/05/20 to 10/06/20	39480	32	1233.75	09/06/25 to 10/06/25	29367	31	947.32	-286.43
10/05/20 to 11/02/20	26876	27	995.41	10/07/25 to 11/05/25	28669	30	955.62	-39.78
11/03/20 to 12/04/20	34525	32	1078.91	11/06/25 to 12/04/25	23548	29	812.00	-266.90
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
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	172686	183	943.64	

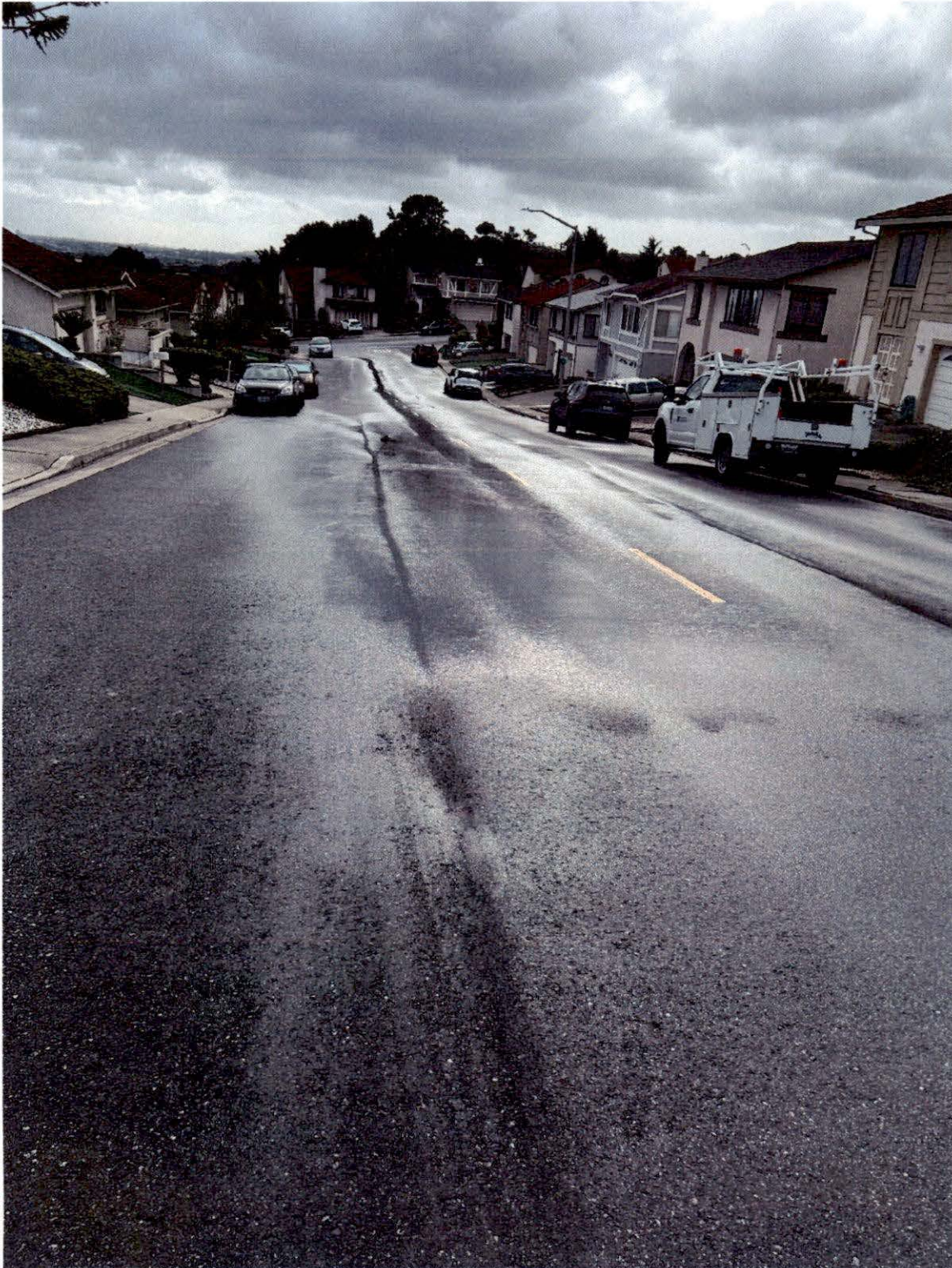
GPCPD YTD	52.34
GPCPD 24/25	50.64
GPCPD 23/24	50.29
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

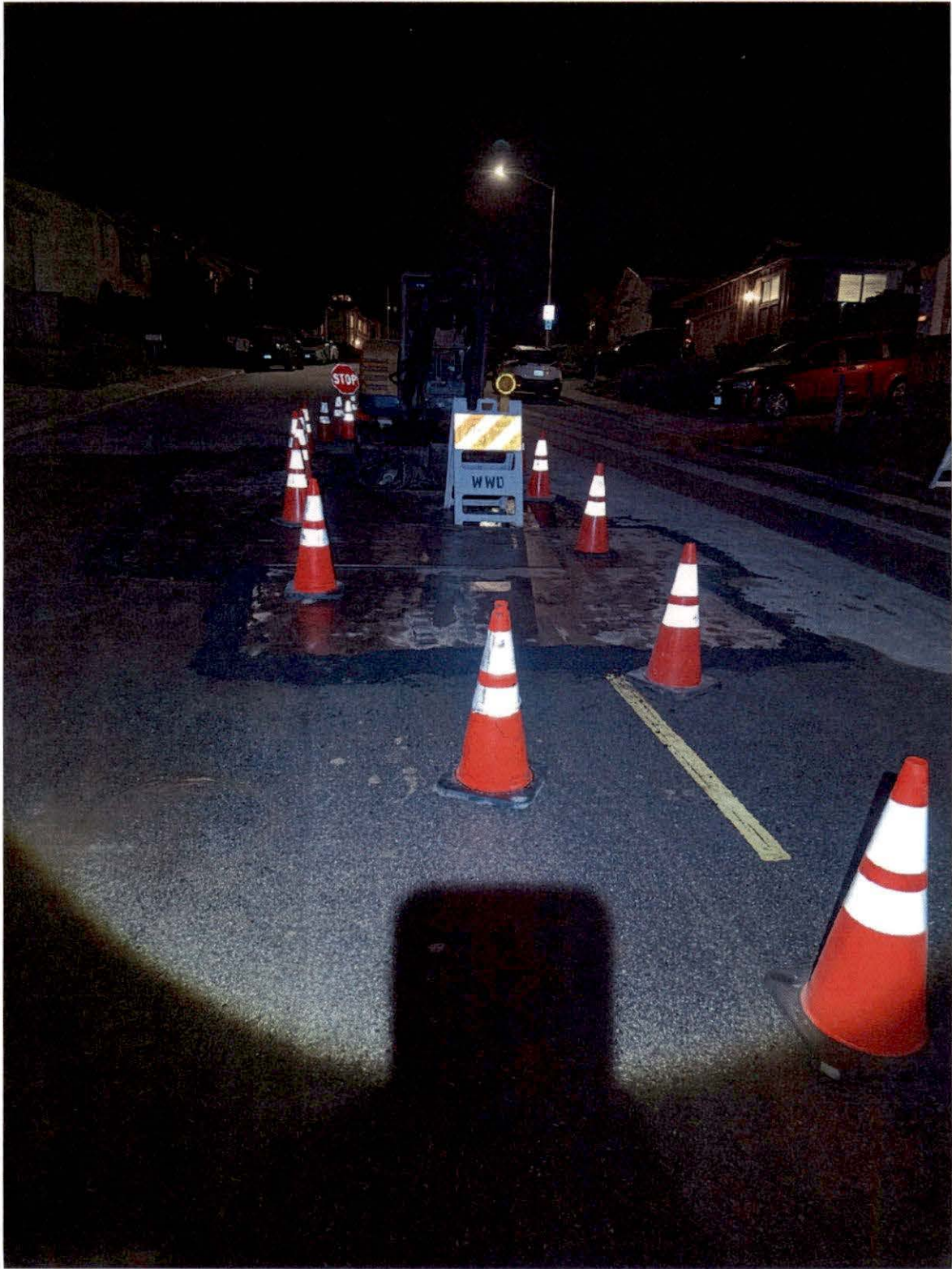


IN FRONT OF 171 VALLEYVIEW WAY, SOUTH SAN FRANCISCO

Thursday, November 30, 2025

**Leak Located by Field Staff and
Repaired by SF Underground**













RE: SSFPD Accident Report 25-3514

From Espinoza, Elisia <elisia.espinoza@ssfca.gov>
Date Wed 11/26/2025 10:01 AM
To Patricia Mairena <pmairena@westboroughwater.org>

Hello Patricia,

Unfortunately, this investigation is closed and the officers could not identify the individual who caused the accident.

Sincerely,

Elisia

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Tuesday, November 25, 2025 2:42 PM
To: Espinoza, Elisia <elisia.espinoza@ssfca.gov>
Subject: Re: SSFPD Accident Report 25-3514

[**NOTICE:** This message originated outside of City of South San Francisco -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Good afternoon Elisia,

At their last meeting, our Board of Directors instructed me to check with SSFPD to see if the investigation to this accident was still ongoing or if it had been closed. The replacement cost of our damaged fire hydrant is close to \$4,000, plus labor. If possible, we would like to see if the accident report could include that information in the event that the individual who caused the accident was found, the District could possibly attempt to recover the replacement cost from him or his insurance. Please advise.

Sincerely,

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

From: Espinoza, Elisia <elisia.espinoza@ssfca.gov>
Sent: Friday, November 7, 2025 10:14 AM

To: Patricia Mairena <pmairena@westboroughwater.org>

Subject: SSFPD Accident Report 25-3514

Good morning Patricia,

Happy Friday!

We spoke on the phone earlier this week regarding the accident report you requested regarding the fire hydrant. I am attaching the accident report to this email. If you have any questions, please feel free to reach out.

Sincerely,

Elisia Espinoza
Records Specialist
South San Francisco Police Department
1 Chestnut Ave.
South San Francisco, CA 94080
(650) 877-8900
Elisia.Espinoza@ssfca.gov

BAWSCA Meeting of 20 November 2025

I called the BAWSCA meeting of 20 November 2025 to order at 6:31 PM at the Burlingame Community Center. There were no "Action" items as such, although I did pull 1 item out of Consent – the extension of our current (really old) Tier 2 allocation plan for one more year. The new plan (and Water Supply Agreement/WSA) which WWD has already approved, still needs to be approved by Hayward. It has taken a while since they have had to go through multiple committees, but the new plan (and WSA) are on their December 2 agenda. If it does not pass, then (or in December) BAWSCA wanted to have a Tier 2 plan in place so we passed a resolution extending our old plan for a year or until the new one can be approved unanimously (meaning Hayward has passed it). On consent there were 2 other items of particular interest. As part of consent, we did our annual review of our investment policy and accepted our audit report for year 2024-45. The audit report showed we underspent last year's budget by \$500K. Normally these funds would go into our general reserve although when we approved this year's budget, we said we may want to use some of the "excess" to pay down our pension/OPEB liability. I mentioned that Board Policy Committee would be considering some alternatives in December and the full BAWSCA Board could take action in January. I am confident Tom Smegal will have some good ideas given his CalWater CFO experience. I also know he does want to keep assessments low.

Allison Kastama gave the SFPUC report and basically said conditions were good. As of November 17, total system storage was 88% of capacity vs a normal of 78.1%. Allison did thank those of us who provided comments to the State Water Board November 5 at the workshop for the Draft Science Basis Report for the Tuolumne River Healthy Rivers and Landscape Agreement which the State board will be considering (also known as the Tuolumne River Voluntary Agreement/TRVA). I participated as did Karen Hardy, BPC Vice Chair, who noted all elected officials supported the TRVA. Some Non-Government Organizations (NGOs) spoke against the plan (preferring the 40% unimpaired flow restriction). While most public comments were limited to 2 minutes, there were a couple of panels (both pro and anti TRVA) who also presented to the State Board. The entire State Board hearing was some 9 hours and is available online.

The main part of the meeting was a presentation by Dr. Negin Ashoori (BAWSCA Staff) on Strategy 2050-Affordability Assessment. I did mention this at a previous WWD meeting based upon her presentation at BPC, but she collected many more comments from the full board. Really her study was only of single family residential, while some board members wanted similar studies for multi-family residential (and others said do it for multiple sizes, like 6, 12, 50, and even larger units). Getting sufficient data (particularly in WWD) would be a problem, but we will see what the Strategy 2050 people want to do and how they will use the data. Anyhow, I did talk to Negin after the meeting about my reviewing the data for WWD and she said she would want to meet with me before giving me the data. That may happen before the holidays.

After that discussion Tom Smegal and Christina Tang gave the CEO report, with Tom covering the November 5 Water Board Workshop and Christina reporting on the 2022-23 Wholesale Revenue Requirement Review she had just completed. That review identified \$3,477,285 in savings which has been credited to the Balancing Account. Much was due to the treatment of minimum purchase requirements during drought and was credited last year, before the audit was completed. Still, these balancing account funds do help to keep SFPUC wholesale water rates down. After the CEO report we had Closed Sessions legal issues (FERC and Bay Delta) and to present Tom Smegal his evaluation for last year.

The meeting was adjourned at 8:45 PM, with our next meeting scheduled for the Burlingame Community Center at 6:30 on January 15, 2026.