Westborough Water District
2263 Westborough Blvd. | South San Francisco, CA 94080
Mail: P.O. Box 2747 | South San Francisco, CA 94083-2747
Phone: 650-589-1435 Fax: 650-589-5167
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AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, March 12, 2026
7:30 p.m.
Westborough Water District Office
2263 Westborough Boulevard, South San Francisco

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

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

A. Approval of Minutes:

1. Regular Meeting of February 12, 2026.

B. Accountant's Report for Period Ending January 31, 2026.

C. Investment Report for Period Ending February 28, 2026.

D. Claims Register for February 28, 2026.

4. PUBLIC COMMENT:

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

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Consideration to Adopt Ordinance No. 77, Backflow And Cross-Connection Control.

B. Review/Approve Agreement with Launch Consulting for Risk and Resilience Assessment Update for the Water System.

C. Review/Approve District Newsletter.

D. Provide Direction to Staff regarding of Potential Increase in Directors' Compensation and Schedule Public Hearing.

E. Consideration to Approve Resolution 692 in Support of the Nomination of John Weed for ACWA/JPIA California Water Insurance Board.

F. Consideration to Approve Letter Authorizing Support of SB 1001 – CalOES Proposal to Establish a Standardized Identification Card Program for Essential Utility Workers Who May Need Access to Emergency Areas to Maintain or Restore Critical Infrastructure.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Skyline Tank No. 3 Retrofit Project - Progress Payment No. 5 and Update.

2. Appian-280 Easement Sanitary Sewer Improvements – Brief Update.

3. Standard Specifications – Brief Update.

B. Report on District's Water Conservation for February 2026.

C. Report of SamTrans Bus Hitting Fire Hydrant at 3500 Callan Boulevard.

D. Report on District's Upgrade of its Customer Connect Notification.

10. ITEMS FROM BOARD OF DIRECTORS:

11. CLOSED SESSION: None

12. ADJOURNMENT:

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

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, February 12, 2026

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

1. ROLL CALL:

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

Staff Present: Michael Conneran, Attorney
Carlos Arias, Field Supervisor
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager
Brandon Laurie, Engineer (via Zoom)

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

3. CONSENT CALENDAR:

President Bautista asked the Board if there was any other discussion.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

The Board shifted the order of discussion for Item 9.A – Engineer Report (Pakpour) to allow our engineer to make his presentation.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 4.

Engineer Laurie apologized for not reporting in person and provided an update on this project. Engineer Laurie stated that January was a fairly productive month in terms of wrapping up the majority of the structural steel work inside the tank, primarily on the rafters, installing a cross-bracing throughout the tank roof, and installing the formwork of the foundation with concrete being poured tomorrow.

Engineer Laurie reported that the pending three change orders remained the same and mentioned that a new change order for tank repairs would be added due to structural concerns being identified for repairs. Engineer Laurie pointed out that in an effort to keep the change order from being too large, it would be separated into two items: labor and materials. Engineer Laurie mentioned that in construction, the labor cost usually tended to be 95% of the cost, and that labor associated with welding or structural repairs had been included as a bid item, and the materials would be paid for via a change order.

Engineer Laurie displayed various pictures of the work being done for the project, provided descriptions, and asked if the Board had any questions.

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

Engineer Laurie reported that they had been coordinating with different lining companies for the existing sewer main located in a very precarious and steep location, and mentioned it was more feasible to re-line the pipe versus actual pipe replacement due to its location and slope.

Engineer Laurie stated that they expected to submit a 65% design by the end of the month.

3. Update on Standard Specifications.

Engineer Laurie stated that significant progress had been made with regard to updating the Standard Specifications for the Water System which will be used by developers or contractors for new developments or remodels. Engineer Laurie reported that a three-agency meeting was held to review the progress and mentioned that all three agencies (Westborough WD, Mid-Peninsula WD, and Purissima Hills WD) share similar Standard Specifications, and that the next meeting would be held at Purissima Hills WD.

6. BUSINESS (NEW):

A. Review/Approve Contract Amendment No. 1 - Public Works Contract - Westborough and Avalon Sensaphone Controls with Calcon.

General Manager Mairena reminded the Board of the work being done at the sewer lift stations to update the Sensaphone controls and mentioned that after the work was completed and tests were run, Calcon discovered that the current PCL (Programmable Logic Controller) was not receiving any communications about the generator or the ATS (Automatic Transfer Switch) onsite and mentioned that bringing these signals back to the PLC would allow the new Daly City SCADA system to see their status and alarms but also allow the signal to go to the Backup Dialer.

General Manager Mairena stated that she had asked Attorney Conneran to prepare an amendment to the agreement and that the work detailed on the quote would be done on a time and material basis, not to exceed $10,000.

Director Chambers inquired if this project was still open on the District's CIP and if the expense would affect the CIP. General Manager Mairena replied that it was still open and she would review the updated sewer CIP expenses and if needed, would make modifications to stay within the CIP amount or come back to the Board with an updated Sewer CIP Plan.

Director Chambers moved to Approve the Contract Amendment No. 1 - Public Works Contract - Westborough and Avalon Sensaphone Controls with Calcon, seconded by Director Medina.

The motion was carried unanimously.

B. Consideration to Approve Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2026.

General Manager Mairena referred to the letter in the board packet from Pakpour Consulting Group requesting a 3% billing rate increase due to the CPI and the new rates were stated in the letter, including a newly created job classification for an Associate Principal. General Manager Mairena stated that this was a reasonable request and her recommendation was to approve it.

Director Medina moved to Approve a Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2026, seconded by Director Chambers.

The motion was carried unanimously.

C. Review/Approve New Fiscal and Financial Training Requirements for Local Agency Officials Under SB 827.

General Manager Mairena asked Attorney Conneran if he wanted to present this item.

Attorney Conneran stated that State Legislature had passed a couple of bills that increased training requirements to help local board members become more fiscally savvy, so under SB 827, board members would need to complete this requirement, and General Manager Mairena had found online training being offered by CSDA. Director Chambers stated that he was signed up for that same training as a representative of BAWSCA.

General Manager Mairena commented that she had checked with JPIA for any training, but she had been referred to CSDA. Attorney Conneran stated this was the only training he had heard of. General Manger Mairena stated that in service board members would need to complete this training by January 1, 2027.

Director Chambers moved to Approve four board members to attend the New Fiscal and Financial Training Requirements for Local Agency Officials Under SB 827, seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

A. Notice of Public Meeting of the South San Francisco Planning Commission: Consideration of an Application for Design Review for the Westborough Preschool Expansion at 2360 Galway Drive, South San Francisco.

General Manager Mairena reported that the City of South San Francisco plans on relocating their current preschool facility located at the Avalos Community Center to a new location adjacent to the firehouse, and that the number of children being serviced would increase. General Manager Mairena mentioned that the District had already received a request for a fire flow test.

Director Chambers inquired if the preschool was in the SSFUSD area. General Manager Mairena replied that it was part of the City of SSF Parks and Rec Department. Field Supervisor Arias reviewed the location. General Manager Mairena mentioned that eventually, the District could receive plans for review and approval.

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

This item was discussed before 6. BUSINESS (NEW).

B. Report on District's Water Conservation for December 2025 and January 2026.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for December 2025 and January 2026 was a lot lower in comparison to the same period for FY 2020-2021, the last year with average usage before the drought, as District customers continued to conserve and mentioned that the GPCPD (gallons per capita per day) was also pretty low. General Manager Mairena reminded the Board that customers were currently conserving water for the January - February sewer measurement period.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of January 15, 2026 (Chambers).

Director Chambers briefly reviewed his written report and mentioned that due to decrease in consumption, the SFPUC was predicting a steeper rate increase than they had anticipated, from 1% to 6.7%. Director Chambers talked about the proposed CIP improvements to the Millbrae Operations Center. Director Chambers commented on an incident that occurred on January 29th, when a 5 ½' diameter pipe from Calaveras Reservoir to the water treatment plant sprang a leak. Since the Mountain Tunnel supply from Hetch Hetchy was also

out of service for repairs, SFPUC had to draw on San Antonio Reservoir (with some help from Valley Water) to supply east and south bay customers. Fortunately, SFPUC had made plans and tested cross connections in anticipation of the possibility of this unusual event.

11. CLOSED SESSION: None

12. ADJOURNMENT:
Without objection, President Bautista adjourned the meeting.
Time 8:06 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
January 31, 2026

Chavan & Associates, LLP
Certified Public Accountants
16450 Monterey Road, Ste. 5
Morgan Hill, CA 95037

Westborough Water District

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Chavan and Associates, llp
Certified Public Accountants

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 seven months ended January 31, 2026, 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 seven months ended January 31, 2026, 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.

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info@cnallp.com • www.cnallp.com

We are not independent with respect to the District as of and for the seven months ended January 31, 2026, 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

March 6, 2026
Morgan Hill, California

16450 Monterey Road, Ste. 5, Morgan Hill, CA 95037
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Westborough Water District
Statement of Net Position
January 31, 2026

ASSETS		
Current Assets:		
Cash (Including $6,978,739 in Time Deposits)	$	7,624,423
Receivables		
Water		1,148,666
Sewer		312,044
Other		86,874
Prepaid Expenses and Other		57,466
Inventory		233,686
Total Current Assets		9,463,159
Non-Current Assets:		
Lease Receivable		185,050
Utility Plant in Service (Note 5):		
Land		182,633
Work in Progress		2,164,518
Water Facility		8,231,334
Building		1,503,835
Joint-Use Facilities		94,907
Meters		1,076,605
Office Furniture and Equipment		161,560
Maintenance Facility		478,623
Sewer Facility		3,629,557
Total Utility Plant in Service (Capital Assets)		17,523,572
Less Accumulated Depreciation		(7,770,639)
Utility Plant in Service-Net Accumulated Depreciation		9,752,933
Total Non-Current Assets		9,937,983
Total Assets	$	19,401,142
DEFERRED OUTFLOWS		
Deferred Pension Outflows	$	640,031
Deferred OPEB Outflows		173,441
Total Deferred Outflows	$	813,472

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
January 31, 2026

LIABILITIES		
Current Liabilities:		
Accounts Payable (Note 2)	$	2,086,856
Customers' Deposits		417,920
Unearned Revenue		20,263
Total Current Liabilities		2,525,039
Long-term Liabilities:		
Accrued Vacation		124,575
Net Pension Liability		1,254,767
Net OPEB Obligation		267,500
Total Long-term Liabilities		1,646,842
Total Liabilities	$	4,171,881
DEFERRED INFLOWS		
Deferred Lease Inflows	$	147,882
Deferred Pension Inflows		148,489
Deferred OPEB Inflows		138,665
Total Deferred Inflows	$	435,036
NET POSITION		
Net Investment in Capital Assets	$	9,752,933
Restricted for Capital Facilities		347,103
Unrestricted:		
Reserved for Contingencies		278,273
Reserved for Capital Expenditures		1,916,100
Non-spendable Inventory and Prepaids		291,152
Unappropriated		3,022,136
Total Net Position	$	15,607,697

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Seven Months Ended January 31, 2026

Operating Revenue:		
Water Sales (Note 3)	$	3,225,819
Sewer Svc. and Transfer Charges		2,196,839
Misc. Operations		14,026
Total Operating Revenue		5,436,684
Operating Expense:		
Water Expenditures		1,795,281
Sanitary Sewer Expenditures		1,911,981
Admin. and General Expenditures		835,138
Depreciation		200,185
Total Operating Expenses		4,742,585
Operating Income (Loss)		694,099
Non-operating Income (Expense):		
Property Taxes		457,774
Investment Interest		168,546
Other		19,446
Total Non-operating Income (Expense)		645,766
Change in Net Position		1,339,865
Net Position - Beginning		14,267,832
Net Position - Ending	$	15,607,697

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
January 31, 2026

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

NOTE 2 - Accounts payable at January 31, 2026, includes $1,746,449 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 $(1,326) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the seven months ended January 31, 2026, were as follows:

Beginning Balance	$	17,273,228
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		250,344
Ending Balance	$	17,523,572

Westborough Water District

Schedule of Income and Expense - Budget to Actual

For the Seven Months Ended January 31, 2026

	January	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	$ 382,803	$ 3,225,819	$ 5,449,170	59.20%	0.87%	$ 47,137
Water Misc. Operations	2,339	14,026	20,000	70.13%	11.80%	2,359
Total Water Operating Revenue	385,142	3,239,845	5,469,170	59.24%	0.91%	49,496
Sewer Svc. and Transfer Charges	314,192	2,196,839	3,765,946	58.33%	0.00%	37
Total Sewer Operating Revenue	314,192	2,196,839	3,765,946	58.33%	0.00%	37
Total Operating Revenue	699,334	5,436,684	9,235,116	58.87%	0.54%	49,533
Operating Expense:						
Water Expenditures	238,235	1,795,281	3,252,093	55.20%	3.13%	101,773
Admin. and General Expenditures	110,749	675,805	1,134,854	59.55%	-1.22%	(13,807)
Depreciation	22,516	159,436	295,165	54.02%	4.32%	12,744
Total Water Operating Expenses	371,500	2,630,522	4,682,112	56.18%	2.15%	100,710
Sanitary Sewer Expenditures	263,188	1,911,981	3,253,405	58.77%	-0.44%	(14,161)
Admin. and General Expenditures	21,217	159,333	354,954	44.89%	13.45%	47,724
Depreciation	5,889	40,749	70,575	57.74%	0.60%	420
Total Sewer Operating Expenses	290,294	2,112,063	3,678,934	57.41%	0.92%	33,983
Total Operating Expenses	661,794	4,742,585	8,361,046	56.72%	1.61%	134,693
Operating Income (Loss)	37,540	694,099	874,070	79.41%	21.08%	184,226
Non-operating Income (Expense):						
Water Property Taxes & Assessments	44,405	320,442	517,611	61.91%	3.57%	18,502
Water Investment Interest	11,447	70,972	49,648	142.95%	84.62%	42,011
Other Non-operating Water Income (Expense)	2,765	19,446	34,080	57.06%	-1.27%	(434)
Total Water Non-Operating Income (Expenses)	58,617	410,860	601,339	68.32%	9.99%	60,079
Sewer Property Taxes & Assessments	19,030	137,332	221,833	61.91%	3.57%	7,929
Sewer Investment Interest	16,500	97,574	74,471	131.02%	72.69%	54,133
Total Sewer Non-Operating Income (Expenses)	35,530	234,906	296,304	79.28%	20.95%	62,062
Total Non-operating Income (Expense)	94,147	645,766	897,643	71.94%	13.61%	122,141
Net Income (Loss)	$ 131,687	$ 1,339,865	$ 1,771,713	75.63%	17.29%	$ 306,366

Westborough Water District

Water Fund Schedule of Income and Expense - Budget to Actual

For the Seven Months Ended January 31, 2026

	January	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	$ Variance YTD Plan
Water Operating Revenue:						
Water Sales (Note 3)	$ 382,803	$ 3,225,819	$ 5,449,170	59.20%	0.87%	$ 47,137
Misc. Operations	2,339	14,026	20,000	70.13%	11.80%	2,359
Total Operating Revenue	385,142	3,239,845	5,469,170	59.24%	0.91%	49,496
Water Operating Expense:						
Salaries	33,590	251,249	435,382	57.71%	0.63%	2,724
Salaries Overtime	1,588	4,807	11,000	43.70%	14.64%	1,610
Benefits	8,531	91,077	158,416	57.49%	0.84%	1,332
OPEB Prefunding	-	-	3,140	0.00%	58.34%	1,832
Payroll Taxes	3,044	17,828	41,069	43.41%	14.92%	6,129
Technical Communications	867	6,501	12,325	52.75%	5.59%	689
Utilities	14,541	110,746	200,088	55.35%	2.98%	5,972
Supplies and Small Tools	713	5,412	15,450	35.03%	23.30%	3,600
Maintenance of Sytem	780	27,844	66,715	41.74%	16.60%	11,073
Special Services	18,385	68,563	181,823	37.71%	20.62%	37,500
Vehicle Expense	2,703	8,112	35,865	22.62%	35.71%	12,809
Water Purchases	153,493	1,203,142	2,090,820	57.54%	0.79%	16,503
Admin. and General Expenditures						
Salaries	41,430	314,352	501,193	62.72%	-4.39%	(21,989)
Salaries-Temporary	-	-	2,120	0.00%	58.35%	1,237
Salaries-Overtime	-	-	2,120	0.00%	58.35%	1,237
Employee Benefits	14,328	157,980	206,489	76.51%	-18.17%	(37,528)
Payroll Taxes	3,332	16,591	46,149	35.95%	22.38%	10,329
OPEB	-	-	4,752	0.00%	58.33%	2,772
Office Supplies and Postage	1,786	5,868	9,910	59.21%	-0.88%	(87)
Memberships	19,075	34,678	53,128	65.27%	-6.94%	(3,687)
Utilities	182	526	1,492	35.25%	23.06%	344
Telephone	357	2,112	3,808	55.46%	2.86%	109
Water Conservation	70	788	5,600	14.07%	44.27%	2,479
Building & Grounds Maintenance	1,251	6,360	12,649	50.28%	8.06%	1,019
Parking Rentals	315	2,205	3,969	55.56%	2.77%	110
Directors Fees	250	2,750	7,900	34.81%	23.52%	1,858
Engineering Services	10,200	14,625	50,619	28.89%	29.44%	14,903
Accounting	2,750	18,944	33,395	56.73%	1.61%	536
Legal	868	12,718	16,400	77.55%	-19.21%	(3,151)
Billing	3,191	16,852	43,285	38.93%	19.40%	8,398
Communications	564	11,076	23,184	47.77%	10.56%	2,448
Insurance	5,927	31,514	56,954	55.33%	3.00%	1,709
Bad Debts (Note 1)	-	20	1,000	2.00%	56.30%	563
Travel	1,879	3,342	15,815	21.13%	37.20%	5,883
Miscellaneous	1,720	9,568	10,118	94.56%	-36.23%	(3,666)
Banking and Cr. Card Fees	1,274	12,936	22,805	56.72%	1.61%	367
Total Admin. and General Expenditures	110,749	675,805	1,134,854	59.55%	-1.22%	(13,807)
Depreciation Expense	22,516	159,436	295,165	54.02%	4.32%	12,744
Total Water Operating Expense	371,500	2,630,522	4,682,112	56.18%	2.15%	100,711
Water Operating Income (Loss)	13,642	609,323	787,058	77.42%	19.08%	150,207
Water Non-operating Income (Expense):						
Property Taxes	44,405	320,442	517,611	61.91%	3.57%	18,502
Investment Interest	11,447	70,972	49,648	142.95%	84.62%	42,011
Other Non-Operating Water Income (Expense)	2,765	19,446	34,080	57.06%	-1.27%	(434)
Total Non-operating Income (Expense)	58,617	410,860	601,339	68.32%	9.99%	60,079
Net Income (Loss)	$ 72,259	$ 1,020,183	$ 1,388,397	73.48%	15.15%	$ 210,286

Westborough Water District

Sewer Fund Schedule of Income and Expense - Budget to Actual

For the Seven Months Ended January 31, 2026

	January	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	$ 2,196,839	$ 3,765,946	58.33%	0.00%	$ 37
Total Operating Revenue	314,192	2,196,839	3,765,946	58.33%	0.00%	37
Sanitary Sewer Operating Expense:						
Treatment & Disposal	249,493	1,746,449	2,993,912	58.33%	0.00%	-
Utilities	13,064	88,506	162,547	54.45%	3.88%	6,313
Repair of Pipelines	-	-	5,000	0.00%	58.34%	2,917
Repair of Pumps	-	-	21,000	0.00%	58.33%	12,250
Miscellaneous Sewer Expenses	631	77,026	70,946	108.57%	-50.24%	(35,641)
Admin. and General Expenditure						
Salaries	6,135	43,742	104,138	42.00%	16.33%	17,005
Employee Benefits	824	19,410	45,530	42.63%	15.70%	7,149
Payroll Taxes	689	2,154	10,120	21.28%	37.05%	3,749
OPEB Prefunding	-	-	489	0.00%	58.28%	285
Office Supplies and Postage	765	2,524	4,247	59.43%	-1.11%	(47)
Memberships	-	-	492	0.00%	58.33%	287
Telephone	153	905	1,632	55.45%	2.88%	47
Water Conservation	30	338	2,400	14.08%	44.25%	1,062
Building & Grounds Maintenance	38	897	2,489	36.04%	22.30%	555
Parking Rentals	135	945	1,701	55.56%	2.76%	47
Directors Fees	250	2,350	4,400	53.41%	4.93%	217
Engineering Services	788	2,672	19,250	13.88%	44.45%	8,557
Accounting	2,750	18,944	33,395	56.73%	1.61%	536
Legal	570	9,132	16,400	55.68%	2.65%	435
Billing	1,361	8,716	18,551	46.98%	11.35%	2,105
Communications	564	10,409	24,853	41.88%	16.45%	4,089
Insurance	5,926	31,513	56,954	55.33%	3.00%	1,710
Bad Debts (Note 1)	-	20	1,000	2.00%	56.30%	563
Miscellaneous	96	3,205	4,379	73.19%	-14.80%	(648)
Banking and Cr. Card Fees	143	1,457	2,534	57.50%	0.83%	21
Total Admin. and General Expenditures	21,217	159,333	354,954	44.89%	13.45%	47,724
Depreciation Expense	5,889	40,749	70,575	57.74%	0.60%	420
Total Sanitary Sewer Operating Expense	290,294	2,112,063	3,678,934	57.41%	0.92%	33,982
Sanitary Sewer Operating Income (Loss)	23,898	84,776	87,012	97.43%	39.10%	34,019
Sanitary Sewer Non-operating Income (Expense):						
Property Taxes	19,030	137,332	221,833	61.91%	3.57%	7,929
Investment Interest	16,500	97,574	74,471	131.02%	72.69%	54,133
Total Non-operating Income (Expense)	35,530	234,906	296,304	79.28%	20.95%	62,062
Net Income (Loss)	$ 59,428	$ 319,682	$ 383,316	83.40%	25.07%	$ 96,081

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: FEBRUARY 28, 2026

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

DATE	AMOUNT	DESCRIPTION	TRANSACTION BALANCE
Beginnning Balance			$6,836,341.66
02/12/26	$ (700,000.00)	Transfer funds to TCB *(To cover NSMCSD semi-annual payment check)*	$6,136,341.66
02/26/26	$ (600,000.00)	Transfer funds to TCB *(To cover vendor checks)*	$5,536,341.66
Ending Balance			$5,536,341.66

Total Investments Last Report Period = $6,836,341.66
Total Investments at End of Report Period = $5,536,341.66

Effective Interest Rate: 3.931%
(as of 01/26)

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.

California State Treasurer
Fiona Ma, CPA

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

March 06, 2026

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

February 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/12/2026	2/12/2026	RW	1794653	1755313	PATRICIA MAIRENA	-700,000.00
2/26/2026	2/26/2026	RW	1795060	1755712	PATRICIA MAIRENA	-600,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,836,341.66
Total Withdrawal:	-1,300,000.00	Ending Balance:	5,536,341.66

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: FEBRUARY 28, 2026

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

DATE	AMOUNT	DESCRIPTION	TRANSACTION BALANCE
Beginnning Balance			$142,895.61
02/28/26	$ (7.15)	*Change in Account Value*	$142,888.46
Ending Balance			$142,888.46

Total Investments Last Report Period = $142,895.61
Total Investments at End of Report Period = $142,888.46

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.

MBS 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

February 1, 2026 - February 28, 2026
Account Number: RMB-023565

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

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	**$142,895.61**
Net Change in Portfolio[1]	-7.15
ENDING ACCOUNT VALUE	**$142,888.46**
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.*

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Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income/Debt Securities	142,895.61	142,888.46
100%	**Account Total**	**$142,895.61**	**$142,888.46**

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

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

A0023598CSFI07DP-SD
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Pershing LLC, member FINRA, NYSE, SIPC

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.

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME/DEBT SECURITIES 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	99.9220	142,888.46	2,072.91	5,291.00	3.70%
Total Certificates of Deposit	143,000.0000		$142,888.46	$2,072.91	$5,291.00	
TOTAL FIXED INCOME/DEBT SECURITIES	**143,000.0000**		**$142,888.46**	**$2,072.91**	**$5,291.00**	

	Market Value	Accrued Interest	Estimated Annual Income
Total Portfolio Holdings	**$142,888.46**	**$2,072.91**	**$5,291.00**

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.

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Portfolio Holdings Disclosures *(continued)*

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.

3.C.6

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 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

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Portfolio Holdings Disclosures *(continued)*

Proxy Vote *(continued)*
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.

3.C.7

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at $1 per share, it is possible to lose money by investing in a money fund. The money fund's sponsor has no legal obligation to provide financial support to a money fund, and you should not expect that the sponsor will provide financial support to a money fund at any time. Although no money fund's board has current intentions to impose a fee upon the sale of shares, each board reserves the ability to impose liquidity fees if it determines it's in the best interest of the fund. 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). 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.

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MBS MULTI-BANK SECURITIES, INC.®
1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045
Member of FINRA & SIPC; MSRB Registered.

Important Information and Disclosures

The Role of Pershing

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333.** All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. 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

3.C.8

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Important Information and Disclosures *(continued)*

Important Arbitration Agreement *(continued)*

(III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

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

3.C.9

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CLAIMS REGISTER: FEBRUARY 2026

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements $ 253,128.96

Checks Issued During Month:

ACWA-JPIA *(Health Benefits & Ins.- 03/26)*	15,656.16
Aqua-Metric Sales *(400 Water Meters 5/8"x3/4")*	72,253.80
AT&T *(P.S. Phone Bill to 02/01/26)*	212.13
AT&T Mobility *(Field & Office Cell Phones, 01/03/26-02/02/26)*	345.98
Calcon Systems, Inc. *(WIP- Cellular Dialer Upgrade at Westborough P.S.)*	24,735.00
CalPERS *(Retirement Contributions-02/15/26)*	6,624.12
CalPERS *(Retirement Contributions-02/28/26)*	6,624.15
C.J. Brown & Company CPA's *(FY 2024-2025 Audit Services, 01/26)*	780.00
Colina Association *(Three Parking Spaces Rental, 03/26)*	450.00
Costco Wholesale *(Membership Renewal)*	195.00
City of Daly City *(Sewer Service Fee, 07/25-12/25)*	1,454,052.42
Direct Line *(Answering Service, 01/15-02/14)*	259.00
EFTPS *(Employment Taxes-02/15/26)*	11,646.69
EFTPS *(Employment Taxes-02/28/26)*	12,192.27
EDD *(Employment Taxes-02/15/26)*	2,804.42
EDD *(Employment Taxes-02/28/26)*	2,957.73
Erler & Kalinowski, Inc *(Prepare 2025 Urban Water Mgmt Plan thru 12/31/25)*	10,000.00
Euro Style Management *(WIP-Skyline Tank #3 Retrofit - Progress Pymt #4)*	125,400.00
Hach *(Water Sampling Supplies)*	117.25
Hanson Bridgett LLP *(Special Legal Services - Admin & Monthly Retainer-01/26)*	2,175.00
Home Depot Credit Services *(Field Supplies to 02/13/26)*	533.64
Hurley Diesel and Power, LLC *(Generator Maint. For Rowntree L.S.)*	3,999.73
Lowe's Business *(Field Supplies to 02/17/26)*	337.97
Mairena, Patricia *(GM Mairena's Internet Services, 01/27-02/26 & 01/26 Membership Dues)*	84.99
MRC *(Xerox Copier Maintenance Agreement, 01/19/26-02/18/26)*	209.63
PG&E *(Summary Bill to 02/19/26)*	23,066.21
Quadient Leasing USA, Inc. *(Postage Meter, 03/09/26-06/08/26)*	177.15
Quadient Finance USA, Inc. *(Postage Meter Refill)*	500.00
San Mateo County Assessor *(File with Parcels Information for FY26-27)*	405.00
SF Water Dept. *(Water Purchases, 01/08-02/04)*	140,567.93
So. SF Scavengers *(Garbage Services, 01/26)*	125.07
SWRCB *(Water System Fees, 07/01/25-06/30/26)*	30,564.34
Tri Counties Bank *(Monthly Credit Card Charges Thur 01/31/26)*	1,821.36
United State Postal Serv. *(Semi-Annual PO Box Fee, No 2747)*	292.00
WEX Bank *(Wright Express-Gas Purchases to 02/15/26)*	815.68

SUB-TOTAL $ 2,206,110.78

Updated Checks Voided During Month:

TOTAL CLAIMS REGISTER AMOUNT **$ 2,206,110.78**

VENDOR I.D.: ACT01 (ACTUARIAL CONSULTING GROUP LLC)

Invoice No	Description	Invoice Date / Due Date	Actual Period / Fiscal	Tm	G/L Account # / Discount	Gross Amount	Discount Amount	Net Amount
203202603-	FY25 GASB 75 DISCLOSURE REPORT	03/03/26 / 03/03/26	03-26 / 09-26	A	59450	2250.00	.00	2250.00
		** Vendor's Subtotal ----->				2250.00	.00	2250.00

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

020126-	DIRECTOR AMUZIE'S INTERNET SERVICE, 02/10-03/09	02/01/26 / 02/01/26	03-26 / 09-26	A	59450	65.00	.00	65.00
		** Vendor's Subtotal ----->				65.00	.00	65.00

VENDOR I.D.: ARA01 (VESTIS)

27814954-	FIELD UNIFORMS	02/19/26 / 02/19/26	03-26 / 09-26	A	59450	115.23	.00	115.23
		** Vendor's Subtotal ----->				115.23	.00	115.23

VENDOR I.D.: ART01 (ART'S PENINSULA LOCKSMITH)

446333-	COPIES OF (9) KEYS	02/10/26 / 02/10/26	03-26 / 09-26	A	59450	69.22	.00	69.22
		** Vendor's Subtotal ----->				69.22	.00	69.22

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

022226-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 03/26	02/22/26 / 02/22/26	03-26 / 09-26	A	59450	65.00	.00	65.00
		** Vendor's Subtotal ----->				65.00	.00	65.00

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

022826-	FY24-25 AUDITED SERVICES, 02/26	02/28/26 / 02/28/26	03-26 / 09-26	A	59450	2364.00	.00	2364.00
		** Vendor's Subtotal ----->				2364.00	.00	2364.00

VENDOR I.D.: CAS01 (PETTY CASH)

022826-	MISC. EXPENSES, 02/26	02/28/26 / 02/28/26	03-26 / 09-26	A	59450	185.23	.00	185.23
		** Vendor's Subtotal ----->				185.23	.00	185.23

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

021126-	DIRECTOR CHAMBERS' INTERNET SERVICE, 02/16-03/15	02/11/26 / 02/11/26	03-26 / 09-26	A	59450	65.00	.00	65.00
		** Vendor's Subtotal ----->				65.00	.00	65.00

VENDOR I.D.: ERL01 (ERLER & KALINOWSKI, INC.)

C50069-03-	PREPARE 2025 URBAN WATER MGMT PLAN THUR 01/31/26	03/05/26 / 03/05/26	03-26 / 09-26	A	59450	5000.00	.00	5000.00
		** Vendor's Subtotal ----->				5000.00	.00	5000.00

VENDOR I.D.: EUR02 (EURO STYLE MANAGEMENT)

Control Date.: 03/09/26 Posting Period..: 03-26 Fiscal Period..: (09-26) Cash Account No..: 13110

Invoice No	Description	Invoice Date / Due Date	Actual Period / Fiscal	Tm	G/L Account # / Discount	Gross Amount	Discount Amount	Net Amount
VENDOR I.D.: EUR02 (EURO STYLE MANAGEMENT)								
030626-	WIP-SKYLINE TANK #3 RETROFIT, PROGRESS PYMT #5	03/06/26	03-26	A	59450	151050.00	.00	151050.00
		03/06/26	09-26					
		** Vendor's Subtotal ----->				151050.00	.00	151050.00
VENDOR I.D.: MED01 (MEDINA, JANET)								
020126-	DIRECTOR MEDINA'S INTERNET SERVICE, 02/10-03/09	02/01/26	03-26	A	59450	65.00	.00	65.00
		02/01/26	09-26					
		** Vendor's Subtotal ----->				65.00	.00	65.00
VENDOR I.D.: PAK01 (PAKPOUR CONSULTING GROUP, INC.)								
4945-	ENGINEERING SERVICES, 02/26	03/06/26	03-26	A	59450	32785.19	.00	32785.19
		03/06/26	09 26					
		** Vendor's Subtotal ----->				32785.19	.00	32785.19
VENDOR I.D.: PUN02 (PUN, YIN)								
030226-	TWO WWD HET REBATES FOR ACCT NO PUN0012	03/02/26	03-26	A	59450	100.00	.00	100.00
		03/02/26	09-26					
		** Vendor's Subtotal ----->				100.00	.00	100.00
VENDOR I.D.: RIC03 (RICHARDS, JULIE L)								
013126-	DIRECTOR RICHARDS' INTERNET SERVICE, 02/26	01/31/26	03-26	A	59450	65.00	.00	65.00
		01/31/26	09 26					
		** Vendor's Subtotal ----->				65.00	.00	65.00
VENDOR I.D.: SAN02 (SFPUC FINANCIAL SERV.-FINANCE)								
I0004042-	SUB, THM, HALOCETRIC & BACTERIA ANALYSES, 12/25	02/17/26	03 26	A	59450	1565.00	.00	1565.00
		02/17/26	09-26					
I0004056-	BACTERIA ANALYSES, 01/26	02/17/26	03-26	A	59450	400.00	.00	400.00
		02/17/26	09-26					
		** Vendor's Subtotal ----->				1965.00	.00	1965.00
VENDOR I.D.: SEL01 (SELERUM, INC.)								
62971-	IT AUDIT, CLOUDFLARED, REMOTE ACCESS & NOIP	03/04/26	03-26	A	59450	907.50	.00	907.50
		03/04/26	09-26					
		** Vendor's Subtotal ----->				907.50	.00	907.50
VENDOR I.D.: TEL02 (TELSTAR INSTRUMENTS, INC.)								
131194-	PUMP #1 SOFT-START CONTROLLER SERVICE AT MAIN P.S.	03/06/26	03-26	A	59450	1297.00	.00	1297.00
		03/06/26	09-26					
		** Vendor's Subtotal ----->				1297.00	.00	1297.00
VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)								
022826-	PAYROLL TRANSFER, 02/26	02/28/26	03-26	A	59450	53840.66	.00	53840.66
		02/28/26	09-26					
		** Vendor's Subtotal ----->				53840.66	.00	53840.66

Control Date.: 03/09/26 Posting Period..: 03-26 Fiscal Period..: (09-26) Cash Account No..: 13110

Invoice No	Description	Invoice Date / Due Date	Actual Period / Fiscal	Tm	G/L Account # / Discount	Gross Amount	Discount Amount	Net Amount
VENDOR I.D.: \B001 (FUAD BABA)								
000C60201-	MQ CUSTOMER REFUND FOR BAB0002	03/02/26	03-26	Z	59450	91.59	.00	91.59
		03/02/26	09-26					
		** Vendor's Subtotal ----->				91.59	.00	91.59
VENDOR I.D.: \B018 (CARIDAD BICOCCA)								
000C60201-	MQ CUSTOMER REFUND FOR BIC0002	03/02/26	03-26	Z	59450	48.27	.00	48.27
		03/02/26	09-26					
		** Vendor's Subtotal ----->				48.27	.00	48.27
VENDOR I.D.: \J003 (JEANNE & SIMON JONATHAN)								
000C60201-	MQ CUSTOMER REFUND FOR JON0025	03/02/26	03-26	Z	59450	82.36	.00	82.36
		03/02/26	09-26					
		** Vendor's Subtotal ----->				82.36	.00	82.36
VENDOR I.D.: \L024 (KHRISTOPHER LOPEZ)								
000C60201-	MQ CUSTOMER REFUND FOR LOP0043	03/02/26	03-26	Z	59450	48.27	.00	48.27
		03/02/26	09-26					
		** Vendor's Subtotal ----->				48.27	.00	48.27
VENDOR I.D.: \L025 (JIMMY LUONG)								
000C60201-	MQ CUSTOMER REFUND FOR LUO0007	03/02/26	03 26	Z	59450	63.29	.00	63.29
		03/02/26	09-26					
		** Vendor's Subtotal ----->				63.29	.00	63.29
VENDOR I.D.: \O002 (ALEJANDRO OSTERHOLT)								
000C60201-	MQ CUSTOMER REFUND FOR OST0001	03/02/26	03-26	Z	59450	100.21	.00	100.21
		03/02/26	09-26					
		** Vendor's Subtotal ----->				100.21	.00	100.21
VENDOR I.D.: \P010 (GERRI PEAVEY)								
000C60201-	MQ CUSTOMER REFUND FOR PEA0004	03/02/26	03-26	Z	59450	91.59	.00	91.59
		03/02/26	09-26					
		** Vendor's Subtotal ----->				91.59	.00	91.59
VENDOR I.D.: \P011 (WAI KEI POON)								
000C60201-	MQ CUSTOMER REFUND FOR POO0022	03/02/26	03-26	Z	59450	81.08	.00	81.08
		03/02/26	09-26					
		** Vendor's Subtotal ----->				81.08	.00	81.08
VENDOR I.D.: \R005 (YEN-LING K. ROGERS)								
000C60201-	MQ CUSTOMER REFUND FOR ROG0012	03/02/26	03-26	Z	59450	112.06	.00	112.06
		03/02/26	09-26					
		** Vendor's Subtotal ----->				112.06	.00	112.06
VENDOR I.D.: \V007 (RAFAEL VARELA)								

Control Date.: 03/09/26 Posting Period..: 03-26 Fiscal Period..: (09-26) Cash Account No..: 13110

VENDOR I.D.: \V007 (RAFAEL VARELA)

Invoice No	Description	Invoice Date / Due Date	Actual Period / Fiscal	Tm	G/L Account # / Discount	Gross Amount	Discount Amount	Net Amount
000C60201-	MQ CUSTOMER REFUND FOR VAR0021	03/02/26	03-26	Z	59450	107.94	.00	107.94
		03/02/26	09-26					
	** Vendor's Subtotal ----->					107.94	.00	107.94

VENDOR I.D.: \Z002 (SANTOS ZUNIGA)

000C60201-	MQ CUSTOMER REFUND FOR ZUN0002	03/02/26	03-26	Z	59450	48.27	.00	48.27
		03/02/26	09-26					
	** Vendor's Subtotal ----->					48.27	.00	48.27
	** Report's Total -------->					253128.96	.00	253128.96

** Total Vendors On This Report --------> 29

** Total Vendors Needing Checks -- --- -> 29

Code	Title
A	IMMEDIATE

ORDINANCE NO. 77

INSTITUTING A CROSS CONNECTION CONTROL PROGRAM TO PROTECT THE PUBLIC WATER SYSTEM

WESTBOROUGH WATER DISTRICT

THIS ORDINANCE is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors of the Westborough Water District ("District"):

WHEREAS, the District is a County Water District organized pursuant to the County Water District Law (Water Code Section 30001 et seq.), which provides potable water service within its jurisdiction, which is located in the City of South San Francisco, California; and

WHEREAS, it is a requirement of the California State Water Resources Control Board (SWRCB) for the District to establish a Cross-Connection Control Program Policy and Plan satisfactory to the SWRCB; and

WHEREAS, it is the responsibility of a County Water District to provide water to the Consumer at the meter that meets California state water quality standards; and

WHEREAS, cross-connections within the Consumer's plumbing system pose a potential source for the contamination of the public water supply system; and

WHEREAS, it is the intent of the District to establish clear rules and regulations governing the District's water supply against actual or potential contamination through cross-connections, by isolating sources of contamination that may occur within a water user's premises; and

WHEREAS, the District as a water supplier has the power to perform all acts necessary to carry out fully the provisions of the regulations related to drinking water supply and may adopt ordinances relating to the protection of the public water supply from contamination by implementing a cross-connection control program; and

WHEREAS, the Board of Directors finds and determines that this Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 2100 et seq.) ("CEQA") pursuant to Section 15307 (the activity assures the maintenance, restoration, enhancement, or protection of a natural resource) and Section 15378(b)(2) (the activity is not a project as it involves general policy and procedure making) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3; and

WHEREAS, the adoption and enforcement of this Ordinance is necessary to manage the District's public water supply within the District. This Ordinance is essential to ensure a safe and reliable water supply in order to protect the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Westborough Water District as follows:

I. Title

This Ordinance shall be known as the Westborough Backflow and Cross-Connection Control Ordinance.

II. Definitions

Unless otherwise defined, all terms used in this Ordinance pertaining to cross-connection control have the same definitions as those contained in the Cross-Connection Control Policy Handbook (CCCPH) issued by the California State Water Resources Control Board.

A. **AIR-GAP SEPARATION (AG)** means a physical vertical separation of at least two (2) times the effective opening, as defined in section 207.0 of the California Plumbing Code, between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

B. **APPROVED WATER SUPPLY** means a water source that has been approved by the State Water Board for domestic use in a public water system and designated as such in a domestic water supply permit issued pursuant to section 116525 of the CHSC.

C. **AUTHORIZED BACKFLOW PREVENTION ASSEMBLY TESTER** means a person who is certified as a backflow prevention assembly tester by a State recognized certification organization and has been Authorized by the San Mateo County Department of Public Health.

D. **AUXILIARY WATER SUPPLY** means a source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply and is located on the premises of, or available to, a water user.

E. **BACKFLOW** means the undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system's distribution system or approved water supply.

F. **BACKFLOW PREVENTION ASSEMBLY (BPA)** means a mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

G. **BACKFLOW PREVENTION ASSEMBLY TESTER (BPAT)** means a person who is certified as a backflow prevention assembly tester by a State recognized certification organization.

H. **CROSS CONNECTION** means any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system and located on the premises of a water user or available

to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

I. **CROSS-CONNECTION CONTROL PROGRAM COORDINATOR (CCCPC)** means the Public Water Purveyor designee involved in the development of and responsible for the reporting, tracking, and other administration duties of the cross-connection control program.

J. **CROSS-CONNECTION CONTROL SPECIALIST (CCCS)** means a person who is certified as a cross-connection control specialist by a State recognized certification organization.

K. **CONSUMER-CUSTOMER-USER** means any person or organization whose premises contains a customer water system and who receives water or water service from the District's water system and whose name appears on the water bill for water serving that premises.

L. **DISTRICT** means the Westborough Water District (WWD)

M. **DOUBLE CHECK DETECTOR BACKFLOW PREVENTION ASSEMBLY (DCDA)** means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections.

N. **DOUBLE CHECK DETECTOR BACKFLOW PREVENTION ASSEMBLY – TYPE II (DCDA-II)** means a double check valve backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections.

O. **DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY (DC)** means an assembly consisting of two independently-acting internally-loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross-connections.

P. **GENERAL MANAGER** means the General Manager of the District or their authorized designee who is trained in Cross-Connection control and is invested with the authority and responsibility for the implementation of an effective Cross-Connection Control Program and for the enforcement of the provisions of this Ordinance.

Q. **HAZARD ASSESSMENT** means an evaluation of a user premises designed to evaluate the types and degrees of hazard at a user's premises. Each hazard

assessment must identify the degree of hazard to the District's distribution system as either a high hazard cross-connection, a low hazard cross-connection, or having no hazard.

R. **HIGH HAZARD CROSS-CONNECTION** means a cross-connection that poses a threat to the potability or safety of the public water supply. Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards. See CCCPH Appendix D for some examples.

S. **LOW HAZARD CROSS-CONNECTION** means a cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply. Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

T. **MASTER METER** means a metered Service Connection that services more than one residential, commercial, industrial, institutional, agricultural, or governmental unit.

U. **MULTIFAMILY RESIDENTIAL SERVICE** means a service that supplies water through a Master Meter to a residential premises, 4-plex, apartment complex or trailer village.

V. **NON SINGLE FAMILY RESIDENTIAL SERVICE** means all services that are not a Single Family Residential Service. This includes all mixed use, fire, commercial, agricultural, institutional, governmental, multifamily or industrial water services.

W. **PREMISES** means a parcel of land including all buildings and appurtenances located thereon.

X. **PREMISES CONTAINMENT** means protection of a public water system's distribution system from backflow from a user's premises through the installation of one or more air gaps or BPAs, installed as close as practical to the user's service connection, in a manner that isolates the water user's water supply from the public water system's distribution system.

Y. **PRESSURE VACUUM BREAKER BACKSIPHONAGE PREVENTION ASSEMBLY (PVB)** means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with test cocks and tightly closing shutoff valves located at each end of the assembly that enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure.

Z. **REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY (RP)** means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent

differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly.

AA. **REDUCED PRESSURE PRINCIPLE DETECTOR BACKFLOW PREVENTION ASSEMBLY (RPDA)** means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow.

BB. **REDUCED PRESSURE PRINCIPLE DETECTOR BACKFLOW PREVENTION ASSEMBLY – TYPE II (RPDA-II)** means a reduced pressure principle backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow.

CC. **SERVICE CONNECTION** means the meter and water piping system connecting the Customer's System with the District's Water Distribution System.

DD. **Single Family Residential Service** means a Service Connection to a single family home or premises.

EE. **SPILL-RESISTANT PRESSURE VACUUM BREAKER BACKSIPHONAGE PREVENTION ASSEMBLY (SVB)** means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with shutoff valves at each end and a test cock and bleed/vent port, to enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure.

FF. **STATE WATER BOARD** means the State of California Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the CCCPH by the State Water Resources Control Board.

GG. **TEMPORARY WATER USE** means water used from a fire hydrant or other source on a temporary basis and metered through a portable water meter.

III. Backflow and Cross-Connection Control

A. **Purpose:** The purpose of this Ordinance is:

1. To protect the public potable water supply of the District from the possibility of contamination or pollution by containing within the consumer's internal distribution system(s) or the consumer's private water

system(s) such contaminants or pollutants which could backflow into the public water systems; and,

2. To promote the elimination or control of existing cross-connections, actual and/or potential, between the consumer's internal potable water system(s) and non-potable water system(s), plumbing fixtures and industrial piping systems; and,

3. To provide for the maintenance of a continuing Cross-Connection Control (CCC) Program which will systematically and effectively prevent the contamination or pollution of the potable water system.

B. **Authority:** These regulations are adopted in accordance with the State of California Water Resources Control Board's Cross-Connection Control Policy Handbook (CCCPH).

C. **Responsibility:** The District shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of the District an approved backflow prevention assembly is required at the consumer's water service connection for the safety of the water system, District or their designated agent shall give notice in writing to said consumer to install such an approved backflow prevention assembly(s) at a specific location(s) on the consumer's premises. The consumer shall install such an approved backflow prevention assembly(s) at the consumer's own expense in the time frame specified in the CCC Program; and failure, refusal or inability on the part of the consumer to install, have tested and maintained said assembly(s), shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

1. The Cross-Connection Control Program Coordinator (CCCPC) of the District is authorized to implement, and shall oversee, a Backflow/Cross-Connection Control Program consistent with the intent of this Ordinance, California Department of Public Health (CDPH), the SWRCB Regulations, California Code of Regulations (CCR), and any other applicable laws.

D. **Water System:** The water system shall be considered as made up of two parts: the District's System and the Consumer's System.

1. District's System shall consist of the source facilities and the distribution system; and shall include all those facilities of the water system under the complete control of the utility, up to the point where the consumer's system begins.

a. The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.

b. The distribution system shall include the network of conduits used for the delivery of water from the source to the consumer's system.

2. The Consumer's System shall include those parts of the facilities beyond the termination of the water supplier's distribution system which are utilized in conveying potable water to points of use.

E. **Prevention of Contamination:** The Consumer's plumbing system, starting from the termination of the District's water service pipe, shall be considered a potential high-health hazard requiring the isolation of the Consumer's premises by an approved, Consumer-installed and maintained reduced-pressure principle backflow assembly (RP). The RP shall be located at the end of the District's water service pipe (i.e., immediately downstream of the meter). Water shall only be supplied to the Consumer through an approved, Consumer-installed and maintained RP.

1. No water service connection to any premise shall be installed or maintained by the District unless the water supply is protected as required by District rules and regulations and this Ordinance. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed, bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

2. The consumer's system should be open for inspection at all reasonable times to authorized representatives of the District to determine whether unprotected cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the consumer has corrected the condition(s) in conformance with the District's CCC Program.

3. Notwithstanding the aforesaid, the District, upon an assessment of the risk of contamination posed by the Consumer's plumbing system and use of water, may allow:

a. A single-family or duplex residential consumer to connect directly to the water service pipe, i.e., without a District-approved DC or RP.

b. Any Consumer other than a single-family or duplex residential Consumer, as a minimum, to be supplied through an approved, Consumer-installed and maintained double-check valve assembly (DC).

IV. **Conditions for Providing Service:** Water service is provided based on the following terms and limitations:

A. The Consumer agrees to take all measures necessary to prevent the contamination of the plumbing system within their premises and the District's distribution system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any backpressure or backsiphonage condition, including the disruption of the water supply from the District's system that may occur during routine system maintenance or during emergency conditions, such as a water main break.

B. The Consumer agrees to install, operate, and maintain at all times their plumbing system in compliance with the current edition of the California Plumbing Code (CPC) having jurisdiction as it pertains to the prevention of contamination and protection from thermal expansion, due to a closed system that could occur with the present or future installation of backflow preventers on the Consumer's service and/or at plumbing fixtures.

C. For cross-connection control or other public health-related surveys, the Consumer agrees to provide for the District's employees or agents free access to all parts of the premises during reasonable working hours of the day for routine surveys and at all times during emergencies.

1. Where agreement for free access for the District's survey is denied, the District may supply water service provided that premises containment is provided through the minimum of an approved reduced-pressure principle backflow prevention assembly (RP).

D. The Consumer agrees to install all backflow prevention assemblies requested by the District and to maintain those assemblies in good working order. The assemblies shall be of a type, size, and make approved and acceptable to the District. The assemblies shall be installed in accordance with the recommendations given in the most recently adopted CCR editions of the CPC, of the CCCPH, current manufacturer standards and in accordance with the District's construction standards and specifications.

E. An approved backflow prevention assembly shall be installed on each service line to a Consumer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line as specified in the CCC Program.

2. In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line as specified in the CCC Program. This shall include the handling of process waters and waters originating from the water supplier's system which have been subject to deterioration in quality.

3. In the case of premises having:

   a. internal cross-connections that cannot be permanently corrected or protected against; or

   b. intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line as specified in the CCC Program.

F. The Consumer agrees to:

1. Have all assemblies (e.g., RPs and/or DCs) that the District relies upon to protect the public water distribution system tested upon installation, annually thereafter and/or more frequently if requested by the District, after repair, and after relocation;

2. Have all testing done by a District-approved and currently certified Backflow Prevention Assembly Tester (BPAT);

3. Have the RP or DC tested in accordance with approved test procedures; and

4. Submit to the District, or their designee, the results of the test(s) on District-supplied test report forms within the time period specified by the District.

G. The Consumer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RP, RPDA, DC or DCDA installed to protect the District's distribution system.

H. At the time of application for service, if required by the District, the Consumer agrees to submit to the District plumbing plans and/or a cross-connection control survey of the premises conducted by a District-approved and certified Cross-Connection Control Specialist (CCCS).

1. The cross-connection control survey shall assess the cross-connection hazards and list the backflow preventers provided within the premises. The results of the survey shall be submitted prior to the District turning on water service to a new Consumer. The cost of the survey shall be borne by the Consumer.

I. For Consumers other than single-family residential, when required by the District, the Consumer agrees to periodically submit a cross-connection control re-survey of the premises by a certified CCCS acceptable to the District. The District may require the re-survey to be performed in response to changes in the Consumer's plumbing or water use or performed periodically (annually or less frequently) where the District considers the Consumer 's plumbing system to be complex or subject to frequent changes in water use. The cost of the re-survey shall be borne by the Consumer.

J. Within 30 days of a request by the District, a residential Consumer shall agree to complete and submit to the District a "Water Use Questionnaire" for the purpose of surveying the health hazard posed by the Consumer's plumbing system on the District's distribution system. Further, the residential Consumer agrees to provide within 30 days of a request by the District a cross-connection control survey of the premises by a certified CCCS acceptable to the District.

K. The Consumer agrees to obtain prior approval from the District for all changes in water use, and alterations and additions to the plumbing system, and shall comply with any additional requirements imposed by the District for cross-connection control.

L. The Consumer agrees to immediately notify the District and the local health jurisdiction of any backflow incident occurring within the Consumer's premises (i.e., entry of any contaminant/pollutant into the drinking water) and shall cooperate fully with the District to determine the reason for the backflow incident.

M. The Consumer acknowledges the right of the District to discontinue the water supply within 72 hours of giving notice to the Consumer, or a lesser period of time if required to protect public health, if the Consumer fails to cooperate with the District in the survey of premises, in the installation, maintenance, repair, inspection, or testing of backflow prevention assemblies or air gaps required by the District, or in the District's effort to contain a contaminant or pollutant that is detected in the Consumer 's system.

1. Without limiting the generality of the foregoing, in lieu of discontinuing water service, the District may install an RP on the service pipe to provide premises containment, and recover all costs for the installation and subsequent maintenance and repair of the assembly, appurtenances, and enclosure from the Consumer as fees and charges for water. The failure of the Consumer to pay these fees and charges may result in termination of water service in accordance with the District's water billing policies.

N. The District will require premises containment for a Consumer that is of the high-hazard type or category requiring "Mandatory Premises containment" established by the CCCPH regulations (Appendix D).

O. Where the District imposes mandatory premises containment in compliance with CCCPH regulations or agrees to the Consumer's voluntary premises containment through the installation of a RP immediately downstream of the District's water meter, the Consumer acknowledges their obligation to comply with the other cross-connection control regulations having jurisdiction (i.e., California Plumbing Code). Although the District's requirements for installation, testing, and repair of backflow assemblies may be limited to the AGs, DCs and RPs used for premises containment, the Consumer agrees to the other terms herein as a condition of allowing a direct connection to the District's service pipe.

P. The Consumer agrees to indemnify and hold harmless the District for all contamination of the Consumer's plumbing system or the District's distribution system that results from an unprotected or inadequately protected cross connection within the Consumer's premises. This indemnification shall pertain to all backflow conditions that may arise from the District's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the Consumer to provide adequate facilities to collect, store, and pump water for their premises.

Q. The Consumer agrees that, in the event legal action is required and commenced between the District and the Consumer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all incurred costs and expenses including, but not limited to, reasonable attorney's fees as determined by the Court.

R. The Consumer acknowledges that the District's survey of Consumer's premises is for the sole purpose of establishing the District's minimum requirements for the protection of the public water supply system, commensurate with the District's assessment of the degree of hazard.

S. It shall not be assumed by the Consumer or any regulatory agency that the District's survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by the District's personnel constitute an approval of the Consumer 's plumbing system or an assurance to the Consumer of the absence of cross connections therein.

T. The Consumer acknowledges the right of the District, in keeping with changes to California State regulations, industry standards, or the District's risk management policies, to impose retroactive requirements for additional cross-connection control measures.

U. The SWRCB, and District may, at their discretion, require a water user to designate a user to designate a user supervisor when the user premises has a multi-piping system that conveys various types of fluids and where changes in the piping system are frequently made.

V. The District will record the Consumer's agreement to the above terms for service on an "Application for Water Service," "Application for Change of Water Service," or other such form prepared by the District and signed by the Consumer.

V. Implementation of the Cross-Connection Control Policy: The District will designate at least one individual as the Cross-Connection Control Program Coordinator (CCCPC) to develop, implement and be in responsible charge of the District's cross-connection control program.

A. The District, under the direction of the aforementioned CCCPC, will prepare a written cross-connection control program plan to implement the requirements of this Ordinance. The written plan shall be consistent with this Ordinance and shall comply with the requirements of the CCCPH.

B. The District will use the most recently published editions of the following publications as references and technical aids:

1. *M-14 Backflow Prevention and Cross-Connection Control Recommended Practices,* published by the American Water Works Association, or latest edition thereof.

2. *Manual of Cross-Connection Control,* published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, or latest edition thereof.

C. The District will incorporate the written program plan into the Water System Plan and will submit the plan to SWRCB for approval when requested.

D. The District, in consultation with the aforementioned CCCPC, shall have the authority to make reasonable decisions related to cross connections in cases and situations not provided for in the Ordinance or written plan.

VI. Enforcement

A. Water service to any Premises may be discontinued by the District if the Backflow Prevention Assemblies have not met the conditions set forth in this Ordinance or if the General Manager has determined that a situation exists which could cause Contamination of the District's Water Distribution System. All Backflow Prevention Assemblies that do not pass a Backflow Prevention Assembly test must be repaired and in proper working order within thirty (30) days, or such shorter time period as the District determines to be necessary to minimize the risk of Contamination. Service will not be restored until the General

Manager has determined that the risk of Contamination to the District's Water Distribution System has been corrected.

VII. Severability

A. If any provision in this Ordinance, or in the written cross-connection control program is found to be less stringent than or inconsistent with the CCCPH, or other California state statutes or rules, the more stringent state statute, rule, or regulation shall apply.

B. If any section, subsection, provision or part of this Ordinance, or its application to any person or circumstance, is held to be unconstitutional or otherwise invalid, the remainder of this Ordinance, and the application of such provision to other person or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this Ordinance are severable.

VIII. Effective Date

This Ordinance shall become effective upon adoption.

IX. Notice of Exemption

The General Manager hereby is authorized and directed to file a Notice of Exemption with the County Clerk to record the bases for which the actions taken by this Ordinance are exempt from the California Environmental Quality Act.

X. Summary

The District Secretary shall publish a summary of the contents of this Ordinance in a newspaper of general circulation within 15 days of adoption, indicating the names of the directors who voted for and against the ordinance.

Passed and adopted this 12th day of March, 2026, by the following vote of the Board:

AYES:

NOES:

ABSENT:

_____

President of the Board of Directors
Westborough Water District

ATTEST:

_____

Secretary of the Board

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 12th day of March, 2026, by and between Westborough Water District ("DISTRICT") and Launch Consulting ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services for the preparation of a Risk and Resilience Assessment Report; and

WHEREAS, the CONSULTANT desires to furnish such services and has submitted a Proposal dated February 12, 2026, a copy of which is attached and incorporated as Exhibit A.

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 the services set forth in Exhibit A.

3. TERM.

The term of this Agreement will be for a term ending July 1, 2026, 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 the Contract Specifications.

4. COMPENSATION.

The CONSULTANT agrees to perform all of the services included in Section 2 for a total all inclusive sum not-to-exceed fee of Twenty-Four Thousand Eight Hundred Fifty Dollars ($24,850), in accordance with Exhibit A. The total all inclusive sum shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor/subconsultant costs and all other costs and expenses incurred by the CONSULTANT. The hourly rate by personnel category shall be as set forth in Exhibit A.

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 B, 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
2263 Westborough Boulevard
South San Francisco, CA 94080
Attn: Patricia Mairena

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that Linda Warren, 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. Professional Liability Insurance. CONSULTANT shall also maintain Professional Liability Insurance covering CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars ($1,000,000) for any one claim. This insurance shall

be applicable to claims arising out of or related to the performance of this Agreement. Prior to commencing work under this Agreement, CONSULTANT shall furnish to the DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

D. 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 Linda Warren.

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:	Launch Consulting 914 East Jefferson Street, Suite G4 Charlottesville, VA 22902 Attn: Linda Warren

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. Confidentiality. CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the General Manager.

D. Use of Subcontractors. CONSULTANT shall not subcontract any Services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. 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.

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:

By: _____
Perry Bautista
President, Board of Directors

APPROVED AS TO FORM:

_____
Attorney for the District

CONSULTANT:

_____
(See footnote below)*

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

*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.

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).

www.launch-consulting.com | linda@launch-consulting.com | (434) 422-2670
Corporate Office: 914 East Jefferson Street, Suite G4 | Charlottesville, VA 22902
California Office: Ukiah, CA

SCOPE OF WORK

Risk and Resilience Assessment Update for the Water System

Westborough Water District, South San Francisco
February 12, 2026

Project Background

The Westborough Water District (WWD) has requested that Launch! Consulting (Launch) assist in meeting the requirements of the Safe Drinking Water Act (SDWA) Section 1433 as amended by America's Water Infrastructure Act of 2018 (AWIA). The law requires community water systems serving populations greater than 3,300 people to update their risk and resilience assessment (RRA) and emergency response plan (ERP) and certify their revisions to the Environmental Protection Agency (EPA) on a 5-year cycle (due June 30, 2026). To accomplish this and meet WWD's preparedness goals, Launch proposes the tasks in this Scope of Work, including an update to the current RRA, completing field assessments of WWD's water system critical assets, and conducting a cybersecurity assessment.

Scope of Services

This section outlines the specific services that Launch will provide to WWD under this Scope of Work. Launch will facilitate virtual and in-person meetings and site visits to collect current risk and resilience information from WWD staff. Launch will use the information gathered to develop a revised RRA that meets AWIA requirements and integrates other industry best practices.

Launch will minimize time and budget impacts to WWD staff through streamlined processes while balancing the need for staff interaction to achieve preparedness and compliance goals. Decisions in this project will be made by WWD staff, and Launch will lead and facilitate the process. The project is comprised of the following tasks:

Task 1: RRA Update and Field Assessment

Launch will facilitate a 1-hour project kickoff meeting with WWD to introduce project team members, confirm the scope and schedule of the project, identify documents needed, and collect other information pertinent to the success of this project. Launch will review the existing RRA and documents provided by WWD to incorporate into updated 2026 RRA.

After preparing for a field visit, up to 2 Launch staff will visit WWD in person to discuss updates to the 6 sections of the American Water Works Association (AWWA) Small Systems Risk and Resilience Assessment Worksheet (Small Systems Worksheet) with the WWD General Manager and others who can provide current information. These sections include:

- Utility Information
- Potential Critical Assets
- Potential Threats

- Potential Consequences
- Mitigation Measures
- Additional information needed for AWIA compliance

Launch will use the information to complete the Small Systems Worksheet and Launch will develop an updated 2026 RRA report that meets AWIA requirements, which include:

- The risk to the system from malevolent acts and natural hazards;
- The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- The monitoring practices of the system;
- The financial infrastructure of the system (this is financial data backup and not a financial analysis);
- The use, storage, or handling of various chemicals by the system; and
- The operation and maintenance of the system.

During the field visit, Launch will accompany a WWD staff member to critical assets to make observations regarding risk and resilience improvements since the previous RRA, as well as mitigation measures needed. Topics of particular interest include physical security and operations/maintenance. At least one WWD staff member with knowledge of the sites will accompany Launch and answer questions about the water system.

The revised RRA report will not include a field assessment summary or photos for each location visited. Rather, Launch will integrate information gathered from the field assessments into the updated RRA report and Implementation Plan of mitigation measures.

Once the RRA is complete, WWD will submit the self-certification documentation to the EPA by June 30, 2026. Launch will facilitate a virtual closeout meeting and can support WWD with the certification process, if needed.

Task 2: Cybersecurity Assessment

Launch will facilitate one 2-hour workshop with WWD SCADA and IT staff, including IT and OT consultants, to collect information for the AWWA Water Sector Cybersecurity Risk Management Tool and the EPA Priority Cybersecurity Practices for Water and Wastewater Systems Checklist. Launch will include cybersecurity results in the RRA report.

Deliverables

√ 2026 RRA Report, including:
  - AWWA Small Systems Risk and Resilience Assessment Worksheet
  - Implementation Plan
  - AWWA Water Sector Cybersecurity Risk Management Tool results
  - EPA Priority Cybersecurity Practices for Water and Wastewater Systems Checklist

Assumptions

The following assumptions apply to this Scope of Work and form the basis for the agreed deliverables, schedule, and fees.

The Launch team will:

- Facilitate meetings.
- Provide virtual meeting space via Microsoft Teams or Zoom.
- Provide secure online file-sharing platform via Box.
- Provide project deliverables electronically (no paper copies).
- Advise WWD of any risks, delays, or issues that may affect scope, schedule, or cost.

WWD will:

- Provide access to all relevant data, documents, and other reference material needed for Launch to complete the project.
- Review and provide consolidated feedback on deliverables (a single version of deliverable markup).
- Ensure that internal stakeholders are available to support project activities and respond to inquiries.
- Be responsible for securing all necessary internal approvals, legal requirements, and compliance obligations.
- Acknowledge that delays in feedback, approvals, or access to resources may extend the project timeline or budget.

Project Schedule

The project will begin upon notice to proceed and be completed by June 15, 2026. The table below contains an approximate project schedule, including proposed dates, project milestones, and descriptions.

Proposed Dates	Project Milestone	Description
March 2026	Kickoff Meeting	1-hour virtual meeting to review project goals, schedule, and scope.
March/April 2026	Information Gathering/Field Assessment Week	Meet with WWD staff in-person to gather information for Launch staff to complete the AWWA Small Systems Worksheet and develop an updated RRA report. Includes half day of field assessment of assets to determine improvements since previous RRA and identify any new resilience mitigation measures.
April 2026	Cybersecurity Assessment Workshop	2-hour virtual workshop to collect information to complete the AWWA Water Sector Cybersecurity Risk Management Tool and EPA Priority Cybersecurity Practices for Water and Wastewater Systems Checklist.
May 2026	RRA Draft	Launch delivers the draft 2026 RRA report to WWD for review and integrates WWD comments.
May 2026	RRA Final Deliverable	Launch delivers the final 2026 RRA report to WWD.
May 2026	Project Closeout Meeting	1-hr virtual meeting to close out the project and assist WWD with EPA compliance certification, if needed.

Project Budget

Compensation to Launch will be a fixed fee per the table below. Project fee will be billed according to percent completion of the tasks listed. If additional tasks are requested by WWD, they will be performed and charged at the hourly rates in the table. Costs include all labor and expenses.

Team Member	Resilience Subject Matter Expert	Resilience Specialist / Report Writer	Senior Clerical	Total Hours	Total Labor Cost
Rate	$230.00	$225.00	$158.00		
Task 1: RRA Update and Field Assessment	30	48	4	82	$18,332.00
Task 2: Cybersecurity Assessment	12	16	1	29	$6,518.00
TOTALS	**42**	**64**	**5**	**111**	**$24,850.00**

Authorized By:

Linda P. Warren, P.E.
CEO, Launch! Consulting, Inc.
February 12, 2026

THE
Water Faucet

MARCH 2026 / THE OFFICIAL NEWSLETTER OF Westborough Water District

Street Address
2263 Westborough Blvd.
So. San Francisco, CA 94080

24-Hour Phone
650-589-1435

Fax
650-589-5167

Email
WWD@WestboroughWater.org
(email address is NOT case sensitive)

Website
WestboroughWater.org
(website address is NOT case sensitive)

Visit our website for updated information, water conservation tips, rebate forms, and much more!

WWD Board Meetings

The Westborough Water District board meetings are held on the second Thursday of every month at the District office. The meeting begins at 7:30 p.m. and the public is encouraged to attend.

WWD Board of Directors

Perry H. Bautista
President

Janet G. Medina
Vice President

Tom Chambers
Don Amuzie
Julie L. Richards
Directors

WWD Management

Patricia Mairena
General Manager

Emergency Preparedness

The recent multiple quakes in the Calaveras Fault region have reminded all of us of the importance of being prepared for a major emergency.

As stated in the County of San Mateo website: "Most local, state, and national organizations are still promoting the 72-hour concept. In a large-scale event, such as a significant earthquake in the Bay Area, it may take longer than 72 hours before we can get supplies and support to all our residents. In an effort to realistically plan for disasters in our county, we encourage you to be prepared to survive on your own for up to one week."

NATURAL DISASTERS – ARE YOU READY?

- **Purchase or customize earthquake kits** and include enough food and water for as many people who may be in your home when an emergency strikes. Do not forget your pets! Make sure to include prescriptions, walking shoes, extra contacts or glasses, toiletries, insurance documents, and important telephone numbers. **ready.gov/kit**
- **Make an emergency plan** that includes evacuation and meeting location.
- **Secure it now**! Reduce the hazard of falling objects throughout your home by securing televisions, computers, bookcases, unstrapped water heaters, and furniture.
- **Consider storing disaster supplies** in your home, office and vehicle. Disaster supplies should include food, water, flashlights, portable radio, batteries, first aid kit, cash, extra medication, a whistle, and fire extinguisher.
- **Drop, cover, and hold on!** Learn what to do during an earthquake, such as Drop, Cover, and Hold On, that may save your life or reduce injury. For additional information (also available in other languages), please visit **shakeout.org/dropcoverholdon**
- **First aid:** Make sure you are able to help administer first aid by taking proper classes. Check with the Red Cross or the City of South San Francisco for classes offered.
- **Communication and recovery communication** will be an important step following a major disaster in your recovery efforts. Turn on your portable radio for information and safety advisories. Make sure to sign up for SMC Alert, the San Mateo County's primary alert and warning system at **smcgov.org/dem/smc-alert**

(continued on inside)

6.C.1

WWD OFFICE HOURS: Monday-Friday, 8:00 am to 4:30 pm. Closed on holidays.

Westborough Water District

THE Water Faucet

THE OFFICIAL NEWSLETTER OF THE WESTBOROUGH WATER DISTRICT MARCH 2026

(Emergency Preparedness... continued from front cover)

- **Shut off your house valve:** Do you know where your house valve is? You could help your District conserve the water in its storage tanks by knowing how to shut off your house valve. **If you are unfamiliar with its location, please contact Customer Service at 650-589-1435**. We will be happy to have one of our field staff stop by to show you where your valve is, and how to shut it off. As a reminder, no one but trained WWD staff is allowed to touch the meters. ■

During an earthquake, it is essential for your District to conserve the water in its storage tanks both for fighting fires and for drinking, cooking, and personal hygiene.

If You See It, Please Report It

Please notify the district's office immediately if you notice any leaks or any other issue with either the water or sewer system, such as broken meter lids, running water on the street, etc.

Just recently, an impaired driver knocked off one of the WWD's fire hydrants located in a center island on the street. District staff did not receive any notifications from the emergency responders, and it was not until a Westborough resident reported it through the City of SSF See-Click-Fix Program that WWD staff became aware and replaced it. Luckily, the residents of that area did not experience any emergencies while that hydrant was out of service for an entire seven days!

To report any water or sewer pipe break emergencies, please contact the District office 24-hours a day, 7-days a week at: **650-589-1435**

Customer Connect Is Getting an Upgrade

The District is enhancing its Customer Connect notification service to continue providing timely and reliable updates to customers. Customer Connect delivers important information about service interruptions, emergencies, and other urgent water or sewer updates directly to you. These system improvements will expand the District's ability to share critical news quickly and efficiently when it matters most. Watch your mail for a postcard with simple instructions on how to stay informed and stay connected. Additional details are available at **WestboroughWater.org/connect** ■

In the Event of an Earthquake, Will You Have Enough Drinking Water?

Be better prepared for an earthquake or emergency by keeping at least a 3-day water supply (one gallon per person per day, for drinking and sanitation; do not forget your pets). The following websites provide very helpful information, please visit:

- **The San Mateo County Department of Emergency Management website at smcgov.org/dem/prepare**
- **The National Citizen Preparedness website at ready.gov**

Westborough Water District

THE
Water Faucet

THE OFFICIAL NEWSLETTER OF THE WESTBOROUGH WATER DISTRICT

Capital Improvement Projects in Progress

WATER INFRASTRUCTURE

- The retrofitting of Skyline Tank No. 3 kicked off and is expected to continue for at least two more months. Our contractor has been making much-needed seismic improvements: including seismic foundation retrofit, placing additional roof rafters, and coating the inside of the tank, which are necessary to provide more reliability in the event of an earthquake.
- The District continues with its **AMR (Automatic Meter Reading) meter replacement program.** These automated meters replace manual meter reading and provide additional information which allows us to better monitor usage and investigate abnormalities.

SEWER INFRASTRUCTURE

- The District has completed the **telecommunications (SCADA) work to the Rowntree and Westborough Lift Stations**. Work for the Avalon Lift Station is scheduled to be completed by next month.
- The design phase of the sewer pipeline **replacement project on the Appian-280 Easement** is currently underway, and it is about 65% completed. The District anticipates the project to go out-to-bid by June 2026.

Please visit our website for additional CIP projects information at WestboroughWater.org/CIP

Sewer Service Charge on Property Tax Bill

The amount of water you consumed during January and February 2026 will be used to determine your annual sewer charge and will appear on your property tax bill effective July 1, 2026.

If you experienced high usage during this period due to an emergency or uncontrollable event, please submit a written request to the District for possible adjustment no later than May 15, 2026. That way, any adjustment can be made before the charges are submitted to San Mateo County for inclusion on your property tax bill.

Rebates and Water Conservation

Visit **WestboroughWater.org/rebates** to review the qualifications and to obtain rebate forms.

HIGH-EFFICIENCY WASHING MACHINE REBATE PROGRAM

The District continues to offer one single rebate of **$100 per washing machine** when you purchase a qualifying ENERGY STAR® label efficient clothes washer.

HIGH-EFFICIENCY TOILET (HET) REBATE PROGRAM

In a continuing effort to help our customers reduce water consumption, the District also continues to offer a rebate of **$50 per toilet** if you replace a toilet with a water-efficient model.

Use ACH Payments to Avoid Late Fees

Just fill out the enclosed form and return it to us!

WWD DIRECT PAYMENT (ACH)

This service will continue to be FREE to customers!

You may sign up for our Direct Payment Program from your checking or savings account. For your convenience, we have included the ACH form with this newsletter. For ACH Payments: The District we will not debit your account ***until the due date*** or the last day you can pay your bill without a late charge.

IMPORTANT!

If you already signed up for this service, there is no need to complete another form (unless your banking information has changed).

The District still offers multiple options for paying your water bill: online, phone, mail, and in-person. Learn more about these options, as well as credit card and debit card processing fees at

WestboroughWater.org/rates

Leak Detector Packages

Some customers have contacted the WWD about receiving a "Delivery Notice" postcard of a leak detector package being sent to them by the Water Quality Association. The WWD does not endorse this company and recommends caution when being approached by such vendors.

If you think you may have a leak, please contact our office at (650) 589-1435 to schedule a leak test – free of charge!

Meet Our New Staff Member

Have you seen a new face driving around the District, reading meters or doing repair work? We are pleased to introduce our new Field Maintenance Worker, **Israel Estrada**!

Water Conservation Products Are Still Available!

FREE!

Please telephone the District ahead to arrange contact-free pick up of your **FREE** water conservation products. Please request only the items you will use. **Maximum one of each.** More details available at **WestboroughWater.org/conservation**

For Your Home

Cold Water Catcher Bucket

For Your Garden

Multi Spray Pattern Garden Nozzle

For Your Kitchen

1.5 GPM Dual Function Aerator

For Your Bathroom

1.5 GPM Low-flow Shower Head

1.0 GPM Needle Spray Aerator

Toilet Dye Strips Leak Detection

DISCLAIMER: ITEMS MAY VARY FROM PICTURES DISPLAYED.

Westborough Water District

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

AGREEMENT AUTHORIZING DIRECT PAYMENTS (ACH DEBITS) OF WATER AND METER SERVICE FEES AND CHARGES

1. **Authorization.** I, _____ hereby authorize Westborough Water District (District), through its financial institution, to implement a direct payment procedure for water and meter service fees and charges, through ACH (Automated Clearing House) debit entries initiated by District to be debited against the bank account indicated below. Such ACH debit entries shall be made on a bi-monthly basis and in lieu of the physical mailing of the customers' payment.

2. **Bank Account**

   □ Checking Account
   □ Savings Account

   Banking Institution Name _____

   Branch _____

   City _____ State _____ Zip _____

   Routing Number _____

   Account Number _____

3. **Water Service Account**

   Name (on the account) _____

   Account Number _____

   Service Address _____

4. **Termination of this Authorization**

   This authorization is to remain in full force and effect until District has received written notice of termination. The termination shall be effective two weeks after the District receives such written notice.

I agreed to all the above,

Name (please print) _____

Signature _____ Date _____

NOTE: ALL DEBIT AUTHORIZATION ***MUST*** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED ABOVE.

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

DETACH AT THE DOTTED LINE, FILL OUT, AND MAIL TO THE WWD.

THE Water Faucet

MARCH 2026 / THE OFFICIAL NEWSLETTER OF Westborough Water District

Inside

- Emergency Preparedness – Are You Ready?
- If You See It, Report It!
- Customer Connect Gets an Upgrade
- Capital Improvement Projects in Progress
- Emergency Water Storage
- Water Conservation and Rebate Programs
- Options for Paying Your Bill

Westborough Water District

2263 Westborough Boulevard
P.O. Box 2747
South San Francisco, CA 94083-2747

Delivering Quality for You Since 1961

Update Your Customer Info

Does WWD have your current phone number on file? WWD would like to make sure it can contact you in case of an emergency. You can update the phone number on your account by calling WWD at (650) 589-1435 or visiting **WestboroughWater.org/update**
Please have your account number ready.

HansonBridgett

Memorandum

TO: Board of Directors

FROM: Michael N. Conneran

DATE: March 9, 2026

RE: **Procedure for Increasing Board Members' Compensation**

Issue

What is the process for the District to increase directors' compensation?

Short Answer

The District may increase compensation to an amount equal to a 5% increase for each calendar year since the last compensation increase. In addition, the District may establish the number of compensable days per month up to a limit of ten. Such increases must be approved pursuant to an ordinance adopted following a public hearing, and are subject to a voter referendum.

Maximum Compensation and Allowable Increases

In 1984, the legislature enacted Water Code §§ 20201 et seq., setting the rules for all water districts regarding board compensation. These provisions allow the Board to increase the daily compensation above $100, and indicate the legislature's intent that water districts be responsible for increasing directors' compensation, rather than relying on the legislature to do so. (§ 20201.) These provisions limit increases over $100 to an amount equal to a 5 percent increase for each calendar year following the operative date of the last compensation increase. (§ 20202.) In addition, this provision limits directors to ten compensable days of service per month.

I have found no record of the District having ever increased directors' compensation. It did adopt a formal policy on compensation and benefits in 2006, in compliance with the requirements of AB 1234 but didn't modify the amount of compensation. Since the operative statute, Water Code Section 20200 et seq., was adopted in 1984, it appears that the compensation could be adjusted by 5% for each year from January 1985 through 2026 (41 years). This could result in a maximum daily rate of $305.00. (Based on an opinion of the California Attorney General, the 5% figure does not compound, so the increase can only be 5% simple interest per year.)

You should note, however, that once an increase in compensation is adopted, that amount becomes the mark against which future increases are calculated. For example, if the District were to increase compensation to $125 this year, in five years the District could increase it to no more than $150 (5% for each of the five years since the last increase). In effect, in light of the

long period during which the District has not increased compensation, any action to increase compensation would have the effect of "capping" the ability to make increases to make up for those prior years.

Procedural Requirements

Increases in compensation allowed under Water Code §§ 20201 et seq. must be adopted by means of an ordinance following a public hearing. (§ 20203.) Notice of the public hearing must be published once a week for two successive weeks, in a newspaper of general circulation. (Water Code § 20203; see Government Code § 6066.) An ordinance increasing compensation pursuant to these provisions becomes effective 60 days after its passage; during the 60-day period, the voters have the right to petition for a referendum to bring the issue to a public vote. (Water Code § 20204.) A separate ordinance must be adopted each time the District wishes to increase compensation; there is no provision that would allow an ordinance to specify automatic increases in the future.

Recommendations

Although the law would permit the District to adopt a significant increase in compensation, I would recommend that the District consider the fact that most water districts in the area compensate their directors between $100 and $200 per meeting.

Please let me know if I can be of further assistance.

MNC:mnc

Outlook

RE: Requesting concurring resolution for nomination to ACWA-JPIA California Water Insurance Fund Board – Westborough

From Marian Hsu <Marian.Hsu@acwd.com>
Date Thu 2/19/2026 11:46 AM
To Ed Stevenson <Ed.Stevenson@acwd.com>; Patricia Mairena <pmairena@westboroughwater.org>
Cc John Weed <john.weed@acwd.com>

2 attachments (358 KB)
Westborough 2026 CWIF Weed Concurring Nomination 02-19-2026.pdf; Resolution_Concurring_Captive_2026 - Westborough.docx;

Dear Ms. Mairena,

Please see the attached PDF regarding Director John H. Weed's nomination to the ACWA-JPIA CWIF and a sample concurring resolution.

Once approved by your board, please send concurring resolutions back to me at marian.hsu@acwd.com **by April 3, 2026**.
as all concurring resolutions need to be submitted to ACWA-JPIA by April 4, 2026.

Thank you,
Marian

Marian Hsu
Executive Assistant/District Secretary
Administration Division
Marian.Hsu@acwd.com
+1 (510) 668-4202
43885 S. Grimmer Blvd., Fremont, CA 94538
www.acwd.org

From: Ed Stevenson <Ed.Stevenson@acwd.com>
Sent: Friday, February 13, 2026 11:09 AM
To: pmairena@westboroughwater.org
Cc: Marian Hsu <Marian.Hsu@acwd.com>
Subject: Requesting concurring resolution for nomination to ACWA-JPIA California Water Insurance Fund Board – Westborough
Sensitivity: Confidential

Good morning, Ms. Mairena. I am the General Manager of Alameda County Water District (ACWD) in Southern Alameda County.

In the past, your agency has been gracious enough to consider a resolution concurring with the nomination of ACWD's director John Weed for certain elected positions related to ACWA-JPIA. Director Weed is currently on the ACWA-JPIA Board and is interested in running for the **ACWA-JPIA California Water Insurance Fund Board**.

In addition to a nomination resolution from ACWD, he will need a minimum of three concurring resolutions from other ACWA-JPIA member agencies. Director Weed suggested that we reach out to you for your help with this once again. We would greatly appreciate the assistance. All application materials and resolutions need to be submitted to ACWA-JPIA by **April 4**.

Given the very short time available to coordinate, I've asked my assistant Marian Hsu (copied here) to reach out to you and/or your assistant with the specific request and a sample resolution (based on ACWA-JPIA's template).

Please let me know if you have any reservations at all about working with your Board on this and feel free to give me a call with any questions or concerns. Thank you very much, Ms. Mairena.

Ed Stevenson
General Manager
Administration Division

Ed.Stevenson@acwd.com
+1 (510) 668-4201

43885 S. Grimmer Blvd., Fremont, CA 94538
www.acwd.org

ALAMEDA COUNTY WATER DISTRICT

43885 SOUTH GRIMMER BOULEVARD • FREMONT, CALIFORNIA 94538
(510) 668-4200 • www.acwd.org

BOARD MEMBERS

AZIZ AKBARI
JAMES G. GUNTHER
JUDY C. HUANG
PAUL SETHY
JOHN H. WEED

MANAGEMENT

ED STEVENSON
General Manager
DAN STEVENSON
Operations and Maintenance
GIRUM AWOKE
Engineering and Technology
LAURA J. HIDAS
Water Resources
JONATHAN WUNDERLICH
Finance and Administration
JACKIE MCCLOUD
Special Assistant to the General Manager

February 19, 2026

VIA ELECTRONIC MAIL
Patricia Mairena (pmairena@westboroughwater.org)
General Manager
Westborough Water District
2263 Westborough Blvd.
San Francisco, CA 94080

Dear Ms. Mairena:

Subject: Request for Concurring Resolution Nominating John H. Weed to ACWA-JPIA California Water Insurance Fund Board

I write to respectfully request your agency's consideration of a concurring resolution in support of my nomination to the California Water Insurance Fund (CWIF) Board, an Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA) Captive Insurance Company.

As you may know, ACWA-JPIA has invited member agencies to submit nominations to fill two vacancies on the ACWA-JPIA CWIF Board. As an active member of the ACWA-JPIA Board of Directors since 2012 and serving on the ACWA-JPIA Risk Management Committee, I have represented the interests of member agencies such as yours in the direction and activities of the ACWA-JPIA which provides significant value and resources to its members.

I was elected to the ACWD Board of Directors in 1995 and currently serve on the ACWD Finance and Administration Committee. ACWD is one of fourteen water districts in the United States and only member of JPIA to have a Aaa credit rating from Moody's. The attached biography further outlines my qualifications.

Thank you in advance for your consideration. I respectfully request your support. Please do not hesitate to contact me with any questions or for more information at john.weed@acwd.com or (510) 651-1885.

John H Weed

John H. Weed
Member, ACWD Board of Directors

Enclosures: 1) Biography
2) Sample Concurring Resolution

John H. Weed

Biography

Mr. John H. Weed is a Board Member of the Alameda County Water District (ACWD) and has served on the ACWD Board since 1995. Mr. Weed has a Bachelor of Science degree in Civil Engineering, and Juris Doctor degree from the University of Santa Clara. He has a Master of Business Administration degree in Finance from Eastern New Mexico University. He conducted doctoral-level graduate studies in Water Resource Administration, and Graduate Research Associate in Agricultural Economics at the University of Arizona.

He is an attorney, member of California Bar, and also works in property development as President of Niles Properties, Inc. He was previously employed as an Engineer Technician with the Santa Clara Valley Water District and was the Special Assistant to the Division Manager of Ordinance Engineering at FMC Corporation. Mr. Weed formerly served as an elected Trustee of the Ohlone Community College District from 1977 to 2010.

Since 2003 he has served on the Board of Directors of the Bay Area Water Supply and Conservation Agency, for the past fourteen years he has been an appointed member of the Alameda County Property Tax Assessment Appeals Board for both valuation and legal issues. Mr. Weed serves on the Federal Affairs Committee of the Association of California Water Agencies (ACWA) and is a member and past Chair of the ACWA Region 5 Council. He is a Director on the Board of the California Delta Conveyance Design and Construction Authority, a member of the Risk Management Committee of Joint Power Insurance Authority of ACWA, past President of the Washington Township Historical Society, and member of the Newark Rotary.

Mr. Weed is a Vietnam veteran, serving his three years of active-duty service as a Munitions Maintenance Officer and Explosive Ordnance Disposal Officer. He served in the U.S. Air Force Reserves as a Civil Engineer for 28 years, retiring with the rank of Colonel. His highest award was the Legion of Merit. His service as a Civil Engineer was focused on Readiness with certifications in Fire Protection, Explosive Ordnance Disposal, and Disaster Preparedness. He served as an Individual Mobilization Augmentee [IMA] to the Air Force Fire Marshal with functional management of 13,000 Fire Fighting Personnel at 162 locations from 1992-1995. From 1995 to his retirement in 2000, Colonel Weed was the IMA to the Civil Engineer of the Pacific Air Forces with functional management of 6,400 Military personnel, with an annual budget of $1-billion for Operations and Maintenance, and $500-million in capital construction. His primary focus was Readiness for U.S. Air Force Assets on the Korean Peninsula, which was identified as the highest risk location in the world.

RESOLUTION NO. 692

RESOLUTION OF THE BOARD OF DIRECTORS OF WESTBOROUGH WATER DISTRICT IN SUPPORT OF THE NOMINATION OF JOHN WEED TO THE BOARD OF THE CALIFORNIA WATER INSURANCE FUND

WESTBOROUGH WATER DISTRICT

WHEREAS, the Westborough Water District (District) is a member district of the ACWA/JPIA; and

WHEREAS, the nominating procedures for the Board of Directors of the California Water Insurance Fund (Fund) provide that, in order for a nomination to be made to the Fund, three member districts must concur with the nominating district; and

WHEREAS, another ACWA JPIA member district, the Alameda County Water District, has requested that the District concur in its nomination of its member to the ACWA/JPIA Board of Directors to the California Water Insurance Fund; and

WHEREAS, it is the opinion of the Westborough Water District Board of Directors that John Weed possesses all the qualities needed to serve on the Board of Directors of the California Water Insurance Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of WESTBOROUGH WATER DISTRICT does hereby support the nomination of John Weed of the Alameda County Water District to the Board of Directors of the California Water Insurance Fund.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, CA 95661-9082.

Passed and adopted by the Westborough Water District Board of Directors at a regular meeting held on the 13th day of March, 2026, by the following vote of the Board.

AYES: NOES: ABSENT:

President, Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

21512391.2

Outlook

Support Requested: Utility Worker Identification Legislation

From ACWA JPIA CEO <communications@acwajpia.com>
Date Tue 2/17/2026 10:29 AM
To Patricia Mairena <pmairena@westboroughwater.org>

Dear Valued Directors and General Managers,

I am writing to request your support for SB 1001, legislation that would authorize the California Governor's Office of Emergency Services (CalOES) to establish a standardized identification card program for essential utility workers who may need access to emergency areas to maintain or restore critical infrastructure.

As currently anticipated, SB 1001 will be amended prior to its first committee hearing based on input from stakeholders, legislative staff, and CalOES. The attached template letter reflects the expected committee version of the bill and its intended framework.

This legislation is designed to improve emergency response and recovery efforts by providing consistent, statewide credentials for authorized utility workers. During disasters such as wildfires, floods, and earthquakes, timely access to damaged infrastructure is critical to restoring essential services. Inconsistent or difficult-to-verify credentials can delay response and recovery when communities need it most.

The button below links to a template letter of support. I respectfully encourage you to review, personalize, and submit the letter in accordance with the instructions provided.

Thank you for your consideration and continued leadership. Your participation is vital to advancing policies that protect our communities and support the essential work of our utility professionals.

Sincerely,
Adrienne Beatty
CEO, ACWA JPIA

Outlook

SB 1001 – Updated Letter Submission Instructions

From ACWA JPIA CEO <communications@acwajpia.com>
Date Fri 2/20/2026 3:28 PM
To Patricia Mairena <pmairena@westboroughwater.org>

Dear Directors and General Managers,

This is a quick follow-up regarding our earlier email on SB 1001. Please note the correct submission information for letters of support:

Support letters should be emailed to:
Colleen Herrmann
Colleen.Herrmann@sen.ca.gov

We apologize for any confusion and appreciate your support of SB 1001, which would establish a standardized identification card program for essential utility workers during emergencies.

Thank you for your continued leadership and engagement.

Sincerely,
Adrienne Beatty
CEO, ACWA JPIA

Letter of Support Template

Download SB 1001 Fact Sheet

NEW LEGISLATION SB 1001
Authorizing Utility Workers In Disaster Zones

As proposed to be amended.

Proposed California Utility Worker Identification Program SB 1001

The Challenge

When disaster strikes, whether it's a wildfire, earthquake, flood, or other emergency, communities depend on safe and essential utility services. But utility workers face a critical barrier when ***they cannot access disaster zones to restore vital services.*** Utility workers currently lack standardized identification credentials, leaving them unable to enter closed areas even when lives depend on their work. **These delays in the 2025 Palisades and Eaton fires cost precious time when every minute mattered.**

The Solution

NEW legislation SB 1001 introduced by Senator Bob Archuleta (CA – 30th District) creates a statewide **Utility Worker Identification Program**, operated by the **California Governor's Office of Emergency Services (Cal OES).**

Official credentials will enable authorized utility workers to:

- **Access disaster zones to repair critical infrastructure**
- **Protect public health by preventing disease outbreaks linked to service disruptions**
- **Restore essential services quickly to affected communities**
- **Coordinate safely with emergency responders during disasters**

Key Provisions

- **Coordinated Access:** Access granted by incident commanders or law enforcement with proper notification protocols
- **Official State ID Cards:** Cal OES issues standardized identification cards valid for 5 years
- **Safety First:** Workers must complete appropriate safety training before receiving credentials
- **Cost Recovery:** Program funded through reasonable fees on utilities, not taxpayers
- **Accountability:** Utilities responsible for managing and revoking credentials when workers leave or change roles

"As water distribution systems were damaged or destroyed, thousands of gallons of water were lost per minute, resulting in loss of hydrant pressure at critical moments during fire suppression efforts." — **Southern California Fires Timeline Report, UL Research Institutes, November 2025**

"Inclusion of water sector–specific positions at local Emergency Operations Centers will provide the necessary support and coordination to ensure there are targeted efforts to repair critical systems so water can be used for fire suppression and populations can return to safe drinking water when evacuations are lifted." — **California State Water Resources Control Board, 2025 Safe Drinking Water Plan Update**

SPONSORED BY

acwajpia.com	bsmwc.com	pidwater.com	picowaterdistrict.net	rwd.org	walnutvalleywater.gov

WE NEED YOUR SUPPORT Help us pass this critical legislation to protect California communities and ensure ulitity workers can respond when disasters strike.

FOR MORE INFORMATION Contact Reeb Government Relations at **916-558-1926.**

Westborough Water District

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

Sent via email to:
Colleen.Herrmann@sen.ca.gov

To: Office of Senator Archuleta

From: Perry Bautista, President, Board of Directors

Date: March 12, 2026

Re: SB 1001 — SUPPORT

On behalf of the Westborough Water District, I am writing to express our strong support for SB 1001 by Senator Bob Archuleta, which would authorize the California Governor's Office of Emergency Services (CalOES) to establish a standardized identification card program for essential utility workers who may need access to emergency areas to maintain or restore critical infrastructure. This legislation addresses a critical challenge faced by utility workers and local agencies during disasters.

As currently anticipated, SB 1001 will be amended prior to its first committee hearing based on input from stakeholders, legislative staff, and CalOES. This letter reflects the expected committee version of the bill and its intended framework.

When communities are impacted by wildfires, earthquakes, floods, or other emergencies, timely access to damaged infrastructure is essential for restoring safe and reliable services. Under current law, access to restricted or evacuated areas is determined at the discretion of peace officers, and utility workers often experience delays due to inconsistent or difficult-to-verify credentials, slowing response and recovery efforts.

SB 1001 creates a voluntary, statewide credentialing framework administered by CalOES, upon request by a utility employer. Under the bill, an employer must demonstrate why a worker may need emergency-area access and verify that the worker has completed appropriate training. The identification card would be based on federal identity standards consistent with the National Incident Management System (NIMS), while preserving full law enforcement authority over access decisions. This coordinated approach will help:

- Improve emergency response efficiency by streamlining credential verification
- Enhance public safety by ensuring only trained and authorized personnel are credentialed
- Support faster restoration of critical services such as water, power, and gas
- Strengthen coordination between utilities and emergency personnel
- Ensure appropriate safety training and credential verification

Public water agencies and utilities play a vital role in protecting public health, safety, and welfare. Providing these essential workers with reliable credentials will help ensure that

communities receive timely support during disasters. Establishing a consistent and recognizable credentialing system will better equip essential utility workers to perform their duties when time is of the essence.

SB 1001 also authorizes CalOES to recover reasonable program costs through fees, ensuring responsible implementation without unnecessary impacts on taxpayers. For these reasons, we believe SB 1001 represents a practical, forward-looking approach to improving disaster response and community resilience. We respectfully urge your "aye" vote in support of this important legislation.

Thank you for your consideration.

Sincerely,

Perry Bautista
President, Board of Directors
Westborough Water District
pbautista@westboroughwater.org

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

PAKPOUR CONSULTING GROUP

Memo

To:	WWD Board of Directors	**Date:**	03/06/26
Project Name:	Skyline Tank No. 3 Structural Retrofit	**Project No.:**	10025.14
Reference:	Progress Payment No. 5		
From:	Joubin Pakpour, PE JP DS		

Construction Status

Between January 31, 2026 and February 27, 2026, Euro Style Management (ESM) performed additional structural repairs, completed strengthening of the center column, made significant progress on the sidewall vent patching, installing the additional roof vents, and began overflow installation and sandblasting the interior roof. ESM originally scheduled the foundation concrete pour for mid-February however due to extensive rain, this work was postponed.

Work anticipated in March 2026 includes pouring the foundation concrete (contingent on weather) in addition to continuing to work on finishing the roof vents, sealing the shell vents, and overflow installation. ESM will also continue sandblasting the tank interior and begin work on the anchor chairs, shell manway, flush cleanout, and sealing the tank drain.

Pending Change Orders

Overflow Modification

As part of the retrofit, the existing tank drain will be abandoned to eliminate underground tank connections. Although not part of the original design, we coordinated with District operations to reinstall the tank drain to the exterior overflow. We feel this proposed change allows direct drainage into the existing storm drain infrastructure and reduces future maintenance costs. We are awaiting ESM's proposed cost for this work after which we will discuss with the general manager and operations. We anticipate a cost between $7,000 to $10,000, approximately 0.4% of the overall project cost.

Existing Foundation Concrete Chipping

ESM and the inspector observed the existing foundation was poured directly against the soil instead of against a smooth plywood form. As a result, the concrete beginning approximately 1' below the tank floor extended as much as 6" away from the assumed foundation face in many areas resulting in a non-vertical wall. This prevented rebar installation from meeting design clearance requirements in these locations. ESM spent additional time chipping away the concrete to create a vertical wall to permit rebar cage installation. We are currently working with ESM in regard to the additional cost.

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Anchor Chair Material Cost Adjustment

In early December 2025, ESM requested a cost adjustment due to increased tariffs on the anchor chair materials, specifically the OnGuard System, which is based/manufactured in New Zealand. We are currently coordinating with ESM on backup documentation justifying the increase anticipated to be approximately $20,000.

Tank Structural Repairs

As part of the tank inspection process prior to finalizing all welding work within the tank, ESM and our structural engineer identified several areas along the rafters in need of structural repair. The labor for this work is paid for under Bid Item 15 and assumes a 3 person, fully equipped welding crew. The material is paid for by change order as during design it is not possible to determine the repair extents without erecting scaffolding and extensive work to expose bare steel. Generally, labor is the most expensive component of repair work and having this as a bid item allows budgeting a portion of this work should it be required.

Project Schedule and Request for Progress Payment No. 5

As of February 27, 2026, ESM completed 59% percent of the contractual work ***($1,417,000)*** and has 40 working days remaining out of 180 working days.

Enclosed please find Progress Payment No. 5 due ESM for ***$151,050.00*** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		$ 2,417,594.00	
Approved Change Orders	$ 0.00	$ 0.00	0%
Final Contract Amount		**$ 2,417,594.00**	
Previously Paid		$ 1,195,100.00	
Current Request (*Less Retention*)	**$ 151,050.00**	**$ 151,050.00**	
Retention	$7,950.00	$70,850.00	
Total Value of Work Completed	$ 159,000.00	$ 1,417,000.00	59%
Total Remaining on Contract		**$1,000,594.00**	41%

J:\Projects\Westborough Water District - 10025.00\14-Skyline Tanks Structural Upgrades\02-Structural Upgrades\Construction\Correspondence\Board Packets\14-WWD-Board-26.03.06-PP05.docx

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

9.A1.3

Skyline Tank No. 3 Structural Retrofit
Progress Payment No. 05
January 31, 2026 to February 27, 2026

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Mobilization/Demobilization	LS	$ 110,000.00	1	$ 110,000.00	0	$ 110,000.00	$ -	1	$ 110,000.00	$ 110,000.00	0	$ -	0%	0.7	$ 77,000.00	70%	0.7	$ 77,000.00	70%
2	Ringwall Extension/Catch Basin	LS	$ 410,000.00	1	$ 410,000.00	0	$ 410,000.00	$ -	1	$ 410,000.00	$ 410,000.00	0	$ -	0%	0.75	$ 307,500.00	75%	0.75	$ 307,500.00	75%
3	Micropiles	LS	$ 202,500.00	1	$ 202,500.00	0	$ 202,500.00	$ -	1	$ 202,500.00	$ 202,500.00	0	$ -	0%	1	$ 202,500.00	100%	1	$ 202,500.00	100%
4	Tank Anchorage	LS	$ 324,000.00	1	$ 324,000.00	0	$ 324,000.00	$ -	1	$ 324,000.00	$ 324,000.00	0	$ -	0%	0.68	$ 220,000.00	68%	0.68	$ 220,000.00	68%
5	Roof Strengthening	LS	$ 150,000.00	1	$ 150,000.00	0	$ 150,000.00	$ -	1	$ 150,000.00	$ 150,000.00	0	$ -	0%	1	$ 150,000.00	100%	1	$ 150,000.00	100%
6	Shell Manway Strengthening	LS	$ 14,000.00	1	$ 14,000.00	0	$ 14,000.00	$ -	1	$ 14,000.00	$ 14,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
7	Column Strengthening	LS	$ 37,000.00	1	$ 37,000.00	0	$ 37,000.00	$ -	1	$ 37,000.00	$ 37,000.00	1	$ 37,000.00	100%	0	$ -	0%	1	$ 37,000.00	100%
8	Flush Cleanout	LS	$ 20,000.00	1	$ 20,000.00	0	$ 20,000.00	$ -	1	$ 20,000.00	$ 20,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
9	Seal Tank Vents	LS	$ 40,000.00	1	$ 40,000.00	0	$ 40,000.00	$ -	1	$ 40,000.00	$ 40,000.00	0.75	$ 30,000.00	75%	0	$ -	0%	0.75	$ 30,000.00	75%
10	Sump Drain Modification	LS	$ 15,000.00	1	$ 15,000.00	0	$ 15,000.00	$ -	1	$ 15,000.00	$ 15,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
11	Overflow Relocation	LS	$ 55,000.00	1	$ 55,000.00	0	$ 55,000.00	$ -	1	$ 55,000.00	$ 55,000.00	0.2	$ 11,000.00	20%	0.4	$ 22,000.00	40%	0.6	$ 33,000.00	60%
12	Tank Roof Vents	LS	$ 30,000.00	1	$ 30,000.00	0	$ 30,000.00	$ -	1	$ 30,000.00	$ 30,000.00	0.7	$ 21,000.00	70%	0	$ -	0%	0.7	$ 21,000.00	70%
13	Pipe Modifications	LS	$ 40,000.00	1	$ 40,000.00	0	$ 40,000.00	$ -	1	$ 40,000.00	$ 40,000.00	0	$ -	0%	0.5	$ 20,000.00	50%	0.5	$ 20,000.00	50%
14	Tank Level Assembly	LS	$ 17,000.00	1	$ 17,000.00	0	$ 17,000.00	$ -	1	$ 17,000.00	$ 17,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
15	Tank Mechanical Repairs	DAY	$ 3,000.00	10	$ 30,000.00	0	$ 3,000.00	$ -	10	$ 3,000.00	$ 30,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
16	Interior Coating	LS	$ 759,000.00	1	$ 759,000.00	0	$ 759,000.00	$ -	1	$ 759,000.00	$ 759,000.00	0.08	$ 60,000.00	8%	0.24	$ 180,000.00	24%	0.32	$ 240,000.00	32%
17	Exterior Coating	LS	$ 53,694.00	1	$ 53,694.00	0	$ 53,694.00	$ -	1	$ 53,694.00	$ 53,694.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
18	Aggregate Base	CY	$ 350.00	20	$ 7,000.00	0	$ 350.00	$ -	20	$ 350.00	$ 7,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
19	Asphalt Concrete	TON	$ 700.00	12	$ 8,400.00	0	$ 700.00	$ -	12	$ 700.00	$ 8,400.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
20	Site Restoration	LS	$ 17,000.00	1	$ 17,000.00	0	$ 17,000.00	$ -	1	$ 17,000.00	$ 17,000.00	0	$ -	0%	0	$ -	0%	0	$ -	0%
21	Storm Water Pollution Control	LS	$ 24,000.00	1	$ 24,000.00	0	$ 24,000.00	$ -	1	$ 24,000.00	$ 24,000.00	0	$ -	0%	1	$ 24,000.00	100%	1	$ 24,000.00	100%
22	Potholing	EA	$ 500.00	8	$ 4,000.00	0	$ 500.00	$ -	8	$ 500.00	$ 4,000.00	0	$ -	0%	10	$ 5,000.00	125%	10	$ 5,000.00	125%

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Skyline Tank No. 3 Structural Retrofit
Progress Payment No. 05
January 31, 2026 to February 27, 2026

Bid Item	Description: Original Contract	Original Contract Amount: Unit	Unit Price	Qty.	Total Price	Change Order: Qty.	Unit Price	Total Price	Revised Contract Amount: Qty.	Unit Price	Total Price	Earned This Period: Qty.	Amount Earned	%	Prior Billing: Qty.	Amount Earned	%	Total to Date: Qty.	Amount Earned	%
23	Shoring	LS	$ 50,000.00	1	$ 50,000.00	0	$ 50,000.00	$ -	1	$ 50,000.00	$ 50,000.00	0	$ -	0%	1	$ 50,000.00	100%	1	$ 50,000.00	100%
	Contract Amount				*$2,417,594.00*			*$0.00*			*$2,417,594.00*									
	Amount Earned												$159,000.00	7%		$1,258,000.00	52%		$1,417,000.00	59%
	Retention (5%)												($7,950.00)						($70,850.00)	
	Progress Payment No. 1																		($662,150.00)	
	Progress Payment No. 2																		($252,225.00)	
	Progress Payment No. 3																		($155,325.00)	
	Progress Payment No. 4																		($125,400.00)	
	Amount Due												$151,050.00						$151,050.00	
	Amount Remaining on Contract																		$1,000,594.00	41%

Prepared By

DocuSigned by:
Joubin Pakpour
F01005F8C6804EA...

Joubin Pakpour, P.E.
District Engineer

Contract Amount Remaining	$1,000,594.00	41%
Total Retention Held	($70,850.00)	
Total Pending Change Orders	$ -	

9.A1.4

APPLICATION AND CERTIFICATE FOR PAYMENT

Westborough Water District
2263 Westborough Blvd
South San Francisco, CA 94080

PROJECT: Skyline Tank No.3 Structural Retrofit

Application No. 5
Application Date: 5-Mar-26
Period to: 28-Feb-26

Distribution to:
- ☐ CONTRACTOR
- ☐ INSPECTOR
- ☑ CONST. MANAGER
- ☐ ARCHITECT
- ☑ OWNER

From Contractor:
Name: Euro Style Management
Address: 1401 Main Ave
Sacramento CA 95838
Project No:

ARCHITECT:

PO No:

CONTRACT DATE

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY:

Change Orders approved in Previous months by Owner		ADDITIONS:	DEDUCTIONS:
	TOTAL:		
Approved this Month			
Number	Date Approved		
bid item 22	14-Aug	1,000.00	
	Totals	1,000.00	-
Net change by Change Orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: [redacted] DATE: 5-Mar-26

Application is made for Payments as shown below, in connection with the Contract. Schedule of Values is attached.

1. ORIGINAL CONTRACT SUM . . .	$ $2,417,594.00
2. Net change by Change Orders	$ $1,000.00
3. CONTRACT SUM TO DATE	$ $2,418,594.00
4. TOTAL COMPLETED & STORED TO DATE .	$ $1,417,000.00
(Column G on Schedule of Values Sheet)	
5. RETAINAGE:	
a. 5% of Completed Work $ $70,850.00 (Column E + F on Schedule of Values Sheet)	
b. % of Stored Material $ (Column G on Schedule of Values Sheet)	
Total Retainage (Line 5a + 5b or Total in Column K of Schedule of Values Sheet)	$ $70,850.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$ $1,346,150.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from PRIOR Certificate) [redacted]	$ $1,195,100.00
8. CURRENT PAYMENT DUE	$ $151,050.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	$ $1,072,444.00

NOTE: BELOW THIS LINE TO BE FILLED OUT BY AUTHORIZED PERSONS ONLY

CERTIFICATE FOR PAYMENT

INSPECTOR:
BY: [redacted] DATE: [redacted]

CONSTRUCTION MANAGER:
BY: [redacted] DATE: [redacted]

OWNER: Westborough Water District
BY: [redacted] DATE: [redacted]

AMOUNT CERTIFIED $ $151,050.00

(Attach explanation if amount certified differs from the amount applied for)

Can be overriden by Architect

ARCHITECT:
BY: [redacted] DATE: [redacted]

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

9.A1.5

Schedule of Values Sheet

Application and Certificate for Payment
containing Contractor's signed Certification, is attached
In tabulation below, amount are stated to the nearest dollar

Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No. 5
Application Date: 5-Mar-26
Period to: 28-Feb-26
Architects Project Number

B	C	D	E	F	G	H	I	J	K	L	M	N
Item #	Skyline Tank No.3 Structural Retrofit	QTY EST.	Unit	UNIT COST	Scheduled Value	Work Completed Previously	Work Completed This Period	Stored Materials	Completed and Stored	% Complete	Balance to Finish	Retainage
	BASE BID:											
1	Mobilization / Demobilization	1	LS	$ 110,000.00	110,000.00	77,000.00	-	-	77,000.00	70%	33,000.00	3,850.00
2	Ring Wall Extension / Catch Basin ($410,000)											-
2a	Excavation and Haul-Off	1	LS	$ 230,000.00	230,000.00	207,000.00	-		207,000.00	90%	23,000.00	10,350.00
2b	Formwork / Prep	1	LS	$ 80,000.00	80,000.00	71,200.00	-	-	71,200.00	89%	8,800.00	3,560.00
2c	Catch Basin Install	1	LS	$ 30,000.00	30,000.00	27,900.00	-	-	27,900.00	93%	2,100.00	1,395.00
2d	Concrete Pour	1	LS	$ 70,000.00	70,000.00	1,400.00	-	-	1,400.00	2%	68,600.00	70.00
3	Micropiles ($202,500)											
3a	Drilling	1	LS	$ 120,000.00	120,000.00	120,000.00	-	-	120,000.00	100%	-	6,000.00
3b	Installation	1	LS	$ 72,000.00	72,000.00	72,000.00	-	-	72,000.00	100%	-	3,600.00
3c	Proof Testing	1	LS	$ 10,500.00	10,500.00	10,500.00	-	-	10,500.00	100%	-	525.00
4	Tank Anchorage($324,000)	1	LS									
4a	Existing Foot Scanning	1	LS	$ 24,000.00	24,000.00		-	-	-	0%	24,000.00	-
4b	Material Procurement	1	LS	$ 220,000.00	220,000.00	220,000.00	-	-	220,000.00	100%	-	11,000.00
4c	Installation	1	LS	$ 80,000.00	80,000.00		-	-	-	0%	80,000.00	-

Schedule of Values Sheet(cont) on Next Page

Schedule of Values Sheet (Cont)

Application and Certificate for Payment
containing Contractor's signed Certification, is attached
In tabulation below, amount are stated to the nearest dollar
Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No. 5
Application Date: 5-Mar-26
Period to: 28-Feb-26
Architects Project Number 0

B	C	D	E	F	G	H	I	J	K	L	M	N
Item #	Skyline Tank No.3 Structural Retrofit	QTY EST.	Unit	UNIT COST	Scheduled Value	Work Completed		Stored	Completed and	%	Balance to	Retainage
						Previously	This Period	Materials	Stored	Complete	Finish	
5	Roof Strengthening($150,000)											
5a	Material Procurement	1	LS	$ 50,000.00	50,000.00	50,000.00	-	-	50,000.00	100%	-	2,500.00
5b	Cross Bracing Install	1	LS	$ 50,000.00	50,000.00	50,000.00		-	50,000.00	100%	-	2,500.00
5c	New Stiffening Rafter Install	1	LS	$ 50,000.00	50,000.00	50,000.00		-	50,000.00	100%	-	2,500.00
6	Shell Manway Strengthening	1	LS	$ 14,000.00	14,000.00	-	-	-	-	0%	14,000.00	-
7	Column Strengthening	1	LS	$ 37,000.00	37,000.00	-	37,000.00	-	37,000.00	100%	-	1,850.00
8	Flush Cleanout	1	LS	$ 20,000.00	20,000.00	-	-	-	-	0%	20,000.00	-
9	Seal Tank Vents	1	LS	$ 40,000.00	40,000.00	-	30,000.00	-	30,000.00	75%	10,000.00	1,500.00
10	Sump Drain Modification	1	LS	$ 15,000.00	15,000.00	-	-	-	-	0%	15,000.00	-
11	Overflow Relocation	1	LS	$ 55,000.00	55,000.00	22,000.00	11,000.00	-	33,000.00	60%	22,000.00	1,650.00
12	Tank Roof Vents	1	LS	$ 30,000.00	30,000.00	-	21,000.00	-	21,000.00	70%	9,000.00	1,050.00
13	Pipe Modifications	1	LS	$ 40,000.00	40,000.00	20,000.00	-	-	20,000.00	50%	20,000.00	1,000.00
14	Tank Level Assembly	1	LS	$ 17,000.00	17,000.00	-	-		-	0%	17,000.00	

Schedule of Values Sheet(cont) on Next Page

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Schedule of Values Sheet (Cont)

Application and Certificate for Payment
containing Contractor's signed Certification, is attached
in tabulation below, amount are stated to the nearest dollar
Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No. 4
Application Date: 3-Mar-26
Period to: 28-Feb-26
Architects Project Number 0

B	C	D	E	F	G	H	I	J	K	L	M	N
Item #	Skyline Tank No.3 Structural Retrofit	QTY EST.	Unit	UNIT COST	Scheduled Value	Work Completed Previously	Work Completed This Period	Stored Materials	Completed and Stored	% Complete	Balance to Finish	Retainage
15	Tank Mechanical Repairs	10	DAY	$ 3,000.00	30,000.00	-	-	-	-	0%	30,000.00	-
16	Interior Coating($759,000)											
16a	Scaffolding	1	LS	$ 180,000.00	180,000.00	180,000.00	-	-	180,000.00	100%	-	9,000.00
16b	Vapor Zone Blast	1	LS	$ 240,000.00	240,000.00	-	60,000.00	-	60,000.00	25%	180,000.00	3,000.00
16c	Vapor Zone Coating	1	LS	$ 80,000.00	80,000.00	-	-	-	-	0%	80,000.00	-
16d	Submerged Area Blast	1	LS	$ 180,000.00	180,000.00	-	-	-	-	0%	180,000.00	-
16e	Submerged Area Coating	1	LS	$ 79,000.00	79,000.00	-	-	-	-	0%	79,000.00	-
17	Exterior Coating	1	LS	$ 53,694.00	53,694.00	-	-	-	-	0%	53,694.00	-
18	Aggregate Base	20	CY	$ 350.00	7,000.00	-	-	-	-	0%	7,000.00	-
19	Ashphalt Concrete	12	TON	$ 700.00	8,400.00	-	-	-	-	0%	8,400.00	-
20	Site Restoration	1	LS	$ 17,000.00	17,000.00	-	-	-	-	0%	17,000.00	-
21	Storm Water Pollution Control	1	LS	$ 24,000.00	24,000.00	24,000.00	-	-	24,000.00	100%	-	1,200.00
22	Potholing	10	EA	$ 500.00	5,000.00	5,000.00	-	-	5,000.00	100%	-	250.00
23	Shoring	1	LS	$ 50,000.00	50,000.00	50,000.00	-	-	50,000.00	100%	-	2,500.00
	Original Contract				2,418,594.00	1,258,000.00	159,000.00	-	1,417,000.00	51%	1,001,594.00	70,850.00

9.A.8

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
January 31, 2026 thru February 27, 2026

February 5, 2026 – New perimeter roof vent (1 of 6)

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
January 31, 2026 thru February 27, 2026

January 23, 2026 – Welders retrofitting the tank center column.

Docusign Envelope ID: E1716355-A1A3-88CF-806C-055ADA45C4DB

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
January 31, 2026 thru February 27, 2026

February 12, 2026 – View of center column strengthening.

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
January 31, 2026 thru February 27, 2026

February 20, 2026 – Sandblasting equipment

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	12/05/25 to 01/07/26	25305	34	744.26	-118.58
01/05/21 to 02/01/21	25531	28	911.82	01/08/26 to 02/04/26	21900	28	782.15	-129.67
02/02/21 to 03/04/21	25095	31	809.52	02/05/26 to 03/05/26	23514	29	810.84	1.32
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**	**243405**	**274**	**888.34**	

GPCPD YTD	49.27
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

9.B.1

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: March 12, 2026

RE: Update on SamTrans Bus Shearing Fire Hydrant in Front of 3500 Callan Blvd.

BACKGROUND

On February 18, 2026, the SMC Sheriff's Department responded to a SamTrans bus incident in front of 3500 Callan Boulevard: the driver of the bus reported that he had parked the bus due to a mechanical issue, and it began rolling away after he got out, with no passengers on board. The bus ended up shearing one of the District's fire hydrants and then crashed against the 3500 Callan Blvd. building. Our Field Supervisor, Carlos Arias, and Field Worker, Israel Estrada, responded and shut off the water to the fire hydrant. Field staff had to wait until the bus was removed/towed to determine if the leak could be isolated; otherwise, that building and the adjacent ones would be without water service.

INFORMATION

The following day, District field staff responded and attempted to install a new fire hydrant into place; however, due to the type of installation which involved a concrete base, General Manager Mairena instructed Field Supervisor Arias, to have SF Underground do the installation. The replacement cost of the fire hydrant and parts is $6,115.64, including taxes. The District is still waiting to receive an invoice from SF Underground for their work. Additional costs that still need to be calculated include District's staff time and water loss.

On March 9, 2026, General Manager Mairena reported the incident to SamTrans, and they have opened up a claim. The District was informed that it will take at least 7 days to hear back from their adjuster. On the same date, General Manager Mairena contacted JPIA to see if they could assist with recovering the losses. A Non-Auto Only Incident Report Form was submitted to JPIA and if the damaged property is listed on the Property Schedule, they would be able to assist us with presenting our claim to SamTrans.

www.samtrans.com

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: March 12, 2026

RE: Report on District's Upgrade of Its Customer Notification

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BACKGROUND

The District has been notified that its current mass notification system, News Flash, is scheduled to be phased out. The District's website designer, John Davidson, recommended options for replacement. After a couple of virtual meetings, General Manager Mairena, selected TextMyGov which can send notifications/alerts as text messages to those customers who have signed up. The current enrollees of News Flash would be migrated to the new platform.

INFORMATION

Since the cost of the subscription is within her spending authority, General Manager Mairena may proceed with accepting the proposal from TextMyGov listed as follows:

Package Details	*Price*	*Billing*
TextMyGov Core:	$3,500.00	Annual
• TextMyGov Web-Based Software		
• Local Phone Number		
• Short Code Number (for outgoing messages)		
• TextMyGov Provided Database		
• Facebook Integration		
• Spanish Translation		
• Unlimited Users		
• Unlimited Department		
• Unlimited Support for Every User		
• 10 GB Managed online data storage		
• 25000 Text Messages per year		
Setup Fee	$1,750.00	One-Time
First year total	$5,250.00	Year One
Total Recurring	$3,500.00	Annual

This is a Three-Year term. After the initial Three-Years, the agreement will revert to year-to-year.

General Manager Mairena will report back to the Board when the cost exceeds her authority.