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

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, September 10, 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 August 13, 2026.

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

   C. Investment Report for Period Ending August 31, 2026.

   D. Claims Register for August 31, 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. Nominations for LAFCo Special District Alternate Representative 2026.

B. Review/Approve Proposals for the Rowntree Lift Station Reinforced Concrete Walkway and Pads.

C. Consideration to Authorize Task Order 26-27-02 with Pakpour Consulting Group, Inc., for Design Services for the King Drive Water Main Improvements, CIP W20-03, in the amount of $199,800.

D. Consideration to Authorize Task Order 26-27-03 with Pakpour Consulting Group, Inc., for Design Services for the Westborough Lift Station Bypass Improvements, CIP S23-30, in the amount of $95,800.

E. Consideration to Approve Policy on the Use of Artificial Intelligence (AI) by Westborough Water District (WWD) employees, contractors, and Directors.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. CIP Update.
2. Skyline Tank No. 2 Structural Retrofit.
3. Appian Way Sewer Improvements – Brief Update.
4. Specifications Update – Brief Update.

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

C. Status Report on Recruitment for General Manager.

D. Request to Amend Pension Contract to Include PEPRA Provisions.

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.

Westborough Water District

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, August 13, 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 Brandon Laurie, Engineer Hamed Khatibi, Engineer (via Zoom) Patricia Mairena, General Manager Dayna Louie, Attorney (joined later for the Closed Session via Zoom)
Visitors Present:	None

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. CONSENT CALENDAR:

President Bautista asked the Board if there was any discussion; otherwise, he would entertain a motion to accept the consent calendar.

Director Chambers moved to approve the Consent Calendar, seconded by Director Medina.

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 (Laurie) to allow the engineer to make his presentation.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. Skyline Tank No. 3 – Approve Change Order No. 3 and Progress Payment No. 10.

Engineer Laurie reported that the Skyline Tank No. 3 project was now complete. Water samples were taken to ensure safety of the water and the tank was put back into service on July 16, 2026. Engineer Laurie mentioned that the punch list items were completed and everything was deemed satisfactory.

Engineer Laurie reviewed Balancing Order No. 1 and explained that it was necessary to adjust bid quantities to reflect actual constructed quantities, so that at the end of the job, it would be on record that the District did not owe the contractor anything or vice versa, and there was neither a positive nor negative balance.

Engineer Laurie also reviewed Change Order No. 3, which included an anchor chair cost adjustment for aluminum tariffs paid by OnGuard Seismic Systems, a New Zealand-based company. He reported that the contractor, ESM, had researched tariff reimbursement following the Supreme Court ruling; however, because ESM was not the Importer of Record, its efforts to coordinate with OnGuard to obtain a refund were unsuccessful. Engineer Laurie noted that OnGuard's attempts to obtain reimbursement from the U.S. Government had also been unsuccessful. To close out the project, he discussed passing the tariff costs through to the District as a change order with General Manager Mairena and Attorney Conneran. He explained that the contractor could not reasonably have anticipated this condition, and although it was not site-related, it could be treated as a differing site condition under the agreement. The total cost was less than $21,000. Engineer Laurie recommended approval and asked whether any directors had questions regarding the tariffs.

Director Chambers asked Attorney Conneran how tariffs were usually dealt with, and mentioned that he could possibly see splitting the cost with the contractor. Attorney Conneran replied that there was no set protocol or practice to deal with this, since this was a very unusual situation. Attorney Conneran commented that in order for the materials to be released, the contractor had to pay the tariffs.

Engineer Laurie stated that while he understood the additional $21,000 was not a small sum; he pointed out that the contractor had gone beyond the scope of work on doing additional work, such as applying an entire coat of paint to the top of the roof of the tank when the agreement only called for spot repairs or digging the trench for the electrical conduits. Thus, the extra work performed could offset the additional cost. Engineer Laurie pointed out that there were limited contractors doing this type of projects and it would be in the District's best interest to maintain good relationships with its contractors, so they would continue bidding on the upcoming District tank projects.

Director Chambers asked about Additional Structural Engineering Services. Engineer Laurie explained that the micropile had to be relocated because it was closer to the foundation than expected and conflicted with an existing drain line.

Attorney Conneran added that, as Engineer Laurie noted, ESM was not the Importer of Record. However, Change Order No. 3 included language addressing the tariffs and stating that the Board could reasonably determine the tariffs were an unexpected cost to be borne by the District in order to maintain good relationships. The change order also stated that ESM would continue making best efforts to obtain reimbursement for the tariffs, and if successful, would pass the reimbursement on to the District.

Attorney Conneran asked why additional working days were needed. Engineer Laurie explained that the work resulted from additional repairs, and the District was responsible only for the materials because the labor time was included in the original bid. The cost for the materials was just over $3,000. Also, additional time was granted to wrap up the punch list.

Attorney Conneran explained that the additional working days were significant because they related to liquidated damages. Documenting the added time would help prevent questions about the delay and why the contractor was not assessed liquidated damages.

Engineer Laurie reviewed the Balancing Change Order with the Board and explained that the total contract amount had decreased by $22,900 for material/work items not used which included not doing the asphalt work around the tank, since it would be best to address this work together with the Skyline Tank No. 2 Project. Attorney Conneran clarified the process and how the amounts estimated in the bid were higher than those that were actually used.

Engineer Laurie concluded by stating that the net change to the contract was $1,156.88, the summation between Change Order No. 3 and the Balancing Change Order.

Engineer Laurie reviewed the Change Order Summary which contained four categories: Owner Requested, Unforeseen Conditions, PS&E (Plans, Specification & Estimates), and Balancing, and touched up on the change orders that were issued for the project. Engineer Laurie pointed out that the total amount of the change orders added to under $18,000, which was less than 1% of the total $2.4 million project.

Engineer Laurie told the Board that the change orders remained low largely due to the hard work of Inspector and Engineer Hamed Khatibi, who attended the meeting via Zoom. Engineer Laurie noted that Engineer Khatibi was on site nearly full-time throughout the project and helped keep it on budget. He acknowledged Engineer Khatibi's efforts before the Board, thanked him for his work, and expressed hope that he would be available to assist with the design and inspection of the Skyline Tank No. 2 Project.

Engineer Khatibi expressed appreciation for the opportunity to work on the project and for the assistance provided by Field Supervisor Arias and General Manager Mairena. The Board and staff thanked Engineer Khatibi for his work.

Engineer Laurie reviewed various pictures of the finished tank work and provided descriptions. The Board asked some questions.

Engineer Laurie reviewed the next steps, which include accepting the project, filing a Notice of Completion with the County to insure the contractor pays its subcontractors, and eventually, releasing the retention funds. Engineer Laurie asked if there were any questions on this project.

General Manager Mairena asked on the number of days the District had to release the retention funds. Engineer Laurie responded that the District had 45 days, regardless of whether the contractor paid their subcontractors.

Attorney Conneran suggested holding off the approval of the change order until later in the meeting.

2. Appian Way Sewer Improvements – Brief Update.

Engineer Laurie mentioned that that the Appian Way Sewer Improvements Project had a 90% design and would probably be shovel ready within a month; however, due to the location of the project, their recommendation is to postpone it until after Winter ends. Engineer Laurie commented that working on cross country terrain during super El Niño weather conditions would be very problematic not only for being messy, but for trying to control backflows, excavation, runoff to the interstate, etc. Engineer Laurie mentioned that the project could go out for advertisement sometime in the late Winter.

3. Skyline Tank No. 2 – 60%.

Engineer Laurie reported that the project was at 60% design and will probably be released out to bidding later in the late Fall, and hopefully begin construction early next year.

4. Specifications Update – Brief Update

Engineer Laurie mentioned that the specifications update project had a little setback because one of their engineers had a family emergency, and the project was put on hold; however, the project should be wrapping up soon. General Manager Mairena stated that she had received a set of the specs and Field Supervisor Arias had reviewed, commented, and sent them back to them.

6. BUSINESS (NEW):

A. Consideration to Authorize Task Order 26-27-01 with Pakpour Consulting Group, Inc., for Additional Service Request No. 3 for Construction Management and Inspection Services for the Skyline Tank No.3 Structural Retrofit Project in the Amount of $37,800.

General Manager Mairena stated that Engineer Brandon had already provided some information on this item in response to Director Chambers' previous question. General Manager Mairena mentioned that a good portion of the additional services were due to subconsultant additional fees, and that staff recommended approval of this increase.

Director Chambers moved to Authorize Task Order 26-27-01 with Pakpour Consulting Group, Inc., for Additional Service Request No. 3 for Construction Management and Inspection Services for the Skyline Tank No.3 Structural Retrofit Project in the Amount of $37,800, seconded by Director Medina.

The motion was carried unanimously.

B. Consideration to Approve of Resolution 697, Accepting the Skyline Tank No. 3 Structural Retrofit as complete and authorize the recordation of a Notice of Completion with the San Mateo County Recorder.

General Manager Mairena stated that by approving this resolution, the Board will be accepting the project as complete, and authorize the General Manager to record the Notice of Completion with the County as previously conveyed by Engineer Laurie.

Attorney Conneran explained that the Notice of Completion gives notice to suppliers and subcontractors of the project that it is completed and the clock is ticking on issuing the retention funds back. Attorney Conneran stated that the Board still needed to act on the change order.

Director Chambers moved to approve Change Order No. 3 in the amount of $24,056.88 as detailed in the Engineers Report, seconded by Director Medina.

The motion passed unanimously.

Engineer Laurie explained that generally the Board would not need to approve individual change orders, but there was no contingency assigned to this project. Engineer Laurie commented that the usual contingency would be up to 10% or $240,000 for this size project; thus, granting the General Manager the authority to approve change orders as needed up to that amount. Engineer Laurie commented that in the future, there will be contingencies for the other projects.

President Bautista asked if there was any additional discussion.

Director Chambers moved to Approve Resolution 697, Accepting the Skyline Tank No. 3 Structural Retrofit as complete and authorize the recordation of a Notice of Completion with the San Mateo County Recorder, seconded by Director Amuzie.

Roll Call

Director Amuzie	Aye
Director Chambers	Aye
Director Medina	Aye
Director Richards	Aye
President Bautista	Aye

The motion was carried unanimously.

Before moving to the next item, General Manager Mairena enlarged Engineer Khatibi's picture so the Board could meet him before he left the meeting. She thanked Engineer Khatibi for attending and for his work on the project.

C. Authorization for General Manager to Submit Response Regarding Amended Conflict of Interest Code to the San Mateo County Assessor-County Clerk-Recorder.

Attorney Conneran explained that this process was quite simple, as there were no changes from year-to-year. General Manager Mairena asked if anything would have changed with the new fiscal requirements in which head of departments had to do some training on fiscal responsibilities. Attorney Conneran stated that this would only apply if they were approving contracts and there was a question on conflict of interest. General Manager Mairena replied that they did not.

Director Chambers moved to authorize the General Manager to Submit Response Regarding Amended Conflict of Interest Code to the San Mateo County Assessor-County Clerk-Recorder, seconded by Director Medina.

The motion was carried unanimously.

D. Review/Approve District Newsletter.

General Manager Mairena displayed the newsletter and told the Board that there was one small change from the one on their board packet. Attorney Conneran had suggested using an actual picture of Skyline Tank No. 3, and the picture on display was the one that looked the best, so if there were no objections from the Board, she would proceed to replace it.

Director Amuzie moved to approve the Approve District Newsletter, seconded by Director Chambers.

The motion was carried unanimously.

E. Consideration to Authorize Attendance to ACWA Region 5 Program and Tour - Exploring United Water's Integrated Water Systems & Infrastructure Resilience, Oxnard, California, September 3 – September 4, 2026.

President Bautista asked if anyone wanted to attend the Region 5 Program. Director Amuzie stated he would be interested in attending. General Manager Mairena displayed the agenda for the 2-day program.

Director Chambers reviewed the items on the agenda and said the meeting seemed to focus on activities we do not do, such as groundwater recharge, water treatment, and dam safety, because we get all our water from SFPUC. He also said we have not budgeted for Region 5 meetings in Southern California although we do fund trips to the Fall ACWA conferences down there. He wondered if attending the Region 5 meeting in SoCal was the best use of our funds.

Director Amuzie withdrew his request for attendance. No action was taken.

F. Consideration to Authorize Attendance to ACWA/JPIA 2026 Membership Summit and Fall Conference, Anaheim, California, November 30 – December 3, 2026.

General Manager Mairena mentioned that the agenda had not been posted yet, but hotel reservations would need to be made soon.

President Bautista asked if anyone would like to attend. Director Amuzie stated he would be interested in attending. General Manager Mairena stated she would pass this time, as it was a busy time for her.

Director Chambers moved to Authorize Director Amuzie's Attendance to the ACWA/JPIA 2026 Membership Summit and Fall Conference, Anaheim, California, November 30 – December 3, 2026., seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

A. LAFCo Special District Election 2026 – Regular Member Ballot - Update

General Manager Mairena reviewed the email she received from LAFCo regarding a Special District Election for the vacant position of Alternate Special District member. General Manager Mairena told the Board that requests for nomination would be sent at a later time, and that Director Chambers may be interested in the position.

Director Chambers stated that he had received a call from the Chair of LAFCo encouraging him to run for this position. Director Chambers mentioned that he is planning on submitting his nomination once it comes out.

8. ATTORNEY'S REPORT:

Attorney Conneran stated he had nothing to report. Attorney Conneran mentioned that he had sat in on a webinar presented by a colleague on the treatment of claims for damage by tort claims for public agencies.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for July 2026, and reminded the Board that last month's usage was probably higher due to the filing of Skyline Tank No. 3, but overall, the usage is still low in comparison.

C. Update on SamTrans Bus Hitting Fire Hydrant at 3500 Callan Boulevard.

General Manager Mairena asked Attorney Conneran if it was customary for claims to be rejected by public agencies. Attorney Conneran replied that claims were often rejected due to statutory deadlines, but it did not mean that a claim would not ultimately be paid.

General Manager Mairena reported that a check for the amount she had filed the claim for had been received by the District.

D. Announcement of General Manager Retirement.

General Manager Mairena made an official announcement of her planned retirement date on June 30, 2027.

E. Cybersecurity *(Added)*

General Manager Mairena stated she had forwarded the Board information regarding Cybersecurity, and that Attorney Conneran had also sent her additional information, so she wanted to let the Board know that staff was working diligently with XIO, the District SCADA monitoring company as well as with Selerum, the District IT consulting company, to make sure there were no loose access points where someone could hack into the District's systems. General Manager Mairena stated that luckily the District did not treat any of its water.

Attorney Conneran mentioned that systems that were connected to the internet had a potential for hacking.

Director Chambers mentioned the connection of the pumps to the internet. General Manager Mairena replied that staff did have access thru the internet for monitoring the pumps, and XIO already planned on adding MFA (multi-factor authentication) to the login process.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on ACWA Region 5 Zoom Board Meeting on August 3, 2026 (Amuzie).

Director Amuzie provided the Board with highlights of the meeting he attended via Zoom, among other items, Director Amuzie reported that John Weed stepped down as the Vice Chair of Region 5 but will stay as an alternate for the Vice Chair.

11. CLOSED SESSION:

A. Closed Session – Public Employment (Government Code §54957(b)). Position: General Manager

Attorney Conneran took the Board to closed session at 8:42 p.m. to discuss the General Manager position.

The Board reconvened open session at 9:05 p.m. Attorney Conneran stated that the Board had met in closed session to discuss public employment of the General Manager and there was no reportable action taken.

12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.
Time 9:05 p.m.

______________________	______________________
Secretary	President
	______________________
	Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
July 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 one month ended July 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 one month ended July 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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We are not independent with respect to the District as of and for the one month ended July 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

September 4, 2026
Morgan Hill, California

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Westborough Water District
Statement of Net Position
July 31, 2026

ASSETS		
Current Assets:		
Cash (Including $5,997,419 in Time Deposits)	$	6,813,782
Receivables		
Water		1,208,893
Sewer		331,153
Other		182,386
Prepaid Expenses and Other		57,434
Inventory		202,258
Total Current Assets		8,795,906
Non-Current Assets:		
Lease Receivable		167,304
Utility Plant in Service (Note 5):		
Land		182,633
Work in Progress		2,053,159
Water Facility		9,838,100
Building		1,503,835
Joint-Use Facilities		94,907
Meters		1,180,287
Office Furniture and Equipment		161,902
Maintenance Facility		478,623
Sewer Facility		3,631,507
Total Utility Plant in Service (Capital Assets)		19,124,953
Less Accumulated Depreciation		(7,945,168)
Utility Plant in Service-Net Accumulated Depreciation		11,179,785
Total Non-Current Assets		11,347,089
Total Assets	$	20,142,995
DEFERRED OUTFLOWS		
Deferred Pension Outflows	$	499,119
Deferred OPEB Outflows		141,130
Total Deferred Outflows	$	640,249

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
July 31, 2026

LIABILITIES		
Current Liabilities:		
Accounts Payable (Note 2)	$	1,921,858
Customers' Deposits		420,290
Unearned Revenue		16,530
Total Current Liabilities		2,358,678
Long-term Liabilities:		
Accrued Paid Leave		98,871
Net Pension Liability		1,250,673
Net OPEB Obligation		239,547
Total Long-term Liabilities		1,589,091
Total Liabilities	$	3,947,769
DEFERRED INFLOWS		
Deferred Lease Inflows	$	131,257
Deferred Pension Inflows		128,817
Deferred OPEB Inflows		100,215
Total Deferred Inflows	$	360,289
NET POSITION		
Net Investment in Capital Assets	$	11,179,785
Restricted for Capital Facilities		347,103
Unrestricted:		
Reserved for Contingencies		278,273
Reserved for Capital Expenditures		1,916,100
Non-spendable Inventory and Prepaids		259,692
Unappropriated		2,494,233
Total Net Position	$	16,475,186

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the One Month Ended July 31, 2026

Operating Revenue:		
Water Sales (Note 3)	$	471,478
Sewer Svc. and Transfer Charges		333,535
Misc. Operations		27,693
Total Operating Revenue		832,706
Operating Expense:		
Water Expenditures		335,601
Sanitary Sewer Expenditures		273,704
Admin. and General Expenditures		184,461
Depreciation		31,218
Total Operating Expenses		824,984
Operating Income (Loss)		7,722
Non-operating Income (Expense):		
Property Taxes		37,360
Investment Interest		22,055
Other		2,774
Total Non-operating Income (Expense)		62,189
Change in Net Position		69,911
Net Position - Beginning		16,405,275
Net Position - Ending	$	16,475,186

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

July 31, 2026

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

NOTE 2 - Accounts payable at July 31, 2026, includes $1,712,724 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 $1,340 to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the first month ended July 31, 2026, were as follows:

Beginning Balance	$	18,937,852
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		187,101
Ending Balance	$	19,124,953

Westborough Water District

Schedule of Income and Expense - Budget to Actual

For the One Month Ended July 31, 2026

	July	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	$ 471,478	$ 471,478	$ 5,757,760	8.19%	-0.14%	$ (8,335)
Water Misc. Operations	27,693	27,693	20,000	138.47%	130.13%	26,026
Total Water Operating Revenue	499,171	499,171	5,777,760	8.64%	0.31%	17,691
Sewer Svc. and Transfer Charges	333,535	333,535	3,988,541	8.36%	0.03%	1,157
Total Sewer Operating Revenue	333,535	333,535	3,988,541	8.36%	0.03%	1,157
Total Operating Revenue	832,706	832,706	9,766,301	8.53%	0.19%	18,848
Operating Expense:						
Water Expenditures	335,601	335,601	3,373,034	9.95%	-1.62%	(54,515)
Admin. and General Expenditures	150,983	150,983	1,207,103	12.51%	-4.17%	(50,390)
Depreciation	25,329	25,329	273,407	9.26%	-0.93%	(2,545)
Total Water Operating Expenses	511,913	511,913	4,853,545	10.55%	-2.21%	(107,450)
Sanitary Sewer Expenditures	273,704	273,704	3,386,161	8.08%	0.25%	8,476
Admin. and General Expenditures	33,478	33,478	382,682	8.75%	-0.41%	(1,587)
Depreciation	5,889	5,889	70,172	8.39%	-0.06%	(41)
Total Sewer Operating Expenses	313,071	313,071	3,839,014	8.15%	0.18%	6,848
Total Operating Expenses	824,984	824,984	8,692,559	9.49%	-1.16%	(100,602)
Operating Income (Loss)	7,722	7,722	1,073,742	0.72%	-7.61%	(81,754)
Non-operating Income (Expense):						
Water Property Taxes & Assessments	26,152	26,152	545,255	4.80%	-3.54%	(19,286)
Water Investment Interest	9,065	9,065	51,152	17.72%	9.39%	4,802
Other Non-operating Water Income (Expense)	2,774	2,774	33,252	8.34%	0.01%	3
Total Water Non-Operating Income (Expenses)	37,991	37,991	629,660	6.03%	-2.30%	(14,481)
Sewer Property Taxes & Assessments	11,208	11,208	233,681	4.80%	-3.54%	(8,265)
Sewer Investment Interest	12,990	12,990	34,102	38.09%	29.76%	10,148
Total Sewer Non-Operating Income (Expenses)	24,198	24,198	267,783	9.04%	0.70%	1,883
Total Non-operating Income (Expense)	62,189	62,189	897,442	6.93%	-1.40%	(12,598)
Net Income (Loss)	$ 69,911	$ 69,911	$ 1,971,184	3.55%	-4.79%	$ (94,354)

Westborough Water District

Water Fund Schedule of Income and Expense - Budget to Actual

For the One Month Ended July 31, 2026

	July	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	$ Variance YTD Plan
Water Operating Revenue:						
Water Sales (Note 3)	$ 471,478	$ 471,478	$ 5,757,760	8.19%	-0.14%	$ (8,335)
Misc. Operations	27,693	27,693	20,000	138.47%	130.13%	26,026
Total Operating Revenue	499,171	499,171	5,777,760	8.64%	0.31%	17,691
Water Operating Expense:						
Salaries	35,926	35,926	480,874	7.47%	0.86%	4,147
Salaries Overtime	659	659	11,000	5.99%	2.35%	258
Benefits	57,488	57,488	157,180	36.57%	-28.24%	(44,390)
Payroll Taxes	2,800	2,800	45,209	6.19%	2.14%	967
Technical Communications	1,558	1,558	11,820	13.18%	-4.85%	(573)
Utilities	18,019	18,019	206,511	8.73%	-0.39%	(810)
Supplies and Small Tools	464	464	15,450	3.00%	5.33%	824
Maintenance of Sytem	780	780	67,915	1.15%	7.19%	4,880
Special Services	20,439	20,439	192,641	10.61%	-2.28%	(4,386)
Vehicle Expense	2,278	2,278	38,160	5.97%	2.36%	902
Water Purchases	195,190	195,190	2,146,274	9.09%	-0.76%	(16,334)
Admin. and General Expenditures						
Salaries	45,878	45,878	540,447	8.49%	-0.16%	(841)
Salaries-Temporary	-	-	2,120	0.00%	8.35%	177
Salaries-Overtime	-	-	2,120	0.00%	8.35%	177
Employee Benefits	77,497	77,497	225,902	34.31%	-25.97%	(58,672)
Payroll Taxes	3,315	3,315	49,702	6.67%	1.66%	827
OPEB	-	-	5,779	0.00%	8.34%	482
Office Supplies and Postage	359	359	11,732	3.06%	5.28%	619
Memberships	-	-	53,354	0.00%	8.33%	4,446
Utilities	22	22	1,492	1.47%	6.84%	102
Telephone	311	311	3,923	7.93%	0.41%	16
Water Conservation	-	-	5,600	0.00%	8.34%	467
Building & Grounds Maintenance	1,251	1,251	12,539	9.98%	-1.64%	(206)
Parking Rentals	315	315	3,969	7.94%	0.40%	16
Directors Fees	813	813	11,875	6.85%	1.49%	177
Engineering Services	8,973	8,973	20,213	44.39%	-36.06%	(7,289)
Accounting	-	-	32,940	0.00%	8.33%	2,745
Legal	2,325	2,325	18,600	12.50%	-4.17%	(775)
Billing	933	933	55,608	1.68%	6.66%	3,701
Communications	1,804	1,804	29,866	6.04%	2.29%	685
General Election	-	-	11,400	0.00%	8.33%	950
Insurance	5,478	5,478	55,158	9.93%	-1.60%	(882)
Bad Debts (Note 1)	-	-	1,000	0.00%	8.30%	83
Travel	-	-	17,236	0.00%	8.33%	1,436
Miscellaneous	264	264	10,711	2.46%	5.87%	629
Banking and Cr. Card Fees	1,445	1,445	23,821	6.07%	2.27%	540
Total Admin. and General Expenditures	150,983	150,983	1,207,104	12.51%	-4.17%	(50,390)
Depreciation Expense	25,329	25,329	273,407	9.26%	-0.93%	(2,545)
Total Water Operating Expense	511,913	511,913	4,853,544	10.55%	-2.21%	(107,450)
Water Operating Income (Loss)	(12,742)	(12,742)	924,216	-1.38%	-9.71%	(89,759)
Water Non-operating Income (Expense):						
Property Taxes	26,152	26,152	545,255	4.80%	-3.54%	(19,286)
Investment Interest	9,065	9,065	51,152	17.72%	9.39%	4,802
Other Non-Operating Water Income (Expense)	2,774	2,774	33,252	8.34%	0.01%	3
Total Non-operating Income (Expense)	37,991	37,991	629,660	6.03%	-2.30%	(14,481)
Net Income (Loss)	$ 25,249	$ 25,249	$ 1,553,876	1.62%	-6.71%	$ (104,240)

Westborough Water District

Sewer Fund Schedule of Income and Expense - Budget to Actual

For the One Month Ended July 31, 2026

	July	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	$ Variance YTD Plan
Sanitary Sewer Operating Revenue:						
Sewer Svc. and Transfer Charges	$ 333,535	$ 333,535	$ 3,988,541	8.36%	0.03%	$ 1,157
Total Operating Revenue	333,535	333,535	3,988,541	8.36%	0.03%	1,157
Sanitary Sewer Operating Expense:						
Treatment & Disposal	261,571	261,571	3,138,857	8.33%	0.00%	-
Utilities	12,133	12,133	168,153	7.22%	1.12%	1,880
Repair of Pipelines	-	-	5,000	0.00%	8.34%	417
Repair of Pumps	-	-	21,000	0.00%	8.33%	1,750
Miscellaneous Sewer Expenses	-	-	53,151	0.00%	8.33%	4,429
Admin. and General Expenditure						
Salaries	4,512	4,512	108,224	4.17%	4.16%	4,507
Employee Benefits	17,507	17,507	51,361	34.09%	-25.75%	(13,227)
Payroll Taxes	690	690	10,735	6.43%	1.91%	205
OPEB Prefunding	-	-	595	0.00%	8.41%	50
Office Supplies and Postage	154	154	5,028	3.06%	5.27%	265
Memberships	-	-	500	0.00%	8.41%	42
Telephone	133	133	1,681	7.91%	0.42%	7
Water Conservation	-	-	2,400	0.00%	8.33%	200
Building & Grounds Maintenance	38	38	2,454	1.55%	6.80%	167
Parking Rentals	135	135	1,701	7.94%	0.41%	7
Directors Fees	813	813	7,750	10.49%	-2.15%	(167)
Engineering Services	126	126	20,213	0.62%	7.71%	1,558
Accounting	-	-	32,940	0.00%	8.33%	2,745
Legal	1,725	1,725	18,600	9.27%	-0.94%	(175)
Billing	393	393	23,832	1.65%	6.68%	1,593
Communications	1,551	1,551	20,065	7.73%	0.60%	121
General Election	-	-	11,400	0.00%	8.33%	950
Insurance	5,478	5,478	55,158	9.93%	-1.60%	(882)
Bad Debts (Note 1)	-	-	1,000	0.00%	8.30%	83
Miscellaneous	104	104	4,399	2.36%	5.98%	263
Banking and Cr. Card Fees	120	120	2,647	4.53%	3.82%	101
Total Admin. and General Expenditures	33,478	33,478	382,681	8.75%	-0.41%	(1,587)
Depreciation Expense	5,889	5,889	70,172	8.39%	-0.06%	(41)
Total Sanitary Sewer Operating Expense	313,071	313,071	3,839,014	8.15%	0.18%	6,848
Sanitary Sewer Operating Income (Loss)	20,464	20,464	149,527	13.69%	5.35%	8,005
Sanitary Sewer Non-operating Income (Expense):						
Property Taxes	11,208	11,208	233,681	4.80%	-3.54%	(8,265)
Investment Interest	12,990	12,990	34,102	38.09%	29.76%	10,148
Total Non-operating Income (Expense)	24,198	24,198	267,783	9.04%	0.70%	1,883
Net Income (Loss)	$ 44,662	$ 44,662	$ 417,310	10.70%	2.37%	$ 9,888

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: AUGUST 2026

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

DATE	AMOUNT	DESCRIPTION	TRANSACTION BALANCE
Beginnning Balance			$5,854,584.85
08/13/26	$ (850,000.00)	Transfer funds to TCB *(To cover NSMCSD semi-annual payment check)*	$5,004,584.85
Ending Balance			$5,004,584.85

Total Investments Last Report Period = $5,854,584.85
Total Investments at End of Report Period = $5,004,584.85

Effective Interest Rate: 3.840%
(as of 07/26)

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.

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

September 04, 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

August 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/11/2026	8/11/2026	RW	1805732	1766440	PATRICIA MAIRENA	-850,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,854,584.85
Total Withdrawal:	-850,000.00	Ending Balance:	5,004,584.85

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: AUGUST 31, 2026

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

DATE	AMOUNT	DESCRIPTION	TRANSACTION BALANCE
Beginnning Balance			$142,891.32
8/31/20256	$ 32.89	*Change in Account Value*	$142,924.21
Ending Balance			$142,924.21

Total Investments Last Report Period = $142,891.32
Total Investments at End of Report Period = $142,924.21

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

3.C.4

Scan for
Online Access

August 1, 2026 - August 31, 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	**$142,891.32**
Net Change in Portfolio[1]	32.89
ENDING ACCOUNT VALUE	**$142,924.21**
Estimated Annual Income	$5,291.00

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

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income/Debt Securities	142,891.32	142,924.21
100%	**Account Total**	**$142,891.32**	**$142,924.21**

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

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.

3.C.5

Income and Expense Summary

	Current Period Taxable	Current Period Non Taxable	Year-to-Date Taxable	Year-to-Date Non Taxable
Interest Income				
Bond Interest	0.00	0.00	2,638.25	0.00
Total Income	**$0.00**	**$0.00**	**$2,638.25**	**$0.00**

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	99.9470	142,924.21	2,101.90	5,291.00	3.70%
Total Certificates of Deposit	143,000.0000		$142,924.21	$2,101.90	$5,291.00	
TOTAL FIXED INCOME/DEBT SECURITIES	**143,000.0000**		**$142,924.21**	**$2,101.90**	**$5,291.00**	

	Market Value	Accrued Interest	Estimated Annual Income
Total Portfolio Holdings	**$142,924.21**	**$2,101.90**	**$5,291.00**

3.C.6

Portfolio Holdings Disclosures

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

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

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

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

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

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

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

3.C.7

Portfolio Holdings Disclosures *(continued)*

Foreign Currency Transactions *(continued)*

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

Proxy Vote

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

Variable Rate Securities

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

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

Structured Products

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

Activity Summary *(All amounts shown are in base currency)*

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	**$0.00**	**$0.00**	**$0.00**	**$2,638.25**	**$0.00**	**$2,638.25**
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-2,638.25	-2,638.25

3.C.8

Activity Summary *(continued)*

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Total Cash	$0.00	$0.00	$0.00	$0.00	-$2,638.25	-$2,638.25
Totals	$0.00	$0.00	$0.00	$2,638.25	-$2,638.25	$0.00

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, including during periods of market stress. 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, based on account type pursuant to FDIC regulation and subject to certain conditions. The name and amount at each FDIC member bank holding balances in FDIC eligible bank deposit sweep products are reported in the section of this statement titled "FDIC Eligible Bank Deposits" on or around the 15th day of each calendar month (Reporting Date). The bank deposit sweep balances available on the Reporting Date may not reflect changes to your bank sweep deposit balances between the Reporting Date and the calendar month end. 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.

Important Information and Disclosures

The Role of Pershing

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

Important Information and Disclosures *(continued)*

The Role of Pershing *(continued)*

- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. An explanatory brochure is available upon request at www.sipc.org. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.bny.com/pershing/us/en/about/strength-and-stability.html
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.** Errors and Omissions excepted.

Important Arbitration Disclosures

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

Important Arbitration Agreement

3.C.9

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

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

CLAIMS REGISTER: AUGUST 2026

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements $ 61,255.56

Checks Issued During Month:

ACWA-JPIA *(Health Benefits & Ins.-09/26 & ADJ Jul-Aug)*	15,657.87
ACWA/JPIA *(Deposit Premium Cyber Liability, 26/27)*	1,488.99
AT&T Mobility *(Field & Office Cell Phones, 07/03-08/02)*	462.92
CalPERS *(Retirement Contributions-08/14/296)*	7,028.26
CalPERS *(Retirement Contributions-08/31/26)*	7,028.26
City of Daly City (*Sewer Service Fee,01/26-06/26*)	1,451,151.88
Colina Association *(Three Parking Spaces Rental, 09/26)*	450.00
Direct Line *(Answering Service, 07/15-08/14)*	245.98
EFTPS *(Employment Taxes-08/14/26)*	11,630.71
EFTPS *(Employment Taxes-08/31/26)*	11,243.67
EDD *(Employment Taxes-08/14/26)*	3,153.88
EDD *(Employment Taxes-08/31/26)*	3,122.65
Euro Style Management *(WIP-Skyline Tank #3 Retrofit - Progress Pymt #10)*	37,959.04
Firemaster *(Refill Fire Extinguishers)*	375.00
Four Star Automotive Inc. *(Service, Labor & Parts on Service Truck & Vac Con)*	3,627.68
Hanson Bridgett LLP *(Special Legal Services & Monthly Retainer-07/26)*	10,004.50
Home Depot Credit Services *(Field Supplies to 08/13/26)*	595.33
JRocket77 Design *(Website Services, Admin & Sewer 06/17-08/13 and Printing & Mailing of 2026 Aug Water Faucet Newsletter)*	5,489.28
Lowe's Business *(Field Supplies to 08/17/26)*	101.81
Mairena, Patricia *(GM Mairena's Internet Services, 07/27-08/26 & 07/26 Gym Membership)*	84.99
North Coast County Water *(Share of PG&E Bill, 12/23/25-06/22/26)*	85.76
O'Reilly Auto Parts *(Field Truck Supplies)*	31.45
PG&E *(Summary Bill to 08/19/26)*	26,490.32
Precise Printing & Mailing *(Printing & Mailing, 07/15/26 Bills)*	1,020.43
Quadient Leasing USA, Inc. *(Postage Meter Rental, 09/09/26-12/08/26*)	177.15
SF Water Dept. *(Water Purchases, 07/08-08/06)*	187,950.33
SFPUC Financial Serv. - Acctg. (*Special Testing Services, 05/26 & 06/26)*	1,890.00
So. SF Scavengers *(Garbage Services, 07/26)*	126.81
Tri Counties Bank *(Monthly Charges Ending 07/31/26)*	2,279.92
United States Postal Service *(Billling, Bulk Mailing, Permit #419)*	5,000.00
United State Postal Serv. (*Semi-Annual PO Box Fee, No 2747)*	301.00
WEX Bank *(Wright Express-Gas Purchases to 08/15/26)*	1,258.76
Xerox Business Solutions *(Xerox Copier Maintenance Agreement, 07/19-08/18)*	272.21

SUB-TOTAL $ 1,859,042.40

Updated Checks Vaided During Month:

TOTAL CLAIMS REGISTER AMOUNT **$ 1,859,042.40**

Control Date.: 09/04/26 Posting Period..: 09-26 Fiscal Period..: (03-27) 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.: BRO01 (BROADMOOR LUMBER &)							
70663-	BASE ROCK FOR REPAIRS	08/11/26	09-26	A	59450	443.51	.00	443.51
		08/11/26	03-27					
70680-	FILL SAND FOR REPAIRS	08/14/26	09-26	A	59450	764.90	.00	764.90
		08/14/26	03-27					
	** Vendor's Subtotal ----->					1208.41	.00	1208.41
	VENDOR I.D.: CAL01 (CALPERS)							
018415360-	SOCIAL SECURITY ADMIN 218-ANNUAL FEE	09/01/26	09-26	A	59450	70.00	.00	70.00
		09/01/26	03-27					
	** Vendor's Subtotal ----->					70.00	.00	70.00
	VENDOR I.D.: CAS01 (PETTY CASH)							
083126-	MISC. EXPENSES, 08/26	08/31/26	09-26	A	59450	12.98	.00	12.98
		08/31/26	03-27					
	** Vendor's Subtotal ----->					12.98	.00	12.98
	VENDOR I.D.: DAL02 (DALY CITY, CITY OF)							
081326-	27 BUENA VISTA RD, SSF - SEWER LATERAL PERMIT	08/13/26	09-26	A	59450	100.00	.00	100.00
		08/13/26	03-27					
	** Vendor's Subtotal ----->					100.00	.00	100.00
	VENDOR I.D.: NON01 (NONO, MARIA CHRISTINA)							
081026-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO NON0001	08/10/26	09-26	A	59450	100.00	.00	100.00
		08/10/26	03-27					
	** Vendor's Subtotal ----->					100.00	.00	100.00
	VENDOR I.D.: NOR02 (NORLAB, INC.)							
91266-	TOILET DYE STRIPS	08/31/26	09-26	A	59450	345.00	.00	345.00
		08/31/26	03-27					
	** Vendor's Subtotal ----->					345.00	.00	345.00
	VENDOR I.D.: SEL01 (SELERUM, INC.)							
64231-	RENEWED WESTBOROUGHWATER.ORG FOR 1 YR.	08/18/26	09-26	A	59450	50.00	.00	50.00
		08/18/26	03-27					
64372-	MOM-PVX NOT ONLINE	09/01/26	09-26	A	59450	105.00	.00	105.00
		09/01/26	03-27					
	** Vendor's Subtotal ----->					155.00	.00	155.00
	VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)							
083126-	PAYROLL TRANSFER, 08/26	08/31/26	09-26	A	59450	58023.04	.00	58023.04
		08/31/26	03-27					
	** Vendor's Subtotal ----->					58023.04	.00	58023.04
	VENDOR I.D.: \A002 (MICHAEL ALAHWAL)							
000C60801-	MQ CUSTOMER REFUND FOR ALA0014	09/01/26	09-26	Z	59450	27.90	.00	27.90
		09/01/26	03-27					
	** Vendor's Subtotal ----->					27.90	.00	27.90

Control Date.: 09/04/26 Posting Period..: 09-26 Fiscal Period..: (03-27) 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.: \C007 (YA CHU CHANG)								
000C60801-	MQ CUSTOMER REFUND FOR CHA0403	09/01/26 09/01/26	09-26 03-27	Z	59450	92.79	.00	92.79
			** Vendor's Subtotal ---->			92.79	.00	92.79
VENDOR I.D.: \C008 (STEPHEN CHEUNG)								
000C60801-	MQ CUSTOMER REFUND FOR CHE0120	09/01/26 09/01/26	09-26 03-27	Z	59450	93.23	.00	93.23
			** Vendor's Subtotal ----->			93.23	.00	93.23
VENDOR I.D.: \C009 (MEI LIAN CHEN)								
000C60801-	MQ CUSTOMER REFUND FOR CHE0171	09/01/26 09/01/26	09-26 03-27	Z	59450	63.88	.00	63.88
			** Vendor's Subtotal ----->			63.88	.00	63.88
VENDOR I.D.: \D001 (MARYAM & ZAHRA DAFTARIAN)								
000C60801-	MQ CUSTOMER REFUND FOR DAF0001	09/01/26 09/01/26	09-26 03-27	Z	59450	5.60	.00	5.60
			** Vendor's Subtotal ----->			5.60	.00	5.60
VENDOR I.D.: \F001 (EMAD A. FADLI)								
000C60801-	MQ CUSTOMER REFUND FOR FAD0003	09/01/26 09/01/26	09-26 03-27	Z	59450	18.07	.00	18.07
			** Vendor's Subtotal ----->			18.07	.00	18.07
VENDOR I.D.: \G007 (JEROME GUTIERREZ)								
000C60801-	MQ CUSTOMER REFUND FOR GUT0030	09/01/26 09/01/26	09-26 03-27	Z	59450	85.07	.00	85.07
			** Vendor's Subtotal ----->			85.07	.00	85.07
VENDOR I.D.: \H016 (YIHOU HAN)								
000C60801-	MQ CUSTOMER REFUND FOR HAN0041	09/01/26 09/01/26	09-26 03-27	Z	59450	53.47	.00	53.47
			** Vendor's Subtotal ----->			53.47	.00	53.47
VENDOR I.D.: \H017 (HELEN HONG)								
000C60801-	MQ CUSTOMER REFUND FOR HON0021	09/01/26 09/01/26	09-26 03-27	Z	59450	37.96	.00	37.96
			** Vendor's Subtotal ----->			37.96	.00	37.96
VENDOR I.D.: \J004 (JUNIETH JIRON)								
000C60801-	MQ CUSTOMER REFUND FOR JIR0001	09/01/26 09/01/26	09-26 03-27	Z	59450	2.54	.00	2.54
			** Vendor's Subtotal ----->			2.54	.00	2.54
VENDOR I.D.: \K009 (KRISTY KUCERA)								

Control Date.: 09/04/26 Posting Period..: 09-26 Fiscal Period..: (03-27) 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.: \K009 (KRISTY KUCERA)								
000C60801-	MQ CUSTOMER REFUND FOR KUC0001	09/01/26 09/01/26	09-26 03-27	Z	59450	98.79	.00	98.79
	** Vendor's Subtotal ----->					98.79	.00	98.79
VENDOR I.D.: \L004 (HENRY LAM)								
000C60801-	MQ CUSTOMER REFUND FOR LAM0007	09/01/26 09/01/26	09-26 03-27	Z	59450	73.66	.00	73.66
	** Vendor's Subtotal ----->					73.66	.00	73.66
VENDOR I.D.: \L028 (SPECIAL NEEDS TRUST-KAILA A LAM)								
000C60801-	MQ CUSTOMER REFUND FOR LAM0065	09/01/26 09/01/26	09-26 03-27	Z	59450	93.67	.00	93.67
	** Vendor's Subtotal ----->					93.67	.00	93.67
VENDOR I.D.: \L029 (WAI GUONG LEUNG)								
000C60801-	MQ CUSTOMER REFUND FOR LEU0041	09/01/26 09/01/26	09-26 03-27	Z	59450	67.89	.00	67.89
	** Vendor's Subtotal ----->					67.89	.00	67.89
VENDOR I.D.: \L038 (LUX REALTY GROUP INC.)								
000C60801-	MQ CUSTOMER REFUND FOR LUX0002	09/01/26 09/01/26	09-26 03-27	Z	59450	91.68	.00	91.68
	** Vendor's Subtotal ----->					91.68	.00	91.68
VENDOR I.D.: \O005 (DONALD J. OUELLETTE)								
000C60801-	MQ CUSTOMER REFUND FOR OUE0001	09/01/26 09/01/26	09-26 03-27	Z	59450	197.10	.00	197.10
	** Vendor's Subtotal ----->					197.10	.00	197.10
VENDOR I.D.: \W002 (SINCLAIR WONG)								
000C60801-	MQ CUSTOMER REFUND FOR WON0240	09/01/26 09/01/26	09-26 03-27	Z	59450	97.16	.00	97.16
	** Vendor's Subtotal ----->					97.16	.00	97.16
VENDOR I.D.: \Z008 (FANHUI ZENG)								
000C60801-	MQ CUSTOMER REFUND FOR ZEN0014	09/01/26 09/01/26	09-26 03-27	Z	59450	40.67	.00	40.67
	** Vendor's Subtotal ----->					40.67	.00	40.67
	** Report's Total -------->					61255.56	.00	61255.56

** Total Vendors On This Report --------> 26

** Total Vendors Needing Checks --------> 26

A IMMEDIATE

Outlook

Nominations for LAFCo Special District Alternate Representative 2026

From Rob Bartoli <RBartoli@smcgov.org>
Date Mon 8/24/2026 4:28 PM
Cc Diane Estipona <destipona1@smcgov.org>

1 attachment (640 KB)
Nominations for Alternate Memeber Special District Member 2026.pdf;

Dear Special District General Managers,

Attached please find the call for nominations for the LAFCo alternate special district member with a term ending May 2028. Please forward this to your board president at your earliest convenience and please confirm receipt of this e-mail. **Nominations and electronic ballot authorizations must be submitted by September 25, 2026, at 5:00 pm.**

Thank you,

Rob

Rob Bartoli
Executive Officer
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063
Direct Tel: (650) 363-4224
Email: rbartoli@smcgov.org

SAN MATEO LAFCo
LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Please forward to Board President

August 24, 2026

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

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

The purpose of this letter is to open the nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district **Alternate Member position expiring in May 2028.** This alternate member position is currently vacant as the former member, Kathryn Slater-Carter of the Montara Water and Sanitary District and the San Mateo County Harbor District, was recently elected to a Regular Member position.

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

In this case, it has been determined that the nomination and election of the alternate special district member shall be held by mail. **Nominations for the alternate member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate board member) and must be received by LAFCo by 5:00 p.m. Friday September 25, 2026.**

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice. Section S6332(c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the district. For both expediency and cost savings it is hoped that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

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

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

1. Submit written nominations for the alternate LAFCo member on your district's letterhead with your signature or that of a board-appointed alternate.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail." If not completed, LAFCo will send your district a hard copy of the ballot to the District General Manager.

You must return your authorization form and nomination paperwork to LAFCo no later than 5:00pm, Friday September 25, 2026.

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

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Authorization Form
Special Districts in San Mateo County Roster
San Mateo LAFCo Fact Sheet

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

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

The ______________________ District hereby authorizes LAFCo
(name of district)

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

____

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

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

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

Signature: ____

Date: ____

Please return by Friday, September 25, 2026 by mail, fax or electronic mail to:

Rob Bartoli, Executive Officer
San Mateo LAFCo
455 County Center
Redwood City, CA 94063
650/363-4224 – phone
650/363-4849 – fax

Electronic mail: **rbartoli@smcgov.org**

Independent Special Districts in San Mateo County as of 3/25/26
For Purposes of voting for Special District Members on LAFCo

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

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

SAN MATEO

LOCAL AGENCY FORMATION COMMISSION

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

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

Purpose of LAFCo

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

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

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 21 independent special districts, and 33 active County and city governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

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

Commissioner	Member Type	Term Expires
Virginia Chang Kiraly, Chair	Special District	May 2028
Ann Draper, Vice Chair	Public	May 2030
Debbie Ruddock	City	May 2029
David Canepa	County	May 2028
Kathryn Slater-Carter	Special District	May 2030
Jackie Speier	County	May 2028
Stephen Rainaldi	City	May 2030
Vacant	Alternate Special District	May 2028
Greg Wright	Alternate City	May 2027
Vacant	Alternate Public	May 2030
Noelia Corzo	Alternate County	May 2028

Commission Meetings

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers, 500 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.

Printed 8/24/26

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

September 15, 2026

Rob Bartoli
Executive Officer
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063

Re: Nominations for LAFCo Special District Alternate Representative 2026

Dear Mr. Bartoli,

The Westborough Water District hereby nominates our director, Tom Chambers, for the Special District Alternate Representative position on the Local Agency Formation Commission.

I, Perry H. Bautista, do hereby certify that at its regularly scheduled meeting of September 10, 2026, the Board of Directors voted to nominate the above-identified candidate for the Special District Alternate Representative of the Local Agency Formation Commission of San Mateo County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Perry H. Bautista, District Board President

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: September 9, 2026

RE: New Reinforced Concrete Walkway at the Rowntree Lift Station - **UPDATED**

BACKGROUND

In 2025, the wooden staircase at the Rowntree Lift Station was replaced with a concrete staircase and railing; however, the landing pads at the top and bottom of the stairs were not included in the improvements.

INFORMATION

Workers from the North San Mateo Sanitation District (NSMCSD) and contractors have raised safety concerns, particularly during the wet season, because the areas at the top and bottom of the stairs can become muddy and slippery.

FISCAL IMPACT

The cost of these upgrades will be incorporated into the CIP program.

RECOMMENDATION

WWD staff recommends that the Board approve a proposal to construct a new reinforced concrete walkway with railing at the Rowntree Lift Station to improve safety for workers and contractors. Mission Constructors, Inc. is a union contractor that pays prevailing wages, and Bradshaw Construction is a self-owned and operated company.

UPDATE:

Today, Bradshaw Construction informed us that his steel provider had notified him that due to our request to provide a quote with prevailing wages, he had to increase his cost by $7,800.

ATTTACHMENTS

- Proposal from Mission Constructors and **revised** proposal from Bradshaw Construction for the new reinforced concrete walkway at the Rowntree Lift Station.

Outlook

Estimate 962-92 - Revised for prevailing wage - from BRADSHAW CONSTRUCTION, daly city public works

From Mat Bradshaw <mb@49sq.com>
Date Wed 9/9/2026 11:37 AM
To Patricia Mairena <pmairena@westboroughwater.org>
Cc Mat Bradshaw <mb@49sq.com>

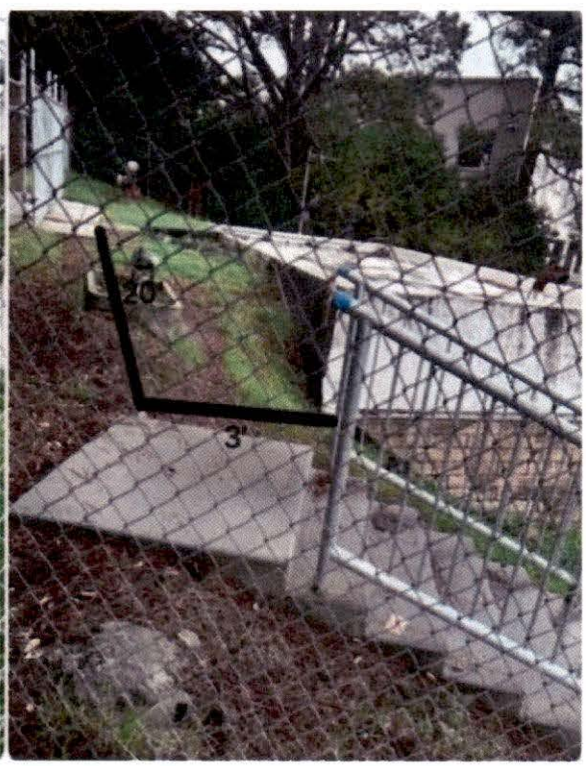
1 attachment (45 KB)
Estimate (No. 962-92) from BRADSHAW CONSTRUCTION.pdf;

Good morning Patricia,

Please find revised quote to reflect prevailing wage as discussed. Also, I have photos of existing handrail that will be matched. Please reach out if you have any questions.

Thank you,

Mat Bradshaw
Bradshaw Construction
650-438-7339



Please let me know if you have any questions.

Estimate

BRADSHAW CONSTRUCTION
30 Malavear Ct
Pacifica,Ca
94044
License #952547

Name/Address
Westborough Water District Attn: Patricia Mairena 2263 Westborough Blvd. South San Francisco, CA 94080

Date	Estimate No.	Project
09/09/26	962-92	

Item	Description	Quantity	Cost	Total
Scope	SCOPE OF WORK This is a quotation/contract for the manufacture and installation of galvanized railings at the Rowntree Lift Station at Rowntree Lift Station 2201 Gellert Blvd. SSF, Ca. 94080, as discussed. Scope: - Install top landing walk way, lower landing stairs and walkway ground cover. Install DG drainage pipe per job walk. Includes all forms, concrete pump, place and finish concrete and post pockets for handrail pins. Remove all forms and clean all areas of debris -Manufacture and installation of galvanized railings, with 2" round tube and 1/2x1/2" bars, embedded in concrete following the same existing design — only galvanized. Work includes all necessary fabrication, preparation, and installation as depicted in the attached reference photos. General Notes:		30,550.00	30,550.00
			Total	

Estimate

BRADSHAW CONSTRUCTION
30 Malavear Ct
Pacifica,Ca
94044
License #952547

Name/Address
Westborough Water District Attn: Patricia Mairena 2263 Westborough Blvd. South San Francisco, CA 94080

Date	Estimate No.	Project
09/09/26	962-92	

Item	Description	Quantity	Cost	Total
	• Any unforeseen damage or work beyond the job scope will be estimated during the project. The client will be issued a change order for any such work. • We will need access to water, toilet and a secure storage area. We propose to furnish all labor and material complete in accordance with the above specifications. All labor at Prevailing Wage.			
	Sales Tax		0.00	0.00
			Total	$30,550.00

MISSION
CONSTRUCTORS, INC.

9/03//2026

To: Carlos Arias / Field Supervisor
Westborough Water District
2263 Westborough Boulevard
So. San Fracisco, CA 94080

From: Alfredo Olguin, Project Manager
Mission Constructors, Inc.
San Francisco, CA 94124

RE: New Reinforced Concrete Walkway (Rowntree Lift Station - 2201 Gellert Blvd)

Per your request, please herein you'll find our proposal to build a reinforced concrete walkway (24'-00" long). Our scope of work, adjust, backfill, fine grade, excavate for new edge footing for the new concrete walkway, forming, and pour the new concrete, add a concrete pad 6 x 8 and one concrete step – includes clearing and fine grading – Please check it out and get back to me with your comments.

OUR PRICE INCLUDES: All labor, materials and equipment necessary to complete the work including backfill, fine grading, excavate for a new edge footing, trucking, dump fees, level and fine grade the area, forming, new concrete for the walkway, finish concrete and clean up.

OUR PRICE EXCLUDES: Permits, engineering, special inspections, any testing, any landscape, tree work, any bond, any liquidated damages, any unforeseen conditions, any Over time, any evening work, any protection of our work after installation, and / or any other activities not related with the new concrete stairway and clean up

Project Base Bid:	**$ 20,187.00**
Add: for handrail deep galvanized and pa	**7,860.00**

Best Regards.

Alfredo Olguin | Project Manager |
MISSION
CONSTRUCTORS, INC.

195 Bayshore Blvd
San Francisco, CA 94124
C: (650)797-4351
O: (415)282-8453
F: (415)282-8455

Task Order No. 26-27-02
King Drive Water Main Improvements
Pakpour Consulting Group, Inc.

1. PURPOSE
The purpose of this task order is to authorize and direct ENGINEER to proceed with the work specified in item 2 of this task order, in accordance with the provisions of Section 2 of the AGREEMENT between the parties hereto dated August 11, 2021.

2. SCOPE OF WORK
The work authorized by this task order is described in attached Exhibit A, dated September 4, 2026.

3. TIME OF PERFORMANCE
The work authorized by this task order shall commence upon execution by both parties and shall be prosecuted diligently to completion.

4. COMPENSATION AND PAYMENT
Compensation shall be on a specific rate of compensation basis as provided in Section 4 of the AGREEMENT. The cost of the work authorized by this task order shall not exceed $199,800. Payment shall be in accordance with Section 5 of the aforementioned AGREEMENT.

Previous Task Order:		None
This Task Order:		$199,800.00
	Total:	$199,800.00

5. TERM
This task order shall become effective immediately upon its execution by both parties and shall be valid for the duration of the project.

6. ITEMS AND CONDITIONS
All items and conditions contained in the AGREEMENT dated August 11, 2021, between the DISTRICT and ENGINEER are incorporated herein by reference.

Executed on

Pakpour Consulting Group Inc.	Westborough Water District
Joubin Pakpour, PE President	Patricia Mairena General Manager

PAKPOUR CONSULTING GROUP

September 4, 2026 ***10025.22***

Patricia Mairena
General Manager
Westborough Water District
2263 Westborough Blvd
South San Francisco, CA 94080

Subject: Proposal to Prepare Plans, Specifications and Cost Estimate King Drive Water Main Improvements Westborough Water District (District)

Dear Patricia,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for King Drive Water Main Improvements (CIP W20-03) as identified in the District's 2024 Capital Improvement Program (CIP). The following is a brief background pulled directly from the CIP W20-03 exhibit (attached).

CIP W20-03 King Drive Water Main Improvements

The King Drive Improvements eliminates a cross country water main, improves water main accessibility, and improves seismic resiliency. Zone 3 is supplied water from the North Coast County Water District's (NCCWD) Christen Hill Tank located at the northeast corner of intersection of Glencourt Way, Skyline Blvd and King Dr. Although the tank is owned and maintained by NCCWD, the District has an agreement to use the tank for Zone 3 storage. To get water from the tank site to Zone 3, the District uses a combination of 24" and 12" pipe. The 12" asbestos cement pipe (ACP) water main portion is located in a cross country (CC) area within a few feet of San Andreas Fault, with limited access and exact location unknown. This project abandons the existing 12" CC and installs a new 16" water main along King Dr using a combination of ductile iron pipe (DIP) and earthquake resistant ductile iron pipe (ERDIP).

Following is our anticipated scope of services:

Task 1.0 – Meetings/Field Investigations/Project Management

PCG will conduct meetings and field investigations with District staff during the design phase. Inclusive of in-person meetings for the kickoff meeting, 60% and 90% design submittal reviews, in addition to various design coordination. PCG will also lead stakeholder coordination efforts with residents and with agencies affected by the project including Caltrans, City of South San Francisco, City of Daly City, and NCCWD. PCG will coordinate with these agencies to obtain the necessary permits and approvals. This task also includes various ongoing project management tasks to keep the project progressing efficiently.

Task 2.0 - Topographic Survey, Utility Investigation & Utility Agency Coordination

Topographic Survey

PCG, along with our survey subconsultant, CalVada, will research City of South San Francisco, and San Mateo County records for "As-Built" improvement plans, reports, studies and other data that may be pertinent to the project.

Topography will be established and tied to the North American Datum of 1983 (NAD 1983) for horizontal control and North American Vertical Datum of 1988 (NAVD 1988) for vertical control by the surveyor. The survey scope will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility information along affected roads. Existing record right-of-way and adjoining property information will be obtained and shown on the project base map.

We understand the District will mark the location of District owned facilities and call for USA markings prior to the field survey. The survey will show the location of the marked utilities as marked.

Utility Investigation

Along and adjacent to the proposed water main alignment, there are numerous existing utilities. We recommend performing utility investigations of all critical utility crossings to determine the horizontal and vertical location to reduce potential water main alignment conflicts. Our subconsultant, Exaro, will conduct up to five (5) utility potholes using air-vacuum excavation to verify the precise horizontal and vertical location of underground utilities. The exact pothole locations will be determined after the preliminary water main alignment is established. Once the requested utility has been exposed, pertinent utility data will be collected including the utility type, material composition, general soil characteristics, depth, and a photo of the exposed utility.

After utility data collection, the pothole will be restored to its previous condition using the appropriate backfill and surface restoration materials as required by the permitting authority. The results of the field work will be presented in a Portable Document Format (PDF) report that will include: pertinent utility data, vertical and horizontal location of utilities referenced to existing infrastructure, and photos.

Utility Agency Coordination

PCG will use CivilGrid software to assist with existing utility coordination. CivilGrid will send project utility notices to utility agencies and services operating in the area, informing them of the project, requesting plans of their facilities, and their requirements for construction near them. PCG will coordinate with the various utility agencies to resolve potential conflicts.

Task 3.0 - Environmental Investigation

Our subconsultant, MIG, will conduct an environmental investigation along the project limits and prepare necessary environmental documentation. We anticipate this project will qualify for a Categorical Exemption (CE) under the California Environmental Quality Act (CEQA). If it's determined an Initial Study is required under CEQA, we will prepare an Additional Services Request.

Task 4.0 - 60% Plans

PCG will prepare the 60% progress plans per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2027. The 60% Plans will be submitted for District review where we will participate fully in the review process.

Task 5.0 - 90% Plans, Specifications, and Estimate (PS&E)

The 60% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, cathodic protection details, and addressing District and other agency comments along with preparing 90% technical specifications and cost estimate. Stormwater compliance specifications will be provided by our subconsultant, Keish. Our cathodic protection subconsultant, V&A, will review the 90% plans and design the cathodic protection system. Tie-in details will be provided for each intersection. The specifications will be in Microsoft Word format and will be incorporated into the District's "boilerplate" to produce final bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors if needed. The 90% Plans will be submitted for District review. PCG will participate fully in the review process.

Task 6.0 - Bid Documents - Final PS&E

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed. Appropriate modifications will be made to the plans, technical specifications, and cost estimate. The plans and specifications will be finalized for the project including all notes/details and incorporating all comments received. The 90% Plans will be submitted for District review. PCG will participate fully in the review process.

Task 7.0 - Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District using BPXpress and will include written responses to bidder inquires, preparation of contract addenda, and attendance at a pre-bid conference and site visit.

Proposed Schedule

WWD issues Notice to Proceed (NTP)	Start of Schedule
Survey Complete	12 weeks after NTP
60% Submittal	8 weeks after survey completed
60% Submittal Review Meeting	2 weeks
90% Submittal	6 weeks after 60% review
90% Submittal Review Meeting	2 weeks

Final Submittal	3 weeks after 90% review
Project Advertisement	2 weeks after final submittal
Bid Opening	5 weeks after project advertisement
Award Project	3 weeks after bid opening
Construction Start	1 month after award of project

Proposed Budget

TASK	DESCRIPTION	Pakpour Consulting Group Roles, Rates, & Hours			
		District Engineer	Senior Engineer	Assistant Engineer	TOTAL
		$ 280	$ 240	$ 170	
1.0	Meetings/Field Investigations/Project Management	4	30	60	102
2.0	Topographic Survey, Utility Investigation & Utility Agency Coordination	0	8	50	62
3.0	Environmental Investigation	0	8	40	52
4.0	60% Plans	0	40	120	200
5.0	90% Plans, Specifications, and Estimate (PS&E)	0	30	100	154
6.0	Bid Documents Final PS&E	2	20	80	118
7.0	Advertisement/Award Period	2	4	20	30
	TOTAL HOURS	8	140	470	718
	DIRECT LABOR COST	$ 2,240	$ 33,600	$ 79,900	$ 115,740
	5% Direct Expense Fee (Mileage, Copies, Plots, etc.)				$ 5,787
	SUBTOTAL - DIRECT LABOR AND EXPENSE FEE				**$ 121,527**
SUBCONSULTANTS AND FEES (Markup Included)					
	Topographic Survey - CalVada				$ 18,500
	Utility Investigation - Exaro				$ 15,000
	Utility Agency Coordination - CivilGrid				$ 900
	Environmental Documentation - MIG				$ 16,500
	Stormwater Compliance - Keish				$ 10,000
	Cathodic Protection Design - V&A				$ 17,300
	SUBTOTAL - SUBCONSULTANT FEES				**$ 78,200**
	TOTAL BUDGET				**$ 199,727**
	TOTAL BUDGET (ROUNDED)				**$ 199,800**

** MIG's budget assumes the project will qualify for a Categorical Exemption.*

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:
Joubin Pakpour
FD1650F8C0904EA...

Joubin Pakpour, PE
President

cc: Carlos Arias, Senior Field Worker, WWD, carias@westboroughwater.org
William Lai, PE, Senior Engineer, PCG, wlai@pcgengr.com

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Task Order No. 26-27-03
Westborough Lift Station Bypass Improvements
Pakpour Consulting Group, Inc.

1. PURPOSE

The purpose of this task order is to authorize and direct ENGINEER to proceed with the work specified in item 2 of this task order, in accordance with the provisions of Section 2 of the AGREEMENT between the parties hereto dated August 11, 2021.

2. SCOPE OF WORK

The work authorized by this task order is described in attached Exhibit A, dated September 4, 2026.

3. TIME OF PERFORMANCE

The work authorized by this task order shall commence upon execution by both parties and shall be prosecuted diligently to completion.

4. COMPENSATION AND PAYMENT

Compensation shall be on a specific rate of compensation basis as provided in Section 4 of the AGREEMENT. The cost of the work authorized by this task order shall not exceed $95,800. Payment shall be in accordance with Section 5 of the aforementioned AGREEMENT.

Previous Task Order:		None
This Task Order:		$95,800.00
	Total:	$95,800.00

5. TERM

This task order shall become effective immediately upon its execution by both parties and shall be valid for the duration of the project.

6. ITEMS AND CONDITIONS

All items and conditions contained in the AGREEMENT dated August 11, 2021, between the DISTRICT and ENGINEER are incorporated herein by reference.

Executed on

Pakpour Consulting Group Inc.	Westborough Water District
Joubin Pakpour, PE President	Patricia Mairena General Manager

PAKPOUR CONSULTING GROUP

September 4, 2026 ***10025.23***

Patricia Mairena
General Manager
Westborough Water District
2263 Westborough Blvd
South San Francisco, CA 94080

Subject: Proposal to Prepare Plans, Specifications and Cost Estimate
Westborough Lift Station Bypass Improvements
Westborough Water District (District)

Dear Patricia,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for Westborough Lift Station Bypass (CIP S23-30) as identified in the District's 2025 Capital Improvement Program (CIP). The following is a brief background pulled directly from the CIP S23-30 exhibit (attached).

CIP S23-30 Westborough Lift Station Bypass

The Westborough Lift Station is located along Westborough Blvd next to the Westborough Water District office. It is the only sanitary sewer lift station owned by the District that currently has no bypass. A sewer bypass for the sewer pump station is critical for easier sewer pump and valve maintenance and repair. Not having the bypass significantly increases the cost of any repair. A bypass connection will make any repair easier and significantly decrease the repair cost.

Following is our anticipated scope of services:

Task 1.0 – Meetings/Field Investigations/Project Management

PCG will conduct meetings and field investigations with District staff during the design phase. Inclusive of in-person meetings for the kickoff meeting, 60% and 90% design submittal reviews, in addition to various design coordination. PCG will also lead coordination efforts with residents of the adjacent condominium complex, Colina Homeowners Association, keeping them informed of the project. This task also includes various ongoing project management tasks to keep the project moving efficiently.

Task 2.0 - Utility Investigation

Utility Investigation
Due to the limited work area associated with the proposed lift station bypass improvements, our subconsultant, Exaro, will perform utility investigation services to identify and locate existing

utilities that may conflict with construction activities. The investigation will focus on determining the horizontal and vertical locations of critical utility crossings, including potential communication, electrical, water, sewer, storm drain, and other underground facilities.

Utility Agency Coordination

PCG will use CivilGrid software to assist with existing utility coordination. CivilGrid will send project utility notices to utility agencies and services operating in the area, informing them on the project, requesting plans on their facilities, and their requirements for construction near them. PCG will coordinate with the various utility agencies to resolve potential conflicts.

Task 3.0 - Environmental Investigation

Our subconsultant, MIG, will conduct an environmental investigation along the project limits and prepare necessary environmental documentation. We anticipate this project to qualify for a Categorical Exemption (CE) under the California Environmental Quality Act (CEQA). If MIG determines an Initial Study is required under CEQA, we will prepare an Additional Services Request for this task.

Task 4.0 - 60% Plans

PCG will prepare the 60% progress plans per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2027 utilizing the topographic survey prepared with the Appian Way Sewer Main Improvements Project. The 60% Plans will be submitted for District review where we will participate fully in the review process.

Task 5.0 - 90% Plans, Specifications, and Estimate (PS&E)

The 60% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments along with preparing 90% technical specifications and cost estimate. Stormwater compliance specifications, if required, will be provided by our subconsultant, Keish. The specifications will be in Microsoft Word format and will be incorporated into the District's "boilerplate" to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors if needed. The 90% Plans will be submitted for District review where we will participate fully in the review process.

Task 6.0 - Bid Documents - Final PS&E

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed. Appropriate modifications will be made to the plans, technical specifications, and cost estimates. The plans and specifications will be finalized for the project including all notes/details and incorporating all comments received.

Task 7.0 - Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District using BPXpress and will include written responses to bidder inquires, preparation of contract addenda, and attendance at a pre-bid conference and site visit.

Proposed Schedule

WWD issues Notice to Proceed (NTP)	Start of Schedule
60% Submittal	6 weeks after NTP
60% Submittal Review Meeting	2 weeks
90% Submittal	4 weeks after 60% review
90% Submittal Review Meeting	2 weeks
Final Submittal	3 weeks after 90% review
Project Advertisement	2 weeks after final submittal
Bid Opening	5 weeks after project advertisement
Award Project	3 weeks after bid opening
Construction Start	1 month after award of project

Proposed Budget

TASK	DESCRIPTION	Pakpour Consulting Group Roles, Rates, & Hours			
		District Engineer	Senior Engineer	Assistant Engineer	TOTAL
		$ 280	$ 240	$ 170	
1.0	Meetings/Field Investigations/Project Management	4	20	50	74
2.0	Utility Investigation	0	12	24	36
3.0	Environmental Investigation	0	12	16	28
4.0	60% Plans	0	16	80	96
5.0	90% Plans, Specifications, and Estimates (PS&E)	0	16	60	76
6.0	Bid Documents - Final PS&E	2	10	40	52
7.0	Advertisement/Award Period	2	6	16	24
	TOTAL HOURS	8	92	286	386
	DIRECT LABOR COST	$ 2,240	$ 22,080	$ 48,620	$ 72,940
	5% Direct Expense Fee (Mileage, Copies, Plots, etc.)				$ 3,647
	SUBTOTAL - DIRECT LABOR AND EXPENSE FEE				**$ 76,587**
SUBCONSULTANTS AND FEES (Markup Included)					
	Utility Investigation - Exaro				$ 5,000
	Utility Agency Coordination - CivilGrid				$ 900
	Environmental Documentation - MIG				$ 9,300
	Stormwater Compliance - Keish				$ 4,000
	SUBTOTAL - SUBCONSULTANT FEES				**$ 19,200**
	TOTAL BUDGET				**$ 95,787**
	TOTAL BUDGET (ROUNDED)				**$ 95,800**

** MIG's budget assumes the project will qualify for a Categorical Exemption.*

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:
Joubin Pakpour
FD1650F8C0904EA...
Joubin Pakpour, PE
President

cc: Carlos Arias, Senior Field Worker, WWD, carias@westboroughwater.org
William Lai, PE, Senior Engineer, PCG, wlai@pcgengr.com

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Westborough Water District

Policy on the Use of Artificial Intelligence (AI)

I. Purpose

The purpose of this policy is to provide clear guidance for the responsible use of Artificial Intelligence (AI) tools and systems by Westborough Water District (WWD) employees, contractors, and Directors. WWD recognizes that AI can improve efficiency, enhance decision making, and support service delivery to the community, while also presenting new ethical, legal, and security considerations.

This policy ensures that any use of AI aligns with WWD's values of accountability, transparency, and public trust. It also establishes boundaries for how AI tools may be used, especially regarding data privacy, public records compliance, and confidentiality.

II. Scope

This policy applies to all WWD employees, contractors, consultants, vendors, and directors who use AI systems or tools, such as generative AI (e.g., ChatGPT, Copilot, Gemini, etc.) in the course of their official duties or on behalf of the District.

III. Guiding Principles

1. **Transparency and Accountability:** Staff must take full responsibility for verifying the accuracy, reliability, and appropriateness of any information generated by AI tools before using or sharing it in District work.
2. **Confidentiality:** No confidential, proprietary, or sensitive District information, including internal communication, customer data, personnel information, infrastructure plans, or financial data may ever be entered into AI tools, websites, or platforms.
3. **Public Records Compliance:** Any material used to create, modify, or used through AI tools in the course of District business may be subject to the California Public Records Act (CPRA). Employees must ensure all such materials are retained in accordance with District policy.
4. **Integrity and Security:** AI tools must be used in ways that protect District's data from unauthorized disclosure, tampering, or storage on external servers not governed by WWD's data security standards.
5. **Human Oversight:** AI is a support tool, not a decision maker. Human review and professional judgment are required for all outcomes, recommendations, or conclusions derived from AI use.

IV. Authorized Use

Employees may use AI tools for legitimate District purposes, including drafting documents, summarizing information, generating ideas, or conducting general research, provided that:

- The employee reviews and verifies the AI-generated content for accuracy and bias;
- No confidential or personally identifiable information is shared with or entered into AI systems; and
- The use of AI does not replace human review, accountability, or compliance with District policies.

Vendors, consultants, and contractors using AI in their course of work for the District must disclose the use, nature, and purpose of AI, as well as the processes and guardrails they have implemented to ensure the quality of any work product generated with the use of AI.

V. Prohibited Use

AI tools shall not be used for:

- Inputting or generating content that includes confidential, personal, or security sensitive information.
- Making final personnel, hiring, disciplinary, vendor/contractor selection, or financial decisions.
- Screening employee applications.
- Drafting or approving legally binding documents, contracts, or policy changes without management review.
- Representing AI-generated text, images, or data as original, verified District information without acknowledgement and verification.

VI. Records and Retention

All work products, reports, or communications created using AI tools in the course of District business are subject to the California Public Records Act and must be retained or disposed of per the District policy. Staff must not use personal AI accounts or private devices to conduct District business.

VII. Implementation and Review

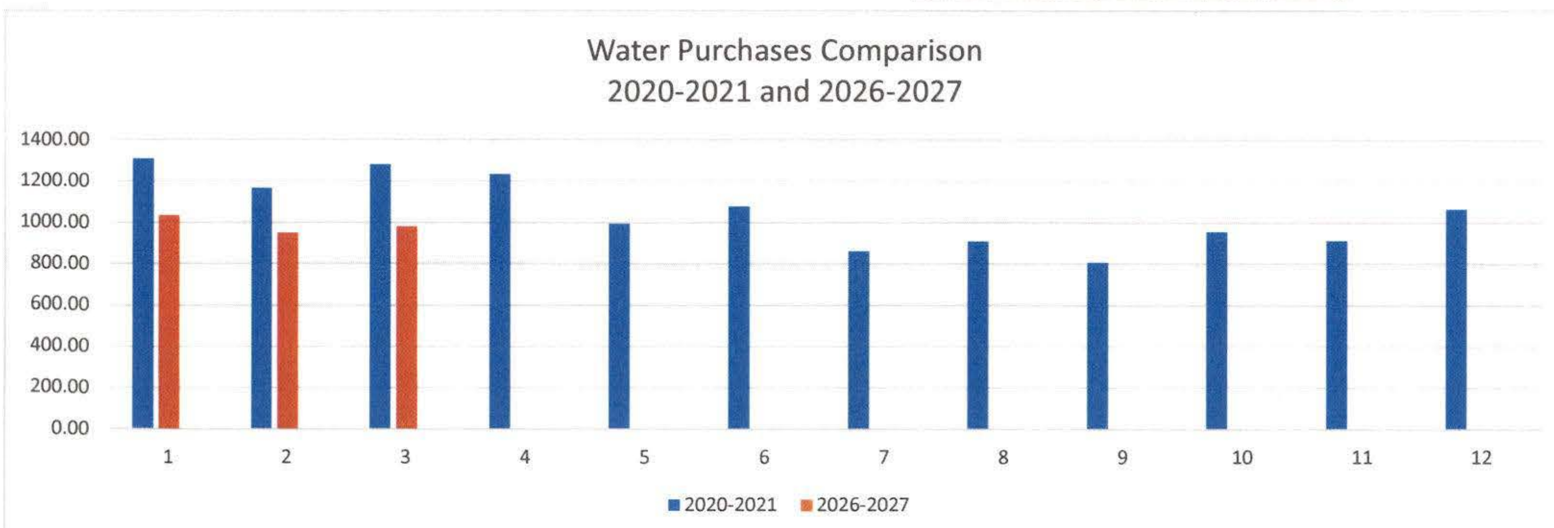
Management will review this policy as AI technologies evolve, ensuring continued compliance with legal standards, cybersecurity practices, and WWD's organizational values.

Water Purchases Comparison 2020-2021 to 2026-2027

FY 2020-2021				FY 2026-2027				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	06/05/26 to 07/07/26	34169	33	1035.43	-272.36
07/08/20 to 08/06/20	34995	30	1166.50	07/08/26 to 08/06/26	28543	30	951.44	-215.06
08/07/20 to 09/04/20	37162	29	1281.45	08/07/26 to 09/04/26	28528	29	983.72	-297.73
09/05/20 to 10/06/20	39480	32	1233.75					
10/05/20 to 11/02/20	26876	27	995.41					
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					
Total Purchases	**382590**	**364**	**1051.07**	**Total Purchases**	**91240**	**92**	**991.74**	

9.B.1

GPCPD YTD	55.01
GPCPD 25/26	49.13
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



STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: September 8, 2026

RE: Status of RFPs for Recruitment of Next General Manager

SUMMARY

On August 17, 2026, the District issued six (6) RFPs (Request for Proposal) seeking experienced executive search consulting firms to support the recruitment of its next General Manager to be received by the District by 5:00 p.m. on September 1, 2026.

UPDATE:

The District received a total of five (5) proposals to be reviewed by the Ad Hoc Committee selected by President Bautista.

Outlook

Request to Amend Pension Contract to Include PEPRA Provisions

From Pension Contract Management <pensioncontracts@calpers.ca.gov>
Date Thu 5/28/2026 1:53 PM
To Patricia Mairena <pmairena@westboroughwater.org>

CalPERS

P.O. Box 942715 Sacramento, CA 94229-2715
888 CalPERS (or **888**-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

California Public Employees' Retirement System

May 28, 2026

Patricia Mairena
Westborough Water District

Subject: Request to Amend Pension Contract to Include PEPRA Provisions

Dear Patricia,

The purpose of this letter is to request that your agency amend its pension contract with the California Public Employees' Retirement System (CalPERS) to incorporate the language reflecting the new provisions outlined under the Public Employees' Pension Reform Act of 2013 (PEPRA).

In 2013, CalPERS implemented mandated benefit formulas to align with the changes set forth by PEPRA. These include reduced benefit formulas and increased retirement age provisions, resulting in new defined benefit formulas for all new miscellaneous (non-safety) and safety members. At the time of the implementation, no formal contract amendment was required for our contracting agencies. However, since then, many agencies have amended their contracts to include the PEPRA language. According to our records, your agency has not amended its contract to reflect these changes.

CalPERS would like to work with your agency to amend your contract within the next year to ensure that the contract aligns with the changes under PEPRA. To initiate the process of amending the contract, please email the Pension Contract Program staff at pensioncontracts@calpers.ca.gov.

For more information on PEPRA and its impact on current and future CalPERS members, please visit the Pension Reform Impacts page on the CalPERS website at www.calpers.ca.gov.

If you have any questions or concerns regarding this request, please contact us directly at (916) 795-1024 or via email at pensioncontracts@calpers.ca.gov.

Sincerely,

Melody Benavides, Chief
Pension Contracts & Prefunding Programs Division
Financial Office

Good morning, Patricia,

My name is Tommy, and I am a Contract Analyst at CalPERS who is assigned to your agency for contracting services.

I have provided background and key information on the amendment below. All documents will be provided by CalPERS. The initial documents will be provided 45 days from the start of the amendment; the amendment begins once we receive/enter the Anticipated Schedule of Agency Actions form (**CON-8b attached).**

Background & Purpose: The purpose of this amendment is to update your agency's retirement contract to reflect the provisions of PEPRA, which were implemented in 2013. This update ensures consistency and compliance with current state law and CalPERS requirements.

Key Information:

- **No Impact to Benefits or Additional Costs:** Amending your contract to include PEPRA language will not affect the benefits or costs for your agency or its employees. There is no impact on either PEPRA or classic members.

- **Nature of Changes:** The amendment is limited to the inclusion of PEPRA language and minor grammatical updates. No substantive changes to benefit formulas or eligibility are involved.

- **Applicability:** Agencies that have not amended their contract since 2013 are requested to update their contracts. If your agency has amended its contract since then, the PEPRA language is already included.

- **Our Requirement:** CalPERS requests all contracts to be updated to include the PEPRA language for consistency and compliance.

How to Initiate the Amendment Process:

1. **CON-8 Form: Please complete the attached CON-8 form to indicate your anticipated schedule for presenting the amendment to your governing body.** This is crucial for us to properly coordinate and plan your amendment.

Important factors for the Amendment Process:

1. **Board Presentations:** The amendment process requires two presentations to your governing body:

   a) First, to adopt the Resolution of Intention and sign (provided 45 days after the start of the amendment process).

   b) Second, to adopt the Final Ordinance or Resolution approving the contract amendment.

2. **Legal Review:** We will provide the required contract language and forms. You are welcome to review the amendment contract language once we produce the initial documents with your legal counsel for internal compliance purposes.

Next Steps:

- Please review the information above and complete the **CON-8 form (attached).**

- Once the form is returned, CalPERS will send you the official Resolution of Intention packet and further instructions.

- For additional guidance, you may refer to CalPERS Pension Contract Amendments & Agency Updates page.

Please let me know if you have any questions, and I will be happy to assist you.

Thank you,

Tommy Pacheco
Contract Analyst
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