

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Friday, July 12, 2024
6:00 p.m.
Alice Bulos Community Center
(formerly Westborough Community Center)
2380 Galway Drive
South San Francisco, CA 94080

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 June 13, 2024.

B. Accountant's Report for Period Ending May 31, 2024.

C. Investment Report for Period Ending June 30, 2024.

D. Claims Register for June 30, 2024.

4. PUBLIC COMMENT:

Members of the public are invited to participate during the public comment period or when an item on the agenda is introduced. Anyone wishing to speak should, after the recognition, give their name and address, speak clearly, and direct their remarks only to the Board. Please limit your remarks to no more than three (3) minutes. Items not on the agenda may be referred to Staff for consideration at a later date.

5. BUSINESS (OLD):

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6. BUSINESS (NEW):

- A. PUBLIC HEARING: Consideration of Increases in Water Rates, Resolution No. 678.
- B. PUBLIC HEARING: Consideration of Increases in Sewer Rates, Ordinance No. 76.
- C. PUBLIC HEARING: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Requesting Their Collection by the County of San Mateo, Resolution No. 679.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for June 2024.

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.

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

Thursday, June 13, 2024

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

1. ROLL CALL:

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

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

Visitors Present: Catherine Tseng - L&T Consultants (*virtually*)

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. CONSENT CALENDAR:

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

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Review and Approve Water and Sewer Rate Study.

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Ms. Teng stated that her presentation tonight would concentrate on summarizing the revisions made to the report since the last meeting in May:

1. Ms. Tseng reported that since the May meeting, the North San Mateo County Sanitation District (NSMCSD) had informed the District that there would not be an increase on treatment rates for the upcoming year, and that the projected rate increases for the years 2028-2029 would be around 10%. Ms. Tseng stated that after running the numbers, they were able to revise the first year's sewer rate increase from 10% to 5%.
2. Ms. Tseng stated that the District had also received updated depreciation numbers from the CPAs, so they had used those numbers for the Depreciation for Capital Reserve Fund Target. Ms. Tseng also stated that prior to receiving the updated numbers, they had been using 50% for water and 50% for sewer split, but the CPAs had been able to provide a more accurate split of the numbers.
3. Ms. Tseng mentioned that the third change they had made was adjustments to the allocation of the G&A revenue and expenses, which were not major, but they wanted to make sure these were properly allocated.

Ms. Tseng proceeded to review the above three items in detail.

Ms. Tseng reviewed a chart with a summary history of the NSMCSD treatment rates, which has gone up about 71% in the past 10 years and made up about 93% of the District's Sewer Operating Cost. She displayed a chart with the proposed sewer rates for the next five years, showing 5% for 2024/25 and 10% for the subsequent four years. Ms. Tseng also displayed samples of sewer bill impacts for 2, 10, and 20 ccf bi-monthly usage. Ms. Tseng told the Board that the comparison samples showed how they had worked hard at trying to keep the sewer rates as low as possible by taking into account the newly provided information.

Ms. Tseng also reviewed a chart with the 2022-2023 and the 2024-2025 projected Depreciation figures. Ms. Tseng indicated that the Capital Reserve Fund Targets would be 50% of the projected Depreciation, so the Updated 2024/25 Capital Reserve Fund Targets would be \$137,547 for water and \$33,090 for sewer. Ms. Tseng also indicated that these targets may change as the District takes on more water and sewer projects, but these would be the starting numbers.

Lastly, Ms. Tseng showed another slide with the updated allocation of some G&A revenue and expenses. Ms. Tseng told the Board that they had revised the allocation of

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miscellaneous revenue of \$20,000 solely to the water fund since these were late fees for water bills. Ms. Tseng stated that on the expenses side, after a review with General Manager Mairena, they had revised the allocation of 2024/25 G&A Salaries & Benefits to the sewer fund from \$130,000 to \$123,000; thus, making sure their numbers were consistent with the District's budget.

Ms. Tseng displayed the next steps in the process:

<u>Date</u>	<u>Action</u>
June 13, 2024	Present revised draft report to Board of Directors
July 12, 2024	Prop 218 Hearing; Board can adopt rates if no majority protest
July 1, 2024	First rate increase goes into effect (Customers will see increase in September bills)

Ms. Tseng told the Board of Directors that tonight they were presenting to them the revised draft report, but the board would not be making any decisions on adopting any rate increases, since that would take place on July 12, 2024, at the Prop. 218 public hearing, pending that there is no majority protest. Ms. Tseng stated that if the Prop. 218 public hearing was successful, then the new rates would go into effect on July 1st, and customers would see the increase on the September bills.

Ms. Tseng asked the Board if there were any questions.

Since there were none, President Chambers thanked Ms. Tseng for all her efforts and for working with General Manager Mairena in putting the Rate Study together.

President Chambers told Ms. Tseng that at the July 12th meeting, she could give her entire presentation which would be followed by public comment periods to cover both water and sewer rate increases. President Chambers said that after that, there would be a public hearing to place the sewer charges on the property taxes.

After General Manager Mairena's presentation of the FY 2024-2025 Operating Budget was made, Director Bautista moved to approve the Water and Sewer Rate Study as modified, seconded by Director Medina.

The motion was carried unanimously.

B. Review/Approve FY 2024-2025 Operating Budget.

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General Manager Mairena stated that she had met with the Budget Committee a few times to review the budget she had prepared. General Manager Mairena mentioned that for a while, the Board had been asking to split the G&A expenses between the water and sewer funds, and now with the Rate Study, this was made possible.

General Manager Mairena proceeded to display the budget worksheets on the screen. She explained to the Board how she had created formulas to split the revenue and expense keys that needed splitting, and how she had color-coded the two funds (blue for water and orange for sewer). General Manager Mairena stated that the splits were in accordance with what the Board had approved at the last board meeting. General Manager Mairena stated that there were links between these worksheets and the Budget Summary.

General Manager Mairena reviewed the Budget Summary and mentioned that previously, this summary contained both funds and one net bottom line. General Manager Mairena explained how she had listed both funds separately with the revenue, expenses, and bottom line listed for each of the funds, and then provided a combined total net at the very bottom.

General Manager Mairena asked the Board if they had any questions.

President Chambers commented on how the water fund displayed a lower net income amount than L&T had stated on their report. President Chambers mentioned that this would be a good time to discuss trying to recover the credit card fees. General Manager Mairena replied that this item was listed on the agenda for Board's review.

General Manger Mairena pointed out that a vote accepting the Rate Study had been skipped. Attorney Conneran directed the Board to proceed with doing that now. The Board proceeded to motion and approve the Rate Study (as noted on item 6.A).

General Manager Mairena stated that in reply to President Chambers' concern, she had also postponed the Updating of the Standard Plans and Specifications Project to the following year, which should reduce Engineering expenses by \$25,000. President Chambers replied that it would bring us closer, but we would still be short. General Manager Mairena replied that at the last committee meeting, it was stated that recovering credit card fees would bring us closer, and also, we could possibly adjust something on the CIP to close the gap.

Director Medina stated that she was impressed with the new format which made much better sense. President Chambers agreed. General Manager Mairena thanked them.

Director Medina moved to approve the FY 2024-2025 Operating Budget, seconded by Director Richards.

The motion was carried unanimously.

C. Consideration to Pass through the Cost of Credit Card Processing on Water Bills.

General Manager Mairena reported that both Office Supervisor Bellinger and Operations Assistant Mendoza had worked on updating the credit card processing fees being charged by other agencies data that was on the board packet. Office Supervisor Bellinger stated that there was one correction, as Millbrae had called back to let her know that they would be increasing their fees to 2.6% effective July 1, 2024.

President Chambers asked staff which would be easier to implement: a percentage or a flat fee, since with so many different credit cards, it would be harder to figure out exactly how much the District was being charged at the time of each transaction. President Chambers thought it would be best to calculate an estimate that would cover that fee, whether it be a flat fee or a percentage fee. General Manager Mairena stated that staff did not have a chance to check with CWS (the online payment software provider) to see how a charge could be implemented that the District could recover in its entirety. General Manager Mairena specified that the majority of the credit card payments were made online through this program, and the rest were either paid over the phone or in person using a program called Celero by Tri-Counties Bank (TCB). General Manager Mairena mentioned that the District should have a discussion with CWS to see how these fees could be lowered, or if the District could pay them to develop a program that would pick up the payments from another system and transfer them to their billing program, as there were too many accounts involved. President Chambers stated that \$50,000 in fees was a large amount, so he asked again, what would be easier to implement: a flat fee or a percentage fee. Office Supervisor Bellinger stated that a flat fee would be easier and General Manager Mairena agreed.

Director Amuzie asked why the District could not make these fees a pass thru. Director Amuzie stated that if the District was being charged \$10 for a transaction, then the District should charge \$10. General Manager Mairena replied that as President Chambers had previously stated, there were a variety of credit cards, with the rewards cards charging the higher fees, and at the time of the transaction, staff would not be told how much the District was being charged for that specific transaction, so it would be very hard to calculate an exact pass thru, since this amount would not be available until the statement was received.

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President Chambers stated that according to the Rate Study, the average bill was \$166, and at a 3% fee, that would be \$4.98, which seemed a bit high, in comparison to other agencies. President Chambers suggested that using the 2.35% that San Mateo County charged would be justifiable. Attorney Conneran stated that if customers paid their property tax bill which included their sewer charges through the County using a credit card, then they were already paying the 2.35% fee.

President Chambers commented that customers had been previously advised several times that a fee would be assessed in the near future and providing them with the opportunity to switch to ACH, which had the lowest fee charged to the District. General Manger Mairena stated that staff has been delivering a lot of conservation items as part of getting customers to sign up for the ACH program. Director Medina asked if that was working. Office Supervisor Bellinger replied that the District had gone from about 400 customers to over 600 customers in the program. President Chambers replied that the increase in customers could be higher once a charge was imposed.

President Chambers asked if it would be reasonable if the District was to charge a 2.35% fee, just as the County did. General Manager Mairena replied that it was reasonable. Office Supervisor Bellinger stated that we would need to discuss with CWS to see if they could do that and how much would they charge us for the programming. General Manager Mairena agreed and stated that CWS would also need to make sure the fee collected was sent to the District in its entirety. General Manager Mairena stated that as far as the payments made in person or over the phone, there would be no problem. Office Supervisor Bellinger replied that it would just take small programming and the new terminal was definitely capable of doing that.

President Chambers inquired about the effective date of this fee being August 1st or September 1st. General Manager Mairena suggested starting this fee with the new fiscal year bill of September 15th which would be due on October 5th. General Manager Mairena asked the Board if it would be okay for staff to report back at the August meeting to review the findings on what CWS could do and how much it would cost for programming. President Chambers replied that the Board should provide guidance to General Manager Mairena, which would be that the District wants to start charging a 2.35% fee and give her authorization to work with CWS in getting that implemented by September 15th, and if there was a problem, to report that at the August meeting.

President Chambers asked their Board if that was what they wanted. Attorney Conneran replied that he would like a formal action at the August meeting.

D. Review/Approve Quote to Upgrade the Rowntree Lift Station Telemetry Equipment.

General Manager Mairena recalled to the Board the sewer overflow incident at the Rowntree Lift Station and Patrick Sumner's (North San Mateo County Sanitation District - NSMCSD) report on the controls damaged and its replacement, which at some point would be able to be accessed via their new SCADA system, which was wireless based. General Manager Mairena told the Board that this was a good option, since AT&T had recently increased each landline to about \$300 per month. Office Supervisor Bellinger mentioned that she had called AT&T, and the charge was lowered to \$180 per month per landline, but the District was still paying about \$560 per month to AT&T. General Manager Mairena explained that this quote would upgrade the telemetry system at the Rowntree Lift Station so that it would be accessible via the NSMCSD's new SCADA system; thus, expediting response by the NSMCSD workers.

Director Bautista moved to approve the Quote from Calcon Systems to Upgrade the Rowntree Lift Station Telemetry Equipment, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena asked Attorney Conneran whether the previous agreement could be modified or if a new agreement was necessary. General Manager Mairena asked if the agreement with Calcon Systems could be modified so that tasks could be included. Attorney Conneran replied that an amendment to the agreement would work better, and he would send it to her.

E. Review/Approve Proposal to Participate in the BAWSCA Water Loss Management Program for FY 2024-2025.

General Manager Mairena reported that this is a program thru BAWSCA that is done as a requirement every year. General Manager Mairena mentioned that since the last couple of years the District reported negative losses that may be attributed to source meters needing calibration, the new proposal in the board packet included an additional task for water audit miscellaneous support. General Manager Mairena stated that she recently received an email from the Department of Water Resources to discuss negative losses, so it was obvious that they wanted us to dig further into the issue of negative losses. General Manager Mairena also stated that our consultant had already suggested that we added the Advanced Billing Analysis, a multi-year analysis, to our program so that we could explore any issues with our billing.

President Chambers asked how long ago the SFPUC meter was calibrated. General

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Manager Mairena replied that it had been at least a couple of years.

Director Medina moved to approve the Proposal to Participate in the BAWSCA Water Loss Management Program for FY 2024-2025, seconded by Director Amuzie.

The motion was carried unanimously.

General Manager Mairena thanked the Board and told them that this item was already included in the FY 2024-2025 budget.

F. Approve Candidate Policy Form For District Election November 5, 2024.

General Manager Mairena stated that there would be three directors in the upcoming November 5, 2024, District Election Ballot, and that the Board would need to decide whether to have a 400- or 200-word limit for the Candidate Statement and who would pay for it. General Manager Mairena also stated that she had pre-filled the form with what the Board had elected to do in the past, which was a 200-word limit for the Candidate Statement paid by the candidate, but of course, the Board could opt to do something different. General Manager Mairena mentioned that there were three different zones involved in this year's election: 1, 3, and 5.

Attorney Conneran clarified that it was up to the candidate whether or not to submit a statement, but if no one else filed, then there would be no election. President Chambers replied that the County would simply return the check to the candidate.

Director Amuzie asked about the cost of filing out a Candidate Statement. President Chambers replied that it was about \$100 to \$300. Director Medina replied that it was usually refunded.

Director Medina moved to approve maintaining the current Candidate Policy For the District Election of November 5, 2024, seconded by Director Amuzie.

The motion was carried unanimously.

G. Approve Resolution No. 677, A Resolution of the Board of Directors of the Westborough Water District Calling for an Election to be Held on November 5, 2024, for the Election of three Members of the Board of Directors.

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President Chambers mentioned that there was a small correction to the resolution. Attorney Conneran explained that Section 9, second line, stated that there were “two board members” instead of “three board members”. General Manager Mairena replied that she had made that correction.

Attorney Conneran mentioned that the County had started calling the Zones sub-districts, but he felt the District should stick to calling them Zones, as stated in the past.

Director Bautista moved to approve Resolution No. 677. A Resolution of the Board of Directors of the Westborough Water District Calling for an Election to be Held on November 5, 2024, for the Election of three Members of the Board of Directors, seconded by Director Medina.

Roll Call

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

The motion was carried unanimously.

H. Special District LAFCo Election: Submit Written Nominations for the Alternate Special District Member and Authorization to Transmit the LAFCo Special District Member Ballot by Electronic Mail.

General Manager Mairena reminded the Board that a couple of meetings back, action had been taken for the Special District Member, and this time it would be for the Alternate Special District Member. General Manager Mairena explained that the type of action would be the same as the last one, which was to authorize the President of the Board to transmit the ballot electronically.

Director Bautista moved to authorize President Chambers to Submit Written Nominations for the Alternate Special District Member and authorize him to Transmit the LAFCo Special District Member Ballot by Electronic Mail, seconded by Director Medina.

The motion was carried unanimously.

I. Consideration of Cost-of-Living and Salary Adjustment for District Employees.

General Manager Mairena told the Board that staff had been performing above standard, and it had been an interesting year with a lot of new regulatory changes. General Manager Mairena reported that field staff had been busy building the District's LCR (Lead and Copper Rule) Inventory, going from location to location, verifying the type of connection, and updating a worksheet with the connection materials which would need to be submitted to the EPA. General Manager Mairena told the Board that in addition, administrative staff had been dealing with the Rate Study, and getting items ready, so she was very appreciative of their support. General Manager Mairena displayed her recommendation to the Board which included COLA of 2.9% and an additional 3.1% merit increase for a total of a 6% increase for all employees. General Manager Mairena mentioned that the 6% increase had been accounted in the Rate Study and it was included in the upcoming budget. General Manager Mairena stated that if it was agreeable with the Board, she would like to make that recommendation.

Director Medina moved to approve the Cost-of-Living and Salary Adjustment for District Employees, seconded by Director Bautista.

The motion was carried unanimously.

General Manager Mairena and Office Supervisor Bellinger thanked the Board.

J. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

This item was discussed at the end of the meeting after the Closed Session.

7. WRITTEN COMMUNICATIONS: : None

8. ATTORNEY'S REPORT:

Attorney Conneran commented on the initiative measure called the Business Roundtable measure which would affect almost every aspect of financing for local agencies. Attorney Conneran mentioned that it was being challenged in Court by the Governor and other public officials, and the Supreme Court had oral arguments a couple of months ago with June 27th being the deadline to issue their decision whether the measure could go on the ballot. Attorney Conneran also commented that because the measure changed so many aspects of finance, it was challenged for being a revision to the Constitution, and if it made it to the ballot and passed, it would make it really difficult for agencies to pass fees. Attorney Conneran stated that if it passed, then he would give the Board a full report on how it would affect the District.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

General Manager Mairena reported that Engineer Pakpour was unable to join in due to COVID, and that the only item he mentioned was an update on Skyline Tank No. 3, and that a meeting was planned for July with a structural engineer and staff.

B. Report on District's Water Conservation for April and May 2024.

General Manager Mairena reminded the Board that there was no report last month for April 2024, due to the meeting being so early and the SFPUC bill not being prepared yet. General Manager Mairena displayed the comparison chart, and she reported that water consumption for April 2024 was slightly higher, and May 2024 had gone down in comparison to last month's consumption.

C. Update on Signed Agreement with PSOMAS for Marking the District's Underground Pipelines.

General Manager Mairena reported that due to the urgency in locating the pipelines across Skyline Blvd. and Westborough Blvd., Attorney Conneran had drafted an agreement which President Chambers had signed on May 30th. General Manager Mairena reported that PSOMAS had already marked the lines and she was extremely impressed with their report, but Johnny and Carlos were not as impressed due to markings which involved a couple of in-line valves that should have shown as a straight markings, but that was not the case. Johnny and Carlos had indicated that to the technicians marking the lines, but they had replied that they could only mark what their equipment indicated, which staff found a bit off. General Manager Mairena also reported that she had instructed staff to have PSOMAS strike a sentence from the last page of the report stating that District staff had indicated that the other utilities had been marked under another agreement, since there was no other agreement and the District was not responsible for marking other utilities' lines, that statement was incorrect.

General Manager Mairena stated that, overall, the markings and the potholing had helped, and the boring had been completed as of yesterday without any incidents.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on ACWA/JPIA Conference, May 7 – May 9, 2024 (Chambers and Amuzie).

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President Chambers stated that his report was in the board packet and asked if there were any questions.

Director Amuzie reviewed thoroughly his report with the Board.

President Chambers made a couple of remarks regarding the number of agencies having rate studies conducted and the Bay Delta agreement.

B. Report on BAWSCA Meeting of May 16, 2024 (Chambers).

President Chambers reviewed his report on the BAWSCA meeting. President Chambers commented on the Los Vaqueros expansion and the Water Management Charge which will fund Strategy 2050.

Director Bautista asked about the 25 GPCD (gallons per person per day). President Chambers commented on it, on Tier 2 negotiations, and on the minimum purchase requirements by some of the larger agencies that have water sources other than the SFPUC.

Director Amuzie commented on the article he had sent out on Foster City's Rate Study and their projected new charges.

11. CLOSED SESSION:

A. Closed Session – Public Employee Performance Evaluation, Government Code Section 54957.

Title: General Manager

Attorney Conneran took the Board to closed session at 9:12 p.m. to discuss the General Manager's performance evaluation.

The Board reconvened open session at 9:34 p.m. Attorney Conneran stated that the Board had met in closed session pursuant to Code Section 54947 and that they still had one pending item, Consideration of Cost-of-Living and Salary Adjustment for the General Manager.

6. BUSINESS (NEW): (Continued)

F. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

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President Chambers stated that it was his understanding that the current agreement with the General Manager had an 8% increase from the previous year. Attorney Conneran confirmed that the contract did have an 8% increase from the year 2023-2024.

President Chambers also stated that there needed to be a talk about what the Board could do to make things easier for the General Manager Mairena and he asked Director Bautista to comment on it. Director Bautista stated that per a previous conversation with the General Manager, the Board had decided to allow her working remotely from home one day per week, and if that fitted into her schedule, then she could add a second day. General Manager Mairena thanked the Board and told them she was very much appreciative of that.

Director Bautista asked about her plans for the future. General Manager Mairena mentioned the possibility of retirement and reviewed talks she had with a potential candidate for the position of Assistant General Manager of Operations.

President Chambers commented that with regards to the General Manager's salary, the Board should consider adding the COLA, and rounding it off to 3%, or a total of 11% increase. The Board agreed. Attorney Conneran calculated her total salary amount and shared it with the Board.

President Chambers asked if there should be a discussion on an extension to General Manager Mairena's agreement. Director Bautista mentioned to her that her agreement would end next year and asked for her thoughts on an extension. General Manager Mairena replied that she would definitely be interested. Attorney Conneran stated that one of her goals for next year could be to work on a succession plan and possibly hire an Assistant General Manager (OGM) who could eventually move into the General Manager position.

General Manager Mairena stated that sometime in the future, she would like to meet with the Personnel Committee to discuss a salary range for that position. Attorney Conneran stated that the District could not create it for one person, but this would be the perfect example of what it would take to hire someone with experience away from their current position, and it would be more than we are currently paying the Field Supervisor. General Manager Mairena replied that the positions would be different, since the OGM position would also need to have a strong administrative background.

President Chambers asked about the salary increases for the extended agreement. Attorney Conneran replied that it could be negotiated each year, and the terms should go until June 30, 2027.

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Attorney Conneran stated that for a Board action, the Board is approving a salary increase to the General Manager's salary to \$283,277.88 and extending the term of the agreement to June 30, 2027.

Director Bautista moved to make the above motion, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board for their support.

12. ADJOURNMENT:

Without objection, President Chambers adjourned the meeting.
Time 9:46 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
May 31, 2024



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

Westborough Water District

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the eleven months ended May 31, 2024, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. 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 eleven months ended May 31, 2024, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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

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



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the eleven months ended May 31, 2024, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

July 3, 2024
Morgan Hill, California

Westborough Water District
Statement of Net Position
May 31, 2024

ASSETS

Current Assets:

Cash (Including \$4,670,225 in Time Deposits)	\$	5,388,389
Receivables		
Lease		28,116
Water		935,536
Other		76,952
Prepaid Expenses and Other		19,531
Inventory		233,238
Total Current Assets		6,681,762

Non-Current Assets:

Lease Receivable		212,071
Utility Plant in Service (Note 5):		
Land		182,633
Work in Progress		180,162
Water Facility		8,206,496
Building		1,503,835
Joint-Use Facilities		94,907
Meters		1,007,776
Office Furniture and Equipment		158,975
Maintenance Facility		478,623
Sewer Facility		3,444,025
Total Utility Plant in Service (Capital Assets)		15,257,432
Less Accumulated Depreciation		(7,202,980)
Utility Plant in Service-Net Depreciation Expense		8,054,452
Total Non-Current Assets		8,266,523
Total Assets	\$	14,948,285

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$	539,882
Deferred OPEB Outflows		151,580
Total Deferred Outflows	\$	691,462

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
May 31, 2024

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$	1,280,345
Customers' Deposits		408,250
Unearned Revenue		25,107
Total Current Liabilities		1,713,702

Long-term Liabilities:

Accrued Vacation		134,049
Net Pension Liability		1,031,388
Net OPEB Obligation		207,611
Total Long-term Liabilities		1,373,048
Total Liabilities	\$	3,086,750

DEFERRED INFLOWS

Deferred Lease Inflows	\$	203,228
Deferred Pension Inflows		105,232
Deferred OPEB Inflows		208,079
Total Deferred Inflows	\$	516,539

NET POSITION

Net Investment in Capital Assets	\$	8,054,452
Restricted for Capital Facilities		347,103
Unrestricted:		
Reserved for Contingencies		278,273
Reserved for Capital Expenditures		1,916,100
Non-spendable Inventory and Prepaids		252,769
Unappropriated		1,187,761
Total Net Position	\$	12,036,458

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Eleven Months Ended May 31, 2024

Operating Revenue:	
Water Sales (Note 3)	\$ 3,770,219
Sewer Svc. and Transfer Charges	3,050,778
Misc. Operations	21,250
Capital Facility Income	38,779
Total Operating Revenue	<u>6,881,026</u>
Operating Expense:	
Water Expenditures	2,569,727
Sanitary Sewer Expenditures	2,972,996
Admin. and General Expenditures	1,129,438
Depreciation	313,051
Total Operating Expenses	<u>6,985,212</u>
Operating Income (Loss)	(104,186)
Non-operating Income (Expense):	
Property Taxes	635,535
Investment Interest	173,467
Other	6,536
Total Non-operating Income (Expense)	<u>815,538</u>
Change in Net Position	711,352
Net Position - Beginning	<u>11,325,106</u>
Net Position - Ending	<u>\$ 12,036,458</u>

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
May 31, 2024

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

NOTE 2 - Accounts payable at May 31, 2024, includes \$1,097,230 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 \$(7,292) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the eleven months ended May 31, 2024, were as follows:

Beginning Balance	\$	15,201,468
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		55,964
Ending Balance	\$	<u>15,257,432</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Eleven Months Ended May 31, 2024

	May	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 340,942	\$ 3,770,219	\$ 4,196,733	89.84%	-1.83%	\$ (76,786)
Sewer Svc. and Transfer Charges	252,468	3,050,778	3,284,888	92.87%	1.21%	39,631
Misc. Operations	1,411	21,250	19,200	110.68%	19.01%	3,650
Capital Facility Income	(800)	38,779	-	100.00%	100.00%	38,779
Total Operating Revenue	594,021	6,881,026	7,500,821	91.74%	0.07%	5,274
Operating Expense:						
Water Expenditures	246,641	2,569,727	2,892,667	88.84%	2.83%	81,885
Sanitary Sewer Expenditures	198,487	2,972,996	2,925,026	101.64%	-9.97%	(291,723)
Admin. and General Expenditures	102,636	1,129,438	1,302,458	86.72%	4.95%	64,482
Depreciation	28,521	313,051	365,000	85.77%	5.90%	21,532
Total Operating Expenses	576,285	6,985,212	7,485,151	93.32%	-1.65%	(123,824)
Operating Income (Loss)	17,736	(104,186)	15,670	-664.88%	-756.54%	(118,550)
Non-operating Income (Expense):						
Property Taxes	35,658	635,535	676,549	93.94%	2.27%	15,365
Investment Interest	25,713	173,467	90,107	192.51%	100.85%	90,869
Other	63	6,536	36,192	18.06%	-73.61%	(26,640)
Total Non-operating Income (Expense)	61,434	815,538	802,848	101.58%	9.91%	79,594
Net Income (Loss)	\$ 79,170	\$ 711,352	\$ 818,518	86.91%	-4.76%	\$ (38,956)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Eleven Months Ended May 31, 2024

	May	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 35,034	\$ 401,654	\$ 440,370	91.21%	0.46%	\$ 2,019
Salaries Overtime	1,718	8,816	9,000	97.96%	-6.29%	(566)
Benefits	8,403	118,211	123,323	95.85%	-4.19%	(5,165)
OPEB	-	3,587	2,808	127.74%	-36.08%	(1,013)
Payroll Taxes	2,828	31,039	34,825	89.13%	2.54%	884
Technical Communications	812	8,988	11,260	79.82%	11.85%	1,334
Utilities	17,555	162,677	162,716	99.98%	-8.31%	(13,521)
Supplies and Small Tools	3,232	15,237	15,000	101.58%	-9.91%	(1,487)
Maintenance of System	7,717	72,813	59,905	121.55%	-29.88%	(17,900)
Special Services	70	73,365	91,717	79.99%	11.68%	10,709
Vehicle Expense	1,898	27,614	35,000	78.90%	12.77%	4,469
Water Purchases	167,374	1,645,726	1,906,743	86.31%	5.36%	102,122
Total Water Expenditures	246,641	2,569,727	2,892,667	88.84%	2.83%	81,885
Sanitary Sewer Expenditures:						
Treatment & Disposal	178,810	2,713,205	2,715,565	99.91%	-8.25%	(223,937)
Utilities	12,203	131,739	137,600	95.74%	-4.07%	(5,606)
Repair of Pipelines	-	-	5,000	0.00%	91.66%	4,583
Repair of Pumps	1,682	66,696	20,000	333.48%	-241.82%	(48,363)
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	5,792	57,086	46,861	121.82%	-30.15%	(14,130)
Total Sanitary Sewer Expenditures	198,487	2,972,996	2,925,026	101.64%	-9.97%	(291,723)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Eleven Months Ended May 31, 2024

	May	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	41,714	484,729	532,572	91.02%	0.65%	3,462
Salaries-Temporary	-	749	2,000	37.45%	54.20%	1,084
Salaries-Overtime	-	-	1,500	0.00%	91.67%	1,375
Employee Benefits	13,072	197,587	207,101	95.41%	-3.74%	(7,744)
OPEB	-	5,381	4,689	114.76%	-23.10%	(1,083)
Office Supplies and Postage	541	9,475	14,151	66.96%	24.71%	3,497
Memberships	-	46,627	48,129	96.88%	-5.21%	(2,509)
Utilities	44	851	1,559	54.59%	37.08%	578
Telephone	383	4,063	4,534	89.61%	2.05%	93
Payroll Taxes	3,339	30,964	42,770	72.40%	19.27%	8,242
Water Conservation	100	1,384	10,000	13.84%	77.83%	7,783
Building & Grounds Maintenance	265	8,365	14,180	58.99%	32.67%	4,633
Parking Rentals	450	4,950	5,760	85.94%	5.73%	330
Directors Fees	1,600	8,500	11,300	75.22%	16.44%	1,858
Engineering Services	2,321	15,430	55,000	28.05%	63.61%	34,987
Accounting	-	26,100	37,960	68.76%	22.91%	8,697
Legal	2,626	17,889	25,400	70.43%	21.24%	5,394
Billing	8,949	56,441	55,347	101.98%	-10.31%	(5,706)
Communications	2,517	10,867	28,633	37.95%	53.71%	15,380
Insurance	6,317	76,632	78,777	97.28%	-5.61%	(4,420)
Bad Debts (Note 1)	-	-	2,000	0.00%	91.65%	1,833
Travel	1,948	7,376	13,626	54.13%	37.54%	5,115
Miscellaneous	16,450	115,078	105,470	109.11%	-17.44%	(18,397)
Total Admin. and General Expenditures	102,636	1,129,438	1,302,458	86.72%	4.95%	64,482
Depreciation Expense	28,521	313,051	365,000	85.77%	5.90%	21,532
Total Expenses	\$ 576,285	\$ 6,985,212	\$ 7,485,151	93.32%	-1.65%	\$ (123,824)

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: JUNE 30, 2024

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$4,532,470.12
06/11/24	\$ 700,000.00	Transfer funds from TCB	\$5,232,470.12
		Ending Balance	\$5,232,470.12

Total Investments Last Report Period = \$4,532,470.12
Total Investments at End of Report Period = \$5,232,470.12

Effective Interest Rate: 4.332%
(as of 05/24)

Approved by:



Patricia Mairena
General Manager

PM/pm

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

California State Treasurer
Fiona Ma, CPA



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

July 03, 2024

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

WESTBOROUGH WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number: 90-41-004

June 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/11/2024	6/11/2024	RD	1754017	1714453	PATRICIA MAIRENA	700,000.00

Account Summary

Total Deposit:	700,000.00	Beginning Balance:	4,532,470.12
Total Withdrawal:	0.00	Ending Balance:	5,232,470.12

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: JUNE 30, 2024

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$140,137.08
06/30/24	\$ 187.53	Change in Account Value	\$140,324.61
Ending Balance			\$140,324.61

Total Investments Last Report Period = \$140,137.08
Total Investments at End of Report Period = \$140,324.61

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

Approved by:



Patricia Mairena
General Manager

PM/pm

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

June 1, 2024 - June 30, 2024
 Account Number: RMB-023565

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

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$140,137.08
Net Change in Portfolio¹	187.53
ENDING ACCOUNT VALUE	\$140,324.61
Estimated Annual Income	\$5,005.50

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

3.C.4

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	140,137.08	140,324.61
100%	Account Total	\$140,137.08	\$140,324.61

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

Client Service Information

Your Account Executive: MBP
 PAUL REHMUS
 MULTI-BANK SECURITIES
 1000 TOWN CENTER, STE 2300
 SOUTHFIELD MI 48075-1239

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

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

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

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

BOND AMORTIZATION ELECTIONS

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

ELECTRONIC DELIVERY

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

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

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

Income and Expense Summary

3.C.5

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

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	99.5210	140,324.61	1,289.09	5,005.50	3.56%
Total Certificates of Deposit	141,000.0000		\$140,324.61	\$1,289.09	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$140,324.61	\$1,289.09	\$5,005.50	
Total Portfolio Holdings			Market Value \$140,324.61	Accrued Interest \$1,289.09	Estimated Annual Income \$5,005.50	

Portfolio Holdings Disclosures

Pricing

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

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

Estimated Annual Figures

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

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

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	\$2,495.89	\$0.00	\$2,495.89
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-2,495.89	-2,495.89

Activity Summary (continued)

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

Messages

Transition to Trade Date plus One (T1) Settlements

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

3.0.8

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

The Estimated Annual Income, Estimated Yield and Accrued Interest columns in your Portfolio Holdings section will not display values for variable rate securities. The optional Estimated Annual Income and Accrued Interest fields in the Portfolio at a Glance section of your statement will not include values for these securities.

Go Paperless by Selecting eDelivery

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

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

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

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

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

MONEY FUND AND BANK DEPOSIT PROGRAM FEES AND REVENUE SHARING

Messages (continued)

Money fund and bank deposit sweep product processing fees and revenue sharing arrangements are a source of revenue for Pershing and, where applicable, a source of revenue for your firm. For the money funds supported on its sweep platform available to all clients, Pershing receives remuneration paid out of the total operating expenses of the fund, some of which include SEC Rule 12b-1 fees. If your firm selects a sweep product available to all clients that pays Pershing remuneration, in most cases a portion of the fees Pershing receives from money fund and bank deposit sweep product providers will be shared with your firm. In addition, Pershing receives fees for providing access to its platform from money funds and bank deposit sweep product providers. In most cases, these fees are paid based on assets in the products. In certain circumstances, Pershing shares these fees with your firm. Some firms have unique sweep products, where Pershing does not receive fees from the sweep product provider. When Pershing receives fees, a portion is applied against costs associated with providing services, including maintaining cash sweep systems, sub-accounting, dividend and interest calculations, posting, reconciliation, client statement preparation and distribution, tax statement preparation and distribution, marketing and distribution related support and other services. For a listing of money funds and bank deposit products that pay Pershing revenue-sharing and processing fees, refer to www.pershing.com/disclosures.

FEES RECEIVED BY AFFILIATES

The Dreyfus money funds supported as sweep options by Pershing, which may be offered to you by your firm, are managed by Dreyfus Cash Investment Strategies, a division of BNY Mellon Investment Adviser, Inc. (BNYMIA) and distributed through Dreyfus Cash Solutions, a division of BNY Mellon Securities Corporation (BNYMSC). BNYMSC and BNYMIA are affiliates of Pershing and BNYMSC receives compensation for delivering services to the Dreyfus money funds. The Dreyfus Insured Deposits products, are bank deposit sweep products that automatically deposit swept funds into FDIC member participating banks (Program Banks), where swept balances receive pass through FDIC insurance coverage through those Program Banks. The Dreyfus Insured Deposits products are supported by Pershing, and may be offered to you by your firm, operate through a private labelling arrangement with Dreyfus Cash Solutions. Pershing has appointed Dreyfus Cash Solutions to provide certain services with respect to the operation of the Dreyfus Insured Deposits products. The Bank of New York Mellon is a state-chartered bank and BNY Mellon, National Association (BNY Mellon, N.A.) is a national banking association, both of which may act as Program Banks by participating in the bank deposit sweep products that Pershing supports on its sweep platform. BNYMSC is a registered investment adviser and broker-dealer, and a subsidiary of BNYMIA. Pershing, Pershing Advisor Solutions, BNYMSC, BNYMIA, The Bank of New York Mellon and BNY Mellon, N.A. are BNY Mellon companies. BNY Mellon is the corporate brand for The Bank of New York Mellon Corporation. Pershing, Pershing Advisor Solutions and BNYMSC earn fees (which may or may not be account-based) based on the amount of money in the Dreyfus Money Funds and Dreyfus Insured Deposits products. Depending on the specific terms of the products offered, Pershing and Pershing Advisor Solutions may earn a higher fee on balances in any of the bank deposit sweep products supported on the platform than in other sweep products, such as money funds. Based on the agreement between Pershing and your firm, Pershing, in its sole discretion, will share a portion of the fees it earns from the support of these sweep products with your firm, in which case your firm would earn fees on balances in these products, which may be higher than fees earned on other money market products. The Bank of New York Mellon and BNY Mellon, N.A. may participate in bank deposit sweep products that Pershing supports on its sweep platform. If they participate, the Bank of New York Mellon and BNY Mellon, N.A. will realize an economic benefit from balances received through the bank deposit sweep products on the Pershing platform. The Program Banks, including the Bank of New York Mellon and BNY Mellon, N.A., do not have a duty to offer the highest rates available or rates that are comparable to money funds or those offered by other depository institutions.

SPONSORSHIP FEES

Third-party product and service providers (e.g., mutual fund companies, annuity companies, ETF providers, money market fund companies, money managers, technology and business solution providers) offer marketing support in the form of sponsorship fee payments to Pershing (or third parties at Pershing's direction) in connection with educational conferences, events, seminars and workshops for broker-dealers or advisers. These payments can include the expenses of educational materials or other conference-related expenses.

ADDITIONAL INFORMATION

Further detailed information regarding a number of the above topics can be found on our website at www.pershing.com/disclosures

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

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

PERSHING'S IMPARTIAL LOTTERY PROCESS: PARTIAL CALLS

Information about Pershing's impartial lottery process can be found at www.pershing.com/disclosures. A printed copy of this information is available by calling (888) 367-2563,

Messages (continued)

option 3 then option 5.

When a security is subject to a partial redemption, Pershing has procedures to treat you fairly. When an issuer initiates a partial call of securities, the depository holding such securities (typically, the Depository Trust and Clearing Corporation, or DTCC) conducts an impartial, computerized lottery using an incremental random number technique to determine the allocation of called securities to participants for which it holds securities on deposit (including Pershing). Because DTCC's lottery is random and impartial, participants may or may not receive an allocation of securities selected for redemption.

Pershing conducts a similar, computer-generated random lottery. The lottery determines the accounts that will be selected and the number of securities in the account that will be redeemed. Allocations are based on the number of trading units held in the account. The probability of any trading unit held by an account being selected as called in a partial call is proportional to the total number of trading units held through Pershing.

Once the lottery is complete, Pershing notifies your firm which accounts have received an allocation. Securities registered in the client's name, either in transit or held in custody, are excluded from the Pershing lottery process.

Pershing initiates the lottery process by identifying the accounts holding the called security, the total par value of the called securities held, and the trading unit of the security.

For example (unit of trade = \$25,000):

Client Account	Par Value	Number of Trading Units
ABC-123234	\$100,000	4
DEF-325465	\$75,000	3
EDR-567433	\$150,000	6
EGT-876574	\$50,000	2
EGT-888345	\$25,000	1
FRT-435234	\$25,000	1
FRT-658797	\$75,000	3

In brief, the allocation process involves the following steps:

- | The number of trading units held in each account is identified.
- | A sequential number is assigned to each trading unit (e.g., account EDR-567433 would be assigned six numbers).
- | A random number is generated that will result in one of these trading units being the first unit in the selection process.

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Messages (continued)

Thereafter, the trading units participating in the allocation are based on an incremental random number technique until the number of trading units allocated to Pershing is exhausted.

Additional Information

The allocation of called securities is not made on a pro-rata basis. Therefore, it is possible that a client may receive a full or partial redemption of shares held. Conversely, it is also possible that a client may not have any securities selected for redemption.

When a partial call is deemed favorable to the holders of the called security, Pershing will exclude certain accounts from the lottery. Excluded accounts will include Pershing's proprietary and employee accounts, as well as proprietary and employee accounts of your firm (if Pershing carries and clears those accounts). No allocation will be made to these proprietary and employee accounts until all other client positions at Pershing in such securities have been called. When a partial call is deemed unfavorable to holders of the called security, Pershing will not exclude any accounts from the lottery.

If the partial call is made at a price above the current market price as captured in Pershing's price reporting system, Pershing will generally categorize the partial call as one that is favorable to the holders of such security. If the partial call is made at a price that is equal to or below the current market price of the security as captured in Pershing's price reporting system, Pershing will generally categorize that call as one that is unfavorable to holders of the security.

Clients have the right to withdraw uncalled, fully paid securities from Pershing at any time prior to the cut-off date and time established by the issuer, transfer agent and/or depository with respect to the partial call. Clients also have the right to withdraw excess margin securities, provided that the client account is not subject to restriction under Regulation T or that such withdrawal will not cause an under-margined condition.

Impartial lottery is conducted based on settled positions as of the close of business the day prior to the publication date.

OTHER SOURCES OF REVENUE TO PERSHING

As a custodian, Pershing receives compensation from third parties for the services it provides to support certain products, including but not limited to, mutual funds, 529 plans, money funds, bank deposit sweep products, annuities, alternative investments, and ETFs.

CREDIT INTEREST AND CHECK DISBURSEMENTS

Under certain conditions, Pershing earns revenue based on free credit balances in client accounts. A small number of firms share in a portion of that revenue. In situations where you request a check disbursement from your account, Pershing will continue to earn revenue based on the amount of the check from the date that it is disbursed until its final settlement and payment. Free credit balances in your account are for investment purposes. If you currently maintain free credit balances in your account solely for the purpose of receiving credit interest and have no intention of investing the funds in the future, contact your firm to discuss your investment options.

MUTUAL FUND FEES AND REVENUE SHARING

Pershing provides operational services to mutual fund companies and receives fees for those services. These fees are paid to Pershing for its work on behalf of the funds, such as dividend calculations and posting, accounting, reconciliation, client confirmation and statement preparation and mailing, and tax statement preparation and mailing.

Where applicable, Pershing facilitates payments of SEC Rule 12b-1 fees received from mutual funds and paid to you or your firm. In limited circumstances, pursuant to agreements with certain firms, Pershing retains a portion of those fees.

Pershing offers a mutual fund no-transaction-fee program called FundVest® and Offshore Flex (for non-US clients). Pershing receives fees from mutual funds that participate in FundVest and Offshore Flex. There are some firms that choose to participate in this program and have agreements with Pershing to share in the fees received by Pershing.

These fees are considered revenue sharing and are a source of revenue for Pershing and, where applicable, a source of revenue for your firm. These fees create an incentive for Pershing to support these products on its platform.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

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Messages (continued)

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

TRADING ACTIVITY DISCLOSURES

CASH BALANCE/"FLOAT" DISCLOSURE

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

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FOREIGN CURRENCY TRANSACTIONS

Pershing will execute foreign currency transactions as principal for your account. Pershing's compensation for such transactions is based on the difference between the prevailing Foreign Exchange Interbank market and the rate applied at the time of the trade. Each currency conversion rate applied by Pershing will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Some firms increase or decrease the currency conversion rate you are charged by Pershing and such increase or decrease in the rate results in compensation to your firm. Conversion rates may differ from rates in effect on the date a dividend, interest payment or corporate action is credited or declared. Unless you instruct your firm otherwise, Pershing automatically converts foreign currency to or from U.S. dollars for dividends, interest and corporate actions.

STOP ORDER ELECTION/TRIGGER

Equity odd-lot sales count toward consolidated and participant exchange volumes, but do not update the last-sale, open, close, high, or low price. Since odd-lot executions are not last-sale eligible, they will not trigger non-directed stop, stop-limit or trailing-stop orders routed to Pershing for execution.

CONFIRMATION OF EXECUTIONS AND/OR CANCELLATIONS

Confirmations of executions and/or cancellation requests may be delayed, erroneous (e.g., due to computer system issues) or subject to further edits including cancellation by a market center. A customer is bound by the conditions of the actual order execution if consistent with the customer's order instructions. Further, requests to cancel an order are not guaranteed, and will only be cancelled if received and applied to the still unexecuted order at the relevant market center. Customers may not assume that any order has been

Messages (continued)

executed or cancelled until the customer has received a transaction or cancellation confirmation from Pershing. Even in the event such execution or cancellation is reported to a customer, any reporting or posting errors, including errors in reporting or posting execution prices or cancellations, may be corrected to reflect what actually occurred in the marketplace. Note that during market hours, it is rarely possible to cancel a market order or a marketable limit order as such orders are subject to immediate execution.

Important Information and Disclosures

The Role of Pershing

Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.

Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.

Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.

Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.

For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.

Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.

This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.

Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330. Errors and Omissions excepted.

Important Arbitration Disclosures

All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.

Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.

The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.

The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.

The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.

The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.

The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until; (I) the class certification is denied; (II) the class is decertified; or

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Important Information and Disclosures (continued)

Important Arbitration Agreement (continued)

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

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

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TERMS AND CONDITIONS

TRANSACTIONS

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

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

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

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

TAX INFORMATION

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

GENERAL INFORMATION

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

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

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

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

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

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

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

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Account Number: RMB-023565
A0114659CSF111DP-SD

GNP&PFR FSS

Rated Excellent
Every Year Since 2007

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

CLAIMS REGISTER: JUNE 2024

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 95,493.03

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-07/24)	14,248.67
ASTA-USA Translation Services, Inc. (English to Spanish, Chinese SIM & Tagalog for 2023 CCR)	1,455.00
AT&T (P.S. Phone Bill to 06/01/24)	850.51
AT&T Mobility (Field & Office Cell Phones, 05/03-06/02)	335.57
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 07/24-09/24)	421.11
CalPERS (Pre-Funding CERBT Program, FY 2023-2024)	9,314.80
CalPERS (Retirement Contributions-06/15/24)	6,304.46
CalPERS (Retirement Contributions-06/30/24)	6,304.48
Corbin Willits Systems (Software Maintance, 07/24-09/24)	2,935.17
Colina Association (Three Parking Spaces Rental, 07/24)	450.00
Direct Line (Answering Service, 05/15-06/14)	361.68
EFTPS (Employment Taxes-06/15/24)	10,955.62
EFTPS (Employment Taxes-06/30/24)	11,438.41
EDD (Employment Taxes-06/15/24)	2,487.62
EDD (Employment Taxes-06/30/24)	2,611.03
Hanson Bridgett LLP (Special Legal Services - Admin & Monthly Retainer-05/24)	2,765.00
JRocket77 Design (2023 Annual Wtr. Quality Report Mailer - Printing, Mailing & Postage and Website Services)	4,514.50
Liftoff Digital, LLC (Web Reporting & Hosting,06/24)	75.00
Lowe's Business (Field Supplies to 06/17/24)	365.79
Mairena, Patricia (GM Mairena's Internet Services, 05/27-06/26 & 05/24 Gym Membership Dues)	84.99
MRC (Xerox Copier Maintenance Agreement, 05/19-06/18)	273.05
Office Depot (Office Supplies)	189.78
PG&E (Summary Bill to 06/21/24)	27,868.10
SMC Environmental Health (Cross Connection Program, Annual Fee FY 24-25)	20,916.00
SF Water Dept. (Water Purchases, 05/07-06/05)	164,662.20
SFPUC Financial Serv. - Acctg. (Sub, THM, Haloacetic Testing, 03/24, Bacteria Testing 03/24-05/24)	2,390.00
So. SF Scavengers (Garbage Services, 05/24)	114.42
Southwood Plumbing (Backflow Device Testing, Certification & Tags)	501.00
Stronger Building Services (Retention for New Roof for Rowntree LS & Improvements)	1,875.00
Tri Counties Bank (Monthly Charges Ending 05/31/24)	4,145.25
United State Postal Serv. (Postage Meter Refill)	500.00
WEX Bank (Wright Express-Gas Purchases to 06/15/24)	1,039.63

SUB-TOTAL **\$ 398,246.87**

Updated Checks Voided During Month:

TOTAL CLAIMS REGISTER AMOUNT **\$ 398,246.87**

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
060124-	DIRECTOR AMUZIE'S INTERNET SERVICE, 06/10-07/09	06/01/24	07-24	A	59450	65.00	.00	65.00
		06/01/24	01-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

062224-	DIRECTOR BAUTSTA'S INTERNET SERVICE, 07/24	06/22/24	07-24	A	59450	65.00	.00	65.00
		06/22/24	01-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

7656-	FY24-25 1ST QUARTER ASSESSMENT	07/01/24	07-24	A	59450	7626.00	.00	7626.00
		07/01/24	01-25					
8920-	ANNUAL ADMIN FEE WTR LOSS MGMT PROGRAM FY 23-24	06/28/24	07-24	A	59450	150.00	.00	150.00
		06/28/24	01-25					
** Vendor's Subtotal ----->						7776.00	.00	7776.00

VENDOR I.D.: CAS01 (PETTY CASH)

063024-	MISC. EXPENSES, 06/24	06/30/24	07-24	A	59450	49.74	.00	49.74
		06/30/24	01-25					
** Vendor's Subtotal ----->						49.74	.00	49.74

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

C&A-18278-	ACCOUNTING SERVICES, 04/24	06/08/24	07-24	A	59450	2500.00	.00	2500.00
		06/08/24	01-25					
C&A-18356-	ACCOUNTING SERVICES, 05/24	07/08/24	07-24	A	59450	2500.00	.00	2500.00
		07/08/24	01-25					
** Vendor's Subtotal ----->						5000.00	.00	5000.00

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

061124-	DIRECTOR CHAMBERS' INTERNET SERVICE, 06/16-07/15	06/11/24	07-24	A	59450	65.00	.00	65.00
		06/11/24	01-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: COL02 (COLLECTION BUREAU OF)

20610-1-	RETURN NSF PAYMENT FROM UMA0003	05/16/24	07-24	A	59450	61.20	.00	61.20
		05/16/24	01-25					
** Vendor's Subtotal ----->						61.20	.00	61.20

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

5-	WATER & SEWER RATE STUDY, 05/01/24-06/30/24	06/24/24	07-24	A	59450	7491.33	.00	7491.33
		06/24/24	01-25					
** Vendor's Subtotal ----->						7491.33	.00	7491.33

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

35640-	WEB REPORTING & HOSTING, 07/24	07/01/24	07-24	A	59450	75.00	.00	75.00
		07/01/24	01-25					
** Vendor's Subtotal ----->						75.00	.00	75.00

VENDOR I.D.: MCC01 (MCCAMPBELL ANALYTICAL, INC.)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
2406C59	ANALYTICAL SERVICES, 06/24	07/05/24	07-24	A	59450	480.00	.00	480.00
		07/05/24	01-25					
** Vendor's Subtotal ----->						480.00	.00	480.00

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

050124-	DIRECTOR MEDINA'S INTERNET SERVICE, 05/10-06/09	05/01/24	07-24	A	59450	65.00	.00	65.00
		05/01/24	01-25					
060124-	DIRECTOR MEDINA'S INTERNET SERVICE, 06/10-07/09	06/01/24	07-24	A	59450	65.00	.00	65.00
		06/01/24	01-25					
** Vendor's Subtotal ----->						130.00	.00	130.00

VENDOR I.D.: OFF01 (OFFICE DEPOT)

373171585-	OFFICE SUPPLIES	06/19/24	07-24	A	59450	32.93	.00	32.93
		06/19/24	01-25					
373337979-	BREAKROOM SUPPLIES	06/24/24	07-24	A	59450	10.99	.00	10.99
		06/24/24	01-25					
** Vendor's Subtotal ----->						43.92	.00	43.92

VENDOR I.D.: ONS01 (ON SITE)

063024-	REFUND FOR PORTABLE METER (LESS USAGE)	06/30/24	07-24	A	59450	1263.57	.00	1263.57
		06/30/24	01-25					
** Vendor's Subtotal ----->						1263.57	.00	1263.57

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

4456-	ENGINEERING SERVICES, 05/24	06/04/24	07-24	A	59450	12567.56	.00	12567.56
		06/04/24	01-25					
4483-	ENGINEERING SERVICES, 06/24	07/02/24	07-24	A	59450	472.50	.00	472.50
		07/02/24	01-25					
** Vendor's Subtotal ----->						13040.06	.00	13040.06

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

053124-	DIRECTOR RICHARDS' INTERNET SERVICE, 06/24	05/31/24	07-24	A	59450	65.00	.00	65.00
		05/31/24	01-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: SAN06 (SAN MATEO COUNTY)

062624-	SHARE OF LAFCO'S BUDGET APPORTIONMENT - SEWER	06/26/24	07-24	A	59450	2504.00	.00	2504.00
		06/26/24	01-25					
062624W-	SHARE OF LAFCO'S BUDGET APPORTIONMENT - WATER	06/26/24	07-24	A	59450	3478.00	.00	3478.00
		06/26/24	01-25					
** Vendor's Subtotal ----->						5982.00	.00	5982.00

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

58522-	PUWC WEBSITE & SET GM'S NEW LAPTOP	06/14/24	07-24	A	59450	1044.20	.00	1044.20
		06/14/24	01-25					
** Vendor's Subtotal ----->						1044.20	.00	1044.20

VENDOR I.D.: UNI07 (UNITED STATES POSTAL SERVICE)

070124-	ANNUAL FIRST CLASS PRESORT, PERMIT #419	07/01/24	07-24	A	59450	320.00	.00	320.00
		07/01/24	01-25					
** Vendor's Subtotal ----->						320.00	.00	320.00

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

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Date	Period					
063024-	PAYROLL TRANSFER, 06/24	06/30/24	07-24	A	59450	51163.06	.00	51163.06
		06/30/24	01-25					
** Vendor's Subtotal ----->						51163.06	.00	51163.06

VENDOR I.D.: \C010 (SEAN CALIGAGAN)

000C40601-	MQ CUSTOMER REFUND FOR CAL0060	07/01/24	07-24	Z	59450	116.76	.00	116.76
		07/01/24	01-25					
** Vendor's Subtotal ----->						116.76	.00	116.76

VENDOR I.D.: \C011 (CHUN SIK CHAE)

000C40601-	MQ CUSTOMER REFUND FOR CHA0381	07/01/24	07-24	Z	59450	22.89	.00	22.89
		07/01/24	01-25					
** Vendor's Subtotal ----->						22.89	.00	22.89

VENDOR I.D.: \C055 (MARCELLA CHING)

000C40601-	MQ CUSTOMER REFUND FOR CHI0149	07/01/24	07-24	Z	59450	111.63	.00	111.63
		07/01/24	01-25					
** Vendor's Subtotal ----->						111.63	.00	111.63

VENDOR I.D.: \C056 (BONG RAK CHOI)

000C40601-	MQ CUSTOMER REFUND FOR CHO0063	07/01/24	07-24	Z	59450	14.63	.00	14.63
		07/01/24	01-25					
** Vendor's Subtotal ----->						14.63	.00	14.63

VENDOR I.D.: \D001 (SYNIA DIEP)

000C40601-	MQ CUSTOMER REFUND FOR DIE0004	07/01/24	07-24	Z	59450	120.67	.00	120.67
		07/01/24	01-25					
** Vendor's Subtotal ----->						120.67	.00	120.67

VENDOR I.D.: \G010 (GOLDEN PACIFIC PROPERTY SERVICES)

000C40601-	MQ CUSTOMER REFUND FOR GOL0004	07/01/24	07-24	Z	59450	72.77	.00	72.77
		07/01/24	01-25					
** Vendor's Subtotal ----->						72.77	.00	72.77

VENDOR I.D.: \K015 (KENNY REALTY/CARYN KENNY)

000C40601-	MQ CUSTOMER REFUND FOR KEN0028	07/01/24	07-24	Z	59450	40.94	.00	40.94
		07/01/24	01-25					
** Vendor's Subtotal ----->						40.94	.00	40.94

VENDOR I.D.: \M005 (PIERO AND PHUNG MARCOLONGO)

000C40601-	MQ CUSTOMER REFUND FOR MAR0213	07/01/24	07-24	Z	59450	44.19	.00	44.19
		07/01/24	01-25					
** Vendor's Subtotal ----->						44.19	.00	44.19

VENDOR I.D.: \P017 (RUTH PEREA)

VENDOR I.D.: \P017 (RUTH PEREA)

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Date	Period					
000C40601	MQ CUSTOMER REFUND FOR PER0009	07/01/24	07-24	Z	59450	233.84	.00	233.84
		07/01/24	01-25					
** Vendor's Subtotal ----->						233.84	.00	233.84

VENDOR I.D.: \R014 (JEFF ROSENER)

000C40601-	MQ CUSTOMER REFUND FOR ROS0065	07/01/24	07-24	Z	59450	98.43	.00	98.43
		07/01/24	01-25					
** Vendor's Subtotal ----->						98.43	.00	98.43

VENDOR I.D.: \T009 (KEVIN AND KRISTINE TANG)

000C40601-	MQ CUSTOMER REFUND FOR TAN0072	07/01/24	07-24	Z	59450	96.46	.00	96.46
		07/01/24	01-25					
** Vendor's Subtotal ----->						96.46	.00	96.46

VENDOR I.D.: \W002 (TZU-CHING WENG)

000C40601-	MQ CUSTOMER REFUND FOR WEN0003	07/01/24	07-24	Z	59450	101.12	.00	101.12
		07/01/24	01-25					
** Vendor's Subtotal ----->						101.12	.00	101.12

VENDOR I.D.: \W003 (JONATHAN WONG)

000C40601-	MQ CUSTOMER REFUND FOR WON0358	07/01/24	07-24	Z	59450	80.35	.00	80.35
		07/01/24	01-25					
** Vendor's Subtotal ----->						80.35	.00	80.35

VENDOR I.D.: \Y005 (CAROL YASUDA TERRONES)

000C40601-	MQ CUSTOMER REFUND FOR YAS0001	07/01/24	07-24	Z	59450	120.67	.00	120.67
		07/01/24	01-25					
** Vendor's Subtotal ----->						120.67	.00	120.67

VENDOR I.D.: \Z010 (JAMAL ZUMOT)

000C40601-	MQ CUSTOMER REFUND FOR ZUM0001	07/01/24	07-24	Z	59450	37.60	.00	37.60
		07/01/24	01-25					
** Vendor's Subtotal ----->						37.60	.00	37.60

** Report's Total -----> 95493.03 .00 95493.03
 =====

** Total Vendors On This Report -----> 34
 =====

** Total Vendors Needing Checks -----> 34
 =====

A IMMEDIATE

RESOLUTION NO. 678

**AMENDING RATE AND FEE SCHEDULE
TO INCREASE THE WATER UNIT RATE
AND WATER METER SERVICE CHARGES**

WESTBOROUGH WATER DISTRICT

WHEREAS, the District's Rate and Fee Schedule establishes the fees and charges for water and a variety of services provided by the District; and

WHEREAS, the District desires to set certain rates and charges to be collected by the District for the purpose of meeting charges, expenses, debts, and expenditures as they become due; and

WHEREAS, California Water Code Section 31007 authorizes the District to establish rates and charges to yield an amount sufficient to pay operating expenses, to provide for repairs and depreciation of works owned and operated by the District; and

WHEREAS, the District has evaluated the District's water quantity charge and meter service charge in light of the increase in the cost of water sold to suburban purchasers imposed by the San Francisco Public Utilities Commission (SFPUC), the increase in operating expenses, and the updated District Capital Improvement Plan; and

WHEREAS, the Board believes that the projects identified in the updated Capital Improvement Plan are important for the safe and efficient operation of the District's water system and should not be foregone or deferred and that the existing reserves and targeted reserve amounts are prudent and reasonable and need to be maintained; and

WHEREAS, the District has determined that the District's water quantity charge and meter service charge must be increased in order to fund District operations and maintenance

activities, to provide for adequate reserves, and to carry out capital improvements necessary to preserve and improve the reliability of the water system; and

WHEREAS, the District's consultant, Lechowicz and Tseng Municipal Consultants (L+T), prepared a rate study that analyzed the District's revenue requirements, provided a recommendation for increasing the water quantity charge and meter service charge, and established a rationale for the increased charges (the "Rate Study"); and

WHEREAS, a draft of the rate study has been available to the public since May 2, 2024; and

WHEREAS, on May 2, 2024, the Board of Directors held a Board meeting, which was noticed, agendized and open to the public, to evaluate the proposed modifications to the District's Rate and Fee Schedule and to hear comments from the public, and the Board set a public hearing for July 12, 2024 at 6:00 p.m. and authorized staff to provide the requisite notice of the proposed modifications to the public; and

WHEREAS, at its meeting of June 13, 2024, the Board of Directors adopted the final rate study; and

WHEREAS, the Rate Study prepared by L+T is hereby incorporated into this Resolution.

WHEREAS, the District desires to increase the Water Meter Service Charge in order to more appropriately allocate costs that are related to the basic maintenance of the water system and do not fluctuate with the amount of water each customer uses; and

WHEREAS, the District has determined that the District's water rates must be increased in order to fund District operations and maintenance activities, to provide for adequate reserves,

and to carry out capital improvements necessary to preserve and improve the reliability of the water system; and

WHEREAS, in order to meet operating expenses and to preserve the financial integrity of the District, it is necessary to increase the existing water quantity charge and the meter service charge as shown on Table I below; and

WHEREAS, pursuant to the requirements of Proposition 218, the District prepared a notice that describes the amounts, the basis for calculating, and the reasons for increasing the water quantity charges and the meter service charges, and identified the date, time, and location for the public hearing on the increased rates and charges, and the procedures for submitting a protest; and

WHEREAS, the District mailed the written notice to the customers in the District at least 45 days before the date of the public hearing; and

WHEREAS, the District published a notice of the July 12, 2024, public hearing in a newspaper of general circulation within the District for two consecutive weeks at least 14 days prior to the public hearing; and

WHEREAS, the District held a public hearing at the July 12, 2024, Board meeting and accepted comments and protests before and at the public hearing, and up through the conclusion of the public hearing; and

WHEREAS, the Board considered all comments and protests received; and

WHEREAS, the Board finds that the amendments to the Rate and Fee Schedule do not exceed the amount of the estimated costs required to provide the services for which the rates are levied; and

WHEREAS, the Board further finds that the amendments to the Rate and Fee Schedule are reasonable and required for the proper operation of the District, and are exempt from the requirements of the California Environmental Quality Act, pursuant to Section 21080(b)(8) of the Public Resources Code because it is for the purposes of (1) meeting operating expenses; (2) purchasing or leasing supplies; (3) meeting financial reserve requirements; and (4) obtaining funds for capital projects necessary to maintain services within existing service areas; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the WESTBOROUGH WATER DISTRICT as follows:

1. The District's Rate and Fee Schedule, as most recently amended and restated in Resolution No. 672, hereby is amended as follows:

The Water Quantity Charges stated in Section 103: Water Quantity Service Charge -- Domestic, Commercial or Public Service; Section 113: Water Quantity Charge -- Private Fire Protection Service; and Section 133: Water Quantity Charge -- Temporary Water Service shall be computed using the following rates per 100 cubic feet as shown in Table I below for Water Charges.

Table I of the District's Rate and Fee Schedule is hereby revised to show the Water Meter Service Charges shown in Table I below.

Table I: Bimonthly Water Rates

	Current	PROPOSED				
		2024/25	2025/26	2026/27	2027/28	2028/29
Effective Date		July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028
METER SERVICE CHARGE						
<u>Meter Size</u>						
5/8"	\$44.00	\$65.87	\$71.13	\$76.82	\$82.97	\$89.61
3/4"	\$58.41	\$79.96	\$86.35	\$93.25	\$100.72	\$108.78
1"	\$76.01	\$108.14	\$116.78	\$126.11	\$136.21	\$147.11
1-1/2"	\$137.61	\$178.59	\$192.85	\$208.26	\$224.93	\$242.93
2"	\$183.81	\$263.13	\$284.14	\$306.84	\$331.40	\$357.92
3"	\$322.41	\$460.39	\$497.15	\$536.86	\$579.83	\$626.23
4"	\$692.01	\$742.19	\$801.45	\$865.46	\$934.73	\$1,009.53
6"	\$1,033.89	\$1,446.69	\$1,562.20	\$1,686.96	\$1,821.98	\$1,967.78
8"	\$1,526.14	\$2,292.09	\$2,475.10	\$2,672.76	\$2,886.68	\$3,117.68
WATER CHARGE (\$/CCF)*						
All consumption per ccf	\$9.04	\$10.02	\$10.83	\$11.69	\$12.63	\$13.64

*1 ccf = one hundred cubic feet or approximately 748 gallons.

All charges shown in Table I shall increase on the dates shown in the table, unless altered by action of the District's Board of Directors. In addition, the Water Charges are subject to pass-through adjustments of increases in SFPUC wholesale water costs that exceed the increases projected in the Rate Study. Customers will be notified of any such pass-through charges at least 30 days prior to their implementation.

2. Amendments to Sections 103, 113 and 133 and Table I of the Rate and Fee Schedule as set forth above will apply to water consumed by District customers commencing July 1, 2024 and be reflected in bills issued to customers on or after September 1, 2024.

PASSED AND ADOPTED this 12th day of July, 2024, by the following vote:

AYES:

NOES:

ABSENT:

 President of the Board of Directors
 Westborough Water District

ATTEST:

 Secretary of the Board

ORDINANCE NO. 76

**AN ORDINANCE OF THE WESTBOROUGH WATER DISTRICT
AMENDING THE RATE AND FEE SCHEDULE
TO INCREASE THE SEWER SERVICE CHARGE**

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE WESTBOROUGH WATER DISTRICT AS FOLLOWS:

Section 1: FINDINGS AND DETERMINATIONS

WHEREAS, the District's Rate and Fee Schedule establishes the rates and charges for sewer and other services provided by the District; and

WHEREAS, the District desires to establish certain rates and charges to be collected by the District for the purpose of meeting costs, expenses, debts, and expenditures as they become due; and

WHEREAS, the District has evaluated the District's sewer charges in light of expected increases in the cost of treatment provided by the North San Mateo County Sanitary District (NSMCSD), increases in its operating expenses, and the updated District Capital Improvement Plan; and

WHEREAS, the Board believes that the projects identified in the updated Capital Improvement Plan are important for the safe and efficient operation of the District's water system and should not be foregone or deferred and that the existing reserves and targeted reserve amounts are prudent and reasonable and need to be maintained; and

WHEREAS, the District has determined that the District's sewer rates must be increased in order to fund District operations and maintenance activities, to provide for adequate reserves, and to carry out capital improvements necessary to preserve and improve the reliability of the sewer system; and

WHEREAS, the District's consultant, Lechowicz and Tseng Municipal Consultants (L+T), prepared a Rate Study that analyzed the District's revenue requirements, provided a recommendation for increasing the sewer quantity charge and meter service charge, and established a rationale for the increased charges (the "Rate Study"); and

WHEREAS, the Rate Study indicates that District's sewer operating costs are projected to increase by 3.0% for fiscal year 2024/25 and are projected to increase by 10.0% each year for fiscal years 2025-26 through 2028-29, based on information provided by NSMCSD, which collects and treats wastewater for Daly City and Westborough Water District.

WHEREAS, after investigation and discussion, the Board finds the Sewer Rates set forth below to be necessary for the proper operation of the District and to be required under the contract between the District and NSMCSD dated April 6, 1981; and

WHEREAS, a draft of the Rate Study has been available to the public since May 2, 2024; and

WHEREAS, on May 2, 2024, the Board of Directors held a Board meeting, which was noticed, agendized and open to the public, to evaluate the proposed modifications to the District's Rate and Fee Schedule and to hear comments from the public, and the Board set a public hearing for July 12, 2024 at 6:00 p.m. and authorized staff to provide the requisite notice of the proposed modifications to the public; and

WHEREAS, at its meeting of June 13, 2024, the Board of Directors adopted the final Rate Study; and

WHEREAS, the Rate Study prepared by L+T is hereby incorporated into this Ordinance, and

WHEREAS, the Westborough Water District Rate and Fee Schedule previously provided that, in addition to the basic sewer service charge established by the Sanitation District,

each customer shall pay a sanitary sewer handling charge computed at the rate of \$2.03 per hundred cubic feet. The sewer service charge and the sanitary sewer handling charge are being combined into a single "Sewer Rate," which is stated in Section 200, and

WHEREAS, pursuant to the requirements of Proposition 218, the District prepared a notice that describes the amounts, the basis for calculating, and the reasons for increasing the Sewer Rates, and identified the date, time, and location for the public hearing on the increased rates, and the procedures for submitting a protest; and

WHEREAS, the District mailed the written notice to the customers in the District at least 45 days before the date of the public hearing, and

WHEREAS, the District published a notice of the July 12, 2024, public hearing in a newspaper of general circulation within the District for two consecutive weeks at least 14 days prior to the public hearing; and

WHEREAS, the District published a notice of the July 12, 2024, public hearing in a newspaper of general circulation within the District for two consecutive weeks at least 14 days prior to the public hearing; and

WHEREAS, the District held a public hearing at the July 12th, 2024, Board meeting and accepted comments and protests before and at the public hearing, and up through the conclusion of the public hearing, and

WHEREAS, the Board considered all comments and protests received, and

WHEREAS, the Board finds that the amendments to the Rate and Fee Schedule do not exceed the amount of the estimated costs required to provide the services for which the rates are levied, and

WHEREAS, the Board further finds that the amendments to the Rate and Fee Schedule are reasonable and required for the proper operation of the District, and are exempt from the

requirements of the California Environmental Quality Act, pursuant to Section 21080(b)(8) of the Public Resources Code because it is for the purposes of (1) meeting operating expenses; (2) purchasing or leasing supplies; (3) meeting financial reserve requirements; and (4) obtaining funds for capital projects necessary to maintain services within existing service areas; and

Section 2: AMEND RATE AND FEE SCHEDULE

The District's Rate and Fee Schedule, as most recently amended and restated in Resolution No. 672, hereby is amended as follows:

A. Section 200 of the Rate and Fee Schedule hereby is amended in its entirety to read as follows:

§200 - Sanitary Sewer Rate

Each customer shall pay, on a bi-monthly basis, a Sewer Rate as stated in Table I below, based on water consumption. Water consumption shall be calculated on the basis of the total consumption during the preceding winter months of January and February, with a minimum of 2 units of one hundred (100) cubic feet of water per two-month period. All Sewer Rates shown in Table I shall increase on the dates shown in the table, unless altered by action of the District's Board of Directors. In addition, the Sewer Rates are subject to pass-through adjustments of increases in NSMCSD wholesale treatments costs that exceed the increases projected in the Water Rate Study. Customers will be notified of any such pass-through charges at least 30 days prior to their implementation.

Table I

		PROPOSED				
	Current	2024/25	2025/26	2026/27	2027/28	2028/29
Effective Date		July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028
Sewer Rate per ccf*	\$11.86	\$12.23	\$13.45	\$14.80	\$16.28	\$17.90
Percent Change		3.1%	10.0%	10.0%	10.0%	10.0%

* 1 ccf = one hundred cubic feet or 748 gallons. Based on January and February consumption.

//

B. Section 201 of the Rate and Fee Schedule hereby is amended in its entirety to read as follows:

§201 Sanitary Sewer Handling Charge

The former Sanitary Sewer Handling Charge is now included as part of the Sewer Rate stated in Section 200.

Section 3: EFFECTIVE DATE; PUBLICATION

The increase in the Sewer Rate will be reflected in the annual bills to customers. These increased rates will be applied to water consumption as calculated on the basis of the total consumption during the preceding winter months of January and February. Upon adoption by the Board of Directors, this Ordinance shall be incorporated in the minutes of the Board meeting at which it was adopted and shall be published in a newspaper of general circulation in the District.

PASSED AND ADOPTED this 12th day of July, 2024, by the following vote of the Board:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

RESOLUTION NO. 679
ADOPTING REPORT OF SEWER SERVICE CHARGES TO BE COLLECTED ON TAX ROLLS AND REQUESTING THEIR COLLECTION BY THE COUNTY OF SAN MATEO

WESTBOROUGH WATER DISTRICT

WHEREAS, Section 5473 of the California Health and Safety Code authorizes agencies to collect sewer charges on the property tax rolls; and

WHEREAS, pursuant to Ordinance No. 54, as modified by Ordinance No. 56, the Board of Directors (Board) approved the collection of sewer charges on the property tax rolls; and

WHEREAS, District staff has prepared a report, attached as Exhibit A, detailing the charges for each parcel; and

WHEREAS, on July 12, 2024, the Board held a public hearing on the imposition of specific sewer charges for each parcel on the property tax rolls; and

WHEREAS, the Board now desires to adopt this report and thereby impose the stated charges on each parcel listed in the report.

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

1. The District hereby adopts the report of charges attached as Exhibit A and requests the San Mateo County Tax Collector to collect such charges on the tax rolls for the year 2024-2025.
2. The General Manager is hereby authorized to take any further steps necessary to effectuate this action.

PASSED AND ADOPTED this 12th day of July, 2024, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

Water Purchases Comparison 2020-2021 to 2024-2025

FY 2020-2021				FY 2024-2025				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/05/20 to 07/07/20	43157	33	1307.79	06/06/24 to 07/05/24	29818	30	993.92	-313.87
07/08/20 to 08/06/20	34995	30	1166.50					
08/07/20 to 09/04/20	37162	29	1281.45					
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	29818	30	993.92
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GPCPD YTD	55.13
GPCPD 23/24	50.29
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.1

