

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, December 8, 2022
7:30 p.m.

Note: Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the AB 361 [Government Code Section 54953(e)]. Directors may participate remotely, but the public is welcome attend the meeting in person, in addition to participating remotely as shown below.

Join Zoom Meeting

<https://us06web.zoom.us/j/89693390035?pwd=a2FFdnNReU54bEFzQk9CMXBhaUNwUT09>

Meeting ID: 896 9339 0035

Passcode: 953204

One tap mobile

+16699006833,,89693390035#,,,,*953204# US (San Jose)

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Dial by your location

+1 669 900 6833 US (San Jose)

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+1 253 205 0468 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

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- 1. ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. SPECIAL ORDER OF BUSINESS:**

REGULAR MEETING OF THE BOARD OF DIRECTORS

December 8, 2022

Page 2 of 3

- A. Consideration of Resolution 667, Declaring that District Meetings will Continue to be Held Via Teleconference.

4. ELECTION OF OFFICERS FOR PRESIDENT AND VICE PRESIDENT:

5. CONSENT CALENDAR:

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

- A. Approval of Minutes:
 - 1. Regular Meeting of November 10, 2022.
- B. Accountant's Report for Period Ending October 31, 2022.
- C. Investment Report for Period Ending November 30, 2022.
- D. Claims Register for November 30, 2022.

6. PUBLIC COMMENT:

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

7. BUSINESS (OLD):

- A. Update on Claims Reimbursement from ACWA JPIA for Pipe Repair – Loss of September 9, 2021, Claim #22-289 in the amount of \$51,285.88.
- B. Update on Volvo Portable Generator Problems due to Possible Bad Fuel and Quote for Repairs.

8. BUSINESS (NEW):

- A. Review/Approve District Newsletter.
- B. Consideration of Holiday Bonus for District Employees.

REGULAR MEETING OF THE BOARD OF DIRECTORS

December 8, 2022

Page 3 of 3

- C. Consideration to Reappoint Representative to Bay Water Supply and Conservation Agency and Regional Water System Financing Authority.
- D. Consideration of Resolution 668, Amendment of Guidelines for Inspection of Public Records.

9. WRITTEN COMMUNICATIONS:

- A. Letter Dated November 28, 2022, from ACWA/JPIA Regarding the "President's Special Recognition Award" for Achieving Low Loss Ratio of Claims.

10. ATTORNEY'S REPORT:

11. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for November 2022.
- B. Update on Intertie Water Deliveries to North Coast County Water District due to Transmission Line Repairs.

12. ITEMS FROM BOARD OF DIRECTORS:

- A. Report on BAWSCA Meeting of November 17, 2022 (Chambers).

13. CLOSED SESSION: None

14. 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.

RESOLUTION NO. 667

A RESOLUTION OF BOARD OF DIRECTORS OF THE WESTBOROUGH WATER DISTRICT DECLARING THAT DISTRICT MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE

WESTBOROUGH WATER DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency where state or local officials have recommended measures to promote social distancing; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED that, in order to ensure the health and safety of the public, meetings of the Westborough Water District, its committees and subsidiary bodies, will continue to be held with board members participating via teleconference in accordance with Assembly Bill 361 and the provisions of Government Code Section 54953(e).

PASSED AND ADOPTED this 8th day of December, 2022, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
WESTBOROUGH WATER DISTRICT

I, Don Amuzie, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this 8th day of December, 2022.

Signature

Name: Patricia Mairena

Title: Board Secretary

**OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
WESTBOROUGH WATER DISTRICT**

I, Perry H. Bautista, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this 8th day of December, 2022.

Signature

Name: Patricia Mairena

Title: Board Secretary

**OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
WESTBOROUGH WATER DISTRICT**

I, Tom Chambers, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this 8th day of December, 2022.

Signature

Name: Patricia Mairena

Title: Board Secretary

OATH OF OFFICE
FOR
MEMBER OF BOARD OF DIRECTORS
WESTBOROUGH WATER DISTRICT

I, Julie L. Richards, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

* * * * *

Sworn to and subscribed before me this 8th day of December, 2022.

Signature
Name: Patricia Mairena
Title: Board Secretary

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

Thursday, November 10, 2022

Note: Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of the AB 361 [Government Code Section 54953(e)]. Directors participated remotely, but the public was welcome to attend the meeting in person, as the General Manager and Office Supervisor were present at the Westborough Water District Office, in addition to participating on the teleconference.

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

1. ROLL CALL:

Directors Present:

Don Amuzie
Tom Chambers
Janet Medina
Julie Richards
Perry Bautista

Staff Present:

Michael Conneran, Attorney
Johnny Kennedy, Field Supervisor
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: None

For the record, General Manager Mairena stated that both Office Supervisor Bellinger and she were present at the District's Office for any visitors who wished to attend the board meeting in person.

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. SPECIAL ORDER OF BUSINESS:

A. Consideration of Resolution 665, Declaring that District Meetings will Continue to be Held Via Teleconference.

Attorney Conneran stated that the District is still able to operate under the Governor's Emergency Order which is coming to an end in late February. Attorney Conneran noted that thru that and the provisions of AB 361, the Board could adopt this resolution to authorize their continued meeting in a hybrid mode via teleconference, and he recommended adopting this

Two of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, November 10, 2022

resolution.

Director Chambers moved to approve Resolution 665, Declaring that District Meetings will Continue to be Held Via Teleconference, seconded by Director Medina.

Roll Call

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

The motion was carried unanimously.

4. CONSENT CALENDAR:

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

Director Chambers mentioned that he had emailed General Manager Mairena with a couple of changes to the minutes:

- Page 4A.1.10, the last paragraph should state the “November meeting” and not the October meeting.
- Also, on the same paragraph, they (the Policy Committee) “recommended” the board approve the Investment Policy (since the PPC can only make a recommendation and not approve it).

Director Chambers moved to approve the Consent Calendar with the previously mentioned changes, seconded by Director Medina.

Roll Call

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

The motion was carried unanimously.

5. PUBLIC COMMENT: None.

6. BUSINESS (OLD): None.

A. LAFCo - Westborough Water District Municipal Service Review (MSR).

General Manager Mairena mentioned Director Chambers' report on the Community Workshop that was held on October 17th via Zoom, which was attended by the majority of the board members and was included in the board packet. General Manager Mairena also mentioned the letter of response to the MSR that was prepared with the assistance of Attorneys Conneran and Louie. Ms. Mairena stated that she had received the final MSR yesterday and had included it in the board packet. General Manager Mairena referred to the MSR and stated she had emailed some updates and corrections to Executive Officer, Rob Bartoli, which included the most current UWMP, census population information, adding the City of SF - San Bruno Jail as an affected agency, and changing the Assistant General Manager position to Office Supervisor. Ms. Mairena indicated Mr. Bartoli had made the revisions, which were redlined on the document. General Manager Mairena also mentioned that she had a phone conversation with Mr. Bartoli and had told him about the Raker Act, which only allows public agencies to get water from the Hetch Hetchy System, and that the District would not be able to get that water if it was taken over by Cal Water, a private entity.

Director Chambers stated that Nicole Sandkulla from BAWSCA had confirmed that Cal Water would be unable to buy additional water and they were pretty much maxed out, since they are only able to get water from Calaveras Reservoir and the local watersheds.

General Manager Mairena stated that the letter of response to the MSR had not been mailed out yet and it was being presented to the Board for review and comments. Ms. Mairena told the Board that Mr. Bartoli was aware the letter was being sent out to LAFCo after tonight's board meeting, and he would add it to the LAFCo's packet as an addendum.

General Manager Mairena pointed out that after the last board meeting, she had directed John Davidson to contact LiftOff to include a section on the District's website to put the board packets, and the November's meeting board packet was already added, right next to the board agenda.

President Bautista stated if there was no more discussion on the letter, the General Manager was free to send it out. Attorney Conneran confirmed that no motion was needed, since this was not an action item, and the Board was just providing input.

7. BUSINESS (NEW):

- A. Review and Acceptance of Claims Reimbursement from ACWA JPIA for Pipe Repair – Loss of September 9, 2021, Claim #22-289 in the amount of \$51,285.88.**

General Manager Mairena reviewed the report she had placed on the board packet and recapped the facts, since both Directors Amuzie and Richards had just joined the Board at the time the incident happened. General Manager Mairena stated the claim had been opened by JPIA on October 18, 2021, for the repairs to the roadway caused by the sinkhole, and after months of communications with JPIA, they had offered to reimburse the District \$51,285.88 out of the original \$74,135.37.

Director Chambers moved to accept the Claims Reimbursement from ACWA JPIA for Pipe Repair – Loss of September 9, 2021, Claim #22-289 in the amount of \$51,285.88, seconded by Director Medina.

Roll Call

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

The motion was carried unanimously.

- B. Resolution No. 666, Adopting Policies and Procedures for Award of Contracts and for Bidding Requirements.**

General Manager Mairena reminded the Board that it had been a few months since Director Amuzie had questioned the spending limits of the General Manager and the Board had directed her to investigate the limits for neighboring District General Managers. General Manager Mairena stated that she had consulted with Attorney Conneran, and he had recommended also reviewing the current existing policies.

Attorney Conneran commented that the existing resolution was compared to a number of other clients' more recent documents, and the District's was an early generation of the same policy. Attorney Conneran mentioned he had gone ahead and updated the document, utilizing the same policies other clients in the county were using. Attorney Conneran also mentioned the new policy had a workable number of \$25,000 in addition to stating important practices and policies. Attorney Conneran stated he recommended approval of this revised policy.

Director Chambers stated that after 34 years, it was a good time to update the policy.

Director Amuzie asked about the contingencies and what would happen if the President needed to sign but he was abroad. Attorney Conneran replied that the Vice Chair would act in his/her place; otherwise, DocuSign was accessible from anywhere.

Director Amuzie moved to approve Resolution No. 666, Adopting Policies and Procedures for Award of Contracts and for Bidding Requirements, seconded by Director Chambers.

Roll Call

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

The motion was carried unanimously.

C. Volvo Portable Generator Problems due to Possible Bad Fuel and Quote for Repairs.

Field Supervisor Kennedy told the Board that originally the Volvo generator had been delivered to the Skyline Tank Site, and California Generator had added minimal fuel, so the first time it was powered up, there was a low fuel indicator. Mr. Kennedy also told the Board the North San Mateo County Sanitation District (NSMCD) had provided additional fuel, but when California Generator tried doing a second start up, a low fuel indicator displayed again. Then when the generator was brought to the District Office, the NSMCD provided fuel once again. Field Supervisor Kennedy stated that the generator must have had about 400 gallons of fuel in its 500-gallon tank, so Dave from California Generator, pulled the gage or dip stick and it displayed a lot of dark buildup which indicated that it contained bad fuel. Mr. Kennedy stated we were unable to go back and figure out where the bad fuel had come from.

General Manager Mairena stated that California Generator had taken a sample of the fuel and sent it out for testing; however, the results came back stating the fuel was acceptable, but according to David and Tom from California Generator, they still recommended removing the fuel because they could smell lacquer in the sample; however, until now, they had yet to provide an official quote.

Six of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, November 10, 2022

General Manager Mairena stated she had talked to Tyrone Brown from Telstar, and that Dave from California Generator had mentioned to him that the removal of the bad fuel would cost \$15,000 to \$18,000, since it involved removing and disposing about eight 50-gallon barrels of fuel, in addition to adding a cleaning compound to remove the contaminants.

President Bautista inquired on the age of the generator. General Manager Mairena replied the generator was about three years old. Director Chambers stated that it also had very few running hours.

President Bautista asked if the warranty had run out. General Manager Mairena stated that she did not have a chance to check on it, but her thought was this would not be covered since it seemed to have been caused by something that was added. Ms. Mairena asked Attorney Conneran for his thoughts.

Attorney Conneran commented that he was not sure it was a defect of the product that had been provided to the District, but if we were able to prove that the bad fuel had been provided to us from the party that sold it to us, then we could place a claim against them. Attorney Conneran inquired if the generator had been under lock and key, and if it was possible for someone to have dumped something inside the fuel tank such as a paint solvent. Field Supervisor Kennedy replied that all the panels in the generator lock up. Attorney Conneran suggested checking into making an insurance claim.

Director Medina moved to approve up to \$25,000 to remove the bad fuel from the Volvo Portable Generator and possibly replace the fuel sensor and filters, seconded by Director Chambers.

Roll Call

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

The motion was carried unanimously.

D. ACWA General Session - November 30, 2022: Voting on Proposed Amended and Restated Bylaws of ACWA and Authorization to Complete Voter Designation Form.

President Bautista asked if anyone was attending the ACWA Conference. General Manager Mairena replied that Director Amuzie would be attending.

President Bautista stated he would have to designate him as a representative for the District to vote and return the form to Donna. General Manager Mairena checked the Voter Designation Form which would need to be returned by November 29, 2022.

Attorney Conneran stated that since Director Amuzie was being designated as the voting representative and he would be voting on approving the by-laws at the General Session, the Board did not need to take action on this item.

Director Chambers mentioned that since Director Medina was the designated ACWA rep, maybe she should be the one designating Director Amuzie. General Manager Mairena clarified that Director Medina was the JPIA designated rep, and this was an ACWA voting representative designation.

8. WRITTEN COMMUNICATIONS:

A. Letter Dated October 20, 2022 from the Special Districts Leadership Foundation, Regarding the District Transparency Certificate of Excellence Approval.

General Manager Mairena explained that the District had attained this Transparency Certificate a few years back and it had to be renewed every three years. Ms. Mairena stated she had filed the application and it had been accepted on October the 20th, and the certificate had been presented to her in person at the CSDA Conference she had recently attended.

Attorney Conneran gave background on obtaining this certificate and that a few years back, it had been a recommendation of the Grand Jury. General Manager Mairena concurred and stated that as part of the renewal application, she had submitted the entire packet to both Adrienne Carr, General Manager for North Coast County Water District, and Rob Bartoli, Executive Office for LAFCo, and once the application was approved, she had emailed the letter to Rob, and that was the reason he had added it to the final MSR.

General Manager Mairena reported that she had also emailed her CSDA Conference participant certificate to the Special District Leadership Foundation, and was told that by the middle of December, they should be mailing a reimbursement check to the District for her enrollment fee as part of the scholarship she had been granted by them.

General Manager Mairena stated that the Transparency Certificate will be displayed on the District's website. Attorney Conneran clarified that obtaining this certificate was not due to the District being singled out, but it had been a broad recommendation for all the special districts, and that the District was just continuing to do its part. General Manager Mairena mentioned that this certificate would be good until September 2025.

9. ATTORNEY'S REPORT:

Attorney Conneran reported on a couple of issues:

- Attorney Conneran commented on the legislation that was passed regarding hybrid meetings which provides another alternative, but not a very useful one. Attorney Conneran stated that the most important take away was that the Governor had indicated the Emergency Order he issued which supports the ability to meet in a hybrid fashion under AB 361 is coming to an end in late February, and that the Board should plan for the March meeting to be in person. Attorney Conneran also stated that he would provide additional information as there may be special cases when exceptions could be occasionally made for directors who cannot attend the meeting in person. Attorney Conneran pointed out that the old teleconference exception was still in place, but it may not be a very useful one since it required posting of the location where the director was participating from and opening it up to the public.
- Attorney Conneran commented on the amendments to the Levine Act, and that he did not feel it affected the District, as it pertained to people who did business with the District and made campaign contributions, so it limited the ability of directors (and now elected officials) to vote on matters that involved parties who had given to their campaigns. Attorney Conneran stated the law takes effect on January 1, 2023, but any contributions received in 2022 would potentially count, making directors ineligible to vote on these types of matters, and the FPPC (Fair Political Practices Commission) would be making a ruling on this next week. [Update: the FPPC voted that 2022 contributions would not count.]

10. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for October 2022.

General Manager Mairena reported on the water conservation efforts for October 2022 and presented worksheets comparing water consumption for the previous two years. General Manager Mairena explained that the usage for this period was slightly higher due to the District supplying water from November 1st through November 9th to the North Coast County Water District while they repaired a leak on their transmission line.

B. Intertie Water Deliveries to North Coast County Water District due to Transmission Line Repairs.

Nine of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, November 10, 2022

Field Supervisor Johnny Kennedy reported that the District had started supplying water to the North Coast County Water District (NCCWD) on November 1st and had closed the valve on November 8th, but an hour later, received a phone call from Scott Dalton, Assistant General Manager, asking to open the valve again due to a drip leak being detected. Mr. Kennedy stated the valve was closed on November 9th and remained closed.

Director Chambers inquired if the District had been able to keep up with their demand with the two pumps, as well as ours. Field Supervisor Kennedy replied that it had been a bit worrisome because the second pump had failed to start, so the District was down to one single pump. Mr. Kennedy stated the solenoid was replaced and the pump was now back in service. Field Supervisor Kennedy also stated the District had been able to keep up with the one pump.

General Manager Mairena told the Board that a full report would be provided next month as to how much water was provided to the NCCWD and the total bill calculation.

11. ITEMS FROM BOARD OF DIRECTORS:

A. Report on CSDA San Mateo Chapter Meeting of October 26, 2022 (Chambers).

Director Chambers stated that his report for this meeting had been submitted and had been included in the second board packet that was sent to the Board.

Director Chambers mentioned that the next BAWSCA meeting of the full Board was next week and he would be reporting next month.

12. CLOSED SESSION: None.

13. ADJOURNMENT:

Without objection, President Bautista adjourned meeting.
Time 8:23 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
October 31, 2022



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

Westborough Water District

Table of Contents

Accountant's Compilation Report.....	1 - 2
Financial Statements:	
Statement of Net Position.....	3 - 4
Statement of Activities.....	5
Selected Information - Substantially All Disclosures Required by Generally Accepted Accounting Principles are Not Included.....	6
Supplementary Information	
Schedule of Income and Expense - Budget to Actual	7 - 9



Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the four months ended October 31, 2022, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

A statement of cash flows for the four months ended October 31, 2022, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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

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



Chavan and Associates, llp
Certified Public Accountants

We are not independent with respect to the District as of and for the four months ended October 31, 2022, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

December 2, 2022
Morgan Hill, California

Westborough Water District
Statement of Net Position
October 31, 2022

ASSETS

Utility Plant in Service (Note 5):

Land	\$	182,633
Work in Progress		137,701
Water Facility		7,889,729
Building		1,493,829
Joint-Use Facilities		94,907
Meters		691,487
Office Furniture and Equipment		156,528
Maintenance Facility		502,117
Sewer Facility		3,367,613
Total Utility Plant in Service (Capital Assets)		14,516,544
Less Accumulated Depreciation		(6,706,995)
Utility Plant in Service-Net Depreciation Expense		7,809,549

Current Assets:

Cash (Including \$2,054,798 in Time Deposits)		2,849,177
Receivables		
Water		1,849,208
Other		123,240
Prepaid Expenses and Other		43,108
Inventory		346,547
Total Current Assets		5,211,280
Total Assets	\$	13,020,829

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$	254,553
Deferred OPEB Outflows		93,166
Total Deferred Outflows	\$	347,719

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
October 31, 2022

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 977,628
Customers' Deposits	358,530
Unearned Revenue	12,928
Total Current Liabilities	<u>1,349,086</u>

Long-term Liabilities:

Accrued Vacation	50,694
Net Pension Liability	786,071
Net OPEB Obligation	373,396
Total Long-term Liabilities	<u>1,210,161</u>
Total Liabilities	<u>\$ 2,559,247</u>

DEFERRED INFLOWS

Deferred Pension Inflows	\$ 65,453
Deferred OPEB Inflows	125,990
Total Deferred Inflows	<u>\$ 191,443</u>

NET POSITION

Net Investment in Capital Assets	\$ 7,809,549
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,793,278
Non-spendable Inventory and Prepaids	389,655
Total Net Position	<u>\$ 10,617,858</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the four months ended October 31, 2022

Operating Revenue:	
Water Sales (Note 3)	\$ 1,435,635
Sewer Svc. and Transfer Charges	1,146,452
Misc. Operations	7,573
Capital Facility Income	3,016
Total Operating Revenue	<u>2,592,676</u>
Operating Expense:	
Water Expenditures	965,101
Sanitary Sewer Expenditures	879,727
Admin. and General Expenditures	421,988
Depreciation	113,228
Capital Facility Expense	200
Total Operating Expenses	<u>2,380,244</u>
Operating Income (Loss)	212,432
Non-operating Income (Expense):	
Property Taxes	234,554
Investment Interest	12,081
Other	41,688
Total Non-operating Income (Expense)	<u>288,323</u>
Change in Net Position	500,755
Net Position - Beginning	<u>10,117,103</u>
Net Position - Ending	<u>\$ 10,617,858</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
October 31, 2022

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

NOTE 2 - Accounts payable at October 31, 2022, includes \$812,148 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 \$26 to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the four months ended October 31, 2022, were as follows:

Beginning Balance	\$	14,510,290
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		6,254
Ending Balance	\$	<u>14,516,544</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the four months ended October 31, 2022

	October	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 362,422	\$ 1,435,635	\$ 4,058,845	35.37%	2.04%	\$ 82,687
Sewer Svc. and Transfer Charges	287,014	1,146,452	3,200,831	35.82%	2.48%	79,508
Misc. Operations	2,463	7,573	-	100.00%	100.00%	7,573
Capital Facility Income	3,016	3,016	-	100.00%	100.00%	3,016
Total Operating Revenue	654,915	2,592,676	7,259,676	35.71%	2.38%	172,784
Operating Expense:						
Water Expenditures	247,915	965,101	2,702,930	35.71%	-2.37%	(64,124)
Sanitary Sewer Expenditures	221,978	879,727	2,771,431	31.74%	1.59%	44,083
Admin. and General Expenditures	92,311	421,988	1,213,815	34.77%	-1.43%	(17,383)
Depreciation	28,331	113,228	365,000	31.02%	2.31%	8,439
Capital Facility Expense	-	200	-	100.00%	-100.00%	(200)
Total Operating Expenses	590,535	2,380,244	7,053,176	33.75%	-0.41%	(29,185)
Operating Income (Loss)	64,380	212,432	206,500	102.87%	-69.54%	143,599
Non-operating Income (Expense):						
Property Taxes	31,024	234,554	613,231	38.25%	4.92%	30,144
Investment Interest	8,749	12,081	12,052	100.24%	66.91%	8,064
Other	3	41,688	36,000	115.80%	82.47%	29,688
Total Non-operating Income (Expense)	39,776	288,323	661,283	43.60%	10.27%	67,896
Net Income (Loss)	\$ 104,156	\$ 500,755	\$ 867,783	57.71%	24.37%	\$ 211,495

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the four months ended October 31, 2022

	October	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 32,819	\$ 130,831	\$ 407,317	32.12%	1.21%	\$ 4,941
Salaries Overtime	389	1,840	8,000	23.00%	10.34%	827
Benefits	7,360	55,643	117,178	47.49%	-14.15%	(16,583)
OPEB	1,794	7,175	11,870	60.45%	-27.11%	(3,218)
Payroll Taxes	2,550	10,082	32,220	31.29%	2.04%	658
Technical Communications	733	2,955	9,052	32.64%	0.68%	62
Utilities	14,314	55,988	136,634	40.98%	-7.64%	(10,443)
Supplies and Small Tools	1,269	5,477	15,000	36.51%	-3.18%	(477)
Maintenance of System	6,720	9,982	60,148	16.60%	16.74%	10,067
Special Services	3,020	30,408	74,526	40.80%	-7.47%	(5,566)
Vehicle Expense	1,565	8,029	30,400	26.41%	6.92%	2,104
Water Purchases	175,382	646,691	1,800,585	35.92%	-2.58%	(46,496)
Total Water Expenditures	<u>247,915</u>	<u>965,101</u>	<u>2,702,930</u>	<u>35.71%</u>	<u>-2.37%</u>	<u>(64,124)</u>
Sanitary Sewer Expenditures:						
Treatment & Disposal	203,038	812,149	2,601,335	31.22%	2.11%	54,962
Utilities	8,064	36,551	103,287	35.39%	-2.05%	(2,122)
Repair of Pipelines	-	-	5,000	0.00%	33.34%	1,667
Repair of Pumps	9,676	10,761	15,000	71.74%	-38.41%	(5,761)
Miscellaneous Sewer Expenses	1,200	20,266	46,809	43.30%	-9.96%	(4,663)
Total Sanitary Sewer Expenditures	<u>221,978</u>	<u>879,727</u>	<u>2,771,431</u>	<u>31.74%</u>	<u>1.59%</u>	<u>44,083</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the four months ended October 31, 2022

	October	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	38,613	149,244	510,682	29.22%	4.11%	20,983
Salaries-Temporary	-	706	2,000	35.30%	-1.95%	(39)
Salaries-Overtime	-	-	2,000	0.00%	33.35%	667
Employee Benefits	12,166	92,167	179,751	51.27%	-17.94%	(32,251)
OPEB	2,690	10,762	19,816	54.31%	-20.98%	(4,157)
Office Supplies and Postage	727	5,288	10,070	52.51%	-19.18%	(1,931)
Memberships	6,997	14,708	45,545	32.29%	1.04%	474
Utilities	31	80	1,000	8.00%	25.30%	253
Telephone	363	1,455	4,534	32.09%	1.24%	56
Payroll Taxes	1,796	9,501	41,072	23.13%	10.20%	4,190
Water Conservation	200	200	16,000	1.25%	32.08%	5,133
Building & Grounds Maintenance	958	5,422	9,668	56.08%	-22.75%	(2,199)
Parking Rentals	450	1,800	5,760	100.00%	-100.00%	120
Directors Fees	1,000	3,700	10,500	35.24%	-1.90%	(200)
Engineering Services	-	29,779	50,000	59.56%	-26.23%	(13,113)
Accounting	750	9,499	22,325	42.55%	-9.21%	(2,057)
Legal	3,534	18,475	23,400	78.95%	-45.62%	(10,675)
Billing	3,104	9,935	46,442	21.39%	11.94%	5,546
Communications	533	6,978	25,530	27.33%	6.00%	1,532
General Election	-	-	3,750	0.00%	33.33%	1,250
Insurance	9,039	25,553	71,000	35.99%	-2.66%	(1,886)
Bad Debts (Note 1)	-	-	2,000	0.00%	33.35%	667
Travel	417	2,092	9,000	23.24%	10.09%	908
Miscellaneous	8,943	24,644	101,970	24.17%	9.17%	9,346
Total Admin. and General Expenditures	<u>92,311</u>	<u>421,988</u>	<u>1,213,815</u>	<u>34.77%</u>	<u>-1.43%</u>	<u>(17,383)</u>
Depreciation Expense	28,331	113,228	365,000	31.02%	2.31%	8,439
Capital Facility Expense	-	200	-	100.00%	-100.00%	(200)
Total Expenses	<u>\$ 590,535</u>	<u>\$ 2,380,244</u>	<u>\$ 7,053,176</u>	<u>33.75%</u>	<u>-0.41%</u>	<u>\$ (29,185)</u>

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: NOVEMBER 30, 2022

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$1,911,997.07
		No Transactions	\$1,911,997.07
		Ending Balance	\$1,911,997.07

Total Investments Last Report Period = \$1,911,997.07
Total Investments at End of Report Period = \$1,911,997.07

Effective Interest Rate: 1.772%
(as of 10/22)

Approved by:



Patricia Mairena
General Manager

PM/pm

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

California State Treasurer **Fiona Ma, CPA**



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

December 05, 2022

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

WESTBOROUGH WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number: 90-41-004

November 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,911,997.07
Total Withdrawal:	0.00	Ending Balance:	1,911,997.07

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: NOVEMBER 30, 2022

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$138,044.64
11/30/22	\$ (352.50)	Change in Account Value	\$137,692.14
Ending Balance			\$137,692.14

Total Investments Last Report Period = \$138,044.64
Total Investments at End of Report Period = \$137,692.14

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.

November 1, 2022 - November 30, 2022
Account Number: RMB-023565

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$138,044.64
Net Change in Portfolio¹	-352.50
ENDING ACCOUNT VALUE	\$137,692.14
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.

Your Account Executive:

PAUL REHMUS
(800) 967-4513

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	138,044.64	137,692.14
100%	Account Total	\$138,044.64	\$137,692.14

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

Your electronic delivery selections for account communications are listed below:

Electronic Delivery

- | Enrollment | Communication |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Statements and Reports |
| <input checked="" type="checkbox"/> | Trade Confirmations |
| <input checked="" type="checkbox"/> | Tax Documents |
| <input checked="" type="checkbox"/> | Notifications |
| <input checked="" type="checkbox"/> | Prospectus |
| <input checked="" type="checkbox"/> | Proxy/Shareholder Communications |

You have not enrolled any of the above documents for electronic delivery. Please log in to your account or contact your Account Executive to make any changes to your electronic delivery preferences.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	1,670.37	0.00
Other Interest	0.00	0.00	1,643.13	0.00
Total Income	\$0.00	\$0.00	\$3,313.50	\$0.00



November 1, 2022 - November 30, 2022
 WESTBOROUGH WATER DISTRICT

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	97.6540	137,692.14	863.96	5,005.50	3.63%
Total Certificates of Deposit	141,000.0000		\$137,692.14	\$863.96	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$137,692.14	\$863.96	\$5,005.50	
			Market Value	Accrued Interest	Estimated Annual Income	
Total Portfolio Holdings			\$137,692.14	\$863.96	\$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.



Portfolio Holdings Disclosures (continued)

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

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

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
Securities						
Securities Bought	0.00	0.00	0.00	0.00	-141,000.00	-141,000.00
Total Securities	\$0.00	\$0.00	\$0.00	\$0.00	-\$141,000.00	-\$141,000.00
Dividends and Interest	\$0.00	\$0.00	\$0.00	\$3,313.50	\$0.00	\$3,313.50
Distributions	\$0.00	\$0.00	\$0.00	\$141,000.00	\$0.00	\$141,000.00
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-3,313.50	-3,313.50
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,313.50	-\$3,313.50
Totals	\$0.00	\$0.00	\$0.00	\$144,313.50	-\$144,313.50	\$0.00

November 1, 2022 - November 30, 2022
WESTBOROUGH WATER DISTRICT

Messages

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

eDelivery

Going digital is more important than ever before, and the benefits of electronic delivery--speed, convenience and safety--are clear. 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 for set-up. 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 efficient digital tools.

Important Information and Disclosures

The Role of Pershing

- Pershing carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing may accept from your financial institution without inquiry or investigation (i) orders for the purchase and sale of securities and other property and (ii) any other instructions concerning your account. 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.



Important Information and Disclosures (continued)

The Role of Pershing (continued)

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

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

5.C.9



CLAIMS REGISTER: NOVEMBER 2022

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 54,418.71

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-12/22)	13,461.48
Aqua-Metric Sales, Co. (Field Inventory - Water Meters)	1,052.25
AT&T (P.S. Phone Bill to 11/01/22)	245.22
AT&T Mobility (Field & Office Cell Phones, 10/03-11/02)	330.17
Bartel Associates, LLC (GASB 75 Disclosure Report)	2,472.00
BAWSCA (Water Loss Program, 09/22)	2,850.00
CalPERS (Retirement Contributions-11/15/22)	5,405.50
CalPERS (Retirement Contributions-11/30/22)	5,405.49
Capital One Trade Credit (Field Supplies at OSH-Millbrae)	35.84
Colina Association (Three Parking Spaces Rental, 12/22)	450.00
Comcast (Internet & Phone Lines, 11/11-12/10)	363.21
Direct Line (Answering Service, 10/15-11/14)	328.80
EFTPS (Employment Taxes-11/15/22)	9,617.49
EFTPS (Employment Taxes-11/30/22)	9,936.65
EDD (Employment Taxes-11/15/22)	2,467.49
EDD (Employment Taxes-11/30/22)	2,525.82
Fedak & Brown, LLP (FY 21-22 Audited Services, Progress Pymt #12)	6,495.00
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-10/22)	5,799.00
Home Depot Credit Services (Field Supplies to 11/13/22)	147.27
JRocket77 Design (Website Services - Admin & Sewer)	2,550.00
Liftoff Digital, LLC (Web Reporting & Hosting, 11/22)	75.00
Lowe's Business (Field Supplies to 11/17/22)	85.91
Mairena, Patricia (GM Mairena's Internet Services, 10/27-11/26 & CSDA Conf. Meal Reimbursement)	142.42
North Coast County Water (Bacteria Analyses-10/22)	560.00
Office Depot (Office & Breakroom Supplies)	389.96
O'Reilly Auto Parts (Spark Plug & Nail Brush)	9.32
PG&E (Summary Bill to 11/18/22)	22,107.43
Pakpour Consulting Group, Inc. (Engineering Services - 10/22)	12,997.69
Precise Printing & Mailing (Printing & Mailing, 11/15/22 Bills)	625.64
Quadient Leasing USA, Inc. (Postage Meter, 12/9/22-03/08/23)	153.97
SF Water Dept. (Water Purchases, 10/06-11/03)	163,829.07
So. SF Scavengers (Garbage Services, 10/22)	120.83
Telstar Instruments, Inc. (New UPS for SCADA PLC at WWD Office, Install Auto Dialer at Avalon P.S. & Checking issue w/ Fuel Gauge at Volvo Generator)	5,090.09
Tri Counties Bank (Monthly Charges Ending 10/31/22)	961.66
WES Bank (Gas Purchases to 11/14/22)	1,306.96

SUB-TOTAL **\$ 334,813.34**

Updated Checks Voided During Month:

Earl Douglas (Ck. 024194 -Re-issue Payment-Voided Ck)	(173.21)
---	----------

TOTAL CLAIMS REGISTER AMOUNT \$ **334,640.13**

REPORT.: Dec 05 22 Monday
 RUN....: Dec 05 22 Time: 09:55
 Run By.: Wendy Bellinger
 Control Date.: 12/05/22

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 12-22 Fiscal Period...: (06-23) Cash Account No...: 13110

VENDOR I.D.: ARA01 (ARAMARK)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
25107448-	OUTGOING PRESIDENT GIFT - WWD VEST	11/21/22	12-22	A	59450	142.77	.00	142.77
		11/21/22	06-23					
** Vendor's Subtotal ----->						142.77	.00	142.77

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

112222-	DIRECTOR BAUTISA'S INTERNET SERVICE, 12/22	11/22/22	12-22	A	59450	65.00	.00	65.00
		11/22/22	06-23					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

8177-	WATER LOSS CONTROL PROGRAM, 10/22	11/29/22	12-22	A	59450	280.00	.00	280.00
		11/29/22	06-23					
** Vendor's Subtotal ----->						280.00	.00	280.00

VENDOR I.D.: CAS01 (PETTY CASH)

113022-	MISC. EXPENSES - 11/22	11/30/22	12-22	A	59450	85.99	.00	85.99
		11/30/22	06-23					
** Vendor's Subtotal ----->						85.99	.00	85.99

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

111122-	DIRECTOR CHAMBERS' INTERNET SERVICE, 11/16-12/15	11/11/22	12-22	A	59450	65.00	.00	65.00
		11/11/22	06-23					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: DAL02 (DALY CITY, CITY OF)

112222-	3836 CARTER DR., SSF - SEWER LATERAL PERMIT	11/22/22	12-22	A	59450	100.00	.00	100.00
		11/22/22	06-23					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: GRI01 (GRISWOLD INDUSTRIES)

857351-	(2) SOLENOIDS FOR WESTBOROUGH P.S. AT MAIN OFC	11/15/22	12-22	A	59450	421.54	.00	421.54
		11/15/22	06-23					
** Vendor's Subtotal ----->						421.54	.00	421.54

VENDOR I.D.: HAC01 (HACH COMPANY)

13347282-	(2) CHEMKEY - NITRITE & (1) CHEMKEY - AMMONIA	11/18/22	12-22	A	59450	284.69	.00	284.69
		11/18/22	06-23					
** Vendor's Subtotal ----->						284.69	.00	284.69

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

33490-	WEB REPORTING & HOSTING, 12/22	12/01/22	12-22	A	59450	75.00	.00	75.00
		12/01/22	06-23					
** Vendor's Subtotal ----->						75.00	.00	75.00

VENDOR I.D.: LOU03 (LOUIE, HOWARD)

VENDOR I.D.: LOU03 (LOUIE, HOWARD)

Invoice No	Description	Invoice Date	Actual Period	G/L	Account #	Gross Amount	Discount Amount	Net Amount
111722-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO LOU0008	11/17/22	12-22	A	59450	100.00	.00	100.00
		11/17/22	06-23					
** Vendor's Subtotal ----->						100.00	.00	100.00

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

110122-	DIRECTOR MEDINA'S INTERNET SERVICE, 11/10-12/09	11/01/22	12-22	A	59450	65.00	.00	65.00
		11/01/22	06-23					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: MR 01 (MRC)

IN3083613-	XEROX COPIER MAINT. AGREEMENT, 10/19-11/18	11/17/22	12-22	A	59450	295.87	.00	295.87
		11/17/22	06-23					
** Vendor's Subtotal ----->						295.87	.00	295.87

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

103122-	DIRECTOR RICHARDS' INTERNET SERVICE, 11/22	10/31/22	12-22	A	59450	65.00	.00	65.00
		10/31/22	06-23					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: SAN07 (SAN MATEO COUNTY ASSESSOR-)

2223024-	TRANSITION TO A DISTRICT-BASED ELECTION SYSTEM	11/10/22	12-22	A	59450	2684.70	.00	2684.70
		11/10/22	06-23					
** Vendor's Subtotal ----->						2684.70	.00	2684.70

VENDOR I.D.: STA01 (STAPLES CREDIT PLAN)

316561344-	OFFICE & BREAKROOM SUPPLIES	10/29/22	12-22	A	59450	19.60	.00	19.60
		10/29/22	06-23					
317581627-	ADOBE PRO FOR CORNER COMPUTER	11/17/22	12-22	A	59450	317.53	.00	317.53
		11/17/22	06-23					
** Vendor's Subtotal ----->						337.13	.00	337.13

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

113022-	PAYROLL TRANSFER - 11/22	11/30/22	12-22	A	59450	48189.05	.00	48189.05
		11/30/22	06-23					
** Vendor's Subtotal ----->						48189.05	.00	48189.05

VENDOR I.D.: \B006 (ROGER BALABIS)

000C21101-	MQ CUSTOMER REFUND FOR BAL0066	12/01/22	12-22	Z	59450	96.47	.00	96.47
		12/01/22	06-23					
** Vendor's Subtotal ----->						96.47	.00	96.47

VENDOR I.D.: \C021 (JOSEPH CHANG)

000C21101-	MQ CUSTOMER REFUND FOR CHA0315	12/01/22	12-22	Z	59450	3.04	.00	3.04
		12/01/22	06-23					
** Vendor's Subtotal --- >						3.04	.00	3.04

VENDOR I.D.: \C022 (LINDA CHAN)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
000C21101-	MQ CUSTOMER REFUND FOR CHA0360	12/01/22	12-22	Z	59450	95.73	.00	95.73
		12/01/22	06-23					
** Vendor's Subtotal ----->						95.73	.00	95.73

VENDOR I.D.: \C041 (VINCENT M. COSTELLO)

000C21101-	MQ CUSTOMER REFUND FOR COS0001	12/01/22	12-22	Z	59450	10.38	.00	10.38
		12/01/22	06-23					
** Vendor's Subtotal ----->						10.38	.00	10.38

VENDOR I.D.: \D017 (EARL DOUGLAS)

000C21101-	MQ CUSTOMER REFUND FOR DOU0006	12/01/22	12-22	Z	59450	102.23	.00	102.23
		12/01/22	06-23					
** Vendor's Subtotal ----->						102.23	.00	102.23

VENDOR I.D.: \H032 (WENJING HAN)

000C21101-	MQ CUSTOMER REFUND FOR HAN0048	12/01/22	12-22	Z	59450	88.62	.00	88.62
		12/01/22	06-23					
** Vendor's Subtotal ----->						88.62	.00	88.62

VENDOR I.D.: \H033 (HELEN & RICHARD HOM)

000C21101-	MQ CUSTOMER REFUND FOR HOM0033	12/01/22	12-22	Z	59450	97.42	.00	97.42
		12/01/22	06-23					
** Vendor's Subtotal ----->						97.42	.00	97.42

VENDOR I.D.: \L059 (BILL LEE)

000C21101-	MQ CUSTOMER REFUND FOR LEE0329	12/01/22	12-22	Z	59450	127.27	.00	127.27
		12/01/22	06-23					
** Vendor's Subtotal ----->						127.27	.00	127.27

VENDOR I.D.: \M011 (ROXANA MARTINEZ)

000C21101-	MQ CUSTOMER REFUND FOR MAR0230	12/01/22	12-22	Z	59450	9.15	.00	9.15
		12/01/22	06-23					
** Vendor's Subtotal ----->						9.15	.00	9.15

VENDOR I.D.: \M012 (GISELLE MONTOYA)

000C21101-	MQ CUSTOMER REFUND FOR MON0062	12/01/22	12-22	Z	59450	88.42	.00	88.42
		12/01/22	06-23					
** Vendor's Subtotal ----->						88.42	.00	88.42

VENDOR I.D.: \R001 (RICHARD RUSSITANO)

000C21101-	MQ CUSTOMER REFUND FOR RUS0003	12/01/22	12-22	Z	59450	50.67	.00	50.67
		12/01/22	06-23					
** Vendor's Subtotal ----->						50.67	.00	50.67

VENDOR I.D.: \S010 (ALISON BAILEY & JOEL SCHULZ)

VENDOR I.D.: \S010 (ALISON BAILEY & JOEL SCHULZ)

Invoice No	Description	Invoice Date		Actual Fiscal	Tm	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due	Period							
000C21101-	MQ CUSTOMER REFUND FOR SCH0050	12/01/22	12-22	Z		59450		63.10	.00	63.10
		12/01/22	06-23							
** Vendor's Subtotal ----->								63.10	.00	63.10

VENDOR I.D.: \T019 (MICHAEL TONG)

000C21101-	MQ CUSTOMER REFUND FOR TON0029	12/01/22	12-22	Z		59450		140.47	.00	140.47
		12/01/22	06-23							
** Vendor's Subtotal ----->								140.47	.00	140.47

VENDOR I.D.: \T044 (ARLENE TOY)

000C21101-	MQ CUSTOMER REFUND FOR TOY0012	12/01/22	12-22	Z		59450		146.11	.00	146.11
		12/01/22	06-23							
** Vendor's Subtotal ----->								146.11	.00	146.11

VENDOR I.D.: \W091 (NICOLE CHANG & SCARLETT WILSON)

000C21101-	MQ CUSTOMER REFUND FOR WIL0082	12/01/22	12-22	Z		59450		22.69	.00	22.69
		12/01/22	06-23							
** Vendor's Subtotal ----->								22.69	.00	22.69

VENDOR I.D.: \W092 (MIRANDA LEE WYATT)

000C21101-	MQ CUSTOMER REFUND FOR WYA0001	12/01/22	12-22	Z		59450		20.20	.00	20.20
		12/01/22	06-23							
** Vendor's Subtotal ----->								20.20	.00	20.20

** Report's Total -----> 54418.71 .00 54418.71
 =====

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

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

Code Title

 A IMMEDIATE

Patricia Mairena

From: Patricia Mairena
Sent: Friday, December 2, 2022 2:06 PM
To: Cece Wuchter
Cc: Wendy Bellinger
Subject: RE: Loss of 9/9/21 Claim #22-0289
Attachments: Reply_to_JPIA_20221202_Final.pdf; Check-023204.pdf

Good afternoon Cece,

With regards to your request, please see the attached letter and document.

Sincerely,

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

From: Cece Wuchter <cwuchter@acwajpia.com>
Sent: Monday, November 14, 2022 12:48 PM
To: Patricia Mairena <pmairena@westboroughwater.org>
Cc: Wendy Bellinger <wbellinger@westboroughwater.org>
Subject: RE: Loss of 9/9/21 Claim #22-0289

Good Morning Patricia,

Thank you for the update. Once you have paid the City \$51,285.88, please send me copies of the agreement along with the check. At that time I will reimburse the District.

Cece Wuchter
Lead Sr. Claims Adjuster
ACWA JPIA
800.535.7899 ext. 3134

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Monday, November 14, 2022 9:45 AM
To: Cece Wuchter <cwuchter@acwajpia.com>
Cc: Wendy Bellinger <wbellinger@westboroughwater.org>
Subject: Re: Loss of 9/9/21 Claim #22-0289

Good morning Cece,

At their November 10, 2022, meeting, the Westborough Water District Board of Directors reviewed the Loss of 9/9/21 Claim #22-0289 proposed reimbursement in the amount of \$51,285.88 and found it agreeable. You may proceed with issuing a check to the District for that amount. Thank you again for your assistance with processing our claim.

Sincerely,

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

From: Cece Wuchter <cwuchter@acwajpia.com>
Sent: Friday, October 28, 2022 8:15 AM
To: Patricia Mairena <pmairena@westboroughwater.org>
Subject: RE: Loss of 9/9/21 Claim #22-0289

Patricia,

I look forward to hearing from you.

Cece Wuchter
Lead Sr. Claims Adjuster
ACWA JPIA
800.535.7899 ext. 3134

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Thursday, October 27, 2022 5:36 PM
To: Cece Wuchter <cwuchter@acwajpia.com>
Subject: Re: Loss of 9/9/21 Claim #22-0289

Good afternoon Cece,

Our legal team would like our Board of Directors to be the ones to accept the proposed settlement. I will place this item on the next meeting agenda of November 10, 2022, for board action, and I will notify you shortly after that.

Thank you again for all your assistance.

Best regards,

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

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Thursday, October 27, 2022 8:35 AM
To: Cece Wuchter <cwuchter@acwajpia.com>
Subject: Re: Loss of 9/9/21 Claim #22-0289

Good morning Cece,

Thanks for the update. I will review everything and will get back to you as soon as possible.
Thank you so much for taking care of this.

Best,

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

From: Cece Wuchter <cwuchter@acwajpia.com>
Sent: Wednesday, October 26, 2022 11:18 AM
To: Patricia Mairena <pmairena@westboroughwater.org>
Subject: Loss of 9/9/21 Claim #22-0289

Patricia,

I reviewed the invoice and back-up and found the following for work performed on 9/18/21 which you stated would have to do with the pipe repair:

22-0289			
9/18/2021	Foreman OT		\$ 289.08
	Operator OT		\$ 1,413.09
	Laborer OT		\$ 4,300.92
Sub-total	Laborer OT		\$ 6,003.09
	JD 135	9 x \$25	\$ 225.00
	JD-50D	9 x \$30	\$ 270.00
	Track loader	9 x \$47	\$ 423.00
	Dumper - Terex	9 x \$47	\$ 423.00
	Work truck & tools	9 x \$45	\$ 405.00
	Dump Truck	9 x \$100	\$ 900.00
	Shoring		\$ 3,906.78
	Souza Trucking	7 x \$105	\$ 735.00

	SCQ Trucking	5 x \$150	\$ 750.00
	Traffic Control	50%	\$ 5,828.25
Sub-total			\$ 13,866.03
Total			\$ 19,869.12
Overhead		15%	\$ 2,980.37
			\$ 22,849.49

Therefore I have reduced the total bill of \$74,135.37 by the above amount and would then reimburse the District \$51,285.88. Please review and let me know if you are in agreement.



strength • stability • partnership
celebrating 40 years

Cece Wuchter

ACWA JPIA

Lead Senior Claims Adjuster

P O Box 619082
Roseville, CA 95661-3700
916.786.5742 ext. 3134 (Office)
800.535.7899 ext. 3134 (Direct)
916.786.0209 (fax)
cwuchter@acwajpia.com | acwajpia.com

December 2, 2022

Cece Wuchter
Lead Senior Claims Adjuster
ACWA JPIA
PO Box 619082
Roseville, CA 95661-3700

Re: Loss of 9/9/21 Claim #22-0289

Dear Cece,

With regards to your email dated November 14, 2022, in which you requested that once we have paid the City the \$51,285.88 to send you copies of the agreement along with the check, I would like to remind you that the District undertook the repairs and paid MK Pipelines the sum of \$74,135.37 (see attached copy of our check no. 023204) for the pipeline repairs and the restoration of the street.

On September 17, 2021, the City of South San Francisco (SSF) emailed the District asking us to press Caltrans to issue an emergency permit and commence making the repairs (*please read email below dated 09/17/21*). The City of SSF was not interested in taking on the repairs project but asked the District to restore the street before the sinkhole undermined the street.

From: Armas, Panfilo J. <Panfilo.Armasssf.net>
Sent: Friday, September 17, 2021 11:17 AM
To: Joubin Pakpour <JPakpour@pcgengr.com>; Eng Development <engdevelopment@ssf.net>
Cc: Bockhaus, Dave <Dave.Bockhaus@ssf.net>; Kim, Eunejune <Eunejune.Kim@ssf.net>; Patricia Mairena <pmairena@westboroughwater.org>; Feraydoon Farsi <FFarsi@pcgengr.com>; Darryl Barrow <dbarrow@westboroughwater.org>; Johnny Kennedy <jkennedy@westboroughwater.org>
Subject: Re: Westborough Water District Emergency Repairs

Hi Everyone,

Attached you will find photos of a sink hole that is forming above the area where the water line got hit along Westborough. Right now it's just off the shoulder of the 280 On-ramp but it's becoming a public safety issue. I'm not sure what the status of the repairs are but we need to push Caltrans to provide a emergency permit so WWD can begin making repairs. It's beginning to undermine just below the gutter and getting closer to the street. My worry is that a car or heavy truck passes over that edge and it collapses. Is there any status on when work will commence?

Best Regards,
Panfilo Jesus Armas

Once the repairs were completed by the District's contractor, MK Pipelines, I notified the City of SSF of this. Mr. Armas emailed me back thanking me for my help:

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Thursday, September 23, 2021, 1:05 PM

To: Armas, Panfilo J.
Subject: Re: Westborough Water District Emergency Repairs

Hello Jesse,

I wanted to let you know that our contractor completed the repair work on our damaged 14" transmission main yesterday. The road has been paved and restored.

Thank you for all your assistance! If you have any questions, please let me know.

Sincerely,

Patricia Mairena

From: Armas, Panfilo J. <Panfilo.Armasssf.net>
Sent: Thursday, September 23, 2021 1:08 PM
To: Patricia Mairena <pmairena@westboroughwater.org>
Subject: Re: Westborough Water District Emergency Repairs

Hi Patricia,

Thank you for all the help.

Best Regards,

[Panfilo Jesus Armas](#)

On your email dated April 22, 2022, you asked "Did the District make the repair and pay for the repair?" to which I replied the same day that we had, and it was part of the \$74,135.37.

From: Cece Wuchter <cwuchter@acwajpia.com>
Sent: Friday, April 22, 2022 4:38 PM
To: Patricia Mairena <pmairena@westboroughwater.org>
Subject: City of So. San Francisco #22-0289

Patricia,

Have you ever heard from the City about that 14" transmission line that was hit due to a mismarking on 9/9/21? My information is that a sinkhole started forming on 9/27/21 on the street right above when the line was hit and expanded during the day. The City pushed to get the repairs done therefore the District was able to secure the encroachment permit and started the repairs the next day and that the repairs have been made to the roadway.

Did you ever hear from the City? **Did the District make the repair and pay for the repair?**

I look forward to hearing from you.

Cece Wuchter

From: Patricia Mairena <pmairena@westboroughwater.org>

Sent: Friday, April 22, 2022 4:41 PM
To: Cece Wuchter <cwuchter@acwajpia.com>
Subject: Re: City of So. San Francisco #22-0289

Hi Cece,

With regards to this matter, we never heard back from the City of SSF. The District did have the contractor due the repairs. It was part of the invoice I sent you, but it was not broken down.

Patricia Mairena

On October 18, 2021, after MK Pipelines was unable to separate the street restoration repairs due to the sinkhole from the rest of the work, you proceeded to open a claim.

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Wednesday, October 13, 2021 3:40 PM
To: Cece Wuchter <cwuchter@acwajpia.com>
Subject: Re: Assistance May be Needed with Filing a Claim

Good afternoon Cece,

I am so sorry this has taken so long. I was hoping our contractor would be able to provide us a separate invoice for the sinkhole repairs, but he was unable to do so.

Attached is the completed incident form, along with pictures, and the invoice billed for the entire job. Please let me know if there is anything else I need to take care of. Thank you for your assistance.

Sincerely,

Patricia Mairena

From: Cece Wuchter <cwuchter@acwajpia.com>
Sent: Monday, October 18, 2021 8:31 AM
To: Patricia Mairena <pmairena@westboroughwater.org>
Subject: RE: Assistance May be Needed with Filing a Claim

Patricia,

Thank you for the information. I have set this up under #22-0289.

Do you know who Elite Underground was working for or any information on Elite Underground? Also, did they call for a dig alert? If so, did the District respond and mark the line?

Cece Wuchter
Lead Sr. Claims Adjuster
ACWA JPIA
800.535.7899 ext. 3134

On October 26, 2022, you emailed me with an offer to reimburse the District \$51,285.88. I emailed you back on November 14, 2022, that the District Board of Directors had reviewed the Loss of 9/9/21 Claim #22-0289 proposed reimbursement in the amount of \$51,285.88 and found it agreeable.

Since the District paid the entire bill directly to the contractor, MK Pipelines, the District cannot produce a check paying the City of South San Francisco for these repairs. We ask that you please issue check of \$51,285.88 directly to the District.

Sincerely,



Patricia Mairena
General Manager

Image Report



ABA Number 121135045
 Account Number [REDACTED]
 Serial Number 23204
 Amount \$74,135.37
 Paid Date 10/18/2021

Front

WESTBOROUGH WATER DISTRICT
 2263 WESTBOROUGH BOULEVARD
 SOUTH SAN FRANCISCO, CA 94080

TRI COUNTIES BANK
 SOUTH SAN FRANCISCO
 975 EL CAMINO REAL
 SOUTH SAN FRANCISCO, CA 94080

90-3504
 1211

No. **023204**

CHECK DATE	PAY EXACTLY
09/30/21	*****74,135.37*

PAY
Seventy-Four Thousand One Hundred Thirty-Five and 37/100****

TO THE ORDER OF
MK PIPELINES, INC.
 3708 BAYSHORE BLVD.
 BRISBANE CA 94005

HEAT SENSITIVE
 RED AREA TO VERIFY

⑈023204⑈ ⑆121135045⑆ [REDACTED]

Back

ENDORSE HERE: X

PAY TO THE ORDER OF
 FIRST BANK
 FOR DEPOSIT ONLY
 MK PIPELINES, INC.
 MOBILE DEPOSIT

CHECK [REDACTED]
 DO NOT SIGN / WRITE / STAMP BELOW THIS LINE
 FOR FINANCIAL INSTITUTION USAGE ONLY.

2021-10-18

⑈023204⑈ ⑆121135045⑆ [REDACTED]

* SECURITY FEATURES LISTED BELOW EXCEED INDUSTRY STANDARDS

SECURITY FEATURE	DESCRIPTION FOR FEATURE
Heat Sensitive Ink	Redesignated ink that reacts to heat and turns black when heated.
Color Shift Ink	Color shift ink that changes color when heated.
Micro Print	Micro print that is difficult to reproduce.
Security Features	Security features including:
Color Shift Ink	Color shift ink that changes color when heated.
Micro Print	Micro print that is difficult to reproduce.
Security Features	Security features including:

Patricia Mairena

From: Patricia Mairena
Sent: Friday, December 2, 2022 3:43 PM
To: Tom Auer; David Ainsworth
Cc: Tyrone Brown; Johnny Kennedy; Carlos Arias
Subject: Re: Fuel Replacement

Good afternoon David and Tom,

I know you and your crew were here today working on the Volvo generator and removing the bad fuel. Could you please send me an update on what you saw and also let me know what will happen next? Also, would you be trying to restart it again soon?

Thank you and have a great weekend!

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

From: Patricia Mairena <pmairena@westboroughwater.org>
Sent: Monday, November 14, 2022 3:39 PM
To: Tom Auer <tauer@cageneratorservice.com>
Cc: Tyrone Brown <tbrown@telstarinc.com>
Subject: Re: Fuel Replacement

Good afternoon Tom,

Please see the attached signed quote and purchase order no. 1044.

Best regards,

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

From: Tom Auer <tauer@cageneratorservice.com>
Sent: Monday, November 14, 2022 3:02 PM
To: Patricia Mairena <pmairena@westboroughwater.org>

Cc: Tyrone Brown <tbrown@telstarinc.com>

Subject: Fuel Replacement

Patricia,

See attached proposal.

--

Regards,

Tom Auer

California Generator Service

510-760-2928



November 14, 2022

Westborough Water District

P.O. Box 2747
South San Francisco, CA 94083
Phone: 650-589-1435, Email: pmairena@westboroughwater.org

Attn.: Patricia Mairena

Subject: Emergency Generator

Based on information gathered by our technician David Ainsworth and noted in his field service report we recommend the following corrective action. Drain and dispose of fuel.

Scope of Work

- Provide field review and pull fuel sample for analysis. Fuel smells old such a lacquer thinner
- Remove old diesel fuel and dispose. (Approximately 450 gallons)
- Refill fuel tank with new (Approximately 450 gallons)
- Replace fuel level gauge.
- Operate engine and check for abnormal operation
- Replace fuel filter(s)

Materials	\$ 3,351.51
Fuel Disposal	\$ 3,688.75
Labor	\$ 4,500.00
Mileage & Toll	\$ 501.90
Tax (9.875%)	\$ 330.96
Total Cost	\$12,373.12

Pricing includes all necessary parts, materials and tax to complete the proposed work.

All work performed after normal working hours.

If you have any questions, please contact me at (510) 760-2928 or Email: tauer@cageneratorservice.com

Regards,

Tom Auer

Customer Signature

P.O. 1044 Date 11/14/2022

•1271 Washington Avenue #271 San Leandro, CA 94577 •2900 Vassar St.C-6, Reno, NV 89502
•Phone: (866) 643-6738 •Fax: (510) 430-2654

PURCHASE ORDER

WESTBOROUGH WATER DISTRICT

2263 WESTBOROUGH BOULEVARD
 SOUTH SAN FRANCISCO, CALIFORNIA 94080
 TELEPHONE (650) 589-1435
 FAX (650) 589-5167

THIS NUMBER
 MUST APPEAR ON
 ALL PACKAGES,
 INVOICES, ETC.

Nº 1044

DO NOT DEVIATE FROM THIS ORDER IN ANY WAY
 WITHOUT OUR PERMISSION.

TO California Generator Service SHIP TO Westborough Water District
 ADDRESS 1271 Washington Ave. #271 ADDRESS 2263 Westborough Blvd.
 CITY San Leandro, CA 94577 CITY South San Francisco, CA 94080

DATE OF ORDER November 14, 2022 DATE REQUIRED _____ TERM Due Upon Receipt

QUANTITY ORDERED	UNIT	ITEMS	UNIT PRICE	AMOUNT
1	ea.	Scope of Work: Provide field review and pull fuel sample for analysis. Fuel smells old such a lacquer thinner Remove old diesel fuel and dispose. (Approximately 450 gallons) Refill fuel tank with new (Approximately 450 gallons) Replace fuel level gauge. Operate engine and check for abnormal operation Replace fuel filter(s) <i>(Per attached quote dated 11/14/22)</i>		
		Materials		\$ 3,351.51
		Fuel Disposal		\$ 3,688.75
		Labor		\$ 4,500.00
		Mileage & Toll		\$ 501.90
		Sales Tax		\$ 330.96
		Total Amount		\$ 12,373.12

SPECIAL INSTRUCTIONS

BY _____

PLEASE BE ADVISED TO READ AND COMPLY WITH ALL TERMS AND CONDITIONS GOVERNING THIS PURCHASE ORDER AS STATED ON THE BACK OF THIS FORM.

Mail invoice(s) to: Westborough Water District - P.O. Box 2747, South San Francisco, CA 94083-2747



Recommendations
 Completed
 Urgent

1271 Washington Ave., #271
 San Leandro, CA 94577
 Phone (866) 643-6738
 Fax (510) 430-2654

**REPAIR
 SERVICE REPORT**

Customer Name	Westborough Water District
Engine Location	2263 Westborough Ave
Engine Model	TAD1672VE
Engine Serial No.	2016114286
Unit No.	0
Hours	1:58 to 3:00
KW	400
Voltage	480

Work Order 26874
 Field Tech David Ainsworth
 Reviewer jauer@cageneratorservice.com

Date 12/02/2022
 Generator Model VD40002FT4
 Generator Serial No. 11146511

[Go to Service Report](#)

Comments System left in auto ▼ Breaker (Closed) ▼ No time added ▼ No deviation to work detail ▼

Travel to and from site to check out fuel gauge not working. I found that the fuel in the tank was bad and smelt like varnish. When I removed the gauge I found it stuck from varnish build up, I cleaning the gauge reinstalled it back into tank until it can be replaced. Recommend replacing fuel and gauge. I pulled fuel sample and had it sent out to be tested. Drain diesel fuel from base tank and place into drums (450 Gallons). Dirty fuel will be sent off to be disposed of. We filled the tank with 450 gallons of new fuel and treated the fuel stabilizer/conditioner. We also replaced the engine fuel filters with new and treated the engine with conditioner also. We installed new fuel level gauge and calibrated for proper operation. Started up unit and ran with no load. Stopped unit and hooked up 100 kw load bank and ran unit under load for an hour. Unit ran well and is now ready to be placed back in service.

Recommendations Men required for recommended job ▼ Hours required for recommended job (ea.) ▼

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MANIFEST REPORT

TOTAL GALLONS OF HAZARDOUS WASTE REMOVED FROM FACILITY			
OIL (TOTAL)	0	COOLANT (TOTAL)	0
FILTER (TOTAL)	2	BATTERIES (TOTAL)	0

I certify that all of the information provided in this report is to the best of my knowledge, correct and complete.

CUSTOMER: Patricia Mairena
 CUST. EMAIL: pmairena@westboroughwater.org

TECHNICIAN: David Ainsworth
 SIGNATURE: David Ainsworth 12/02/2022







THE

Water Faucet

DECEMBER 2022 / THE OFFICIAL NEWSLETTER OF



Street Address

2263 Westborough Blvd.
So. San Francisco, CA 94080

24-Hour Phone

650-589-1435

Fax

650-589-5167

Email

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

Website

WestboroughWater.org
(website address is NOT case sensitive)

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

WWD Board Meetings

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

WWD Board of Directors

Perry H. Bautista
President

Janet Medina
Vice President

Don Amuzie
Julie L. Richards
Tom Chambers

Directors

To be revised after 12/08/22 board meeting

WWD Management

Patricia Mairena
General Manager

Stage 2 Water Alert in Effect

On August 12, 2021, the Westborough Water District Board of Directors passed Resolution 633, Implementing Stage 2 of the 2020 Water Shortage Contingency Plan and Urging a Voluntary 15 Percent Reduction in Water Usage by all Customers in Response to Severe Drought Conditions. This action was necessitated by the continuing drought conditions in the State of California and the issuance of an Executive Order by Governor Newsom on March 28, 2022 and subsequent State Water Resources Control Board (SWRCB) Emergency Regulation that directs local water agencies to enact shortage response actions consistent with Level 2 of their WSCP. Furthermore, it complies with the State Water Resources Control Board (SWRCB) Level 2 response to Section 10632 of the CA water code.



Go online for complete ordinance & more tips on water conservation:

WestboroughWater.org / conservation

Californians need to brace for the possibility of another year of drought. While we will not know for certain how much water we will get this year, we must plan conservatively and do all we can to manage through another challenging year, which may include mandatory water rationing. Water customers are asked to use water wisely and take actions to reduce their water usage, such as fixing leaky toilets, installing low-flow fixtures, and reducing outdoor irrigation. The efficient management of outdoor water use is a particularly effective means to conserve water.

Reporting Water Waste

To report water waste, go to WWD's Contact page at [WestboroughWater.org/contact](https://www.westboroughwater.org/contact) and select "Report Waste Water" under the **Regarding** pulldown menu or call the office at 650-589-1435.

Regarding:
To stop service, please click
Report Waste Water



Every drop counts.

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

8.A.1

Save Water. Save Money!

The Westborough Water District wants to remind its customers of the importance of continual water conservation. In an effort to assist the customers the District continues to offer washing machine and toilet rebate programs. These programs are an incentive for customers who are contemplating purchasing one of these. ■



HIGH-EFFICIENCY WASHING MACHINE REBATE PROGRAM

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



HIGH-EFFICIENCY TOILET (HET) REBATE PROGRAM

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



TO QUALIFY FOR A REBATE: Toilet purchased must be an EPA WaterSense Labeled HET (effective January 1, 2014, all toilets purchased at retail locations in California should meet this criteria). Both rebate forms and qualifications are available at the WWD Office or online at WestboroughWater.org/rebates ■

FREE WATER CONSERVATION PRODUCTS AVAILABLE!

Please telephone the District ahead to arrange contact-free pick up of your free water conservation products. Please request only the items you will use. Maximum one of each.

For Your Home



Cold Water Catcher Bucket

For Your Garden



Multi Spray Pattern Garden Nozzle

For Your Kitchen



1.5 GPM Dual Function Aerator

For Your Bathroom



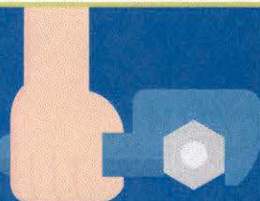
1.5 GPM Low-flow Shower Head



1.0 GPM Needle Spray Aerator



Toilet Dye Strips Leak Detection

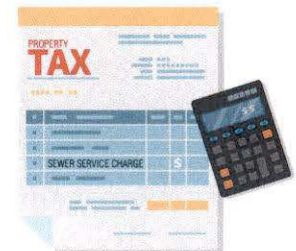


New Year's Resolution

Please check all plumbing fixtures and repair any leaks!

Sewer Service Charge on Property Tax Bill

As a reminder, the amount of water you consume during January and February 2023 will be used to determine your annual sewer charge and will appear on your property tax bill effective July 1, 2023. **NOTE:** there is a 12 unit minimum annual sewer service charge.



We urge you to take the time to check all household plumbing fixtures and repair those that are leaking. Leaky faucets and silent toilet leaks can cause your water bill and sewer service charge to MORE THAN DOUBLE. You can easily check your residence for plumbing leaks by using a free packet of toilet dye strips from our office. Please call or email us to request free packets of toilet dye strips. ■

COVID-19 UPDATE

WWD Makes Workplace Safety a Priority

The District has six full-time essential service employees: three administrative and three field. To prevent any of them from getting sick with COVID-19 which will severely impact operations, our office lobby has been closed to the public. As the number of reported cases continue to improve, we continue to assess the situation and hope to reopen after the holidays. We look forward to seeing you soon again!

In the time being, there are many options to pay your bill as detailed below. Please keep in mind we bill only six times (bi-monthly) the entire year. We will continue to provide the same level of service, should you need assistance, please contact the District office at (650) 589-1435. Our business hours remain the same (8:00 a.m. to 4:30 p.m. Monday thru Friday). ■

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

Be better prepared for an earthquake or emergency by keeping at least a 3-day water supply (one gallon per person per day, for drinking and sanitation; do not forget your pets). The County of San Mateo now encourages residents to plan realistically for disasters in the county and encourages everyone to be prepared to survive on their own for up to one week!

For more helpful information, please visit the San Mateo County Department of Emergency Management website at:

cmo.smcgov.org/emergency-preparedness



We appreciate your patience and understanding.

OPTIONS FOR PAYING YOUR BILL

BY MAIL

Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083-2747
Check or money orders only.



PAYMENT DROP BOX

Payment envelopes may be dropped off at the District Office Payment Drop Box by the garage door (do not place cash).
2263 Westborough Boulevard, SSF, 94080
24-hours a day, 7-days a week



BY PHONE

Make a one-time payment using your Visa or Mastercard. Call (650) 589-1435 / Mon-Fri., 8:00 a.m. to 4:15 p.m.



WWD ONLINE WEB PAYMENTS

Make a one-time payment or sign up for reoccurring payments using your Visa, Mastercard, or personal check on our secure website: **WestboroughWater.org** free of charge! You must have your account number to access it. Maximum allowed payment amount is \$500.



WWD DIRECT PAYMENT (ACH)

your checking or savings account. For your convenience, we have included the ACH form with this newsletter. By using ACH, your bank account will be charged **on the due date** of the bill, thus avoiding any late fees!

Stay Connected with Customer Connect

WWD's new Customer Connect is designed to provide you with direct, electronic communications in case of a service interruption, emergency, or other urgent information. By signing up for Customer Connect, you will receive District News Flashes by mobile text and/or email. It's easy to sign up and you can unsubscribe at any time! Stay informed, stay connected! Visit **WestboroughWater.org/connect** for more information. ■



Transparency Certificate of Excellence Awarded to Westborough Water District

South San Francisco, CA — Westborough Water District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance.

"This award is a testament to Westborough Water District's commitment to open government," said, Patricia Mairena, General Manager. "Our staff is to be commended for their contributions that empower the public with information and facilitate engagement and oversight." To receive the award, Westborough Water District demonstrated the completion of essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions and compensation reports to the State Controller in a timely manner.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs.

Special districts are independent public agencies that deliver core local services to communities, such as utility, wastewater treatment, fire protection, parks and recreation, healthcare, sanitation, mosquito abatement, ports, libraries, public cemeteries and more. Districts are established by voters and their funding is approved by voters to meet specific needs through focused service. They can be specially molded to serve large regions or small neighborhoods depending on the need. ■



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



Delivering Quality for You Since 1961



Effective November 2022, and in an effort to increase transparency and raise public awareness of the issues that are being reviewed and acted on by the Board of Directors,

WWD's Board meeting packets are now on the District's website. Please visit our website at [WestboroughWater.org/agenda](https://www.WestboroughWater.org/agenda)

GENERAL MANAGER REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: December 5, 2022

RE: Consideration of Holiday Bonus for District Employees

BACKGROUND

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

RECOMMENDATION

- The General Manager recommends giving District Employees a \$150 holiday bonus given their challenging work during the pandemic and asks she be excluded from the consideration for the holiday bonus.

FISCAL IMPACT

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

Patricia Mairena

From: Lourdes Enriquez <LEnriquez@bawasca.org>
Sent: Tuesday, November 29, 2022 11:05 AM
To: Patricia Mairena
Subject: Board Term

Hi Patricia,

I hope you are well and had a nice Thanksgiving holiday!

I am updating our records for our Board of Directors, and wanted to check in on Director Chambers' term on the WWD Board. I show him with CCWD term expiration of November 2022. Can you provide me with the updated info?

His term on the BAWSCA and RFA boards expire June 30, 2023.

Thanks,
Lourdes

Lourdes Verzosa-Enriquez
Assistant to the CEO/General Manager
Bay Area Water Supply & Conservation Agency
155 Bovet Road, #650
San Mateo, CA 94402
650-349-3000
www.bawasca.org

RESOLUTION NO. 668

**AMENDMENT OF GUIDELINES FOR
INSPECTION OF PUBLIC RECORDS**

WESTBOROUGH WATER DISTRICT

WHEREAS, pursuant to Government Code Section 7920.000 et seq., the Board of Directors of the Westborough Water District adopted Guidelines for Inspection of Public Records by Resolution No. 430 on April 13, 1989; and

WHEREAS, the Board of Directors desires to revise the Guidelines for Inspection of Public Records to update the District's office hours and make other updates to the policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Westborough Water District hereby updates, restates, and adopts the policies and procedures set forth below for inspection of public records.

BE IT FURTHER RESOLVED that Resolution No. 430 adopted on April 13, 1989, hereby is rescinded.

PASSED AND ADOPTED this 8th day of December, 2022, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

PUBLIC RECORDS ACT POLICY

A. Purpose

To establish the Westborough Water District ("District") policy concerning accessibility and processing of District public records.

B. Definitions

Section 7922.530 of the Government Code provides that every person has a right to inspect any public record except those specifically exempted or privileged by law.

The term "public record" includes any writing containing information relating to the conduct of District business prepared, owned, used, or retained by the District.

The term "writing" means handwriting, typewriting, printing, photo-stating, photographing, electronic mail, facsimile, and every other means of recording upon any form of communication or representation, including letters, works, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.

C. Policy

District records are open to inspection at all times during normal office hours at the District's offices, 2263 Westborough Boulevard, South San Francisco, California 94080.

D. Procedure

1. All requests to view or photocopy District records other than typical billing and account information shall be forwarded to the District's Office Supervisor for processing.
2. When a member of the public requests inspection or a copy of public records, the District's Office Supervisor will, to the extent reasonable, assist the individual in identifying records that are responsive, non-exempt, and not privileged, describe the information technology in which the records exist, and provide suggestions for overcoming any practical basis for denying access to the records.
3. Non-exempt, non-privileged, responsive records that exist in electronic format will be made available to the public in electronic format as long as the production will not jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.
4. The person requesting the information shall bear the cost of duplicating the record, including, if necessary, the cost of programming and computer service to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals, or the cost to produce a record that requires data compilation, extraction, or programming.
5. The District's Request for Public Records form is available on the District website, and District staff shall reasonably assist the individual in completing the form, if so requested.

6. The District may extend the 10 day initial response period for advising the requester of whether the District has responsive records in its possession, as provided by law, because of the need:
 - a. To search for and collect the requested records from field facilities or other establishments separate from the office processing the request.
 - b. To search for, collect, and appropriately examine a voluminous amount of separate and distinct records demanded in a single request.
 - c. To consult with another agency having substantial interest in the request, or among two or more components of the local agency with substantial interest in the request.
 - d. In the case of electronic records, to compile data, write programming language or a computer program, or to construct a computer report to extract the data.
7. After receiving a Public Records Act request, the District will, when appropriate and within a reasonable period of time period as dictated by law:
 - a. Indicate the place where inspection of records must be made and the time limitation, if any, for the return of the documents.
 - b. Supervise and assist the requestor in reviewing the records.
 - c. Provide links to the records if such records are available on the District's website.
 - d. Provide copies upon request and after payment of the appropriate fees.

E. Fee

A request for a copy of an identifiable public record or for a certified copy of such a record must be accompanied by payment of the appropriate fee as determined by District staff based on the cost to the District. Any fee established may be modified from time to time by District staff to reflect actual chargeable costs, and any fee schedule, if developed, shall be made available by the District's Office Supervisor.

The District shall charge and collect the following fees for said records:

1. For copies of public records not required to be certified or authenticated - \$0.25 per page.
2. For certified, authenticated or true copies of public records - \$0.25 cents per page, plus \$1.00 for every certificate with seal affixed thereto.
3. Electronic storage devices: Actual cost.
4. Cost of duplication of an electronic record and/or programming and computer services necessary to produce a copy of the record: To be determined by District.

F. Records Not Open for Inspection

The following is a representative, but not exhaustive, list of records that are generally not subject to disclosure under the Public Records Act:

1. Preliminary drafts, notes, or interagency or intra-agency memoranda, which are not retained by the District in the ordinary course of business.
2. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by the District's legal counsel pursuant to the attorney-client privilege, and any other documents that would fall within the attorney-client privilege and/or the attorney work product protection.
3. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.
4. Confidential, closed session minute book.
5. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
6. Records pertaining to a utility customer, except to an agent or authorized family member of the customer in question, governmental or law enforcement agencies when appropriate, or unless disclosure is specifically required by law.
7. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
8. The contents of real estate appraisal or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.
9. Records the disclosure of which are exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code related to privilege.
10. Records constituting "trade secrets," which may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production, data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, procedure, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.
11. Records in which the public interest served by not making the record public clearly outweighs the public interest served by disclosure, where an applicable exemption

RESOLUTION NO. 430

**AMENDMENT OF GUIDELINES FOR
INSPECTION OF PUBLIC RECORDS**

WESTBOROUGH WATER DISTRICT

WHEREAS, pursuant to Government Code Section 6250, et seq., the Board of Directors of the Westborough Water District adopted Guidelines for Inspection of Public Records by Resolution No. 297 enacted on January 8, 1976; and

WHEREAS, the referenced Guidelines make provision for a charge to be collected by the District from members of the public who request copies of public records; and

WHEREAS, the Board of Directors desires to increase the copy charge from 10 cents to 25 cents per sheet in order to cover the administrative costs of the District in providing said service, which costs have increased over the 13-year period since the Guidelines first were adopted by the District.

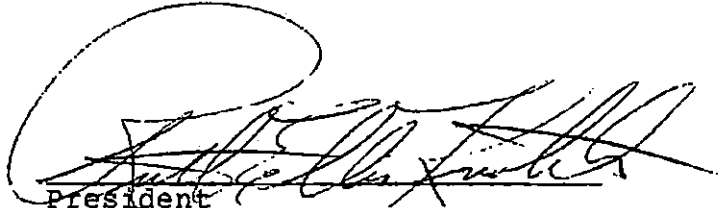
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the amended and restated Guidelines for Inspection of Public Records of the Westborough Water District, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, hereby are approved and adopted.

Regularly passed and adopted this 13th day of April,
1989, by the following vote:

AYES: Knotek, Mahar, Sack, Waters and Yee

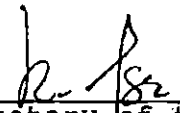
NOES: None

ABSENT: None



President
Board of Directors
Westborough Water District

ATTEST:


Secretary of the District

GUIDELINES FOR INSPECTION OF PUBLIC RECORDS

I. DEFINITIONS

- A. "Public records" constitute those items that are deemed open to public inspection pursuant to the terms of the California Public Records Act (Government Code §6250, et seq.)
- B. "District" means the Westborough Water District.
- C. "Secretary" means the General Manager of the Westborough Water District.

II. PROCEDURE FOR INSPECTING AND OBTAINING COPIES OF PUBLIC RECORDS

A. Requests

Requests to inspect and/or copy public records of the District shall be submitted in writing to the Secretary of the District, and shall reasonably describe each identifiable record which is the subject of the request.

Persons desiring to inspect and/or copy public records in the District's possession must allow sufficient time for the records to be assembled and reviewed for the purpose of determining if they are public records available for inspection under the terms of the California Public Records Act, or whether they instead fall within the exclusions contained therein or otherwise should be withheld by reason of an overriding public interest.

B. Time for Inspection of Public Records

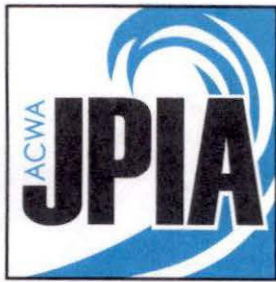
All records subject to public inspection may be examined by members of the public at any time during the regular business hours of the District (8:00 a.m. until 5:00 p.m., Monday through Friday, excluding holidays) at 2263 Westborough Boulevard, P.O. Box 2747, South San Francisco, California 94083-2747. No public records shall be removed from the District's premises except by permission of the Secretary.

C. Fees for Copies of Public Records

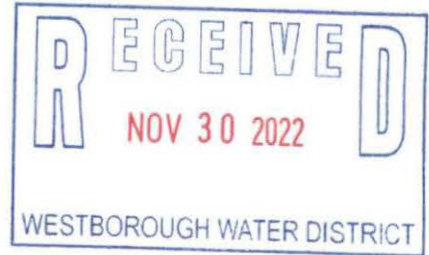
Upon the submission to the District of a written request for copies of records, copies of requested public records that are subject to inspection shall be made available by the District.

The District shall charge and collect the following fees for said records:

- (1) For copies of public records not required to be certified or authenticated - 25 cents per sheet.
- (2) For certified, authenticated or true copies of public records - 25 cents per sheet, plus \$1.00 for every certificate with seal affixed thereto.



YOUR BEST PROTECTION



11/28/2022

ACWA JPIA

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

phone
916.786.5742
800.231.5742

www.acwajpia.com

President

E.G. "Jerry" Gladbach

Vice President

Melody A. McDonald

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Fred Bockmiller

David Drake

E.G. "Jerry" Gladbach

Cathy Green

Brent Hastey

Chris Kapheim

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Core Values

- People
- Service
- Integrity
- Innovation

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

General Manager:

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

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

The JPIA is extremely pleased to present Westborough Water District (W014) with this special recognition and commends the District on the hard work in reducing claims.

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

The JPIA wishes you the best in 2023.

Sincerely,

Melody McDonald
President

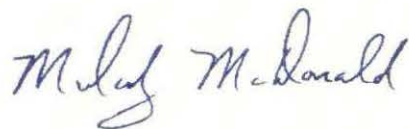
Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Westborough Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 07/01/2018 - 06/30/2021
announced at the Board of Directors' Meeting in Indian Wells.*



Melody McDonald, President



November 28, 2022

9.A.2

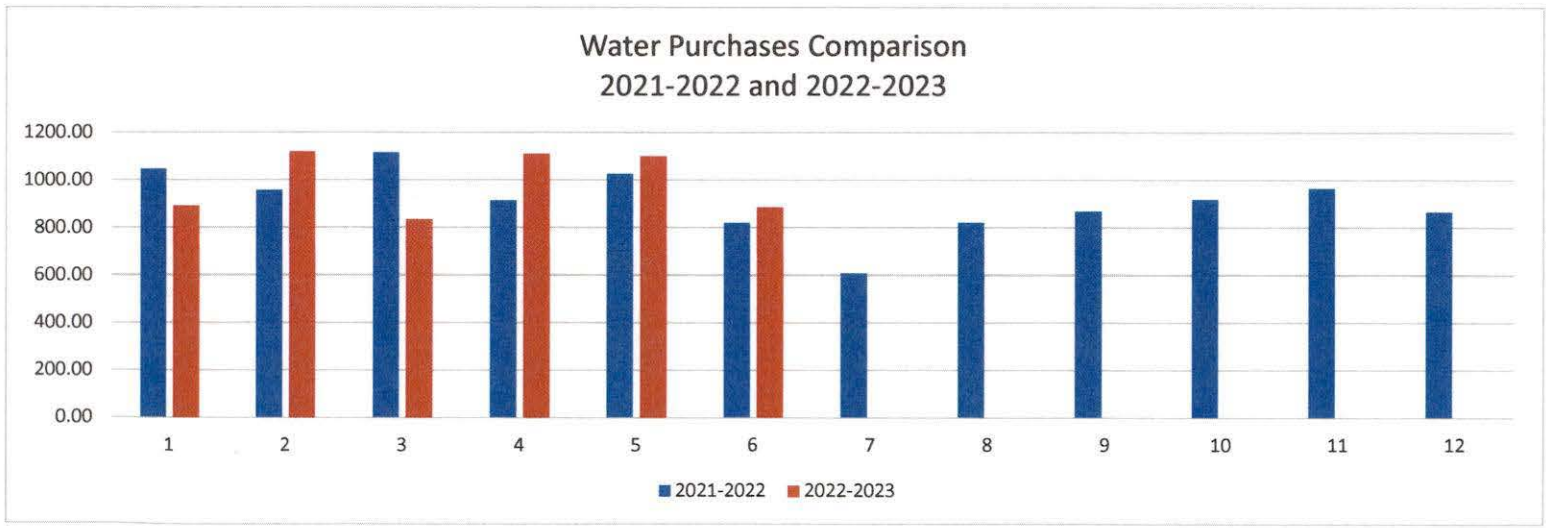
Water Purchases Comparison 2021-2022 to 2022-2023

FY 2021-2022				FY 2022-2023				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
06/04/21 to 07/06/21	34561	33	1047.30	06/03/22 to 07/05/22	29495	33	893.79	-153.52
07/07/21 to 08/04/21	27813	29	959.07	07/06/22 to 08/03/22 ⁵	32533	29	1121.81	162.74
08/07/21 to 09/04/21	33492	30	1116.40	08/04/22 to 09/06/22	28439	34	836.46	-279.94
09/05/21 to 10/06/21 ²	29279	32	914.97	09/07/22 to 10/05/22	32245	29	1111.88	196.91
10/05/21 to 11/02/21	29802	29	1027.66	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	73.53
11/04/21 to 12/06/21 ³	27129	33	822.09	11/04/22 to 12/05/22 ⁷	28448	32	888.99	66.90
12/07/21 to 01/05/22 ⁴	18297	30	609.90					
01/06/22 to 02/03/22	23881	29	823.48					
02/04/22 to 03/04/22	25242	29	870.41					
03/05/22 to 04/05/22	29452	32	920.38					
04/06/22 to 05/04/22	28053	29	967.34					
05/05/22 to 06/02/22	25196	29	868.83					

Total Purchases	332197	364	912.63	Total Purchases	183093.71	186	984.37
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11.A.1

- ² Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21
- ³ Includes Intertie Deliveries from NCCWD = 4,181 from 12/02/21 - 12/06/21
- ⁴ Includes Intertie Deliveries from NCCWD = 9,362 from 12/07/21 - 12/21/21
- ⁵ Skyline Tank No. 3 was placed back in service after exterior recoating
- ⁶ Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22
- ⁷ Deducted Intertie Deliveries to NCCWD = 11,916 from 11/02/23 - 11/09/22



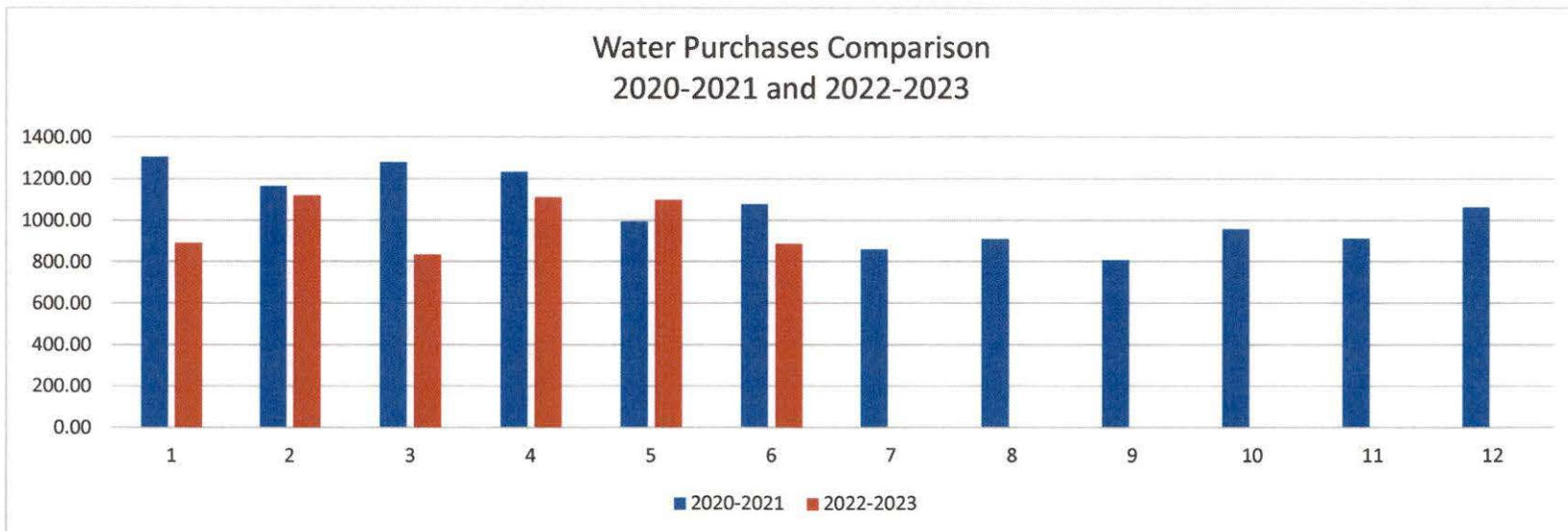
Water Purchases Comparison 2020-2021 to 2022-2023

FY 2020-2021				FY 2021-2022				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	06/03/22 to 07/05/22	29495	33	893.79	-414.00
07/08/20 to 08/06/20	34995	30	1166.50	07/06/22 to 08/03/22	32533	29	1121.81	-44.69
08/07/20 to 09/04/20	37162	29	1281.45	08/04/22 to 09/06/22	28439	34	836.46	-444.99
09/05/20 to 10/06/20	39480	32	1233.75	09/07/22 to 10/05/22	32245	29	1111.88	-121.87
10/05/20 to 11/02/20	26876	27	995.41	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	105.78
11/03/20 to 12/04/20	34525	32	1078.91	11/04/22 to 12/05/22 ⁷	28448	32	888.99	-189.91
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	183093.71	186	984.37	

⁶ Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22

⁷ Deducted Intertie Deliveries to NCCWD = 11,916 from 11/02/23 - 11/09/22

11.A.2



Water Purchases Comparison 2019-2020 to 2022-2023

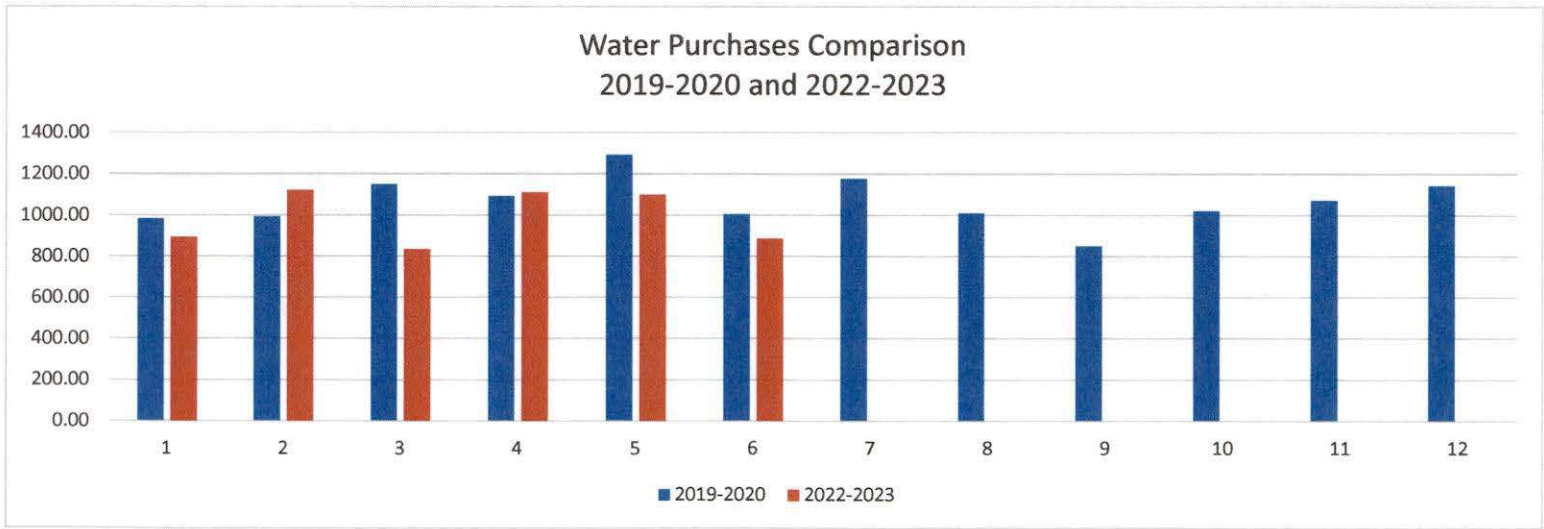
FY 2019-2020				FY 2022-2023				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/06/19 to 07/05/19	29517	30	983.90	06/03/22 to 07/05/22	29495	33	893.79	-90.11
07/06/19 to 08/06/19	31804	32	993.88	07/06/22 to 08/03/22	32533	29	1121.81	127.94
08/07/19 to 09/05/19	34491	30	1149.70	08/04/22 to 09/06/22	28439	34	836.46	-313.24
09/06/19 to 10/04/19	31666	29	1091.93	09/07/22 to 10/05/22	32245	29	1111.88	19.95
10/05/19 to 11/01/19	36225	28	1293.75	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	-192.57
11/02/19 to 12/04/19 ¹	33179	33	1005.42	11/04/22 to 12/05/22 ⁷	28448	32	888.99	-116.43
12/05/19 to 01/07/20	40049	34	1177.91					
01/08/20 to 02/05/20	29274	29	1009.45					
02/06/20 to 03/05/20	24668	29	850.62					
03/06/20 to 04/06/20	32700	32	1021.88					
04/07/20 to 05/05/20	31088	29	1072.00					
05/06/20 to 06/04/20	34315	30	1143.83					
Total Purchases	388976	365	1065.69	Total Purchases	183093.71	186	984.37	

¹ Deducted Intertie Deliveries to NCCWD = 37,379 from 11/04/19 - 11/18/19

⁶ Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22

⁷ Deducted Intertie Deliveries to NCCWD = 11,916 from 11/02/23 - 11/09/22

11.A.3



December 7, 2022

Adrienne Carr
General Manager
North Coast County Water District
2400 Francisco Boulevard
Pacifica, CA 94044

Re: Emergency Intertie Meter Use – November 2022

Dear Adrienne,

Attached is the invoice for the November 2 thru November 9, 2022, WWD-NCCWD intertie operation. This invoice includes charges for water and energy used during this period.

Per our Intertie Agreement, the District billed you for water at the same rate we pay without any markup. Please note, as a good neighbor the District did not charge for staff time to monitor and adjust pumping after hours, nights, and weekends.

Please reimburse to the District \$62,607.84.

Please contact me if you have any questions at (650) 589-1435.

Best regards,

Patricia Mairena
General Manager

PM/pm



Attachments



Westborough Water District
 2263 Westborough Boulevard
 PO Box 2747
 South San Francisco, CA 94083-2747
 650-589-1435

Intertie Usage Invoice

Invoice Date: December 7, 2022
 Agency Name: North Coast County Water District
 Intertie Usage Period: November 2 thru November 9, 2022

NCCWD Intertie Water Usage	
Reading on November 2, 2022	236,175.60 HCF
Reading on November 8, 2022	247,722.43 HCF
Reading on November 9, 2022	248,091.94 HCF
Total Water Usage	11,916.34 HCF
SFPUC Wholesale Rate:	\$4.75 per HCF
Total Water Charges:	\$56,602.62

SFPUC Water Bill (Used to Calculate NCCWD's Share of PG&E Bill)	
Date	Usage
November 2022	40,364 HCF
WWD's Portion of Bill = 28,448 HCF	NCCWD's Portion of Bill = 11,916 HCF or 42% of bill

PG&E Meter - Main P.S.	
Date	
November 2022 Bill	\$12,281.58 x 42% = \$5,158.26
plus	
Peak Demand Charges	\$ 846.96
NCCWD's Total Share of PG&E Charges	\$6,005.22

TOTAL CHARGES DUE	
Total Water Usage	\$56,602.62
Total PG&E Charges	\$6,005.22
	TOTAL DUE \$62,607.84

NCCWD WATER USAGE THRU INTERTIE

11/02/22

METER READING 236175.60

11/08/22

METER READING 247722.43

247722.43 – 236175.60 = 11,546.83 HCF
8,637,028.84 GALS.

11/09/22

METER READING 247722.43

FINAL READING 248091.94

248091.94 – 247722.43 = 369.51 UNITS
276,393.48 GALS.

TOTAL USAGE – 11,916.34 UNITS
8,913,422.32 GALS.

BAWSCA Meeting of November 17, 2022

I attended the BAWSCA Board of Directors meeting on November 17 held in person at the Burlingame Community Center. Our main orders of business were to approve our investment policy (non-controversial – part of the Consent Calendar) and an extension of Tier 2 drought allocations (thought it might create some discussion, but it wasn't and passes on an "Action Item" vote). If all 26 agencies cannot come to an agreement on Tier 2 (drought) allocations during the next 12 months, we may have to do another extension next year. Water system managers have been meeting on this since January, but agreement will be difficult. It is a zero sum game and all will have to give up something.

After Public Comment (for a first, since as long as I have been on BAWSCA, there was none) Alison Kastama, SFPUC's BAWSCA Rep, gave the SFPUC report. Hetchy is 70.5% full but Water Bank is only at 44.2% of capacity, although both could fill if we have good rainy season. She also did a good job explaining how Water Bank (in San Pedro Reservoir) is really an advanced payment on what SFPUC owes Turlock and Modesto Irrigation Districts. The Irrigation Districts get the first 2200 cubic feet per second (cfs) of flow for most of the year, although from mid April through mid June (when there is the most snow melt) they get the first 4000 cfs. Thus so far this year even with the storms, SFPUC has been entitled to no new Tuolumne water, although they are thinking positively with the developing snowpack. With the recent rain in the Bay Area, total deliveries have dropped to 171 million gallons/day for the week of November 4 as people stopped outdoor water use. Alison also spent a few slides talking about the Memorandum of Understanding (MOU) which SFPUC and the Irrigation Districts signed on November 9. Although the terms are not legally binding and this will not stop the lawsuits, it is an excellent first step and gets the Tuolumne water rights holders in discussion with the State. The MOU commits the water rights holders to improve habitat (including \$64 million in projects) and increase flows (but not to the 40% unimpaired flow in the current Bay Delta Plan) to help protect fish species. Yes, the MOU does put SFPUC in the room where the northern (Sacramento River) tributaries are in discussion, but those tributaries do not have the 40% unimpaired flows threat looming. BAWSCA will still need to pressure SFPUC to push to complete a Voluntary Agreement sooner rather than later.

The first BAWSCA informational presentation, on the 2022 Demand Study was given by Negin Sshoori. Senior Water Engineer. She has been working with consultants and some environmental groups to update the 2020 Demand Study used to create our Urban Water Management Plans. Things have changed because of COVID plus other factors such as population and economic growth, housing density, long term climate change forecasts, water rates, conservation measures, etc. This study also is doing sensitivity analyses for these factors. For example, the Department of Finance is forecasting an annual population growth rate of 0.52% while the historical rate has been 0.82% and the Association of Bay Area

Governments (ABAG) is forecasting a 1.1% annual growth rate. The model is trying to forecast water use growth over the period 2020-2045 and this population growth variability makes a 34 mgd difference in forecasted demand. When factoring in other variables, the model predicts demand will be somewhere between 204 and 254 mgd in 2045. Obviously where demand ends up will impact our decision on which and how many alternative water supply sources which need to be funded and developed. Negin's report is expected to be released in December.

Nicole Sandkulla provided the CEO report. She presented slides showing BAWSCA water consumption down 24% from the peak in 1987 in spite of a 32% population increase. Residential use has decreased 37% from 1987 and now averages 65.8 gpcd. In September 2022 total use was 20% less than in September 2013 and 11% less than in September 2019. Still, through September 2022 we have not met SFPUC's goal of a 10% reduction and the prime "eliminate the summer peak" conservation period is past. SFPUC recognizes we may have some demand hardening even though for the period 2013-2021 SF had a reduction in GPCD of 14.3% vs 7.0% reduction for BAWSCA. Still, many agencies have made significant reductions in GPCD so, rather than implementing mandatory rationing at this time, SFPUC has agreed to work with BAWSCA on other ways to achieve the necessary water savings. Are there further steps in outside or commercial use which could help us achieve SFPUC goals? Are greater savings possible, particularly in the larger agencies with higher gpcd? More will be coming, although perhaps with less urgency if the rains come first. As for director's comments, both John Weed (Alameda County Water District) and Steve Jordan (Purissima Hills) touted technology as a way to reduce water consumption (and non-revenue water loss). Both stressed newer (particularly ultrasonic) water meters are more accurate and that real time reading and leak detection really helps. Hopefully WWD will see some benefits from our new meters.

After Nicole's presentation and a closed session we adjourned. Our next meeting will be January 19, 2023.