

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, February 9, 2023  
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

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Meeting ID: 821 3669 0304

Passcode: 345104

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+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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- 1. ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE:**

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**February 9, 2023**

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### **3. CONSENT CALENDAR:**

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

- A. Approval of Minutes:
  - 1. Regular Meeting of January 12, 2022.
- B. Accountant's Report for Period Ending December 31, 2022.
- C. Investment Report for Period Ending January 31, 2022.
- D. Claims Register for January 31, 2022.

### **4. PUBLIC COMMENT:**

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

### **5. BUSINESS (OLD):**

- A. Review/Approve Issuance of Request for Proposals for Water and Sewer Rate Study.

### **6. BUSINESS (NEW):**

- A. Review/Approve Proposal from C.J. Brown & Company CPAs for Auditing Services.
- B. 2021-2022 Civil Grand Jury Report - The Other Water Worry: Is Your Water Provider Prepared for the Big One? – Review/Approve Proposal from Launch Consulting for Compliance Services.
- C. Review/Approve EKI's Proposal for Preparation of the Annual Water Supply and Demand Assessments (AWSDBAs) due to Department of Water Resources (DWR) by July 1, 2023.

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**February 9, 2023**

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- D. Consideration to Approve Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2023.
- E. Scheduling Tour of the City of Daly City Wastewater Treatment Plant.
- F. Consideration to Move the May 11, 2023, Regular Board Meeting to May 4, 2023.

### **7. WRITTEN COMMUNICATIONS: None**

### **8. ATTORNEY'S REPORT:**

- A. Discuss Return to In Person Board Meetings.

### **9. GENERAL MANAGER'S REPORT:**

- A. Report on District's Water Conservation for January 2023.

### **10. ITEMS FROM BOARD OF DIRECTORS:**

- A. Report on BAWSCA Meeting of January 19, 2023 (Chambers).

### **11. CLOSED SESSION: None**

### **12. ADJOURNMENT:**

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



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

**Thursday, January 12, 2023**

***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 was 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  
Perry Bautista  
Tom Chambers  
Julie Richards  
Janet Medina

Staff Present:

Michael Conneran, Attorney  
Patricia Mairena, General Manager

Visitors Present:

None

For the record, General Manager Mairena stated she was 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 Chambers.

**3. SPECIAL ORDER OF BUSINESS:**

**A. Consideration of Resolution 669, Declaring that District Meetings will Continue to be Held Via Teleconference.**

Attorney Conneran stated that under the provisions of AB 361 during the COVID emergency, the Board had been authorized to meet in a remote configuration. Under this statute this permission would last only as long as there was an existing state of emergency, so this would be the next to the last meeting the Board would be able to do so. Attorney Conneran noted that the Board would not need to adopt this resolution at the next meeting since it was announced that the Governor's Emergency Order would be terminated by the end



Two of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 12, 2023

of February. For now, Attorney Conneran recommended the Board adopt this resolution to authorize the Board to meet remotely.

Director Chambers moved to approve Resolution 669, Declaring that District Meetings will Continue to be Held Via Teleconference, seconded by Director Richards.

Roll Call

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

The motion was carried unanimously.

**4. CONSENT CALENDAR:**

President Medina asked the Board if there was any discussion.

Director Chambers stated that a correction was needed to the minutes on page five of nine, under item 8.A - Review/Approve District Newsletter. Director Chambers pointed out that on the second paragraph, lines one and two, the word "State 2" should be replaced with "Stage 2".

Director Chambers moved to approve the Consent Calendar with the above correction to the minutes, seconded by Director Amuzie.

Roll Call

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

The motion was carried unanimously.

**5. PUBLIC COMMENT: None.**

**6. BUSINESS (OLD):**

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Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 12, 2023

- A. Update on Claims Reimbursement from ACWA JPIA for Sinkhole (*corrected*) Repair – Loss of September 9, 2021, Claim #22-289 in the amount of \$51,285.88.**

General Manager Mairena recalled to the Board that at the last board meeting, she had reported that JPIA had requested a copy of the check payable to the City of South San Francisco for the \$51,285.88, and with the assistance of Attorney Conneran, a letter of reply had been sent to them. Ms. Mairena reported that JPIA had replied with the enclosed letter and check payable to the District in the amount of \$51,285.88. General Manager Mairena stated the check had been deposited and the claim had been settled.

**7. BUSINESS (NEW):**

- A. Appointment of Board Committees by President Medina.**

General Manager Mairena displayed the list of the current Board Committees. President Medina stated unless anyone had a request to change, she would like to leave the list of the board committees as it was. With no comments, President Medina made no changes.

- B. Consideration to Authorize Director/Staff Attendance to the ACWA/JPIA Spring Conference, Monterey, California, May 8 thru May 11, 2023.**

President Medina inquired if there were any directors who would be interested in attending this event.

Director Amuzie expressed his interest in attending this conference. General Manager Mairena also expressed her interest but stated she would need to prioritize whatever was happening at the District first.

Director Chambers moved to approve two attendees to the ACWA/JPIA Spring Conference, Monterey, California, May 8 thru May 11, 2023, seconded by Director Richards.

**Roll Call**

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

The motion was carried unanimously.

**9. WRITTEN COMMUNICATIONS:** None.

**10. ATTORNEY'S REPORT:**

Attorney Conneran reported on the Brown Act legislation – AB2449 that was adopted which attempts to permit a bit of hybrid meetings but is pretty restrictive on the circumstances that can be used and not very helpful. Attorney Conneran stated he would present a memo to the Board at the next meeting to explain this a bit further. Attorney Conneran recalled that as he stated at the beginning of this meeting, the next meeting will be the last that can be done under AB361, and the March meeting will be in person.

**11. GENERAL MANAGER'S REPORT:**

**A. Report on District's Water Conservation for December 2022.**

General Manager Mairena reported on the water conservation efforts for December 2022. Ms. Mairena stated that with the help of Director Chambers, a section had been added to the spreadsheet displaying the GPCPD data.

Director Chambers stated that he had included GPCPD data showing year-to-date information, which was a little misleading since there is more water used during the spring, summer and to a lesser extend the fall, so he had also added a formula in the upper corner that included the year-to-date difference in per capita; thus, showing where the District stands in relation to any potential rationing. Director Chambers also stated that it is harder for the District to conserve in the summer, since there is not very much irrigation happening within the District.

**B. BAWSCA Revised FY 2022-23 Bond Surcharges *(item added)*.**

General Manager Mairena asked Director Chambers if he would be reporting on the memo she had received today on the BAWSCA Revised Bond Surcharges. Director Chambers replied that BAWSCA had completed the refinancing and locked a really good rate about nine months ago.

General Manager Mairena stated that the memo she had just received today stated that the District's monthly bond surcharge would be changed from \$10,885 (from July 2022 to February 2023) to \$7,232 (from March 2023 to June 2023); thus, lowering it even further.

**12. ITEMS FROM BOARD OF DIRECTORS:**

**A. Report on ACWA/JPIA Conference, November 29 – December 1, 2022 (Amuzie).**



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Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 12, 2023

Director Amuzie reviewed highlights of his written report of the ACWA/JPIA Conference with the Board, stated that it was a good conference, and asked if there were any questions.

Director Bautista mentioned that he was surprised that Israel was a world leader when it came to wastewater usage specially in agriculture. Director Chambers replied that Jordan and that area did not have any rainfall and that was why the Dead Sea was drying up. Director Bautista expressed that it was a great idea, and that recycling water was being used for the golf courses and perhaps California should consider it for agriculture. Director Chambers mentioned a ground water preservation project for watering the cemeteries in Colma. Attorney Conneran cited the high cost of building the pipelines.

President Medina thanked Director Amuzie for his report.

Director Amuzie stated that at the last meeting he brought up that he would like to see the younger generations work with the District over the summer to sort of show them the ropes. Director Amuzie also stated he did not know how to push this or what the next steps would be. Director Chambers replied that the District would need to first, put together a job description and then budget for it. Director Chambers stated the General Manager could assess the need and then add it to next year's budget.

Attorney Conneran stated that the basic rule was that if a student was getting course credit for an internship, then they would not need to be paid, but if that was not the case, then they would need to be paid and the budget would be minimum wage or whatever the Board felt compelled to pay them for the period they worked. Attorney Conneran suggested checking with the neighboring agencies that have programs to see how they work.

President Medina mentioned the article she sent out on the recent storms and hoped that the drought ends soon.

**13. CLOSED SESSION:** None.

**14. ADJOURNMENT:**

Without objection, President Medina adjourned the meeting.  
Time 8:06 p.m.

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Secretary

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President

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Date

**3.A.1.5**

**Westborough Water District**

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



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

## **Westborough Water District**

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**Chavan and Associates, llp**  
Certified Public Accountants

**Accountant's Compilation Report**

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the six months ended December 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 six months ended December 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 six months ended December 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*

February 6, 2023  
Morgan Hill, California

**Westborough Water District**  
**Statement of Net Position**  
**December 31, 2022**

**ASSETS**

Utility Plant in Service (Note 5):

Land	\$ 182,633
Work in Progress	141,942
Water Facility	7,889,729
Building	1,493,829
Joint-Use Facilities	94,907
Meters	694,707
Office Furniture and Equipment	156,528
Maintenance Facility	502,117
Sewer Facility	<u>3,367,613</u>
Total Utility Plant in Service (Capital Assets)	14,524,005
Less Accumulated Depreciation	<u>(6,761,058)</u>
Utility Plant in Service-Net Depreciation Expense	<u>7,762,947</u>

Current Assets:

Cash (Including \$2,204,798 in Time Deposits)	4,588,814
Receivables	
Water	826,068
Other	1,285
Prepaid Expenses and Other	34,686
Inventory	<u>346,547</u>
Total Current Assets	<u>5,797,400</u>
Total Assets	<u><u>\$ 13,560,347</u></u>

**DEFERRED OUTFLOWS**

Deferred Pension Outflows	\$ 254,553
Deferred OPEB Outflows	<u>93,166</u>
Total Deferred Outflows	<u><u>\$ 347,719</u></u>

(continued)

*See accompanying notes and accountant's compilation report*



**Westborough Water District**  
**Statement of Net Position**  
**December 31, 2022**

**LIABILITIES**

**Current Liabilities:**

Accounts Payable (Note 2)	\$ 1,323,215
Customers' Deposits	360,700
Unearned Revenue	32,046
Total Current Liabilities	<u>1,715,961</u>

**Long-term Liabilities:**

Accrued Vacation	50,694
Net Pension Liability	786,071
Net OPEB Obligation	380,244
Total Long-term Liabilities	<u>1,217,009</u>
Total Liabilities	<u>\$ 2,932,970</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	\$ 7,762,947
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	381,233
Unappropriated	97,997
Total Net Position	<u>\$ 10,783,653</u>

(concluded)

*See accompanying notes and accountant's compilation report*

**Westborough Water District**  
**Statement of Activities**  
**For the six months ended December 31, 2022**

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<b>Operating Revenue:</b>	
Water Sales (Note 3)	\$ 2,111,848
Sewer Svc. and Transfer Charges	1,689,620
Misc. Operations	12,596
Capital Facility Income	9,048
<b>Total Operating Revenue</b>	<u>3,823,112</u>
<b>Operating Expense:</b>	
Water Expenditures	1,438,994
Sanitary Sewer Expenditures	1,328,295
Admin. and General Expenditures	627,232
Depreciation	167,290
Capital Facility Expense	400
<b>Total Operating Expenses</b>	<u>3,562,211</u>
<b>Operating Income (Loss)</b>	260,901
<b>Non-operating Income (Expense):</b>	
Property Taxes	298,745
Investment Interest	12,999
Other	93,905
<b>Total Non-operating Income (Expense)</b>	<u>405,649</u>
<b>Change in Net Position</b>	666,550
<b>Net Position - Beginning</b>	<u>10,117,103</u>
<b>Net Position - Ending</b>	<u><u>\$ 10,783,653</u></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  
December 31, 2022

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

**NOTE 2** - Accounts payable at December 31, 2022, includes \$1,218,222 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 \$(2,210) to account for uncollectible water receivables for the period.

**NOTE 5** - Changes in utility plant in-service for the six months ended December 31, 2022, were as follows:

Beginning Balance	\$	14,521,676	.
Engineering		-	
Surveying		-	
Contractors		-	
Other Fixed Assets		2,329	
Ending Balance	\$	<u>14,524,005</u>	



**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the six months ended December 31, 2022**

	December	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Operating Revenue:</b>						
Water Sales (Note 3)	\$ 325,838	\$ 2,111,848	\$ 4,058,845	52.03%	2.03%	\$ 82,426
Sewer Svc. and Transfer Charges	256,513	1,689,620	3,200,831	52.79%	2.79%	89,205
Misc. Operations	3,067	12,596	-	100.00%	100.00%	12,596
Capital Facility Income	3,016	9,048	-	100.00%	100.00%	9,048
<b>Total Operating Revenue</b>	<b>588,434</b>	<b>3,823,112</b>	<b>7,259,676</b>	<b>52.66%</b>	<b>2.66%</b>	<b>193,275</b>
<b>Operating Expense:</b>						
Water Expenditures	218,202	1,438,994	2,702,930	53.24%	-3.24%	(87,530)
Sanitary Sewer Expenditures	226,801	1,328,295	2,771,431	47.93%	2.07%	57,420
Admin. and General Expenditures	116,385	627,232	1,213,815	51.67%	-1.67%	(20,325)
Depreciation	25,724	167,290	365,000	45.83%	4.17%	15,210
Capital Facility Expense	100	400	-	100.00%	-100.00%	(400)
<b>Total Operating Expenses</b>	<b>587,212</b>	<b>3,562,211</b>	<b>7,053,176</b>	<b>50.51%</b>	<b>-0.51%</b>	<b>(35,625)</b>
<b>Operating Income (Loss)</b>	<b>1,222</b>	<b>260,901</b>	<b>206,500</b>	<b>126.34%</b>	<b>-76.34%</b>	<b>157,650</b>
<b>Non-operating Income (Expense):</b>						
Property Taxes	33,035	298,745	613,231	48.72%	-1.28%	(7,871)
Investment Interest	478	12,999	12,052	107.86%	57.86%	6,973
Other	52,183	93,905	36,000	260.85%	210.85%	75,905
<b>Total Non-operating Income (Expense)</b>	<b>85,696</b>	<b>405,649</b>	<b>661,283</b>	<b>61.34%</b>	<b>11.34%</b>	<b>75,007</b>
<b>Net Income (Loss)</b>	<b>\$ 86,918</b>	<b>\$ 666,550</b>	<b>\$ 867,783</b>	<b>76.81%</b>	<b>26.81%</b>	<b>\$ 232,657</b>

**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the six months ended December 31, 2022**

	December	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Water Expenditures:</b>						
Salaries	\$ 46,537	\$ 209,347	\$ 407,317	51.40%	-1.40%	\$ (5,689)
Salaries Overtime	408	3,184	8,000	39.80%	10.20%	816
Benefits	7,304	70,302	117,178	60.00%	-10.00%	(11,713)
OPEB	1,370	9,914	11,870	83.52%	-33.52%	(3,979)
Payroll Taxes	2,902	15,502	32,220	48.11%	1.89%	608
Technical Communications	758	4,430	9,052	48.94%	1.06%	96
Utilities	13,072	82,944	136,634	60.71%	-10.71%	(14,627)
Supplies and Small Tools	851	6,920	15,000	46.13%	3.87%	580
Maintenance of System	14,300	26,555	60,148	44.15%	5.85%	3,519
Special Services	840	34,938	74,526	46.88%	3.12%	2,325
Vehicle Expense	1,245	10,688	30,400	35.16%	14.84%	4,512
Water Purchases	128,615	964,270	1,800,585	53.55%	-3.55%	(63,978)
Total Water Expenditures	218,202	1,438,994	2,702,930	53.24%	-3.24%	(87,530)
<b>Sanitary Sewer Expenditures:</b>						
Treatment & Disposal	203,831	1,219,017	2,601,335	46.86%	3.14%	81,651
Utilities	9,299	54,144	103,287	52.42%	-2.42%	(2,501)
Repair of Pipelines	-	-	5,000	0.00%	50.00%	2,500
Repair of Pumps	-	14,000	15,000	93.33%	-43.33%	(6,500)
Miscellaneous Sewer Expenses	13,671	41,134	46,809	87.88%	-37.88%	(17,730)
Total Sanitary Sewer Expenditures	226,801	1,328,295	2,771,431	47.93%	2.07%	57,420

**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the six months ended December 31, 2022**

	December	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Administrative and General Expenditures:</b>						
Salaries	65,543	253,400	510,682	49.62%	0.38%	1,941
Salaries-Temporary	295	1,001	2,000	50.05%	-0.05%	(1)
Salaries-Overtime	-	-	2,000	0.00%	50.00%	1,000
Employee Benefits	11,548	115,864	179,751	64.46%	-14.46%	(25,989)
OPEB	2,055	14,871	19,816	75.05%	-25.05%	(4,963)
Office Supplies and Postage	864	6,967	10,070	69.19%	-19.19%	(1,932)
Memberships	-	14,708	45,545	32.29%	17.71%	8,065
Utilities	207	404	1,000	40.40%	9.60%	96
Telephone	-	1,819	4,534	40.12%	9.88%	448
Payroll Taxes	2,164	13,470	41,072	32.80%	17.20%	7,066
Water Conservation	573	873	16,000	5.46%	44.54%	7,127
Building & Grounds Maintenance	1,345	6,888	9,668	71.25%	-21.25%	(2,054)
Parking Rentals	450	2,700	5,760	100.00%	-100.00%	180
Directors Fees	700	5,500	10,500	52.38%	-2.38%	(250)
Engineering Services	194	38,892	50,000	77.78%	-27.78%	(13,892)
Accounting	1,832	14,579	22,325	65.30%	-15.31%	(3,417)
Legal	3,757	25,131	23,400	107.40%	-57.40%	(13,431)
Billing	6,295	16,857	46,442	36.30%	13.70%	6,364
Communications	4,467	14,381	25,530	56.33%	-6.33%	(1,616)
General Election	-	2,685	3,750	71.60%	-21.60%	(810)
Insurance	4,211	33,975	71,000	47.85%	2.15%	1,525
Bad Debts (Note 1)	17	17	2,000	0.85%	49.15%	983
Travel	1,090	3,260	9,000	36.22%	13.78%	1,240
Miscellaneous	8,778	38,990	101,970	38.24%	11.76%	11,995
Total Admin. and General Expenditures	116,385	627,232	1,213,815	51.67%	-1.67%	(20,325)
Depreciation Expense	25,724	167,290	365,000	45.83%	4.17%	15,210
Capital Facility Expense	100	400	-	100.00%	-100.00%	(400)
Total Expenses	\$ 587,212	\$ 3,562,211	\$ 7,053,176	50.51%	-0.51%	\$ (35,625)

WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JANUARY 31, 2023

LOCAL AGENCY INVESTMENT FUND  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$2,061,997.07
01/04/23	\$ 1,000,000.00	Deposit from TCB	\$3,061,997.07
01/05/23	\$ 250,000.00	Deposit from TCB	\$3,311,997.07
01/13/23	\$ 10,191.50	Interest Earned	\$3,322,188.57
Ending Balance			\$3,322,188.57

Total Investments Last Report Period = \$2,061,997.07

Total Investments at End of Report Period = \$3,322,188.57

Effective Interest Rate: 2.173%  
(as of 12/22)

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

February 06, 2023

[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

January 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/4/2023	1/4/2023	RD	1719925	1680251	PATRICIA MAIRENA	1,000,000.00
1/5/2023	1/4/2023	RD	1719920	1680252	PATRICIA MAIRENA	250,000.00
1/13/2023	1/12/2023	QRD	1722003	N/A	SYSTEM	10,191.50

### Account Summary

Total Deposit:	1,260,191.50	Beginning Balance:	2,061,997.07
Total Withdrawal:	0.00	Ending Balance:	3,322,188.57

WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JANUARY 31, 2023

MULTI-BANK SECURITIES, INC.  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$138,509.94
01/31/23	\$ (90.24)	Change in Account Value	\$138,419.70
		Ending Balance	\$138,419.70

Total Investments Last Report Period = \$138,509.94  
Total Investments at End of Report Period = \$138,419.70

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.*

January 1, 2023 - January 31, 2023  
Account Number: RMB-023565

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

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

### Portfolio at a Glance

	This Period
<b>BEGINNING ACCOUNT VALUE</b>	\$138,509.94
<b>Net Change in Portfolio<sup>1</sup></b>	-90.24
<b>ENDING ACCOUNT VALUE</b>	<b>\$138,419.70</b>
Estimated Annual Income	\$5,005.50
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.	

### Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	138,509.94	138,419.70
100%	<b>Account Total</b>	<b>\$138,509.94</b>	<b>\$138,419.70</b>

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.

## Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
<b>FIXED INCOME 100.00% of Portfolio</b> (In Maturity Date Sequence)						
<b>Certificates of Deposit</b>						
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	98.1700	138,419.70	1,714.21	5,005.50	3.61%
<b>Total Certificates of Deposit</b>	141,000.0000		\$138,419.70	\$1,714.21	\$5,005.50	
<b>TOTAL FIXED INCOME</b>	141,000.0000		\$138,419.70	\$1,714.21	\$5,005.50	
<b>Total Portfolio Holdings</b>				<b>Market Value</b>	<b>Accrued Interest</b>	<b>Estimated Annual Income</b>
				\$138,419.70	\$1,714.21	\$5,005.50

January 1, 2023 - January 31, 2023  
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures****Pricing**

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

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

**Estimated Annual Figures**

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

**Reinvestment**

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

**Option Disclosure**

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

**Certificates of Deposit**

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

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

**Foreign Currency Transactions**

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



## Portfolio Holdings Disclosures (continued)

### Foreign Currency Transactions (continued)

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

### Proxy Vote

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

## Messages

Important Reminder for Pershing's 2022 IRS Form 1099 (B, DIV, INT, MISC and OID): As a reminder, by February 15, 2023, you will be mailed either your Form 1099 or a Pending 1099 Notice. The Pending 1099 Notice will be sent if we have not received and processed final information from issuers and trustees of securities you hold by the as of date of the February 15 1099 mailing. You will also be sent the notice if your information is still being reviewed and finalized. The notice will inform you of the securities that are pending final reporting and provides the anticipated mail date of your 1099. Your 1099 will be mailed no later than March 15, 2023.

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

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

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

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

Please be advised that, beginning April 7, 2023, Pershing will be implementing a change to client accounts governed by a margin agreement. Under the new process, eligible settled long positions will be maintained in a client's margin account type. Accounts that are not governed by a margin agreement will not be affected by this change. Please contact your financial organization if you wish to learn more about this change.



January 1, 2023 - January 31, 2023  
WESTBOROUGH WATER DISTRICT**Important Information and Disclosures****The Role of Pershing**

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

## Important Information and Disclosures *(continued)*

### Important Arbitration Agreement *(continued)*

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





## CLAIMS REGISTER: JANUARY 2023

### 1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 60,793.20

#### Checks Issued During Month:

ACWA (2023 Membership Dues)	16,840.00
ACWA-JPIA (Health Benefits & Ins.-02/32)	12,775.72
ACWA/JPIA (Workers' Compensation Program, 10/01/22-12/31/22)	5,702.36
Aqua-Metric Sales (Annual Sensus Software Support Agmt, 02/23-02/24)	2,755.25
AT&T (P.S. Phone Bill to 01/01/23)	248.72
AT&T Mobility (Field & Office Cell Phones, 12/03/22-01/02/23)	331.12
BAWSCA (FY 22-23 3rd Quarter Assessment)	6,996.25
Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 02/01/23-05/01/23)	179.28
Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 02/01/23-05/01/23)	259.02
Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm 02/01/23-05/01/23)	359.19
CalPERS (Retirement Contributions-01/15/23)	5,405.49
CalPERS (Retirement Contributions-01/31/22)	5,405.49
Chavan & Associates, LLP (Accounting Services 11/22)	1,500.00
Colina Association (Three Parking Spaces Rental, 02/23)	450.00
Colina Association (Three Parking Spaces Rental, 02/23)	450.00
Direct Line (Answering Service, 12/15/22-01/14/23)	541.20
EFTPS (Employment Taxes-01/15/23)	10,914.30
EFTPS (Employment Taxes-01/31/23)	10,702.70
EDD (Employment Taxes-01/15/23)	2,480.55
EDD (Employment Taxes-01/31/23)	2,380.93
Employment Develop. Dept. (Quarterly Payroll Taxes-4th Qtr.)	54.93
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-12/22)	2,721.00
Home Depot Credit Services (Field Supplies to 01/13/23)	367.83
JRocket77 Design (Billing Forms and Window & Return Envelopes)	4,974.34
Lowe's Business (Field Supplies to 01/17/23)	322.04
Mairena, Patricia (GM Mairena's Internet Services, 12/27/22-01/26/23)	65.00
MRC (Xerox Copier Maintenance Agreement, 12/19/22-01/18/23)	100.35
North Coast County Water (Bacteria Analyses-12/22 & Share of PG&E Bill-09/22-12/22)	580.09
PG&E (Summary Bill to 01/19/23)	22,715.26
Precise Printing & Mailing (Printing & Mailing, 01/15/23 Bills)	626.32
Rozzi Reproduction (System Map Reproduction)	157.12
Selerum (Tyler's PC - Power Supply)	232.30
SF Water Dept. (Water Purchases, 12/06/22-01/05/23)	115,368.67
San Mateo County (2nd Property Tax Installment)	1,165.87
So. SF Scavengers (Garbage Services, 12/22)	120.52
Tri Counties Bank (Monthly Credit Card Charges Thur 12/31/22)	3,036.20
WES Bank (Wright Express-Gas Purchases to 01/15/23)	813.24

SUB-TOTAL \$ 300,891.85

#### Updated Checks Voided During Month:

Colina Association (Check No.024355-Re-issue Payment-Voided Ck)	(450.00)
Mrs. James R. Ryan (Check No.024062-Voided Ck)	(92.70)

TOTAL CLAIMS REGISTER AMOUNT \$ 300,349.15

REPORT.: Feb 06 23 Monday  
 RUN....: Feb 06 23 Time: 14:07  
 Run By.: Wendy Bellinger  
 Control Date.: 02/06/23

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

Posting Period...: 02-23 Fiscal Period...: (08-23) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
010123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 01/10-02/09	01/01/23	02-23	A	59450		65.00	.00	65.00
		01/01/23	08-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

012223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 02/23	01/22/23	02-23	A	59450		65.00	.00	65.00
		01/22/23	08-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

8214-	WATER LOSS CONTROL PROGRAM, 12/22	01/31/23	02-23	A	59450		140.00	.00	140.00
		01/31/23	08-23						
** Vendor's Subtotal ----->							140.00	.00	140.00

VENDOR I.D.: CAS01 (PETTY CASH)

013123-	MISC. EXPESNSES - 01/23	01/31/23	02-23	A	59450		160.97	.00	160.97
		01/31/23	08-23						
** Vendor's Subtotal ----->							160.97	.00	160.97

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

011123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 01/16-02/15	01/11/23	02-23	A	59450		65.00	.00	65.00
		01/11/23	08-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: CHA05 (CHANG, NISHA TRIVEDI & ALAN)

012323-	ONE WWD HET REBATE FOR ACCT NO CHA0332	01/23/23	02-23	A	59450		50.00	.00	50.00
		01/23/23	08-23						
** Vendor's Subtotal ----->							50.00	.00	50.00

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

010123-	DIRECTOR MEDINA'S INTERNET SERVICE, 01/10-02/09	01/01/23	02-23	A	59450		65.00	.00	65.00
		01/01/23	08-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: NAV01 (NAVARRETE, WILFREDO)

020123-	TWO WWD HET REBATES FOR ACCT NO NAV0012	02/01/23	02-23	A	59450		100.00	.00	100.00
		02/01/23	08-23						
** Vendor's Subtotal ----->							100.00	.00	100.00

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

4013-	ENGINEERING SERVICES - 01/23	02/02/23	02-23	A	59450		8218.88	.00	8218.88
		02/02/23	08-23						
** Vendor's Subtotal ----->							8218.88	.00	8218.88

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



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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
123122-	DIRECTOR RICHARDS' INTERNET SERVICE, 01/23	12/31/22	02-23	A	59450		65.00	.00	65.00
		12/31/22	08-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: ROD01 (RODRIGUEZ, GERARDO & MARIA)

011823-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO ROD0021	01/18/23	02-23	A	59450		100.00	.00	100.00
		01/18/23	08-23						
** Vendor's Subtotal ----->							100.00	.00	100.00

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

55107-	IT TECHNICAL ASSISTANCE - TYLER'S PC - POWER	01/31/23	02-23	A	59450		287.50	.00	287.50
		01/31/23	08-23						
** Vendor's Subtotal ----->							287.50	.00	287.50

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

320317663-	OFFICE SUPPLIES	01/05/23	02-23	A	59450		23.89	.00	23.89
		01/05/23	08-23						
320479423-	BREAKROOM SUPPLIES	01/07/23	02-23	A	59450		55.96	.00	55.96
		01/07/23	08-23						
320626861-	OFFICE SUPPLIES	01/10/23	02-23	A	59450		79.51	.00	79.51
		01/10/23	08-23						
320637613-	OFFICE SUPPLIES	01/10/23	02-23	A	59450		41.73	.00	41.73
		01/10/23	08-23						
** Vendor's Subtotal ----->							201.09	.00	201.09

VENDOR I.D.: TEL02 (TELSTAR INSTRUMENTS, INC.)

115069-	REPAIRS AT MAIN OFFICE - PUMP #2	01/23/23	02-23	A	59450		2313.28	.00	2313.28
		01/23/23	08-23						
** Vendor's Subtotal ----->							2313.28	.00	2313.28

VENDOR I.D.: UNI04 (UNITED STATES POSTAL SERV)

020623-	SEMI-ANNUAL PO BOX FEE, NO 2747	02/06/23	02-23	A	59450		258.00	.00	258.00
		02/06/23	08-23						
** Vendor's Subtotal ----->							258.00	.00	258.00

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

013123-	PAYROLL TRANSFER - 01/23	01/31/23	02-23	A	59450		47465.77	.00	47465.77
		01/31/23	08-23						
** Vendor's Subtotal ----->							47465.77	.00	47465.77

VENDOR I.D.: \C024 (GEORGE CHECHOPOULOS )

000C30101-	MQ CUSTOMER REFUND FOR CHE0271	02/01/23	02-23	Z	59450		106.00	.00	106.00
		02/01/23	08-23						
** Vendor's Subtotal ----->							106.00	.00	106.00

VENDOR I.D.: \F009 (TIM G. FONG )

000C30101-	MQ CUSTOMER REFUND FOR FON0062	02/01/23	02-23	Z	59450		111.42	.00	111.42
		02/01/23	08-23						
** Vendor's Subtotal ----->							111.42	.00	111.42

REPORT.: Feb 06 23 Monday  
 RUN....: Feb 06 23 Time: 14:07  
 Run By.: Wendy Bellinger  
 Control Date.: 02/06/23

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

PAGE: 003  
 ID #: PY-RP  
 CTL.: 000

Posting Period.: 02-23 Fiscal Period.: (08-23) Cash Account No.: 13110

VENDOR I.D.: \F017 (JOHNNY FUNG )

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C30101-	MQ CUSTOMER REFUND FOR FUN0028	02/01/23	02-23	Z	59450	106.00	.00	106.00
		02/01/23	08-23					
** Vendor's Subtotal ----->						106.00	.00	106.00

VENDOR I.D.: \H019 (YEN HO )

000C30101-	MQ CUSTOMER REFUND FOR HO 0074	02/01/23	02-23	Z	59450	125.00	.00	125.00
		02/01/23	08-23					
** Vendor's Subtotal ----->						125.00	.00	125.00

VENDOR I.D.: \K005 (KATHLEEN KARMENDY )

000C30101-	MQ CUSTOMER REFUND FOR KAR0014	02/01/23	02-23	Z	59450	85.47	.00	85.47
		02/01/23	08-23					
** Vendor's Subtotal ----->						85.47	.00	85.47

VENDOR I.D.: \K006 (ALEX KU )

000C30101-	MQ CUSTOMER REFUND FOR KU 0008	02/01/23	02-23	Z	59450	11.62	.00	11.62
		02/01/23	08-23					
** Vendor's Subtotal ----->						11.62	.00	11.62

VENDOR I.D.: \L062 (HERMINIA LAU )

000C30101-	MQ CUSTOMER REFUND FOR LAU0085	02/01/23	02-23	Z	59450	135.33	.00	135.33
		02/01/23	08-23					
** Vendor's Subtotal ----->						135.33	.00	135.33

VENDOR I.D.: \M013 (CHING WING LUCY MA )

000C30101-	MQ CUSTOMER REFUND FOR MA 0058	02/01/23	02-23	Z	59450	83.01	.00	83.01
		02/01/23	08-23					
** Vendor's Subtotal ----->						83.01	.00	83.01

VENDOR I.D.: \M036 ( MENA ESTATES LLC )

000C30101-	MQ CUSTOMER REFUND FOR MEN0064	02/01/23	02-23	Z	59450	67.79	.00	67.79
		02/01/23	08-23					
** Vendor's Subtotal ----->						67.79	.00	67.79

VENDOR I.D.: \M037 (MOHAMMAD MOHSIN )

000C30101-	MQ CUSTOMER REFUND FOR MOH0001	02/01/23	02-23	Z	59450	135.33	.00	135.33
		02/01/23	08-23					
** Vendor's Subtotal ----->						135.33	.00	135.33

VENDOR I.D.: \S012 (LEILA SADAT REZAI )

000C30101-	MQ CUSTOMER REFUND FOR SAD0004	02/01/23	02-23	Z	59450	53.19	.00	53.19
		02/01/23	08-23					
** Vendor's Subtotal ----->						53.19	.00	53.19

VENDOR I.D.: \V006 (ZERI-ANNE VIRAY )

REPORT.: Feb 06 23 Monday  
 RUN...: Feb 06 23 Time: 14:07  
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

PAGE: 004  
 ID #: PY-RP  
 CTL.: 000

Control Date.: 02/06/23 Posting Period.: 02-23 Fiscal Period.: (08-23) Cash Account No.: 13110

VENDOR I.D.: \V006 (ZERI-ANNE VIRAY )

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
000C30101-	MQ CUSTOMER REFUND FOR VIR0011	02/01/23	02-23	Z	59450		35.67	.00	35.67
		02/01/23	08-23						
** Vendor's Subtotal ----->							35.67	.00	35.67

VENDOR I.D.: \Z003 (SANDER ZAYDMAN )

000C30101-	MQ CUSTOMER REFUND FOR ZAY0002	02/01/23	02-23	Z	59450		116.88	.00	116.88
		02/01/23	08-23						
** Vendor's Subtotal ----->							116.88	.00	116.88
** Report's Total ----->							60793.20	.00	60793.20

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

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\*\* Total Vendors Needing Checks ----->

29

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Code Title  
 ---  
 A IMMEDIATE

**Westborough Water District  
2263 Westborough Boulevard  
South San Francisco, CA 94080  
(650) 589-1435**

**REQUEST FOR PROPOSAL (RFP) FOR 2023 WATER AND SEWER RATE STUDY**

The Westborough Water District (WWD) is soliciting proposals from qualified consulting firms to prepare a water and sewer rate study. The intent of the 2023 Water and Sewer Rate Study is to assess WWD's existing rate structure and revenue derived and to recommend a water and sewer rate structure to adequately fund the operation and maintenance of the water and sewer infrastructure to ensure a safe level of service to WWD customers, while allocating expenses in an equitable and legally-defensible fashion.

**BACKGROUND:** The WWD provides water and sanitary sewer service to a population of approximately 15,000 in the City of South San Francisco. The WWD's service area covers about 1 square mile. WWD is located approximately 15 miles south of San Francisco in San Mateo County. WWD was formed in 1961 as a County Water District and is governed by a five-member board of directors. The WWD currently purchases all of its water from the San Francisco Public Utilities Commission (SFPUC), and is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the collective interests of 26 regional water purveyors receiving water supply from the SFPUC. SFPUC water is treated and delivered to the District's 4,100 accounts through one service connection to the SFPUC system. The WWD owns and operates a water distribution system that includes 3 pressure zones, 2 water pump stations, 3 steel water storage tanks, 5 pressure regulating valves, 24 miles of water mains, and 20 miles of sewer mains and 3 sewer pumping stations. WWD's mission is to provide a stable supply of high quality safe drinking water at a fair price to all customers of the District and to provide safe and sanitary sewer service.

**SCOPE OF SERVICES: WATER AND SEWER RATE STUDY** The Water and Sewer Rate Study will review the WWD's current rate structure and create a 10-, 15- and 20-year financial plan and model to support recommendations regarding adjustments to the water and sewer rates that will pay for wholesale water costs, required maintenance projects, and necessary capital needs based on the WWD capital improvement program and anticipated expenditure scenarios. The WWD water and sewer capital improvement program(s) can be found on our website at: [https://storage.googleapis.com/westboroughwater-org/uploads/WWD\\_CIP\\_Summary\\_09032022.pdf](https://storage.googleapis.com/westboroughwater-org/uploads/WWD_CIP_Summary_09032022.pdf) and [https://storage.googleapis.com/westboroughwater-org/uploads/WWD\\_2021\\_Sewer\\_CIP\\_Summary.pdf](https://storage.googleapis.com/westboroughwater-org/uploads/WWD_2021_Sewer_CIP_Summary.pdf)

WWD will give Consultant direction as to what levels of capital costs are to be included in the analysis, and may ask for rate proposals to fund different amounts of capital expenditures over different periods of time. The range of expected capital costs are between \$10 and \$15 million.

The Consultant must include a detailed description of all project tasks, including those suggested in the Scope of Work and any proposed changes, additions or recommendations to the District's rate schedule. The description of each task must include the methodology and/or analytical process, scheduling, assigned personnel and costs. The Scope of Work includes:

- **Analyze Current and Recommended Rate Structure, including Water Shortage Emergency Rates** – assess the current rate structure's suitability for sustaining cost recovery based on customer demands as well as conformance with existing legal requirements, compile necessary records supporting the rates, identifying any information or data that is not currently available but that would aid in developing rate recommendations, and making recommendations for any changes that are necessary to achieve legal compliance. The study must recommend rate structure(s) that consider and make provisions for the following factors:
  - o Current and future cost of providing water and sewer service in accordance with established and anticipated standards and regulations and the development/maintenance of appropriate reserves;
  - o Projected demands;
  - o A water rate structure that sends a conservation signal to customers;
  - o Age and condition of the water and sewer systems and mechanisms to fund long-term capital improvement/replacement, which could include both water and sewer rate changes to fund capital needs, either through financing or pay-as-you-go methods, including a modified sewer connection fee and modified water connection fee;
  - o Any expected regulatory requirements regarding delivery of drinking water to consumers;
  - o Consistent with current law and regulations such as Proposition 218 and the Mitigation Fee Act (Government Code 66000 et seq.), including Government Code Section 66016.6;
  - o Consistent with WWD's Urban Water Management Plan and Water Shortage Contingency Plan;
  - o Impact of current and future environmental regulations; and
  - o Other impacts as identified.
- **Equity** – assess the equity of recommended water and sewer rates for all types of property ownership. Justifications for any special classes of customers under the recommended rate structure will be demonstrated in a manner consistent with the requirements of Article XIII D, of the California Constitution and other, applicable legal standards. The recommended rates will be based on cost of service and shall be sufficient to meet the short- and long-term revenue requirements of the WWD operations and capital needs. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
- **Water and Sewer Cost Recovery and Attribution** – assess the current structure in support of the WWD's flat rates.
- **Fire Protection Service Charges** – assess the current structure and recommend modifications based upon system requirements weighed against financial impacts on ratepayers.
- **Other Rate Categories** – determine if the WWD should consider other rate categories beyond its current categories of residential and commercial, and make recommendations.

- **Multi-Year Revenue and Expenditure Model** – develop and deliver to WWD staff a working model that analyzes annual revenue requirements needed to fund the WWD’s current and planned operating and capital programs, including projects identified in the WWD Capital Improvement Program. The model should provide a 10-, 15- and 20-year financial plan and projections showing revenue and operating costs based upon the different rate structures proposed and allow the WWD to alter revenue and expenditure inputs and receive rate adjustments supporting the revised inputs and provide suggestions for considering debt financing mechanisms to support these projects.
- **Electronic Rate Model** – provide an easy-to-use electronic rate model for the WWD to use in future rate analysis and setting updates.
- **Reserve Balance Targets** – recommend reserve levels for operating and capital replacement as well as cash flow and unforeseen events. The recommended rates will consider the type and amount of reserves appropriate to the WWD’s operations taking into consideration reserves for cash flow, catastrophes, infrastructure replacement and other appropriate purposes, and consistent with the WWD’s Cash-Reserve Policy.
- **Water Commodity Charges/Sewer Rate Charges** – develop and recommend a 5-year rate schedule for a Proposition 218 notice and hearing process starting with fiscal year 2024-25 (July 1, 2024) for tiered water commodity charges. Recommend necessary rate adjustments to WWD rate categories existing and proposed to ensure the WWD is in sound financial health for its operations and capital requirements. Show and compare with other local water agencies within the San Francisco Regional Water System. Customers’ sewer charges are based upon water consumption during January/February meter reading period. **Conservations Impacts** – assess any decreased water and sewer consumption in recommended rates and the impact on the ability to fund water operations.
- **Water Meter Charges (Fixed System Charges)** – evaluate and recommend a 5-year schedule for a Proposition 218 notice and hearing process to the water meter charges and fire meter charges so that these charges rationally and incrementally adjust to become 35% of the WWD revenues over the 5-year period. Show and compare with other local water agencies within the San Francisco Regional Water System.
- **Conservations Impacts** – in considering rates, assess the potential for decreased water consumption and the impact that would have on the ability to fund water operations.
- **Water Shortage Emergency Rates** – evaluate and recommend a 5-year schedule to Water Shortage Emergency Rates for a Proposition 218 notice and hearing process based on the WWD’s Urban Water Management Plan and Water Shortage Contingency Plan-- 10%, 20%, 30% and 50% water supply cutbacks. Determine the financial impacts to rates and options to ensure the water revenues remain intact.
- **Industry Standards** – the recommended rate structure(s) will shall be consistent with industry practices for utility rate making in California and all applicable legal standards. The study will shall recommend rates based upon standard rate practices that meet the criteria.
- **Rate Survey** – provide an analysis of 3-unit, 6-unit, 9-unit, and 15-unit billing comparison of recommended rate adjustments as compared to other local water agencies within the San Francisco Regional Water System.

Project management will include the review of the Proposition 218 notices related to the recommended water rate structure, meetings with WWD staff, meetings with the Board Budget



Committee, and Board meetings. Current WWD Water and Sewer Rates and Charges are available on the WWD website:

<https://www.westboroughwater.org/rates> and <https://www.westboroughwater.org/sewercharges>

**ADDITIONAL DOCUMENTS ATTACHED:**

SFPUC Supply Reliability Letter  
2020 UWMP Tier 2 Allocation Scenarios  
Sample UWMP Tables for Member Agency  
Memo on SFPUC Supply Reliability

**DELIVERABLES:** The study must explain the methodology and analytical process to support the evaluation of the water and sewer rates according to the Scope of Work. The Consultant must provide electronic files (in Word, Excel and Adobe Acrobat) of the draft study and draft final study for WWD review. The Consultant must provide ten (10) hard copies and electronic files (in Word, Excel and Adobe Acrobat) of the final study.

**PROPOSAL PREPARATION AND SUBMITTAL:** The proposal must clearly demonstrate an understanding of the WWD's objectives. The proposal must be brief, precise, will not include unnecessary promotional material, and be 35 pages maximum (excluding resumes and cost proposal) and organized as follows:

1. Transmittal Letter – to include an introduction of the firm, summary of general qualifications and will be signed by an officer of the firm who is authorized to negotiate a contract with the WWD.
2. Remain in Effect – all proposals will remain in effect and legally binding for a minimum of 120 days from the opening date.
3. Executive Summary – a brief summary of the key characteristics of the proposal is required.
4. Study Approach and Schedule – will convey a clear understanding of the Scope of Work to be performed and shall include detailed descriptions of all project tasks and any proposed changes, additions or recommendations. The description of each task shall include the methodology or analytical process, scheduling and personnel.
5. Team Experience – will describe the qualifications and experience of the key personnel to be assigned to the project and include previous experience with water rate studies. The proposal will include an organizational chart showing the inter-relation of all project team members.
6. Quality Assurance/Quality Control – describe how QA/QC will be provided for the study. Identify the individual(s) that will be involved and at what milestones they will be provided. Provide information on your plan to manage the schedule and budget, and provide updates to the WWD.
7. References – provide at least three (3) references (name, company, title address, telephone number, email) for the key individuals on the project team.
8. Cost Proposal – will be per task and include a spreadsheet identifying personnel, hourly rates, project responsibilities, and estimate time expected for each task. The cost proposal must be presented as not-to-exceed, with all overhead/expenses included in the estimated



costs. The hourly rates will include labor, reporting, travel, technical supervision, equipment, taxes, insurance, and all other incidental charges.

9. Questions of RFP – inquiries that result in an addendum to the RFP will be emailed to each Consultant.
10. Exceptions – include a statement regarding any exceptions to the WWD Professional Services Agreement (Attached). If no exceptions are included, the WWD will expect the Consultant to sign the Agreement and provide the required insurance and indemnification.
11. Additional Information – other information may be included to assist in the selection process. Respondents are directed to submit six (6) hard copies and one (1) electronic copy on a USB drive of their proposal to: Westborough Water District Attention: General Manager, 2263 Westborough Boulevard, South San Francisco, CA 94080 by 12:00 PM on April 3, 2023. Each Proposal must be clearly marked indicating the Respondent's name, address, and the solicitation name "Proposal – 2023 Water and Sewer Rate Study". Proposals received after the date and time specified will not be considered. Facsimile, telephone, electronic or verbal proposals will not be accepted.

**SELECTION CRITERIA:** The RFP will be considered based on the Consultant's background information, experience, project staff, and understanding of both the scope and work.

**POINT OF CONTACT:** All questions should be transmitted in writing by 12:00PM on Monday, March 6, 2023, to the WWD General Manager, Patricia Mairena, at [pmairena@westboroughwater.org](mailto:pmairena@westboroughwater.org).

**INSURANCE REQUIREMENTS:** Respondents are directed to Section 12 of the Sample Professional Services Agreement.

**WITHDRAWAL OF PROPOSAL:** Submission of a proposal will constitute a firm offer to WWD for 120 days from the deadline for receipt of proposals. A Proposer may withdraw its proposal any time before the date and time when proposals are due, without prejudice, by submitting a written request for its withdrawal to the General Manager, Patricia Mairena, at [pmairena@westboroughwater.org](mailto:pmairena@westboroughwater.org). A telephone request is not acceptable.

**EVALUATION AND AWARD:** Contract award, if made, will be made to the Proposer that submits the proposal considered most advantageous to WWD based on the criteria set forth above. Proposers will bear all costs incurred in the preparation of the Proposal and participation in the Proposal process.

**TERM OF CONTRACT:** The term of the Agreement will be approximately one (1) year and awarded at the discretion of the WWD Board of Directors.

**WWD RIGHTS:** The WWD reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, to cancel this RFP in part or in its entirety, to request additional information, hold discussions/interviews, and request revised proposals.

**PAYMENTS:** Compensation will be per task. The Consultant must submit monthly invoices to the WWD Point of Contact. Invoices must identify the tasks, personnel, and hourly rate for which payment is being requested and conform to the Scope of Work identified in the cost proposal.

**CONTRACTUAL TERMS AND CONDITIONS:** The Consultant will be required to sign the WWD's Professional Services Agreement (Attached). All work including data, documents, and other work products performed or prepared by the Consultant and all sub-consultants will be considered the property of the WWD. All proposals and materials, once submitted to the WWD, become public record and may be released upon request as set forth below.

**CONFIDENTIALITY OF PROPOSALS:** The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between WWD and the Respondent will be available to the public. If the Respondent believes any communication contains trade secrets or other proprietary information that the Respondent believes would cause substantial injury to the Respondent's competitive position if disclosed, the Respondent will request that WWD withhold from disclosure the proprietary or other confidential information by marking each page containing such information as confidential. The Respondent may not designate its entire proposal or bid as confidential. Additionally, Respondent may not designate its cost proposal or any required bid forms or certifications as confidential. If Respondent requests that WWD withhold from disclosure information identified as confidential, and WWD complies with the Respondent's request, Respondent will assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless WWD from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Respondent information), and pay any and all costs and expenses related to the withholding of Respondent information. Respondent will not make a claim, sue or maintain any legal action against WWD or its directors, officers, employees or agents in connection with the withholding from disclosure of Respondent information. If Respondent does not request that WWD withhold from disclosure information identified as confidential, WWD will have no obligation to withhold the information from disclosure and may release the information sought without any liability to WWD.

**CONFLICT OF INTEREST:** Respondent represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§ 1090 et seq. or §§ 87100 et seq. during the performance of services under this Agreement. Respondent will promptly disclose any actual or potential conflict of interest to WWD as soon as Respondent becomes aware of such conflict. Respondent further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable. Depending on the nature of the work performed, Respondent may be required to publicly disclose financial interests under WWD's Conflict of Interest Code. Respondent agrees to promptly submit a Statement of Economic Interest on the form provided by WWD upon receipt. No member, officer or employee of WWD during his/her tenure of office, or for one year thereafter, will have any interest, direct or indirect, in this contract or the proceeds therefrom.



# WESTBOROUGH WATER DISTRICT

## Cost Proposal to Provide Audit Services

For the Years Ending  
June 30, 2023 through 2027

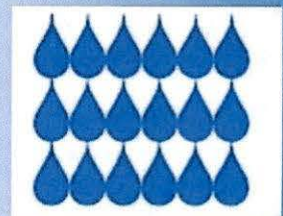
Christopher J. Brown CPA, CGMA  
Jonathan P. Abadesco, CPA

10805 Holder Street, Suite 150  
Cypress, California 90630

1945 Chicago Avenue, Suite C-1  
Riverside, California 92507

**Phone:** (657) 214-2307

**Email:** [chris@cjbrowncpa.com](mailto:chris@cjbrowncpa.com)



**C.J. Brown & Company, CPAs**  
**An Accountancy Corporation**

**Certified  
Public  
Accountants**

**Consultants  
& Advisors**





Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Jeffrey Palmer

## C.J. Brown & Company CPAs An Accountancy Corporation

Cypress Office:  
10805 Holder Street, Suite 150  
Cypress, California 90630  
(657) 214-2307

Riverside Office:  
1945 Chicago Avenue, Suite C-1  
Riverside, California 92507  
(657) 214-2307

January 15, 2023

Ms. Patricia Mairena, General Manager  
Westborough Water District  
2263 Westborough Boulevard  
South San Francisco, California 94080

### **Re: Request for Proposal for Independent Auditor Services**

Dear Ms. Mairena:

Based on our understanding of the Westborough Water District (District) requirements, our fee for audit services at our discounted rates for the fiscal year ending June 30, 2023, will be **\$22,400**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services for the fiscal years ending June 30, 2024, through 2027 will be **\$23,040**, **\$23,640**, **\$24,240** and **\$25,008** respectively.

Our estimate for out-of-pocket expenses is a separate estimate and may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal year ending June 30, 2023, through 2027 are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for C.J. Brown & Company, CPAs – An Accountancy Corporation and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

January 15, 2023

Date

## Exhibit I – Proposed Hours and Our Fees

### Proposed Hours and Our Fees

We anticipate that, for the fiscal year ending June 30, 2023, through 2027, the audit of the District will require approximately 160 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours					
Audit Steps	Partner	Manager	Supervisor	Staff	Total
Planning	2	2	2	5	11
Controls Testwork	5	5	15	20	45
Substantive Testwork	5	8	18	30	61
Reporting	8	10	15	10	43
	20	25	50	65	160

As shown above, we expect approximately 60% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2023, through 2027, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 through 6 of this cost proposal.

We want the Board to understand that we will provide any assistance and answer any questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

## Exhibit II – Schedule of Professional Fees

Westborough Water District					
Engagement Fees By Fiscal Year	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit Fee	State Controller's Report	Total Engagement
Fiscal Year 2023	\$ 22,440	3,000	25,440	780	26,220
Fiscal Year 2024	23,040	3,100	26,140	780	26,920
Fiscal Year 2025	23,640	3,200	26,840	780	27,620
Fiscal Year 2026	24,240	3,300	27,540	780	28,320
Fiscal Year 2027	25,008	3,400	28,408	780	29,188
<b>Total Five Year Contract Price</b>	<b>\$ 118,368</b>	<b>16,000</b>	<b>134,368</b>	<b>3,900</b>	<b>138,268</b>

\* Professional audit services fees – labor only.

\*\* Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.



## Exhibit III – Schedule of Professional Fees by Hours

Westborough Water District Fiscal Year 2023			
Breakdown of Fees by Hours			
Fiscal Year 2023 Audit of:	Hours	Hourly Rates	Total
District's Basic Financial Statements			
Partner - Engagement & Technical	24	\$ 180	\$ 4,320
Manager	24	155	3,720
Supervisor	48	140	6,720
Staff	64	120	7,680
Total Financial Statement Audit for 2023	160		22,440
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			3,000
Total Maximum for 2023			25,440
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	6	130	780
Total Maximum with Additional Items for 2023	166		\$ 26,220
Westborough Water District Fiscal Year 2024			
Breakdown of Fees by Hours			
Fiscal Year 2024 Audit of:	Hours	Hourly Rates	Total
District's Basic Financial Statements			
Partner - Engagement & Technical	24	\$ 185	\$ 4,440
Manager	24	159	3,816
Supervisor	48	144	6,912
Staff	64	123	7,872
Total Financial Statement Audit for 2024	160		23,040
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			3,100
Total Maximum for 2024			26,140
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	6	130	780
Total Maximum with Additional Items for 2024	166		\$ 26,920



## Exhibit III – Schedule of Professional Fees by Hours

### Westborough Water District Fiscal Year 2025

#### Breakdown of Fees by Hours

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
<b>Fiscal Year 2025 Audit of:</b>			
District's Basic Financial Statements			
Partner - Engagement & Technical	24	\$ 190	\$ 4,560
Manager	24	163	3,912
Supervisor	48	148	7,104
Staff	64	126	8,064
<b>Total Financial Statement Audit for 2025</b>	<b>160</b>		<b>23,640</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b>3,200</b>
<b>Total Maximum for 2025</b>			<b>26,840</b>
<b>Additional Items Asked to be Priced by the District</b>			
Preparation of the District's Annual State Controller's Report	6	130	780
<b>Total Maximum with Additional Items for 2025</b>	<b>166</b>		<b>\$ 27,620</b>

### Westborough Water District Fiscal Year 2026

#### Breakdown of Fees by Hours

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
<b>Fiscal Year 2026 Audit of:</b>			
District's Basic Financial Statements			
Partner - Engagement & Technical	24	\$ 195	\$ 4,680
Manager	24	167	4,008
Supervisor	48	152	7,296
Staff	64	129	8,256
<b>Total Financial Statement Audit for 2026</b>	<b>160</b>		<b>24,240</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b>3,300</b>
<b>Total Maximum for 2026</b>			<b>27,540</b>
<b>Additional Items Asked to be Priced by the District</b>			
Preparation of the District's Annual State Controller's Report	6	130	780
<b>Total Maximum with Additional Items for 2026</b>	<b>166</b>		<b>\$ 28,320</b>

## Exhibit III – Schedule of Professional Fees by Hours

Westborough Water District Fiscal Year 2027 Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
<b>Fiscal Year 2027 Audit of:</b>			
District's Basic Financial Statements			
Partner - Engagement & Technical	24	\$ 200	\$ 4,800
Manager	24	170	4,080
Supervisor	48	156	7,488
Staff	64	135	8,640
<b>Total Financial Statement Audit for 2027</b>	<b>160</b>		<b>25,008</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b>3,400</b>
<b>Total Maximum for 2027</b>			<b>28,408</b>
<b>Additional Items Asked to be Priced by the District</b>			
Preparation of the District's Annual State Controller's Report	6	130	780
<b>Total Maximum with Additional Items for 2027</b>	<b>166</b>		<b>\$ 29,188</b>

## **STAFF REPORT**

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: February 8, 2023

RE: Review/Approve Proposal from Launch Consulting for Compliance Services for the 2021-2022 Civil Grand Jury Report for an amount not to exceed \$11,120

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### **BACKGROUND**

The 2021-2022 San Mateo County Civil Grand Jury report, entitled, “The Other Water Worry: Is Your Water Provider Prepared for the Big One?” addressed the impact a catastrophic earthquake could have on local water storage, and recommended actions that each agency should take in order to be prepared for an earthquake, including emergency planning and ensuring adequate emergency water storage and fuel storage.

On August 11, 2022, the Board of Directors discussed the findings and recommendations identified in the report and agreed to have General Manager work with Attorney Conneran on drafting a response.

- 1) The Grand Jury recommends that, by March 31, 2023, the water provider perform emergency preparedness exercises consistent with its emergency response plan.
- 2) The Grand Jury recommends that, by March 31, 2023, the water provider perform an analysis and document an After-Action Report consistent with its emergency response plan.
- 3) The Grand Jury recommends that, by March 31, 2023, the water provider develop plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days.

### **INFORMATION**

In the year preceding the Grand Jury report, District staff spent a substantial amount of hours working along with EKI Environment and Water (EKI) and Launch Consulting to prepare a Risk and Resilience Assessment (RRA) and an updated Emergency Response Plan (ERP). Prior to the adoption of the ERP, staff routinely conducted emergency training exercises, but due to the pandemic, the District was unable to continue conducting them.

**DISCUSSION**

The attached proposal from Launch Consulting, is for consulting services to support the District in implementing the aforementioned recommendations by the San Mateo Civil Grand Jury's Report. Completion of this work not only address the compliance requirements of the Grand Jury but will also serve to train District staff on the District's Emergency Response Plan.

**FISCAL IMPACT**

The cost to complete the Emergency Response Plan Services would not exceed \$11,120. These costs were not included in the adopted FY 2022-23 Operating Budget.

**RECOMMENDATION**

The recommendation is that the Board approve the proposal from Launch Consulting for Compliance Services for Emergency Response Plan Services for an amount not-to-exceed \$11,120.

**ATTACHMENTS**

Attachment: Launch Consulting Scope of Work for Westborough Water District and Project Budget.





Launch! Consulting  
914 East Jefferson Street, Suite G4  
Charlottesville, VA 22902  
Phone: 434.422.2670  
[www.launch-consulting.com](http://www.launch-consulting.com)  
[Linda@launch-consulting.com](mailto:Linda@launch-consulting.com)

**SCOPE OF WORK FOR WESTBOROUGH WATER DISTRICT**  
**Discussion-based Exercise and After Action Review**  
**South San Francisco, CA**  
**February 3, 2023**

## **PROJECT BACKGROUND**

Westborough Water District (the District) experienced two pipe ruptures and a communication failure within the past year. In addition to conducting an after action review of those emergency events, the District must comply with the San Mateo Grand Jury's report released August 4, 2022. In the report are three recommended requirements for the District:

- R1- The Grand Jury recommends that, by March 31, 2023, the water provider perform emergency preparedness exercises consistent with its emergency response plan.
- R2- The Grand Jury recommends that, by March 31, 2023, the water provider perform an analysis and document an After-Action Report consistent with its emergency response plan.
- R4- The Grand Jury recommends that, by March 31, 2023, the water provider develop plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days.

The District would like Launch Consulting's (Launch) assistance to comply with the Grand Jury requirements by conducting an After Action Review of recent incidents with staff. Launch is familiar with the District through development of the District's Emergency Response Plan (ERP) in 2021.

The process of an after action review is equivalent to an emergency exercise by assisting staff in resolving any complexities that surfaced during an event, identifying needs and actions to make Westborough Water District more resilient, and recognizing positive actions that occurred during the event. The discussion-based exercise with an After Action Review and after action report (AAR) will meet requirements R1 and R2 of the Grand Jury report.

## **SCOPE OF SERVICES**

Launch will minimize the time required by busy District staff for this project, while balancing the need for staff interaction to achieve the resiliency goals of the After Action Review. The detailed scope of work is described below.

## **Task 1: Discussion-based Exercise and After Action Review**

The discussion-based workshop and After Action Review should be attended by as many staff as possible, and the District may choose to invite outside agencies/vendors/consultants who played a role in the recent emergencies or who might assist in future emergencies if they occur.

### **After Action Review and Report**

Launch will develop questions for the After Action Review workshop on the topics of pipe rupture and communications failure. The workshop will be conducted in the format of a discussion-based emergency exercise. Preparation for the workshop will include up to three calls (1-hour each) with a representative from the District. The After Action Review will be held in person from 8 am to noon with District staff. The review will conclude with what went well, areas for improvement, changes needed to the Emergency Response Plan (ERP) and follow-up actions. Launch will then complete the After Action Report (AAR) to summarize the results of the discussion-based exercise and include identification of lessons learned.

The final AAR will be provided electronically within 2 weeks following the After Action Review to comply with the grand jury requirement by March 31, 2023.

## **Task 2: Minor Emergency Response Plan (ERP) Revisions**

Following the After Action Review, minor edits will be made to the ERP by District staff to keep the document current for 2023. Launch will assist the District to identify further updates through a virtual meeting with key staff from the District who are familiar with the ERP. Launch will also assist the District as they make the updates by providing advice and answering any questions.

## **Task 3: General Resilience Assistance**

This task covers up to 10 hours of assistance in any aspect of the District's resilience. Activities may include:

- drafting and/or reviewing responses to the Grand Jury,
- assistance in developing plans to increase emergency fuel storage sufficient to provide emergency fuel for a period of at least three days, and
- other resilience activities upon request from the District.

## **ASSUMPTIONS**

Launch! team will provide:

- After Action Review materials for the workshop
- Facilitation of the After Action Review with two facilitators (one also taking notes)
- Provide the AAR within two weeks of the After Action Review completion



### ***Westborough Water District Discussion-based Exercise and After-Action Review***

- Provide advice to the District regarding ERP updates

Westborough Water District will provide:

- List of invited attendees with titles
- Invitations to participants to attend the workshop
- Meeting space for the After-Action Review
- Attendance at project meetings/workshops

## **SCHEDULE**

The project will begin upon notice to proceed. A proposed schedule is shown below.

<b>Proposed date</b>	<b>Project Milestones</b>	<b>Description</b>
Monday, February 13 10:30 AM- 11:30 AM	Kickoff Meeting	1-hour virtual meeting with District General Manager to discuss project details, participants in the workshop, project schedule.
Wednesday, February 15 10:00 AM – 11:00 AM	Meeting to prepare for Workshop	1-hour virtual meeting with District General Manager and/or former General Manager to discuss expected outcomes and questions for the workshop
Tuesday, March 7 8:00 AM- 12:00 PM	After Action Review Workshop	4-hr in-person meeting with staff and supporting agencies for the after action review discussion.
Monday, March 20 1:00 PM – 2:00 PM	After Action Report (AAR) Review Meeting	1-hour virtual meeting with District General Manager and key staff to review the AAR.
Monday, March 27	Final Deliverable of AAR	Electronic deliverable
Tuesday, March 28	Deliverable of additional information needed for Grand Jury response	If requested by the District
Monday, April 3 1:00 PM – 2:00 PM	Review of existing ERP	1-hour virtual meeting with Westborough Water District to review and identify updates to existing ERP (to assist the District to make the updates)

## **PROJECT BUDGET**

Compensation to Launch! Consulting will be a fixed fee of \$11,120, according to percent completion of the tasks in the table below. If additional tasks are requested by the District, they will be performed and charged at the hourly rates in the table.

**Westborough Water District Discussion-based Exercise and After-Action Review**

	Lead Facilitator/ SME	Facilitator/ PM	Admin	Total Hours	Total Labor Cost
Rate	\$210.00	\$185.00	\$85.00		
Task 1 - After Action Review and Report	16	24	1	41	\$7,885.00
Task 2 - Minor ERP Revisions	3	3	0	6	\$1,185.00
Task 3 - General Resilience Assistance	8	2		10	\$2,050.00
TOTALS	27	29	1	57	\$11,120.00
Assumptions:					
No travel costs will be charged to this project.					
All deliverables will be electronic.					

Authorized by:



Linda Peiperl Warren, P.E.

CEO, Launch! Consulting

DATE: 2-3-23

Authorized by:

NAME: Patricia Mairena

TITLE: General Manager

DATE:

Purchase Order #:



3 February 2023

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

**Subject: 2023 Annual Water Supply and Demand Assessment**  
(EKI C3-036)

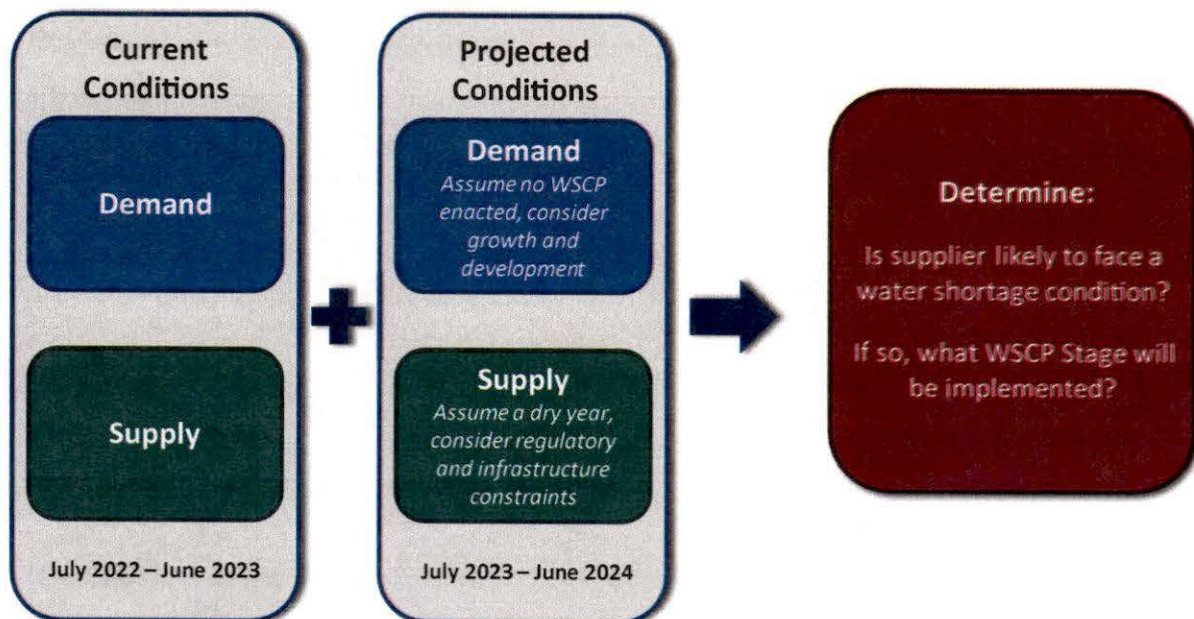
Dear Ms. Mairena:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposal for preparation of the Annual Water Supply and Demand Assessment (AWSDA) for the Westborough Water District (Client or District).

#### BACKGROUND

Consistent with California Water Code (CWC) §10632.1 and the Assembly Bill (AB)-1668/ Senate Bill (SB)-606 requirements, urban water suppliers, including the District, need to prepare and submit an AWSDA to the California Department of Water Resources (DWR) by July 1<sup>st</sup> of each year. As illustrated in the graphic below, the primary purpose of this assessment is to determine if, under assumed drought conditions: (1) the supplier is likely to face water shortages, and (2) how the supplier plans to address any water shortage conditions. The procedures to conduct the District's AWSDA were included in the District's 2020 Water Shortage Contingency Plan (WSCP), which was prepared by EKI.

#### Annual Water Supply and Demand Assessments (AWSDA's)



EKI prepared the District's 2022 AWSDA, and EKI understands that the District is interested in EKI's assistance with preparing their 2023 AWSDA. On the basis of this, EKI has proposed the following scope of work.

#### **PROPOSED SCOPE OF WORK**

##### **Task 1 – Prepare 2023 Annual Water Supply and Demand Assessment**

EKI will prepare the District's 2023 AWSDA based on the procedures outlined in the District's 2020 WSCP, DWR and District guidance offered during the 2022 AWSDA process, and the Final DWR AWSDA Guidebook. EKI anticipates the following tasks will be needed in order to prepare the District's AWSDA:

- Submit a detailed request for information to the District;
- Estimate unconstrained demand for the next year, based on a review of demand over the last three years and consideration of other factors, e.g., influences from expected growth, major developments, trends related to the pandemic, etc.;
- Incorporate potable water supply information for the current year and the next dry year assumed to be provided by the San Francisco Public Utilities Commission (SFPUC);
- Populate the five DWR-required tables;
- Participate in one meeting with the District to present key findings, and facilitate discussion of key decision points;
- Prepare a brief technical memorandum focused on documenting key data assumptions and consistency with the AWSDA procedures outlined in the District's 2020 WSCP; and,
- Electronic submission of the completed AWSDA (tables and memorandum) to DWR's electronic portal.

##### Major Assumptions

- Based on the AWSDA procedures outlined in SFPUC's WSCP, customer agencies should receive supply projections by early Spring 2023; however, based on last year's AWSDA efforts, the date could be as late as June 2023.
- EKI will prepare and submit one draft set of tables and technical memorandum for District review, and revisions will be minimal.
- Draft DWR guidance identifies narrative and written documentation beyond the required tables as "optional," thus we have assumed that the District has full discretion as to the content and format of the proposed technical memorandum.
- One meeting to present draft supply / demand analysis results and discuss any comments on the methodology and any WSCP actions to be taken. It is assumed that this meeting will be conducted via remote web conference (e.g., Zoom or Microsoft Teams).

#### **SCHEDULE**

EKI is prepared to start work on the above Scope of Work immediately upon authorization from the District to proceed. It is anticipated that the work effort will be completed no later than July 1, 2023. We



will inform the District of any issues that arise that may affect the schedule for completion or impact the anticipated level of effort.

#### COMPENSATION

Inasmuch as the exact level of effort required to complete the above Scope of Work cannot be known precisely, EKI proposes to perform the work on a time and materials expense reimbursement basis in accordance with our current (2023) Schedule of Charges (**Attachment A**). Based on the proposed Scope of Work described above, we propose a budget of **\$9,500**. A detailed cost estimate is included in **Attachment B**. We will inform the District of any issues that arise that may impact the anticipated level of effort and budget.


If this proposal meets with your approval, please sign where noted below. Please return a fully executed copy to our office to confirm your authorization to proceed. We are pleased and excited to have the opportunity to work with the District on this very important project. Please call if you have any questions or wish to discuss this proposal in greater detail.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Anona L. Dutton, P.G., C.Hg.  
Vice President



Tina Wang, P.E.  
Project Manager

Westborough Water District (CLIENT)

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

#### Attachments

- A. EKI Schedule of Charges, dated 1 January 2023
- B. Budget Estimate for Proposed Scope of Work

**Attachment A**  
**EKI Schedule of Charges**



Client/Address: Westborough Water District  
2263 Westborough Boulevard  
South San Francisco, CA 94080



Proposal/Agreement Date: 3 February 2023

EKI Proposal # C3-036

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**1 January 2023**

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	332
Principal Engineer-Scientist	320
Supervising I, Engineer-Scientist	309
Supervising II, Engineer-Scientist	298
Senior I, Engineer-Scientist	286
Senior II, Engineer-Scientist	275
Associate I, Engineer-Scientist	264
Associate II, Engineer-Scientist	248
Engineer-Scientist, Grade 1	231
Engineer-Scientist, Grade 2	218
Engineer-Scientist, Grade 3	200
Engineer-Scientist, Grade 4	178
Engineer-Scientist, Grade 5	157
Engineer-Scientist, Grade 6	138
Project Assistant	130
Technician	125
Senior GIS / Database Analyst	162
CADD Operator / GIS Analyst	144
Senior Administrative Assistant	159
Administrative Assistant	124
Secretary	104

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- Rented vehicles, local public transportation and taxis, travel, and subsistence.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

## **Attachment B**

### **Budget Estimate for Proposed Scope of Work**

**Attachment B**  
**Budget Estimate for Proposed Scope of Work**

TASKS	EKI Labor				TOTAL
	G4 - Meghan Engh	ASAC 2 - Tina Wang	OFC - Anona Dutton	TOTAL EKI Labor, including 4% Comm. Charge (1)	TOTAL (\$ Rounded)
	178	248	332	(\$)	(\$)
<b>Task 1 - Prepare Annual Water Supply and Demand Assessment</b>					
Data Request (request and review materials)	2	1	0	\$628	\$600
Projection of Dry Year Conditions	5	2	1	\$1,787	\$1,800
Prepare Draft Annual Assessment (Tables and AWSDA Technical Memorandum)	12	6	2	\$4,460	\$4,500
Participate in One Meeting to Present Findings (incl. prep)	4	3	2	\$2,205	\$2,200
Submit the completed AWSDA to DWR's electronic portal	2	0	0	\$370	\$400
<b>Subtotal</b>	<b>25</b>	<b>12</b>	<b>5</b>	<b>\$9,449</b>	<b>\$9,500</b>
<b>TOTAL:</b>	<b>25</b>	<b>12</b>	<b>5</b>	<b>\$9,449</b>	<b>\$9,500</b>

**Notes:**

(1) A communications charge of 4% of labor costs covers e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house

(2) "Other Direct Costs" includes direct expenses, as listed below, incurred in connection with the work and will be reimbursed at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.





January 26, 2023

Patricia Mairena  
General Manager  
**Westborough Water District**  
2263 Westborough Blvd  
South San Francisco, CA 94083-2747

**Subject: Request for Billing Rate Increase**

Dear Paty,

We respectfully request an adjustment to our billing rates effective March 1, 2023 as detailed on the next page. We last adjusted our billing rates 12 months ago on March 1, 2022. We typically request an adjust every 24 months, however inflationary factors have necessitated requesting an adjustment annually. We have included average consultant rates from recent solicitations as a bench mark.

March 2023 Rate Increase (Current Request)

Average annualized increase requested: **5.6%**

San Francisco region consumer price index increase for December 2022: **4.9%**

March 2022 Rate Increase (Last Year)

Approved average annualized increase: **3.6%**


San Francisco region consumer price index increase for December 2021: **4.2%**

A 5% direct expense fee will continue to be added to the above rates for mileage, telephone, plots, prints, etc. Sub-consultants will continue to be billed at cost plus 10%.

Thank you for your consideration. Should you have any questions please do not hesitate to contact me at (925) 224-7717.

Very truly yours,

***Pakpour Consulting Group, Inc.***

DocuSigned by:  
  
FD1650F8C0904EA...

Joubin Pakpour, P.E.  
President

J:\Projects\Westborough Water District - 10025.00\Contract\2023\00-WWD-Mairena-23.01.26-Rate Increase.docx



January 26, 2023 – Page 2  
Mairena – Rate Increase

	Mar-23	Mar-22	Average Other Consultants
<b>Principal Engineer (District Engineer)</b>	\$250	\$235	\$296
<b>Senior Engineer</b>	\$215	\$205	\$228
<b>Senior Designer</b>	\$205	\$195	
<b>Associate Engineer</b>	\$195	\$185	\$204
<b>Associate Designer</b>	\$185	\$175	
<b>Project Engineer</b>	\$175	\$165	\$182
<b>Project Designer</b>	\$165	\$155	
<b>Assistant Engineer</b>	\$155	\$145	\$155
<b>Assistant Designer</b>	\$145	\$135	
<b>Engineering Technician</b>	\$120	\$115	\$120
<b>Administrative Assistant</b>	\$85	\$80	
<b>Public Works Inspector</b>	\$170	\$160	
<b>Retainer</b>	\$500	\$500	
<b>Sub-Consultant Markup</b>	10%	10%	10%

## **MEMORANDUM**

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: February 6, 2023

RE: Scheduling Tour of the City of Daly City Wastewater Treatment Plant

---

I spoke with Greg Krauss, Wastewater Treatment Plant Manager, and he stated the best dates for them to conduct a tour of the City of Daly City Wastewater Treatment Plant during the month of February are:

- Tuesday - 02/21 (*probably not the best day for us at the WWD office as it is the day after a holiday*)
- Wednesday - 02/22\*
- Thursday - 02/23

The tour would last no more than one hour, and he suggested a starting time of 1 p.m. He also stated that there will be a lot of stairs, so he does not recommend the tour for anyone with mobility issues.

\*Possibly the best date to schedule the tour

## Patricia Mairena

---

**From:** Joshua Cosgrove <jcosgrove@dalycity.org>  
**Sent:** Friday, January 13, 2023 6:47 AM  
**To:** Patricia Mairena  
**Cc:** Gregory Krauss  
**Subject:** RE: [EXTERNAL] Question About Wastewater Plant Tours

Good Morning Patricia and Happy New Year to You!

I hope you and all my friends with Westborough are doing well in the new year and making it through the storms. We suspended the tours because of covid but we are slowly bringing them back. I am happy to schedule via email with you a tour for Westborough. It would be best to get through this extreme wet-weather we are experiencing right now and schedule something in February. If you would like to send me some dates that work for you all we will accommodate. Please exclude Monday as we are usually quite busy on that day. I have cc'd the Chief of Operations, Greg Krauss, as he will be the one that would provide the tour.

Respectfully,

Joshua Cosgrove, Acting Director  
City of Daly City, Department of Water and Wastewater Resources  
(650) 991-8206

---

**From:** Patricia Mairena <pmairena@westboroughwater.org>  
**Sent:** Thursday, January 12, 2023 3:01 PM  
**To:** Joshua Cosgrove <jcosgrove@dalycity.org>  
**Subject:** [EXTERNAL] Question About Wastewater Plant Tours

**CAUTION: EXTERNAL SENDER.** Verify before you respond, click links or open attachments. Questions? Contact ISD.

Good afternoon Josh,

Happy New Year! I hope your facilities are all faring well during these storms. I have been meaning to reach out to you and introduce myself during the BAWSCA meetings; hopefully at the next one.

I wanted to reach out to you because Tom Chambers, one of our directors, inquired about the possibility of our newly elected directors touring the wastewater plant. With COVID, I was not even sure that you have any in person tours. I did see the virtual tour you offer thru your website, so I can pass that information along.

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](mailto:pmairena@westboroughwater.org)

## **MEMORANDUM**

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: February 6, 2023

RE: Consideration to Move the May 11, 2023, Regular Board Meeting to May 4, 2023

---

### **BACKGROUND**

- In past years, when the ACWA/JPIA Conference has been scheduled on a Thursday when the Board of Directors holds its regular meeting, the Board has moved the meeting date to another date.

### **RECOMMENDATION**

- The General Manager recommends moving the May 11, 2023, Regular Board Meeting to May 4, 2023.

### **FISCAL IMPACT**

- None.



## **Brown Act Meeting Guidance**

In response to the COVID-19 pandemic, the California Legislature provided local agencies flexibility to conduct virtual Board meetings under Assembly Bill 361 (AB 361). AB 361 allows legislative bodies of local agencies to use abbreviated teleconference procedures when there is a declared State of Emergency and either state or local officials have imposed or recommended measures to promote social distancing, or whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

In October 2022, Governor Newsom announced that the COVID State of Emergency would end on February 28, 2023. A governor-declared State of Emergency is a necessary predicate for remote meetings under AB 361. As such, beginning March 2023, Board and committee meetings must be in person.

Absent the State of Emergency, individual Board members sitting on a legislative body of a local agency will have two choices if they want to participate remotely: (1) use the traditional Brown Act teleconference rules, or (2) use newly enacted alternate rules established by AB 2449.

If the Board wishes to hold meetings from multiple public locations, that can be arranged, provided staff is able to arrange for technical support in both locations. Local agencies may also hold "hybrid" meetings in which members of the public and staff participate remotely, and Board members—and anyone else—participate in person. Similarly, local agencies may continue to livestream/broadcast (i.e., one-way transmission rather than two-way "zoom") meetings to the public for convenience. However, many members of the public have become accustomed to participating remotely and may wish the Board to continue to offer that service.

### **"Traditional" Teleconference Rules**

Under traditional Brown Act rules, the following rules and restrictions apply to members of the Board and committees who participate in Board or committee meetings subject to the Brown Act by teleconference:

- A quorum of the members of the legislative body must be within the boundaries of the agency.
- The agenda must identify the teleconference location.
- The agenda must be posted at the teleconference location.
- The teleconference location must be accessible to the public.
- The public must be allowed to participate in the meeting from the teleconference location.

### **New Teleconference Alternatives for 2023**

In September 2022, the Governor signed AB 2449, which provided for new teleconference alternatives that go into effect January 1, 2023. These new rules are in addition to, not instead of, traditional Brown Act teleconference rules. However, these new provisions are so onerous that it is not likely that this law will be a practical alternative for Board members to meet virtually as a matter of practice. Nonetheless, there now exists an alternative to the traditional Brown Act teleconference rules.

### *Teleconference for "Just Cause"*

A member of the Board or committee subject to the Brown Act can participate in noticed meetings by teleconference for "just cause," subject to the following rules and restrictions:

- The member of the Board or committee notifies the Agency via the Board Secretary of their intent to participate remotely for "just cause," and provides a brief description of the reason.
  - "Just cause" means one or more of the following: (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely; (ii) a contagious illness that prevents a member from attending in person; (iii) a need related to a physical or mental disability, as defined by statute; or (iv) travel while on official business of the Board committee, or another state or local agency.
- A quorum of the members of the Board or committee participate in the meeting in person from a singular physical location that is clearly identified on the agenda, open to the public, and situated within the agency's jurisdiction.
- The public can remotely hear, visually observe, and address the Board or committee at the meeting through (i) audio-video teleconference, or (ii) a combination of audio teleconference and live-streaming video technology.
- The agenda must provide notice of the means by which members of the public may access the meeting and offer public comment, and identify and include an opportunity for all persons to attend and address the Board or committee.
- The member participating remotely uses both audio and visual technology to allow members of the public to see and hear them, and publicly discloses whether any other individual over the age of 18 is present at their remote location.
- This exception is limited to no more than two times per calendar year.

### *Teleconference due to "Emergency Circumstances"*

A member of the Board or committee subject to the Brown Act can participate in noticed meetings by teleconference due to "emergency circumstances," subject to the following rules and restrictions:

- The member of the Board or committee makes a request to participate remotely due to "emergency circumstances," and the Board or committee takes action to approve the request.
  - "Emergency circumstances" means physical or family medical emergencies that prevent members from attending in person.
- A quorum of the members of Board or committee participate in the meeting in person from a singular physical location that is clearly identified on the agenda, open to the public, and situated within the Agency's jurisdiction.
- The public can remotely hear, visually observe, and address the Board or committee at the meeting through (i) audio-video teleconference, or (ii) a combination of audio teleconference and live-streaming video technology.
- The agenda must provide notice of the means by which members of the public may access the meeting and offer public comment, and identify and include an opportunity for all persons to attend and address the Board or committee.
- The member participating remotely uses both audio and visual technology to allow members of the public to see and hear them, and publicly discloses whether any other individual over the age of 18 is present at their remote location.

- When combining the "just cause" and "emergency circumstances" exceptions, no member of Board or committee may participate remotely under AB 2449 for more than (a) three consecutive months, (b) 20% of the regular meetings in a calendar year (i.e., no more than 4 of 24 regular meetings per year), or (c) two meetings in a calendar year if the legislative body has fewer than 10 regular meetings in that year.

## 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 <sup>5</sup>	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 <sup>2</sup>	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 <sup>6</sup>	31934	29	1101.18	73.53
11/04/21 to 12/06/21 <sup>3</sup>	27129	33	822.09	11/04/22 to 12/05/22 <sup>7</sup>	28448	32	888.99	66.90
12/07/21 to 01/05/22 <sup>4</sup>	18297	30	609.90	12/06/22 to 01/05/23	21732	31	701.04	91.14
01/06/22 to 02/03/22	23881	29	823.48	01/06/23 to 02/03/23	21726	29	749.16	-74.32
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					

<b>Total Purchases</b>	<b>332197</b>	<b>364</b>	<b>912.63</b>	<b>Total Purchases</b>	<b>226551.52</b>	<b>246</b>	<b>920.94</b>
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<sup>2</sup> Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21

<sup>3</sup> Includes Intertie Deliveries from NCCWD = 4,181 from 12/02/21 - 12/06/21

<sup>4</sup> Includes Intertie Deliveries from NCCWD = 9,362 from 12/07/21 - 12/21/21

<sup>5</sup> Skyline Tank No. 3 was placed back in service after exterior recoating

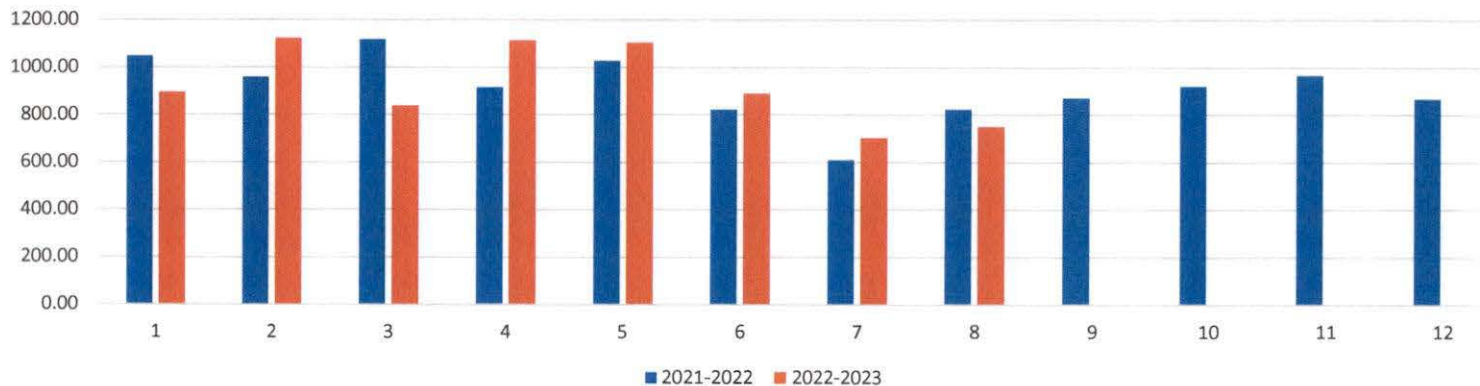
<sup>6</sup> Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22

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

GPCPD YTD	51.08
GPCPD 21/22	50.62
GPCPD 19/20	59.11
GPCPD 20/21	58.30

9.A.1

Water Purchases Comparison  
2021-2022 and 2022-2023





## 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 <sup>6</sup>	31934	29	1101.18	105.78
11/03/20 to 12/04/20	34525	32	1078.91	11/04/22 to 12/05/22 <sup>7</sup>	28448	32	888.99	-189.91
12/05/20 to 01/04/21	26748	31	862.84	12/06/22 to 01/05/23	21732	31	701.04	-161.80
01/05/21 to 02/01/21	25531	28	911.82	01/06/23 to 02/03/23	21726	29	749.16	-162.66
02/02/21 to 03/04/21	25095	31	809.52		0	0		
03/05/21 to 04/05/21	30684	32	958.88		0	0		
04/06/21 to 05/05/21	27430	30	914.33		0	0		
05/06/21 to 06/03/21	30907	29	1065.76		0	0		

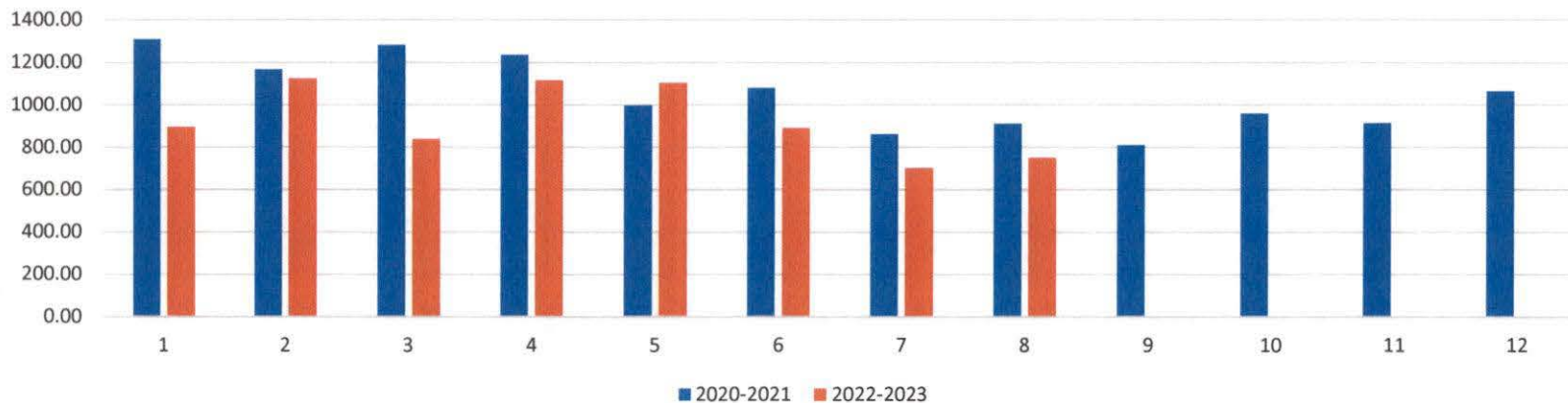
<b>Total Purchases</b>	<b>382590</b>	<b>364</b>	<b>1051.07</b>	<b>Total Purchases</b>	<b>226551.52</b>	<b>246</b>	<b>920.94</b>
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<sup>6</sup> Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22

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

GPCPD YTD	51.08
GPCPD 20/21	58.30
GPCPD 19/20	59.11
GPCPD 21/22	50.62

Water Purchases Comparison  
2020-2021 and 2022-2023



## 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 <sup>6</sup>	31934	29	1101.18	-192.57
11/02/19 to 12/04/19 <sup>1</sup>	33179	33	1005.42	11/04/22 to 12/05/22 <sup>7</sup>	28448	32	888.99	-116.43
12/05/19 to 01/07/20	40049	34	1177.91	12/06/22 to 01/05/23	21732	31	701.04	-476.87
01/08/20 to 02/05/20	29274	29	1009.45	01/06/23 to 02/03/23	21726	29	749.16	-260.29
02/06/20 to 03/05/20	24668	29	850.62		0	0		
03/06/20 to 04/06/20	32700	32	1021.88		0	0		
04/07/20 to 05/05/20	31088	29	1072.00		0	0		
05/06/20 to 06/04/20	34315	30	1143.83		0	0		
<b>Total Purchases</b>	<b>388976</b>	<b>365</b>	<b>1065.69</b>	<b>Total Purchases</b>	<b>226551.52</b>	<b>246</b>	<b>920.94</b>	

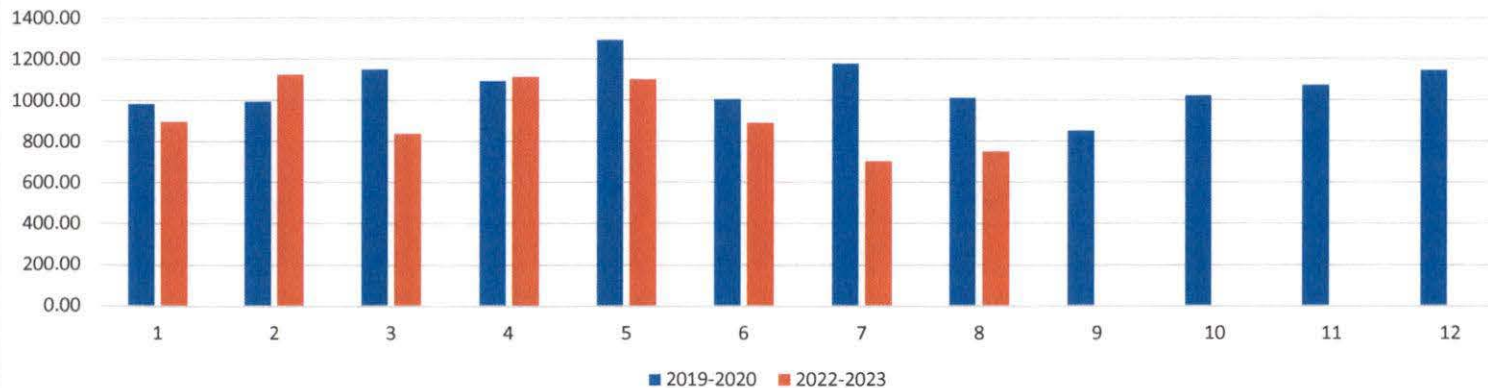
<sup>1</sup> Deducted Intertie Deliveries to NCCWD = 37,379 from 11/04/19 - 11/18/19

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

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

GPCPD YTD	51.08
GPCPD 19/20	59.11
GPCPD 20/21	58.30
GPCPD 21/22	50.62

Water Purchases Comparison  
2019-2020 and 2022-2023



## BAWSCA Meeting of January 19, 2023

I attended the BAWSCA Board of Directors meeting at 6:30 PM January 19<sup>th</sup> held in person at the Burlingame Community Center. We had 3 new members attending: Mayor Ann Schneider of Millbrae, Council Member Maria Doerr from Menlo Park, and Council Member David Cohen from San Jose. We then held elections for Chair and Vice Chair of both BAWSCA and the Regional Finance Authority (RFA) for 2023. Gustav Larsson was reelected Chair and I was reelected Vice Chair of each organization.

After elections (including our brief annual RFA meeting) we had the SFPUC report. Steve Ritchie said the atmospheric rivers these past 10 days have essentially filled their storage. This includes filling Calaveras Reservoir for the first time since dam reconstruction in 2019. Actually Hetch Hetchy, Cherry, and Eleanor are only about 80% filled but they need to leave some surge space for snowmelt. Crystal Springs and San Andreas are 95% and 93% full, again allowing some space for runoff. Actually San Andreas got to within a couple of feet of spilling to San Mateo Creek, which could have caused flooding in Hillsborough/San Mateo since the creek was already full from surface runoff. Statewide SFPUC reservoirs are the exception as Shasta is about 83% of normal for this date and Oroville is only about normal. Fortunately more rain isn't expected until at least February 1<sup>st</sup>. SFPUC was supposed to have a 60 day Mountain Tunnel shutdown (shutting down deliveries from Hetch Hetchy) but it is being rescheduled. When asked if SFPUC was going to call the drought over, he said that would be premature. They normally assess storage on 1<sup>st</sup> of February, 1<sup>st</sup> of March, and mid April and then advise customers of availability. Because SF retail residents are paying a 5% drought surcharge and that surcharge will go away once the drought is declared over, PUC may postpone declaring the drought over until June even if things look good in mid April.

After the PUC report we had public comment from Peter Drekmeier and Dave Warner. Of course Peter complained about Hetch Hetchy operations, saying SFPUC was putting 3000 cubic feet per second (cfs) flow into the river after only provided 300 cfs (the required minimum) for the past 3 years of drought. While Peter must have known the 2023 atmospheric rivers were coming 3 years ago, I don't think the rest of us were convinced with certainty. After public comment we passed the consent calendar and went on to action items. We made 3 changes to the work plan for this year (changed scope and funding for the Long Term Strategy Update, modify scope of the leak repair and certification program, and increased budget for the Tier 2 Drought Allocation plan). All proposed changes were passed, with a net budget increase of \$30K being taken from the general reserve (which will be \$1,076,550 after the transfer). This will leave the reserve equal to 22% of this year's budget, still within the 20-35% desired operating guidelines. Tom Francis (BAWSCA) then provided a review of BAWSCA's water loss management program. Nearly all BAWSCA agencies are participating to some degree, particularly since reports are now being sent to the state.



Water loss is really non-revenue water, caused by such things as leaks, inaccurate meters, hydrant flushing, fire use, etc. The BAWSCA consultant's report showed WWD looking good with a loss rate within standards at 9.8 gallons per connection per day. I do wonder as we budgeted a loss of 1.5% or about a quarter of that amount. It might be worth checking out, although other agencies were talking about loss rates of 5% or more. Millbrae said they (and their fire department) do hydrant flushing which could (would) affect their loss rate. Maybe "tree" like systems (as opposed to loop like systems like ours) require more frequent flushes due to water quality issues. Although I didn't talk to a director who knew their pipe layout and loss rate, it may be worth checking out before we do many projects on our capital improvements list.

As a part of her CEO report, Nicole had Financial Manager Christina Tang talk about the 2013 bond refinancing which was completed the 5<sup>th</sup> of January. By refinancing the 2013A bonds on their call date (they are now called the 2023A bonds) we were able to save an additional (from the original financing) \$2.5 million/year between now and 2034 maturity date. Nicole then briefed us on the State Water Resources Control Board (SWRCB) meeting held earlier in the day. They have set an aggressive timeline for those who have signed the MOU, tasking agencies to provide proposed VA for evaluation. By winter/spring 2024 SWRCB wants final staff reports on the VA, Board workshops on the VA, final draft EIRs on lower San Joaquin River flows, and Board considerations for regulations on implementing those flows. Although dates could slip, at least the SWRCB is pushing the irrigation districts and SFPUC, which is good. Maybe the judge in the lawsuit will postpone action (and some of our legal fees) while the VA is being worked out. Nicole also briefed us on BAWSCA water usage and drought response actions taken by various BAWSCA agencies. Usage has been hitting new lows and SFPUC reported that, compared to 2019-20, for the period July 1<sup>st</sup>, 2022, to January 7<sup>th</sup>, 2023, BAWSCA customers had reduced usage by 10.7%. Not the 15% the state wanted, but still pretty good given the hardening of demand we have seen from our past conservation efforts. After a closed session and extending the meeting end time (necessary if meets last more than 2.5 hours) we finally had a discussion of future challenges and items which perhaps should be included in next year's (or further in the future) work plan. Nicole took notes and we will see what develops next meeting. Finally Nicole reminded us Conflict of Interest Form 700's are due by April 3<sup>rd</sup> and then we adjourned at 9:31. That was important as the room had to be broken down and evacuated by 10 PM. Our next meeting will be March 16, 2023.