

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, May 4, 2023
7:30 p.m.
Westborough Water District Office
2263 Westborough Boulevard, South San Francisco

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. CONSENT CALENDAR:

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

A. Approval of Minutes:

1. Regular Meeting of April 13, 2023.

B. Accountant's Report for Period Ending March 31, 2023.

C. Investment Report for Period Ending April 30, 2023.

D. Claims Register for April 30, 2023.

4. PUBLIC COMMENT:

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

5. BUSINESS (OLD) : None

6. BUSINESS (NEW):

- A. ACWA 2023 Board Officers' Election and Authorization to Complete Authorized Voting Representative Form.

REGULAR MEETING OF THE BOARD OF DIRECTORS

May 4, 2023

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7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for April 2023.
- B. Update on Proposal for Water and Sewer Rate Study.
- C. Report on Capital Improvement Committee meeting of April 26, 2023.
- D. Report on Water Damages at the Avalon Lift Station.

10. ITEMS FROM BOARD OF DIRECTORS:

11. CLOSED SESSION: None

12. ADJOURNMENT:

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

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

Thursday, April 13, 2023

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
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: None.

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

3. CONSENT CALENDAR:

President Medina asked the Board if there was any discussion.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

- A. Consideration to Approve Billing Rate Increase for Chavan and Associates, Inc., Effective July 1, 2023.

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Minutes of the Regular Meeting of the Board of Directors
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General Manager Mairena reviewed her Staff Report with the Board and highlighted the reasons why Chavan was asking for such a large billing rate increase. General Manager Mairena stated that she had directed Office Supervisor Bellinger to check with neighboring water agencies who also used Chavan's services and inquire about their current and proposed rates, and both agencies monthly fees were almost twice the amount the District was paying for their services. General Manager Mairena pointed out that Chavan has been spending more time during the audits, especially this year, with the new GASB 87 which required a lot of time going back and forth with the auditors.

General Manager Mairena recommended to approve the billing rate increase and continue with the agreement with Chavan at least for the next fiscal year which will give the District an opportunity to get other proposals and train a new CPA on the custom financial software the District used. This was followed by some questions and a discussion by the Board.

Director Chambers moved to approve the billing rate increase for Chavan and Associates, Inc., Effective July 1, 2023, and to rebid the agreement at the end of the year, seconded by Director Bautista.

The motion was carried unanimously.

B. Review and Approve June 30, 2023, OPEB Actuarial Valuation Proposals and Data Request from Foster and Foster and Actuarial Consulting Group LLC.

General Manager Mairena reviewed with the Board the two proposals that were submitted for the June 30, 2023, OPEB Actuarial Valuation which the District is obligated to conduct. General Manager Mairena stated that she had confirmed that the proposals covered the same time frame and the proposed fees for services from Actuarial Consulting Group LLC were lower.

General Manager Mairena suggested that the Board give staff an opportunity to try out Actuarial Consulting Group LLC. Attorney Conneran recommended that the Board could try a two-year agreement with an option for a second two-year renewal.

Director Chambers moved to approve the June 30, 2023, OPEB Actuarial Valuation Proposal and Data Request from Actuarial Consulting Group LLC and for the General Manager to negotiate a two-year agreement with an option to renew for a second two-year agreement at the rates stated on the current proposal, seconded by Director Bautista.

The motion was carried unanimously.

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C. LAFCo Special District Regular Member Election 2023: Submit Written Nominations for the Regular LAFCo Member and Authorization to Transmit the LAFCo Special District Member Ballot by Electronic Mail.

General Manager Mairena reviewed the email she had received and forwarded to President Medina on the LAFCo Special Districts Election. Director Chambers stated that the term that needed to be filled was for the former Special District Member, Ric Lohman, who had recently passed away. Attorney Conneran confirmed that there were two things being asked of the District: nominations and a signed Authorization to Transmit the LAFCo Special District Member Ballot by Electronic Mail. General Manager Mairena confirmed that this needed to be done no later than 5:00pm on May 3, 2023, via mail, fax, or email.

Director Chambers moved to Authorize to Transmit the LAFCo Special District Member Ballot by Electronic Mail to President Medina, seconded by Director Bautista.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

A. Letter from Tri-Counties Bank (TCB) Regarding the Closure of Silicon Valley Bank and Collateralization Agreement Between the District and TCB.

General Manager Mairena stated that after the closure of Silicon Valley Bank, Tri-Counties Bank (TCB) had sent the communications on the board packet to reassure the District of the status of funds deposited with them. General Manager Mairena asked Attorney Conneran if he wanted to comment on this. Attorney Conneran stated that there were two things TCB was trying to do. First, provide comfort as to their strong financial condition and second, to remind the District of the arrangement we have with them in which securities are being held pursuant to Government Code section 53653, covering anything over and above the FDIC \$250,000 insurance limit, up to \$2 million dollars.

General Manager Mairena told the Board that the only time the District's balances at TCB were higher was just before payment was issued for the semi-annual sewer charges payment, but even then, the balance was not close to \$2 million.

Attorney Conneran suggested asking TCB if there was a report they filed for the securities they held, and if so, which agency they filed the report with.

8. ATTORNEY'S REPORT:

Attorney Conneran commented that the District was lucky to be able to meet in person,

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Minutes of the Regular Meeting of the Board of Directors

Thursday, April 13, 2023

as other districts were not finding it as easy, as it was very complicated with the new Brown Act statutes. Attorney Conneran commented that there were five bills being considered that may make meeting remotely easier, but for now, it was just complicated.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for March 2023.

General Manager Mairena presented the water conservation efforts for March 2023 which showed a decrease in usage. General Manager Mairena asked Director Chambers if he wanted to report. Director Chambers stated that 50 GPCPD was pretty good and BAWSCA would be happy with that.

B. Update on Proposal for Water and Sewer Rate Study.

General Manager Mairena reported the document was not yet ready as Pakpour Consulting had recently sent her the slides of the sewer projects with cost estimates. General Manager Mairena stated she hoped to meet with the Capital Improvements Committee soon and prioritize these projects as well, and hopefully, to have the RFP ready for the next board meeting.

General Manager Mairena also stated that she is planning on reviewing those three sewer projects with Sanitation to find out why they are pushing them over other areas that show more urgent work needed on the lines.

C. Report on BAWSCA FY 2023-2024 Bond Surcharges.

General Manager Mairena reported that due to the refinancing, the FY 2023-2024 bond surcharges were going to go down again. The District's new bond surcharge as of July 1, 2023, is going to be \$5,377 from the \$7,232 currently being paid. General Manager Mairena also reported that a year ago, the District's bond surcharge was \$13,079.

D. Report on SFPUC New Rates for FY 2023-2024.

General Manager Mairena reported that the SFPUC had notified the District that their proposed rate for FY 2023-2024 would be lower than what was introduced at their annual meeting. The proposed new rate is \$5.21 per HC compared to the \$5.30 to \$5.41 previously introduced.

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Minutes of the Regular Meeting of the Board of Directors
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General Manager Mairena commented that San Francisco Water had repealed part of their Tier 2 restrictions, but everyone was waiting for the State Water Resources Control Board to lift them as they were already set to expire on June 30, 2023. General Manager Mairena commented that other neighboring water agencies general managers were already presenting resolutions to their boards and the District would eventually need to take action.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of March 16, 2023 (Chambers).

Director Chambers stated that his report for the BAWSCA meeting was on the board packet and asked if there were any questions.

Director Bautista asked about the FDIC insurance for BAWSCA. Director Chambers clarified that LAIF was safe as it was state ran and the only limit was the number of transactions.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 8:17 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
March 31, 2023



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

Westborough Water District

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the nine months ended March 31, 2023, 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 nine months ended March 31, 2023, 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 nine months ended March 31, 2023, 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

May 1, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
March 31, 2023

ASSETS

Current Assets:

Cash (Including \$3,464,989 in Time Deposits)	\$ 3,749,633
Receivables	
Lease	28,116
Water	1,400,054
Other	60,462
Prepaid Expenses and Other	22,054
Inventory	346,547
Total Current Assets	<u>5,606,866</u>

Non-Current Assets:

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	1,352,085
Water Facility	6,685,187
Building	1,502,595
Joint-Use Facilities	94,907
Meters	711,341
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,367,953
Total Utility Plant in Service (Capital Assets)	<u>14,533,065</u>
Less Accumulated Depreciation	<u>(6,780,870)</u>
Utility Plant in Service-Net Depreciation Expense	<u>7,752,195</u>
Total Non-Current Assets	<u>8,020,211</u>
Total Assets	<u>\$ 13,627,077</u>

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$ 232,359
Deferred OPEB Outflows	127,991
Total Deferred Outflows	<u>\$ 360,350</u>

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
March 31, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 696,454
Customers' Deposits	361,360
Unearned Revenue	32,046
Total Current Liabilities	1,089,860

Long-term Liabilities:

Accrued Vacation	50,694
Net Pension Liability	279,248
Net OPEB Obligation	117,730
Total Long-term Liabilities	447,672

Total Liabilities	\$ 1,537,532
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 267,260
Deferred Pension Inflows	306,437
Deferred OPEB Inflows	323,286
Total Deferred Inflows	\$ 896,983

NET POSITION

Net Investment in Capital Assets	\$ 7,752,195
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	368,601
Unappropriated	890,640
Total Net Position	\$ 11,552,912

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the nine months ended March 31, 2023

Operating Revenue:

Water Sales (Note 3)	\$ 3,026,754
Sewer Svc. and Transfer Charges	2,459,125
Misc. Operations	17,983
Capital Facility Income	18,095
Total Operating Revenue	<u>5,521,957</u>

Operating Expense:

Water Expenditures	2,034,656
Sanitary Sewer Expenditures	2,003,484
Admin. and General Expenditures	894,420
Depreciation	226,069
Capital Facility Expense	500
Total Operating Expenses	<u>5,159,129</u>

Operating Income (Loss)	362,828
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Non-operating Income (Expense):

Property Taxes	511,216
Investment Interest	24,164
Other	156,750
Total Non-operating Income (Expense)	<u>692,130</u>

Change in Net Position	1,054,958
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Net Position - Beginning	<u>10,497,954</u>
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Net Position - Ending	<u><u>\$ 11,552,912</u></u>
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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
March 31, 2023

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

NOTE 2 - Accounts payable at March 31, 2023, includes \$716,294 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 \$(2,853) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the nine months ended March 31, 2023, were as follows:

Beginning Balance	\$	14,525,495
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		7,570
Ending Balance	\$	<u>14,533,065</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the nine months ended March 31, 2023

	March	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 296,856	\$ 3,026,754	\$ 4,058,845	74.57%	-0.43%	\$ (17,380)
Sewer Svc. and Transfer Charges	257,167	2,459,125	3,200,831	76.83%	1.83%	58,502
Misc. Operations	1,583	17,983	-	100.00%	100.00%	17,983
Capital Facility Income	3,016	18,095	-	100.00%	100.00%	18,095
Total Operating Revenue	558,622	5,521,957	7,259,676	76.06%	1.06%	77,200
Operating Expense:						
Water Expenditures	190,084	2,034,656	2,702,930	75.28%	-0.28%	(7,460)
Sanitary Sewer Expenditures	229,347	2,003,484	2,771,431	72.29%	2.71%	75,089
Admin. and General Expenditures	83,006	894,420	1,213,815	73.69%	1.31%	15,944
Depreciation	7,366	226,069	365,000	61.94%	13.06%	47,681
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Operating Expenses	509,803	5,159,129	7,053,176	73.15%	1.85%	130,754
Operating Income (Loss)	48,819	362,828	206,500	175.70%	-100.70%	207,954
Non-operating Income (Expense):						
Property Taxes	31,025	511,216	613,231	83.36%	8.36%	51,293
Investment Interest	735	24,164	12,052	200.50%	125.50%	15,125
Other	(7)	156,750	36,000	435.42%	360.42%	129,750
Total Non-operating Income (Expense)	31,753	692,130	661,283	104.66%	29.66%	196,168
Net Income (Loss)	\$ 80,572	\$ 1,054,958	\$ 867,783	121.57%	46.57%	\$ 404,122

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the nine months ended March 31, 2023

	March	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 33,086	\$ 307,114	\$ 407,317	75.40%	-0.40%	\$ (1,626)
Salaries Overtime	1,241	6,069	8,000	75.86%	-0.86%	(69)
Benefits	7,295	92,187	117,178	78.67%	-3.67%	(4,304)
OPEB	1,370	14,023	11,870	118.14%	-43.14%	(5,121)
Payroll Taxes	2,640	23,580	32,220	73.18%	1.82%	585
Technical Communications	872	7,147	9,052	78.95%	-3.95%	(358)
Utilities	11,304	117,419	136,634	85.94%	-10.94%	(14,944)
Supplies and Small Tools	1,270	9,961	15,000	66.41%	8.59%	1,289
Maintenance of System	2,395	32,088	60,148	53.35%	21.65%	13,023
Special Services	1,860	64,918	74,526	87.11%	-12.11%	(9,024)
Vehicle Expense	5,801	18,580	30,400	61.12%	13.88%	4,220
Water Purchases	120,950	1,341,570	1,800,585	74.51%	0.49%	8,869
Total Water Expenditures	190,084	2,034,656	2,702,930	75.28%	-0.28%	(7,460)
Sanitary Sewer Expenditures:						
Treatment & Disposal	213,756	1,849,565	2,601,335	71.10%	3.90%	101,436
Utilities	11,618	88,485	103,287	85.67%	-10.67%	(11,020)
Repair of Pipelines	-	-	5,000	0.00%	75.00%	3,750
Repair of Pumps	-	16,313	15,000	108.75%	-33.75%	(5,063)
Miscellaneous Sewer Expenses	3,973	49,121	46,809	104.94%	-29.94%	(14,014)
Total Sanitary Sewer Expenditures	229,347	2,003,484	2,771,431	72.29%	2.71%	75,089

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the nine months ended March 31, 2023

	March	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	38,613	369,238	510,682	72.30%	2.70%	13,774
Salaries-Temporary	-	1,001	2,000	50.05%	24.95%	499
Salaries-Overtime	-	-	2,000	0.00%	75.00%	1,500
Employee Benefits	11,523	150,435	179,751	83.69%	-8.69%	(15,622)
OPEB	2,054	21,034	19,816	106.15%	-31.15%	(6,172)
Office Supplies and Postage	460	8,984	10,070	89.22%	-14.22%	(1,432)
Memberships	280	39,064	45,545	85.77%	-10.77%	(4,905)
Utilities	179	1,030	1,000	103.00%	-28.00%	(280)
Telephone	366	2,545	4,534	56.13%	18.88%	856
Payroll Taxes	3,000	22,889	41,072	55.73%	19.27%	7,915
Water Conservation	300	1,573	16,000	9.83%	65.17%	10,427
Building & Grounds Maintenance	673	10,868	9,668	112.41%	-37.41%	(3,617)
Parking Rentals	450	4,050	5,760	100.00%	-100.00%	270
Directors Fees	500	7,900	10,500	75.24%	-0.24%	(25)
Engineering Services	-	40,730	50,000	81.46%	-6.46%	(3,230)
Accounting	2,582	18,299	22,325	81.97%	-6.97%	(1,555)
Legal	900	27,774	23,400	118.69%	-43.69%	(10,224)
Billing	3,024	32,074	46,442	69.06%	5.94%	2,758
Communications	485	16,754	25,530	65.62%	9.38%	2,394
General Election	-	2,685	3,750	71.60%	3.41%	128
Insurance	4,211	46,308	71,000	65.22%	9.78%	6,942
Bad Debts (Note 1)	-	17	2,000	0.85%	74.15%	1,483
Travel	-	5,615	9,000	62.39%	12.61%	1,135
Miscellaneous	13,406	63,553	101,970	62.33%	12.68%	12,925
Total Admin. and General Expenditures	83,006	894,420	1,213,815	73.69%	1.31%	15,944
Depreciation Expense	7,366	226,069	365,000	61.94%	13.06%	47,681
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Expenses	\$ 509,803	\$ 5,159,129	\$ 7,053,176	73.15%	1.85%	\$ 130,754

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: APRIL 30, 2023

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$3,322,188.57
04/07/23	\$ 350,000.00	Deposit from TCB	\$3,672,188.57
04/14/23	\$ 22,097.62	Interest Earned	\$3,694,286.19
04/24/23	\$ 800,000.00	Deposit from TCB (SM County - Sewer Charges Revenue)	\$4,494,286.19
Ending Balance			\$4,494,286.19

Total Investments Last Report Period = \$3,322,188.57
Total Investments at End of Report Period = \$4,494,286.19

Effective Interest Rate: 2.831%
(as of 03/23)

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

May 01, 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

April 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/7/2023	4/7/2023	RD	1725746	1686103	PATRICIA MAIRENA	350,000.00
4/14/2023	4/13/2023	QRD	1727655	N/A	SYSTEM	22,097.62
4/24/2023	4/24/2023	RD	1728664	1689024	PATRICIA MAIRENA	800,000.00

Account Summary

Total Deposit:	1,172,097.62	Beginning Balance:	3,322,188.57
Total Withdrawal:	0.00	Ending Balance:	4,494,286.19

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: APRIL 30, 2023

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$138,005.16
04/30/23	\$ 342.63	Change in Account Value	\$138,347.79
Ending Balance			\$138,347.79

Total Investments Last Report Period = \$138,005.16
Total Investments at End of Report Period = \$138,347.79

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.

Brokerage

Account Statement

April 1, 2023 - April 30, 2023
Account Number: RMB-023565WESTBOROUGH WATER DISTRICT
PO BOX 2747
S SAN FRAN CA 94083-2747**Your Account Executive:**PAUL REHMUS
(800) 967-4513**Portfolio at a Glance**

	This Period
BEGINNING ACCOUNT VALUE	\$138,005.16
Net Change in Portfolio¹	342.63
ENDING ACCOUNT VALUE	\$138,347.79
Estimated Annual Income	\$5,005.50

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

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	138,005.16	138,347.79
100%	Account Total	\$138,005.16	\$138,347.79

Please review your allocation periodically with your Account Executive.
Your Account is 100% invested in Fixed Income.**Client Service Information****Your Account Executive:** MBPPAUL REHMUS
MULTI-BANK SECURITIES
1000 TOWN CENTER, STE 2300
SOUTHFIELD MI 48075-1239**Contact Information****Business:** (800) 967-4513
E-Mail: customerservice@mbssecurities.com**Client Service Information****Service Hours:** Weekdays 09:00 a.m. - 05:00 p.m. (EST)
Client Service Telephone Number: (800) 967-9045
Web Site: WWW.MBSSECURITIES.COM

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out

Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out

Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes

Accrual market discount method for all other bond types: Constant Yield Method

Include market discount in income annually: No

ELECTRONIC DELIVERY

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

Statements and Reports

Notifications

Tax Documents

Trade Confirmations

Prospectus

Proxy/Shareholder Communications

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

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	2,482.18	0.00
Total Income	\$0.00	\$0.00	\$2,482.18	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	98.1190	138,347.79	452.55	5,005.50	3.61%
Total Certificates of Deposit	141,000.0000		\$138,347.79	\$452.55	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$138,347.79	\$452.55	\$5,005.50	
Total Portfolio Holdings				Market Value \$138,347.79	Accrued Interest \$452.55	Estimated Annual Income \$5,005.50



April 1, 2023 - April 30, 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 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.

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

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	\$0.00	\$0.00	\$0.00	\$2,482.18	\$0.00	\$2,482.18
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-2,482.18	-2,482.18
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,482.18	-\$2,482.18
Totals	\$0.00	\$0.00	\$0.00	\$2,482.18	-\$2,482.18	\$0.00

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. 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.

April 1, 2023 - April 30, 2023
WESTBOROUGH WATER DISTRICT**Messages (continued)**

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.

Important Information and Disclosures**The Role of Pershing**

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333**. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Arbitration Disclosures

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

Important Information and Disclosures *(continued)*

Important Arbitration Agreement

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

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

3.C.9



CLAIMS REGISTER: APRIL 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 54,787.56

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-05/23)	12,775.72
ACWA/JPIA (Workers' Compensation Program, 01/01/22-03/31/22)	4,934.24
Alert Door Service, Inc. (Skyline Bldg. Roll-up Door Repairs)	425.00
AT&T (P.S. Phone Bill to 04/01/23)	516.42
AT&T Mobility (Field & Office Cell Phones, 03/03-04/02)	335.04
BAWSCA (fy22-23 4th Quarter Assessment)	6,996.25
Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 05/01/22-08/01/22)	179.28
Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 05/01/22-08/01/22)	259.02
Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm 05/01/22-08/01/22)	359.19
C.J. Brown & Company CPA's (FY 21-22 Audit Services, Progress Pymt.#16 & FY 22-23 Audit Services, Progress Pymt.#1)	2,965.00
CalPERS (Retirement Contributions-04/15/23)	5,405.50
CalPERS (Retirement Contributions-04/30/23)	5,405.49
Colina Association (Three Parking Spaces Rental, 05/23)	450.00
Core & Main ((2) 14 Couplings & (2) 14 Hymax Long Couplings)	8,412.73
Direct Line (Answering Service, 03/15-04/14)	355.38
EFTPS (Employment Taxes-04/15/23)	10,779.76
EFTPS (Employment Taxes-04/30/23)	11,096.15
EDD (Employment Taxes-04/15/23)	2,446.28
Employment Develop. Dept. (Quarterly Payroll Taxes-1st Qtr.)	752.55
EDD (Employment Taxes-04/30/23)	2,438.98
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-03/23)	1,224.00
Home Depot Credit Services (Field Supplies to 04/13/23)	356.22
Mairena, Patricia (GM Mairena's Internet Services, 03/27-04/26 & 03/23 Membership Dues)	84.99
North Coast County Water (Bacteria Analyses-03/23 & Share of PG&E Bill-12/22/22-03/22/23)	597.13
O'Reilly Auto Parts ((2) Batteries for Dump Truck)	313.75
PG&E (Summary Bill to 04/21/23)	21,760.03
Pakpour Consulting Group, Inc. (Engineering Services - 03/23)	4,900.89
Precise Printing & Mailing (Printing & Mailing, 03/15/23 Bills)	626.09
Productive Printing (2,000 Blank Red Door Hangers & 1,000 Neon Green Door Hangeres)	530.47
SF Water Dept. (Water Purchases, 03/06-04/05)	127,514.31
So. SF Scavengers (Garbage Services, 03/23)	110.13
Tri Counties Bank (Monthly Credit Card Charges Ending 03/31/23)	793.97
WEX Bank (Wright Express-Gas Purchases to 04/14/23)	1,309.94

SUB-TOTAL \$ 292,197.46

Updated Checks Voided During Month:

<i>Mairena, Patricia (Ck #024537 Voided & re-issued Ck #024557)</i>	<i>(84.99)</i>
<i>Chambers, Tom (Ck #024499 Voided & re-issued Ck #024558)</i>	<i>(65.00)</i>

TOTAL CLAIMS REGISTER AMOUNT

\$ 292,047.47

REPORT.: May 01 23 Monday
 RUN...: May 01 23 Time: 13:02
 Run By.: Wendy Bellinger
 Control Date.: 05/01/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 05-23 Fiscal Period...: (11-23) 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						
040123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 04/10-05/09	04/01/23 04/01/23	05-23 11-23	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

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

042223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 05/23	04/22/23 04/22/23	05-23 11-23	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

043023-	MISC. EXPENSES - 04/23	04/30/23 04/30/23	05-23 11-23	A	59450		93.44	.00	93.44
** Vendor's Subtotal ----->							93.44	.00	93.44

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

041123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 04/16-05/15	04/11/23 04/11/23	05-23 11-23	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

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

C30028-01-	WIP - 2023 AWSDA, PAYMENT #1	04/25/23 04/25/23	05-23 11-23	A	59450		698.88	.00	698.88
** Vendor's Subtotal ----->							698.88	.00	698.88

VENDOR I.D.: HO 01 (HO, VINCENT)

041423-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO HO 0058	04/14/23 04/14/23	05-23 11-23	A	59450		100.00	.00	100.00
** Vendor's Subtotal ----->							100.00	.00	100.00

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

040123-	DIRECTOR MEDINA'S INTERNET SERVICE, 04/10-05/09	04/01/23 04/01/23	05-23 11-23	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: MR 01 (MRC)

IN3392509-	XEROX COPIER MAINT. AGREEMENT, 03/09-04/18	04/13/23 04/13/23	05-23 11-23	A	59450		323.32	.00	323.32
** Vendor's Subtotal ----->							323.32	.00	323.32

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

033123-	DIRECTOR RICHARDS' INTERNET SERVICE, 04/23	03/31/23 03/31/23	05-23 11-23	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

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

REPORT.: May 01 23 Monday
 RUN....: May 01 23 Time: 13:02
 Run By.: Wendy Bellinger
 Control Date.: 05/01/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 002
 ID #: PY-RP
 CTL.: 000

Posting Period...: 05-23 Fiscal Period...: (11-23) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
55470-	AAR & CYBER SECURITY CONSULTATION	03/20/23	05-23	A	59450	1522.60	.00	1522.60
		03/20/23	11-23					
55610-	BITDEFENDER LICENSES (10) & MFA INSTALLATION	04/04/23	05-23	A	59450	2438.40	.00	2438.40
		04/04/23	11-23					
** Vendor's Subtotal ----->						3961.00	.00	3961.00

VENDOR I.D.: SIU02 (SIU, KIMBERLY L.)

041223-	ONE WWD HET REBATE FOR ACCT NO SIU0014	04/12/23	05-23	A	59450	50.00	.00	50.00
		04/12/23	11-23					
** Vendor's Subtotal ----->						50.00	.00	50.00

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

043023-	PAYROLL TRANSFER - 04/23	04/30/23	05-23	A	59450	48425.50	.00	48425.50
		04/30/23	11-23					
** Vendor's Subtotal ----->						48425.50	.00	48425.50

VENDOR I.D.: \C027 (DANIEL CHIN)

000C30401-	MQ CUSTOMER REFUND FOR CHI0145	05/01/23	05-23	Z	59450	127.27	.00	127.27
		05/01/23	11-23					
** Vendor's Subtotal ----->						127.27	.00	127.27

VENDOR I.D.: \F010 (NEIL & JENNA FRANCISCO)

000C30401-	MQ CUSTOMER REFUND FOR FRA0036	05/01/23	05-23	Z	59450	43.23	.00	43.23
		05/01/23	11-23					
** Vendor's Subtotal ----->						43.23	.00	43.23

VENDOR I.D.: \L017 (BRIAN LEE)

000C30401-	MQ CUSTOMER REFUND FOR LEE0252	05/01/23	05-23	Z	59450	92.21	.00	92.21
		05/01/23	11-23					
** Vendor's Subtotal ----->						92.21	.00	92.21

VENDOR I.D.: \L018 (JOHN AND PHYLLIS LEE)

000C30401-	MQ CUSTOMER REFUND FOR LEE0283	05/01/23	05-23	Z	59450	119.20	.00	119.20
		05/01/23	11-23					
** Vendor's Subtotal ----->						119.20	.00	119.20

VENDOR I.D.: \L019 (RUSTICA V. LIMSIC)

000C30401-	MQ CUSTOMER REFUND FOR LIM0020	05/01/23	05-23	Z	59450	6.41	.00	6.41
		05/01/23	11-23					
** Vendor's Subtotal ----->						6.41	.00	6.41

VENDOR I.D.: \L020 (ANGELICA LIU)

000C30401-	MQ CUSTOMER REFUND FOR LIU0058	05/01/23	05-23	Z	59450	101.53	.00	101.53
		05/01/23	11-23					
** Vendor's Subtotal ----->						101.53	.00	101.53

REPORT.: May 01 23 Monday
 RUN....: May 01 23 Time: 13:02
 Run By.: Wendy Bellinger
 Control Date.: 05/01/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 05-23 Fiscal Period...: (11-23) Cash Account No...: 13110

VENDOR I.D.: \R005 (CATHY & KURT RAMPLEY)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account #	Gross Amount	Discount Amount	Net Amount
000C30401-	MQ CUSTOMER REFUND FOR RAM0067	05/01/23	05-23	Z	59450	101.53	.00	101.53
		05/01/23	11-23					
** Vendor's Subtotal ----->						101.53	.00	101.53

VENDOR I.D.: \S031 (NAZAL SADIQ)

000C30401-	MQ CUSTOMER REFUND FOR SAD0003	05/01/23	05-23	Z	59450	116.49	.00	116.49
		05/01/23	11-23					
** Vendor's Subtotal ----->						116.49	.00	116.49

VENDOR I.D.: \W005 (LIYING TANG & MICHAEL WONG)

000C30401-	MQ CUSTOMER REFUND FOR WON0342	05/01/23	05-23	Z	59450	102.55	.00	102.55
		05/01/23	11-23					
** Vendor's Subtotal ----->						102.55	.00	102.55

** Report's Total -----> 54787.56 .00 54787.56

** Total Vendors On This Report -----> 21

** Total Vendors Needing Checks -----> 21

Code Title

 A IMMEDIATE

From: David Eggerton <Dave.Eggerton@acwa.com>
Sent: Wednesday, March 15, 2023 12:30 PM
To: Donna Pangborn
Subject: ACWA 2023 BOARD OFFICERS' ELECTION - Authorized Voting Representative Form
Importance: High

MEMORANDUM

TO: ACWA Member Agency Leadership
(sent via email)
CC: ACWA Board of Directors
FROM: ACWA Executive Director
DATE: March 15, 2023
SUBJECT: ACWA 2023 BOARD OFFICERS' ELECTION – Authorized Voting Representative Form

ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the Board officers' election for President and Vice President and the region board elections. **This memo provides a summary of the Board officers' election process, including key dates and changes being implemented this year.**

The biggest change to the election process is that voting will no longer take place during conference. Instead, voting will take place electronically July 17 - Sept. 15. Ballots will be distributed July 17 and include all qualified candidates, in addition to the Election Committee's preferred candidates. All candidates will also be listed on the ACWA website and invited to participate in a town hall style webinar in which members can ask the candidates questions.

Each member agency in good standing may vote in the election for President and Vice President. **Member agencies must designate the agency's one voting representative by submitting an Authorized Voting Representative Form to donnap@acwa.com by June 16. The form is available [online](#).**

ACWA will be using a web-based online voting system called Simply Voting, which will independently tabulate the votes and provide verified results in a timely manner while keeping individual votes confidential. Designating your agency's voting representative is an important step to ensure the ballot is sent to the correct person.

Important Officers Election Dates

- Call for candidates begins: **Monday, April 17**
- Deadline to submit Authorized Voting Representative Forms: **Friday, June 16**
- Deadline to submit candidate nominations: **Friday, June 16**

- Election begins: **Monday, July 17**
 - Authorized voting representatives who are voting electronically will receive an email from Simply Voting with a link to the ballot for President and Vice President.
 - Authorized voting representatives who have requested a paper ballot will be sent a ballot by first class mail to their member agency's address.
- Deadline to submit ballots: **Friday, September 15**
- Announcement of ACWA President and Vice President for 2024-'25 term: **September 27**
- Introduction of ACWA President and Vice President at fall conference: **November 29**

For more details about the election process, please visit www.acwa.com/elections. Additional questions can be directed to ACWA Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.

Dave Eggerton

Executive Director

Association of California Water Agencies

916.441.4545 | DaveE@acwa.com | www.acwa.com



ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections. **In order to vote for the board officers, each member agency must designate one voting representative by June 16.** To designate your agency's one voter, submit this Authorized Voting Representative Form by the June deadline. If you do not designate a representative to vote by the deadline, your agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 17. For more information about ACWA's elections, visit www.acwa.com/elections.

The person designated below will cast our agency's vote for the election of ACWA's President and Vice President for the 2024-'25 term in the upcoming election.

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

☐ Our member agency would like to cast a paper ballot by U.S. mail instead of voting electronically.

Please provide the mailing address below only if you are voting by mail.

Mailing Address	City, State and Zip
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Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

Date

SAVE & SUBMIT

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Mail: 980 9th Street, Suite 1000, Sacramento, CA 95814

**SUBMISSION DEADLINE
JUNE 16, 2023**

RESOLUTION OF THE BOARD OF DIRECTORS OF

TO NOMINATE AND SUPPORT

AS A CANDIDATE FOR THE POSITION OF ACWA

WHEREAS, the Election Committee has announced a call for nominations of candidates for the election of President and Vice President of the Association for the 2024-'25 term; and

WHEREAS, the Election Committee will present an open ballot with all qualifying candidates to the members for a vote by written ballot; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the _____ Board of Directors since _____; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS, it is the opinion of the _____ Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the _____ Board of Directors does hereby nominate and support _____ as a candidate for the office of ACWA _____, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting of said Board held on the _____ day of _____, 2023, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors