

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, June 8, 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 May 4, 2023.

B. Accountant's Report for Period Ending April 30, 2023.

C. Investment Report for Period Ending May 31, 2023.

D. Claims Register for May 31, 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):

6. BUSINESS (NEW):

- A. Consideration of Resolution no. 670, Rescinding Resolution 633 and Terminating the Implementation of the Stage 2 Restrictions of the Water Shortage Contingency Plan Under the District's Urban Water Management Plan

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 8, 2023

Page 2 of 2

- B. Review and Approve Agreement for Water and Sewer Service for 528 Avalon.
 - C. Review/Approve Capital Improvement Projects for FY 2023-2024.
 - D. Review/Approve FY 2023-2024 Operating Budget.
 - E. Consideration to Pass through the Cost of Credit Card Processing on Water Bills.
 - F. Review/Approve Quote for the Avalon Lift Station Electrical Conduits Repairs.
 - G. Review/Approve Proposal to Participate in the BAWSCA Water Loss Management Program for FY 2023-2024.
 - H. Set a date for a Study Session to Discuss Multi-Year Capital Projects and to Review/Approve the Proposal for Water and Sewer Rate Study.
 - I. Review/Approve District Newsletter.
 - J. Consideration of Cost-of-Living and Salary Adjustment for District Employees.
- 7. WRITTEN COMMUNICATIONS: None**
- 8. ATTORNEY'S REPORT:**
- 9. GENERAL MANAGER'S REPORT:**
- A. Report on District's Water Conservation for May 2023.
- 10. ITEMS FROM BOARD OF DIRECTORS:**
- A. Report on BAWSCA Meeting of May 18, 2023 (Chambers).
 - B. Report on ACWA/JPIA Conference, May 8 – May 11, 2023 (Amuzie).
- 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, May 4, 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 (via Zoom)
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: Joubin Pakpour, District Engineer

2. PLEDGE OF ALLEGIANCE: Led by Director Richards.

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:

District Engineer, Joubin Pakpour, re-introduced himself to the new board members and mentioned that he has been the District Engineer since 2011. Engineer Pakpour mentioned that once or twice a year he likes to give the Board an update on the status of the District's infrastructure. Engineer Pakpour stated that he had prepared a small report which he would share with General Manager Mairena, so she could forward it to the Board. Engineer Pakpour stated that the AWWA recommended rule was to replace the infrastructure once every 100 years, and that unfortunately, the rate the District was replacing it was closer to every 2,000

Two of Four
Minutes of the Regular Meeting of the Board of Directors
Thursday, May 4, 2023

years and that it was his duty to let the Board know about this, and that he highly recommended doing something about it.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

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

General Manager Mairena explained to the Board that ACWA will not be holding the elections during the ACWA Conference as they had done in the past, and instead they will be doing it via a ballot that would be emailed to the designated authorized voting representative. General Manger Mairena stated that the designation form needs to be returned by June 16th.

President Medina asked if the Board needed to take any action. General Manager Mairena stated that the Board needed to designate the authorized voting representative and that it would usually be the president. Director Chambers explained that years back, that was the way it was done, but it was a hassle having the president complete a Form 700 taking over the position, an annual one, and then again when leaving the position, so instead, an ACWA Representative was selected, and that happened to be President Medina, so he suggested she be the one to be designated. Director Chambers mentioned that since Director Amuzie is now attending the ACWA conferences, perhaps he should be designated but that would be up to President Medina if she would like to give up her position as the ACWA representative. Director Chambers stated that in any case, the designated authorized voting representative should be the ACWA Representative.

President Medina asked if there were any more comments or thoughts.

Director Chambers moved to authorize President Medina as the Authorized Voting Representative for the ACWA 2023 Board Officers' Election, seconded by Director Bautista.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT:

Attorney Conneran reported that there were a number of bills to modify the Brown Act to allow remote participation more easily. Attorney Conneran stated that these are subject to

opposition and amendments, but his firm was following them and as soon as there was anything concrete, he would update the Board.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena reported that she was hoping that the SFPUC bill would be issued by now, but it had not due to the board meeting being so early in the month. General Manager Mairena stated she was unable to prepare her regular report, so she will be reporting at the next meeting.

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

General Manager Mairena reported the RFP document was not yet ready as the CIP Committee was still working on a 5-year CIP plan as requested by the Board.

C. Report on Capital Improvement Committee meeting of April 26, 2023.

General Manager Mairena reported that she had met with the CIP Committee, and they had reviewed only the CIP sewer projects recently prepared by Pakpour since the committee had already reviewed the water projects. General Manager Mairena stated that the CIP Committee was planning on meeting again soon to prioritize all the projects, and this time they planned to include Engineer Pakpour and hopefully, produce a multi-year CIP Plan.

D. Report on Water Damages at the Avalon Lift Station.

General Manager Mairena shared some pictures and video clips of the water damage to the electrical conduits at the Avalon Lift Station. General Manager Mairena stated that since the Avalon Lift Station was underground, the water runoff from the hill had caused the damage by seeping through the concrete. General Manager Mairena mentioned that field staff was still investigating the possible causes which could include the adjacent neighbor's water hose or water runoff from the heavy rain season, and that the water usage from that one neighbor would be reviewed for any usage spike. General Manager Mairena told the Board that Sanitation staff was working on getting quotes for the electrical conduits repairs and she would be reporting at the next meeting.

Director Chambers asked if the damage was recent or had it been there before. General Manager Mairena replied that she had no previous reports, but she would make sure to ask Sanitation when she receives and reviews the quotes.

Four of Four

Minutes of the Regular Meeting of the Board of Directors

Thursday, May 4, 2023

General Manager Mairena also mentioned that once she has more information, she will be reviewing the findings with Attorney Conneran.

10. ITEMS FROM BOARD OF DIRECTORS:

Director Chambers reported that last Tuesday, San Francisco had celebrated 100 years of the O'Shaughnessy Dam which is still very much operational. Director Chambers stated that the BAWSCA CEO, Nicole Sandkulla, Tom Francis (also from BAWSCA), and he had driven there for the celebration, and other attendees included the Mayor of San Francisco and heads of the SFPUC.

General Manager Mairena stated that at the BAWSCA Water Management Representatives meeting, Nicole had reported on that matter and mentioned that there will be another celebration scheduled sometime soon, probably at San Francisco City Hall.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.

Time 7:54 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
April 30, 2023



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

Westborough Water District

Table of Contents

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



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 ten months ended April 30, 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 ten months ended April 30, 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 ten months ended April 30, 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

June 2, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
April 30, 2023

ASSETS

Current Assets:

Cash (Including \$4,637,087 in Time Deposits)	\$ 4,990,739
Receivables	
Lease	28,116
Water	723,495
Other	6,592
Prepaid Expenses and Other	17,844
Inventory	346,547
Total Current Assets	<u>6,113,333</u>

Non-Current Assets:

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	1,352,784
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>14,533,764</u>
Less Accumulated Depreciation	<u>(6,804,675)</u>
Utility Plant in Service-Net Depreciation Expense	<u>7,729,089</u>
Total Non-Current Assets	<u>7,997,105</u>
Total Assets	<u>\$ 14,110,438</u>

DEFERRED OUTFLOWS

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

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
April 30, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 881,954
Customers' Deposits	361,810
Unearned Revenue	244,828
Total Current Liabilities	<u>1,488,592</u>

Long-term Liabilities:

Accrued Vacation	50,694
Net Pension Liability	279,248
Net OPEB Obligation	121,154
Total Long-term Liabilities	<u>451,096</u>
Total Liabilities	<u>\$ 1,939,688</u>

DEFERRED INFLOWS

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

NET POSITION

Net Investment in Capital Assets	\$ 7,729,089
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	364,391
Unappropriated	999,161
Total Net Position	<u>\$ 11,634,117</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the ten months ended April 30, 2023

Operating Revenue:	
Water Sales (Note 3)	\$ 3,329,965
Sewer Svc. and Transfer Charges	2,689,566
Misc. Operations	20,177
Capital Facility Income	30,159
Total Operating Revenue	<u>6,069,867</u>
Operating Expense:	
Water Expenditures	2,220,600
Sanitary Sewer Expenditures	2,232,115
Admin. and General Expenditures	989,983
Depreciation	249,875
Capital Facility Expense	500
Total Operating Expenses	<u>5,693,073</u>
Operating Income (Loss)	376,794
Non-operating Income (Expense):	
Property Taxes	563,382
Investment Interest	47,567
Other	148,420
Total Non-operating Income (Expense)	<u>759,369</u>
Change in Net Position	1,136,163
Net Position - Beginning	<u>10,497,954</u>
Net Position - Ending	<u><u>\$ 11,634,117</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
April 30, 2023

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

NOTE 2 - Accounts payable at April 30, 2023, includes \$779,993 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 \$(2,986) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the ten months ended April 30, 2023, were as follows:

Beginning Balance	\$ 14,533,065
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	699
Ending Balance	<u>\$ 14,533,764</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the ten months ended April 30, 2023

	April	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 303,211	\$ 3,329,965	\$ 4,058,845	82.04%	-1.29%	\$ (52,406)
Sewer Svc. and Transfer Charges	230,441	2,689,566	3,200,831	84.03%	0.69%	22,207
Misc. Operations	2,194	20,177	-	100.00%	100.00%	20,177
Capital Facility Income	12,064	30,159	-	100.00%	100.00%	30,159
Total Operating Revenue	547,910	6,069,867	7,259,676	83.61%	0.28%	20,137
Operating Expense:						
Water Expenditures	185,944	2,220,600	2,702,930	82.16%	1.18%	31,842
Sanitary Sewer Expenditures	228,631	2,232,115	2,771,431	80.54%	2.79%	77,411
Admin. and General Expenditures	95,563	989,983	1,213,815	81.56%	1.77%	21,530
Depreciation	23,806	249,875	365,000	68.46%	14.87%	54,292
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Operating Expenses	533,944	5,693,073	7,053,176	80.72%	2.62%	184,575
Operating Income (Loss)	13,966	376,794	206,500	182.47%	-99.13%	204,712
Non-operating Income (Expense):						
Property Taxes	52,166	563,382	613,231	91.87%	8.54%	52,356
Investment Interest	23,403	47,567	12,052	394.68%	311.35%	37,524
Other	(8,330)	148,420	36,000	412.28%	328.94%	118,420
Total Non-operating Income (Expense)	67,239	759,369	661,283	114.83%	31.50%	208,300
Net Income (Loss)	\$ 81,205	\$ 1,136,163	\$ 867,783	130.93%	47.59%	\$ 413,012

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the ten months ended April 30, 2023

	April	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 32,687	\$ 339,801	\$ 407,317	83.42%	-0.09%	\$ (370)
Salaries Overtime	570	6,639	8,000	82.99%	0.35%	28
Benefits	7,296	99,483	117,178	84.90%	-1.57%	(1,835)
OPEB	1,369	15,392	11,870	129.67%	-46.34%	(5,500)
Payroll Taxes	2,558	26,138	32,220	81.12%	2.21%	712
Technical Communications	813	7,960	9,052	87.94%	-4.61%	(417)
Utilities	11,291	128,710	136,634	94.20%	-10.87%	(14,848)
Supplies and Small Tools	356	10,317	15,000	68.78%	14.55%	2,183
Maintenance of System	8,412	40,500	60,148	67.33%	16.00%	9,623
Special Services	560	65,478	74,526	87.86%	-4.53%	(3,373)
Vehicle Expense	1,731	20,311	30,400	66.81%	16.52%	5,022
Water Purchases	118,301	1,459,871	1,800,585	81.08%	2.26%	40,617
Total Water Expenditures	185,944	2,220,600	2,702,930	82.16%	1.18%	31,842
Sanitary Sewer Expenditures:						
Treatment & Disposal	213,755	2,063,320	2,601,335	79.32%	4.02%	104,460
Utilities	10,801	99,286	103,287	96.13%	-12.79%	(13,214)
Repair of Pipelines	-	-	5,000	0.00%	83.34%	4,167
Repair of Pumps	-	16,313	15,000	108.75%	-25.42%	(3,813)
Miscellaneous Sewer Expenses	4,075	53,196	46,809	113.64%	-30.31%	(14,189)
Total Sanitary Sewer Expenditures	228,631	2,232,115	2,771,431	80.54%	2.79%	77,411

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the ten months ended April 30, 2023

	April	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	38,613	407,851	510,682	79.86%	3.47%	17,717
Salaries-Temporary	672	1,673	2,000	83.65%	-0.30%	(6)
Salaries-Overtime	-	-	2,000	0.00%	83.35%	1,667
Employee Benefits	11,524	161,959	179,751	90.10%	-6.77%	(12,167)
OPEB	2,054	23,088	19,816	116.51%	-33.18%	(6,575)
Office Supplies and Postage	323	9,307	10,070	92.42%	-9.09%	(915)
Memberships	6,996	46,060	45,545	101.13%	-17.80%	(8,106)
Utilities	99	1,129	1,000	112.90%	-29.60%	(296)
Telephone	365	2,910	4,534	64.18%	19.14%	868
Payroll Taxes	3,127	26,016	41,072	63.34%	19.99%	8,211
Water Conservation	5,019	6,592	16,000	41.20%	42.13%	6,741
Building & Grounds Maintenance	1,483	12,351	9,668	127.75%	-44.41%	(4,294)
Parking Rentals	450	4,500	5,760	78.13%	5.21%	300
Directors Fees	1,200	9,100	10,500	86.67%	-3.33%	(350)
Engineering Services	4,901	45,631	50,000	91.26%	-7.93%	(3,964)
Accounting	1,483	19,782	22,325	88.61%	-5.28%	(1,178)
Legal	612	28,386	23,400	121.31%	-37.97%	(8,886)
Billing	628	32,702	46,442	70.41%	12.92%	6,000
Communications	921	17,675	25,530	69.23%	14.10%	3,600
General Election	-	2,685	3,750	71.60%	11.73%	440
Insurance	9,145	55,453	71,000	78.10%	5.23%	3,714
Bad Debts (Note 1)	-	17	2,000	0.85%	82.50%	1,650
Travel	-	5,615	9,000	62.39%	20.94%	1,885
Miscellaneous	5,948	69,501	101,970	68.16%	15.18%	15,474
Total Admin. and General Expenditures	95,563	989,983	1,213,815	81.56%	1.77%	21,530
Depreciation Expense	23,806	249,875	365,000	68.46%	14.87%	54,292
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Expenses	\$ 533,944	\$ 5,693,073	\$ 7,053,176	80.72%	2.62%	\$ 184,575

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$4,494,286.19
		No Transactions	\$4,494,286.19
		Ending Balance	\$4,494,286.19

Total Investments Last Report Period = \$4,494,286.19

Total Investments at End of Report Period = \$4,494,286.19

Effective Interest Rate: 2.870%
(as of 02/23)

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

June 05, 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

May 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,494,286.19
Total Withdrawal:	0.00	Ending Balance:	4,494,286.19

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$138,347.79
05/31/23	\$ (599.25)	Change in Account Value	\$137,748.54
		Ending Balance	\$137,748.54

Total Investments Last Report Period = \$138,347.79
Total Investments at End of Report Period = \$137,748.54

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

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

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$138,347.79
Net Change in Portfolio¹	-599.25
ENDING ACCOUNT VALUE	\$137,748.54
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	138,347.79	137,748.54
100%	Account Total	\$138,347.79	\$137,748.54

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

Client Service Information

Your Account Executive: MBP

PAUL REHMUS
MULTI-BANK SECURITIES
1000 TOWN CENTER, STE 2300
SOUTHFIELD MI 48075-1239

Contact Information

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

Client Service Information

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

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out

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

Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

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

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

Include market discount in income annually: No

ELECTRONIC DELIVERY

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

Statements and Reports

Notifications

Tax Documents

Trade Confirmations

Prospectus

Proxy/Shareholder Communications

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

Income and Expense Summary

	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	97.6940	137,748.54	877.68	5,005.50	3.63%
Total Certificates of Deposit	141,000.0000		\$137,748.54	\$877.68	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$137,748.54	\$877.68	\$5,005.50	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$137,748.54	\$877.68	\$5,005.50

May 1, 2023 - May 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 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.

May 1, 2023 - May 31, 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.**



CLAIMS REGISTER: MAY 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 71,291.71

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-06/23)	12,775.72
Art's Peninsula Locksmith (Rekey 12 Padlocks & Copies of 8 Keys)	971.60
AT&T (P.S. Phone Bill to 05/01/23)	491.51
AT&T Mobility (Field & Office Cell Phones, 04/03-05/02)	335.04
CalPERS (Retirement Contributions-05/15/23)	5,405.49
CalPERS (Retirement Contributions-05/31/23)	5,405.49
Colina Association (Three Parking Spaces Rental, 06/23)	450.00
Chavan & Associates, LLP (Accounting Services 02/23 & 03/23)	3,000.00
Corbin Willits Systems (Route 40 - Import Coordinates for Drive By Reading)	87.50
Direct Line (Answering Service, 04/15-05/14)	304.85
EFTPS (Employment Taxes-05/15/23)	10,729.46
EFTPS (Employment Taxes-05/31/23)	10,906.81
EDD (Employment Taxes-05/15/23)	2,417.98
EDD (Employment Taxes-05/31/23)	2,404.64
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-04/23)	2,514.00
Home Depot Credit Services (Field Supplies to 05/12/23)	574.84
Jrockett77 Design (Printing Order - Letterhead Envelopes)	505.77
Liftoff Digital, LLC (Web Reporting & Hosting,05/23)	75.00
Lowe's Business (Field Supplies to 05/17/23)	310.07
Mairena, Patricia (GM Mairena's Internet Services, 04/27-05/26 & 04/23 Membership Dues)	84.99
North Coast County Water (Bacteria Analyses-04/23)	560.00
Office Depot (Office & Breakroom Supplies)	219.02
O'Reilly Auto Parts (Motor Oil & Filters for Truck #83 & #86)	286.65
PG&E (Summary Bill to 05/21/23)	22,461.65
Precise Printing & Mailing (Printing & Mailing, 05/15/23 Bills)	625.76
Quadient Leasing USA, Inc. (Postage Meter Rental, 06/23-09/23)	145.01
RCM Electric LLC (Skyline Bldg. - Electrical Work)	400.00
SF Water Dept. (Water Purchases, 04/06-05/03)	108,694.81
Selerum (IT Technical Assistance - @Billing Error & Disconnect Service Page Error)	266.80
So. SF Scavengers (Garbage Services, 04/23)	110.13
Staples Credit Plan (Breakroom & Office Supplies)	506.71
Telstar Instruments, Inc (New Eoton Soft Starter for Pump #1 @ Main P.S & Part 2 of Installation Power for Jacket Water Heater)	11,255.49
Trap's Tire & Auto Ctr. (Truck #83 Reline Front & Rear Brakes)	2,145.13
Tri Counties Bank (Monthly Credit Card Charges Thur 04/30/22)	933.91
United State Postal Serv. (Postage Meter Refill)	500.00
United State Postal Serv. (Billing - Bulk Mail, Permit #419)	3,000.00
WEX Bank (Wright Express-Gas Purchases to 05/14/23)	1,125.97

SUB-TOTAL \$ 284,279.51

Updated Checks Voided During Month:

none	-
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TOTAL CLAIMS REGISTER AMOUNT \$ 284,279.51

REPORT.: Jun 05 23 Monday
 RUN....: Jun 05 23 Time: 11:28
 Run By.: Wendy Bellinger
 Control Date.: 06/05/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 06-23 Fiscal Period...: (12-23) 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						
050123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 05/10-06/09	05/01/23	06-23	A	59450		65.00	.00	65.00
		05/01/23	12-23						
052423-	ACWA 2023 SPRING CONF REMIN EXPENSES-MILES & MEALS	05/24/23	06-23	A	59450		217.72	.00	217.72
		05/24/23	12-23						
** Vendor's Subtotal ----->							282.72	.00	282.72

VENDOR I.D.: AQU01 (AQUA-METRIC SALES, CO.)

INV094994-	FIELD INVENTORY - (6) OMNI METERS 1 1/2"	05/23/23	06-23	A	59450		3043.25	.00	3043.25
		05/23/23	12-23						
** Vendor's Subtotal ----->							3043.25	.00	3043.25

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

052223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 06/23	05/22/23	06-23	A	59450		65.00	.00	65.00
		05/22/23	12-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

053123-	MISC. EXPENSES - 05/23	05/31/23	06-23	A	59450		70.00	.00	70.00
		05/31/23	12-23						
** Vendor's Subtotal ----->							70.00	.00	70.00

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

051123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 05/16-05/16	05/11/23	06-23	A	59450		65.00	.00	65.00
		05/11/23	12-23						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: COR03 (CORE & MAIN)

S780350-	FIELD INVENTORY - (60) 20' PIPES	05/03/23	06-23	A	59450		5603.63	.00	5603.63
		05/03/23	12-23						
** Vendor's Subtotal ----->							5603.63	.00	5603.63

VENDOR I.D.: FEN01 (FENG, YUEXIN)

050223-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO FEN0010	05/02/23	06-23	A	59450		100.00	.00	100.00
		05/02/23	12-23						
** Vendor's Subtotal ----->							100.00	.00	100.00

VENDOR I.D.: GUA01 (GUAN, ZHEN NA)

052323-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO GAU0005	05/23/23	06-23	A	59450		100.00	.00	100.00
		05/23/23	12-23						
** Vendor's Subtotal ----->							100.00	.00	100.00

VENDOR I.D.: HAC01 (HACH COMPANY)

1391506-	CHEMKEY - (2) NITRITE & (2) AMMONIA	05/22/23	06-23	A	59450		413.05	.00	413.05
		05/22/23	12-23						
13592356-	CHEMKEY - (4) CHLORINE	05/22/23	06-23	A	59450		122.14	.00	122.14
		05/22/23	12-23						
** Vendor's Subtotal ----->							535.19	.00	535.19

WESTBOROUGH WATER DISTRICT
Accounts Payable Cash Requirements

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
34219-	WEB REPORTING & HOSTING, 06/23	06/01/23	06-23	A	59450	75.00	.00	75.00
		06/01/23	12-23					
** Vendor's Subtotal ----->						75.00	.00	75.00

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

050123-	DIRECTOR MEDINA'S INTERNET SERVICE, 05/10-06/09	05/01/23	06-23	A	59450	65.00	.00	65.00
		05/01/23	12-23					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: MR 01 (MRC)

IN3455388-	XEROX COPIER MAINT. AGREEMENT, 04/19-05/18	05/15/23	06-23	A	59450	94.57	.00	94.57
		05/15/23	12-23					
** Vendor's Subtotal ----->						94.57	.00	94.57

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

116675-	TROUBLESHOOTING & REPAIRS AT ROWNTREE P.S.	05/17/23	06-23	A	59450	7168.51	.00	7168.51
		05/17/23	12-23					
116677-	REPAIRS AT WESTBOROUGH SEWAGE PUMP STATION	05/17/23	06-23	A	59450	5048.23	.00	5048.23
		05/17/23	12-23					
** Vendor's Subtotal ----->						12216.74	.00	12216.74

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

053123-	PAYROLL TRANSFER - 05/23	05/31/23	06-23	A	59450	48147.91	.00	48147.91
		05/31/23	12-23					
** Vendor's Subtotal ----->						48147.91	.00	48147.91

VENDOR I.D.: \B008 (MICHAEL BAUER)

000C30501-	MQ CUSTOMER REFUND FOR BAU0053	06/01/23	06-23	Z	59450	102.89	.00	102.89
		06/01/23	12-23					
** Vendor's Subtotal ----->						102.89	.00	102.89

VENDOR I.D.: \C028 (HOW YEE CHENG)

000C30501-	MQ CUSTOMER REFUND FOR CHE0273	06/01/23	06-23	Z	59450	48.65	.00	48.65
		06/01/23	12-23					
** Vendor's Subtotal ----->						48.65	.00	48.65

VENDOR I.D.: \C043 (GARY & CAROLYN CHIN)

000C30501-	MQ CUSTOMER REFUND FOR CHI0124	06/01/23	06-23	Z	59450	45.94	.00	45.94
		06/01/23	12-23					
** Vendor's Subtotal ----->						45.94	.00	45.94

VENDOR I.D.: \C044 (WALLACE CHUN)

000C30501-	MQ CUSTOMER REFUND FOR CHU0136	06/01/23	06-23	Z	59450	88.84	.00	88.84
		06/01/23	12-23					
** Vendor's Subtotal ----->						88.84	.00	88.84

REPORT.: Jun 05 23 Monday
 RUN....: Jun 05 23 Time: 11:28
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Control Date.: 06/05/23 Posting Period.: 06-23 Fiscal Period.: (12-23) Cash Account No.: 13110

VENDOR I.D.: \J001 (HOWARD & AUDREY JAI)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C30501-	MQ CUSTOMER REFUND FOR JAI0005	06/01/23 06/01/23	06-23 12-23	Z	59450	144.28	.00	144.28
** Vendor's Subtotal ----->						144.28	.00	144.28

VENDOR I.D.: \L021 (MICHELLE LEUNG)

000C30501-	MQ CUSTOMER REFUND FOR LEU0049	06/01/23 06/01/23	06-23 12-23	Z	59450	16.93	.00	16.93
** Vendor's Subtotal ----->						16.93	.00	16.93

VENDOR I.D.: \L022 (KIMBERLY LIN)

000C30501-	MQ CUSTOMER REFUND FOR LIN0047	06/01/23 06/01/23	06-23 12-23	Z	59450	108.93	.00	108.93
** Vendor's Subtotal ----->						108.93	.00	108.93

VENDOR I.D.: \M015 (MAYANK MAMTANI)

000C30501-	MQ CUSTOMER REFUND FOR MAM0006	06/01/23 06/01/23	06-23 12-23	Z	59450	73.44	.00	73.44
** Vendor's Subtotal ----->						73.44	.00	73.44

VENDOR I.D.: \M016 (CESAR B. & M MANGALINAN)

000C30501-	MQ CUSTOMER REFUND FOR MAN0092	06/01/23 06/01/23	06-23 12-23	Z	59450	49.42	.00	49.42
** Vendor's Subtotal ----->						49.42	.00	49.42

VENDOR I.D.: \R006 (CYNTHIA RAMESH)

000C30501-	MQ CUSTOMER REFUND FOR RAM0060	06/01/23 06/01/23	06-23 12-23	Z	59450	47.41	.00	47.41
** Vendor's Subtotal ----->						47.41	.00	47.41

VENDOR I.D.: \S017 (AMY STRAZZARINO)

000C30501-	MQ CUSTOMER REFUND FOR STR0005	06/01/23 06/01/23	06-23 12-23	Z	59450	89.35	.00	89.35
** Vendor's Subtotal ----->						89.35	.00	89.35

VENDOR I.D.: \T005 (ANN TRUONG)

000C30501-	MQ CUSTOMER REFUND FOR TRU0005	06/01/23 06/01/23	06-23 12-23	Z	59450	11.62	.00	11.62
** Vendor's Subtotal ----->						11.62	.00	11.62

** Report's Total -----> 71291.71 .00 71291.71
 =====

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

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

A IMMEDIATE

RESOLUTION NO. 670

RESCINDING RESOLUTION 633 AND TERMINATING THE IMPLEMENTATION OF THE STAGE 2 RESTRICTIONS OF THE WATER SHORTAGE CONTINGENCY PLAN UNDER THE DISTRICT'S URBAN WATER MANAGEMENT PLAN

WESTBOROUGH WATER DISTRICT

WHEREAS, on July 8, 2021, California Governor Gavin Newsom expanded his Drought Proclamation to include San Mateo County and Santa Clara County, which also called upon all Californians to voluntarily reduce their water use by 15 percent compared to 2020 usage (Proclamation); and

WHEREAS, on July 12, 2021 and July 14, 2021, respectively, the San Francisco Public Utilities Commission (SFPUC) and the Bay Area Water Supply & Conservation Agency (BAWSCA) officially asked all customers of the Hetch Hetchy water system to voluntarily reduce their usage by 15%; and

WHEREAS, the Urban Water Management Planning Act (California Water Code Sections 10610, et. seq.) requires each urban water supplier, such as the Westborough Water District, to prepare and adopt an Urban Water Management Plan (Plan); and

WHEREAS, the Plan is required to include Water Shortage Contingency Plan; and

WHEREAS, in June 20, 2021, pursuant to Resolution No. 623, the Westborough Water District (District) adopted its Plan, which included a Water Shortage Contingency Plan that identifies a list of mitigation measures which may be authorized by the District, including voluntary water usage reductions of up to 20 percent; and

WHEREAS, on August 12, 2021, the District adopted Resolution No. 633, implementing Stage 2 of the Plan and urging a voluntary 15 percent reduction in water usage; and

WHEREAS, on March 28, 2022, the Governor issued Executive Order N-7-22, which directed the State Water Resources Control Board (SWRCB) to adopt emergency regulations requiring each urban water supplier that has submitted a Water Shortage Contingency Plan (WSCP) to the California Department of Water Resources to implement, at a minimum, shortage response actions (Shortage Level 2); and

WHEREAS, on May 24, 2022, the SWRCB adopted such regulations by SWRCB Resolution No. 2022-0018, Resolution to Adopt an Emergency Regulation to Reduce Demand and Improve Water Conservation, 23 Cal. Code of Regulations § 996 (SWRCB Regulations); and

WHEREAS, On February 13, 2023, the Governor issued Executive Order N-3-23, which continued the statewide drought emergency and regulations in effect, but also directed state agencies to provide recommendations on whether any existing provisions in the Governor's drought proclamations and executive orders are no longer needed to mitigate drought conditions;

and

WHEREAS, on March 24, 2023, the Governor issued Executive Order N-5-23, which among other actions terminated the portion of Executive Order N-7-22 that prompted the SWRCB to adopt SWRCB Resolution No. 22-0018, requiring urban water suppliers to implement, at minimum, the demand reduction actions in Level 2 of their WSCPs; and

WHEREAS, the aforementioned SWRCB Resolution No. 22-0018 is anticipated to expire on June 10, 2023; and

WHEREAS, on April 11, 2023, the San Francisco Public Utilities Commission adopted Resolution 23-0073, rescinding SFPUC Resolution No. 21-0177 and thereby ending the local water shortage emergency declaration (Cal. Water Code §§ 350-359) and rescinding implementation of SFPUC's WSCP Level 2 upon the termination, rescission, or amendment of SWRCB Resolution No. 22-0018; and

WHEREAS, in light of the above-mentioned actions, staff recommends that the Board of Directors rescind Resolution 633 upon the anticipated termination, rescission, or amendment of the SWRCB Regulations requiring urban water suppliers to implement WSCP Level 2 actions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby terminates the implementation of Stage 2 of its Water Shortage Contingency Plan, effective the later of: June 10, 2023, or, if the requirements of SWRCB Resolution No. 22-0018 are extended, to the date such requirements expire or are terminated.

PASSED AND ADOPTED this 8th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

AGREEMENT FOR WATER AND SEWER SERVICE

528 Avalon Drive, South San Francisco, California

THIS AGREEMENT is made this ____ day of _____, ____, between WESTBOROUGH WATER DISTRICT ("District") and PETER LU ("Owner");

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS.

A. District is a public corporation organized under the provisions of Division 12 of the Water Code of the State of California and is engaged in the storage, transmission and sale of water for domestic purposes and the provision of sewage disposal service within San Mateo County.

B. Owner owns and is developing real property within the geographic limits of the District and desires to be served by the District's water and sewer system.

C. "Development System" shall mean the water and sewer mains, house services, valves, fittings, housing and all appurtenances thereto, except meters, located within the public right-of-way and constituting the water and sewer system shown on the Remodeling Plans serving 528 Avalon Drive, a copy of which plan, as approved by the District on June 1, 2023, is on file in the office of the District and is incorporated herein by this reference.

2. INSTALLATION AND MAINTENANCE.

A. Owner shall commence installation of the Development System within four (4) months of the date of this Agreement and Owner agrees to complete said installation of the Development System within twelve (12) months of the date of this Agreement. If installation is not commenced and/or completed by such dates, the District may terminate this Agreement.

B. Owner shall install the Development System in accordance with the locations, sizes and specifications shown on the Remodeling Plans, and also in accordance with such specifications and standards as the District may prescribe. Construction shall include off site facilities and connections to existing facilities and shall be performed in a manner satisfactory to the District.

C. Prior to commencing construction, Owner, at its own expense, shall provide to the District a report by a competent soils engineer or soils laboratory indicating that the compaction in the fills within which water facilities are to be installed is in accordance with the District's specifications and standards.

D. The Owner guarantees and shall require its construction contractor to guarantee, that all work done under the Agreement shall be free from faulty materials and workmanship for a period of two (2) years from the date of acceptance by the District. The Owner hereby agrees to repair or replace (or have its contractor repair or replace) any and all work, together with any other adjacent work which may be displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or material within the guarantee period specified, without any expense whatsoever to the District.

The Owner further agrees, that within 10 calendar days after being notified in writing by the District of any work not in accordance with the requirements of the Agreement or any defects in the work, Owner will commence and prosecute (or arrange for its contractor to commence and prosecute) with due diligence all work necessary to fulfill the terms of this guarantee, and to complete the work within a reasonable period of time, and in the event of failure to do so, Owner authorizes the District to proceed to have such work done at the Owner's expense and Owner will honor and pay the cost and charges therefor upon demand. The District shall be entitled to all costs and expenses, including reasonable attorneys' fees, necessarily incurred upon the Owner's refusal to honor and pay the above costs and charges.

3. INSPECTION.

A. Owner shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction, and shall not commence construction unless the District inspector is at the site when construction begins. District agrees to make the District inspector available to be on site, provided the 10-days notice is given by Owner. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of construction. Any work performed without notice to District may be rejected by District on that ground alone. The District inspector will observe and inspect facilities solely to protect the interests of the District, and to determine whether the completed work is acceptable to the District and can be incorporated into the District system. The District does not assume any responsibility for the operations or safety practices of Owner or its contractors. Owner is responsible for correct location of all facilities which it installs.

B. Owner shall permit District's employees and authorized representatives to inspect the Development System, and the plans and materials therefor, at any reasonable time before, during, or after installation.

C. Owner shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Owner, its agents, employees, or contractors in constructing the Development System.

4. PAYMENT OF FEES AND CHARGES. Owner shall pay all sums expended by District for engineering, legal and other services rendered with regard to the construction of the Development System and its connection with the existing water and sewer system maintained by the District. Owner also agrees to pay all fees and charges established by District as connection charges, rights of service in existing facilities, and other comparable charges upon being

furnished with a statement of applicable fees and charges by District. The payment of such fees and charges shall be made prior to connection by Owner to the District's existing water and sewer system or acceptance by District of the Development System.

5. DEPOSIT. Owner shall deposit in cash or by certified or cashier's check with the Secretary of the District, prior to or concurrently with the execution of this Agreement, the sum of Eighteen Thousand Six Hundred Thirty Six Dollars and Fifty-One Cents (\$18,636.51). Said sum will be used by the District to pay for (1) the engineering charges for examining plans and checking specifications and other similar engineering charges, (2) the District's administrative expenses and the costs incidental to the inspection of the Development System, together with other charges including payment of fees for legal services, and (3) water connection, water meter, and sanitary sewer fees. Any balance remaining on deposit after payment of all such charges and costs shall be refunded to Owner. If such deposit is insufficient to pay all such charges and costs, Owner hereby agrees to pay all such charges and costs in excess of the sum so deposited prior to the acceptance of the Development System by District.

6. BONDS. Owner or its construction contractor shall furnish to the District prior to or concurrently with the execution of this Agreement the following bonds:

A. Payment Bond: in the sum of _____ Dollars (\$_____.00), equal to one hundred percent (100%) of the estimated cost of constructing the Development System, to guarantee payment of the obligations referred to in Section 3248 of the Civil Code;

B. Performance Bond: in the sum of _____ Dollars (\$_____.00), equal to one hundred percent (100%) of the estimated cost of constructing the Development System, to guarantee the faithful performance of the terms of this Agreement and to guarantee the complete and satisfactory repair and replacement of defective materials and faulty workmanship for a period of two (2) years from and after the acceptance of the Development System by District.

The bonds shall be furnished in a form satisfactory to District. The surety or sureties must be qualified to do business in California. If any of the sureties, in the sole opinion of District, is or becomes irresponsible, District may require other or additional sureties which Owner (or its contractor) shall furnish to the satisfaction of District within ten (10) days after notice from District. In default thereof, District shall be released from all obligations under this Agreement. No prepayment or delay in payment and no change, extension, addition, or alteration of any provision of this Agreement or in the approved submittal documents referred to in Section 1 of this Agreement, and no forbearance or acceptance by or on the part of District shall operate to release any surety from liability on the bonds.

7. INTENTIONALLY BLANK.

8. COMPLIANCE WITH STATE LAW, RULES AND REGULATIONS. Owner shall be responsible for compliance with all rules, obligations and laws applicable to the construction and installation of the Development System, and the District shall assume no

responsibility for the determination as to which, if any, laws, rules or regulations may be applicable to this Agreement. Owner shall hold the District harmless from any penalties, fines, damages or other losses which may arise from the failure of Owner and/or Owner's contractor to comply with any such applicable laws, rules and regulations without regard to whether District knew, could have known or should have known of the failure on the part of the Owner to comply with same or to provide for such compliance. Owner shall ensure that its contractor complies with this section.

9. INDEMNITY. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) as a result of the installation of the Development System by or on behalf of Owner. Owner, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the installation of the Development System, and to indemnify, hold harmless and defend the District from and against any and all liability for the death of or injury to any person or for the loss of, or damage to, any property (including the loss of its use) which may arise from or be connected with Owner's performance of this Agreement. Owner further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If District incurs any costs or expenses, including attorneys fees, in resisting any claims, Owner shall reimburse District upon demand for such costs and expenses. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

10. INSURANCE.

A. Owner or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Development System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's existing water distribution system, a policy or policies of liability insurance, as follows:

1. Bodily and personal injury liability in an amount not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) per occurrence; and

2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

Such policies shall insure District against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Development System by or on behalf of Owner, and shall further insure District against any and all costs and expenses, including attorneys' fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

(1) be issued by an insurance company or companies qualified to do business in California and approved in writing by District;

(2) name the District, its Directors, officers, agents and employees, as additional insureds;

(3) specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;

(4) provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to District; and

(5) otherwise be in a form reasonably satisfactory to District.

C. Owner or its construction contractor shall provide, and maintain at all times during the course of installation of the Development System, Workers' Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that its underwriter waives all right of subrogation against District by reason of any claim arising out of or in connection with the installation of the Development System and that such policy shall not be cancelled or altered without thirty (30) days prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Development System.

11. CONVEYANCE OF INSTALLATION. Owner shall grant full right, title and interest in and to all elements of the Development System to the District upon connection of the Development System with the existing water and sewer system of the District and written notice of acceptance thereof by the District. Such grant shall occur automatically upon the issuance of the written notice of acceptance and without the necessity of any further action by Owner. There shall be no obligation upon District to pay or reimburse to Owner any part of the cost of the Development System. Owner warrants that upon such passage of title to District, the title shall be free and clear from any and all liens, charges and encumbrances whatsoever. Owner further agrees that it will, prior to acceptance of the Development System, deliver to District in a form acceptable to District either by Grant Deed or recorded track map, the lands, easements, and rights-of-way required for such facilities and access thereto.

12. ACCEPTANCE BY DISTRICT. District shall accept the Development System and supply water and sewer service thereto when all of the following conditions have been met: (1) completion of the Development System; (2) performance by Owner of all of its obligations under this Agreement; (3) full payment of all fees and costs incurred by Owner in constructing the Development System and satisfactory evidence to District of such payment; and (4) certification by the District that the Development System and all parts thereof conform with

standards and specifications required by District for water and sewer systems installed for or by it.

13. EXECUTION AND PERFORMANCE OF AGREEMENT. Execution and performance of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of service to the area to be developed.

14. DISTRICT REGULATIONS. Owner shall at all times abide by and faithfully observe, and Owner shall ensure that its contractor abides by and faithfully observes, any and all District ordinances, resolutions, rules and regulations presently in effect or which may hereafter be enacted or adopted from time to time.

15. CONTINUING EFFECT. This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Owner or a permitted successor or assign shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall as of the date of disincorporation, forfeiture or termination own the Development System free and clear of any obligation to any party.

16. NOTICE. Any notice required by this Agreement shall be satisfied by a notice in writing either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District: Westborough Water District
2263 Westborough Boulevard
P.O. Box 2747
So. San Francisco, CA 94083-2747
Attention: General Manager

Applicant: Peter Lu
75 Minerva Street
San Francisco, CA 84112
Phone: (415) 816-6126
Attention: Peter Lu

17. APPLICABLE LAW. This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California.

18. TIME OF ESSENCE. Time is of the essence for this Agreement.

19. ENTIRE AGREEMENT. This writing contains the entire agreement of the parties with respect to the matters contained herein.

20. COUNTERPARTS. This Agreement may be entered into in counterparts, each of which shall be deemed an original but both of which together shall be deemed a single agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

WESTBOROUGH WATER
DISTRICT, a public agency

PETER LU
(Owner)

By: _____
President

*By: _____

Title: _____

Attest:

*By: _____

Title: _____

Secretary

Approved as to Form:

Attorney for District

* NOTE: If Owner is a corporation, this Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.

June 9, 2023

DRAFT

Peter Lu
528 Avalon Drive
South San Francisco, CA 94080

Re: Remodeling Plans for 528 Avalon Drive

This letter is regarding the above referenced property. The Westborough Water District has completed a review of the water and sanitary sewer plans and calculated the connection fees below. Please complete the following:

1. Complete Agreement (attached).
2. Provide a copy of your bond and insurance as required in the agreement.
3. Please provide us with the final executed plans for our file.
4. Provide submittals of materials for water and sanitary sewer systems prior to construction.
5. Sprinkler calculations approved by the City of South San Francisco Fire Marshall.
6. Payment of water and sewer fees, and deposit in the amount of \$18,636.51.

The District will be requiring separate taps from the water main for the fire sprinkler system. We will need to verify references for your contractor performing the water taps for domestic and fire sprinkler system. Also, I see you propose to install a lawn, please see attached Ordinance No. 59 with respect to landscape regulations.

In order to proceed with the project, please submit all of the items listed above.

Should you have any questions, please contact me at (650) 589-1435.

Sincerely,

Patricia Mairena
General Manager

PM/pm

DRAFT

Fees Calculation for 528 Avalon Drive, South San Francisco, CA 94080

Description

5/8" x 3/4" water connection fee	\$8,156.00
5/8" x 3/4" meter for domestic water	\$ 172.50
1" meter for fire service	\$ 287.87
Sanitary sewer fees	\$4,270.00
Plan check fee	\$ 150.00
Legal Fees	\$ 996.00
Engineering Fees	\$2,312.64
Fire-Flow Test	\$1,291.50
Inspection deposit	<u>\$1,000.00</u>

TOTAL	\$18,636.51
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As of: 06/01/23

ORDINANCE NO. 59

ESTABLISHING WATER CONSERVATION IN LANDSCAPING REGULATIONS

WESTBOROUGH WATER DISTRICT

THIS ORDINANCE is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors of the Westborough Water District ("District"); and

WHEREAS, a reliable minimum supply of potable water is essential to the public health, safety and welfare of the people and economy of South San Francisco, California; and

WHEREAS, the California Water Conservation in Landscaping Act, also known as the State Landscape Model Ordinance ("Model Ordinance"), has been implemented by a Statewide Landscape Task Force which was overseen by the California Urban Water Conservation Council. The California Water Conservation in Landscaping Act was amended pursuant to AB 2717 (Chapter 682, Stats. 2004) and AB 1881 (Chapter 559, Stats. 2006); and

WHEREAS, AB 1881 requires cities and counties, no later than January 1, 2010, to adopt the updated Model Ordinance or an equivalent document which is "at least as effective as" the Model Ordinance in conserving water. In the event cities and counties do not take such action, the State's Model Ordinance will be deemed to be automatically adopted by statute; and

WHEREAS, the District has developed this local Water Conservation In Landscaping Ordinance to meet the requirements and guidelines of the Model Ordinance and to address the unique physical characteristics, including average landscaped areas, within the District's jurisdiction in order to ensure that this Ordinance will be "at least as effective as" the Model Ordinance in conserving water; and

WHEREAS, although this Water Conservation in Landscaping Ordinance is more streamlined and simplified than the Model Ordinance, the Board of Directors finds that it is "at least as effective as" the Model Ordinance for the following reasons: (1) this Ordinance applies to more accounts than the Model Ordinance does because it lowers the size threshold for applicable landscapes from 2,500 square feet (or, in the case of single-family residences, from 5,000 square feet) to 1,000 square feet, to better reflect the typical landscaped areas located within this District's boundaries; (2) this Ordinance includes a default turf restriction of 25% of the irrigated area and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget); and (3) this Ordinance expands the requirement for dedicated irrigation meters to all accounts with landscaping greater than 5,000 square feet. The Model Ordinance does not

contain any such default turf restrictions or specified plant requirements and only requires dedicated irrigation meters on non-residential accounts with landscaping greater than 5,000 square feet; and

WHEREAS, although this Water Conservation in Landscaping Ordinance is more streamlined and simplified than the Model Ordinance, the Board of Directors further finds that it is “at least as effective as” the Model Ordinance because this Ordinance includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance (e.g., plant factors, irrigation efficiency), this Ordinance will be as effective as the Model Ordinance in developing landscape water budgets. By using the same landscape parameters as the Model Ordinance for, among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements, this Ordinance will be at least as effective as the Model Ordinance in achieving water savings; and

WHEREAS, Article X, Section 2 of the California Constitution and Section 100 of the California Water Code declare that the general welfare requires water resources be put to beneficial use, waste or unreasonable use or unreasonable method of use of water be prevented, and conservation of water be fully exercised with a view to the reasonable and beneficial use thereof; and

WHEREAS, the San Francisco Public Utilities Commission has imposed an interim water supply limitation on its wholesale customers, including local water suppliers, until at least 2018; and

WHEREAS, current supply and demand projections for the Bay Area Water Supply and Conservation Agency (“BAWSCA”) member agencies indicate that, in the absence of increased water conservation, water demands will exceed available water supplies in 2015 and implementation of water conserving ordinances is one mechanism by which agencies can reduce future water demands and remain within existing supplies; and

WHEREAS, the Board of Directors finds and determines that this Ordinance is consistent with the provisions requiring reductions in outdoor water use for landscaping in the California Green Building Standards Code, as such provisions will be implemented in the coming years. Such requirements include the development of a water budget for landscape irrigation in accordance with methodology outlined in either the Model Ordinance or pursuant to a locally adopted ordinance; and

WHEREAS, the State Legislature has identified the provision of a more reliable water supply and the protection, restoration and enhancement of the Delta ecosystem as a high priority for the state. Pursuant to this, in November 2009, the State Legislature passed Senate Bill 7 (7th Extraordinary Session) requiring certain urban water suppliers to reduce per capita urban water use by 20% by the year 2020. Accordingly, the Board of Directors finds that implementation of

this Ordinance is consistent with the policies and goals established by the State Legislature in enacting SB 7 (7th Extraordinary Session); and

WHEREAS, the District has the power to perform all acts necessary to carry out fully the provisions of the County Water District Law (Water Code Section 31001), may establish rules and regulations for the distribution and use of water supplies (Water Code Section 31024), may adopt and enforce a comprehensive water conservation program to reduce potable water consumption and conserve supplies (Water Code Section 375), and may require as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use (Water Code Section 31035); and

WHEREAS, the Board of Directors of the Westborough Water District has a long-standing policy of engaging in and encouraging efficient water management measures and practices and desires to adopt this Ordinance in order to provide supportive measures to facilitate the enforcement of landscape conservation ordinances by the City of South San Francisco; and

WHEREAS, the District has followed the procedures for notice, public participation and adoption set forth in Section 375 of the California Water Code; and

WHEREAS, the Board of Directors finds and determines that this Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 2100 et seq.) ("CEQA") pursuant to Section 15307 (the activity assures the maintenance, restoration, enhancement, or protection of a natural resource) and Section 15378(b)(2) (the activity is not a project as it involves general policy and procedure making) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, since it makes and implements policies and procedures to ensure that water resources are conserved by reducing water consumption through the establishment of a structure for planning, designing, installing, maintaining and managing water-efficient landscapes; and

WHEREAS, the adoption and enforcement of this Ordinance is necessary to manage the District's potable water supply in the short and long-term and to avoid or minimize the effects of drought and shortage within the District. This Ordinance is essential to ensure a reliable and sustainable minimum supply of water for the public health, safety and welfare.

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

I. Title

THIS ORDINANCE shall be known as the Westborough Water District Water Conservation in Landscaping Ordinance.

II. Applicability

A. The provisions of this Ordinance shall apply to all of the following landscape projects:

1. *Tier 1 Landscapes*: All new construction and rehabilitated landscapes with irrigated landscape areas between 1,000 square feet and 2,500 square feet requiring a building or landscape permit, plan check or design review, or requiring new or expanded water service.
2. *Tier 2 Landscapes*: All new construction and rehabilitated landscapes with irrigated landscape areas equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check or design review or requiring new or expanded water service.
3. Existing landscapes, including existing cemeteries, shall only be subject to the provisions for existing landscapes provided for in Section XIII "Provisions for Existing Landscapes Over One Acre in Size;" and
4. New and rehabilitated cemeteries shall only be subject to the provisions of Section VIII "Water Budget Calculations", Section X "Landscape Audit Report", and Section XI "Landscape and Irrigation Maintenance Schedule."

B. The provisions of this Ordinance shall not apply to:

1. New construction and rehabilitated landscapes with irrigated landscape areas less than 1,000 square feet or that do not require a building or landscape permit, plan check or design review, or new or expanded water service;
2. Landscapes, or portions of landscapes, that are only irrigated for an establishment period;
3. Registered local, state or federal historical sites where landscaping establishes a historical landscape style, as determined by a public board or commission responsible for architectural review or historic preservation;
4. Ecological restoration or mined-land reclamation projects that do not require a permanent irrigation system; or
5. Community gardens or plant collections, as part of botanical gardens and arboretums open to the public, agricultural uses, commercial nurseries and sod farms.

III. Definitions

- A. “applied water” means the portion of water supplied by the irrigation system to the landscape.
- B. “automatic irrigation controller” means an automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.
- C. “backflow prevention device” means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.
- D. “certified irrigation designer” means a person certified to design irrigation systems by an accredited academic institution a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation designer certification program and Irrigation Association’s Certified Irrigation Designer program.
- E. “certified landscape irrigation auditor” means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation auditor certification program and Irrigation Association’s Certified Landscape Irrigation Auditor program.
- F. “certified professional” or “authorized professional” means a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget.
- G. “conversion factor (0.62)” means the number that converts acre-inches per acre per year to gallons per square foot per year
- H. “drip irrigation” means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
- I. “ecological restoration project” means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

- J. “effective precipitation” or “usable rainfall” (Eppt) means the portion of total precipitation which becomes available for plant growth.
- K. “establishment period” means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth.
- L. “Estimated Total Water Use” (ETWU) means the total water used for the landscape as described in Section VIII “Water Budget Calculations.”
- M. “ET adjustment factor” (ETAF) means a factor of 0.7, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes shall not exceed 0.8.
- N. “evapotranspiration rate” means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.
- O. “flow rate” means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.
- P. “hardscapes” means any durable material (pervious and non-pervious).
- Q. “hydrozone” means a portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.
- R. “invasive plant species” means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. “Noxious weeds” means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.
- S. “irrigation audit” means an in-depth evaluation of the performance of an irrigation system. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule.
- T. “irrigation efficiency” (IE) means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and

management practices. The minimum average irrigation efficiency for purposes of this Ordinance is 70%. Greater irrigation efficiency can be expected from well-designed and maintained systems.

- U. “irrigation survey” means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.
- V. “irrigation water use analysis” means an analysis of water use data based on meter readings and billing data.
- W. “landscape architect” means a person who holds a license to practice landscape architecture in California as further defined by the California Business and Professions Code, Section 5615.
- X. “landscape area” means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation), agricultural uses, commercial nurseries and sod farms.
- Y. “landscape contractor” means a person licensed by the State of California to construct, maintain, repair, install, or subcontract the development of landscape systems.
- Z. “landscape project” means the total area comprising the landscape area, as defined in this Ordinance.
- AA. “lateral line” means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.
- BB. “local agency” means a city or county, including a charter city or charter county, or water district that is responsible for adopting and implementing this Ordinance. The local agency is also responsible for the enforcement of this Ordinance, including but not limited to, in the case of a city or county, approval of a permit and plan check or design review of a project; and in the case of a district, approval of a new or expanded water service application.
- CC. “local water purveyor” means any entity, including a public agency, city, county, district or private water company that provides retail water service.

- DD. “low volume irrigation” means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers.
- EE. "low water use plant" means a plant species whose water needs are compatible with local climate and soil conditions. Species classified as "very low water use" and "low water use" by *WUCOLS*, having a regionally adjusted *plant factor* of 0.0 through 0.3, shall be considered low water use plants.
- FF. “Maximum Applied Water Allowance” (MAWA) means the upper limit of annual applied water for the established landscaped area as specified in Section VIII “Water Budget Calculations.”
- GG. “mined-land reclamation projects” means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.
- HH. “mulch” means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.
- II. “native plant” means a plant indigenous to a specific area of consideration. For the purposes of these guidelines, the term shall refer to plants indigenous to the coastal ranges of Central and Northern California, and more specifically to such plants that are suited to the ecology of the present or historic natural community(ies) of the project’s vicinity.
- JJ. “new construction” means the construction of a new building or structure containing a landscape or other new land improvement, such as a park, playground, or greenbelt without an associated building.
- KK. "no-water using plant" means a plant species with water needs that are compatible with local climate and soil conditions such that regular supplemental irrigation is not required to sustain the plant after it has become established.
- LL. “operating pressure” means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.
- MM. “overhead sprinkler irrigation systems” means systems that deliver water through the air (e.g., spray heads and rotors).
- NN. “overspray” means the irrigation water which is delivered beyond the target area.

- OO. “permit” means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.
- PP. “pervious” means any surface or material that allows the passage of water through the material and into the underlying soil.
- QQ. “plant factor” or “plant water use factor” is a factor, when multiplied by ETo, estimates the amount of water needed by plants.
- RR. “precipitation rate” means the rate of application of water measured in inches per hour.
- SS. “project applicant” means the individual or entity submitting a Project Landscape Application required under Section VI, to request a permit, plan check, or design review from the local agency or requesting new or expanded water service from the water district. A project applicant may be the property owner or his or her designee.
- TT. “rain sensor” or “rain sensing shutoff device” means a component which automatically suspends an irrigation event when it rains.
- UU. “recreational area” means areas dedicated to active play such as parks, sports fields, and golf courses where turf provides a playing surface.
- VV. “reference evapotranspiration” or “ETo” means a standard measurement of environmental parameters which affect the water use of plants.
- WW. “rehabilitated landscape” means any re-landscaping project that requires a permit, plan check, design review, or requires a new or expanded water service application.
- XX. “runoff” means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area.
- YY. “soil moisture sensing device” or “soil moisture sensor” means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.
- ZZ. “Special Landscape Area” (SLA) means an area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
- AAA. “sprinkler head” means a device which delivers water through a nozzle.

- BBB. “station” means an area served by one valve or by a set of valves that operate simultaneously.
- CCC. “turf” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo grass are warm-season grasses.
- DDD. “valve” means a device used to control the flow of water in the irrigation system.
- EEE. “water feature” means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).
- FFF. “WUCOLS” means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000.

IV. Water Conservation in Landscaping Ordinance Requirements

- A. All owners of new construction and rehabilitated landscapes of applicable sizes shall: (1) complete the Landscape Project Application (Section VI) and (2) comply with the Landscape and Irrigation Maintenance Schedule (Section XI) requirements of this Ordinance.
- B. All owners of existing landscapes over one acre in size, even if installed before enactment of this Ordinance, shall: (1) comply with local agency programs that may be instituted relating to irrigation audits, surveys and water use analysis, and (2) shall maintain landscape irrigation facilities to prevent water waste and runoff.

V. Compliance with Ordinance.

- A. The District shall:
1. Provide the project applicant with the Ordinance and Landscape Project Application requirements and the procedures for permits, plan checks, design reviews, or new or expanded water service;
 2. Review the Landscape Project Application submitted by the project applicant;

3. Approve or deny the project applicant's Landscape Project Application submittal;
 4. Issue or approve a permit, plan check or design review that complies with the approved Landscape Project Application or approve a new or expanded water service application that complies with the approved Landscape Project Application;
 5. Submit a copy of the complete Landscape Project Application to the local water purveyor or land use authority, as the case may be.
- B. The project applicant shall:
1. Prior to construction, submit all portions of the Landscape Project Application, except the Landscape Audit Report, to the local agency; and
 2. After construction, submit the Landscape Audit Report portion of the Landscape Project Application to the local agency.

VI. Landscape Project Application

- A. The elements of a landscape must be designed to achieve water efficiency and will comply with the criteria described in this Ordinance. In completing the Landscape Project Application, project applicants may choose one of two options to demonstrate that the landscape meets the Ordinance's water efficiency goals. Regardless of which option is selected, the applicant must complete and comply with all other elements of the Ordinance. The options include:
1. Planting restrictions:
 - a. The turf area may not be more than 25% of the landscape area.; and
 - b. At least 80% of the plants in non-turf landscape areas shall be native plants, low-water using plants, or no-water using plants.
 2. Water Budget Calculation option (Section VIII).
- B. The Landscape Project Application shall include the following elements:
1. Project Information;
 2. Outdoor Water Use Efficiency Checklist (Section VII);

3. Water Budget Calculations, if applicant selects to use a water budget approach rather than comply with the turf area limitations or specified plant type restrictions (Section VIII);
4. Landscape and Irrigation System Design Plans (Section IX); and
5. Landscape Audit Report (Section X).

VII. Outdoor Water Use Efficiency Checklist

The Westborough Water District will develop an Outdoor Water Use Efficiency Checklist (Checklist), based on the criteria described below. For Tier 1 projects, either the project applicant or a certified or authorized professional shall complete the Checklist and submit it to the Westborough Water District along with the Landscape and Irrigation Design Plan. For Tier 2 projects, the Checklist shall be completed by a certified or authorized professional and submitted to the Westborough Water District along with the Landscape and Irrigation Design Plan.

A. Plant Material

1. Each hydrozone shall have plant materials with similar water use that are selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site.
2. The turf area shall not be more than 25% of the landscape area unless the project applicant develops a site-specific water budget and the ETWU of the landscape area does not exceed the MAWA.
3. Turf shall not be planted on slopes greater than 25% or in areas that are less than eight feet wide, unless irrigated with subsurface irrigation or a low volume irrigation system.
4. At least 80% of the plants in non-turf landscape areas shall be native plants, low-water using plants, or no-water using plants, unless the project applicant develops a site-specific water budget and the ETWU of the landscaped area does not exceed the MAWA.
5. Fire-prone plant materials and highly flammable mulches should be avoided.
6. The use of invasive and/or noxious plant species is strongly discouraged.

7. The architectural guidelines of a common interest development shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

B. Mulch

A minimum two-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas, although a three-inch layer is recommended.

C. Irrigation System

An irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance.

1. Dedicated landscape water meters shall be required for landscape areas greater than 5,000 square feet and are highly recommended for landscape areas greater than 2,500 square feet.
2. Tier 2 Landscapes are required to have automatic irrigation controllers that utilize either evapotranspiration or soil moisture sensor data for irrigation scheduling.
3. Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems.
4. The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions.
5. Low volume irrigation required in mulched areas, in areas with slope greater than 25%, and within 24-inches of a non-permeable surface, or in narrow or irregularly shaped areas that are less than eight feet in width in any direction.
6. Average irrigation efficiency is assumed to be 70%. Irrigation systems shall be designed, maintained, and managed to meet or exceed an average landscape irrigation efficiency of 70%.
7. Irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m., unless unfavorable weather prevents it or otherwise renders irrigation unnecessary.

D. Hydrozone

1. Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
2. Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.
3. Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf.
4. Individual hydrozones that mix plants with different water uses may be allowed if a water budget is performed, and the plant factor calculation is based on the proportion of the respective plant water uses or the plant factor of the higher water using plant is used.

E. Water Features

1. Recirculating water systems will be used for water features.
2. The surface area of a water feature will not exceed 10% of the landscape area and will be counted as a high-water using plant for purposes of a water budget calculation.
3. Pool and spa covers are highly recommended.

F. Soil Amendments

Soil amendments, such as compost, shall be incorporated according to the soil conditions at the project site and based on what is appropriate for the selected plants.

VIII. Water Budget Calculations

Project applicant may elect to complete a water budget calculation for the landscape project. A Tier 1 water budget may be developed and completed by the project applicant. A Tier 2 water budget calculation must be completed by a certified or authorized professional. Water budget calculations, if prepared, shall adhere to the following requirements:

- A. The plant factor used shall be from WUCOLS. The plant factor ranges from 0.0 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

- B. All water features shall be included in the high water use hydrozone.
- C. All Special Landscape Areas (SLA) shall be identified and their water use included in the water budget calculations.
- D. The reference evapotranspiration adjustment factor (ETAF) for SLA shall not exceed 1.0. The ETAF for all other landscaped areas shall not exceed 0.7.
- E. Irrigation system efficiency shall be greater than or equal to 70%.
- F. Maximum Applied Water Allowance (MAWA) shall be calculated using the equation below:

$$MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$$

Where:

MAWA = Maximum Applied Water Allowance (gallons per year)

ET_o = Reference Evapotranspiration (inches per year)

0.62 = Conversion Factor (to gallons)

0.7 = Reference Evapotranspiration Adjustment Factor (ETAF)

LA = Landscape Area including SLA (square feet)

0.3 = Additional Water Allowance for SLA

SLA = Special Landscape Area (square feet)

- G. A local agency or project applicant may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate the MAWA:

$$MAWA = (ET_o - Eppt) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$$

- H. Estimated Total Water Use (ETWU) will be calculated using the equation below. The sum of the ETWU calculated for all hydrozones will not exceed the MAWA.

$$ETWU = (ET_o)(0.62) \left(\frac{PF \times HA}{IE} + SLA \right)$$

Where:

ETWU = Estimated Total Water Use per year (gallons)

ET_o = Reference Evapotranspiration (inches)

PF = Plant Factor from WUCOLS (see Section 491)

HA = Hydrozone Area [high, medium, and low water use areas] (square feet)

SLA = Special Landscape Area (square feet)
0.62 = Conversion Factor
IE = Irrigation Efficiency (minimum 0.70)

IX. Landscape and Irrigation Design Plans

- A. *Tier 1 Landscapes*: The Landscape and Irrigation Design Plan may be prepared by, and bear the signature of, the project applicant, or that of a certified or authorized professional.
- B. *Tier 2 Landscapes*: The components of the Landscape and Irrigation Design Plan shall be prepared as follows:
 - 1. The landscape design portion shall be prepared by, and bear the signature of, a licensed landscape architect, licensed landscape contractor, or that of a certified or authorized professional; and
 - 2. The irrigation design portion shall be prepared by, and bear the signature of, a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or that of a certified or authorized professional.
- C. The landscape design portion of the Landscape and Irrigation Design Plan, at a minimum, shall:
 - 1. Delineate and label each hydrozone;
 - 2. Identify each hydrozone as low, moderate, high water, or mixed water use;
 - 3. Identify Special Landscape Areas (i.e., recreational areas; areas permanently and solely dedicated to edible plants; areas irrigated with recycled water);
 - 4. Identify type of mulch and application depth;
 - 5. Identify type and surface area of water features;
 - 6. Identify hardscapes (pervious and non-pervious); and
 - 7. Contain the following statement: "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Landscape and Irrigation Design Plan."
- D. The irrigation design portion of the Landscape and Irrigation Design Plan, at a minimum, shall contain:

1. Location and size of separate water meters for landscape;
2. Location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;
3. Static water pressure at the point of connection to the public water supply;
4. Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
5. Irrigation schedule;
6. The following statement: "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them accordingly for the efficient use of water in the Landscape and Irrigation Design Plan."

E. Grading

If the Landscape Project will be graded, then the grading shall be designed to minimize soil erosion, runoff, and water waste. All grading should be conducted to:

1. Maintain all irrigation and normal rainfall within property lines and avoid drainage on to non-permeable hardscapes;
2. Avoid disruption of natural drainage patterns and undisturbed soil;
3. Avoid soil compaction in landscape areas; and
4. Be consistent with city and county grading requirements.

X. Landscape Audit Report

- A. *Tier 1 Landscapes:* Landscape irrigation audits for new or rehabilitated landscapes installed after January 14, 2010 shall be conducted after the landscaping and irrigation systems have been installed. The audit may be conducted by the project applicant or by a certified landscape irrigation auditor.
- B. *Tier 2 Landscapes:* Landscape irrigation audits for new or rehabilitated landscapes installed after January 14, 2010 shall be conducted by a certified landscape irrigation auditor after the landscaping and irrigation system have been installed.

- C. The Landscape Audit Report shall include, but is not limited to: inspection to confirm that the landscaping and irrigation system were installed as specified in the Landscape and Irrigation Design Plan, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule.
- D. The Landscape Audit Report shall include the following statement: “The landscape and irrigation system has been installed as specified in the Landscape and Irrigation Design Plan and complies with the criteria of the Ordinance and the permit”.
- E. The local agency shall administer on-going programs that may include, but not be limited to, post-installation landscape inspection, irrigation water use analysis, irrigation audits, irrigation surveys and water budget calculations to evaluate compliance with the MAWA.

XI. Landscape and Irrigation Maintenance Schedule

Landscapes shall be maintained to ensure water use efficiency.

- A. A regular maintenance schedule shall include, but not be limited to, routine inspection; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; replenishing mulch; fertilizing; pruning; weeding in all landscape areas; and removing obstructions to emission devices.
- B. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents.
- C. A Project applicant is encouraged to implement sustainable or environmentally-friendly practices for overall landscape maintenance.

XII. Stormwater Management

Stormwater best management practices should be implemented into the landscape and grading design plans to minimize runoff and to increase on-site retention and infiltration and should be consistent with city and county stormwater management requirements.

XIII. Provisions for Existing Landscapes Over One Acre in Size

This section shall apply to all existing landscapes that were installed before January 14, 2010 and are over one acre in size.

A. Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

1. For landscapes that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the MAWA for existing landscapes. The MAWA for existing landscapes shall be calculated as:

$$\text{MAWA} = (0.8) (\text{ET}_o)(\text{LA})(0.62).$$

2. For landscapes that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.
3. All landscape irrigation audits for existing landscapes that are greater than one acre in size shall be conducted by a certified landscape irrigation auditor.

B. Water Waste Prevention.

Local agencies shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from leaving the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.

XIV. Penalties

The District may establish and administer penalties to the project applicant for non-compliance with this Ordinance to the extent permitted by law.

A. Violation and Notice of Correction.

It is unlawful for any person, firm, partnership, association, or corporation subject to the requirements of this Ordinance to fail to comply with the outdoor water use efficiency requirements of this Ordinance. The District's General Manager has the authority to conduct such inquiries, audits or surveys to ensure compliance with the requirements of this Ordinance. Whenever the District's General Manager determines that a violation of this Ordinance has occurred, the District's General Manager may serve a notice of correction on the owner(s) of the property on which the violation is situated. The owner(s) of record shall have ninety (90) days to take corrective action.

B. Enforcement.

If an applicant for new or expanded water service fails to comply with the provisions of this Ordinance, the District may require the applicant to resubmit its water service application and revised Landscape Project Application for approval and may withhold approval of the application until the applicant complies with the terms of this Ordinance. In addition to any other remedy provided herein, the District may also refer enforcement of violations under this Ordinance to the City Attorney of the municipality where the violation occurred.

XV. Public Education

- A. The District shall provide information to all applicants regarding the design, installation, management, and maintenance of water-efficient landscapes and irrigation systems.
- B. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water-efficient landscapes that are described in this Ordinance.

XVI. Severability

If any section, subsection, provision or part of this Ordinance, or its application to any person or circumstance, is held to be unconstitutional or otherwise invalid, the remainder of this Ordinance, and the application of such provision to other person or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this Ordinance are severable.

XVII. Effective Date

This Ordinance shall become effective on January 14, 2010.

XVIII. Notice of Exemption

The General Manager hereby is authorized and directed to file a Notice of Exemption with the County Clerk to record the bases for which the actions taken by this Ordinance are exempt from the California Environmental Quality Act.

Passed and adopted this 14th day of January, 2010, by the following vote of the Board:

AYES: Bautista, Chambers, Craig, Lopez, and Medina.

NOES: None.

ABSENT: None.

Tom Chambers

President of the Board of Directors
Westborough Water District

ATTEST:

Darryl A. Barrow

Secretary of the Board

WWD Proposed CIP Projects for FY 2023-2024

Sewer Projects

1. **Greendale Dr Easement Sanitary Improvements (Project S23-03)** – This is one of the projects that was strongly recommended by the NSMCSD. The proposed improvements will replace 240 LF 6" VCP with 6" PVC, replace 6 laterals, replace/rehabilitate 2 manholes.

Project Budget Amount = \$290,000
Plus, Construction Management/Inspection and Contingency = \$ 23,000
Revised Budget Amount = \$313,000

Total Sewer Projects = \$313,000

Water Projects

1. **King Drive Improvements (Project W20-03)**. To get water from the Christen Hill Tank Site to Zone 3, the District uses a combination of 24" and 12" pipes. The 12" asbestos cement pipe is located in a cross country (CC) area within a few feet of the San Andreas Fault, with limited access and exact location unknown. This project abandons the existing 12" CC and installs a new 16" water main along King Dr using a combination of ductile Iron pipe (DIP) and earthquake resistant ductile iron pipe (ERDIP). The cost in today's dollars is estimated at \$1,926,250.

The proposal for FY 2023-2024 is only for the design of the project.

Budget Amount = \$250,000

2. **Skyline Tank No. 3 (Project W20-13)** - Prioritize the completion of the interior projects for Skyline Tank no.3 including the seismic improvements, the rafters, and the interior coating. Based on October's PCG Recommendation, their estimate was \$2.2 million which included the exterior coating, so the remaining amount in today's dollars is estimated at \$1,150,000.

The proposal for FY 2023-2024 is only for the design of the project.
(Note: These funds are carry-over funds from the 2022-2023 CIP)

Budget Amount = \$150,000

3. **Purchase additional 550 drive by meters and MXUs**; thus, continuing the plan for the WWD to eventually be able to read all of our meters via drive by.

Budget Amount = \$150,000

Total for Water Projects = \$550,000

Total Proposed CIP Projects for FY 2023-2024 = \$863,000

GREENDALE DR EASEMENT SANITARY SEWER IMPROVEMENTS

PROJECT BACKGROUND

The Greendale Dr easement located between Callan Blvd and Haussmann Ct has ±240 LF of 6" vitrified clay pipe (VCP) sanitary sewers (SS) serving ±6 residents. In 2017, CCTV video determined the pipe showed a high frequency of water sags. The City of Daly City also recommended this pipe be replaced due to extensive maintenance and previous backups and overflows into the open area. This project replaces the existing sewer main in addition to replacing/rehabilitating laterals and manholes. For budgeting purposes, this project assumes open-trench construction and replacement with polyvinyl chloride (PVC).

PROPOSED IMPROVEMENTS

Replace 240 LF 6" VCP w/ 6" PVC
Replace 6 laterals
Replace/rehabilitate 2 manholes

PROJECT BENEFITS

The Greendale Dr Easement Sanitary Sewer Improvements replaces ±240 LF of deteriorating sanitary sewer main greatly reducing future maintenance and extending overall system life.

PROJECT BUDGET (2023)

6" Pipe - 240 LF @ \$500/LF	\$ 120,000
Manholes - 2 @ \$10,000/EA	\$ 20,000
Laterals - 6 @ \$10,000/EA	\$ 60,000
Subtotal Construction	\$ 200,000
Planning, Design, & Construction Support	\$ 60,000
Contingency (±10%)	\$ 30,000
Project Budget	\$ 290,000

OPTIONAL

Construction Management/Inspection	\$ 20,000
Contingency (±10%)	\$ 3,000
Total	\$ 23,000

BL-BLOCKAGE
BP-BROKEN PIPE
CP-COLLAPSED PIPE
CR-CRACKING
DP-DEPOSIT
GR-GREASE
HO-HOLE IN PIPE
WS-WATER SAG

SR-SEAL RING PROTRUSION
IN-INFILL WEEPER
JO-JOINT OFFSET
PD-PIPE DEFLECT
RB-ROOTBALL
RT-ROOTS
SP-SPALLING

SCALE: 1"=200'



Deficiency Legend



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925.224.7717 Fax 925.224.7726
www.pcengr.com

JOB No.	10025.01
DATE	06/2021
SCALE	AS NOTED
DRAWN:	BY BL/DL
CKD	JP



WESTBOROUGH WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
2263 WESTBOROUGH BOULEVARD
SOUTH SAN FRANCISCO, CA 94083

CAPITAL IMPROVEMENT PROGRAM
GREENDALE DR EASEMENT SS IMPROVEMENTS
PROJECT S23-03

Original 2023

KING DRIVE IMPROVEMENTS

PROJECT BACKGROUND

Zone 3 is supplied water from the North Coast County Water District's (NCCWD) Christen Hill Tank located at the northeast corner of intersection of Glencourt Way, Skyline Blvd and King Dr. Although the tank is owned and maintained by NCCWD, the District has an agreement to use the tank for Zone 3 storage. To get water from the tank site to Zone 3, the District uses a combination of 24" and 12" pipe. The 12" asbestos cement pipe (ACP) water main portion is located in a cross country (CC) area within a few feet of San Andreas fault, with limited access and exact location unknown. This project abandons the existing 12" CC and installs a new 16" water main along King Dr using a combination of ductile iron pipe (DIP) and earthquake resistant ductile iron pipe (ERDIP). Distribution System Analysis No. 002

PROPOSED IMPROVEMENTS

Abandon 870 LF of 12" CC ACP
Install 600 LF of 16" DIP
Install 550 LF of 16" ERDIP

PROJECT BENEFITS

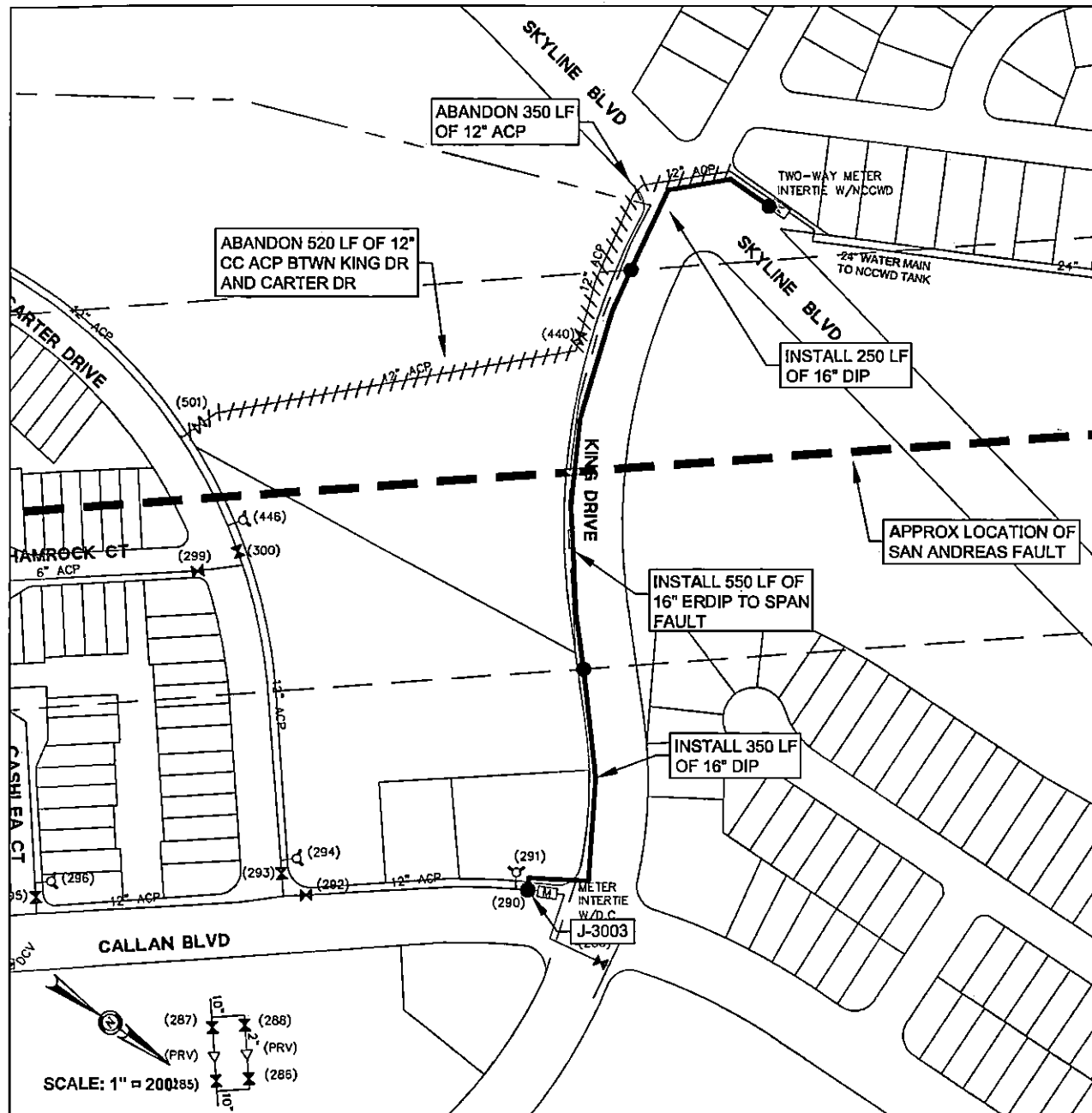
The King Drive Improvements eliminates a CC water main, improves water main accessibility, and improves seismic resiliency.

PROJECT BUDGET (2020)

16" DIP - 600 LF @ \$650/LF	\$ 390,000
16" ERDIP- 550 LF @ \$1,500/LF	\$ 825,000
Subtotal Construction	\$ 1,215,000
Planning, Design, & Construction Support	\$ 185,000
Contingency (±10%)	\$ 140,000
Project Budget	\$ 1,540,000

OPTIONAL

Construction Management/Inspection	\$ 120,000
Contingency (±10%)	\$ 15,000
Total	\$ 135,000



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JOB No.	10025.01
DATE	02/2020
SCALE	N.T.S.
DRAWN:	BY FF/BL
CKD	JP

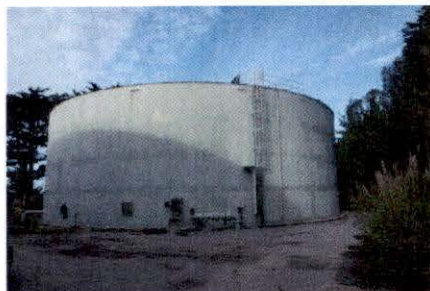


WESTBOROUGH WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
2263 WESTBOROUGH BOULEVARD
SOUTH SAN FRANCISCO, CA 94083

CAPITAL IMPROVEMENT PROGRAM
KING DRIVE IMPROVEMENTS
PROJECT W20-03



SKYLINE TANK SITE



VIEW OF TANK 3



EXTERIOR COATING CORROSION



INTERIOR COATING CONDITION



EXIST 90° BEND WILL BE
REPLACED WITH TEE WITH
4" GATE VALVE AS A NEW
TANK DRAIN OUTLET/INLET



SKYLINE TANK NO. 3 IMPROVEMENTS

PROJECT BACKGROUND

In February 2018 the District completed a condition assessment of Skyline Tanks (3 total) including coating inspections and structural analysis in the event of a 2,475-yr earthquake (2% chance probability of exceedance within a 50-yr period). The Skyline Tanks are the District's primary water storage facility and therefore essential to providing service, especially fire suppression, following an earthquake.

Skyline Tank No. 3 retrofit recommendations include structurally retrofitting the tank's roof to withstand the design level earthquake at operating levels of up to 25 feet, shell strengthening/banding, and foundation improvements to mechanically anchor the tank. In addition, recommendations also include appurtenance upgrades including overflow relocation to exterior, ladders, guardrails, roof hatches, shell manholes, level indicators, center vent, sampling station, seismic valve, flush cleanout and a drain outlet. Work also includes a full recoat of the tank exterior and interior.

PROPOSED IMPROVEMENTS

Structural improvements to withstand the design level earthquake
Recoat the entire tank exterior and interior roof
Various appurtenance upgrades

PROJECT BENEFITS

The Skyline Tank No. 3 Improvements protects and extends the tank's service life, ensures tank integrity following the design level earthquake, provides tank isolation during a seismic event, and reduces water waste.

PROJECT BUDGET (2020)

Structural Retrofit	\$ 500,000
Tank Recoating	\$ 1,100,000
Appurtenance Upgrades	\$ 100,000
Subtotal Construction	\$ 1,700,000
Planning, Design & Construction Support	\$ 255,000
Contingency (±10%)	\$ 195,000
Project Budget	\$ 2,150,000

OPTIONAL

Construction Management/Inspection	\$ 170,000
Contingency (±10%)	\$ 20,000
Total	\$ 190,000



Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588
925.224.7717 Fax 925.224.7726
www.pcgengr.com

JOB No. 10025.01
DATE 02/2020
SCALE N.T.S.
DRAWN: BY FF/BL
CKD JP



WESTBOROUGH WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
2263 WESTBOROUGH BOULEVARD
SOUTH SAN FRANCISCO, CA 94083

CAPITAL IMPROVEMENT PROGRAM
SKYLINE TANK NO. 3 IMPROVEMENTS
PROJECT W20-13



Sales Quote

June 5, 2023

Aqua-Metric Sales Company

Mike Bortoletto - Solutions Specialist

1060 National Drive #5. Sacramento, CA 95834

Phone: (916)933-9554 | Cell: (916)-824-4552

Quote for: Westborough Water District

Attention: Patricia Mairena

Address: 2263 Westborough Ave

City, State, ZIP: South San Francisco, CA 94083

Phone: 650-589-1435

Email:

Quantity	Description	Unit Price	Line Total
550	5/8"x3/4" SRII TRPL 100CF	\$157.00	\$86,350.00
200	520M SmartPoint	\$174.00	\$34,800.00
0			
0			
0			

Subtotal	\$121,150.00
Shipping & Handling	
Sales Tax	\$11,963.56
Total	\$133,113.56

This quote for the product and services named above is subject to the following terms::

1. All quotes are subject to the Aqua-Metric Terms of Sale.
2. Quote is valid for thirty days.
3. Freight allowed on single orders exceeding \$20,000.00.
4. Net Thirty Days to Pay
5. Returned product may be subject to a 25% restocking fee.
6. Sales Tax and/or Freight charges are approximated and may vary on final invoice.

**Westborough Water District
Budget for Fiscal Year 2023-2024**

	<u>YTD</u> Mar-23	<u>Projected</u> 2022-2023	<u>Budget</u> 2022-2023	<u>Var to Budget</u> <u>Projected</u>	
Operating Income:					
Water Sales	\$ 3,026,754	\$ 4,035,672	\$ 4,058,845	1%	Water as % of water+sewer 55.91%
Sewer Svc and Transfer Charges	\$ 2,459,125	\$ 3,278,833	\$ 3,200,831	-2%	
Installation, Connect and Misc.	\$ 17,983	\$ 23,977	\$ -		
Total Operating Income	\$ 5,503,862	\$ 7,338,483	\$ 7,259,676	-1%	
Operating Expense:					
Water Expenditures	\$ 2,034,656	\$ 2,712,875	\$ 2,702,930	0%	Water as % of water+sewer 49.37%
Sanitary Sewer Expenditures	\$ 2,003,484	\$ 2,671,312	\$ 2,771,431	4%	
Admin and General Expense	\$ 894,420	\$ 1,192,560	\$ 1,213,815	2%	
Depreciation	\$ 226,069	\$ 301,425	\$ 365,000	17%	
Total Operating Expenditures	\$ 5,158,629	\$ 6,868,457	\$ 7,053,177	3%	
Gain (Loss) from Operations	\$ 345,233	\$ 470,026	\$ 206,500	-128%	
Non-Operating Income:					
Property Taxes	\$ 511,216	\$ 681,621	\$ 613,231	-11%	
Investment Interest	\$ 24,164	\$ 32,219	\$ 12,052	-167%	
Other Income					
Rental Income	\$ 18,095	\$ 24,127	\$ 36,000	33%	
Capital Facility Income	\$ -	\$ -	\$ -		
Capital Facility Expense	\$ (500)	\$ (667)	\$ -		
Total Non-Operating Income	\$ 691,630	\$ 922,173	\$ 661,283	-39%	
Net Income	\$ 1,036,863	\$ 1,392,199	\$ 867,783	-60%	
Monthly Factor	0.75				
Water Sales Factor	0.75				

**Westborough Water District
Budget for Fiscal Year 2023-2024**

	<u>YTD</u> Mar-23	<u>Projected</u> 2022-2023	<u>Budget</u> 2022-2023	<u>Budget</u> 2023-2024
Operating Income:				
Water Sales	3,026,754	\$ 4,035,672	\$ 4,058,845	\$ 4,196,733
Sewer Svc and Transfer Charges	2,459,125	\$ 3,278,833	\$ 3,200,831	\$ 3,284,888
Misc. Operations	17,983	\$ 23,977	\$ -	\$ 19,200.00
Total Operating Income	\$ 5,503,862	\$ 7,338,483	\$ 7,259,676	\$ 7,500,821
Operating Expense:				
Water Expenditures	2,034,656	\$ 2,712,875	\$ 2,702,930	\$ 2,892,667
Sanitary Sewer Expenditures	2,003,484	\$ 2,661,597	\$ 2,771,431	\$ 2,925,026
Admin and General Expense	894,420	\$ 1,192,560	\$ 1,213,815	\$ 1,302,458
Depreciation	226,069	\$ 301,425	\$ 365,000	\$ 365,000
Total Operating Expenditures	\$ 5,158,629	\$ 6,868,457	\$ 7,053,177	\$ 7,485,151
Gain (Loss) from Operations	\$ 345,233	\$ 470,026	\$ 206,500	\$ 15,670
Non-Operating Income:				
Property Taxes	511,216	\$ 681,621	\$ 613,231	\$ 676,549
Investment Interest	24,164	\$ 32,219	\$ 12,052	\$ 85,473
Other Income	138,655	\$ 184,873		
Rental Income	18,095	\$ 24,127	\$ 36,000	\$ 36,192
Capital Facilities Income	0	\$ -	\$ -	\$ -
Capital Facility Expense	(500)	\$ (667)	\$ -	\$ -
Total Non-Operating Income	\$ 691,630	\$ 922,173	\$ 661,283	\$ 798,214
Net Income	\$ 1,036,863	\$ 1,392,199	\$ 867,783	\$ 813,884
Monthly Factor	0.75			
Water Sales Factor	0.75	0.75		

Month Factor 0.75 Usage Factor 0.75
Total Revenue \$ 8,303,669

Water Sales (41100)

	Current Rate	\$	8.58
(SFPUC - \$0.46 increase + WWD \$0.00)	Projected Rate	\$	9.04
	Est Units		334,000
	Water Sales	\$	3,019,360
	Meter Charges	\$	1,174,973
Fire detector check fees		\$	2,400
	Budget	\$	4,196,733

<u>Water Sales</u>	<u>Units</u>
Jul.2021-June 2022	338,638
Jul.2020-June 2021	370,550
Jul.2019-June 2020	363,719
Jul.2018-June 2019	365,505

	<u>Dollars</u>	<u>Units</u>
Actual YTD	\$ 3,026,754	
Budget	\$ 4,058,845	334,738
Proj TY	\$ 4,035,672	
2021-2022	\$ 3,620,708	
2020-2021	\$ 2,967,506	
2019-2020	\$ 3,062,111	

Sewer Service Fees (42351)

	Current Rate	\$	11.05
(NSMCSD - \$.81 increase)	New Rate	\$	11.86
<u>Units (Jan-Feb.2023)</u>	=		46,162
\$11.86 x 46,242 x 6 billings		\$	3,284,888
	Budget	\$	3,284,888

Base Period for Billing (Jan-Feb) Less Irrigation

Jan/Feb 2022 usage - 48,278
Jan/Feb 2021 usage - 50,226
Jan/Feb 2020 usage - 50,811
Jan/Feb 2019 usage - 50,112

	<u>Dollars</u>	<u>Units</u>
Actual YTD	\$ 2,459,125	
Budget	\$ 3,200,831	48,278
Proj TY	\$ 3,278,833	
2021-2022	\$ 3,099,878	
2020-2021	\$ 2,971,700	
2019-2020	\$ 2,977,362	

Interest (49210)

Current Reserves	\$	3,347,102
Current Int. Rate		2.831
Less Capital Improvements		863,000
Proj Int Rate		0.0275
CD		9,928
	Budget	\$ 90,107

	<u>Dollars</u>
Actual YTD	\$ 24,164
Budget	\$ 12,052
Proj TY	\$ 32,219
2021-2022	\$ (24,011)
2020-2021	\$ (873)
2019-2020	\$ 97,688

Misc. Operations Revenue (42345)

Late & reconnection fees	\$	19,200
	Budget	\$ 19,200

	<u>Dollars</u>
Actual YTD	\$ 17,983
Budget	\$ -
Proj TY	\$ 23,977
2021-2022	\$ 12,960
2020-2021	\$ 4,227
2019-2020	\$ 18,050

*Late Fees were budgeted under Water Sales

Taxes & Assessments (49300)

2023-2024 Property Taxes	\$ 690,182
Less ERAF for Current FY	(132,628)
Plus ERAF for Previous Years	118,995

Budget	\$ 676,549
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	Dollars
Actual YTD	\$ 511,216
Budget	\$ 613,231
Proj TY	\$ 681,621
2021-2022	\$ 624,157
2020-2021	\$ 556,454
2019-2020	\$ 531,179

Rental Income (49910)

	Per month	
Rent from AT&T	\$3,016	\$ 36,192

Budget	\$36,192
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	Dollars
Actual YTD	\$ 18,095
Budget	\$ 36,000
Proj TY	\$ 24,127
2021-2022	\$ 113,944
2020-2021	\$ 70,032
2019-2020	\$ 345,345

Capital Facilities Income (49800)

Capital Facilities Income	0
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Budget	\$ -
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	Dollars
Actual YTD	\$ -
Budget	\$ -
Proj TY	\$ -
2021-2022	\$ 5,915
2020-2021	\$ -
2019-2020	\$ -

Other Income (49700)

Other Income	
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Budget	\$0
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Total Budget \$ 2,892,667

Water Expenses:

Salaries (51110)

Position	Current	Proposed
Field Supervisor	\$ 143,345	\$ 151,946
Sr. Field Worker	\$ 125,963	\$ 133,521
Field Worker	\$ 75,511	\$ 80,042
Cost of Living 4.90%		
On-Call Duty		\$ 54,363
Incentive Awards/Merit Increase		\$ 8,500
Sick Leave - Buy Back		\$ 12,000

Budget \$ 440,371

	Dollars
Actual YTD	\$ 307,114
Budget	\$ 407,317
Proj TY	\$ 409,485
2021-2022	\$ 371,286
2020-2021	\$ 375,566
2019-2020	\$ 331,517

Salaries Temp (51112)

Temporary Field Employees	
\$30 per hr. (2 months)	\$ -
	\$ -
	\$ -

Budget \$ -

	Dollars
Actual YTD	\$ -
Budget	\$ -
Proj TY	\$ -
2021-2022	\$ -
2020-2021	\$ -
2019-2020	\$ -

Salaries Overtime (51113)

Emergency Repairs	\$ 9,000
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Budget \$ 9,000

	Dollars
Actual YTD	\$ 6,069
Budget	\$ 8,000
Proj TY	\$ 8,092
2021-2022	\$ 9,534
2020-2021	\$ 8,737
2019-2020	\$ 7,214

Employee CalPERS Benefits (51115)

Retirement - Classic @ 11.84%	\$ 285,466	\$ 33,799
Retirement - PEPRA @ 7.68%	\$ 80,042	\$ 6,147
CalPERS - UAL		\$ 24,918

Budget \$ 64,865

	Dollars
Actual YTD	\$ 53,295
Budget	\$ 61,174
Proj TY	\$ 71,060
2021-2022	\$ 55,419
2020-2021	\$ 71,828
2019-2020	\$ 67,315

Employee Benefits (51400)

	Per Mo	# of Employees	Annual
Medical	\$ 1,468	3	\$ 52,840
Delta Dental	\$ 87	3	\$ 3,133
Vision	\$ 19	3	\$ 684
Employee Life Ins.	\$ 50	3	\$ 1,800

Budget \$ 58,458

	Dollars
Actual YTD	\$ 38,892
Budget	\$ 56,004
Proj TY	\$ 51,856
2021-2022	\$ 55,637
2020-2021	\$ 51,477
2019-2020	\$ 46,993

Payroll Tax (51410)

FICA @ 7.65%	Budgeted Payroll	
SUI / \$7,000 cap @ 1.6% x 4 employees	\$ 449,371	\$ 34,377
		\$ 448

Budget \$ 34,825

	Dollars
Actual YTD	\$ 23,580
Budget	\$ 32,220
Proj TY	\$ 31,440
2021-2022	\$ 28,653
2020-2021	\$ 27,663
2019-2020	\$ 26,336

Employee OPEB Benefits (51450)

Pre-Funding Retiree Health Benefits		\$	11,509
Less Retiree Medical Payments Made	\$	23,227	\$ (8,701)
Budget		\$	2,808

	Dollars
Actual YTD	\$ 14,023
Budget	\$ 11,870
Proj TY	\$ 18,697
2021-2022	\$ 7,748
2020-2021	\$ 16,435
2019-2020	\$ 21,335

Utilities (51130)

	Average Mo.	Total
PG&E		\$ 161,998
Main PS	\$ 11,643	
Skyline	\$ 1,214	
Christen Hill	\$ 52	\$ 718
<i>(District's share of electrical cost)</i>		

Budget \$ 162,716

	Dollars
Actual YTD	\$ 117,419
Budget	\$ 136,634
Proj TY	\$ 156,559
2021-2022	\$ 143,292
2020-2021	\$ 126,362
2019-2020	\$ 130,777

Supplies/Small Tools (51140)

Supplies and Small Tools	\$ 15,000
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Budget \$ 15,000

	Dollars
Actual YTD	\$ 9,961
Budget	\$ 15,000
Proj TY	\$ 13,281
2021-2022	\$ 11,862
2020-2021	\$ 14,504
2019-2020	\$ 11,376

Special Services (51150)

Lead/Copper Testing (every 3 yrs.)	\$ -
Bacteria Test (\$120 per week x 52)	\$ 6,240
SFWD THM Test (\$1,420 per qtr. x 4)	\$ 5,680
UCMR5 Testing (every 5 yrs.; split in two fy)	\$ 1,250
Cross Connection Fee	\$ 20,916
Dept Health Fee (Water System Fees)	\$ 26,153
BAWSCA Water Loss Program	\$ 17,028
AWSDA Program	\$ 10,450
Misc.	\$ 4,000

Budget \$91,717

	Dollars
Actual YTD	\$ 64,918
Budget	\$ 74,526
Proj TY	\$ 86,557
2021-2022	\$ 49,868
2020-2021	\$ 55,257
2019-2020	\$ 59,597

Vehicle Expense (51170)

Gas Purchases	\$ 15,000
Maintenance of Vehicles	\$ 10,000
Maintenance of VacCon	\$ 10,000

Budget \$ 35,000

	Dollars
Actual YTD	\$ 18,580
Budget	\$ 30,400
Proj TY	\$ 24,773
2021-2022	\$ 45,387
2020-2021	\$ 15,503
2019-2020	\$ 23,451

Maintenance of System (51200)

System Repairs	\$ 52,000
Encroachment Permits	\$ 2,500
XIO Communication Scada Sys.	\$ 5,405

Budget \$ 59,905

	Dollars	
Actual YTD	\$ 32,088	
Budget	\$ 60,148	
Proj TY	\$ 42,784	
2021-2022	\$ 232,843	*Note: 2 transmission line breaks
2020-2021	\$ 63,357	
2019-2020	\$ 67,962	

Water Purchases (51300)

Current rate	\$ 4.75
New Rate	\$ 5.21 (SFPUC - \$0.46 increase)

Estimated Purchase in	Units	350,700	\$ 1,827,147
	Meter Charge		\$ 15,072
	Bond Surcharge		\$64,524

Budget \$ 1,906,743

Actual purchases

FY 21/22 (10 months)	278,948	Units
FY 21/22 Proj TY	334,738	Units
FY 20/21	382,590	Units
FY 19/20	426,355	Units

	Dollars	
Actual YTD	\$ 1,341,570	
Budget	\$ 1,800,586	
Proj TY	\$ 1,788,760	
2021-2022	\$ 1,536,804	
2020-2021	\$ 1,719,047	
2019-2020	\$ 1,917,544	

Technical Communications (51860)

	Monthly	Total
Cell Phone (6) and Hot Spot (1)		\$ 4,234
U.S.A. Service		\$ 900
Answering Service		\$ 4,410
AT&T Lines - Skyline	\$ 143	\$ 1,716

Budget \$ 11,260

	Dollars	
Actual YTD	\$ 7,147	
Budget	\$ 9,052	
Proj TY	\$ 9,529	
2021-2022	\$ 8,020	
2020-2021	\$ 6,589	
2019-2020	\$ 6,754	

Total Budget \$ 1,302,458

General and Administrative Expenses:

Salaries (56110)

Position	Current	Annual
General Manager	\$ 247,748	\$ 265,888
Plus Car Allowance	\$ 6,000	
Office Supervisor	\$ 129,600	\$ 137,376
Operations Assistant	\$ 91,800	\$ 97,308
Cost of living 4.90%		
Incentive awards/Merit Increase		\$ 10,000
Sick Leave - Buy Out		\$ 22,000
Budget		\$ 532,572

	Dollars
Actual YTD	\$ 369,238
Budget	\$ 510,682
Proj TY	\$ 492,317
2021-2022	\$ 421,450
2020-2021	\$ 614,825
2019-2020	\$ 518,040

Salaries Temp (56112)

Temporary Office Employees	\$ 2,000
Budget	\$ 2,000

	Dollars
Actual YTD	\$ 1,001
Budget	\$ 2,000
Proj TY	\$ 1,335
2021-2022	\$ 29,758
2020-2021	\$ 4,560
2019-2020	\$ 2,904

Salaries Overtime (56113)

Overtime	\$ 1,500
Budget	\$ 1,500

	Dollars
Actual YTD	\$ -
Budget	\$ 2,000
Proj TY	\$ -
2021-2022	\$ -
2020-2021	\$ 1,588
2019-2020	\$ 1,344

Employee CalPERS Benefits (56115)

Retirement - Classic (11.84%	\$ 259,888	\$ 30,771
Retirement - PEPRA 7.68%	\$ 234,684	\$ 18,024
CalPERS - UAL		\$ 41,602

	Dollars
Actual YTD	\$ 70,796
Budget	\$ 87,591
Proj TY	\$ 94,395
2021-2022	\$ (76,790)
2020-2021	\$ 134,070
2019-2020	\$ 129,642

Employee Benefits (56400)

	Per month	Number of Employees	Annual
Medical	\$ 2,354	3	\$ 84,732
Delta Dental	\$ 167	3	\$ 6,022
Vision	\$ 19	3	\$ 684
Employee Life Ins.	\$ 40	3	\$ 1,440
Directors Life Ins.	\$ 10	5	\$ 600
Retiree Medical	\$ 1,936	1	\$ 23,227
Budget			\$ 116,705

	Dollars
Actual YTD	\$ 79,639
Budget	\$ 92,160
Proj TY	\$ 106,185
2021-2022	\$ 108,421
2020-2021	\$ 72,492
2019-2020	\$ 71,772

Payroll Tax (56410)

	Budgeted	
	Payroll	
FICA @ 7.65%	\$ 536,072	\$ 41,010
Directors @ 7.65%	\$ 11,300	\$ 864
SUI / \$7,000 cap @ 1.6% x 4 employees		\$ 336
SUI / \$7,000 cap @ 1.6% x 5 directors		\$ 560
	Budget	\$ 42,770

	Dollars
Actual YTD	\$ 22,889
Budget	\$ 41,072
Proj TY	\$ 30,519
2021-2022	\$ 32,416
2020-2021	\$ 36,609
2019-2020	\$ 30,932

Employee OPEB Benefits (56450)

Pre-Funding Retiree Health Benefits \$ 19,215
Less Retiree Medical Payments Made \$ 23,227 \$ (14,526)

Budget \$ 4,689

Dollars
Actual YTD \$ 21,034
Budget \$ 19,816
Proj TY \$ 28,045
2021-2022 \$ 11,623
2020-2021 \$ 24,653
2019-2020 \$ 32,002

Office Supplies (56210)

Copier Maintenance Agreement \$ 2,376
Printer Toners \$ 3,000
Postage Meter Rental \$ 755
Postage for Meter \$ 2,000
Office Supplies \$ 2,500
Year-end Forms \$ 500
P.O. Box Fee \$ 520
Payroll and Vendor Checks \$ 1,000
Miscellaneous Supplies \$ 1,500

Budget \$ 14,151

Dollars
Actual YTD \$ 8,984
Budget \$ 10,070
Proj TY \$ 11,979
2021-2022 \$ 16,921
2020-2021 \$ 7,706
2019-2020 \$ 6,342

Memberships (56230)

BAWSCA Assessment \$ 27,985
SSF Chamber of Commerce \$ 280
A.C.W.A. \$ 18,524
Costco \$ 240
SMC CSD \$ 100
Miscellaneous \$ 1,000

Budget \$ 48,129

Dollars
Actual YTD \$ 39,064
Budget \$ 45,545
Proj TY \$ 52,085
2021-2022 \$ 56,467
2020-2021 \$ 44,657
2019-2020 \$ 36,564

Travel and Education (56250)

ACWA Spring and Fall Conferences - Registration \$ 3,586
ACWA Spring and Fall Conferences - Housing \$ 7,040
Region 5 x 4 /accomodation, meals \$ -
State Legislator Conf (Sacramento) \$ -
Staff Attendance to Training Conferences \$ 1,000
Staff Continuing Ed & Seminars \$ 1,000
CSDA Meetings \$ -
Miscellaneous \$ 1,000

Budget \$ 13,626

Dollars
Actual YTD \$ 5,615
Budget \$ 9,000
Proj TY \$ 7,487
2021-2022 \$ 2,927
2020-2021 \$ 1,664
2019-2020 \$ 4,728

Utilities (56280)

PG&E Monthly \$ 1,559
Main Office - Gas Meter \$ 113

Budget \$ 1,559

Dollars
Actual YTD \$ 1,030
Budget \$ 1,000
Proj TY \$ 1,373
2021-2022 \$ 915
2020-2021 \$ 696
2019-2020 \$ 486

Telephone/Internet (56290)

Comcast - Phone and Internet Per month
\$ 378 \$ 4,534

Budget \$ 4,534

Dollars
Actual YTD \$ 2,545
Budget \$ 4,534
Proj TY \$ 3,393
2021-2022 \$ 7,643
2020-2021 \$ 7,365
2019-2020 \$ 6,650

Water Conservation (56500)

Water Conservation items \$ 5,000
Toilet/Washing Rebate Program \$ 5,000

Budget \$ 10,000

Dollars
Actual YTD \$ 1,573
Budget \$ 16,000
Proj TY \$ 2,097
2021-2022 \$ -
2020-2021 \$ -
2019-2020 \$ -

Buildings and Grounds Maint (56700)

Alarm Monitoring Per month
\$ 406 \$ 5,362
Skyline (2) & Office: Burglar and Fire
Alarm Maintenance \$ 400
SSF Scavenger \$ 121 \$ 1,450
Porta-Potty - Skyline Tank Site \$ 151 \$ 1,993
Fire Extinguishers Annual Maint. \$ 475
Skyline Tank Site Gate Maint. \$ 500
Supplies/Equipment Maintenance \$ 2,500
Miscellaneous \$ 1,500

Budget \$ 14,180

Dollars
Actual YTD \$ 10,868
Budget \$ 9,668
Proj TY \$ 14,491
2021-2022 \$ 8,461
2020-2021 \$ 9,045
2019-2020 \$ 11,374

Parking Rentals (56750)

Colina Parking
3 ea @ \$160 x 12 months \$ 5,760

Budget \$ 5,760

Dollars
Actual YTD \$ 4,050
Budget \$ 5,760
Proj TY \$ 5,400
2021-2022 \$ 5,400
2020-2021 \$ 5,400
2019-2020 \$ 5,400

Directors' Fees (56810)

ACWA Spring \$ 500
ACWA Fall \$ 500
Regular Meetings \$ 6,000
Committee Mtgs. \$ 1,800
Special Meetings \$ 1,000
SMC CSD \$ 800
Region 5 mtg \$ 500
Suburban Tour \$ 200

Budget \$ 11,300

Dollars
Actual YTD \$ 7,900
Budget \$ 10,500
Proj TY \$ 10,533
2021-2022 \$ 7,500
2020-2021 \$ 7,400
2019-2020 \$ 7,700

Engineering Services (56830)

Misc. Engineering Projects \$ 55,000

Budget \$ 55,000

Dollars
Actual YTD \$ 40,730
Budget \$ 50,000
Proj TY \$ 54,307
2021-2022 \$ 96,201
2020-2021 \$ 193,765 *14" Main Transmission Line Break
2019-2020 \$ 132,982

Accountant Services (56840)

	Per month		Total
Accountant	\$ 2,500	(1/2 Water)	\$ 15,000
Auditor	1/2 Cost of Audit	\$ 15,460	\$ 15,460
Misc. CWS (Programming)			\$ 2,000
OPEB Actuarial (Only GASB75)			\$ 5,500

Budget \$ 37,960

	Dollars
Actual YTD	\$ 18,299
Budget	\$ 22,325
Proj TY	\$ 24,399
2021-2022	\$ 53,109
2020-2021	\$ 35,908
2019-2020	\$ 32,845

Legal Services (56841)

	Per month		Total
Retainer	\$ 900.00	(1/2 Water)	\$ 5,400
Misc.			\$ 20,000

Budget \$ 25,400

	Dollars
Actual YTD	\$ 27,774
Budget	\$ 23,400
Proj TY	\$ 37,032
2021-2022	\$ 48,592
2020-2021	\$ 31,100
2019-2020	\$ 27,868

Billing (56850)

Billing Forms and Envelopes	\$ 9,000
Postage for Bills	\$ 14,339
Stuffing and Mailing Bills (6 x \$630)	\$ 3,780
Reminder Notices and Envelopes	\$ 2,200
Postage for Reminders	\$ 1,424
Other Printed Materials	\$ 400
Misc. Supplies	\$ 1,500
Billing Software Maintenance (4 x \$2,676)	\$ 10,704
Hardware Maintenance	\$ 1,000
Envelope Stuffer Maintenance	\$ 1,600
Check Endorser Maint. Agreement	\$ 400
Hand Held Sensus Support	\$ 3,000
Other Software	\$ 1,000
IT Support	\$ 5,000

Budget \$ 55,347

	Dollars
Actual YTD	\$ 32,074
Budget	\$ 46,442
Proj TY	\$ 42,765
2021-2022	\$ 50,312
2020-2021	\$ 51,771
2019-2020	\$ 36,351

Communications (56860)

Newsletters (3x\$2000)	\$ 6,000
Postage for Newsletters	\$ 4,542
Water Quality Report	\$ 1,296
Water Quality Report Postage	\$ 1,745
Prop. 218 Notice (1/2 of Cost)	\$ 1,491
Prop. 218 Notice Mailing (1/2 of Cost)	\$ 1,132
Public Hearing Ads & Ordinances (1/2 of Cost)	\$ 500
Internet Service (\$65x6x12)	\$ 4,680
Website Hosting	\$ 3,000
Water Conservation Banner - Permit	\$ 350
GoDaddy - Licenses	\$ 705
Miscellaneous	\$ 3,000
Zoom (\$15.99 per month)	\$ 192

Budget \$ 28,633

	Dollars
Actual YTD	\$ 16,754
Budget	\$ 25,530
Proj TY	\$ 22,339
2021-2022	\$ 33,337
2020-2021	\$ 30,207
2019-2020	\$ 35,613

General Election (56865)

Annual District Election (1/2 Election)	\$ -
(3 Directors up for Election)	

Budget \$ -

	Dollars
Actual YTD	\$ 2,685
Budget	\$ 3,750
Proj TY	\$ 3,580
2021-2022	\$ 32,000
2020-2021	\$ -
2019-2020	\$ -

Insurance (56870)

Workers Compensation	\$ 27,300
Property Insurance	\$ 18,000
Auto and General Liability	\$ 33,477

Less Refund - Adj.
Rate stabilization fund

Budget \$ 78,777

	Dollars
Actual YTD	\$ 46,308
Budget	\$ 71,000
Proj TY	\$ 61,744
2021-2022	\$ 75,445
2020-2021	\$ 63,977
2019-2020	\$ 61,672

Banking and Credit Card Fees (56875)

TCB Bank Fees	\$ 1,500
Evalon CC Fees	\$ 3,500
CWS Online Processing Fees	\$ 50,000

Budget **\$ 55,000**

	Dollars
Actual YTD	\$ 42,942
Budget	\$ 49,700
Proj TY	\$ 57,256
2021-2022	\$ 20,034
2020-2021	\$ 38,320
2019-2020	\$ 34,997

Bad Debt (56880)

Bad Debts Written Off	\$ 2,000
-----------------------	----------

Budget **\$ 2,000**

	Dollars
Actual YTD	\$ 17
Budget	\$ 2,000
Proj TY	\$ 23
2021-2022	\$ 156
2020-2021	\$ -
2019-2020	\$ -

Miscellaneous (56890)

Property Tax	\$ 2,370
LAFco Assessment - Water	\$ 2,900
Employee Appreciation/Recruitment	\$ 1,200
Misc. Petty Cash	\$ 3,000
Rate Study	\$ 40,000
Other Misc.	\$ 1,000

Budget **\$ 50,470**

	Dollars
Actual YTD	\$ 20,611
Budget	\$ 52,270
Proj TY	\$ 27,481
2021-2022	\$ 9,969
2020-2021	\$ 36,421
2019-2020	\$ 21,119

Total Budget \$ 2,925,026

Sanitation Expenses:

Treatment (57320)

Billing Period	Annual Usage		
Jan/Feb'23 Flow =	46,242	277,452	
Less Adj. Granted	80	480	
Per Unit Charge x 6 billing periods	\$ 9.83	\$ 2,722,635	
Less WWD Reimbursable charges		\$ (20,000)	
County Collection Fee (3,795 x \$1.35)		\$ 5,000	
County Administrative Fee		\$ 3,530	
SWRCB Annual Permit		\$ 4,400	
Budget		\$ 2,715,565	

Current rate \$9.02

Daly City projected to raise rates to \$9.83 or 8.98% (\$0.81)

	Dollars
Actual YTD	\$ 1,849,565
Budget	\$ 2,601,335
Proj TY	\$ 2,466,087
2021-2022	\$ 2,442,977
2020-2021	\$ 2,372,264
2019-2020	\$ 2,306,435

Utilities (57330)

Dollars	Average Mo.	Total
PG&E:		\$ 132,452
Avalon LS	\$ 425	
Rowntree LS	\$ 5,046	
Westborough LS	\$ 4,127	
AT&T Dialer Lines	\$ 429	\$ 5,148
3 each at \$143		
Budget		\$ 137,600

	Dollars
Actual YTD	\$ 88,485
Budget	\$ 103,287
Proj TY	\$ 117,980
2021-2022	\$ 99,978
2020-2021	\$ 89,760
2019-2020	\$ 98,129

Repair of Pipelines (57340)

Budget \$ 5,000

	Dollars
Actual YTD	\$ -
Budget	\$ 5,000
Proj TY	\$ -
2021-2022	\$ -
2020-2021	\$ -
2019-2020	\$ -

Repair of Pumps (57350)

Budget \$ 20,000

	Dollars
Actual YTD	\$ 16,313
Budget	\$ 15,000
Proj TY	\$ 21,751
2021-2022	\$ 52,740
2020-2021	\$ 12,147
2019-2020	\$ 14,427

Misc. Sewer Exp. (57390)

	Monthly	Total
Accountant	\$ 1,250	\$ 7,500
Auditor (1/2 cost of A; 1/2 Cost of Audit)		\$ 15,460
Legal - 1/2 of the Retainer	\$450	\$ 2,700
Public Hearing Ads & Ordinances (1/2 of Cost)		\$ 550
Prop. 218 Notice (1/2 of Cost)		\$ 1,491
Prop. 218 Notice Mailing (1/2 of Cost)		\$ 1,132
Annual Sewer Postcard		\$ 767
Annual Sewer Postcard Postage		\$ 1,932
Banner Permit - Sewer Conservation		\$ 350
SMC Sewer Parcels File		\$ 405
LAFCO Assessment - Sewer		\$ 2,500
Generator Permits (3 @ \$477)		\$ 1,574
SWRB Sewer System Fees		\$ 3,500
SSMP (every 3 yrs.)		\$ -
SERP (Spill Emergency Response Plan - replaces OERP)		\$ 5,000
Annual District Election (1/2 Election)		\$ -
(3 Directors up for Election)		
Misc. Expenses		\$ 2,000
Budget		\$ 46,861

	Dollars
Actual YTD	\$ 49,121
Budget	\$ 46,809
Proj TY	\$ 55,780
2021-2022	\$ 46,809
2020-2021	\$ 26,550
2019-2020	\$ -
2018-2019	\$ -

Total Budget \$ 2,925,026

Sanitation Expenses:

Treatment (57320)

Billing Period	Annual Usage		
Jan/Feb'23 Flow = 46,242	277,452		
Less Adj. Granted 80	480		
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SWRCB Annual Permit		\$ 4,400	
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Current rate \$9.02

Daly City projected to raise rates to \$9.83 or 8.98% (\$0.81)

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Proj TY	\$ 2,466,087
2021-2022	\$ 2,442,977
2020-2021	\$ 2,372,264
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3 each at \$143		
	Budget	\$ 137,600

	Dollars
Actual YTD	\$ 88,485
Budget	\$ 103,287
Proj TY	\$ 117,980
2021-2022	\$ 99,978
2020-2021	\$ 89,760
2019-2020	\$ 98,129

Repair of Pipelines (57340)

Budget \$ 5,000

	Dollars
Actual YTD	\$ -
Budget	\$ 5,000
Proj TY	\$ -
2021-2022	\$ -
2020-2021	\$ -
2019-2020	\$ -

Repair of Pumps (57350)

Budget \$ 20,000

	Dollars
Actual YTD	\$ 16,313
Budget	\$ 15,000
Proj TY	\$ 21,751
2021-2022	\$ 52,740
2020-2021	\$ 12,147
2019-2020	\$ 14,427

Misc. Sewer Exp. (57390)

	Monthly	Total
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Annual Sewer Postcard		\$ 767
Annual Sewer Postcard Postage		\$ 1,932
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SMC Sewer Parcels File		\$ 405
LAFCO Assessment - Sewer		\$ 2,500
Generator Permits (3 @ \$477)		\$ 1,574
SWRB Sewer System Fees		\$ 3,500
SSMP (every 3 yrs.)		\$ -
SERP (Spill Emergency Response Plan - replaces OERP)		\$ 5,000
Annual District Election (1/2 Election)		\$ -
(3 Directors up for Election)		
Misc. Expenses		\$ 2,000

Budget \$ 46,861

	Dollars
Actual YTD	\$ 49,121
Budget	\$ 46,809
Proj TY	\$ 55,780
2021-2022	\$ 46,809
2020-2021	\$ 26,550
2019-2020	\$ -
2018-2019	\$ -

**Westborough Water District
Budget for Fiscal Year 2023-2024**

Westborough Water District

**Item & Account
Number**

**2022-2023
YTD Mar.2023**

**2022-2023
TY Projected**

**2019-2020
Actual**

**2020-2021
Actual**

**2021-2022
Actual**

**2022-2023
Budget**

**2023-2024
Budget**

Operating Revenue

Water Sales (41100)	\$ 3,026,754	\$ 4,035,672	\$ 3,062,111	\$ 2,967,506	\$ 3,620,708	\$ 4,058,845	\$ 4,196,733
Sewer Service Fees (42351)	\$ 2,459,125	\$ 3,278,833	\$ 2,977,362	\$ 2,971,700	\$ 3,099,878	\$ 3,200,831	\$ 3,284,888
Misc. Operations (42345)	\$ 17,983	\$ 23,977	\$ 18,050	\$ 4,227	\$ 12,960	\$ -	\$ 19,200
Total Operating Revenue	\$ 5,503,862	\$ 7,338,483	\$ 6,057,523	\$ 5,943,433	\$ 6,733,546	\$ 7,259,676	\$ 7,500,821

Operating Expense

Water:

Salaries (51110)	\$ 307,114	\$ 409,485	\$ 331,517	\$ 375,566	\$ 371,286	\$ 407,317	\$ 440,371
Sal. Temp (51112)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sal. OT (51113)	\$ 6,069	\$ 8,092	\$ 7,214	\$ 8,737	\$ 9,534	\$ 8,000	\$ 9,000
CalPERS (51115)	\$ 53,295	\$ 71,060	\$ 67,315	\$ 71,828	\$ 55,419	\$ 61,174	\$ 64,865
Benefits (51400)	\$ 38,892	\$ 51,856	\$ 46,993	\$ 51,477	\$ 55,637	\$ 56,004	\$ 58,458
Payroll Tax (51410)	\$ 23,580	\$ 31,440	\$ 26,336	\$ 27,663	\$ 28,653	\$ 32,220	\$ 34,825
OPEB - Prefunding (51450)	\$ 14,023	\$ 18,697	\$ 21,335	\$ 16,435	\$ 7,748	\$ 11,870	\$ 2,808
GASB75 Contra Exp.(Income)(51470)	\$ -	\$ -	\$ (27,522)	\$ (3,768)	\$ -	\$ -	\$ -
Utilities (51130)	\$ 117,419	\$ 156,559	\$ 130,777	\$ 126,362	\$ 143,292	\$ 136,634	\$ 162,716
Supplies (51140)	\$ 9,961	\$ 13,281	\$ 11,376	\$ 14,504	\$ 11,862	\$ 15,000	\$ 15,000
Special Services (51150)	\$ 64,918	\$ 86,557	\$ 59,597	\$ 55,257	\$ 49,868	\$ 74,526	\$ 91,717
Vehicle Expense (51170)	\$ 18,580	\$ 24,773	\$ 23,451	\$ 15,503	\$ 45,387	\$ 30,400	\$ 35,000
Maint. Of System (51200)	\$ 32,088	\$ 42,784	\$ 67,962	\$ 63,357	\$ 232,843	\$ 60,148	\$ 59,905
Water Purchases (51300)	\$ 1,341,570	\$ 1,788,760	\$ 1,917,544	\$ 1,719,047	\$ 1,536,804	\$ 1,800,586	\$ 1,906,743
Tech. Communications (51860)	\$ 7,147	\$ 9,529	\$ 6,754	\$ 6,589	\$ 8,020	\$ 9,052	\$ 11,260
Total Water Operating Expense	\$ 2,034,656	\$ 2,712,875	\$ 2,690,649	\$ 2,548,555	\$ 2,556,354	\$ 2,702,930	\$ 2,892,667

General & Administrative (G&A):

Salaries (56110)	\$ 369,238	\$ 492,317	\$ 518,040	\$ 614,825	\$ 421,450	\$ 510,682	\$ 532,572
Salaries Temp (56112)	\$ 1,001	\$ 1,335	\$ 2,904	\$ 4,560	\$ 29,758	\$ 2,000	\$ 2,000
Salaries OT (56113)	\$ -	\$ -	\$ 1,344	\$ 1,588	\$ -	\$ 2,000	\$ 1,500
Employee Benefits (56400)	\$ 79,639	\$ 106,185	\$ 71,772	\$ 72,492	\$ 108,421	\$ 92,160	\$ 116,705
OPEB - Prefunding (56450)	\$ 21,034	\$ 28,045	\$ 32,002	\$ 24,653	\$ 11,623	\$ 19,816	\$ 4,689
CalPERS (56115)	\$ 70,796	\$ 94,395	\$ 129,642	\$ 134,070	\$ (76,790)	\$ 87,591	\$ 90,396
Payroll Taxes (56410)	\$ 22,889	\$ 30,519	\$ 30,932	\$ 36,609	\$ 32,416	\$ 41,072	\$ 42,770
Office Supplies & Postage (56210)	\$ 8,984	\$ 11,979	\$ 6,342	\$ 7,706	\$ 16,921	\$ 10,070	\$ 14,151
Memberships (56230)	\$ 39,064	\$ 52,085	\$ 36,564	\$ 44,657	\$ 56,467	\$ 45,545	\$ 48,129
Travel & Education (56250)	\$ 5,615	\$ 7,487	\$ 4,728	\$ 1,664	\$ 2,927	\$ 9,000	\$ 13,626
Utilities (56280)	\$ 1,030	\$ 1,373	\$ 486	\$ 696	\$ 915	\$ 1,000	\$ 1,559
Telephone (56290)	\$ 2,545	\$ 3,393	\$ 6,650	\$ 7,365	\$ 7,643	\$ 4,534	\$ 4,534
GASB75 Contra Exp.(Income)(56470)	\$ -	\$ -	\$ (41,284)	\$ (5,652)	\$ (36,307)	\$ -	\$ -
Water Conservation (56500)	\$ 1,573	\$ 2,097	\$ -	\$ -	\$ -	\$ 16,000	\$ 10,000
Bldg. & Grounds Maint (56700)	\$ 10,868	\$ 14,491	\$ 11,374	\$ 9,045	\$ 8,461	\$ 9,668	\$ 14,180
Parking Rental Fees (56750)	\$ 4,050	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,760	\$ 5,760
Directors Fees (56810)	\$ 7,900	\$ 10,533	\$ 7,700	\$ 7,400	\$ 7,500	\$ 10,500	\$ 11,300
Engineering Svs. (56830)	\$ 40,730	\$ 54,307	\$ 132,982	\$ 193,765	\$ 96,201	\$ 50,000	\$ 55,000

Item & Account Number	2022-2023 YTD Mar.2023	2022-2023 TY Projected	2019-2020 Actual	2020-2021 Actual	2021-2022 Actual	2022-2023 Budget	2023-2024 Budget
Accounting Svs (56840)	\$ 18,299	\$ 24,399	\$ 32,845	\$ 35,908	\$ 53,109	\$ 22,325	\$ 37,960
Legal Svs. (56841)	\$ 27,774	\$ 37,032	\$ 27,868	\$ 31,100	\$ 48,592	\$ 23,400	\$ 25,400
Billing (56850)	\$ 32,074	\$ 42,765	\$ 36,351	\$ 51,771	\$ 50,312	\$ 46,442	\$ 55,347
Communications (56860)	\$ 16,754	\$ 22,339	\$ 35,613	\$ 30,207	\$ 33,337	\$ 25,530	\$ 28,633
General Election (56865)	\$ 2,685	\$ 3,580	\$ -	\$ -	\$ 32,000	\$ 3,750	\$ -
Insurance (56870)	\$ 46,308	\$ 61,744	\$ 61,672	\$ 63,977	\$ 75,445	\$ 71,000	\$ 78,777
Bad Debts (56880)	\$ 17	\$ 23	\$ -	\$ -	\$ 156	\$ 2,000	\$ 2,000
Miscellaneous (56890)	\$ 20,611	\$ 27,481	\$ 21,119	\$ 36,421	\$ 9,969	\$ 52,270	\$ 50,470
Banking and Cr.Card Fees (56875)	\$ 42,942	\$ 57,256	\$ 34,997	\$ 38,320	\$ 20,034	\$ 49,700	\$ 55,000
Total G & A Operating Expense	\$ 894,420	\$ 1,192,560	\$ 1,208,044	\$ 1,448,546	\$ 1,015,961	\$ 1,213,815	\$ 1,302,458
Sanitary Sewer Expenditures:							
Treatment & Disposal (57310)	\$ 1,849,565	\$ 2,466,087	\$ 2,306,435	\$ 2,372,264	\$ 2,442,977	\$ 2,601,335	\$ 2,715,565
Utilites (57320)	\$ 88,485	\$ 117,980	\$ 98,129	\$ 89,760	\$ 99,978	\$ 103,287	\$ 137,600
Repair of Pipelines (57340)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Repair of Pumps (57350)	\$ 16,313	\$ 21,751	\$ 14,427	\$ 12,147	\$ 52,740	\$ 15,000	\$ 20,000
Misc. Sewer Expenses (57390)	\$ 49,121	\$ 55,780	\$ -	\$ -	\$ 26,550	\$ 46,809	\$ 46,861
Total Sewer Expenditure	\$ 2,003,484	\$ 2,661,597	\$ 2,418,991	\$ 2,474,171	\$ 2,622,245	\$ 2,771,431	\$ 2,925,026
Total Operating Expenses	\$ 4,932,560	\$ 6,567,032	6,317,684	\$ 6,471,272	\$ 6,194,559	6,688,177	\$ 7,120,151
Operating Income (Loss) Before Depreciaton	\$ 571,302	\$ 771,451	\$ (260,161)	\$ (527,839)	\$ 538,987	\$ 571,500	\$ 380,670
Depreciation Expense	\$ 226,069	\$ 301,425	\$ 297,258	\$ 338,236	\$ 314,050	\$ 365,000	\$ 365,000
Operating Income (Loss)	\$ 345,233	\$ 470,026	\$ (557,419)	\$ (866,075)	\$ 224,936	\$ 206,500	\$ 15,670
Non-Operating Income (Expense)							
Interest (49210)	\$ 24,164	\$ 32,219	\$ 97,688	\$ (873)	\$ (24,011)	\$ 12,052	\$ 90,107
Taxes & Assessments (49300)	\$ 511,216	\$ 681,621	\$ 531,179	\$ 556,454	\$ 624,157	\$ 613,231	\$ 676,549
Other Income (49700)	\$ 138,655	\$ 184,873	\$ 345,345	\$ 70,032	\$ 113,944	\$ -	\$ -
Rental Income (49910)	\$ 18,095	\$ 24,127	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,192
Cap Facilities Income (49800)	\$ -	\$ -	\$ -	\$ -	\$ 5,915	\$ -	\$ -
Capital Facility Expense (56885)	\$ (500)	\$ (667)	\$ (81,048)	\$ (4,149)	\$ (7,715)	\$ -	\$ -
Total Non-Operating Income	\$ 691,630	\$ 922,173	\$ 893,164	\$ 621,464	\$ 712,290	\$ 661,283	\$ 802,848
GASB 87 Adjustments (Net)					21,097		
Net Income (Loss)	\$ 1,036,863	\$ 1,392,199	\$ 335,745	\$ (244,611)	\$ 958,323	\$ 867,783	\$ 818,518
Month Factor	0.75						
Water Sales Factor	0.75	0.75					

CREDIT CARD PROCESSING FEES:

<u>COMPANY NAME</u>	<u>COST TO CUSTOMER</u>
Mid Peninsula Water	\$3.00 Flat Fee
Millbrae Water	2.10%
North Coast County Water District	\$0.00
Coastside County Water District	\$0.00
Burlingame Water	\$0.00
Redwood City Water	\$0.00
Brisbane Water	\$0.00
Daly City Water	\$0.00
San Bruno Water	\$0.00
California Water	\$0.00
PG&E	\$1.35 Flat Fee
California DMV	2.30%
County of San Mateo - Propert Tax	2.35%

CWS Fees

FY 2021-2022		FY 2022-2023	
7/1/2021	\$ 1,852.46	7/1/2022	\$ 2,181.42
8/1/2021	\$ 4,259.29	8/1/2022	\$ 5,622.37
9/1/2021	\$ 2,234.62	9/1/2022	\$ 2,315.24
10/1/2021	\$ 5,777.56	10/1/2022	\$ 6,547.33
11/1/2021	\$ 1,952.55	11/1/2022	\$ 2,045.57
12/1/2021	\$ 5,743.47	12/1/2022	\$ 6,906.88
1/1/2022	\$ 2,142.64	1/1/2023	\$ 2,263.60
2/1/2022	\$ 5,911.62	2/1/2023	\$ 6,664.77
3/1/2022	\$ 2,096.75	3/1/2023	\$ 2,255.88
4/1/2022	\$ 5,584.69	4/1/2023	\$ 6,711.86
5/1/2022	\$ 1,876.73	5/1/2023	\$ 2,792.76
6/1/2022	\$ 5,871.15	6/1/2023	
<u><u>\$ 45,303.53</u></u>		<u><u>\$ 46,307.68</u></u>	

As of May 30, 2023

Elavon Fees

FY 2021-2022		FY 2022-2023	
7/1/2021	232.18	7/1/2022	380.47
8/1/2021	220.77	8/1/2022	278.56
9/1/2021	264.08	9/1/2022	396.56
10/1/2021	309.61	10/1/2022	294.39
11/1/2021	256.24	11/1/2022	320.85
12/1/2021	235.67	12/1/2022	299.58
1/1/2022	305.56	1/1/2023	381.85
2/1/2022	346.61	2/1/2023	294.92
3/1/2022	300.48	3/1/2023	325.63
4/1/2022	379.23	4/1/2023	285.35
5/1/2022	329.15	5/1/2023	355.06
6/1/2022	288.69	6/1/2023	
<u>3,468.27</u>		<u>3,613.22</u>	

As of June 5, 2023

ELAVON-COSTCO RATES*New Rates (effective 04/01/23)***Five Tiers of Processing Charges:**

	% Rate	Item Charge
Qualified Visa, MC Cards:	1.90%	\$0.25
Mid-Rate:	1.90%	\$0.25
Commercial Cards:	2.65%	\$0.29
Non-Qualified Visa, MC Cards:	3.35%	\$0.29
Standard Cards:	4.20%	\$0.29

CWS - RATES*New Rates (effective 04/01/23)***Transaction Fees:**

	% Rate	Item Charge
Credit Cards and Debit Cards with Visa	3.50%	\$0.30

Note: If we were to stop being Costco Executive Members, all rates will go up by .25%

ELAVON-COSTCO RATES*Old Rates (effective 04/01/12)***Three Tiers of Processing Charges:**

	% Rate	Item Charge
Lowest Rate - Personal Cards:	1.38%	\$0.19
Partially Reduced Rate - Personal Rewards Cards:	1.99%	\$0.19
Highest Rate - Commercial, Corporate, and No Billing Zip Code:	2.65%	\$0.29
Highest Rate - Commercial, Corporate, and No Billing Zip Code:	2.65%	\$0.29

Information correct as of 06/06/23

Corbin Willits Systems:

Old rates: prior to 4/1/2023

TRANSACTION FEES

- Credit Cards and Debit Cards with Visa and MasterCard Logos, the fees are **3.5% plus** \$.20/each transaction.
- Check processing is a *tiered system*.

Payment Amounts	Transactions Fees
Payments of \$99 and above	\$1.20
Payments up to \$99 and below payments are based on the following formula: $P = \text{Payment Amount}$ $.39 + [0.0082 \times p]$	Example: a \$50 check would be, following the formula on the left side: $.39 + [.0082 \times \$50] =$ Equals 80 cents total fee.

New rates: effective 4/1/2023

- Credit Cards and Debit Cards with Visa and MasterCard Logos, the fees are **3.5% plus** \$.30/each transaction.
- Check processing is a *tiered system*.

Payment Amounts	Transactions Fees
Payments of \$99 and above	\$1.85
Payments up to \$99 and below payments are based on the following formula: $P = \text{Payment Amount}$ $1.04 + [0.0082 \times P]$	Example: a \$50 check would be, following the formula on the left side: $1.04 + [.0082 \times \$ 50] =$ Equals 1.45 total fee.

Summary, credit card base fee of .20 goes to .30 so only a .10 cents increase. No need for more as costs go up it is primarily a percentage based fee and goes up with the times

Check processing fees are increasing .65 cents per transaction and are still the cheapest way to pay a bill as they always have been.

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: June 5, 2023

RE: Review/Approve Quote for the for the Avalon Lift Station Electrical Conduits Repairs

BACKGROUND

As reported at the May 4, 2023, board meeting, on April 25th, the NSMCSD notified the District that there was water damage to the electrical conduits and the Avalon Lift Station. Since this lift station is underground, the water runoff from the hill likely caused the damage by seeping through the concrete. There was an investigation into the possible causes which included the adjacent neighbor's water hose and water runoff from the heavy rain season.

INFORMATION

District Staff determined that the neighbor's water hose could not have been running long enough to cause the damage, since the homeowner's usage has remained very consistent throughout the years and there were no spikes in usage; therefore, the water damage was likely caused by rain runoff. The NSMCSD recommends that the repairs to the conduits be done as soon as possible to reduce the risk of failure.

DISCUSSION

Attached are two proposals for the repairs. The first one is from Calcon Systems for \$18,750 and the second one is from McLean Electric for \$21,322.34.

FISCAL IMPACT

Since these are emergency repairs, the cost for these repairs was not budgeted for FY 2022-2023, but since some of the budget projects for this year have not been completed, the District should be able to absorb the extra cost.

RECOMMENDATION

It is the General Manager's recommendation that the Board approve the proposal from Calcon Systems in the amount of \$18,750.

ATTACHMENTS

Attachment: Calcon Systems Quote dated June 5, 2023.
Attachment: McLean Electric Quote dated May 24, 2023.
Pictures of the damage (3)



CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
www.calcon.com

Quotation
Quote ID: 7d32f795
Date 6/5/2023

To
City of Daly City
153 Lake Merced Blvd, Daly City, CA 94015, USA

ATTN
Patrick Sumner
psumner@dalycity.org

Subject
Avalon Lift Station - Conduit Repairs

Description

This quotation is being provided per the customers request. Calcon Systems will be repairing the existing Generator conduits located inside the Drywell Vault. The conduits are badly damaged due to water intrusion. The existing wiring will be pulled back and re-installed. If the existing wiring is damaged and separate quote will be provided for replacement.

This quotation includes the following...

- Removal and Inspection of existing wiring inside generator conduits.
- Installation of Temporary Wiring from Generator aboveground. This allows for backup power during repairs.
- Removal and Disposal of damaged conduits.
- Installation of new RMC Conduits with conduit drain. Help prevent future failures.
- Installation and Terminations of existing wiring.
- Startup and Testing.

Quote Items

Item	Description	Price Ea	Quantity	Subtotal
1	Lump Sum (Sales Tax and Shipping Included)	\$18,750.00	1	\$18,750.00

Total: **\$18,750.00**

Terms

Net-30 Days

This quote is valid for 30 days unless otherwise noted above.

Quote ID: 7d32f795
Version: 1
Creator: bpowell@calcon.com
Created: 6/5/2023 8:57:45 AM

Submit PO to
CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
Phone (925) 277-0665
www.calcon.com
Lic. C-10 #508284

For questions please contact:
Branden Powell bpowell@calcon.com



265 Dillon Avenue	www.mcleanei.com	Main: (888) 402-3560
Campbell, CA 95008		Fax: (888) 402-3560

Date	5/24/2023
Proposal	104569.00
Title	City of Daly City Pump station conduit replacement
Customer	Patrick Sumner 153 Lake Merced Blvd Daly City, CA 94015
Labor	\$ 13,528.00 Valid for: 30 days
Material	\$ 4,616.73
Tax	\$ 544.90
	\$ 21,322.34

Scope of Work:

- 00010 Furnish labor to remove (1) 2" and (1) galvanized rigid conduits from generator to transfer switch, and (1) ¾" and (2) 1" galvanized rigid conduits from generator to control cabinet. Furnish labor and material to pull circuits out of existing conduits and run temporary external SO Cord for Temp power. (This will be completed on Day 1)
- 00020 Furnish labor and material to replace and install (1) 2" and (1) galvanized rigid conduits from generator to transfer switch, and (1) ¾" and (2) 1" galvanized rigid conduits from generator to control cabinet with supports. (This will be completed on Day 2)
- 00030 Furnish labor and material to remove Temporary power and reinstall permanent power, label, and test operation. (This will be completed on Day 3)

Exclusions:

- 00040 Anything not in the Scope of Work.
- 00050 Standby time. Time spent waiting for the owner, contractor, responsible party, or access to the equipment will be billed at established Time and Material rates.
- 00060 Changes or additionally discovered problems requiring repair will be authorized in writing by the customer prior to beginning work.

- 00070 Permits and any associated fees.
- 00080 Trenching, concrete or Asphalt work

ATTORNEY FEES AND COST PROVISIONS

This contract shall be construed and governed by the laws of the State of California. The parties hereto further agree that if, for any reason, any provision hereof is unenforceable, the remainder of this Contract shall nonetheless remain binding and in effect.

In the event that it shall be necessary for any party hereto to institute legal action to enforce any of the terms and conditions or provisions contained herein, or for any breach thereof, the prevailing party in such action shall be entitled to costs and reasonable attorney's fees incurred as a result.

With regard to liquidated damages provisions:

The parties agree that in the event of a dispute regarding this contract, the down-payment/retention shall be treated as liquidated damages. The parties agree that the actual damages would be difficult to ascertain, and stipulate that the down-payment/retention is deemed to be reasonable damages, and therefore may be retained by the contractor in full as liquidated damages.

PROJECT ACCEPTANCE

Upon project completion, a walk thru will be held with McLean Electric Inc. and a customer project coordinator. Any residual details will be logged at that time and corrected to your satisfaction prior to final sign-off.

We very much appreciate the opportunity to submit this proposal to City of Daly City. Our intention is to be as accommodating and flexible as possible while providing professional services and proven products. The result will be a high quality, standards compliant installation with the flexibility and performance that you can rely upon.

Please feel free to call us if you have any questions or need additional information regarding this proposal. We look forward to your response.

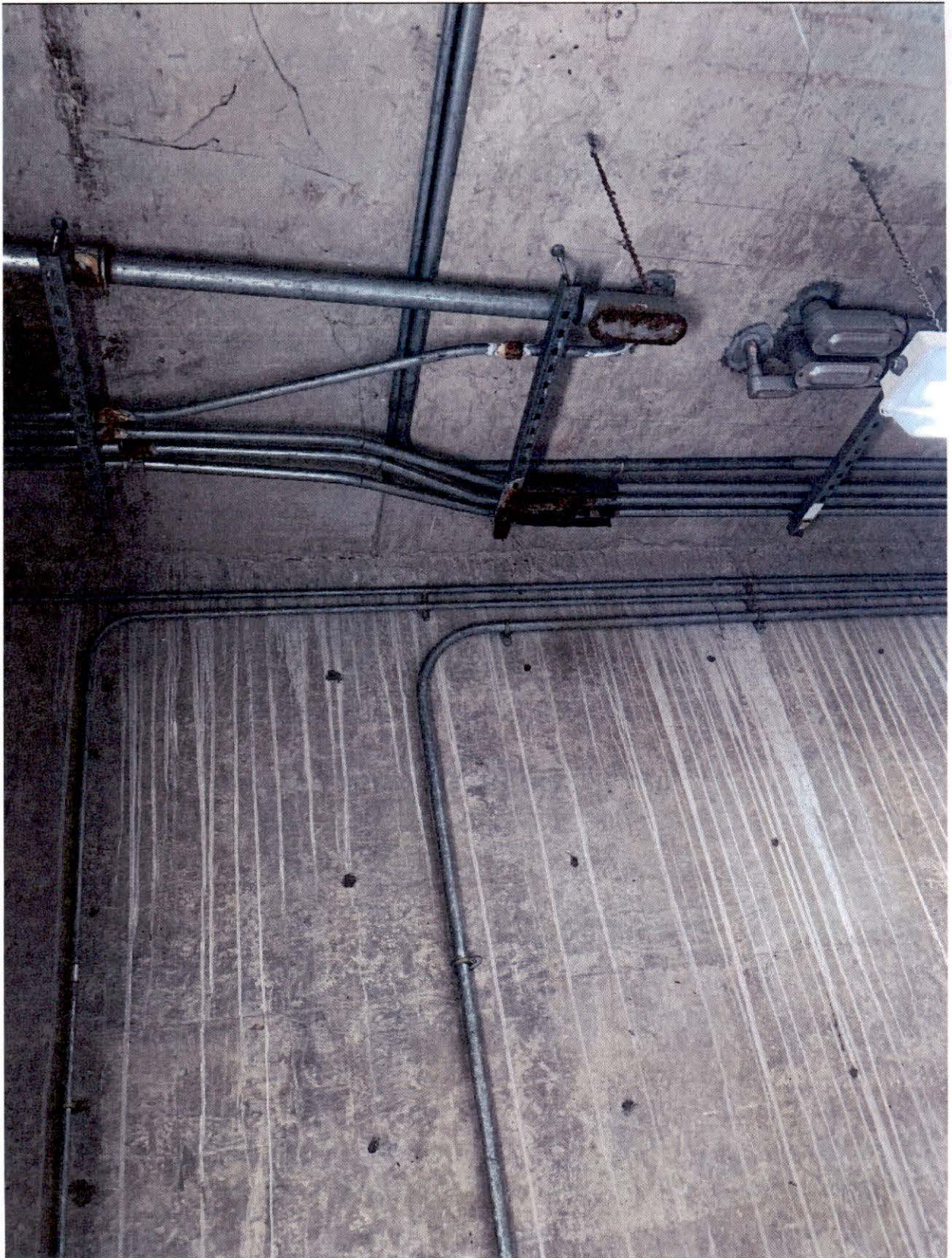
Respectfully submitted,

Herb McLean

Accepted By (Signature):

Title/Position:

Date:







BAY AREA WATER SUPPLY AND CONSERVATION AGENCY
PARTICIPATION AGREEMENT FOR THE WATER LOSS MANAGEMENT PROGRAM

JULY 1, 2023 TO JUNE 30, 2024

The Bay Area Water Supply and Conservation Agency (BAWSCA) administers a Water Loss Management (Program), under which E Source Companies LLC (Contractor) supports participating BAWSCA agencies in reducing water losses to an economically optimized level and in complying with water loss requirements implemented by the State of California.

BAWSCA has entered into a professional services agreement (PSA) with Contractor, attached hereto as Attachment 1 (the PSA). Program details are provided in the Exhibit B of the PSA.

Members who wish to participate in this Program for July 1, 2023 – June 30, 2024 should complete and sign this Participation Agreement and return it to BAWSCA, attention Negin Ashoori.

The respective roles and responsibilities of BAWSCA and each Participating Agency are outlined below:

BAWSCA's Roles and Responsibilities:

1. Overall Program management and coordination.
2. Coordinate Regional Water Loss Control Work Group.
3. Maintain program bill and budget information.

Participating Agency's Roles and Responsibilities:

1. Agreement to Program Scope of Work (Exhibit B of the PSA).
2. Provide data and respond to Contractor inquiries to complete selected Program tasks to Contractor in a timely manner.
3. Cooperate with BAWSCA in the administration of the Program.

Participating agencies may be required to pre-pay BAWSCA a deposit of 100% of the maximum program cost shown in line 7 of the table on page 2. BAWSCA will determine whether the deposit account will be required upon receipt of the applications and will notify the Participating Agencies of its determination. If a deposit is required, BAWSCA will invoice individual Participating Agencies for the full deposit amount. Participating Agencies can add funds to their deposit account at any time during the Program period. Each Participating Agency's funds will be separately accounted for and the interest tracked individually. The deposit account will be used by BAWSCA to pay Contractor for the Program implementation costs monthly. On a monthly basis, BAWSCA will invoice each Participating Agency for its Program costs, detailing use of the deposit account, and identifying the remaining budget balance. At the end of the year, each Participating Agency will have the option of receiving a check for any remaining balance in the deposit account or applying the remaining balance to participation in next year's Program.

Each Participating Agency may terminate participation in the Program or revise its participation level upon 30 days written notice to BAWSCA. Participating Agencies electing to terminate their participation will be responsible for all costs related to the Participating Agencies' participation in the Program up to the effective date of termination.

***Prior to finalizing this Application, Agency Representative should contact Jessica Jagdeo, representing the Contractor team, to review requested program details to ensure program success. Contact Jessica at Jessica_jagdeo@esource.com.**

Rate Schedule

Program Item	Subtask Selection	Unit Cost x Quantity	Total Cost
A. Level 1 Validation	<input type="checkbox"/> Level 1 Validation	\$2,700	\$2,700
1. Program Management	<input type="checkbox"/> 1.a Ongoing Administration	\$410 x 2 # of subtasks selected from 2.a, 2.b, 2.c, 2.d, 2.e, 3.a, 3.b, 4.a, 5	\$820
	<input type="checkbox"/> 1.b Monthly Status & Budget Updates	\$820 required if any subtasks beyond validation are selected	\$820
2. Water Audits & Data Sources	<input type="checkbox"/> 2.a Water Audit Compilation & Reporting	\$7,185	\$7,185
	<input type="checkbox"/> 2.b Billing Data Analysis	\$4,706	\$4,706
	<input type="checkbox"/> 2.c Source Meter Volumetric Accuracy Testing & Reporting	Determined upon discussion with E Source	
	<input type="checkbox"/> 2.d Field Pressure Survey & Reporting	\$13,571	
	<input type="checkbox"/> 2.e Water Audit Miscellaneous Support	Determined upon discussion with E Source about audit support needs (rates in Table 1 below)	
3. Leakage Analysis & Recovery	<input type="checkbox"/> 3.a Real Losses Component Analysis	\$23,494	
	<input type="checkbox"/> 3.b Leak Detection – Preparation, Kick Off & Reporting	\$4,979 (required if conducting leak detection)	
	<input type="checkbox"/> 3.c Leak Detection – Survey	Price based on tiered rate (see Table 2)	
4. Customer Meter Accuracy & Testing	<input type="checkbox"/> 4.a Apparent Loss Analysis & Reporting	\$10,757	
	<input type="checkbox"/> 4.b Customer Meter Accuracy Testing	See Separate Agreement	
5. Targeted SWRCB Water Loss Standard Assistance	<input type="checkbox"/> Targeted SWRCB Water Loss Standard Assistance	Determined upon discussion with E Source	
6. BAWSCA Administration Fee			\$150
7. Maximum Program Cost		Total Items 1-6	\$16,381

Billing Rates

Table 1. Hourly Rate Table for additional services (Task 2.e)

Role	Rate (hourly)
Project Advisor	\$ 273
Project Director	\$ 221
Project Manager	\$ 189
Analyst	\$ 147

Table 2. Comprehensive Leak Detection Mileage Rate Table (Task 3.b)

Mileage Surveyed	\$/mile
Mile 1 through Mile 50	420
Mile 51 through Mile 100	368
Miles 101 +	315

Notes:

1. Please reference "Exhibit B – Scope of Work" for explanation of work involved in each task and for an explanation of why an agency would sign up.
2. BAWSCA Administration Fee required for participation in all tasks except Task A.
3. Task dependencies to highlight in the above task selection table:
 - Task 1.a and 1.b Program Management costs are required if any items beyond Task A – Level 1 Validation are selected.
 - 3.b Leak Detection – Kick Off is required if 3.c Leak Detection – Survey is selected.

Timeline

To memorialize this arrangement, please have the enclosed copy of this Participation Agreement executed by an individual authorized to enter into such agreements and return it to BAWSCA, attention Negin Ashoori. Agencies can enroll on an ongoing basis.

By submitting this Application to Participate, the Participating Agency agrees to pay its share of the Program costs, up to the maximum in line 7. within thirty (30) days of its receipt of an invoice from BAWSCA. In addition, the Participating Agency represents it has reviewed the PA attached hereto as Attachment 1; and the Participating Agency hereby acknowledges and finds acceptable the terms and conditions of the PSA including all of its exhibits. The Participating Agency is responsible for working with Contractor to ensure it remains within the Maximum Program Budget. Participating Agency agrees to hold BAWSCA harmless from any claims or actions arising from Contractor's performance or any allegation that materials or services provided by Contractor infringe or violate third party intellectual-property right. The person signing below represents and warrants that they are authorized by the Participating Agency to bind the Participating Agency to this Participation Agreement.

[Signature of authorized representative]

Date: 05/19/2023

Name: Patricia Mairena

Agency: Westborough Water District



JUNE 2023 / THE OFFICIAL NEWSLETTER OF



Street Address

2263 Westborough Blvd.
So. San Francisco, CA 94080

24-Hour Phone

650-589-1435

Fax

650-589-5167

Email

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

Website

WestboroughWater.org
(website address is NOT case sensitive)

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

WWD Board Meetings

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

WWD Board of Directors

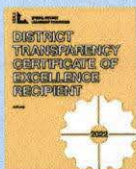
Janet Medina
President

Tom Chambers
Vice President

Don Amuzie
Julie L. Richards
Perry H. Bautista
Directors

WWD Management

Patricia Mairena
General Manager



Governor Newsom Lifts Drought Emergency, Retains Prohibition on Wasteful Practices

On March 24, 2023, Governor Gavin Newsom rolled back some of the drought emergency provisions that are no longer needed due to the State's improved water supply conditions. However, the Governor did not end the statewide declaration of water shortage emergency and maintained provisions around wasteful uses, such as watering ornamental grass on commercial, industrial, and institutional properties.

The Governor rescinded his 2021 Executive Order requiring urban water suppliers to activate Level 2 of their water shortage contingency plans and requiring a 15% conservation target; however, the State Water Resources Control Board (SWRCB) emergency regulation which requires the District to implement the Level 2 of the District's Water Shortage Contingency Plan

remains in effect until June 10, 2023, or until the SWRCB take action to rescind the emergency regulation.

On June 8, 2023, the Westborough Water District Board of Directors approved a resolution, rescinding its

water shortage resolution with an effective date after the SWRCB emergency resolution expires on June 10, 2023, or it is rescinded by the SWRCB. ■

Rain or shine, there's never enough water to waste!



Reporting Water Waste

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



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

6.1.1

10 Ways to Conserve Water

- 1) Take advantage of the District's rebate program and install water saving devices.
- 2) Evaluate your water habits and discuss with everyone in your household ways to conserve water.
- 3) Look for leaks and repair them right away.
- 4) Flush the toilet only when necessary. Consider purchasing dual flush toilets.
- 5) Wash dishes and clothes wisely with full loads. Know your machine settings.
- 6) Take a shorter shower, lather up, turn off water, and turn on water to rinse off.
- 7) Reduce outdoor water consumption and only water 2 days a week, 15 minutes maximum.
- 8) Use less water to prepare foods by boiling water to thaw instead of running hot water.
- 9) Evaluate your bi-monthly water consumption. The average use per person during a drought should use 3.5 units bi-monthly or (2,618 gallons / 60 days = 43.63 gpd.)
- 10) Make sure your home has high efficiency faucet aerators in the bathroom and kitchen. (Faucet aerators are the little pieces of hardware that screw into the bottom of faucets. High efficiency aerators can reduce flow by 1.5 gallons per minute, saving you money and lots of water).



Rebates and Water Conservation

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



HIGH-EFFICIENCY WASHING MACHINE REBATE PROGRAM

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



HIGH-EFFICIENCY TOILET (HET) REBATE PROGRAM

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

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

FREE!

WATER CONSERVATION PRODUCTS AVAILABLE!

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

For Your Home



Cold Water
Catcher Bucket

For Your Garden



Multi Spray Pattern
Garden Nozzle

For Your Kitchen



1.5 GPM Dual
Function Aerator

For Your Bathroom



1.5 GPM Low-flow
Shower Head



1.0 GPM Needle
Spray Aerator



Toilet Dye Strips
Leak Detection

Water & Sewer Rates

The San Francisco Public Utility Commission (SFPUC), our wholesale water provider, has informed the District that due to financial challenges and planned capital improvements, it will be increasing water rates by \$0.46 per unit effective July 1, 2023.

Because of increases in operating costs, along with continued capital improvement projects, the North San Mateo County Sanitary District (City of Daly City) who processes our wastewater has informed the District that it will be increasing sewer service rates by \$0.81 per unit effective July 1, 2023.

Since the District has no control over the SFPUC's wholesale water rate or the rate charged by the NSMCSD to treat our wastewater, these cost increases are simply passed through to the District's customers.

The Board of Directors of the Westborough Water District is set to consider these proposed water and sewer rate increases. The Board will vote on these proposed changes at a public hearing scheduled for 7:30 p.m., Thursday, July 13, 2023. A Prop. 218 notice explaining our rate increases process was mailed to all customers and property owners in May 2023. ■

We Are Now Open to the Public!

Westborough Water District's lobby is now open to the public. Our lobby hours are 8:00 a.m. to 4:30 p.m. – Monday through Friday. We thank you for your patience during this COVID-19 pandemic as we navigate our way through changing public health protocols! We continue to offer many options to pay your bill as detailed below. Please keep in mind we bill only six times (bi-monthly) during the entire year. ■



*We Appreciate Your
Patience and Understanding*



Visit the Statewide Public
Education Campaign at
QuenchCA.com for State
Water Initiatives.

OPTIONS FOR PAYING YOUR BILL



BY MAIL

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



PAYMENT DROP BOX

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



BY PHONE*

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



WWD ONLINE WEB PAYMENTS*

Make a one-time payment or sign up for reoccurring payments using your Visa, Mastercard, or personal check on our secure website: **WestboroughWater.org**. You must have your account number to access it.



WWD DIRECT PAYMENT (ACH)

This service will continue to be totally free to customers! To avoid any credit card charges that may be imposed in the future, we strongly recommend signing up for the WWD Direct Payment (ACH) from your checking or savings account. The sign-up form is enclosed with this newsletter. *By using ACH, your bank account will be charged on the due date of the bill, thus avoiding any late fees!*

**Although this service is currently free of charge, the District is evaluating the rising costs charged by our card processors to determine if a fee should be charged to our customers to pass through these costs.*



If you sign up for **WWD DIRECT PAYMENT (ACH)**, you will not only avoid any future credit card fees, but WWD will deliver free water conservation items we have in stock to your home free of charge! After you sign up, send us an email at **WWD@WestboroughWater.org** or give us a call at (650) 589-1435.

Is Your Bank Paying Your Water Bill on Time?



Unfortunately, some customers who paid their bills using direct payment via their online banking service were under the mistaken impression that the Westborough Water District received the funds electronically on the date they selected.

Instead, they found out that not only was their bill not paid on time, but a late fee was incurred. The online banking service debits your account on the date you select and then mails a check to the District; however, many bank online payment processors bundle and hold checks for up to 7 business days before mailing them. This can cause your payment to be received after the bills are due and incur late fees. To ensure timely payment of your bill and avoid late fees, we suggest you schedule payment at least 10 business days prior to the due date. ■

Sewer Service Charge on Property Tax Bill



The amount of water you consumed during January and February 2023, or your March 15th bill will be used to determine your annual sewer service charge, which appears on your property tax bill effective July 1, 2023. Thank you for conserving water! ■

Stay Connected with Customer Connect

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



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

Postal
Indicia
Placeholder

Delivering Quality for You Since 1961



???-???-???

Does WWD have your current phone number on file? WWD would like to make sure it can contact you in case of an emergency. You can update the phone number on your account by calling WWD at (650) 589-1435 or visiting WestboroughWater.org/contact. Please have your account number ready.

AGREEMENT AUTHORIZING DIRECT PAYMENTS (ACH DEBITS) OF WATER AND METER SERVICE FEES AND CHARGES

1. **Authorization.** I, _____ hereby authorize Westborough Water District (District), through its financial institution, to implement a direct payment procedure for water and meter service fees and charges, through ACH (Automated Clearing House) debit entries initiated by District to be debited against the bank account indicated below. Such ACH debit entries shall be made on a bi-monthly basis and in lieu of the physical mailing of the customers' payment.

2. **Bank Account**

- ☐ Checking Account
☐ Savings Account

Banking Institution Name _____

Branch _____

City _____ State _____ Zip _____

Routing Number _____

Account Number _____

3. **Water Service Account**

Name (on the account) _____

Account Number _____

Service Address _____

4. **Termination of this Authorization**

This authorization is to remain in full force and effect until District has received written notice of termination. The termination shall be effective two weeks after the District receives such written notice.

I agreed to all the above,

Name (please print) _____

Signature _____ Date _____

NOTE: ALL DEBIT AUTHORIZATION **MUST** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED ABOVE.

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

June 8, 2023

Dear Board of Directors,

I am pleased to report that District staff continue to be cross-trained, and I am very satisfied with how everyone has performed this past year, even in the most challenging situations. I have conducted staff evaluations, and everyone has performed either to standard or above their expected level, and new goals have been set for next year.

With this in mind, I am submitting the following recommendations for your consideration. This percentage has already been integrated in the FY 2023-2024 Budget:

Position	COLA %	Merit %	Total Increase
Operations Assistant	4.90%	1.10%	6.00%
Office Supervisor	4.90%	1.10%	6.00%
Field Technician	4.90%	1.10%	6.00%
Senior Field Technician	4.90%	1.10%	6.00%
Field Supervisor	4.90%	1.10%	6.00%

Respectfully,

Patricia Mairena
General Manager

PM/pm

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

March 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Mar 2022	Feb 2023	Mar 2023	Feb 2023	Mar 2023	Mar 2023	Mar 2022	Feb 2023	Mar 2023	Feb 2023	Mar 2023	Mar 2023
U. S. City Average.....	287.504	300.840	301.836	6.0	5.0	0.3	283.176	295.057	296.021	5.8	4.5	0.3
West.....	305.082	319.130	320.715	6.0	5.1	0.5	298.396	311.086	312.556	5.9	4.7	0.5
West – Size Class A ¹	313.718	328.569	329.536	6.2	5.0	0.3	305.249	317.510	318.259	5.8	4.3	0.2
West – Size Class B/C ²	178.019	185.968	187.301	5.7	5.2	0.7	179.210	187.224	188.621	5.9	5.3	0.7
Mountain ³	120.670	126.934	127.950	6.7	6.0	0.8	121.928	128.254	129.321	6.9	6.1	0.8
Pacific ³	117.774	122.935	123.395	5.7	4.8	0.4	119.079	123.758	124.189	5.5	4.3	0.3
Los Angeles-Long Beach-Anaheim, CA.....	306.679	317.571	317.873	5.1	3.7	0.1	297.870	306.444	306.331	4.7	2.8	0.0
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Mar 2022	Jan 2023	Mar 2023	Jan 2023	Mar 2023	Mar 2023	Mar 2022	Jan 2023	Mar 2023	Jan 2023	Mar 2023	Mar 2023
	Mar 2022	Jan 2023	Mar 2023	Jan 2023	Mar 2023	Mar 2023	Mar 2022	Jan 2023	Mar 2023	Jan 2023	Mar 2023	Mar 2023
Riverside-San Bernardino-Ontario, CA ³	122.127	127.683	127.707	7.3	4.6	0.0	122.861	127.936	128.027	7.0	4.2	0.1
San Diego-Carlsbad, CA.....	339.852	354.453	358.026	6.4	5.3	1.0	324.430	336.315	339.498	6.1	4.6	0.9
Urban Hawaii.....	312.158	320.790	322.608	5.2	3.3	0.6	309.323	320.135	321.671	5.6	4.0	0.5
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Feb 2022	Dec 2022	Feb 2023	Dec 2022	Feb 2023	Feb 2023	Feb 2022	Dec 2022	Feb 2023	Dec 2022	Feb 2023	Feb 2023
	Feb 2022	Dec 2022	Feb 2023	Dec 2022	Feb 2023	Feb 2023	Feb 2022	Dec 2022	Feb 2023	Dec 2022	Feb 2023	Feb 2023
Phoenix-Mesa-Scottsdale, AZ ⁴	163.261	175.019	177.118	9.5	8.5	1.2	162.418	174.903	177.059	9.7	9.0	1.2
San Francisco-Oakland-Hayward, CA.....	320.195	331.222	337.173	4.9	5.3	1.8	316.463	326.465	331.875	4.6	4.9	1.7
Seattle-Tacoma-Bellevue, WA.....	310.078	330.489	334.987	8.4	8.0	1.4	305.702	324.906	328.615	7.9	7.5	1.1
Urban Alaska.....	246.369	256.634	256.856	5.4	4.3	0.1	246.084	255.001	254.887	4.7	3.6	0.0

1 Population over 2,500,000 2 Population 2,500,000 and under, Dec 1996 = 100 3 Dec 2017=100 4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

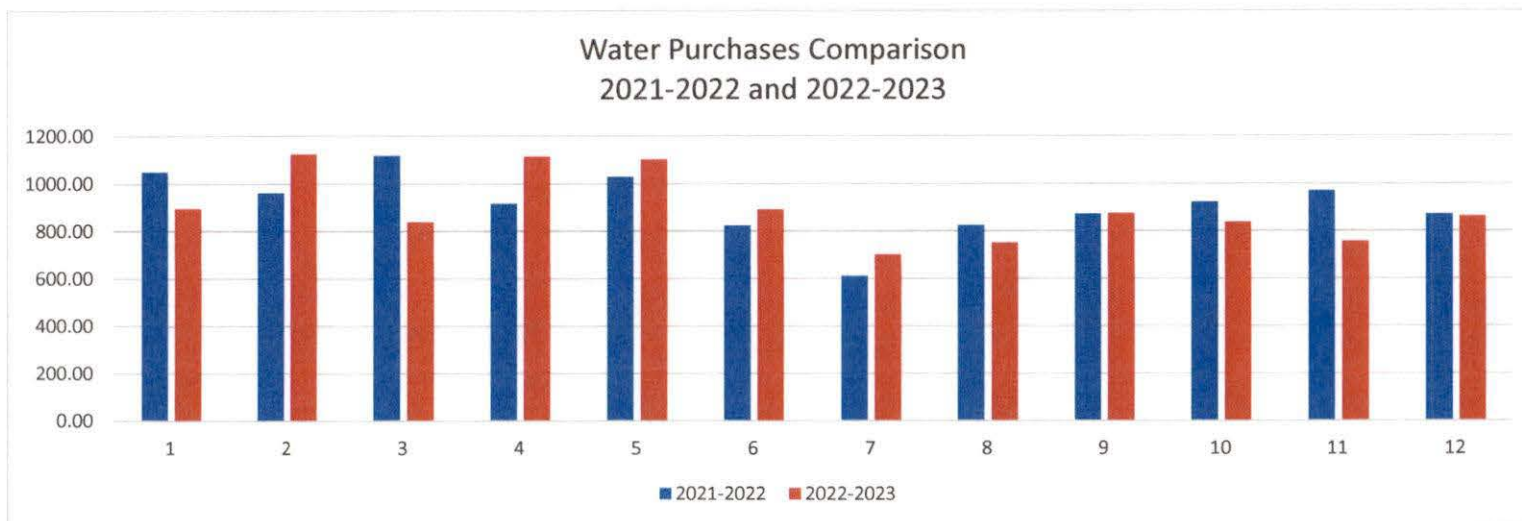
Release date April 12, 2023. The next release date is scheduled for May 10, 2023. For questions, please contact us at BLSinfoSF@bls.gov or (415) 625-2270.

Water Purchases Comparison 2021-2022 to 2022-2023

FY 2021-2022				FY 2022-2023				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/04/21 to 07/06/21	34561	33	1047.30	06/03/22 to 07/05/22	29495	33	893.79	-153.52
07/07/21 to 08/04/21	27813	29	959.07	07/06/22 to 08/03/22 ⁵	32533	29	1121.81	162.74
08/07/21 to 09/04/21	33492	30	1116.40	08/04/22 to 09/06/22	28439	34	836.46	-279.94
09/05/21 to 10/06/21 ²	29279	32	914.97	09/07/22 to 10/05/22	32245	29	1111.88	196.91
10/05/21 to 11/02/21	29802	29	1027.66	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	73.53
11/04/21 to 12/06/21 ³	27129	33	822.09	11/04/22 to 12/05/22 ⁷	28448	32	888.99	66.90
12/07/21 to 01/05/22 ⁴	18297	30	609.90	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	02/04/23 to 03/06/23	27075	31	873.37	2.96
03/05/22 to 04/05/22	29452	32	920.38	3/7/2023 to 04/05/23	25058	30	835.27	-85.10
04/06/22 to 05/04/22	28053	29	967.34	04/06/23 to 05/03/23	21096	28	753.43	-213.91
05/05/22 to 06/02/22	25196	29	868.83	05/04/23 to 06/05/24	28358	33	859.34	-9.49
Total Purchases	332197	364	912.63	Total Purchases	328139	368	891.68	

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

GPCPD YTD	49.46
GPCPD 21/22	50.62
GPCPD 19/20	59.11
GPCPD 20/21	58.30



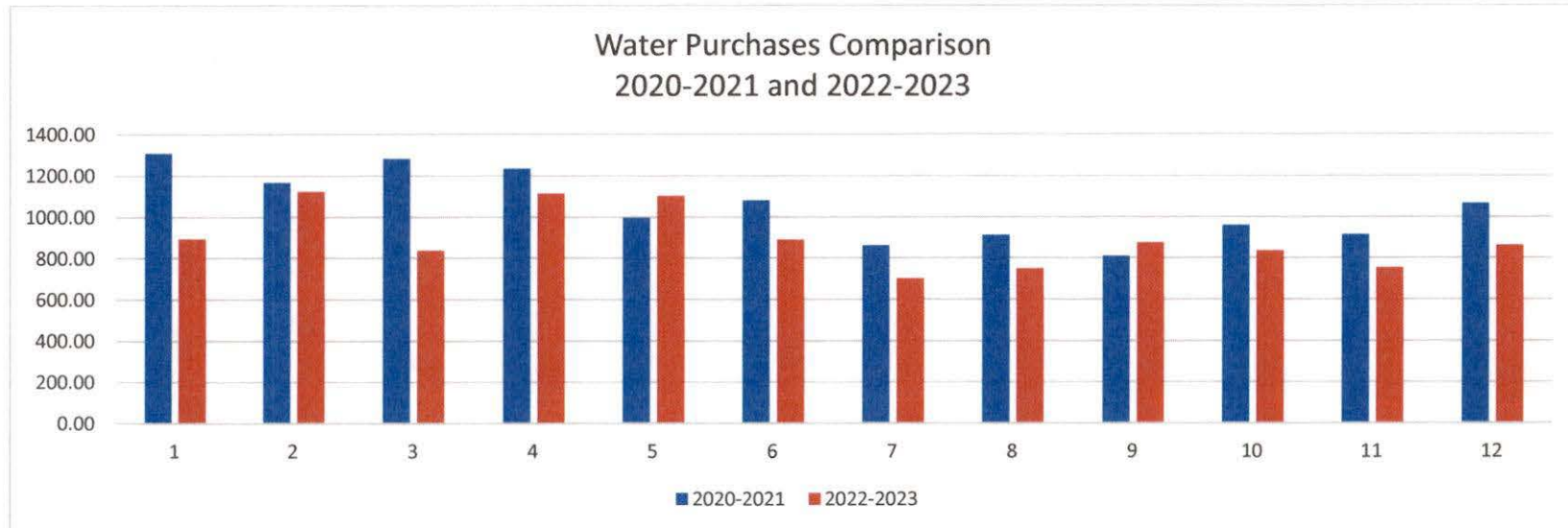
Water Purchases Comparison 2020-2021 to 2022-2023

FY 2020-2021				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
06/05/20 to 07/07/20	43157	33	1307.79	06/03/22 to 07/05/22	29495	33	893.79	-414.00
07/08/20 to 08/06/20	34995	30	1166.50	07/06/22 to 08/03/22	32533	29	1121.81	-44.69
08/07/20 to 09/04/20	37162	29	1281.45	08/04/22 to 09/06/22	28439	34	836.46	-444.99
09/05/20 to 10/06/20	39480	32	1233.75	09/07/22 to 10/05/22	32245	29	1111.88	-121.87
10/05/20 to 11/02/20	26876	27	995.41	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	105.78
11/03/20 to 12/04/20	34525	32	1078.91	11/04/22 to 12/05/22 ⁷	28448	32	888.99	-189.91
12/05/20 to 01/04/21	26748	31	862.84	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	02/04/23 to 03/06/23	27075	31	873.37	63.86
03/05/21 to 04/05/21	30684	32	958.88	3/7/2023 to 04/05/23	25058	30	835.27	-123.60
04/06/21 to 05/05/21	27430	30	914.33	04/06/23 to 05/03/23	21096	28	753.43	-160.90
05/06/21 to 06/03/21	30907	29	1065.76	05/04/23 to 06/05/24	28358	33	859.34	-206.42
Total Purchases	382590	364	1051.07	Total Purchases	328139	368	891.68	

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

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

GPCPD YTD	49.46
GPCPD 20/21	58.30
GPCPD 19/20	59.11
GPCPD 21/22	50.62



Water Purchases Comparison 2019-2020 to 2022-2023

FY 2019-2020				FY 2022-2023				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/06/19 to 07/05/19	29517	30	983.90	06/03/22 to 07/05/22	29495	33	893.79	-90.11
07/06/19 to 08/06/19	31804	32	993.88	07/06/22 to 08/03/22	32533	29	1121.81	127.94
08/07/19 to 09/05/19	34491	30	1149.70	08/04/22 to 09/06/22	28439	34	836.46	-313.24
09/06/19 to 10/04/19	31666	29	1091.93	09/07/22 to 10/05/22	32245	29	1111.88	19.95
10/05/19 to 11/01/19	36225	28	1293.75	10/06/22 to 11/03/22 ⁶	31934	29	1101.18	-192.57
11/02/19 to 12/04/19 ¹	33179	33	1005.42	11/04/22 to 12/05/22 ⁷	28448	32	888.99	-116.43
12/05/19 to 01/07/20	40049	34	1177.91	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	02/04/23 to 03/06/23	27075	31	873.37	22.75
03/06/20 to 04/06/20	32700	32	1021.88	3/7/2023 to 04/05/23	25058	30	835.27	-186.60
04/07/20 to 05/05/20	31088	29	1072.00	04/06/23 to 05/03/23	21096	28	753.43	-318.57
05/06/20 to 06/04/20	34315	30	1143.83	05/04/23 to 06/05/24	28358	33	859.34	-284.49
Total Purchases	388976	365	1065.69	Total Purchases	328139	368	891.68	

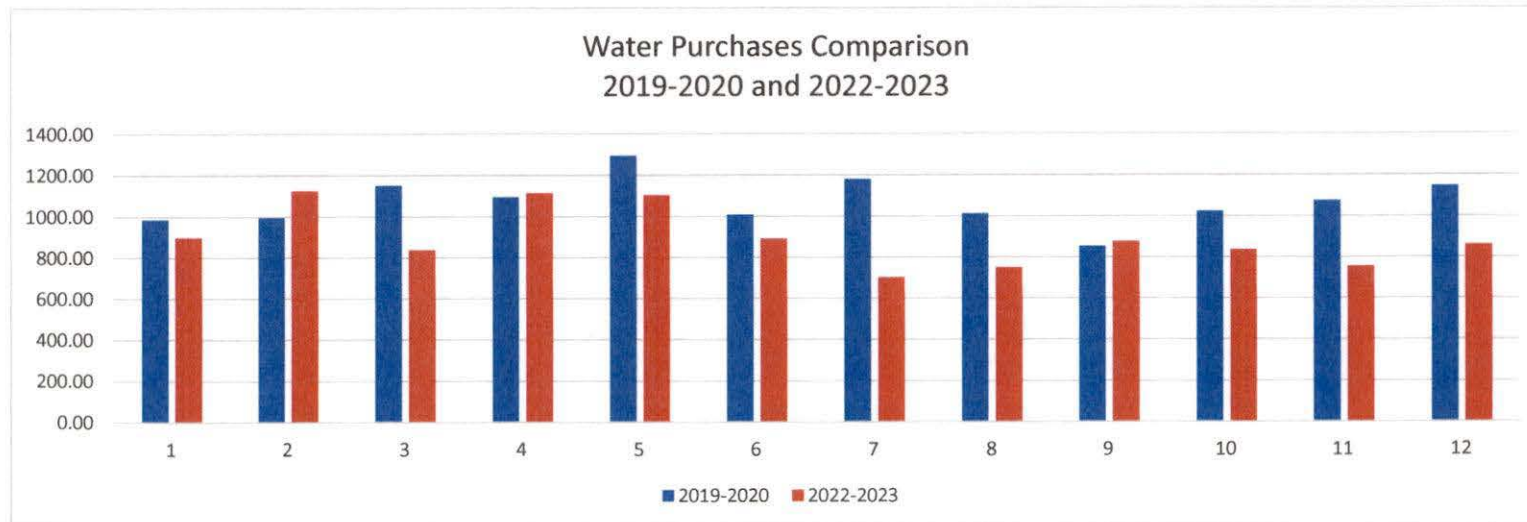
¹ Deducted Intertie Deliveries to NCCWD = 37,379 from 11/04/19 - 11/18/19

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

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

GPCPD YTD	49.46
GPCPD 19/20	59.11
GPCPD 20/21	58.30
GPCPD 21/22	50.62

9.A.3



BAWSCA Meeting of May 18, 2023

I attended the BAWSCA meeting of May 18, 2023 which was held in person at the Burlingame Community Center but with one director attending remotely from the City of Hayward's City Hall. To meet the requirements of the Brown Act the Hayward location had to be listed on the posted agenda and had to be open to the public during the meeting. Whenever we solicited public comment we had to allow public comment from the Hayward location as well as the Burlingame location. Also, all votes had to be taken by roll call. That said, there were 2 or 3 other items potentially affecting the SF Regional Water System happening that day which I want to brief. In part these were based upon SFPUC's celebration on May 2nd of O'Shaughnessy Dam's 100th anniversary.

- The SF Chronicle that morning had a front-page article regarding the future of Hetch Hetchy in light of climate change. Opinions varied from Sprek Rosenkrans (Restore Hetch Hetchy) who wants to tear the Dam down and restore the valley (lost at the SF ballot box about 10 years ago by a 3:1 margin), to Susan Leal (ex-SFPUC GM) who, at least in the past, said we could make O'Shaughnessy higher and flood more of the valley for increased storage.
- The 9AM Forum program on KQED-FM (to be archived as podcast) also dealt with Hetch Hetchy in light of climate change. Newsha Ajami said increased storage at Hetch Hetchy was not on the table although other reservoirs (like Los Vaqueros and Calaveras) could be enlarged. Peter Drekmeyer (Tuolumne River Trust), spoke saying SFPUC impounded too much water and the fish were suffering. Newsha pointed out that if Hetchy impounded no water the fish would still be suffering due to Don Pedro Reservoir, and SFPUC has no control over that dam. What is really needed is collaboration among all stakeholders (like a Voluntary Agreement). She also talked about the desal and water reuse projects being considered in the coming Alternative Water Supply Program.
- At 10am the State Water Resources Control Board (SWRCB) held an online hearing on the Notice of Preparation (NOP) and scoping of the proposed Tuolumne River Voluntary Agreement (VA). This hearing collected public comment concerning potentially amending the 2018 Bay Delta plan, something most water agencies have been arguing for since Bay Delta was approved in 2018. Dennis Herrera (current SFPUC GM) had asked Nicole Sandkulla for some support as normally environmental groups dominate these hearings and they do not have visibility of the potential economic impacts in time of drought. Nicole was REALLY impressed as 15 BAWSCA agencies (plus 6 other water groups) provided statements on impacts to balance the 25 environmental groups who made statements. At our meeting Nicole briefed the BAWSCA board on this response and how even small agencies like Westborough participated. Well done Paty. Hopefully, the fish will be able to benefit from non-flow measures funded by water sales supported by our VA.

The BAWSCA meeting was expected to be long as we needed to approve next year's work plan, budget and assessment along with the 25 consultant contracts which allow BAWSCA to be as effective as it is with only 9 employees. Out of a total budget of \$4.81M, \$1.6M goes to these consultants. The largest amount (48%) is for legal services from Hanson Bridgett (and not just for Bay Delta stuff). Another action item which led to substantial discussion during last month's Board Policy Committee (BPC) was a scoping contract for the coming Long Term Reliable Water Supply Study (Strategy 2045). Strategy 2045 will update a study conducted from 2009-2015 which has been the basis of BAWSCA actions subsequently taken. BAWSCA firmed up the proposal after BPC, allowing BPC, the full board, and Water System Managers significant updates and inputs as the new strategy is scoped. This is important as last time putting together the final report cost over \$1.6M. Anyhow, the work plan, budget, and even this Strategy 2045 scoping contract passed without dissent. This was also my first BAWSCA meeting where we had no public comment. Maybe the public was exhausted after the Forum program and the SWRCB's 3-hour NOP hearing.

Earlier in the meeting Alison Kastama (SFPUC's BAWSCA liaison) gave the SFPUC report. There is lots of snowpack, so much that Hetchy is only 69.2% full (vs 75% normally for this time of year) for flood control purposes. Snowpack took a little jump on May 2nd, the morning of the O'Shaughnessy Celebration, but that is another story. She also briefed us on 3 bills before the state legislature which would adversely affect water rights, particularly the pre-1914 rights SF (and we) enjoy on the Tuolumne. These bills (AB460 Bauer-Kahan, AB1337 Wicks, and SB389 Allen) would give SWRCB increased and unchecked curtailment powers and were discussed (I am told) at the ACWA conference. Perhaps Don can brief more on this. Nicole gave the BAWSCA report (including her report on the NOP, plus we had a closed session on Don Pedro relicensing and Bay Delta. After the closed session we thanked 4 departing Board members (from Hillsborough, Palo Alto, Burlingame, and Brisbane) for their service. We adjourned at about 8:30PM, with our next meeting scheduled at the Burlingame Community Center at 6:30 on July 20, 2023.

Notes from JPIA/ACWA 2023 Spring Conference May 8th thru May 11th in Monterey, California

JPIA Board of Directors Meeting May 8th

Meeting started with welcome by President Melody McDonald followed by ratification of Merced Subbasin as a new member agency. She also encouraged the members to check out the new JPIA podcast episode 2 season 2. She also addressed the following:

- Retirements on her staff
- Succession planning in place
- Celebrating CEO Andy Seles retirement as of 10/1/023
- Introduced Adrienne Beatty as new CEO behind Andy, October 1
- School for the Executive Committee
- Thanked the conference sponsors.

Members voted and approved the proposed operating budget and elected four (one incumbent and three new) JPIA Executive Committee members.

Dave Eggerton JPIA Executive Director gave kudos to JPIA and stressed the following issues:

- Inclusion on the organization GSA as new
- Working with the legislature on water rights SB867
- And permitting process water supply development
- Climate change
- The new election format was discussed in WWD's May 2023 Board meeting.
- Encouraged agencies to showcase their efforts on Quench California
- Recognized Andy Seles

Investment Policy David de Bernadi, Director of Finance

David shared the Certification Achievement for Excellence in Financial Reporting Award by Government Finance Officers Association to ACWA and reviewed the objectives of the Investment Policy as follows:

- As of 9/30/22 changes in financial position and its cashflows for the year in accordance with the accounting principles generally accepted in the US.
- Achieve optimum rate of return (not required for current operating needs), commensurate with an appropriate risk level.

- Reviewed JPIA/ACWA ten-year claims development data as of 9/30/2022 that shows earned revenue and investment income compared to related costs of the loss and other expenses as of the end of each of the past ten years.

Pooled Program Update by Adrienne Beatty, Assistant Executive Director

Adrienne presented the following:

1. The Liability Program with 345 members, renews October 1 each year, 10% rate increase the first in 15 years.
2. Property Program with 287 members, very hard market rates increasing in the last three years.
3. Workers Compensation Program 204 members renews July 1 each year very stable but legislative changes present challenges for future renewals.
4. Employee Benefits Program with 267 members renews January 1 each year about 267 members added Prognity, Hinge Health and Carum Health enhancements to self-funded PPO.

California Water Insurance Fund (CWIF) by Walter “Andy” Sells CEO

Per Andy CWIF is functioning well and exists for the sole purpose of advancing and supporting the insurance and risk management needs of JPIA/ACWA. He also stated:

- \$24.9 million drop in unrealized loss
- The Board approved the Dividend Declaration of \$3.8 million for fiscal year ending September 30
- Realized rate of return since inception about 3.8% growth vs. a rate of return on the JPIA fixed income portfolio approximately 1.2%

Human Resources Update by Sarah Crawford, Training Manager

Sarah talked about the Leadership Essentials program which began in 2015 calls for dynamic response from water agencies to develop skills needed to lead now and into the future. The program with over 150 graduates offers water agency GMs and leaders a yearlong robust education experience to develop leadership skills and facilitate growth in three spectrums: Members can apply at bit.ly/JPIALeaderDev by June 15, fees apply. There is “Jerry “ E.G. Gladbach Leadership grant to cover tuition and travel for a participant each respectively for Norcal and Socal cohorts. She also addressed the following:

- A “Jerry” Gladbach approved successor planning`
- Revamped hiring process
- Added benefits for volunteer time.
- Crafted and posted DEI? statement
- Support for districts with human resource assistance and training

HR LaBounty Safety Award Winners by Robin Flint, Risk Control Manager

Per Robin the program began in 1999 to promote safe workplace behavior and operation practices while rewarding employees who demonstrate safe behavior, take part in recognizable proactive activities. She announced the following winners:

<u>Employee’s Name</u>	<u>District</u>
Matt Heape	El Dorado Irrigation
Zachary Goerzen	Kings River Conservation
Guy Atwood	Moulton Niguel Water
Todd Novaceck	Moulton Niguel Water
James Sampson	Moulton Niguel Water
Steve Dit and Customer Field Dept	Sacramento Suburban Water
Ben Harris	Sacramento Suburban Water
Lindsay Degan	Sweetwater Authority

JPIA May 9th

Leadership, Digital Strategy and Technology Risk by Scott Klosoky, Technologist, Futurist, Humanist, Author and Consultant Future Point of View (FPOV)

As a founding partner of digital strategy firm, Future Point of View (FPOV), Scott lives on the leading edge of technology and innovative thinking. Scott speaks to large audiences worldwide about the intersection of humanity and Digital Transformation.

Through FPOV, Scott provides advisory work for clients including Fortune100, SMB's and government entities.

According to Scott the water utilities industry is both critical infrastructure and becoming more dependent. All of this while digital transformation world took a big step forward in 2023 with the explosion in November 2022 of generative AI applications like ChatGPT and DALLE-2. He painted the picture of what the future holds with both digital strategy and digital risks. Also portrayed a vivid picture for leaders of the opportunities and risks that must be leveraged and contained over the next three years.

Scott talks about Humalogy Evolution which looks at the percentage of human workforce and management needs to invest and adjust accordingly to mitigate potential outcomes. Birth demographics make it clear we will do more with less. Artificial Intelligence AI he stated has just supercharged the need to re-architect how we develop people. Costs for modernization will grow and be a large percent of revenue. Unique challenges of digital strategy:

- Technology is complex.
- Not well understood by leaders
- Digital tools will improve quickly, are expensive and must be modernized.

He defined a four-step model as follows:

1. Define the dimensions that will be useful in your digital strategy such as user training, maintenance upgrades, digital governance, automation, cybersecurity etc.
2. Visualize the destination with focus to end in a specific time.
3. Build out your core projects and dimensions.
4. Improve the organizational environment for the digital strategy roadmap to land.

Scott talked about AI liabilities, a new component of risk in Environmental Risk Management (ERM) such as discrimination, bias, inaccuracy, learning manipulation and automation corruptions. He recommended AI Risk program to comprise of the following:

- Board Approval plan
- Digital risk inventory
- Adopting AI risk scoring
- Develop governance.
- Hire a firm to do audits.

Leadership Legacy he defined as follows:

- Reduce the complexity of digital transformation to ease decision making.

- Digital dimension processes, systems and governance are a critical foundation.
- Digital strategy and investment model that support evolution.
- Build a mature digital risk management program included with ERM.

Help Your Employees Navigate the Path to Better Health by Tom Sher, Senior VP, Alliant Insurance Services

Tom stated how untreated health conditions lead to lost workdays, on-the-job accidents, employee turnover and higher occupational and non-occupational health costs. He surmised that connecting quickly with the right health provider is a daunting task. ACWA/JPIA health plans offer innovative solutions that can help employees and their dependents get better care more quickly and with minimal travel. Healthcare challenges according to Tom:

- Claim costs post COVID-19 concerns.
- Inflation
- Health access ala Complexity and Awareness
- The Democratization of Healthcare
- How an agency would be different if employees and dependents were healthier
- Not enough doctors
- Long waits for care
- Right care at the right time

Five critical components he stated as follows:

- Easy access to care
- Unparcelled expertise across specialization
- Speed of insight
- Results members can trust.
- Personalized care from start to finish.

JPIA/ACWA current offerings are:

1. **Carrum Health** a special medical surgery benefit designed for rural areas, easy to use, no medical bills. New this year cancer care.
2. **Hinge Health** a care plan for low impact exercises
3. **Modern Health** for mental and behavioral health
4. **Progeny** for fertility and family building

In conclusion he encouraged agencies to engage their employees in healthcare benefit solutions and resources available through JPIA/ACWA.

ACWA May 10th

Presentation of 2023 Excellence in Water Leadership Award ACWA JPIA Presentation Scholarship Awards

According to Pamela Tobin president, ACWA has awarded \$24,500 in scholarships to five undergraduate students enrolled at universities where they are pursuing degrees in water-related fields of study. This includes the recipient of the new Edward G. “Jerry” Gladbach Scholarship, which was created in honor of the late Jerry Gladbach, an ACWA Past President, SCV Water Vice President and longtime water leader.

“ACWA and its partners are proud to continue to support and promote California’s next generation of water leaders through these scholarship programs,” said Tobin. “We congratulate this year’s group of exceptional undergraduate scholarship recipients and look forward to following their educational and career achievements in the years ahead.”

The students and the 2023-'24 scholarship programs for which they were awarded are:

ACWA Scholarship (\$3,500 each)

- **Riley Milligan**, a civil engineering student at California State University, Long Beach
- **Joseph Silvi**, an environmental engineering student at University of California, Berkeley

Clair A. Hill Scholarship (\$5,000, sponsored by Jacobs)

- **Maggie Usher**, a bioresource and agriculture engineering student at Cal Poly San Luis Obispo

Edward G. “Jerry” Gladbach Scholarship (\$2,500, sponsored by SCV Water)

- **Elizabeth Pena**, an environmental policy analysis and planning student at University of California, Davis

Arthur L. Littleworth Best Best & Krieger Diversity Scholarship (\$10,000 over four years, sponsored by BB&K)

- **Mallory Sutherland**, an agricultural business student at California State University, Fresno

Water Industry Trends - Achieving CA Ambitious Climate Goals through Water and Energy Reliability

Fleet Electrification: Navigating New California Requirements for Public Water Agencies

Phil Villagomez, team member TerraVerdi Energy, LLC moderating.

Panel comprised as follows:

1. Sergio Escalante, Manager of Ops and Support Services, Metropolitan Water District SoCal oversees a group that includes Fleet Services
2. Jennifer Goncalves, Supervisor PG&E Distribution Area Planning (Salinas) supports about 60 distribution engineers to plan capacity improvements in the PG&E system.
3. Brian Wright, GM Truckee Donner Public Utility District

The panel provided the attendees with the latest transportation electrification regulations effects, documentation and steps that can be taken to address the challenges. CARB Regulations Appendix A1 enumerates the steps for implementation such as but not limited to the following:

General Requirements. Starting January 1, 2024, fleet owners must add Zero Emission Vehicles (ZEVs) to their California fleet as specified by the following schedules: (1) Agencies in Non-Designated Counties. For a state or local government agency whose jurisdiction is not in a designated low population county: (A) Starting January 1, 2024, 50 percent of the total number of vehicle additions to the California fleet in each calendar year must be ZEVs; and (B) Starting January 1, 2027, 100 percent of the total number of vehicle additions to the California fleet in each calendar year must be ZEVs. (2) Agencies in Designated Counties. For a state or local government agency whose jurisdiction is solely in a designated low population county: (A) Starting January 1, 2027, 100 percent of the total number of vehicle additions to the California fleet in each calendar year must be ZEVs.

Attorney/Finance Program – Public Finance 101: Opportunities and Considerations for Financing Infrastructure

Mrunal Shah of Best Best & Krieger LLP, moderating with panel as follows:

1. David Moore founder Clean Energy Capital with deep knowledge of finance, project and municipal finance

2. Lisa Marie Harris, Director/Treasure San Diego County Water Authority responsible for the agencies \$2.1 billion debt portfolio and \$473 million investment portfolio
3. Wing-See Fox Managing Director of the Public Finance Group at Urban Futures, Inc. (UFI) with extensive in municipal advising, public finance and municipal securities.

Providing clean and safe water requires constant infrastructure improvements and capital projects. The panel stressed that to request for funding it's financial house must be in order and are able to execute once funds are available. They explored opportunities and legal pitfalls and considerations when embarking on public finance opportunities for capital needs including bonds, certificates of participation, State and Federal programs including the Water Infrastructure Finance and Innovation Act (WIFIA) and the Drinking Water State Revolving Fund (DWSRF) and other financing mechanisms.

Keynote Speaker E. Joaquin Esquivel State Water Resources Control Board Chair

E. Joaquin Esquivel was appointed to the State Water Resources Control Board by Governor Jerry Brown in March 2017, designated by Governor Gavin Newsom as Chair in February 2019, and reappointed to the board by Governor Newsom in 2021. Previously, he served as Assistant Secretary for federal water policy at the California Natural Resources Agency in the Governor's Washington, D.C. office, where he facilitated the development of policy priorities between the agency, the Governor's Office, the California Congressional Delegation, and Federal Stakeholder Agencies.

Highlights of his presentation are as follows:

- Inconsistency in protection of water quality
- California is the leader in water quality across the US.
- Moratorium of human rights to water affordability
- Disadvantaged communities
- Though precipitation is robust this year, however agencies should have a plan for drought, in place.
- Race as a challenge in the water industry
- Safe and Affordable fund
- Updated water control plan
- \$3.3 billion available for California for water projects

Region 5 Membership Meeting

Cathy Green, ACWA VP addressed the group with the following updates:

1. ACWA Foundation approved this fall.

Attracting young leaders because of attrition

2. Water leadership award
3. Climate change policy approved calling for flexible solutions.
4. QuenchCA.com awareness

The following are the committees:

- Agriculture working on regulatory issues and groundwater recharge conveyance.
- Business Development working on enhancing participation in ACWA.
- Energy re: CARB for clean fleet and CEC's demand side distribution assets
- Federal Affairs re: Delta conveyance
- Finance re: investment policies
- Groundwater re: Sky 10 and AM surveys
- Legal affairs re: Water Rights
- Local Government re: N/A
- Membership re: Connecting past presidents with new members.
- Outreach promoted [QuenchCA](#) and [Saveourwater.com](#)
- State Legislation re: Water Rights bills AB460, AB337 and SB389
- Water Management re: Bay Water Quality Plan
- Water Quality re: N/A

ACWA May 11

General Luncheon

Cathy Green, ACWA Vice President presented several awards, thanked past presidents, sponsors, paid tributes to late presidents and acknowledged retired members. She also spoke about QuenchCA.com helping increase awareness to invest

in water infrastructure and the Build Better Communities grant program (www.BuildBetterGrants.com) designed to assist agencies with limited resources.

Keynote Speaker Jay Ziegler Delta Watermaster State Water Resources Control Board

As Delta Watermaster he has statutory responsibility for administering water rights within the Sacramento/San Joaquin River Delta and the Suisun Marsh. He also advises the Board and the Council on matters relating to water rights, water quality, habitat and land use across the vital estuary, agricultural and recreation area, and the hub of California's water conveyance infrastructure. Key messages are:

- Water supply depends on healthy water.
- Manage water to meet everyone's needs.
- Be more creative in our approaches.
- Glad where we are headed in California.
- Start now to plan for the next water drought.