

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, July 13, 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 June 8, 2023.
2. Special Meeting of June 28, 2023.

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

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

D. Claims Register for June 30, 2023.

4. PUBLIC COMMENT:

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

5. BUSINESS (OLD): None

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6. BUSINESS (NEW):

- A. PUBLIC HEARING: Consideration of Increase in Sewer Rates from \$11.05 up to \$11.86, Ordinance No. 75.
- B. PUBLIC HEARING: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Requesting Their Collection by the County of San Mateo, Resolution No. 671.
- C. PUBLIC HEARING: Consideration of Water Rate Increase from \$8.58 up to \$9.04, Resolution No. 672.
- D. Review/Approve Quote from Bess Testlab, Inc. to Perform Ground Penetrating Radar (GPR) to Locate the District's 14" Main Transmission Line across the Intersection of Westborough Boulevard and Junipero Serra Boulevard.
- E. Consideration to Authorize Attendance to ACWA/JPIA 2023 Fall Conference, Indian Wells, California, November 27 - November 30, 2023.
- F. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for June 2023.
- B. Report on Agreement for Water and Sewer Service for 528 Avalon.
- C. On Call Worker Position – Hiring New Worker.

10. ITEMS FROM BOARD OF DIRECTORS:

11. CLOSED SESSION:

- A. Closed Session – Public Employee Performance Evaluation, Government Code Section 54957
Title: General Manager

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12. ADJOURNMENT:

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

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

Thursday, June 8, 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
Johnny Kennedy, Field Supervisor
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

President Medina asked the Board if there was any discussion.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

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

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General Manager Mairena informed the Board that she had directed Attorney Conneran to prepare the resolution being presented to them as the Governor had lifted most of the drought-related prohibitions and most water agencies were lifting their stage 2 water restrictions. General Manager Mairena stated that she had sent the Board an updated version of this resolution as Director Chambers had pointed out the need to make the effective date "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."

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

Director Chambers moved to approve Resolution No. 670, Rescinding Resolution No. 633 and Terminating the Implementation of the Stage 2 Restrictions of the Water Shortage Contingency Plan Under the District's Urban Water Management Plan, seconded by Director Richards.

Roll Call

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

The motion was carried unanimously.

B. Review and Approve Agreement for Water and Sewer Service for 528 Avalon.

General Manager Mairena informed the Board that this project had started back in 2018 under former General Manager Barrow, but it had been put on hold, first because of funding issues, and then because of the pandemic. General Manager Mairena mentioned that after a couple of tweaks, the plans for this project had been reviewed and approved by Pakpour Engineering, so the District had requested information for the amount of the bonds. Attorney Conneran explained that the District was seeking the amount the improvements being dedicated to the District, which in his opinion, \$50,000 should be adequate. General Manager Mairena told the Board that Pakpour Engineering had replied after the board packet was sent out stating that \$50,000 (+/-) should be sufficient, and that the homeowner had also sent an email stating his architect had suggested \$30,000. General Manager Mairena suggested to the Board that \$50,000 should be an adequate amount for the bonds.

President Medina asked if there were any comments or concerns from the Board.

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Director Richards asked about notifying the homeowner. General Manager Mairena stated that after the Board approved this agreement, she would send the letter that was also enclosed in the board packet to the homeowner, asking him to provide everything that is listed on that letter, including a deposit.

Director Amuzie inquired if this was new construction. General Manager Mairena replied that it was new construction and provided the location.

Director Bautista moved to Approve Agreement for Water and Sewer Service for 528 Avalon, seconded by director Chambers.

The motion was carried unanimously

C. Review/Approve Capital Improvement Projects for FY 2023-2024.

General Manager Mairena reported that the projects being presented to the Board had been reviewed and approved by the Capital Improvement Committee for the upcoming fiscal year. General Manager Mairena stated that there was one sewer project and three water projects:

- Greendale Dr Easement Sanitary Improvements (Project S23-03) with a budget amount of \$313,000.
- King Drive Improvements (Project W20-03) Design Phase only with a budget amount of \$250,000.
- Skyline Tank No. 3 (Project W20-13) Design Phase only with a budget amount of \$150,000.
- Purchase of additional 550 drive by meters and MXUs with a budget amount of \$150,000.

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

Director Chambers stated that he had no issues with the sewer project or the purchasing of the additional drive-by meters, but his thought was that we should concentrate either on the Skyline Tank No.3 project or the King Drive Improvements Project. Director Chambers expressed a concern about the following year and potentially spending close to \$2 million to complete both projects, plus any new sewer ones which would create a major rate increase of around 70% in the water rates.

General Manager Mairena stated that these two water projects were part of the multi-year project list that the Board had requested, and that it was her understanding that the

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District was going to seek other types of financing besides the current pay/go system the District had been using to fund the projects.

Director Chambers reiterated that he had a problem supporting \$2 million worth of projects for the following year, and that he had no problem supporting the work to complete Skyline Tank No.3. With regards to the King Drive Project, Director Chambers suggested having conversations with Daly City about the possibility of improving the intertie connection to have Zone 3 serviced in the event of a break in the pipe that feeds it. Director Chambers stated that he would prefer to spend the \$250,000 towards completing Skyline Tank No.3

General Manager Mairena asked about the \$1 million or so that was already approved for this current fiscal year for Skyline Tank No.3, so technically, those funds should be seating on reserves. Director Chambers replied that the funds are not pulled out from reserves until after the expenses are incurred, so the balance in reserves is considered during the budget process to fund the upcoming year's capital improvements. Director Chambers stated he did not see a problem funding the entire Skyline Tank No.3 remaining work for this upcoming year.

President Medina asked if there were any other comments from the other directors.

Director Bautista asked Director Chambers if he would be okay with approving the work for Skyline Tank No.3 and postponing the work for the King Drive Project. Director Chambers replied that he would, along with the sewer project and the purchasing of the additional meters. Director Chambers mentioned he would also like the District to explore improving the intertie connection as a two-way connection with the City of Daly City. General Manager Mairena replied that there was one project on the list of projects previously approved by the Board that dealt with improving this intertie connection. Director Chambers stated the District should prioritize this project.

Attorney Conneran commented that the FY 2023-2024 budget reflected a net income of close to \$1 million dollars available to improve the system which could be used for projects. General Manager Mairena mentioned that in addition, there are funds in reserves for the projects that were not completed this fiscal year, and the balance in LAIF was close to \$4 million, less the upcoming payment to Sanitation for their services, which would still leave extra for the projects' balance.

President Medina stated that the plan was to develop a 5-year plan including water and sewer projects for which the District would need to get bonds, since there was no way to force the community to pay for all of it and repaying the bonds was long-term.

Director Chambers expressed that he did not want to do a lot of planning that the District may not have enough funds to do for next year, so he proposed the following projects

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for Fiscal Year 2023-2024:

- Skyline Tank No.3 – Remaining Work for \$1,150,000
- Greendale Dr Easement Sanitary Improvements for \$313,000
- Purchase of additional 550 drive by meters and MXUs for \$150,000

The total Proposed CIP Projects for FY 2023-2024 = \$ 1,613,000

President Medina asked if anyone else had any comments.

Field Supervisor Kennedy stated that the District should have a plan in place to replace the pipelines and it should be a proactive plan, not a reactive one. Director Chambers replied that if pipes need to be replaced every 100 years, then the District did not need to do anything for the first 50 years, and then the average year of the pipes would be 100 years.

Director Chambers moved to approve \$1.613 million Capital Improvement Projects for FY 2023-2024 which included the projects listed above and excluded the King Drive Project, seconded by Director Bautista.

The motion was carried unanimously.

D. Review/Approve FY 2023-2024 Operating Budget.

General Manager Mairena reported that the budget in the board packet was what the Budget Committee had reviewed and proposed. General Manager Mairena displayed the budget on the screen and stated that the narratives and how the budget was derived was stated on each category. General Manager Mairena asked the Board if they wanted her to review the budget line by line. President Medina replied that she liked the highlighted numbers and if any board members had any questions, they could just ask questions or make comments.

Director Chambers stated that there should be one change in the Interest category: the \$863,000 Capital Improvements should be revised to \$1,613 Million. Director Chambers stated that the change would not make much difference, but it did need to be stated correctly.

General Manager Mairena reviewed the budget summary with the Board. Director Chambers asked about the credit card fees which would be discussed later in the meeting, and asked if this budget needed to be approved today. General Manager Mairena replied that staff would prefer the budget to be approved now since the current fiscal year was almost ending. Director Chambers replied that the budget could always be amended, if needed to. General Manager Mairena stated that the bottom line estimated net income was \$818,518.

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Director Chambers also asked if the GASB Contra Income/Expense was a one-time deal, or perhaps we should ask the accountants how this should be budgeted.

General Manager Mairena asked the Board if they had any other questions. Director Chambers stated that he wanted to discuss the next item on credit card fees before making a decision.

The Board then moved to discuss item 6.E - Consideration to Pass through the Cost of Credit Card Processing on Water Bills.

After reviewing item 6.E - Consideration to Pass through the Cost of Credit Card Processing on Water Bills at length, the Board decided the budget line item for banking and credit card fees would remain at \$55,000.

Director Chambers moved to approve the FY 2023-2024 Operating Budget, seconded by Director Bautista.

The motion was carried unanimously.

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

General Manager Mairena reported that this item was brought up by the Budget Committee during the preparation of the budget and after reviewing the increase in the credit card fees. General Manager Mairena gave the Board an overview of the types of credit card charges the District customers make, which include Evalon (payments made at the District's office or via the telephone) and PUWC or Corbin Willits (web payments, either one-time or reoccurring, which could also include checking or savings payments). General Manager Mairena explained that the cheapest way for the District to collect payments was for customers to sign up for ACH payments. General Manager Mairena pointed out that for a while, staff was not aware that some of the HOAs had signed up thru the PUWC, and since their bills were high, the fees were also high, so she had instructed administrative staff to move these HOAs to ACH payments and to restrict the web payments to a maximum of \$500 per transaction.

Director Chambers stated that the \$50,000 budget credit card/bank charges amounted to about \$2 per bill per connection.

General Manager Mairena displayed a list of charges (if any) assessed by neighboring districts or agencies, and pointed out that most neighboring water agencies do not charge customers for using credit cards, except for Mid-Peninsula Water District and Millbrae Water.

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Director Bautista asked about payments received from home banking. Office Supervisor Bellinger replied that there were stacks of payments made in this manner.

General Manager Mairena informed the Board that the only good side about the PUWC payments was that these were posted directly to the customer accounts; hence, it reduced processing time by administrative staff since it is very time consuming to process a mailed check.

President Medina told the Board that perhaps the Board should hold off on taking action on this matter and give customers a chance to review the newsletter, and also send out communications regarding the potential charge if using these services. President Medina stated customers should be given as much advance notice as possible. General Manager Mairena replied that bills inserts could be included to make customers aware of the potential charges.

Attorney Conneran recommended having General Manager Mairena come back to the Board in November with a proposal as to what the new charges would be.

Director Chambers stated that no motion was being made now, but that if approved, it should be implemented with the January 2024 bill which is due on February 2024.

General Manager Mairena agreed with Attorney Conneran's recommendation to come back to the Board in November with a proposal for the Board to review and approve, and in the time being, customers would have received the newsletter and bill inserts communicating the possible credit card charge.

General Manager Mairena also stated that staff was working with Tri-Counties Bank on getting a better credit card deal.

No action was taken.

F. Review/Approve Quote for the Avalon Lift Station Electrical Conduits Repairs.

General Manager Mairena reviewed her report on the electrical conduits water damage at the Avalon Lift Station and discarded the neighbors' hose as a possible cause due to his water usage being consistent throughout several periods. General Manager Mairena reviewed the two proposals received: Calcon Systems at \$18,750 and McLean Electric at \$21,322.34. General Manager Mairena mentioned that Patrick Sumner from Sanitation had stated both quotes were good quotes, so she would recommend going with Calcon Systems, since their pricing was lower.

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Attorney Conneran asked if the contractors were aware that the quote should include prevailing wages because he did not see it. Attorney Conneran suggested sending them a formal agreement which would alert them to the fact. Attorney Conneran communicated that any time there are public funds being spent on construction projects, there should always be prevailing wages. Attorney Conneran recommended having a contingency of 10% added to the quote and that an agreement should be drawn up. Attorney Conneran stated that the contract amount should be \$20,625, including the contingency.

Director Chambers moved to approve the Avalon Lift Station Electrical Conduits Repairs quote by Calcon Systems with a 10% contingency for a total of \$20,625 at the discretion of the General Manager, seconded by Director Bautista.

The motion was carried unanimously.

G. Review/Approve Proposal to Participate in the BAWSCA Water Loss Management Program for FY 2023-2024.

General Manager Mairena explained to the Board that this was a program that was done every year in order to meet the State's requirements on Water Loss Management, and that BAWSCA contracted with this vendor. General Manager Mairena stated that the proposed cost was for the basic services and the cost for this year was \$16,381.

President Medina asked how many people participated in this program. Director Chambers replied that it was several of the BAWSCA agencies. General Manager Mairena stated there was a lot of data to be submitted, so any agency that did not have an analyst on staff would join this program.

Director Chambers moved to approve the Proposal to Participate in BAWSCA Water Loss Management Program for 2023-2024, seconded by Director Amuzie.

The motion was carried unanimously.

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.

General Manager Mairena stated that she had previously taken a poll to see when the directors would be available to meet during the week of June 26th thru June 29th, and at least four directors were available to meet on June 28th, with no reply from one director. After a brief discussion, the Board decided to hold the session at 7:00 p.m.

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Attorney Conneran stated that no motion was needed. General Manager Mairena told the Board that she would post the agenda and send a packet with any documents Pakpour Engineering would submit to her.

I. Review/Approve District Newsletter.

General Manager Mairena reviewed the newsletter that had been put together by the Public Relations Committee. General Manager Mairena explained that the draft included an article on the Board lifting the drought prohibitions ahead of the Board's approval.

Director Chambers asked how the average usage of 3.5 gallons per person per day had been calculated. General Manager Mairena replied that she had pulled it from an old newsletter article and asked the Board if it should be changed. After a brief discussion, General Manager Mairena stated that she would look at that statement in more detail and she would email the revised wording to the Board.

General Manager Mairena reviewed the rest of the newsletter articles with the Board, including an idea from Operations Assistant Mendoza, asking customers to update their phone number with the District to have in the event of emergency. General Manager Mairena asked the Board if anyone had any comments.

President Medina commented that she thought it was a good newsletter filled with valuable information, and that hopefully, customers would read it.

Director Chambers moved to approve the District Newsletter with the wording changes General Manager Mairena selected, seconded by Director Bautista.

The motion was carried unanimously.

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

General Manager Mairena stated she had conducted performance evaluations with staff, provided feedback, reviewed last year's goals, and established new goals for the upcoming year. General Manager Mairena also reported that the COLA for this year was 4.9% and she was also recommending an additional 1.1% merit increase for a total of a 6% increase for all employees, which have already been included in the upcoming budget. General Manager Mairena asked if there were any questions from the Board.

Director Bautista moved to approve the recommendations of Cost-of-Living and Salary Adjustment for District Employees as reviewed by General Manager Mairena, seconded by Director Chambers.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT:

Attorney Conneran reported that one of the Brown Act amendments that had survived had to do with Regional Bodies at least 45 miles away, so that would not be applicable to the District. Attorney Conneran stated that if there were any changes, he would report back to the Board.

Director Chambers asked Attorney Conneran about AB 323 regarding Prop. 218 which had to do with 120-day time limit for challenges to Prop. 218.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena presented the water conservation efforts for May 2023, showing a decrease in usage which she hoped would continue once customers were made aware that some of the restrictions were lifted. Director Chambers commented that the year on the last date of all three pages was stated as 2024, instead of 2023. Director Chambers also commented that the District customers had done good in conserving.

Director Chambers asked General Manager Mairena if she was attending the BAWSCA Tier 2 meetings. General Manager Mairena replied that unfortunately, the meetings fell on the same Monday that she had to prepare the board packet, and that she had notified Nicole. General Manager Mairena stated that she had participated in some of the meetings, especially when they were virtual, and that she did participate in the technical workshops which were held on a different date, and were held virtually.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of May 18, 2023 (Chambers).

Director Chambers reviewed his report on the BAWSCA Meeting he attended and commented on some of the items BAWSCA is currently working on.

B. Report on ACWA/JPIA Conference, May 8 – May 11, 2023 (Amuzie).

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Director Amuzie thanked the Board for the opportunity to attend the ACWA/JPIA Conference. Director Amuzie reviewed his written report thoroughly with the Board. Director Amuzie mentioned that he would like to have Wing See from Urban Future, Inc., present Public Finance 101 to the Board in the near future.

President Medina thanked Director Amuzie for attending and representing the District.

C. Personnel Committee Meeting Update (Bautista) – *Report Added*

Director Bautista reported on the Personnel Committee meeting that was held on May 24, 2023, and that the General Manager will be preparing a self-evaluation which he will be forwarding to the board members with a blank form. The Board suggested having a form that could be fillable.

President Medina mentioned that she had turned in the form that she had received for the Special District member election in May. General Manager Mairena verified that she had received an email confirming receipt of it.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 9:34 p.m.

Secretary

President

Date

**MINUTES OF THE SPECIAL MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, June 28, 2023

The meeting was called to order at 7:12 p.m.

1. ROLL CALL:

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

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

Visitors Present: Joubin Pakpour, Engineer (*Remotely*)

There was no Public present, hence no public comment.

2. STUDY SESSION TO DISCUSS MULTI-YEAR CAPITAL PROJECTS.

General Manager Mairena stated that the purpose of this meeting was to review and discuss the multi-year CIP that had been prepared by Pakpour and Associates, the District's engineers. General Manager Mairena asked Engineer Pakpour if he wanted his presentation to be displayed. Engineer Pakpour proceeded to review it with the Board. Engineer Pakpour pointed out that in the last year or so, his firm was able to finish mapping the sewer projects and that in the previous version of the list of sewer projects, they had positioned a place holder for the streets that had not been mapped yet, and now that they have done so, and the total costs of the projects were close to their estimated cost. Engineer Pakpour reminded the Board the water projects had previously been estimated and they had only updated the cost to the current bid climate. Engineer Pakpour pointed out the FAQ list that he had prepared which may answer some of the Board's questions.

Engineer Pakpour asked General Manager Mairena to display the write up on pipes written by the USEPA (U.S. Environmental Protection Agency). Engineer Pakpour mentioned that the District's pipes are about 94% or so composed of AC (Asbestos Cement) material and told the Board that the life expectancy had been determined to be about 65-105 years depending on the service life. Engineer Pakpour pointed out that the failure of AC pipes, unlike

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the one from cast iron pipes which showed corrosion, pinholes, and gave prior warning, was catastrophic and without prior warning. Engineer Pakpour pointed out that unlike other districts who laid their pipe in sections throughout several years, the District's biggest challenge was that its pipes would be aging out around the same time due to most of its pipes being laid around the mid-60s, and the failures could result in explosive water leaks.

Director Chambers inquired about the type of pipe being laid on the new developments. Engineer Pakpour replied that it was ductile iron pipe and that at the Oakmont Meadows project, had earthquake-resistant ductile iron pipe due to its close proximity with the fault.

Director Bautista asked for clarification on the average life expectancy of the District's pipes. Engineer Pakpour replied that it was dependent on several factors, but since the District received clean water and there was not too much earth shifting, he would expect it to be in the high end or around 100 years, which left about 30 to 40 years from now.

Engineer Pakpour referred to the District's Seismic Vulnerability Assessment that was conducted by John Eidinger in 2012, which mentioned that when a large earthquake hits the Bay Area, the results to the District would be catastrophic. Engineer Pakpour pointed out that the District needs to plan on having its pipes be resilient so there would be less leaks and not the twenty five leaks that are mentioned in that report. Engineer Pakpour suggested taking the number of pipelines and dividing it by 40 years to see how much pipe the District would need to replace each year.

Director Chambers talked about the District purchasing more flexible pipe like what North Coast County Water District has to bypass the leaks from hydrant to hydrant. Engineer Pakpour stated that unfortunately, you would need water in the system to locate the leaks.

Engineer Pakpour reviewed a chart with the pipeline renewal rate of the District and other surrounding districts, and that the District was trailing behind on replacing its pipe.

Engineer Pakpour proceeded to review the 6-year list of water and sewer CIP projects that his firm had prepared. There were some comments from the Board on the projects and their order. Engineer Pakpour replied that the order could be shifted as priorities changed.

Attorney Conneran suggested that while the list was important, the main thing that was needed for the RFP for the rate study was a budget which could be 5-10-15 million, or 3-7-10 million, or whatever the Board decided. Director Chambers stated there should be one for water and one for sewer.

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Engineer Pakpour mentioned that the rate study would determine how much the District could afford to do in projects. He mentioned that the approach other agencies used was to come up with a dynamic model which would determine what projects could be done with an x amount of dollars.

Attorney Conneran mentioned that the replacement of the pipes was a combination of seismic location and age, and he suggested that the focus of the District should be to replace the pipes that were in the most seismic areas at whatever schedule the Board decided.

Director Chambers mentioned a couple of pipe replacement projects he thought should be considered first: the pipe from Christen Hill to Skyline, since it crossed the fault, and the 12" pipe on Carter which fed water back to the tanks to replenish Christen Hill and which also crossed the fault. Director Chambers stated that these streets were good candidates because they had not recently been resurfaced by the City of SSF. Engineer Pakpour stated that the order of projects could be shifted anyway the Board decided, and that as Attorney Conneran had mentioned, the District did not need a list to send out the RFP.

Director Chambers mentioned that the water meters were not on the list, and Engineer Pakpour confirmed that they should not be. Director Chambers also stated that the Rate Study should not be part of the list since it could not be depreciated.

Supervisor Kennedy stated that the District should not worry about the resurfacing of the streets when considering the timing of the projects. Engineer Pakpour replied that he had checked with the City of SSF, and they had a 5-year moratorium, but by the time the District got around to doing those streets, the moratorium would end. Engineer Pakpour mentioned that once it got closer to doing those streets, the District should approach the City of SSF to determine what their resurfacing plans for the next 3 years were, and then coordinate our plans with them.

3. REVIEW/ APPROVE THE DRAFT REQUEST FOR PROPOSALS FOR WATER AND SEWER RATE STUDY.

Engineer Pakpour discussed the process for releasing the RFP: the rate consultants would put a proposal to perform a rate study, then the District would select the consultant and discuss with them the scope of the rate study and provide them the dollar amount of projects being spent each year, and then negotiate a rate with them. Attorney Conneran clarified that the selection for engineering consultants was qualifications first and pricing next, and then if the District could not agree with them, then they could move on to the next qualified consultant.

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Director Chambers suggested a few changes to be made to the RFP. President Medina asked the other board members if anyone had any comments or if they agreed with Director Chambers' comments. There were some remarks but no modifications to Director Chambers' requests.

Engineer Pakpour was asked how long should be given to the consultants to reply. He stated that 60 days should be sufficient, and that a mandatory pre-proposal meeting should be scheduled to answer any questions. Attorney Conneran stated that it may be best if the meeting was not mandatory so as to attract more consultants.

Attorney Conneran told General Manager Mairena he would make the changes and send the redline document to her.

Director Chambers moved to approve the Draft Request for Proposals for the Water and Sewer Rate Study once it had the approval of Attorney Conneran and the general manager, seconded by Director Bautista.

The motion was carried unanimously.

4. ADJOURNMENT:

The meeting was adjourned at 8:40 p.m.

Secretary

President

Date

Westborough Water District

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



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

Westborough Water District

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Chavan and Associates, LLP
Certified Public Accountants

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the eleven months ended May 31, 2023, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

A statement of cash flows for the eleven months ended May 31, 2023, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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

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



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the eleven months ended May 31, 2023, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

July 10, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
May 31, 2023

ASSETS

Current Assets:

Cash (Including \$4,637,087 in Time Deposits)	\$ 4,938,569
Receivables	
Lease	28,116
Water	810,966
Other	38,891
Prepaid Expenses and Other	13,633
Inventory	346,547
Total Current Assets	6,176,722

Non-Current Assets:

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	496,923
Water Facility	7,541,048
Building	1,503,835
Joint-Use Facilities	94,907
Meters	719,988
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,367,953
Total Utility Plant in Service (Capital Assets)	14,543,651
Less Accumulated Depreciation	(6,844,015)
Utility Plant in Service-Net Depreciation Expense	7,699,636
Total Non-Current Assets	7,967,652
Total Assets	\$ 14,144,374

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$ 232,359
Deferred OPEB Outflows	127,991
Total Deferred Outflows	\$ 360,350

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
May 31, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 1,136,407
Customers' Deposits	362,480
Unearned Revenue	244,828
Total Current Liabilities	<u>1,743,715</u>

Long-term Liabilities:

Accrued Vacation	50,694
Net Pension Liability	279,248
Net OPEB Obligation	124,578
Total Long-term Liabilities	<u>454,520</u>

Total Liabilities	<u>\$ 2,198,235</u>
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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	\$ 7,699,636
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	360,180
Unappropriated	808,214

Total Net Position	<u>\$ 11,409,506</u>
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(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the eleven months ended May 31, 2023

Operating Revenue:	
Water Sales (Note 3)	\$ 3,606,929
Sewer Svc. and Transfer Charges	2,709,877
Misc. Operations	21,723
Capital Facility Income	33,175
Total Operating Revenue	<u>6,371,704</u>
Operating Expense:	
Water Expenditures	2,426,653
Sanitary Sewer Expenditures	2,470,792
Admin. and General Expenditures	1,066,792
Depreciation	289,213
Capital Facility Expense	500
Total Operating Expenses	<u>6,253,950</u>
Operating Income (Loss)	117,754
Non-operating Income (Expense):	
Property Taxes	596,797
Investment Interest	48,581
Other	148,420
Total Non-operating Income (Expense)	<u>793,798</u>
Change in Net Position	911,552
Net Position - Beginning	<u>10,497,954</u>
Net Position - Ending	<u><u>\$ 11,409,506</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
May 31, 2023

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

NOTE 2 - Accounts payable at May 31, 2023, includes \$993,748 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 \$(4,056) to account for uncollectible water receivables for the period.

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

Beginning Balance	\$ 14,533,764
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	9,887
Ending Balance	<u>\$ 14,543,651</u>

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

	May	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 276,964	\$ 3,606,929	\$ 4,058,845	88.87%	-2.80%	\$ (113,679)
Sewer Svc. and Transfer Charges	20,311	2,709,877	3,200,831	84.66%	-7.00%	(224,218)
Misc. Operations	1,546	21,723	-	100.00%	100.00%	21,723
Capital Facility Income	3,016	33,175	-	100.00%	100.00%	33,175
Total Operating Revenue	301,837	6,371,704	7,259,676	87.77%	-3.90%	(282,999)
Operating Expense:						
Water Expenditures	206,053	2,426,653	2,702,930	89.78%	1.89%	51,033
Sanitary Sewer Expenditures	238,677	2,470,792	2,771,431	89.15%	2.51%	69,686
Admin. and General Expenditures	76,809	1,066,792	1,213,815	87.89%	3.78%	45,872
Depreciation	39,338	289,213	365,000	79.24%	12.43%	45,370
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Operating Expenses	560,877	6,253,950	7,053,176	88.67%	3.00%	211,461
						79)
Operating Income (Loss)	(259,040)	117,754	206,500	57.02%	34.64%	(71,538)
Non-operating Income (Expense):						
Property Taxes	33,415	596,797	613,231	97.32%	5.65%	34,669
Investment Interest	1,014	48,581	12,052	403.09%	311.43%	37,533
Other	-	148,420	36,000	412.28%	320.61%	115,420
Total Non-operating Income (Expense)	34,429	793,798	661,283	120.04%	28.37%	187,622
Net Income (Loss)	\$ (224,611)	\$ 911,552	\$ 867,783	105.04%	13.38%	\$ 116,084

79)

79)

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

	May	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 32,488	\$ 372,289	\$ 407,317	91.40%	0.27%	\$ 1,085
Salaries Overtime	109	6,748	8,000	84.35%	7.31%	585
Benefits	7,294	106,777	117,178	91.12%	0.54%	636
OPEB	1,370	16,762	11,870	141.21%	-49.55%	(5,881)
Payroll Taxes	2,504	28,642	32,220	88.90%	2.77%	893
Technical Communications	764	8,724	9,052	96.38%	-4.71%	(426)
Utilities	12,829	141,539	136,634	103.59%	-11.92%	(16,292)
Supplies and Small Tools	1,421	11,738	15,000	78.25%	13.41%	2,012
Maintenance of System	10,016	50,516	60,148	83.99%	7.68%	4,620
Special Services	560	66,038	74,526	88.61%	3.06%	2,278
Vehicle Expense	3,558	23,869	30,400	78.52%	13.15%	3,998
Water Purchases	133,140	1,593,011	1,800,585	88.47%	3.19%	57,525
Total Water Expenditures	206,053	2,426,653	2,702,930	89.78%	1.89%	51,033
Sanitary Sewer Expenditures:						
Treatment & Disposal	213,755	2,277,075	2,601,335	87.53%	4.13%	107,483
Utilities	9,948	109,234	103,287	105.76%	-14.09%	(14,554)
Repair of Pipelines	-	-	5,000	0.00%	91.66%	4,583
Repair of Pumps	12,217	28,530	15,000	190.20%	-98.54%	(14,781)
Miscellaneous Sewer Expenses	2,757	55,953	46,809	119.53%	-27.87%	(13,045)
Total Sanitary Sewer Expenditures	238,677	2,470,792	2,771,431	89.15%	2.51%	69,686

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

	May	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	38,612	446,463	510,682	87.42%	4.24%	21,662
Salaries-Temporary	294	1,967	2,000	98.35%	-6.70%	(134)
Salaries-Overtime	-	-	2,000	0.00%	91.65%	1,833
Employee Benefits	11,525	173,484	179,751	96.51%	-4.85%	(8,712)
OPEB	2,055	25,143	19,816	126.88%	-35.21%	(6,978)
Office Supplies and Postage	2,021	11,328	10,070	112.49%	-20.82%	(2,097)
Memberships	-	46,060	45,545	101.13%	-9.46%	(4,310)
Utilities	52	1,181	1,000	118.10%	-26.40%	(264)
Telephone	366	3,276	4,534	72.25%	19.41%	880
Payroll Taxes	3,139	29,155	41,072	70.99%	20.68%	8,493
Water Conservation	200	6,792	16,000	42.45%	49.22%	7,875
Building & Grounds Maintenance	1,632	13,983	9,668	144.63%	-52.97%	(5,121)
Parking Rentals	450	4,950	5,760	85.94%	5.73%	330
Directors Fees	1,700	10,800	10,500	102.86%	-11.19%	(1,175)
Engineering Services	-	45,631	50,000	91.26%	0.40%	202
Accounting	1,500	21,282	22,325	95.33%	-3.66%	(817)
Legal	1,257	29,643	23,400	126.68%	-35.01%	(8,193)
Billing	3,981	36,683	46,442	78.99%	12.68%	5,889
Communications	692	18,367	25,530	71.94%	19.73%	5,036
General Election	-	2,685	3,750	71.60%	20.08%	753
Insurance	4,210	59,663	71,000	84.03%	7.63%	5,420
Bad Debts (Note 1)	-	17	2,000	0.85%	90.80%	1,816
Travel	-	5,615	9,000	62.39%	29.28%	2,635
Miscellaneous	3,123	72,624	101,970	71.22%	20.45%	20,849
Total Admin. and General Expenditures	76,809	1,066,792	1,213,815	87.89%	3.78%	45,872
Depreciation Expense	39,338	289,213	365,000	79.24%	12.43%	45,370
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Expenses	\$ 560,877	\$ 6,253,950	\$ 7,053,176	88.67%	3.00%	\$ 211,461

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning 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: 2.993%
(as of 05/23)

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

July 10, 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

June 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: JUNE 30, 2023

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$137,748.54
06/30/23	\$	5.64 Change in Account Value	\$137,754.18
Ending Balance			\$137,754.18

Total Investments Last Report Period = \$137,748.54
Total Investments at End of Report Period = \$137,754.18

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.



MULTI-BANK SECURITIES, INC.*

1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045

Member of FINRA & SIPC; MSRB Registered.

Brokerage

Account Statement

June 1, 2023 - June 30, 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	\$137,748.54
Net Change in Portfolio¹	5.64
ENDING ACCOUNT VALUE	\$137,754.18
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	137,748.54	137,754.18
100%	Account Total	\$137,748.54	\$137,754.18

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	97.6980	137,754.18	1,289.09	5,005.50	3.63%
Total Certificates of Deposit	141,000.0000		\$137,754.18	\$1,289.09	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$137,754.18	\$1,289.09	\$5,005.50	
Total Portfolio Holdings				Accrued Interest	Estimated Annual Income	
				\$137,754.18	\$5,005.50	

June 1, 2023 - June 30, 2023
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures****Pricing**

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

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

Estimated Annual Figures

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

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

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

Proxy Vote

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

Activity Summary (All amounts shown are in base currency)

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

Messages

Transition to Trade Date plus One (T1) Settlements

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

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.

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

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

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

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

OTHER SOURCES OF REVENUE TO PERSHING

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

CREDIT INTEREST AND CHECK DISBURSEMENTS

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

MUTUAL FUND FEES AND REVENUE SHARING

Pershing provides operational services to mutual fund companies and receives fees for those services. These fees are paid to Pershing for its work on behalf of the funds, such as dividend calculations and posting, accounting, reconciliation, client confirmation and statement preparation and mailing, and tax statement preparation and mailing. Where applicable, Pershing facilitates payments of SEC Rule 12b-1 fees received from mutual funds and paid to you or your firm. In limited circumstances, pursuant to agreements with certain firms, Pershing retains a portion of those fees. Pershing offers a mutual fund no-transaction-fee program called FundVest® and Offshore Flex (for non-US clients). Pershing receives fees from mutual funds that participate in FundVest and Offshore Flex. There are some firms that choose to participate in this program and have agreements with Pershing to share in the fees received by Pershing. These fees are considered revenue sharing and are a source of revenue for Pershing and, where applicable, a source of revenue for your firm. These fees create an incentive for Pershing to support these products on its platform.

MONEY FUND AND BANK DEPOSIT PROGRAM FEES AND REVENUE SHARING

Money fund and bank deposit sweep product processing fees and revenue sharing arrangements are a source of revenue for Pershing and, where applicable, a source of revenue for your firm. For the money funds supported on its sweep platform available to all clients, Pershing receives remuneration paid out of the total operating expenses of the fund, some of which include SEC Rule 12b-1 fees. If your firm selects a sweep product available to all clients that pays Pershing remuneration, in most cases a portion of the fees Pershing receives from money fund and bank deposit sweep product providers will be shared with your firm. In addition, Pershing receives fees for providing access to its platform from money funds and bank deposit sweep product providers. In most cases, these fees are paid based on assets in the products. In certain circumstances, Pershing shares these fees with your firm. Some firms have unique sweep products, where Pershing does not receive fees from the sweep product provider. When Pershing receives fees, a portion is applied against costs associated

Messages (continued)

with providing services, including maintaining cash sweep systems, sub-accounting, dividend and interest calculations, posting, reconciliation, client statement preparation and distribution, tax statement preparation and distribution, marketing and distribution related support and other services. For a listing of money funds and bank deposit products that pay Pershing revenue-sharing and processing fees, refer to www.pershing.com/disclosures.

FEES RECEIVED BY AFFILIATES

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

SPONSORSHIP FEES

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

ADDITIONAL INFORMATION

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

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

FOREIGN CURRENCY TRANSACTIONS

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

STOP ORDER ELECTION/TRIGGER

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

CONFIRMATION OF EXECUTIONS AND/OR CANCELLATIONS

Confirmations of executions and/or cancellation requests may be delayed, erroneous (e.g., due to computer system issues) or subject to further edits including cancellation by a market center. A customer is bound by the conditions of the actual order execution if consistent with the customer's order instructions. Further, requests to cancel an order are not

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

guaranteed, and will only be cancelled if received and applied to the still unexecuted order at the relevant market center. Customers may not assume that any order has been executed or cancelled until the customer has received a transaction or cancellation confirmation from Pershing. Even in the event such execution or cancellation is reported to a customer, any reporting or posting errors, including errors in reporting or posting execution prices or cancellations, may be corrected to reflect what actually occurred in the marketplace. Note that during market hours, it is rarely possible to cancel a market order or a marketable limit order as such orders are subject to immediate execution.

PERSHING'S IMPARTIAL LOTTERY PROCESS: PARTIAL CALLS

Information about Pershing's impartial lottery process can be found at www.pershing.com/disclosures. A printed copy of this information is available by calling (888) 367-2563, option 3 then option 5.

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

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

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

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

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

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

In brief, the allocation process involves the following steps:

- The number of trading units held in each account is identified.
- A sequential number is assigned to each trading unit (e.g., account EDR-567433 would be assigned six numbers).

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Messages (continued)

- A random number is generated that will result in one of these trading units being the first unit in the selection process.
- Thereafter, the trading units participating in the allocation are based on an incremental random number technique until the number of trading units allocated to Pershing is exhausted.
- Additional Information
- The allocation of called securities is not made on a pro-rata basis. Therefore, it is possible that a client may receive a full or partial redemption of shares held. Conversely, it is also possible that a client may not have any securities selected for redemption.
- When a partial call is deemed favorable to the holders of the called security, Pershing will exclude certain accounts from the lottery. Excluded accounts will include Pershing's proprietary and employee accounts, as well as proprietary and employee accounts of your firm (if Pershing carries and clears those accounts). No allocation will be made to these proprietary and employee accounts until all other client positions at Pershing in such securities have been called. When a partial call is deemed unfavorable to holders of the called security, Pershing will not exclude any accounts from the lottery.
- If the partial call is made at a price above the current market price as captured in Pershing's price reporting system, Pershing will generally categorize the partial call as one that is favorable to the holders of such security. If the partial call is made at a price that is equal to or below the current market price of the security as captured in Pershing's price reporting system, Pershing will generally categorize that call as one that is unfavorable to holders of the security.
- Clients have the right to withdraw uncalled, fully paid securities from Pershing at any time prior to the cut-off date and time established by the issuer, transfer agent and/or depository with respect to the partial call. Clients also have the right to withdraw excess margin securities, provided that the client account is not subject to restriction under Regulation T or that such withdrawal will not cause an under-margined condition.
- Impartial lottery is conducted based on settled positions as of the close of business the day prior to the publication date.

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.

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June 1, 2023 - June 30, 2023
WESTBOROUGH WATER DISTRICT**Important Information and Disclosures (continued)****Important Arbitration Disclosures**

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

Important Arbitration Agreement

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

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

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TERMS AND CONDITIONS

TRANSACTIONS

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

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

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

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

TAX INFORMATION

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

GENERAL INFORMATION

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

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

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

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

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

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

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

CLAIMS REGISTER: JUNE 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 91,641.66

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-07/23)	12,775.72
AT&T (P.S. Phone Bill to 06/01/23)	497.16
AT&T Mobility (Field & Office Cell Phones, 05/03-06/02)	335.04
BAWSCA (Annual Admin Fee Water Loss Management Program FY22-23)	150.00
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 07/01-09/30)	421.11
Bay Alarm (Skyline Bldg - Service Call & Replaced Battery)	243.34
CalPERS (Pre-Funding CERBT Program, FY 2022-2023)	10,366.50
CalPERS (Retirement Contributions-06/15/23)	5,405.49
CalPERS (Retirement Contributions-06/30/22)	5,405.49
Capital One Trade Credit (Field Supplies at OSH-Millbrae)	194.56
Chavan & Associates, LLP (Accounting Services 04/23)	1,500.00
Colina Association (Three Parking Spaces Rental, 07/23)	450.00
Direct Line (Answering Service, 05/15-06/14)	438.51
EFTPS (Employment Taxes-06/15/23)	11,075.71
EFTPS (Employment Taxes-06/30/23)	10,951.30
EDD (Employment Taxes-06/15/23)	2,531.95
EDD (Employment Taxes-06/30/23)	2,448.23
Four Star Truck Repair (Replace Generator Radiator & Muffler on Service Truck)	11,362.76
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-05/23)	2,040.00
Home Depot Credit Services (Field Supplies to 06/13/23)	875.55
JRocket77 Design (2023 Water Faucet Newsletter - Printing, Mailing & Postage and Website Services)	7,024.45
JRocket77 Design (2022 Annual Water Quality Report Mailer)	2,580.67
Lowe's Business (Field Supplies to 06/17/23)	78.16
Mairena, Patricia (GM Mairena's Internet Services, 05/27-06/26 & 05/23 Gym Membership Dues)	84.99
Mairena, Patricia (GM Mairena's Internet Services, 03/27-04/26 & 03/23 Gym Membership Dues - Replacement Check)	84.99
MRC (Xerox Copier Maintenance Agreement, 05/19-06/18)	181.71
North Coast County Water (Bacteria Analyses-05/23)	700.00
Office Depot (Office & Breakroom Supplies)	106.13
PG&E (Summary Bill to 06/21/23)	22,425.80
Pakpour Consulting Group, Inc. (Engineering Services - 05/23)	2,197.13
Productive Printing (Prop 218 Notices - Printing & Mailing)	3,150.31
Pump Repair Service Co. (Replace Bowl Assembly and Repair Pump & Motor)	57,059.77
Rozzi Reproduction (District Maps & Plans)	222.22
Selerum (IT Technical Assistance)	39.10
San Mateo County (Share of LAFO's Budget Apportionment - Sewer & Water)	4,369.00
SMC Environmental Health (Cross Connection Program, Annual Fee FY 23-24)	20,916.00
SF Water Dept. (Water Purchases, 05/04-06/05)	143,189.55

SFPUC Financial Serv. - Acctg. (Sub, THM, Haloacetic Testing, 03/23)	1,065.00
So. SF Scavengers (Garbage Services, 05/23)	677.13
Southwood Plumbing (Backflow Device Testing, Certification & Tags)	441.00
Staples Credit Plan (Office Supplies)	211.21
Telstar Instruments, Inc (Electrical Issue at Rowntree P.S., Service at Main P.S, Pump #3 & Repairs for Control Panel at Rowntree P.S.)	10,174.77
Tri Counties Bank (Monthly Charges Ending 05/31/23)	2,163.18
United State Postal Serv. (Postage for Prop 218 Notices)	2,444.89
United State Postal Serv. (Semi-Annual PO Box Fee, No. 2747)	275.00
WES Bank (Wright Express-Gas Purchases to 06/15/23)	1,546.77
XIO, Inc. (Cloud-Based Monitoring Cell Access, 07/23-09/23)	1,287.00

SUB-TOTAL \$ 455,806.01

Updated Checks Voided During Month:

Mairena, Patricia (Ck #024537 Voided & re-issued Ck #024662)	(84.99)

TOTAL CLAIMS REGISTER AMOUNT \$ 455,721.02

REPORT.: Jul 10 23 Monday
 RUN....: Jul 10 23 Time: 10:23
 Run By.: Wendy Bellinger
 Control Date.: 07/10/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 07-23 Fiscal Period.: (01-24) Cash Account No.: 13110

VENDOR I.D.: ALE01 (ALERT DOOR SERVICE, INC.)

Invoice No	Description	Invoice Date	Actual Period	G/L	Account #	Gross Amount	Discount Amount	Net Amount
89225-	SKYLINE BLDG - GARAGE DOOR REPAIR	06/28/23	07-23	A	59450	450.00	.00	450.00
		06/28/23	01-24					
** Vendor's Subtotal ----->						450.00	.00	450.00

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

060123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 06/10-07/09	06/01/23	07-23	A	59450	65.00	.00	65.00
		06/01/23	01-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: ARA01 (ARAMARK)

25575551-	FIELD UNIFORMS	06/08/23	07-23	A	59450	73.56	.00	73.56
		06/08/23	01-24					
25612163-	FIELD UNIFORMS	06/25/23	07-23	A	59450	87.80	.00	87.80
		06/25/23	01-24					
** Vendor's Subtotal ----->						161.36	.00	161.36

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

062223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 07/23	06/22/23	07-23	A	59450	65.00	.00	65.00
		06/22/23	01-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

063023-	MISC. EXPENSES - 06/23	06/30/23	07-23	A	59450	52.97	.00	52.97
		06/30/23	01-24					
** Vendor's Subtotal ----->						52.97	.00	52.97

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

061123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 06/16-07/15	06/11/23	07-23	A	59450	65.00	.00	65.00
		06/11/23	01-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: CHI01 (CHIA, JESSICA)

062723-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO CHI0130	06/27/23	07-23	A	59450	100.00	.00	100.00
		06/27/23	01-24					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: CHI02 (CHIU, FAI MING)

062723-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO CHI0010	06/27/23	07-23	A	59450	100.00	.00	100.00
		06/27/23	01-24					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: COR01 (CORBIN WILLITS SYSTEMS)

00C306153-	SOFTWARE MAINTENANCE, 07/23-09/23	06/15/23	07-23	A	59450	2676.08	.00	2676.08
		06/15/23	01-24					
** Vendor's Subtotal ----->						2676.08	.00	2676.08

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WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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Posting Period: 07-23 Fiscal Period: (01-24) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
T085670-	(1) 6" GATE VALVE, PARTS & COUPLINGS	06/21/23	07-23	A	59450	2049.17	.00	2049.17
		06/21/23	01-24					
** Vendor's Subtotal ----->						2049.17	.00	2049.17

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

062023-	172 VALLEY VIEW WY, . SSF - SEWER LATERAL PERMIT	06/20/23	07-23	A	59450	100.00	.00	100.00
		06/20/23	01-24					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: GRA01 (SMART SOURCE LLC)

0022045-	VENDOR & PAYROLL LASER CHECKS	06/09/23	07-23	A	59450	973.22	.00	973.22
		06/09/23	01-24					
** Vendor's Subtotal ----->						973.22	.00	973.22

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

34334-	WEB REPORTING & HOSTING, 7/23	07/01/23	07-23	A	59450	75.00	.00	75.00
		07/01/23	01-24					
** Vendor's Subtotal ----->						75.00	.00	75.00

VENDOR I.D.: LJS01 (LARRY JOHNSON)

000398-	OFFICE CLEANING - BEFORE IN PERSON BOARD MTG	06/30/23	07-23	A	59450	200.00	.00	200.00
		06/30/23	01-24					
** Vendor's Subtotal ----->						200.00	.00	200.00

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

060123-	DIRECTOR MEDINA'S INTERNET SERVICE, 06/10-07/09	06/01/23	07-23	A	59450	65.00	.00	65.00
		06/01/23	01-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: OFF01 (OFFICE DEPOT)

309338963-	OFFICE SUPPLIES	06/08/23	07-23	A	59450	47.88	.00	47.88
		06/08/23	01-24					
317585935-	BREAKROOM SUPPLIES	06/23/23	07-23	A	59450	46.02	.00	46.02
		06/23/23	01-24					
317959651-C	RETURN OFFICE SUPPLIES	06/08/23	07-23	A	59450	-8.78	.00	-8.78
		06/08/23	01-24					
317961365-	OFFICE SUPPLIES	06/09/23	07-23	A	59450	8.78	.00	8.78
		06/09/23	01-24					
319106374-	OFFICE SUPPLIES	06/15/23	07-23	A	59450	44.52	.00	44.52
		06/15/23	01-24					
** Vendor's Subtotal ----->						138.42	.00	138.42

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

4152-	ENGINEERING SERVICES - 06/23	07/06/23	07-23	A	59450	17612.44	.00	17612.44
		07/06/23	01-24					
** Vendor's Subtotal ----->						17612.44	.00	17612.44

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

053123-	DIRECTOR RICHARDS' INTERNET SERVICE, 06/23	05/31/23	07-23	A	59450	65.00	.00	65.00
		05/31/23	01-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

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WESTBOROUGH WATER DISTRICT
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VENDOR I.D.: SEL01 (SELERUM, INC.)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
56253-	IT TECHNICAL ASSISTANCE - INSTALL ADOBE PRO FOR GM	07/06/23	07-23	A	59450	190.90	.00	190.90
		07/06/23	01-24					
** Vendor's Subtotal ----->						190.90	.00	190.90

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

117023-	COMPLETING CONTROL PANEL & VFD'S @ ROWNTREE P.S.	06/13/23	07-23	A	59450	1823.75	.00	1823.75
		06/13/23	01-24					
117024-	SPARE 100HP VFD FOR ROWNTREE P.S.	06/13/23	07-23	A	59450	14375.17	.00	14375.17
		06/13/23	01-24					
** Vendor's Subtotal ----->						16198.92	.00	16198.92

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

063023-	PAYROLL TRANSFER - 06/23	06/30/23	07-23	A	59450	48079.25	.00	48079.25
		06/30/23	01-24					
** Vendor's Subtotal ----->						48079.25	.00	48079.25

VENDOR I.D.: \B009 (ANKITA UNNI BHATTATHIRIPAD)

000C30601-	MQ CUSTOMER REFUND FOR BHA0003	07/03/23	07-23	Z	59450	92.56	.00	92.56
		07/03/23	01-24					
** Vendor's Subtotal ----->						92.56	.00	92.56

VENDOR I.D.: \B010 (JULES BROUILLET)

000C30601-	MQ CUSTOMER REFUND FOR BRO0059	07/03/23	07-23	Z	59450	6.71	.00	6.71
		07/03/23	01-24					
** Vendor's Subtotal ----->						6.71	.00	6.71

VENDOR I.D.: \C029 (GLORIA A. CASTANEDA)

000C30601-	MQ CUSTOMER REFUND FOR CAS0093	07/03/23	07-23	Z	59450	93.68	.00	93.68
		07/03/23	01-24					
** Vendor's Subtotal ----->						93.68	.00	93.68

VENDOR I.D.: \C030 (ADAM CUADRA)

000C30601-	MQ CUSTOMER REFUND FOR CUA0013	07/03/23	07-23	Z	59450	97.86	.00	97.86
		07/03/23	01-24					
** Vendor's Subtotal ----->						97.86	.00	97.86

VENDOR I.D.: \H002 (SARINA HEALEY)

000C30601-	MQ CUSTOMER REFUND FOR HEA0008	07/03/23	07-23	Z	59450	63.83	.00	63.83
		07/03/23	01-24					
** Vendor's Subtotal ----->						63.83	.00	63.83

VENDOR I.D.: \H003 (ALLYSON CASTRO & ALICE HSIEH)

000C30601-	MQ CUSTOMER REFUND FOR HSI0004	07/03/23	07-23	Z	59450	81.43	.00	81.43
		07/03/23	01-24					
** Vendor's Subtotal ----->						81.43	.00	81.43

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WESTBOROUGH WATER DISTRICT
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VENDOR I.D.: \H004 (EMELE HUNI)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
000C30601-	MQ CUSTOMER REFUND FOR HUN0022	07/03/23	07-23	Z	59450		24.82	.00	24.82
		07/03/23	01-24						
** Vendor's Subtotal ----->							24.82	.00	24.82

VENDOR I.D.: \L023 (DONALD J & MADLIN J LAZAR)

000C30601-	MQ CUSTOMER REFUND FOR LAZ0006	07/03/23	07-23	Z	59450		117.95	.00	117.95
		07/03/23	01-24						
** Vendor's Subtotal ----->							117.95	.00	117.95

VENDOR I.D.: \L039 (JARED LIM)

000C30601-	MQ CUSTOMER REFUND FOR LIM0022	07/03/23	07-23	Z	59450		76.52	.00	76.52
		07/03/23	01-24						
** Vendor's Subtotal ----->							76.52	.00	76.52

VENDOR I.D.: \L040 (GABRIEL LIM)

000C30601-	MQ CUSTOMER REFUND FOR LIM0029	07/03/23	07-23	Z	59450		46.38	.00	46.38
		07/03/23	01-24						
** Vendor's Subtotal ----->							46.38	.00	46.38

VENDOR I.D.: \L042 (OLIVIA LIN)

000C30601-	MQ CUSTOMER REFUND FOR LIN0073	07/03/23	07-23	Z	59450		92.95	.00	92.95
		07/03/23	01-24						
** Vendor's Subtotal ----->							92.95	.00	92.95

VENDOR I.D.: \M017 (KAORU & SAMIKO MATSUDA)

000C30601-	MQ CUSTOMER REFUND FOR MAT0029	07/03/23	07-23	Z	59450		127.27	.00	127.27
		07/03/23	01-24						
** Vendor's Subtotal ----->							127.27	.00	127.27

VENDOR I.D.: \M018 (BRIAN BAYON MUHAMMAD)

000C30601-	MQ CUSTOMER REFUND FOR MUH0005	07/03/23	07-23	Z	59450		104.02	.00	104.02
		07/03/23	01-24						
** Vendor's Subtotal ----->							104.02	.00	104.02

VENDOR I.D.: \N003 (LINDA NG)

000C30601-	MQ CUSTOMER REFUND FOR NG 0118	07/03/23	07-23	Z	59450		144.92	.00	144.92
		07/03/23	01-24						
** Vendor's Subtotal ----->							144.92	.00	144.92

VENDOR I.D.: \P007 (POINT GREEN HOME SOLUTIONS LLC)

000C30601-	MQ CUSTOMER REFUND FOR POI0001	07/03/23	07-23	Z	59450		2.45	.00	2.45
		07/03/23	01-24						
** Vendor's Subtotal ----->							2.45	.00	2.45

VENDOR I.D.: \R018 (JOSE F.G. REINARES)

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VENDOR I.D.: \R018 (JOSE F.G. REINARES)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
000C30601-	MQ CUSTOMER REFUND FOR REI0002	07/03/23	07-23	Z	59450	67.21	.00	67.21
		07/03/23	01-24					
** Vendor's Subtotal ----->						67.21	.00	67.21

VENDOR I.D.: \S018 (JONAS SATUITO)

000C30601-	MQ CUSTOMER REFUND FOR SAT0004	07/03/23	07-23	Z	59450	23.87	.00	23.87
		07/03/23	01-24					
** Vendor's Subtotal ----->						23.87	.00	23.87

VENDOR I.D.: \S019 (GUO PING SHAO)

000C30601-	MQ CUSTOMER REFUND FOR SHA0060	07/03/23	07-23	Z	59450	46.60	.00	46.60
		07/03/23	01-24					
** Vendor's Subtotal ----->						46.60	.00	46.60

VENDOR I.D.: \S032 (HAROLD SMITH)

000C30601-	MQ CUSTOMER REFUND FOR SMI0003	07/03/23	07-23	Z	59450	44.00	.00	44.00
		07/03/23	01-24					
** Vendor's Subtotal ----->						44.00	.00	44.00

VENDOR I.D.: \S040 (MICHAEL SOON)

000C30601-	MQ CUSTOMER REFUND FOR SOO0020	07/03/23	07-23	Z	59450	109.11	.00	109.11
		07/03/23	01-24					
** Vendor's Subtotal ----->						109.11	.00	109.11

VENDOR I.D.: \S041 (MICHAEL SOON)

000C30601-	MQ CUSTOMER REFUND FOR SOO0021	07/03/23	07-23	Z	59450	114.16	.00	114.16
		07/03/23	01-24					
** Vendor's Subtotal ----->						114.16	.00	114.16

VENDOR I.D.: \T020 (EDUARDO TANPINCO)

000C30601-	MQ CUSTOMER REFUND FOR TAN0075	07/03/23	07-23	Z	59450	117.00	.00	117.00
		07/03/23	01-24					
** Vendor's Subtotal ----->						117.00	.00	117.00

VENDOR I.D.: \T021 (TAMMY TRAN)

000C30601-	MQ CUSTOMER REFUND FOR TRA0026	07/03/23	07-23	Z	59450	23.13	.00	23.13
		07/03/23	01-24					
** Vendor's Subtotal ----->						23.13	.00	23.13

VENDOR I.D.: \T045 (KELLEY TRAN)

000C30601-	MQ CUSTOMER REFUND FOR TRA0028	07/03/23	07-23	Z	59450	80.99	.00	80.99
		07/03/23	01-24					
** Vendor's Subtotal ----->						80.99	.00	80.99

VENDOR I.D.: \V007 (PAUL VAINSHOK)

VENDOR I.D.: \V007 (PAUL VAINSHOTK)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
000C30601-	MQ CUSTOMER REFUND FOR VAI0001	07/03/23	07-23	Z	59450	110.11	.00	110.11
		07/03/23	01-24					
** Vendor's Subtotal ----->						110.11	.00	110.11

VENDOR I.D.: \X003 (LIANG XIANG)

000C30601-	MQ CUSTOMER REFUND FOR XIA0008	07/03/23	07-23	Z	59450	122.13	.00	122.13
		07/03/23	01-24					
** Vendor's Subtotal ----->						122.13	.00	122.13

VENDOR I.D.: \Y001 (HUNG YIP)

000C30601-	MQ CUSTOMER REFUND FOR YIP0025	07/03/23	07-23	Z	59450	127.27	.00	127.27
		07/03/23	01-24					
** Vendor's Subtotal ----->						127.27	.00	127.27

** Report's Total -----> 91641.66 .00 91641.66
 =====

** Total Vendors On This Report -----> 48
 =====

** Total Vendors Needing Checks -----> 48
 =====

Code Title

 A IMMEDIATE

ORDINANCE NO. 75

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

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

Section 1: FINDINGS AND DETERMINATIONS

A. In July, 2023, the North San Mateo County Sanitation District ("Sanitation District") is expected to increase the amount of the sewer service charge applicable to all customers of the Westborough Water District ("Water District") from \$9.02 per one hundred (100) cubic feet of water consumption to \$9.83 per one hundred (100) cubic feet of water consumption, effective July 1, 2023.

B. The Westborough Water District Rate and Fee Schedule currently provides that, in addition to the basic sewer service charge established by the Sanitation District, each customer shall pay a sanitary sewer handling charge computed at the rate of \$2.03 per one hundred (100) cubic feet of water consumption.

C. The public convenience and necessity require that the Board of Directors of the Water District take appropriate action to amend the Water District's Rate and Fee Schedule by increasing the sewer service charge applicable to all customers so as to reflect the action taken by the North San Mateo County Sanitation District pursuant to the contract between the Water District and the Sanitation District dated April 6, 1981; and

D. After investigation and discussion, the Board finds the rates set forth below to be necessary for the proper operation of the District and to be required under the above referenced contract between the Water District and the Sanitation District; and

E. Pursuant to the requirements of Proposition 218, the District prepared a notice that describes the amounts, the basis for calculating, and the reasons for increasing the sewer rates, and identified the date, time, and location for the public hearing on the increased rates, and the procedures for submitting a protest and mailed the written notice to the customers in the District at least 45 days before the date of the public hearing.

F. The District held a public hearing at the July 13th, 2023, Board meeting and accepted comments and protests before and at the public hearing, and up through the conclusion of the public hearing.

G. The Board considered all comments and protests received.

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

I. The Board of Directors determines that the increases in rates effected by this Ordinance are exempt from the California Environmental Quality Act pursuant to Section 21080(b)(8) of the Public Resources Code because they are for the purpose of meeting operating expenses and they cannot possibly have a significant effect on the environment.

Section 2: AMEND RATE AND FEE SCHEDULE

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

Section 200 - Sanitary Sewer Service Charge

Each customer shall pay, on a bi-monthly basis, a sanitary sewer service charge computed at the rate of \$9.83 per one hundred (100) cubic feet of water consumption. Pursuant to Section 201, a sanitary sewer handling charge of \$2.03 per one hundred (100) cubic feet of water consumption is added to the base rate of \$9.83 for a total charge of \$11.86 per one hundred (100) cubic feet of water consumption. Water consumption shall be calculated on the basis of the total consumption during the preceding winter months of January and February, with a minimum of 2 units of one hundred (100) cubic feet of water per two-month period.

Section 3: EFFECTIVE DATE; PUBLICATION

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

PASSED AND ADOPTED this 13th day of July, 2023, by the following vote of the Board:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

RESOLUTION NO. 671
ADOPTING REPORT OF SEWER SERVICE CHARGES TO BE COLLECTED ON TAX
ROLLS AND REQUESTING THEIR COLLECTION BY THE COUNTY OF SAN MATEO

WESTBOROUGH WATER DISTRICT

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

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

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

WHEREAS, on July 13, 2023, the Board held a public hearing on the imposition of specific sewer charges for each parcel on the property tax rolls; and

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

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

1. The District hereby adopts the report of charges attached as Exhibit A and requests the San Mateo County Tax Collector to collect such charges on the tax rolls for the year 2023-2024.
2. The General Manager is hereby authorized to take any further steps necessary to effectuate this action.

PASSED AND ADOPTED this 13th day of July, 2023, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

RESOLUTION NO. 672

**AMENDING RATE AND FEE SCHEDULE
TO INCREASE THE WATER UNIT RATE**

WESTBOROUGH WATER DISTRICT

WHEREAS, pursuant to Resolution No. 661, dated August 11, 2022, the Board of Directors amended the District's Rate and Fee Schedule; and

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

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

WHEREAS, the District has evaluated the District's water rates in light of the increase in the cost of water sold to suburban purchasers imposed by the San Francisco Public Utilities Commission (SFPUC); and

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

WHEREAS, in order to meet operating expenses and to preserve the financial integrity of the District, it is necessary to increase the existing water unit rate to \$9.04; and

WHEREAS, pursuant to the requirements of Proposition 218, the District prepared a notice that describes the amounts, the basis for calculating, and the reasons for increasing the

water rates, and identified the date, time, and location for the public hearing on the increased rates, and the procedures for submitting a protest; and

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

WHEREAS, the District held a public hearing at the July 13, 2023, Board meeting and accepted comments and protests before and at the public hearing, and up through the conclusion of the public hearing; and

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

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

WHEREAS, the adjustment of the District's rate and fee schedule applicable to the water unit rate is an action that the Board finds exempt from the requirements of Section 21000, et seq., of the California Public Resources Code.

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

1. The District's Rate and Fee Schedule, as most recently amended and restated in Resolution No. 636, hereby is amended as follows:

Section 103: Water Quantity Service Charge -- Domestic, Commercial or Public Service

Charges for water shall be computed as follows:

- (a) If taken through a metered connection, the charges shall be computed at the rate of \$9.04 per 100 cubic feet.
- (b) If a municipal body desires to take water from an unmetered connection, such as a fire hydrant, the municipal body requesting such service must

arrange in advance with the District for measurement of the water consumed and the rate to be charged.

Section 113: Water Quantity Charge -- Private Fire Protection Service

In addition to the Water Meter Service Charge set forth in §112, each customer obtaining private fire protection service shall pay for water measured as having passed through the meter at the following rates:

- (a) If service is provided through a Detector Check Meter: \$9.04 per 100 cubic feet.
- (b) If service is provided through a proportional line Detector Meter: \$9.04 per 100 cubic feet.

Section 133: Water Quantity Charge -- Temporary Water Service

Each customer shall pay for water consumed at the rate of \$9.04 per 100 cubic feet of water.

2. Amendments to Sections 103, 113 and 133 of the Rate and Fee Schedule set forth above will apply to water consumed by District customers commencing July 1, 2023 and be reflected in bills issued to customers on or after September 1, 2023.

PASSED AND ADOPTED this 13th day of July, 2023, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: July 10, 2023

RE: Review/Approve Quote from Bess Testlab, Inc. to Perform Ground Penetrating Radar (GPR) to Locate the District's 14" Main Transmission Line across the Intersection of Westborough Boulevard and Junipero Serra Boulevard.

BACKGROUND

The 14" main transmission line runs from the SFPUC delivery point at the corner of Westborough Boulevard and Orange Avenue to the Westborough Main Pump Station at the District's office. The pipe is an AC (asbestos cement) pipe that runs as deep as 14 feet. In late 2021, the pipe was hit twice by the same contractor conducting directional boring for fiber optic cabling installation, causing over \$200,000 worth of damages, of which the District was able to recover \$51,285.88 of the expenses caused by a sinkhole. The District was unable to pump water from the SFPUC for weeks, and had to depend on its intertie connection with North Coast County Water District to fill its water tanks. During the repairs, field staff was able to mark some of the location of the pipe from Junipero Serra Boulevard to the delivery point; however, the pipe remains unmarked at the intersection of Westborough Boulevard and Junipero Serra Boulevard, which if it were to get hit, would create major traffic disruptions, and an extremely difficult repair situation.

INFORMATION

District Staff is overly concerned about the location of the pipe due to additional boring requests throughout the District, and the high probability of another company attempting to bore near the District's 14" transmission line. Staff has been seeking ways to determine the pipe location to mark it, including talking to the SFPUC, but due to its depth, GPR (ground penetrating radar) seems to be the best way to locate the pipe.

DISCUSSION

Attached is a proposal from Bess Testlab, Inc. to locate the pipe using GPR. The cost for this project is \$29,341 which includes prevailing wages.

FISCAL IMPACT

The cost for this project was not budgeted for FY 2023-2024, but we hope the Board will agree with the cost-savings benefit of locating the pipe.

RECOMMENDATION

It is the General Manager's recommendation that the Board approve the proposal from Bess Testlab, Inc. in the amount of \$29,341, plus a 10% contingency, for a total of \$32,275.10.

ATTACHMENT

Attachment: Bess Testlab, Inc. Quote dated June 14, 2023.

BESS TESTLAB, INC.

Hayward (Corporate) | Fresno | Los Angeles | T. (408) 988-0101 | F. (408) 988-0103
Utility Locating - Ground Penetrating Radar (GPR) - Electromagnetic Pipe Locators
Structural Concrete Scanning - Potholing Vacuum Excavation - CCTV Pipe Inspection
Mobile LiDAR Scanning - 3D Scanning - 3D Utility Mapping - www.besstestlab.com

Date: June 14, 2023
Customer: Westborough Water
Site: I280 Water Main
Ref. No.:

Quote No.: MJ-061423-1

City: South City SF
County: San Mateo

Requestor: Johnny Kennedy
Email: jkennedy@westboroughwater.org

Phone No.: N/A
Fee Rate: Standard

Project Description:

Procure Caltrans Encroachment permit and possible city permit. Perform GPR Mark & Locate to determine existing utility placement. Stake Potholes and perform USA notification. Complete 4 potholes total. Restoration is assumed to be in like kind. Hot patch w/T-cut assumed for all potholes. Provide detail final report.

Code	Service Description	Qty	Unit	Unit Price	Sub-Total
PM-101	Project Coordination	6	HR	145.00	\$ 870.00
PM-100	Project Management	6	HR	175.00	\$ 1,050.00
	2-Person Utility Locate & Mark	1	Day	2,800.00	\$ 2,800.00
L-240	Reports/Sketches	1	EA	295.00	\$ 295.00
	Permit Fee (TBD)	1	EA	4,500.00	\$ 4,500.00
P-240	2-Person Utility Potholing - Hydro Vac	2	Day	3,573.00	\$ 7,146.00
	2-Person Traffic Control w/ Arrow Truck	2	Day	2,070.00	\$ 4,140.00
	2-Person Surface Removal And Restoration	2	Day	2,565.00	\$ 5,130.00
	Special Surface Restoration (Hot Patch, T-Cut, etc.)	4	EA	165.00	\$ 660.00
	Special Backfill Material (Class II, Slurry, etc.)	4	EA	125.00	\$ 500.00
	Soils Disposal Fee	1	LOAD	1,050.00	\$ 1,050.00
S-112	Traffic Control Plans - Certified / Sealed	2	SHEET	600.00	\$ 1,200.00
				TOTAL \$	29,341.00

Rates and Reimbursable Expenses:

- Overtime applies after 8 hours of work and weekends.
- Hourly rates are portal to portal from our nearest office, unless specified otherwise.
- Hourly rates apply to day shift (typical BESS day shift hours are 7:00 AM to 3:30 PM).
- Prevailing wage and night rates will apply when necessary.
- Mileage expenses, if applicable, shall not exceed the rate established by the IRS for the current year.
- Lodging and meals, when necessary, will be charged at cost plus 10%, unless specified otherwise.
- Outside reproductions, shipping, services and consultants will be charged at cost plus 10%.
- Cost of normal field supplies are included in the hourly rates.
- CDF, Slurry, asphalt, concrete, class II bed rock, certified traffic control plans, core bits & saw blades, other materials/supplies will be charged at cost plus 10%.

I, the undersigned, have read, reviewed and accept the attached proposal, including attachments, and authorize Bess Testlab, Inc. to proceed with the work described above as witnessed and attested by my signature below.

By: _____

Title: _____

(Print or Type Name)

(Print or Type Title)

(Signature)

(Date)

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MARK YOUR CALENDAR

November 28 - November 30
Indian Wells, CA

2023 Fall Conference & Expo

ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

Specific details about this conference will be made available in the future. Please check back for updates.

Water Purchases Comparison 2022-2023 to 2023-2024

FY 2022-2023				FY 2023-2024				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
06/03/22 to 07/05/22	29495	33	893.79	06/06/23 to 07/06/23	29400	31	948.38	54.59
07/06/22 to 08/03/22 ⁵	32533	29	1121.81					
08/04/22 to 09/06/22	28439	34	836.46					
09/07/22 to 10/05/22	32245	29	1111.88					
10/06/22 to 11/03/22 ⁶	31934	29	1101.18					
11/04/22 to 12/05/22 ⁷	28448	32	888.99					
12/06/22 to 01/05/23	21732	31	701.04					
01/06/23 to 02/03/23	21726	29	749.16					
02/04/23 to 03/06/23	27075	31	873.37					
3/7/2023 to 04/05/23	25058	30	835.27					
04/06/23 to 05/03/23	21096	28	753.43					
05/04/23 to 06/05/23	28358	33	859.34					
Total Purchases	328138.6	368	891.68	Total Purchases	29400	31	948.38	

⁵ Skyline Tank No. 3 was placed back in service after exterior recoating

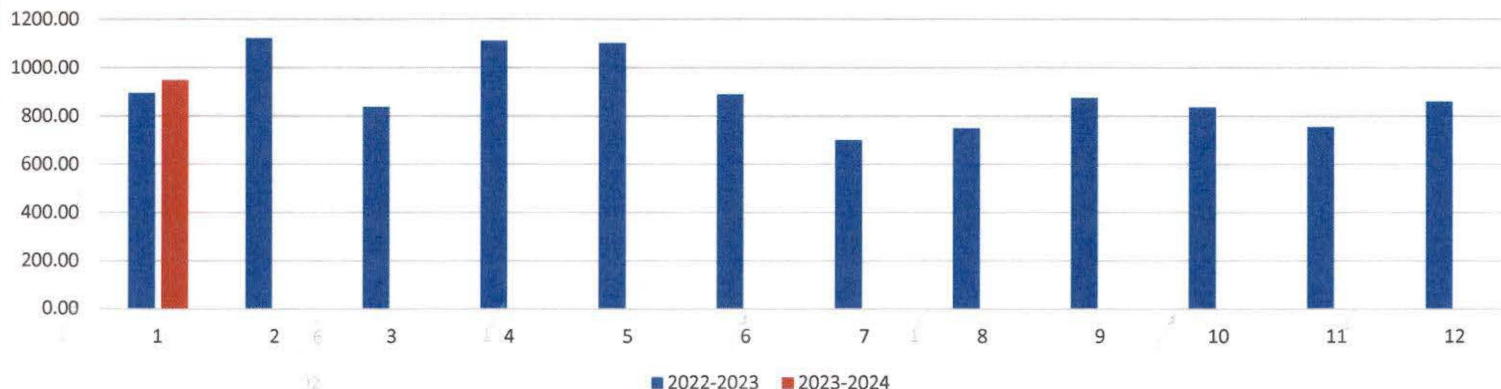
⁶ Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22

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

GPCPD YTD	52.60
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

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Water Purchases Comparison
2022-2023 and 2023-2024



Water Purchases Comparison 2021-2022 to 2023-2024

FY 2021-2022				FY 2023-2024				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	06/06/23 to 07/06/23	29400	31	948.38	-98.92
07/07/21 to 08/04/21	27813	29	959.07					
08/07/21 to 09/04/21	33492	30	1116.40					
09/05/21 to 10/06/21 ²	29279	32	914.97					
10/05/21 to 11/02/21	29802	29	1027.66					
11/04/21 to 12/06/21 ³	27129	33	822.09					
12/07/21 to 01/05/22 ⁴	18297	30	609.90					
01/06/22 to 02/03/22	23881	29	823.48					
02/04/22 to 03/04/22	25242	29	870.41					
03/05/22 to 04/05/22	29452	32	920.38					
04/06/22 to 05/04/22	28053	29	967.34					
05/05/22 to 06/02/22	25196	29	868.83					

Total Purchases	332197	364	912.63	Total Purchases	29400	31	948.38
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² Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21

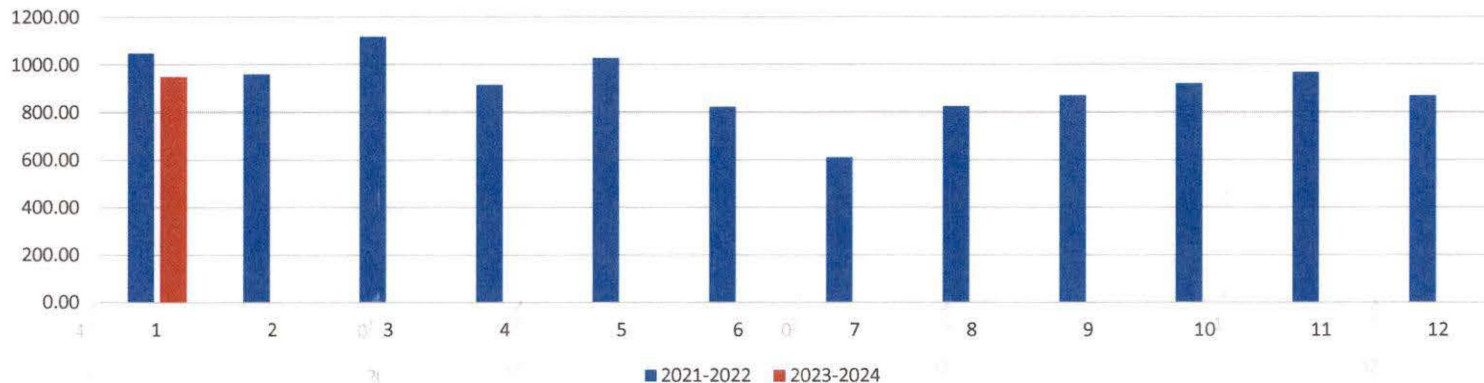
³ Includes Intertie Deliveries from NCCWD = 4,181 from 12/02/21 - 12/06/21

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

GPCPD YTD	52.60
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

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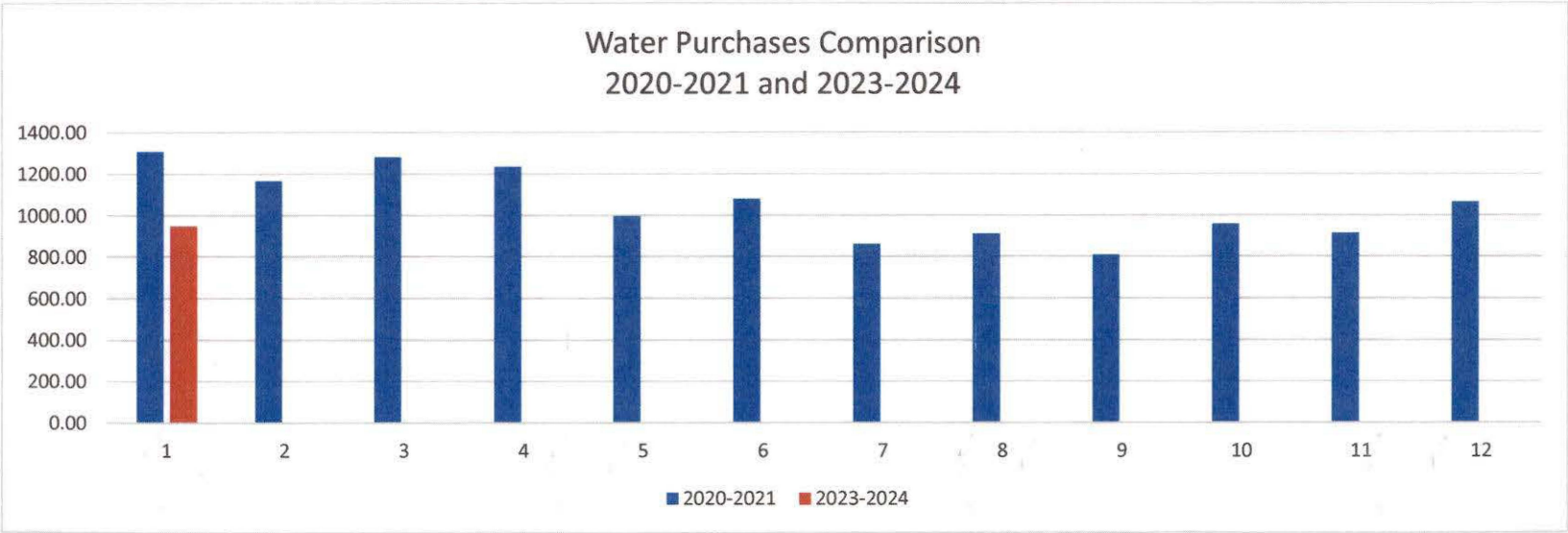
Water Purchases Comparison
2021-2022 and 2023-2024



Water Purchases Comparison 2020-2021 to 2023-2024

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	06/06/23 to 07/06/23	29400	31	948.38	-359.41
07/08/20 to 08/06/20	34995	30	1166.50					
08/07/20 to 09/04/20	37162	29	1281.45					
09/05/20 to 10/06/20	39480	32	1233.75					
10/05/20 to 11/02/20	26876	27	995.41					
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					
Total Purchases	382590	364	1051.07	Total Purchases	29400	31	948.38	

GPCPD YTD	52.60
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



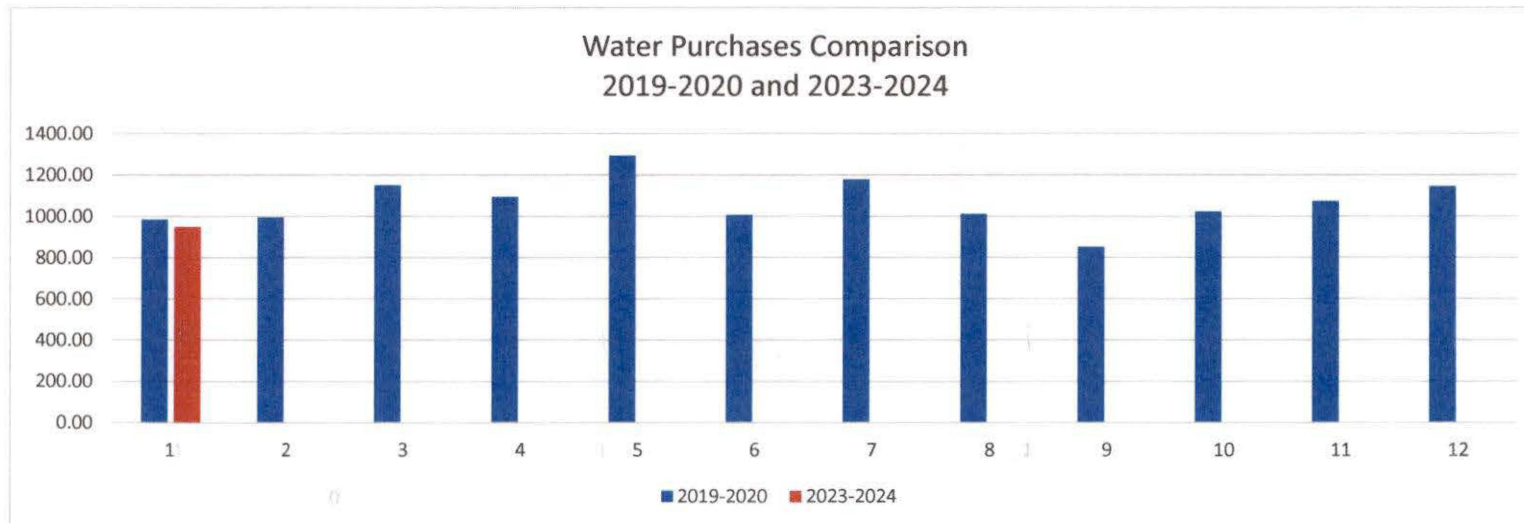
Water Purchases Comparison 2019-2020 to 2022-2023

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	06/06/23 to 07/06/23	29400	31	948.38	-35.52
07/06/19 to 08/06/19	31804	32	993.88					
08/07/19 to 09/05/19	34491	30	1149.70					
09/06/19 to 10/04/19	31666	29	1091.93					
10/05/19 to 11/01/19	36225	28	1293.75					
11/02/19 to 12/04/19 ¹	33179	33	1005.42					
12/05/19 to 01/07/20	40049	34	1177.91					
01/08/20 to 02/05/20	29274	29	1009.45					
02/06/20 to 03/05/20	24668	29	850.62					
03/06/20 to 04/06/20	32700	32	1021.88					
04/07/20 to 05/05/20	31088	29	1072.00					
05/06/20 to 06/04/20	34315	30	1143.83					
Total Purchases	388976	365	1065.69	Total Purchases	29400	31	948.38	

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

GPCPD YTD	52.60
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

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GENERAL MANAGER'S REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: July 10, 2023

RE: Report on Agreement for Water and Sewer Service for 528 Avalon

BACKGROUND

- On June 8, 2023, the Board of Directors approved the Agreement for Water and Sewer Service for 528 Avalon including payment and performance bonds in the amount of \$50,000.
- On June 23, 2023, General Manager Mairena met with the homeowner, Mr. Peter Lu, to go over the paperwork and collect the fees. Mr. Lu stated he was under the impression that there was only one bond amount of \$50,000 for which he was willing to put cash due to the excessive cost of obtaining a bond, but he would not be able to afford the \$100,000.
- General Manager Mairena reminded Mr. Lu, that the District had been trying for a while to have him get a figure from his architect for the amount of the improvements being dedicated to the District. After consultation with Attorney Conneran, Mr. Lu was asked to provide the correct figure to the District.

UPDATES

- On July 6, 2023, Mr. Lu provided the District with a letter from Choice, Inc. stating that the cost of the improvement and construction of water and sewer was estimated at \$20,000. Per consultation with District Engineer, Joubin Pakpour, the \$20,000 amount for the bonds was determined to be acceptable.
- Since this change was not considered a material change to the contract, Attorney Conneran was in agreement to only report the change to the Board.
- General Manager Mairena will be meeting no later than next week with Mr. Lu to finalize all the paperwork.

CHOICE INC.

100 Hegenberger Rd., Suite 130. Oakland, CA 94621

Email: bayportpc@gmail.com Tel: 415-990-8807

License CA # 1049198

To:

Patricia Mairena

General Manager

Westborough Water District

Project Address: 528 Avalon Drive, South San Francisco, CA 94080

This is to confirm the cost of the improvement and construction of water and sewer for the job site base on approved plans with WWD, is estimated to be \$20,000, the job address is 528 Avalon Drive, South San Francisco, CA 94080. We guarantee the faithful performance of the terms of the 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 by District.

Any questions or concerns please contact Peter Lu, Owner at (415) 816-6126
or Peter Choy (415) 990-8807, Choice, Inc.

Sincerely



Peter Choy