

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, August 10, 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 July 13, 2023.

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

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

D. Claims Register for July 31, 2023.

4. PUBLIC COMMENT:

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

5. BUSINESS (OLD):

6. BUSINESS (NEW):

A. Consideration to Approve Resolution No. 673, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2023-2024.

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August 10, 2023

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- B. Review/Approve Resolution No. 674, Adopting and Restating the Rate and Fee Schedule.
- C. Consideration to Authorize Attendance to ACWA Region 5 Program and Tour at Alameda County Water District, Fremont, CA, September 22, 2023.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for July 2023.
- B. Avalon Lift Station Electrical Conduits Repairs – Change Order #1.
- C. Update from Pakpour Engineering regarding the Greendale Drive Easement Sanitary Improvements (CIP Project S23-03)

10. ITEMS FROM BOARD OF DIRECTORS:

- A. Update on ACWA 2023 Board Officers' Election (Medina).
- B. Report on BAWSCA Meeting of July 20, 2023 (Chambers).

11. CLOSED SESSION: None

12. ADJOURNMENT:

Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080, or email wwd@westboroughwater.org. 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, July 13, 2023

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

1. ROLL CALL:

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

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

Visitors Present: Gregory Lau, resident of the District

2. PLEDGE OF ALLEGIANCE: Led by Director Chambers.

3. CONSENT CALENDAR:

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

A. PUBLIC HEARING: Consideration of Increase in Sewer Rates from \$11.05 up to \$11.86, Ordinance No. 75.

At the request of President Medina, Attorney Conneran opened the Public Hearing for Consideration of Increase in Sewer Rates from \$11.05 up to \$11.86, Ordinance No. 75.

3.A1.1

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Mr. Lau commented that he and his neighbors were on a fixed income, and they had a hard time with increasing costs. Mr. Lau stated that the District had passed a rate increase last year and everyone was not happy with another increase. Mr. Lau thought the District could consider only increasing half of what was being asked, as his neighbors did not want to see an increase, but wanted to know why the District needed another increase so soon.

General Manager Mairena replied that the District was simply passing on the rate increase that had been assessed by the North San Mateo County Sanitation District (City of Daly City), who was in charge of processing the sewer for the District. Attorney Conneran clarified that the City of Daly City collected and treated the sewer for the District.

Mr. Lau did not think that the reason for the increase was clearly spelled out and his neighbors thought it was just another increase. General Manager Mairena stated that the Prop. 218 notice that was mailed back in May 2023, contained an explanation as to why the increase was needed. Mr. Lau suggested that more simplified wording was needed explaining why the increase was necessary.

President Medina told Mr. Lau that he had a really good point and although we had sent out a notice, customers either did not read it or did not understand it.

Director Chambers said the Prop. 218 notice had a lot of legalese and perhaps in the future, we should try to have an article on the newsletter to help customers understand what is really going on with the District's operations. Mr. Lau agreed that clarification was needed.

With no other comments from the public, President Medina closed the public hearing and opened up the topic for discussion by the Board.

Attorney Conneran mentioned that the District had received a total of seven written protests, some of them for water and sewer rates, and a couple just opposed, but none of them rose to the level that would prevent the Board from approving the increases. General Manager Mairena confirmed these letters had been provided to the Board.

Director Chambers moved to approve Ordinance No. 75, Consideration of Increase in Sewer Rates from \$11.05 up to \$11.86, seconded by Director Bautista.

Roll Call

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

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The motion was carried unanimously.

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.

President Medina opened the Public Hearing for Consideration of Increase in Sewer Rates.

Attorney Conneran introduced the Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection by the County of San Mateo, Resolution No. 71. Attorney Conneran noted that several years ago, the District switched their method of collecting sewer charges by placing them on the property tax rolls to ensure that every property owner pays their fair share and also to reduce the bi-monthly bill to the customers. Attorney Conneran explained that the way it works is that the District is required to hold a public hearing and adopt the list of sewer charges that will be sent out to the tax collector. Attorney Conneran pointed out that the Board had received the list of those charges and he recommended approval of Resolution No. 671.

With no comments from the public, President Medina closed the Public Hearing.

Director Chambers moved to approve Resolution No. 671, 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, seconded by Director Bautista.

Roll Call

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

The motion was carried unanimously.

C. PUBLIC HEARING: Consideration of Water Rate Increase from \$8.58 up to \$9.04, Resolution No. 672.

President Medina opened the Public Hearing for Consideration of Increase in Water Rates.

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Attorney Conneran introduced the public hearing for the Consideration of Water Rate Increase from \$8.58 up to \$9.04, Resolution No. 672. Attorney Conneran pointed out a typographical error on the first line citing the resolution for the last rate increase which should be stated as Resolution No. 661. General Manager Mairena confirmed that the correction to the cited resolution number being presented to the Board had already been made.

Mr. Lau mentioned that water rate increases were also a concern to him and his neighbors, and if they could get better clarification why there was another increase from the last period, it would help them to understand it.

Director Chambers replied that last year's large increase was for capital improvements, as one of the District's water tanks was rusted pretty badly and needed to be fixed, and there were more capital improvements this year, so some of those monies would go towards those improvements. Directors Chambers explained that this year's increase was strictly for the increase that the San Francisco Public Utilities Commission (SFPUC) was passing on to the District.

Mr. Lau stated that again, it would be good for the District to communicate that to the customers so that they could better understand that this increase was being pushed to the District by the SFPUC, and not by the District.

With no other comments from the public, President Medina closed the Public Hearing and opened up the topic for discussion by the Board.

Director Chambers moved to approve Resolution No. 672, Consideration of Water Rate Increase from \$8.58 up to \$9.04, seconded by Director Bautista.

Roll Call

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

The motion was carried unanimously.

President Medina and the Board thanked Mr. Lau, and told him he was more than welcome to stay for the rest of the meeting. Mr. Lau thanked the Board for listening to him and stated he had put his two cents. President Medina told Mr. Lau that the Board appreciated his comments, and they would look at simplifying the wording on any future notices of increases.

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.

General Manager Mairena referred to her report that was included with the board packet, and reiterated the importance of locating the main transmission line to prevent any catastrophic incidents in the future. General Manager Mairena asked Field Supervisor Kennedy for his input.

Field Supervisor Kennedy reported to the Board that staff had been working on getting companies that could help to locate the line, and he felt that GPR was the best option. Field Supervisor Kennedy stated that the District had also received another quote today from a vendor referred by the SFPUC called PSOMAS. Field Supervisor Kennedy clarified that if approved, the project would include locating the District's 14" Main Transmission Line across the intersection of Westborough Boulevard and Junipero Serra Boulevard, all the way to the District's Office. Field Supervisor Kennedy emphasized the importance of finding the line, as the District constantly receives requests to mark the lines due to underground boring, so he felt that locating our transmission line was extremely important to prevent another incident from happening such as the two previous incidents which cost the District over \$200,000.

Director Chambers asked if the project only included locating it from the office to Junipero Serra, and not past it. Field Supervisor Kennedy replied that the line had already been located past Junipero Serra down Westborough Boulevard. Director Chambers commented that we should still do this project, but pointed out that since the line was AC (Asbestos Cement), it would need to be replaced in the next few years before it fails.

General Manager Mairena noted that the two quotes were not for the same area, as due to miscommunication, the one from PSOMAS only included locating the line across the intersection of Westborough Boulevard and Junipero Serra Boulevard, and per conversations between Field Supervisor Kennedy and the Bess representative, the quote Bess Testlab had provided should be for locating the line all the way to the District's Office. Field Supervisor Kennedy stated that he would confirm with Bess Testlab the area of the project.

Attorney Conneran pointed out the call-before-you-dig statute that required people who were excavating to call first, but it also requires the District to locate the lines, and if they were to hit a located line it would be on them, but if the District did not mark the lines correctly, then it would become the District's problem. Attorney Conneran stated that knowing where the pipe was would help the District to provide accurate information in the future.

President Medina asked General Manager Mairena what her recommendation was. General Manager Mairena replied that it would be to accept the quote from Bess Testlab with

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the 10% contingency she had requested, as there were many variables in the quote, such as the possibility of nighttime over-time work, etc.

Field Supervisor Kennedy informed the Board that there was no guarantee that the line would be located and that was why we would have the company pothole.

Director Chambers moved to approve the 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 to in front of the District Office for the quoted amount of \$29,341, plus a ten percent contingency, or \$32,275.10, seconded by Director Bautista.

The motion was carried unanimously.

E. Consideration to Authorize Attendance to ACWA/JPIA 2023 Fall Conference, Indian Wells, California, November 27 - November 30, 2023.

General Manager Mairena stated that although the registration for this event had not yet opened up, once it does, housing for the conference would go fast, especially now that people had started attending conferences again; hence the reason for adding this item to the agenda for approval now.

President Medina asked if any director was interested on attending this conference. Director Amuzie stated he would be interested, and President Medina replied that perhaps other directors may also be interested. There was no interest from the other directors on attending the event.

President Medina asked if there was any interest from staff in attending this conference. General Manager Mairena stated she would pass this time.

Director Chambers moved to Authorize Director Amuzie's Attendance to the ACWA/JPIA 2023 Fall Conference, Indian Wells, California, November 27 - November 30, 2023, seconded by Director Bautista.

The motion was carried unanimously

F. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

This item was discussed at the end of the meeting after the Closed Session.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT:

Attorney Conneran reported on the statute that Director Chambers had asked about at the last board meeting, which provides a shortened statute of limitation for challenging increases to the water rates. Attorney Conneran stated that it basically requires that there be a statement in the prop. 218 notice stating that if you are going to challenge this increase, you have 120 days to do so. Attorney Conneran noted that the statement has been in our notices, so the District was already in compliance.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena presented the water conservation efforts for June 2023, showing a slight increase in usage which she thought was due to the hotter weather in the summer months and the fact that some of the restrictions had been lifted. General Manager Mairena stated that she hoped customers would continue being mindful of water conservation.

B. Report on Agreement for Water and Sewer Service for 528 Avalon.

General Manager Mairena referred to her report on the board packet and reminded the Board about the agreement that was approved at the last board meeting which included a \$50,000 amount for the bonds. General Manager Mairena told the Board that she had met with the homeowner to sign the agreement and collect the bonds, but the homeowner told her that it was expensive to obtain the bonds, so he had decided to put a \$50,000 check deposit instead, and when he was asked for another \$50,000 check for the second bond, the homeowner was shocked and stated he would not be able to afford \$100,000. General Manager Mairena contacted Attorney Conneran to ask for his advice, and it was decided to have the homeowner go back to his architect and ask him to provide the District in writing with an accurate estimate of the costs of the improvements being dedicated to the District.

General Manager Mairena notified the Board that the homeowner subsequently provided the letter enclosed in the board packet from his architect stating that the amount should be \$20,000, and that District's Engineer Pakpour had determined it to be an appropriate amount. General Manager Mairena also stated that since this revision was not considered a material change to the contract, Attorney Conneran agreed that she only needed to report the change in the bonding amount to the Board. General Manager Mairena offered to put this matter back on the agenda for the next board meeting if anyone desired to do so. Attorney Conneran confirmed that the value was appropriate and that the District would be sitting on this money for a long period of time.

C. On Call Worker Position – Hiring New Worker.

General Manager Mairena notified the Board that On Call Worker Pat Sumner had given notice to the District that his last day would be June 30, 2023. General Manager Mairena stated that she met with both Field Supervisor Kennedy and Senior Field Maintenance Worker Arias, discussed the On Call Worker position, and talked to a couple of people, one being Donald Louie, who works for the City of South San Francisco in the Common Greens Department. General Manager Mairena stated that Donald had actually assisted the District in the past, but was not on the on-call rotation. General Manager Mairena reported that she hired Donald as of July 1, 2023, to replace Pat Sumner, and that his first shift had actually started yesterday, Wednesday, July 12th.

Field Supervisor Kennedy stated that field staff had worked closely in the past with both Donald and his co-worker Pete, assisting them with common greens leaks. Field Supervisor Kennedy also stated that Donald had worked for the City of South San Francisco almost for as long as he had been with the District, and he felt that Donald was a good worker and a good fit for the District, and in addition, he was very knowledgeable as to where the irrigation meters were throughout the District.

D. Emergency Valve Repairs (*added report*).

Director Chambers asked General Manager Mairena about an SF Underground bill for a valve repair listed in the Claims Register. General Manager Mairena replied that it was an emergency valve repair, and in addition, there will be a second bill for another valve repair, which she meant to update the Board on. Director Chambers asked about the location of these repairs. Field Supervisor Kennedy replied that the valve repairs were located inside the property on the first house on Radburn at Williamsburg, and they were leaking pretty good.

10. ITEMS FROM BOARD OF DIRECTORS:

Director Chambers suggested to the Board to have the Rate and Fee Study contractor consider adding a flat charge fee to the sewer rate structure on top of the variable charges which are based on the usage of January and February. Director Chambers stated that the flat charge could be used for capital improvements and the variable charge would pay Daly City, and that the rate model could be used for both water and sewer. Attorney Conneran replied that this could be added to the RFP (Request for Proposal) and then the Board could decide at a later date on how to proceed.

Director Chambers mentioned that he had attended the United California Conference funded by BAWSCA and then he gave an overview of the program to the Board.

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Director Amuzie mentioned that the District should work on providing literature in other languages. General Manager Mairena replied that the District already does on items that are mandated, such as the shutoff notices or the Water Quality Report, which had to be provided in Spanish this year. General Manager Mairena stated that per the last Census, one of the larger ethnic groups in the District was Asian, but when she tried to get a breakdown from Redistricting Partners, they were not unable to provide that information.

President Medina asked if the City of South San Francisco provided translation services. General Mairena replied that she was not aware of that, but the District only translated what was mandated and the cost for the Water Quality Report translation to Spanish had been around \$400 to \$600.

11. CLOSED SESSION:

A. Closed Session – Public Employee Performance Evaluation, Government Code Section 54957.

Title: General Manager

Attorney Conneran took the Board to closed session at 8:30 p.m. to discuss the General Manager's performance evaluation. The Board reconvened at 8:57 p.m. Attorney Conneran stated that no reportable actions were taken.

6. BUSINESS (NEW): (Continued)

F. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

Attorney Conneran summarized that the General Manager was under a four-year contract and that last year, an amendment was signed adjusting her salary based on the COLA. Attorney Conneran pointed out that each year there was a built-in merit increase to account for her increase in seniority.

Director Chambers moved to revise the employment agreement to give the General Manager the COLA which was 4.9%, and to adjust the remaining years accordingly. The motion was seconded by Director Bautista.

The motion was carried unanimously.

General Manager Mairena thanked the Board for their support.

Director Bautista told the General Manager that he would forward the board members' performance evaluations to her.

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Minutes of the Regular Meeting of the Board of Directors
Thursday, July 13, 2023

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 9:00 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
June 30, 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 twelve months ended June 30, 2023, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

A statement of cash flows for the twelve months ended June 30, 2023, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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

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



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the twelve months ended June 30, 2023, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

August 7, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
June 30, 2023

ASSETS

Current Assets:

Cash (Including \$4,632,040 in Time Deposits)	\$ 5,210,956
Receivables	
Lease	28,116
Water	751,647
Other	75,677
Prepaid Expenses and Other	9,423
Inventory	233,238
Total Current Assets	6,309,057

Non-Current Assets:

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Water Facility	8,095,129
Building	1,503,835
Joint-Use Facilities	94,907
Meters	833,297
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,382,231
Total Utility Plant in Service (Capital Assets)	14,728,395
Less Accumulated Depreciation	(6,889,930)
Utility Plant in Service-Net Depreciation Expense	7,838,465
Total Non-Current Assets	8,106,481
Total Assets	\$ 14,415,538

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
June 30, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 1,369,158
Customers' Deposits	363,220
Unearned Revenue	15,662
Total Current Liabilities	<u>1,748,040</u>

Long-term Liabilities:

Accrued Vacation	52,115
Net Pension Liability	268,882
Net OPEB Obligation	128,002
Total Long-term Liabilities	<u>448,999</u>
Total Liabilities	<u>\$ 2,197,039</u>

DEFERRED INFLOWS

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

NET POSITION

Net Investment in Capital Assets	\$ 7,838,465
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	242,661
Unappropriated	1,059,264
Total Net Position	<u>\$ 11,681,866</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the twelve months ended June 30, 2023

Operating Revenue:	
Water Sales (Note 3)	\$ 3,936,510
Sewer Svc. and Transfer Charges	3,237,274
Misc. Operations	23,895
Capital Facility Income	36,191
Total Operating Revenue	<u>7,233,870</u>
Operating Expense:	
Water Expenditures	2,670,933
Sanitary Sewer Expenditures	2,710,283
Admin. and General Expenditures	1,182,182
Depreciation	335,130
Capital Facility Expense	500
Total Operating Expenses	<u>6,899,028</u>
Operating Income (Loss)	334,842
Non-operating Income (Expense):	
Property Taxes	652,922
Investment Interest	47,729
Other	148,419
Total Non-operating Income (Expense)	<u>849,070</u>
Change in Net Position	1,183,912
Net Position - Beginning	<u>10,497,954</u>
Net Position - Ending	<u><u>\$ 11,681,866</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
June 30, 2023

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

NOTE 2 - Accounts payable at June 30, 2023, includes \$1,207,504 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 twelve months ended June 30, 2023, were as follows:

Beginning Balance	\$ 14,543,651
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	184,744
Ending Balance	<u>\$ 14,728,395</u>

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

	June	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 329,581	\$ 3,936,510	\$ 4,058,845	96.99%	-3.01%	\$ (122,335)
Sewer Svc. and Transfer Charges	303,079	3,237,274	3,200,831	101.14%	1.14%	36,443
Misc. Operations	2,172	23,895	-	100.00%	100.00%	23,895
Capital Facility Income	3,016	36,191	-	100.00%	100.00%	36,191
Total Operating Revenue	637,848	7,233,870	7,259,676	99.64%	-0.36%	(25,806)
Operating Expense:						
Water Expenditures	244,280	2,670,933	2,702,930	98.82%	1.18%	31,997
Sanitary Sewer Expenditures	239,491	2,710,283	2,771,431	97.79%	2.21%	61,148
Admin. and General Expenditures	115,390	1,182,182	1,213,815	97.39%	2.61%	31,633
Depreciation	45,917	335,130	365,000	91.82%	8.18%	29,870
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Operating Expenses	645,078	6,899,028	7,053,176	97.81%	2.19%	154,148
Operating Income (Loss)	(7,230)	334,842	206,500	162.15%	-62.15%	128,342
Non-operating Income (Expense):						
Property Taxes	56,125	652,922	613,231	106.47%	6.47%	39,691
Investment Interest	(852)	47,729	12,052	396.03%	296.03%	35,677
Other	(1)	148,419	36,000	412.28%	312.28%	112,419
Total Non-operating Income (Expense)	55,272	849,070	661,283	128.40%	28.40%	187,787
Net Income (Loss)	\$ 48,042	\$ 1,183,912	\$ 867,783	136.43%	36.43%	\$ 316,129

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

	June	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 34,482	\$ 406,771	\$ 407,317	99.87%	0.13%	\$ 546
Salaries Overtime	1,493	8,241	8,000	103.01%	-3.01%	(241)
Benefits	7,296	114,073	117,178	97.35%	2.65%	3,105
OPEB	1,369	18,131	11,870	152.75%	-52.75%	(6,261)
Payroll Taxes	2,616	31,258	32,220	97.01%	2.99%	962
Technical Communications	896	9,620	9,052	106.27%	-6.27%	(568)
Utilities	13,304	154,843	136,634	113.33%	-13.33%	(18,209)
Supplies and Small Tools	1,309	13,047	15,000	86.98%	13.02%	1,953
Maintenance of System	3,558	54,074	60,148	89.90%	10.10%	6,074
Special Services	23,272	89,310	74,526	119.84%	-19.84%	(14,784)
Vehicle Expense	12,909	36,778	30,400	120.98%	-20.98%	(6,378)
Water Purchases	141,776	1,734,787	1,800,585	96.35%	3.65%	65,798
Total Water Expenditures	244,280	2,670,933	2,702,930	98.82%	1.18%	31,997
Sanitary Sewer Expenditures:						
Treatment & Disposal	213,756	2,490,831	2,601,335	95.75%	4.25%	110,505
Utilities	9,469	118,703	103,287	114.93%	-14.93%	(15,416)
Repair of Pipelines	-	-	5,000	0.00%	100.00%	5,000
Repair of Pumps	11,999	40,529	15,000	270.19%	-170.20%	(25,530)
Miscellaneous Sewer Expenses	4,267	60,220	46,809	128.65%	-28.65%	(13,411)
Total Sanitary Sewer Expenditures	239,491	2,710,283	2,771,431	97.79%	2.21%	61,148

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

	June	Year to Date	2022-23 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	38,095	484,558	510,682	94.88%	5.12%	26,124
Salaries-Temporary	-	1,967	2,000	98.35%	1.65%	33
Salaries-Overtime	-	-	2,000	0.00%	100.00%	2,000
Employee Benefits	11,523	185,007	179,751	102.92%	-2.92%	(5,256)
OPEB	2,054	27,197	19,816	137.25%	-37.25%	(7,381)
Office Supplies and Postage	2,116	13,444	10,070	133.51%	-33.51%	(3,374)
Memberships	4,369	50,429	45,545	110.72%	-10.72%	(4,884)
Utilities	27	1,208	1,000	120.80%	-20.80%	(208)
Telephone	360	3,636	4,534	80.19%	19.81%	898
Payroll Taxes	3,046	32,201	41,072	78.40%	21.60%	8,871
Water Conservation	200	6,992	16,000	43.70%	56.30%	9,008
Building & Grounds Maintenance	1,575	15,558	9,668	160.92%	-60.92%	(5,890)
Parking Rentals	450	5,400	5,760	93.75%	6.25%	360
Directors Fees	1,000	11,800	10,500	112.38%	-12.38%	(1,300)
Engineering Services	19,809	65,440	50,000	130.88%	-30.88%	(15,440)
Accounting	750	22,032	22,325	98.69%	1.31%	293
Legal	1,020	30,663	23,400	131.04%	-31.04%	(7,263)
Billing	3,183	39,866	46,442	85.84%	14.16%	6,576
Communications	13,497	31,864	25,530	124.81%	-24.81%	(6,334)
General Election	-	2,685	3,750	71.60%	28.40%	1,065
Insurance	4,210	63,873	71,000	89.96%	10.04%	7,127
Bad Debts (Note 1)	-	17	2,000	0.85%	99.15%	1,983
Travel	1,269	6,884	9,000	76.49%	23.51%	2,116
Miscellaneous	6,837	79,461	101,970	77.93%	22.07%	22,509
Total Admin. and General Expenditures	115,390	1,182,182	1,213,815	97.39%	2.61%	31,633
Depreciation Expense	45,917	335,130	365,000	91.82%	8.18%	29,870
Capital Facility Expense	-	500	-	100.00%	-100.00%	(500)
Total Expenses	\$ 645,078	\$ 6,899,028	\$ 7,053,176	97.81%	2.19%	\$ 154,148

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$4,494,286.19
07/14/23	\$ 33,525.00	Interest Earned	\$4,527,811.19
Ending Balance			\$4,527,811.19

Total Investments Last Report Period = \$4,494,286.19
Total Investments at End of Report Period = \$4,527,811.19

Effective Interest Rate: 3.167%
(as of 06/23)

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

August 07, 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

July 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/14/2023	7/19/2023	QRD	1735786	N/A	SYSTEM	33,525.00

Account Summary

Total Deposit:	33,525.00	Beginning Balance:	4,494,286.19
Total Withdrawal:	0.00	Ending Balance:	4,527,811.19

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$137,754.18
07/31/23	\$ 190.35	Change in Account Value	\$137,944.53
Ending Balance			\$137,944.53

Total Investments Last Report Period = \$137,754.18
Total Investments at End of Report Period = \$137,944.53

Effective Interest Rate: 3.550%
(to maturity - 09/30/24)

Approved by:



Patricia Mairena
General Manager

PM/pm

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

Brokerage Account Statement

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

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

Your Account Executive:

PAUL REHMUS
(800) 967-4513

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$137,754.18
Net Change in Portfolio ¹	190.35
ENDING ACCOUNT VALUE	\$137,944.53
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	137,754.18	137,944.53
100%	Account Total	\$137,754.18	\$137,944.53

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	97.8330	137,944.53	1,714.21	5,005.50	3.62%
Total Certificates of Deposit	141,000.0000		\$137,944.53	\$1,714.21	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$137,944.53	\$1,714.21	\$5,005.50	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$137,944.53	\$1,714.21	\$5,005.50

July 1, 2023 - July 31, 2023
WESTBOROUGH WATER DISTRICT

Portfolio Holdings Disclosures

Pricing

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

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

Estimated Annual Figures

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

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

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

Proxy Vote

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

Activity Summary (All amounts shown are in base currency)

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

Messages

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

eDelivery

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

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

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

July 1, 2023 - July 31, 2023
WESTBOROUGH WATER DISTRICT

Important Information and Disclosures

The Role of Pershing

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

Important Arbitration Disclosures

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

Important Arbitration Agreement

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

Important Information and Disclosures *(continued)*

Important Arbitration Agreement *(continued)*

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

CLAIMS REGISTER: JULY 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 98,080.18

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-08/23)	12,775.72
ACWA/JPIA (Workers' Compensation Program, 04/01/23-06/30/23), (Deposit Premium Property Renewal, 23/24 & Deposit Premium Cyber Liability Program)	27,476.40
AT&T (P.S. Phone Bill to 07/01/23)	497.72
AT&T Mobility (Field & Office Cell Phones, 06/03-07/02)	334.49
BAWSCA (FY 23-24 1st Quarter Assessment)	6,996.25
Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 08/01/23-11/01/23)	179.28
Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 08/01/23-11/01/23)	259.02
Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm 08/01/23-11/01/23)	359.19
Bay Area Paving Co (Paving at Summit Ct, SSF)	3,991.00
Scott Buschman (Staff Photo Session for Website & ID - D. Louie)	246.38
CalPERS Annual Lump Sum Prepayment of UAL)	64,929.00
CalPERS (Retirement Contributions-07/15/23)	6,209.18
CalPERS (Retirement Contributions-07/31/23)	6,209.17
City of Daly City (528 Avalon Dr. - Sewer Connection Fees)	4,270.00
Colina Association (Three Parking Spaces Rental, 08/23)	450.00
Direct Line (Answering Service, 06/15-07/14)	255.95
EFTPS (Employment Taxes-07/15/23)	11,278.60
EFTPS (Employment Taxes-07/31/23)	11,405.67
EDD (Employment Taxes-07/15/23)	2,559.07
EDD (Employment Taxes-07/31/23)	2,582.73
Employment Develop. Dept. (Quarterly Payroll Taxes-2nd Qtr.)	113.89
Erler & Kalinowski, Inc (WIP - AWSDA, Payment #2)	8,369.92
Firemaster (Refill Fire Extinguishers)	383.00
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-06/23)	3,720.00
Home Depot Credit Services (Field Supplies to 07/13/23)	228.42
JRocket77 Design (2022 CCR & WWD ID Badge & Business Cards)	592.43
Lowe's Business (Field Supplies to 07/17/23)	112.83
Mairena, Patricia (GM Mairena's Internet Services, 06/27-07/26 & 06/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 06/19-07/18)	63.39
North Coast County Water (Share of PG&E Bill, 03/23/22-06/22/23)	51.70
PG&E (Summary Bill to 07/21/23)	25,776.75
Precise Printing (Printing & Mailing 07/15/23 Bills & Insert)	2,483.75
SFPUC Financial Serv. - Acctg. (Sub, THM, Haloacetic Testing, 06/23 & Bacteria Analyses, 06/23)	1,465.00
SF Water Dept. (Water Purchases, 06/03-07/06)	148,899.25
SF Underground Inc (Water Valve Replacement at Galway Dr & Radburn Dr)	12,000.00
So. SF Scavengers (Garbage Services, 06/23)	110.13

Tri Counties Bank (Monthly Charges Ending 06/30/23)	1,003.09
Underground Service Alert (Annual Membership)	776.72
WES Bank (Wright Express-Gas Purchases to 07/15/23)	1,293.09

SUB-TOTAL \$ 468,873.35

Updated Checks Voided During Month:

TOTAL CLAIMS REGISTER AMOUNT \$ 468,873.35

REPORT.: Aug 07 23 Monday
 RUN....: Aug 07 23 Time: 10:14
 Run By.: Wendy Bellinger
 Control Date.: 08/07/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 08-23 Fiscal Period...: (02-24) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
070123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 07/10-08/09	07/01/23	08-23	A	59450	65.00	.00	65.00
		07/01/23	02-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

072223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 08/23	07/22/23	08-23	A	59450	65.00	.00	65.00
		07/22/23	02-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: C.J01 (C.J. BROWN & COMPANY CPA'S)

072823-	FY22-23 AUDITED SERVICES, PROGRESS PYMT #2	07/28/23	08-23	A	59450	8976.00	.00	8976.00
		07/28/23	02-24					
** Vendor's Subtotal ----->						8976.00	.00	8976.00

VENDOR I.D.: CAL11 (CALCON SYSTEMS, INC.)

54115-	UPGRADES TO AVALON LIFT STATION	07/30/23	08-23	A	59450	20625.00	.00	20625.00
		07/30/23	02-24					
** Vendor's Subtotal ----->						20625.00	.00	20625.00

VENDOR I.D.: CAS01 (PETTY CASH)

073123-	MISC EXPENSES, 07/23	07/31/23	08-23	A	59450	128.26	.00	128.26
		07/31/23	02-24					
** Vendor's Subtotal ----->						128.26	.00	128.26

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

071123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 07/16-08/15	07/11/23	08-23	A	59450	65.00	.00	65.00
		07/11/23	02-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: DEL01 (DEL ROSARIO, BENITO)

072423-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO DEL0013	07/24/23	08-23	A	59450	100.00	.00	100.00
		07/24/23	02-24					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: GAR01 (GARCIA, MANUEL)

072023-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO GAR0010	07/20/23	08-23	A	59450	100.00	.00	100.00
		07/20/23	02-24					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: JSN01 (J.SNELL & CO., INC.)

103341-	CHECK ENDORSER - INSPECTION & MAINT. , 08/23-07/24	07/12/23	08-23	A	59450	385.00	.00	385.00
		07/12/23	02-24					
** Vendor's Subtotal ----->						385.00	.00	385.00

VENDOR I.D.: LEE01 (LEE, VICTOR & ANNETTE)

Accounts Payable Cash Requirements

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 CTL: 000

VENDOR I.D.: LEE01 (LEE, VICTOR & ANNETTE)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
080223-	ONE WWD HET REBATE FOR ACCT NO LEE00168	08/02/23	08-23	A	59450	50.00	.00	50.00
		08/02/23	02-24					
** Vendor's Subtotal ----->						50.00	.00	50.00

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

070123-	DIRECTOR MEDINA'S INTERNET SERVICE, 07/10-08/09	07/01/23	08-23	A	59450	65.00	.00	65.00
		07/01/23	02-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: MUN01 (MUNICIPAL MAINT.EQUIPMENT)

011276-	VACCON REPAIRS	06/30/23	08-23	A	59450	12165.95	.00	12165.95
		06/30/23	02-24					
** Vendor's Subtotal ----->						12165.95	.00	12165.95

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

072023-	ONE WWD HET REBATE FOR ACCT NO NAV0012	07/20/23	08-23	A	59450	50.00	.00	50.00
		07/20/23	02-24					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: OFF01 (OFFICE DEPOT)

318972771-	OFFICE SUPPLIES	07/03/23	08-23	A	59450	101.62	.00	101.62
		07/03/23	02-24					
320869746-	BREAKROOM SUPPLIES	07/11/23	08-23	A	59450	22.45	.00	22.45
		07/11/23	02-24					
322383906-	OFFICE SUPPLIES	07/10/23	08-23	A	59450	8.56	.00	8.56
		07/10/23	02-24					
323291444-	BREAKROOM SUPPLIES	07/14/23	08-23	A	59450	53.72	.00	53.72
		07/14/23	02-24					
** Vendor's Subtotal ----->						186.35	.00	186.35

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

063023-	DIRECTOR RICHARDS' INTERNET SERVICE, 07/23	06/30/23	08-23	A	59450	65.00	.00	65.00
		06/30/23	02-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

56123-	WWD DISCONNECTION SERVICE SPAM ERROR	06/16/23	08-23	A	59450	264.50	.00	264.50
		06/16/23	02-24					
56316-	NEW ON-CALL EMPLOYEE EMAIL - D. LOUIE	07/17/23	08-23	A	59450	149.50	.00	149.50
		07/17/23	02-24					
56453-	GM'S OUTLOOK - SERACHING ERROR	08/02/23	08-23	A	59450	190.90	.00	190.90
		08/02/23	02-24					
** Vendor's Subtotal ----->						604.90	.00	604.90

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

330246779-	OFFICE SUPPLIES	07/18/23	08-23	A	59450	898.55	.00	898.55
		07/18/23	02-24					
330461721-	OFFICE SUPPLIES	07/21/23	08-23	A	59450	36.58	.00	36.58
		07/21/23	02-24					
** Vendor's Subtotal ----->						935.13	.00	935.13

Accounts Payable Cash Requirements

VENDOR I.D.: SUZ01 (SUZUKI, SATOMI)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
072023-	THREE WWD HET REBATES FOR ACCT NO SUZ0001	07/20/23	08-23	A	59450	150.00	.00	150.00
		07/20/23	02-24					
** Vendor's Subtotal ----->						150.00	.00	150.00

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

117512-	ASSISTANCE W/ INSTALLATION OF PUMP #1 AT WWD OFC	07/20/23	08-23	A	59450	1602.00	.00	1602.00
		07/20/23	02-24					
117513-	REPAIRS AT PUMP CONTROL ALARM PANEL AT ROWNTREE PS	07/20/23	08-23	A	59450	1395.01	.00	1395.01
		07/20/23	02-24					
** Vendor's Subtotal ----->						2997.01	.00	2997.01

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

080123-	SEMI-ANNUAL PO BOX FEE, NO 2747	08/01/23	08-23	A	59450	258.00	.00	258.00
		08/01/23	02-24					
** Vendor's Subtotal ----->						258.00	.00	258.00

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

073123-	PAYROLL TRANSFER - 07/23	07/31/23	08-23	A	59450	48710.18	.00	48710.18
		07/31/23	02-24					
** Vendor's Subtotal ----->						48710.18	.00	48710.18

VENDOR I.D.: \A007 (JUANITA ABAD)

000C30701-	MQ CUSTOMER REFUND FOR ABA0022	08/01/23	08-23	Z	59450	36.87	.00	36.87
		08/01/23	02-24					
** Vendor's Subtotal ----->						36.87	.00	36.87

VENDOR I.D.: \A008 (TIMOTHY ASHLEY)

000C30701-	MQ CUSTOMER REFUND FOR ASH0003	08/01/23	08-23	Z	59450	44.25	.00	44.25
		08/01/23	02-24					
** Vendor's Subtotal ----->						44.25	.00	44.25

VENDOR I.D.: \C031 (GIL CONCEPCION)

000C30701-	MQ CUSTOMER REFUND FOR CON0082	08/01/23	08-23	Z	59450	89.35	.00	89.35
		08/01/23	02-24					
** Vendor's Subtotal ----->						89.35	.00	89.35

VENDOR I.D.: \C032 (ILUMINADA A. CONCEPCION)

000C30701-	MQ CUSTOMER REFUND FOR CON0087	08/01/23	08-23	Z	59450	117.25	.00	117.25
		08/01/23	02-24					
** Vendor's Subtotal ----->						117.25	.00	117.25

VENDOR I.D.: \D004 (RAMON DELA CRUZ)

000C30701-	MQ CUSTOMER REFUND FOR DEL0078	08/01/23	08-23	Z	59450	16.42	.00	16.42
		08/01/23	02-24					
** Vendor's Subtotal ----->						16.42	.00	16.42

Accounts Payable Cash Requirements

VENDOR I.D.: \D005 (FRANCISC P. & JOHN DOCTOR)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C30701-	MQ CUSTOMER REFUND FOR DOC0001	08/01/23	08-23	Z	59450	37.36	.00	37.36
		08/01/23	02-24					
** Vendor's Subtotal ----->						37.36	.00	37.36

VENDOR I.D.: \L043 (JOSEPH & VIRGINIA LEONG)

000C30701-	MQ CUSTOMER REFUND FOR LEO0037	08/01/23	08-23	Z	59450	63.10	.00	63.10
		08/01/23	02-24					
** Vendor's Subtotal ----->						63.10	.00	63.10

VENDOR I.D.: \L048 (JIE RONG LIN)

000C30701-	MQ CUSTOMER REFUND FOR LIN0068	08/01/23	08-23	Z	59450	35.80	.00	35.80
		08/01/23	02-24					
** Vendor's Subtotal ----->						35.80	.00	35.80

VENDOR I.D.: \L049 (XI BIN LIN)

000C30701-	MQ CUSTOMER REFUND FOR LIN0071	08/01/23	08-23	Z	59450	52.89	.00	52.89
		08/01/23	02-24					
** Vendor's Subtotal ----->						52.89	.00	52.89

VENDOR I.D.: \L050 (FLOR LOPEZ)

000C30701-	MQ CUSTOMER REFUND FOR LOP0045	08/01/23	08-23	Z	59450	91.11	.00	91.11
		08/01/23	02-24					
** Vendor's Subtotal ----->						91.11	.00	91.11

VENDOR I.D.: \M019 (JASON MATIISH)

000C30701-	MQ CUSTOMER REFUND FOR MAT0030	08/01/23	08-23	Z	59450	114.81	.00	114.81
		08/01/23	02-24					
** Vendor's Subtotal ----->						114.81	.00	114.81

VENDOR I.D.: \P008 (DAVID PARK)

000C30701-	MQ CUSTOMER REFUND FOR PAR0097	08/01/23	08-23	Z	59450	99.41	.00	99.41
		08/01/23	02-24					
** Vendor's Subtotal ----->						99.41	.00	99.41

VENDOR I.D.: \P009 (TY PO)

000C30701-	MQ CUSTOMER REFUND FOR PO 0001	08/01/23	08-23	Z	59450	123.31	.00	123.31
		08/01/23	02-24					
** Vendor's Subtotal ----->						123.31	.00	123.31

VENDOR I.D.: \R007 (DALTON RUNBERG)

000C30701-	MQ CUSTOMER REFUND FOR RUN0001	08/01/23	08-23	Z	59450	37.36	.00	37.36
		08/01/23	02-24					
** Vendor's Subtotal ----->						37.36	.00	37.36

VENDOR I.D.: \S033 (KIMBERLY & DARRYL SAZON)

VENDOR I.D.: \S033 (KIMBERLY & DARRYL SAZON)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C30701-	MQ CUSTOMER REFUND FOR SAZ0001	08/01/23	08-23	Z	59450	72.79	.00	72.79
		08/01/23	02-24					
** Vendor's Subtotal ----->						72.79	.00	72.79

VENDOR I.D.: \T006 (AMY TILDEN)

000C30701-	MQ CUSTOMER REFUND FOR TIL0014	08/01/23	08-23	Z	59450	131.67	.00	131.67
		08/01/23	02-24					
** Vendor's Subtotal ----->						131.67	.00	131.67

VENDOR I.D.: \T022 (TRAVIS & AUDRIANA TODD)

000C30701-	MQ CUSTOMER REFUND FOR TOD0001	08/01/23	08-23	Z	59450	40.72	.00	40.72
		08/01/23	02-24					
** Vendor's Subtotal ----->						40.72	.00	40.72

VENDOR I.D.: \V008 (DON VERIDIANO)

000C30701-	MQ CUSTOMER REFUND FOR VER0027	08/01/23	08-23	Z	59450	28.78	.00	28.78
		08/01/23	02-24					
** Vendor's Subtotal ----->						28.78	.00	28.78

VENDOR I.D.: \W006 (COREY WOLFFS)

000C30701-	MQ CUSTOMER REFUND FOR WOL0002	08/01/23	08-23	Z	59450	100.15	.00	100.15
		08/01/23	02-24					
** Vendor's Subtotal ----->						100.15	.00	100.15

** Report's Total -----> 98080.18 .00 98080.18
 =====

** Total Vendors On This Report -----> 40
 =====

** Total Vendors Needing Checks -----> 40
 =====

Code Title

 A IMMEDIATE

RESOLUTION NO. 673

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT
DURING FISCAL YEAR 2023-2024**

WESTBOROUGH WATER DISTRICT

WHEREAS, by Resolution No. 657, this Board established the appropriations limit applicable to the District during the Fiscal Year 2022-2023 as \$12,821,450; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit during Fiscal Year 2023-2024 by applying to the previous year's limit certain factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

WHEREAS, the calculations showing the applications of those factors have been forwarded to the Board of Directors for review and have been made available for public inspection at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors are as follows: (1) the change in the California per capita personal income was 4.44%; and (2) the applicable change in population from January 2022 to January 2023 was 0%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Westborough Water District that the appropriations limit for Fiscal Year 2023-2024 is established as \$13,390,722.

Passed and adopted this 10th day of August, 2023, by the following vote of the Board.

AYES:

NOES:

ABSENT:

President, Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

WESTBOROUGH WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023 - 2024

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2023-2024 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on August 10, 2023.

1. Appropriations limit for Fiscal Year 2022 – 2023	\$12,821,450
2. Population change (January 1, 2022 - January 1, 2023)	0%
3. Change in California per Capita Personal Income Fiscal Year 2022 - 2023	4.44%
4. Fiscal Year 2023 - 2023 adjustment factor (1.0444 x 1)	1.0444
5. Fiscal Year 2023 - 2024 appropriations limit (\$12,821,450 x 1.0444)	\$13,390,722

Dated: July 25, 2023

RESOLUTION NO. 674

ADOPTING AND RESTATING THE RATE AND FEE SCHEDULE

WESTBOROUGH WATER DISTRICT

WHEREAS, pursuant to various resolutions and ordinances, the District has adopted rates and fees to govern its provision of water, sanitary sewer and special services; and

WHEREAS, these rates and fees were last compiled and restated in 2022 when the District adopted Resolution No. 661; and

WHEREAS, the District's General Counsel has updated the Rate and Fee Schedule and with the General Manager recommends that the attached Rate and Fee Schedule be adopted and Resolution No. 661 be superseded.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Westborough Water District adopts and restates its Rate and Fee Schedule as attached and that Resolution No. 661 be superseded.

Passed and adopted this 10th day of August, 2023, by the following vote of the Board.

AYES:

NOES:

ABSENT:

President, Westborough Water District

ATTEST:

Secretary of the Board

WESTBOROUGH WATER DISTRICT

RATE AND FEE SCHEDULE

ADOPTED AND RESTATED AS OF AUGUST 10, 2023

BY RESOLUTION NO. 674

I. WATER SERVICE

A.	Domestic, Commercial and Public Service	§§ 100 - 106
B.	Private Fire Protection Service	§§ 110 - 115
C.	Public Fire Protection Service	§§ 120 - 123
D.	Temporary Water Service	§§ 130 - 135

II. SANITARY SEWER SERVICE

A.	Sanitary Sewer Service, Handling and Permit Fees	§§ 200 - 202
B.	Sanitary Sewer Connection Fees	§§ 203 - 208

III. SPECIAL SERVICES §§ 300 - 307

IV. DEPOSITS §§ 400 - 405

Tables

I. Service Charge for Installed Water Meters

II. Service Charge for Temporary Water Meters

Appendices

A. Rated Maximum Capacity of Different Sizes and Types of Meters

B. Number of Fixture Units Per Plumbing Fixture

C. Derivation

I. WATER SERVICE

A. Domestic, Commercial or Public Service

§100 Water Storage and Supply Fee - Domestic, Commercial or Public Service

At the time of submission of an application to connect to the water distribution facilities of the District, the applicant shall pay a water storage and supply fee according to the size of meter required by the District. The fee (in dollars) shall be computed as follows:

$$\text{Fee} = \frac{\text{Rated Maximum Capacity of Meter (in gpm)}}{20 \text{ gpm}} \times \$8,156.00$$

where the rated maximum capacities of different sizes of meters are shown as Appendix A to this Schedule.

§101 Water Meter Installation Fee - Domestic, Commercial or Public Service

- (a) Where the water service connection has been installed, the water meter installation fee shall be 1.5 times the cost of the meter, including transportation and tax, but in no event less than \$75.00.
- (b) Where the water service connection has not been installed, the applicant shall pay, in addition to the fee set forth in §101(a), the cost of installation of the water service connection as determined under §300 et seq. hereof.

§102 Water Meter Service Charge - Domestic, Commercial or Public Service

Each customer shall pay a meter service charge bi-monthly according to the size of meter installed, at the rates set forth in Table I to this Schedule.

§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.

§104 Minimum Bill for Water Service per Billing Period

There is no minimum bill for water service per billing period for domestic, commercial service or public service.

§105 Reconnection Fee - Domestic, Commercial or Public Service

Where service to any premises has been discontinued, the fee for reconnection of service shall be \$50.00, provided that the fee for reconnection of service shall be \$115.00 in the event that the service is reconnected before or after normal business hours.

§106 Water Storage and Supply Fees for Multiple Family Projects Having at Least Ten Units

Notwithstanding §§100 and 110 of the Rate and Fee Schedule, applicants for water service for apartment buildings and other multiple family projects having at least ten (10) units within the project covered by the application, shall pay water storage and supply fees and sanitary sewer connection fees computed in accordance with §§100 and 110 as may be applicable or computed on the prorated basis of \$6,000.00 per acre, whichever amount is more.

B. Private Fire Protection Service - (Sprinkler Systems for Private Buildings)

§110 Water Storage and Supply Fee - Private Fire Protection Service

At the time of the submission of an application to connect to the water facilities of the District, the applicant shall pay a water storage and supply fee according to the size of the meter required by the District. The fee (in dollars) shall be computed as follows:

$$\text{Fee} = \frac{\text{Rated Maximum Capacity of Meter (in gpm)}}{20 \text{ gpm}} \times \$250.00$$

where the rated maximum capacity of different sizes of meters are shown as Appendix A to this Schedule.

§111 Water Meter Installation Fee - Private Fire Protection Service

The water meter installation fee shall be 1.5 times the cost of the meter but in no event less than \$75.00.

§112 Water Meter Service Charge - Private Fire Protection Service

- Each customer obtaining private fire protection service shall pay a meter service charge for the meter according to the rate set forth in Table I to this Schedule.

§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

§114 Minimum Bill for Water per Billing Period - Private Fire Protection Service

Each customer shall pay, each billing period, not less than the sum of the meter service charge plus an additional amount computed as follows:

\$1.00 per month times the diameter in inches of the fire line.

§115 Reconnection Fee - Private Fire Protection Service

Where service to any premises has been discontinued, the fee for reconnection of service shall be \$25.00.

C. Public Fire Protection Service

§120 Water Storage and Supply Fee - Public Fire Protection Service

There shall be no storage and supply fee for fire hydrants or similar facilities installed to provide public fire protection.

§121 Water Meter Installation Fee - Public Fire Protection Service

Fire hydrants and similar facilities installed for public fire protection service shall not be metered. Therefore there shall be no meter installation fee.

§122 Water Meter Service Charge - Public Fire Protection Service

Fire hydrants and similar facilities installed for public fire protection service shall not be metered. Therefore there shall be no meter service charge.

§123 Water Quantity Charge - Public Fire Protection Service

There shall be no charge for water consumed providing public fire protection service or services incidental thereto.

D. Temporary Water Service

§130 Water Storage and Supply Fee - Temporary Water Service

There shall be no water storage and supply fee for temporary water service.

§131 Water Meter Installation Fee - Temporary Water Service

All water consumed shall be metered.

- (a) Where the temporary water service is to be obtained from a fire hydrant, the applicant for such temporary water service shall deposit with the District for use of an approved water meter not less than 1.5 times the cost of the meter but in no event less than \$350.00. Upon return of the meter, the deposit shall be refunded less any amount remaining unpaid for water consumed and any amount required to repair the meter should it be damaged.
- (b) Where the temporary water service is to be obtained directly from a transmission or distribution main of the District, the applicant shall pay all costs of installation of the water service connection in addition to the fee set forth in §131(a).

§132 Water Meter Service Charge - Temporary Water Service

Each customer shall pay a meter service charge which shall be as set forth in Table II.

§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.

§134 Minimum Bill for Water per Billing Period - Temporary Water Service

Each customer shall pay not less than the meter service charge for the period of time beginning when the customer obtains the meter from the District and ending when the meter is returned to the District.

§135 Unauthorized Use of Meter - Temporary Water Service

Use of a meter obtained for temporary water service in any unauthorized manner by connection to any unauthorized fire hydrant or by removal from the boundaries of the District without approval may result in the termination of service and the loss of the deposit.

II. SANITARY SEWER SERVICE

A. Sanitary Sewer Service, Handling & Permit Fees

§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.

§201 Sanitary Sewer Handling Charge

Each customer shall pay, on a bi-monthly basis, a sanitary sewer handling charge computed at the rate of \$2.03 per one hundred (100) cubic feet of water consumption. Water consumption shall be calculated on the basis of the water consumed during the winter months of January and February, with a minimum of 2 units of one hundred (100) cubic feet of water per two-month period.

§202 Sanitary Sewer Permit Fee

- (a) Where the lateral sewer portion of the side sewer has been installed, the applicant shall pay a sanitary sewer permit fee of \$10.00 for each building sewer to be constructed.
- (b) Where the lateral sewer portion of the side sewer has not been installed, the applicant shall pay, in addition to the fee set forth in §202(a), the cost of installation of the lateral sewer as determined under §300 et seq. hereof.

B. Sanitary Sewer Connection Fees

§203 Sanitary Sewer Connection Fee - Single Family Residential Service

- (a) Dwelling units in any one 12 month period by a builder/developer or any subsidiary, partner or joint venture with no more than 33 fixture units per residential unit\$2,800 Minimum per D/U
- (b) New Single Family Residence with Secondary Unit (up to an additional 33 fixture units for the single family and up to 11 fixture units for the secondary unit).....\$3,685 for both units

- (c) Conversion of Single Family Residence to one with Secondary Unit (up to an additional 11 fixture units for conversion).....\$650 for second unit

Plus, as to Item (1) above, if there is in excess of 33 fixture units, an additional\$68 per fixture unit

Plus, as to Item (1) above, common facilities\$68 per fixture unit

As to Items (2) and (3) above, if there is in excess of 33 fixture units to primary residence or in excess of a total of 11 fixture units in the secondary unit, there is an additional.....\$68 per fixture unit

§204 Sanitary Sewer Connection Fee - Multiple Family Residential Service

At the time of submission of an application to connect to the sanitary sewer collection facilities of the District, the applicant shall pay a sanitary sewer connection fee as follows:

Connection Fee up to and including 21 fixture units.....\$2175 Minimum per DU

Plus, in excess of 21 fixture units.....\$68 per fixture unit

Plus, common facilities.....\$68 per fixture unit

§205 Sanitary Sewer Connection Fee - Multiple Family Projects Having at Least Ten Units

Notwithstanding §§203 and 204 of the Rate and Fee Schedule, applicants for sanitary sewer service for apartment buildings and other multiple family projects having at least ten (10) units within the project covered by the application, shall pay sanitary sewer connection fees computed in accordance with §§203 and 204 as may be applicable or computed on the prorated basis of \$6,000.00 per acre, whichever amount is more.

§206 Sanitary Sewer Connection Fee - Commercial, Industrial, Public or Other Uses

- (a) Commercial, Industrial Uses--At the time of submission of an application to connect to the sanitary sewer collection facilities of the District, the applicant shall pay a sanitary sewer connection fee as follows:

Connection Fee.....\$3350 Minimum

Plus, for fixture units.....\$68 per fixture unit

Plus, additional fees which may be charged based on type of use and/or type and/or amount of discharge

- (b) Condominium Conversion--Each customer shall pay the difference between charges initially paid for connection as a multiple dwelling, as credited against charges for single dwellings in effect at time of conversion to condominium.
- (c) Change or Use/Alteration or Addition to Existing Connection--Each customer shall pay, for change of use/alteration or addition to connection a minimum of \$63, plus \$63 for each additional fixture unit in excess of 33.
- (d) Special Connection Charges--In addition to the above fees, the District may impose charges based on type of use, discharge, or impact on District facilities, to provide the equitable distribution of the cost of District's wastewater system.
- (e) Swimming Pools--Each customer shall pay a charge of \$63 per fixture unit.

2" Discharge Pipe = 4 fixture units

3" Discharge Pipe = 6 fixture units

4" Discharge Pipe = 8 fixture units

Industrial Waste Discharge Permit Required Use--Each customer shall pay a minimum of \$500 for the District's cost of processing the Industrial Waste Discharge Permit Application and Permit, reviewing proposed monitoring programs, and inspecting pretreatment and monitoring facilities. If the District's estimate of expenses exceeds the minimum fee of \$500 per permit by 25%, the fee shall be based on said estimate costs.

Public Sewer Construction

- (1) Encroachment Permit.....\$70
- (2) Inspection Charge--Each customer shall pay a sum equal to the District's cost for inspection, including but not limited to staff's hourly rate, plus benefits, transportation, and administrative costs. The minimum cost shall be \$70.

Alteration of Existing Use of Installation.....\$70 Minimum

Note 1: This fee does not apply to Industrial Uses which are required to obtain an Industrial Waste Permit.

Note 2: The District Board of Directors may waive said fee for Public Use buildings if it finds that the public interest is served by such waiver and if the Board of Directors of the North San Mateo County Sanitation District agrees to a waiver of such fee.

The number of fixture units per plumbing fixture is shown on Appendix B to this Schedule.

§207 Inspection Fees

For each building sewer installation.....\$100/installation

§208 Definitions

The terms "single family residential service" and "multiple family residential service" shall have the meanings adopted by the North San Mateo County Sanitation District, i.e., units to which the fee title is sold separately, whether they are physically attached or detached, are considered single family residential units.

III. SPECIAL SERVICES

§300 Special Services

The District will provide advisory, technical, legal and maintenance services to applicants requesting assistance in connecting to or extending the water and sanitary sewer systems of the District, provided the applicant pays to the District the cost of such services plus an additional 10% to defray unallocated expenses of the District.

§301 Administrative Services

Subject to §300, the costs of District administrative services resulting from assistance given to applicants for water or sanitation service shall be charged to the applicant.

§302 Engineering Services

Subject to §300, the costs of engineering services performed for the District resulting from assistance to applicants for water or sanitation services shall be charged to the applicant.

§303 Legal Services

Subject to §300, the costs of legal services performed for the District resulting from assistance to applicants for water or sanitation service shall be charged to the applicant.

§304 Maintenance Services

The District does not provide maintenance service for individual customers except under emergency situations. When such service is provided, the customer will be billed at the prevailing rate for plumbing contractors but not less than \$25.00 per hour plus cost of materials.

§305 Water Service Installation or Installation of a Lateral Sewer Portion of a Side Sewer

To install a water service connection or a lateral sewer portion of a side sewer, the applicant shall execute a Development Agreement with the District, which includes provisions for District review of the plans and inspection of the work, bonding and insurance requirements and dedication of easements to the District. The cost of installation of a water service connection and/or the lateral sewer portion of a side sewer shall be the sum of the costs of construction, engineering, administrative, inspection and legal services incurred by the District, as set forth in §300, as well as the storage and supply fee and water meter installation fee if applicable.

In addition, applicant will be required to obtain any necessary permits from the City of South San Francisco and any other governing jurisdictions.

§306 Deposit for Services

To secure the payment of costs incurred by the District pursuant to the foregoing sections, the applicant or customer may be required to deposit money with the District in accordance with §400 et seq. hereof.

§307 Late Payment Charges

A late payment charge in the amount of 3.5% of the total bill or a minimum amount of \$3.50, whichever is greater, shall be added to any bill that is not paid within 20 days of the date of the bill. A second late payment charge in the amount of 5% of the amount of the bill including the first late payment charge, or a minimum of \$5.00, whichever is greater, shall be added to any bill that is not paid within 30 days of the date of the bill. If the total amount due and owing, including the late payment charges set forth above, are not paid within 32 days of the date of the bill, a District representative will attempt to collect the amount due and owing from the customer in person at the address of the water account. The account will be subject to service termination if the total amount due and owing to the District, including the two late payment charges plus an additional \$30.00 charge for service continuation, is not paid at that time.

§308 Non-sufficient Funds Fee

Each customer shall pay a fee of \$30.00 for each check returned by the bank for insufficient funds.

§309 Credit Card Charge Back Fee

Each customer shall pay a fee of \$40.00 for each credit card charge that is contested by the customer and charged back to the District by the credit card servicer.

§310 Unauthorized Connection Fee

An unauthorized connection fee of \$50.00 will be charged to each customer who, without the authorization or consent of the District, connects or reconnects to the District's water facilities. This fee shall be in addition to any costs of labor and materials needed to repair any damage to the District's facilities or property.

IV. DEPOSITS

§400 Deposit - Water Meter Test

Any customer requesting the District to test the accuracy of the water meter serving his premises shall deposit with the District \$25.00, which deposit will be returned if the test shows the meter records more than 2% fast. If the meter records 2% or less in error, the cost of testing the meter including the cost of transportation to and from the laboratory shall be deducted from the deposit and the balance refunded to the customer.

§401 Establishment of Credit/Responsibility for Payment of Account

All applicants for water and sewer service shall make a security deposit with the District in the amount of \$150.00 to establish an account for service. The deposit, less the amount of any unpaid water and sewer bills, will be refunded, without interest, upon termination of service.

Where a tenant has been delinquent in the payment of water and sewer service charges to a property for residential use, applications for service to subsequent tenants at that property shall be provided on the account of the landlord or property owner.

§402 Deposit - Water Service Connection Installation

Whenever it is necessary to install a water service connection to provide service to the premises of an applicant, the applicant shall deposit with the District 120% of the estimated cost of installation of the connection.

§403 Deposit - Lateral Sewer Installation

Whenever it is necessary to install a lateral sewer connection to provide service to the premises of an applicant, the applicant shall deposit with the District 120% of the estimated cost of installation of the connection.

§404 Deposit - Extension of Service

Where an applicant proposes to extend water and/or sewer facilities of the District, the applicant shall deposit with the District an amount equal to 5% of the cost of construction of the facilities to secure the payment of all engineering, administrative, inspection, and legal costs plus overhead incurred by the District, but in no event less than \$1,000.00.

§405 Deposit - Special Services to District

Whenever an applicant requests assistance of the District regarding administrative, engineering, or legal services, the applicant shall deposit an amount equal to the estimated cost of such services but in no event less than \$1,000.00.

TABLE I
SERVICE CHARGE FOR INSTALLED WATER METERS

<u>Meter Size</u>	<u>Bi-Monthly Charge</u>
5/8" meter	\$ 44.00
3/4" meter	\$ 58.41
1" meter	\$ 76.01
1-1/2" meter	\$ 137.61
2" meter	\$ 183.81
3" meter	\$ 322.41
4" meter	\$ 692.01
6" meter	\$1,033.89
8" meter	\$1,526.14

TABLE II
SERVICE CHARGE FOR TEMPORARY WATER METERS

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8" with Hydrant Fittings	\$1.00
1" with Hydrant Fittings	\$2.00
2-1/2" with Hydrant Fittings	\$5.00

NOTE: A deposit is required for the loan of a meter with hydrant fittings, as follows:

<u>Meter Size</u>	<u>Deposit</u>
5/8"	\$100
1"	\$150
2-1/2"	\$750

APPENDIX A

Rated Maximum Capacity of Different Sizes and Types of Meters

<u>Size</u>	<u>Disc</u>	<u>Compound</u>	<u>Torrent</u>	<u>Main Line (Propeller)</u>
5/8 x 3/4	20 gpm			
3/4	30 gpm			
1	50 gpm			
1-1/2	100 gpm			
2	160 gpm	160 gpm	175 gpm	80 gpm
3	300 gpm	315 gpm	400 gpm	200 gpm
4		500 gpm	700 gmp	400 gpm
6		1000 gpm	1600 gpm	900 gpm
8		1600 gpm	2800 gpm	1200 gpm
10		2300 gpm	4200 gpm	1500 gpm
12			6400 gpm	2000 gpm
14				2500 gpm
16				3500 gpm

APPENDIX B

Number of Fixture Units Per Plumbing Fixture

<u>Kind of Fixture</u>	<u>Units</u>
Bathtubs	2
Bidets	2
Dental units or cuspidors	1
Drinking fountains	1
Floor drains	2
Interceptors for grease, oil, solids, etc.	3
Interceptors for sand, auto wash, etc.	6
Laundry tubs or clotheswashers (residential)	2
Laundry tubs or clotheswashers (self-service laundry -- 2 units each)	2
Receptors (floor sinks) indirect waste receptors for refrigerators, coffee urn, water station, etc.	1
Receptors, indirect waste receptors for commercial sinks, dishwashers, airwashers, etc.	3
Showers, single stalls	2
Showers, gang (one unit per head)	1
Sinks, bar, residential (1-12" min. waste)	1
Sinks, bar, commercial (2" min. waste)	2
Sinks, commercial or industrial, schools, etc., including dishwashers, wash up sinks and wash fountains (2" min. waste)	3
Sinks, flushing rim clinic	6
Sinks, and/or dishwashers (residential, 2" min. waste)	2
Sinks, service	3
Trailer Park traps (one for each trailer)	6
Urinals, pedestal	6
Urinals, stall	2

Urinals, wall (2" min. waste)	2
Urinals, wall trough (2" min. waste)	3
Wash basins (lavatories) single	1
Wash basins, in sets	2
Water closets	6

Drain line stubs which provide a means for future extension of drains shall be assigned the number of fixture units listed in the following schedule:

<u>Diameter of Drain Line</u>	<u>Fixture Units</u>
1-1/2 - inches and smaller	2
2 - inches	3
2-1/2 - inches	4
3 - inches	5
4 - inches	6

Change of Use. If, at any time after payment of a connection charge, there is a change of use on the premises resulting in more than a ten fixture unit increase in plumbing fixtures, the owner shall, prior to issuance of a change of use permit, pay to the District \$55 for each fixture unit in excess of the number used in calculating the original connection charge.

APPENDIX C

Derivation

1. Rate and Fee Schedule originally adopted May 11, 1967 by Resolution No. 192, effective May 14, 1967.
2. §143 amended by motion August 21, 1969, effective September 1, 1969.
3. §202 and §212 amended by motion December 11, 1969, effective January 1, 1970.
4. §§103, 113 and 133 amended by motion April 9, 1970, effective July 1, 1970 for water consumed commencing May 1, 1970.
5. §143 amended by motion May 14, 1970, effective July 1, 197- for water consumed commencing May 1, 1970.
6. §§210, 211 and 212 amended by motion February 15, 1972, effective March 15, 1972.
7. §104 and §214 added by Resolution No. 250 adopted March 9, 1972, effective March 15, 1972.
8. §200 and §210 amended by motion September 14, 1972, effective September 15, 1972.
9. §202 and §212 amended by motion September 14, 1972, effective November 1, 1972.
10. §212 amended by motion October 12, 1972, effective November 1, 1972.
11. §§103, 113 and 133 amended by motion June 26, 1974, effective July 1, 1974.
12. §§103, 113 and 133 amended by Resolution No. 273, adopted June 26, 1974.
13. §§202, 212 amended by Resolution No. 274, adopted July 11, 1974.
14. §202 and §212 amended by motion July 11, 1974, effective July 1, 1974.
15. §§210 and 212 amended by Resolution No. 281, adopted March 13, 1975.
16. §§103, 113 and 133 amended by Resolution No. 306, adopted June 10, 1976.
17. §203 added and §§202 and 212 amended by Resolution No. 309, adopted by July 8, 1976.
18. §§220 and 210 amended by Resolution No. 318, adopted February 10, 1977.
19. §§103, 113 and 133 amended by Resolution No. 319, adopted February 10, 1977.
20. §§200 and 210 amended by Resolution No. 320, adopted February 10, 1977.

21. §§103 and 104 amended by Resolution No. 321, adopted March 10, 1977.
22. §§113 and 133 amended by Resolution No. 321, adopted March 10, 1977.
23. §210 amended by Resolution No. 323, adopted May 12, 1977.
24. §210 amended by Resolution No. 329, adopted July 14, 1977.
25. §§103, 104, 113 and 133 amended by Resolution No. 338, adopted March 9, 1978.
26. §203 deleted, §§213, 220, 221 and 222 added and conforming amendments made to other sections by Resolution No. 349, restating the Rate and Fee Schedule, adopted February 8, 1979.
27. §§103, 104, 113 and 133 amended by Resolution No. 354, adopted May 8, 1979.
28. §§203, 213 and 223 added by Resolution No. 356, adopted July 9, 1979.
29. §§202, 212 and 222 amended by Resolution No. 358, adopted August 9, 1979.
30. §307 added by Resolution No. 359, adopted October 11, 1979.
31. Table II of Rate and Fee Schedule amended by Resolution No. 372, adopted October 9, 1980.
32. Table I of the Rate and Fee Scheduled amended by Resolution No. 376, adopted March 19, 1981.
33. §§202, 212 and 221 amended by Ordinance 23, adopted July 10, 1986.
34. §§200, 210 and 220 of the Rate and Fee Schedule amended by Ordinance No. 24, adopted September 4, 1986.
35. §§202, 212 and 222 amended by Ordinance No. 25, adopted August 13, 1987.
36. §§102, 112, 122 and 132 amended by Resolution No. 438, adopted May 10, 1990.
37. §§103, 104 and 113 amended by Resolution No. 441, adopted June 14, 1990.
38. §§103, 113 and 133 amended by Resolution No. 444, adopted April 1, 1991.
39. §§103, 104 and 133 amended by Resolution No. 445, adopted April 25, 1991.
40. §§103, 113 and 133 amended by Resolution No. 451, adopted June 11, 1992.
41. §§202, 212 and 222 amended by Ordinance No. 37, adopted August 13, 1992.
42. §§103, 113 and 133 amended by Resolution No. 454, adopted April 8, 1993.

43. §§103, 113 and 133 amended by Resolution No. 456, adopted June 10, 1993.
44. §§202, 212 and 222 amended by Ordinance No. 39, adopted August 12, 1993.
45. §§103, 113 and 133 amended by Resolution No. 460, adopted June 20, 1994.
46. §§202, 212 and 222 amended by Ordinance No. 40, adopted July 13, 1995.
47. §307 amended by Resolution No. 468, adopted July 11, 1996.
48. §§202, 212 and 222 amended by Ordinance No. 41, adopted July 17, 1997.
49. All sanitary and sewage fees, except for §§202, 212 and 222, restated and adopted by Ordinance No. 42, adopted October 9, 1997.
50. §§202, 212 and 222 amended by Ordinance No. 43, adopted July 8, 1999.
51. §§103, 113 and 133 amended by Resolution No. 486, adopted July 8, 1999.
52. §§202, 212 and 222 amended by Ordinance No. 45, adopted August 2, 2001.
53. §§103, 113 and 133 amended by Resolution No. 502, adopted June 13, 2002.
54. §§202, 212 and 222 amended by Ordinance No. 46, adopted June 13, 2002.
55. §§202, 212 and 222 amended by Ordinance No. 47, adopted July 10, 2003.
56. §§202, 212 and 222 amended by Ordinance No. 48, adopted July 1, 2004.
57. §§200, 210, and 220 amended by Ordinance No. 49, adopted July 14, 2005.
58. §§202, 212, and 222 amended by Ordinance No. 50, adopted July 14, 2005.
59. Rate and Fee Schedule adopted and restated by Resolution No. 528, adopted May 18, 2006.
60. §§103, 113, and 133 amended by Resolution No. 531, adopted July 13, 2006.
61. §200 amended by Ordinance No. 51, adopted July 13, 2006.
62. §200 amended by Ordinance No. 53, adopted July 12, 2007.
63. §200 amended by Ordinance No. 51, adopted July 13, 2006.
64. §§103, 113, and 133 amended by Resolution No. 541, adopted July 10, 2008
65. §200 amended by Ordinance No. 55, adopted July 10, 2008

66. §§103, 113, and 133 amended by Resolution No. 550, adopted July 9, 2009
67. §§200, 201 amended by Ordinance No. 57, adopted July 9, 2009
68. §§103, 113, and 133 amended by Resolution No. 556, adopted July 8, 2010
69. §§105, 115, and 307 amended by Resolution No. 557, adopted July 8, 2010
70. §§103, 113, and 133 amended by Resolution No. 564, adopted July 14, 2011
71. §§103, 113, and 133 amended by Resolution No. 569, adopted June 14, 2012
72. §§200 amended by Ordinance No. 62, adopted July 11, 2013.
73. §§103, 113, and 133 amended by Resolution No. 581, adopted July 10, 2014.
74. §§200, 201 amended by Ordinance No. 63, adopted July 10, 2014.
75. §§200, 201 amended by Ordinance No. 66, adopted July 10, 2015.
76. §§103, 113 and 133 amended by Resolution No. 589, adopted July 10, 2015.
77. §100, amended by Resolution ___, adopted May 12, 2016
78. §200, amended by Ordinance No. 68, adopted July 14, 2016.
79. §§103, 113, and 133 amended by Resolution No. 595, adopted July 14, 2016.
80. §§105 and 307 amended by , and 308, 309, and 310 added by, Resolution No. 596, adopted July 14, 2016.
81. §§200, 201 amended by Ordinance No. 70, adopted July 13, 2017.
82. §§200, 201 amended by Ordinance No. 71, adopted July 12, 2018.
83. Table 1 amended by Resolution 608, adopted July 12, 2018.
84. §200, amended by Ordinance No. 72, adopted July 8, 2021.
85. §§103, 113, and 133 amended by Resolution No. 628, adopted July 8, 2021.
86. Table 1 amended by Resolution 629, adopted July 8, 2021.
87. §200, amended by Ordinance No. 74, adopted July 14, 2022.

88. §§103, 113, and 133 amended by Resolution No. 656, adopted July 14, 2022.
89. §200 amended by Ordinance No. 75, adopted July 13, 2023.
90. §§103, 113, and 133 amended by Resolution No. 672, adopted July 13, 2023.

Regional Water Solutions: A Look at ACWD's Integrated Resources Planning Successes & Lessons Learned

ACWA Region 5 Program & Tour – Preliminary Program Agenda and Itinerary

September 22, 2023 | Alameda County, CA

- 9:00 a.m. Check-in and Continental Breakfast at ACWD Headquarters
43885 S. Grimmer Blvd., Fremont, CA
- 9:30 a.m. Welcome and Introductions
John Varela, Chair, ACWA Region 5
Pam Tobin, President, ACWA Board of Directors
Cathy Green, Vice President, ACWA Board of Directors
- 9:40 a.m. ACWA Update
Dave Eggerton, Executive Director, ACWA
- 9:50 a.m. ACWA/JPIA Update
Adrienne Beatty, Assistant Executive Officer, ACWA/JPIA
Kevin Phillips, Director of Member Outreach, ACWA/JPIA
- 10:00 a.m. Overview of Alameda County Water District's Facilities, Water Supplies, Groundwater Recharge, Integrated Resources Planning
Laura Hidas, Director of Water Resources, Alameda County Water District
- 10:45 a.m. Depart ACWD Headquarters
- 11:30 a.m. Stop 1: Tour Rubber Dam #1 Fish Ladder & Fish Screens Site < 2022 Clair A. Hill Agency Award for Excellence Recipient
- 12:45 p.m. Stop 2: Quarry Lakes Regional Park
 - "A Brief History of Alameda County Water District," **Paul Sethy**, President, Alameda County Water District
 - Overview of Recharge Ponds as a Resource and Recreation Amenity
 - Lunch
- 2:15 p.m. Stop 3: Tour Newark Desalination Facility
- 3:30 p.m. Travel to ACWD Headquarters
- 4:00 p.m. Concluding Remarks
Sarah Palmer, Vice Chair, ACWA Region 5

THANK YOU TO OUR SPONSORS



ACWA REGION 5 BOARD 2022 – 2023

Chair: John L. Varela, Valley Water • **Vice Chair:** Sarah Palmer, Zone 7 Water Agency

Board Members: Ernesto A. Avila, Contra Costa Water District; Mary Bannister, Pajaro Valley Water Management Agency; John Muller, Coastside County Water District; Floyd Wicks, Montecito Water District

Event underwritten by ACWA Region 5

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	07/07/23 to 08/03/23	30324	28	1083.01	-38.80
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	59724	59	1012.27	

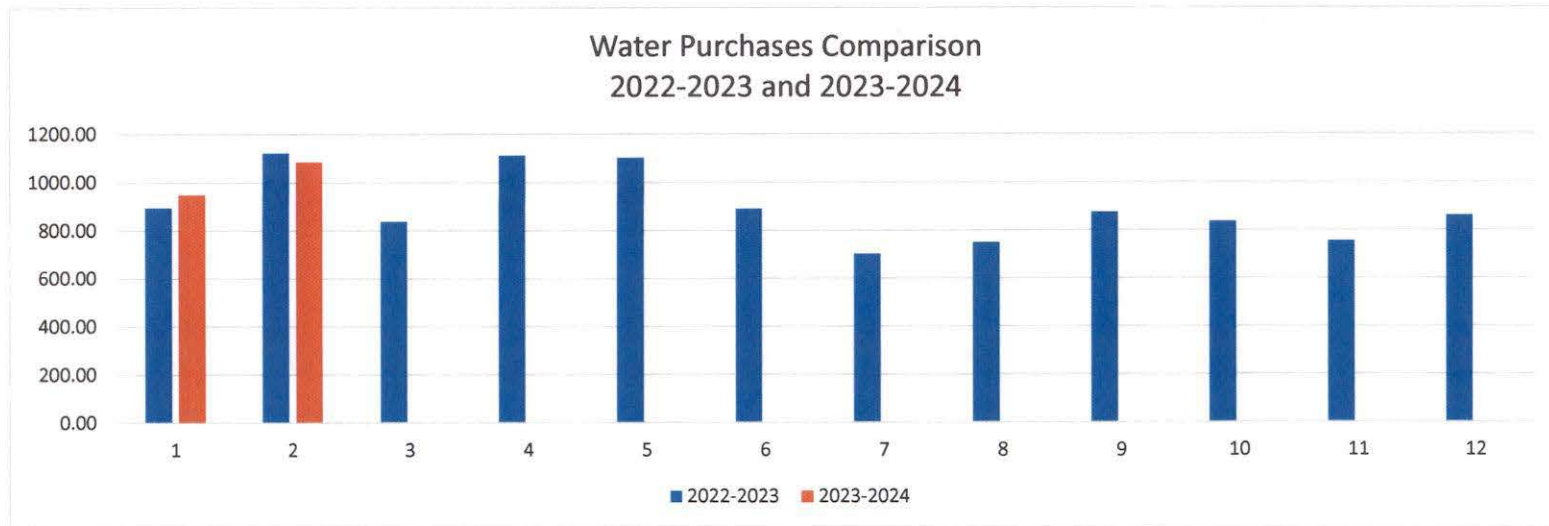
⁵ Skyline Tank No. 3 was placed back in service after exterior recoating

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	56.15
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.1



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	07/07/23 to 08/03/23	30324	28	1083.01	123.94
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	59724	59	1012.27
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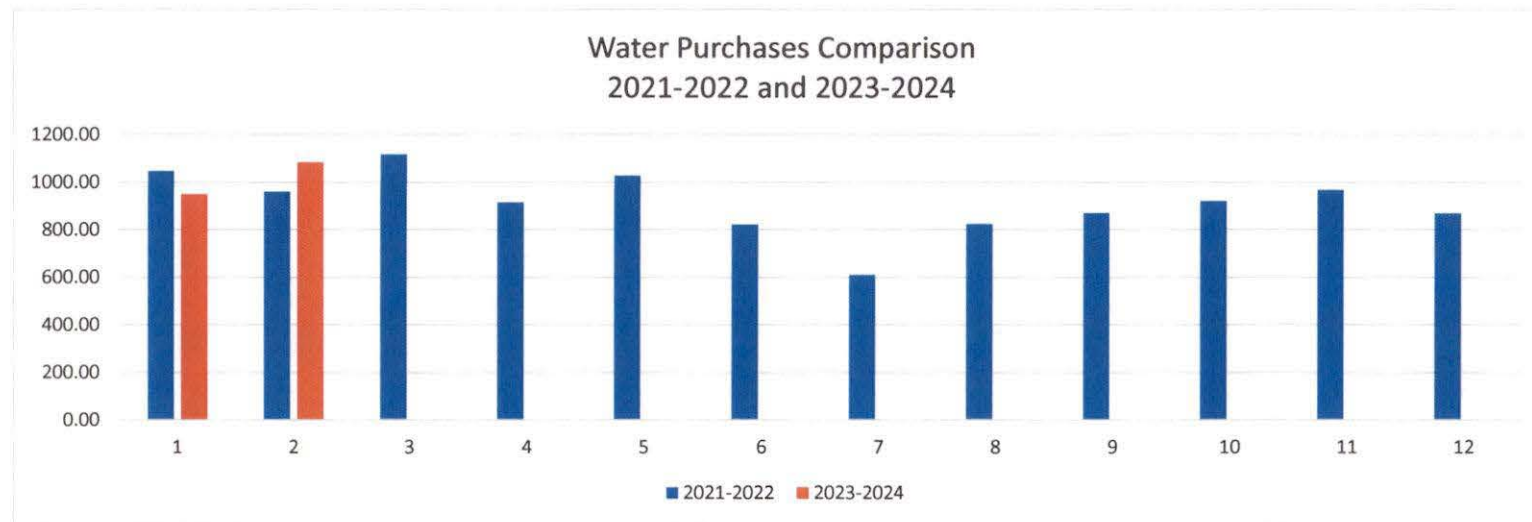
² Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21

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	56.15
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.2

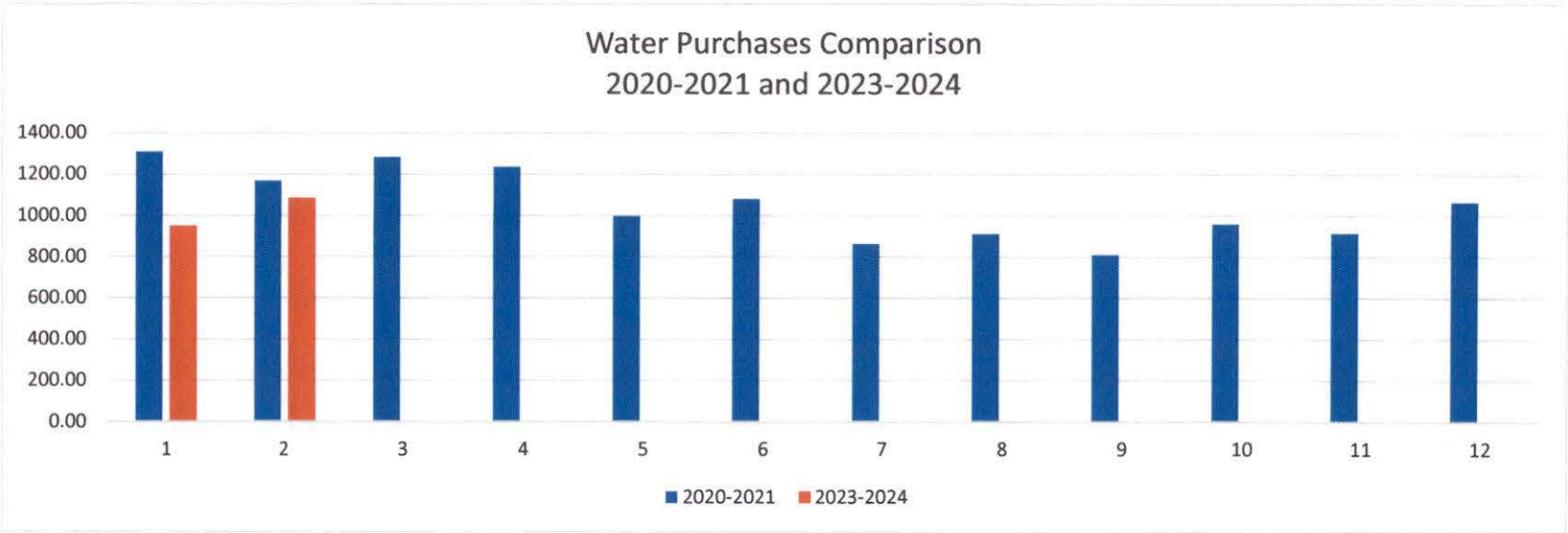


Water Purchases Comparison 2020-2021 to 2023-2024

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	07/07/23 to 08/03/23	30324	28	1083.01	-83.49
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 Purchases3825903641051.07Total Purchases59724591012.27

GPCPD YTD	56.15
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

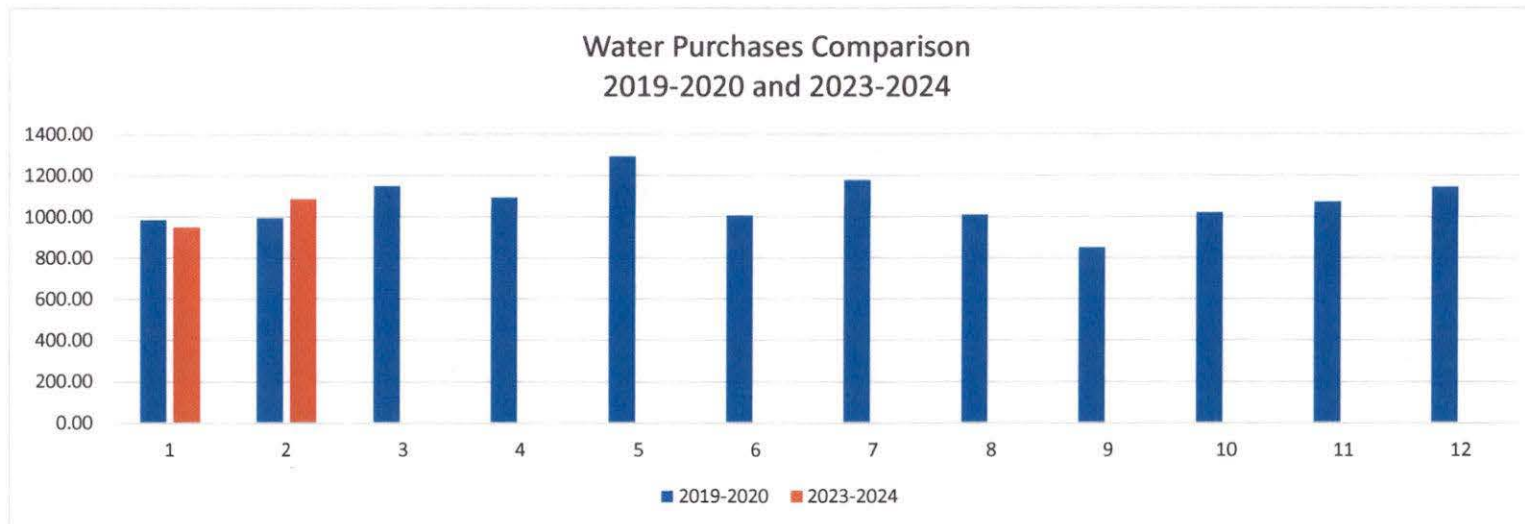


Water Purchases Comparison 2019-2020 to 2022-2023

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	07/07/23 to 08/03/23	30324	28	1083.01	89.14
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	59724	59	1012.27	

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

GPCPD YTD	56.15
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



GENERAL MANAGER REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: August 7, 2023

RE: Avalon Lift Station Electrical Conduits Repairs – Change Order #1

BACKGROUND

At the June 8, 2023, meeting, the Board reviewed two quotes to repair the water damage to the electrical conduits and the Avalon Lift Station. The Board approved the quote from Calcon Systems for \$18,750 with a 10% contingency or \$1,875, for a total of \$20,625. Attorney Conneran asked General Manager Mairena to verify that the proposal included prevailing wages.

INFORMATION

General Manager Mairena notified Calcon of the Board's decision and Calcon informed the District that the quote did not include prevailing wages, which amounted to another 10% (or the contingency amount). An agreement was signed for the \$20,625, and Calcon started the work on July 25, 2023.

On July 26, 2023, Patrick Sumner from the City of Daly City (NSMCSD) messaged General Manager Mairena letting her know that there was an issue with the wires not coming out of the conduit, so a trench would need to be dug from the generator to the main Motor Control Center (MCC) panel. Patrick explained that the wires were totally stuck inside the old conduit, so Calcon would need to have a Change Order issued.

Per the NSMCSD's recommendation that the wires could not be left exposed on the ground, General Manager Mairena accepted Calcon's Change Order # 1 in the amount of \$3,450, and the work proceeded and was completed on July 27, 2023.

FISCAL IMPACT

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

ATTACHMENT

Attachment: Calcon Systems Change Order #1 dated July 26, 2023



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

Quotation
Quote ID: 4f9e47ed
Date 7/26/2023

To
Westborough Water District
P.O. Box 2747, South San Francisco, CA 94083

Ship To

ATTN
Patricia Mairena
General Manager
pmairena@westboroughwater.org
[650-589-1435](tel:650-589-1435)

Subject
Avalon Lift Station - Change Order #1

Description

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

This quotation includes the following...

- Replacing the unusable conduit for the generator signals back to the RTU.
- Install new 1" conduit inside customer provided trench.
- Includes all parts and labor to complete above task.

Quote Items

Item	Description	Price Ea	Quantity	Subtotal
1	Lump Sum <i>Sales Tax and Shipping Included</i>	\$3,450.00	1	\$3,450.00

Total: **\$3,450.00**

Terms

Net-30 Days

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

Quote ID: 4f9e47ed
Version: 1
Created: 7/26/2023 12:37:08 PM

For questions please contact:
Branden Powell
bpowell@calcon.com
[925-570-4323](tel:925-570-4323)

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

Patricia Mairena

From: Brandon Laurie <BLaurie@pcgengr.com>
Sent: Friday, August 4, 2023 11:26 AM
To: Patricia Mairena
Cc: Joubin Pakpour; David Liebrez
Subject: Greendale Dr Easement Sanitary Sewer

Good morning Paty. As mentioned, we need some additional time to truly understand the scope of work for the Greendale Dr Easement Sanitary Sewer project and thus will not have task order language for our contract at this month's board meeting.

After conducting a field visit a week ago to gain a better understanding of the actual alignment, it became apparent this may be somewhat a challenging project due to the terrain and various site constraints. As such, I've arranged to meet with 2 contractors (Golden Bay Construction and C2R Engineering) next week to gain their construction insight as to methods and approach for replacement. This will help us understand if we need to bring on additional subconsultants (landscape architect, geotechnical engineer, arborist, etc) and also guide us down a design path conducive for the area.

We hope to have a clear direction for the September board meeting.



Brandon Laurie, PE | Senior Engineer
925.224.7717 O | 925.321.3069 M | blaurie@pcgengr.com
6601 Owens Dr., Ste. 230, Pleasanton, CA 94588 | [LinkedIn](#) | [See Our Story](#)

BAWSCA Meeting of July 20, 2023

I attended the BAWSCA meeting of 20 July 2023 which was held in person at the Burlingame Community Center. The only action item, a resolution regarding our update of authorized banks (as a result of the Silicon Valley Bank issue), passed as a part of the consent calendar.

The SFPUC Report followed Consent Calendar approval and opened with water supply conditions, which are good. East Bay and Tuolumne reservoirs are mostly 97+% full with water bank at 100%. There is still some snowmelt which is now being sent down the river. Total system deliveries are edging up slightly from drought levels, but are still well below pre-drought levels. Steve Ritchie (SFPUC) said this was an expected consequence of demand hardening. The greater part of the SFPUC report was the Alternative Water Supply (AWS) Plan, given by Manisha Kothari. Given issues like the Bay Delta plan and the coming decision on supply guarantees for Santa Clara/San Jose, and shortfalls in dry years, San Francisco realizes additional supplies need to be found and developed. They have calculated their “Gap” (shortfall by 2045) in two ways. When compared to legal obligations their gap is 122 millions of gallons a day (mgd) while when looking at forecast demands, the gap is “only” 92 mgd. So far they have identified 6 projects with the potential of providing 48.1 mgd. Those projects are the expansion of Daly City Recycled water (which will provide irrigation water for cemeteries, thus preserving the aquifer for use as drinking water), SF-Peninsula Regional Pure Water (actually in Redwood Shores), Alameda County Water District/Union Sanitary District Purified Water, South Bay Purified Water (with San Jose/Santa Clara), Los Vaqueros Reservoir Expansion (Storage + Supply + Conveyance) and Calaveras Reservoir Expansion (Storage + Conveyance). Some projects are further along than others, but the draft plan was presented to the SFPUC on June 28. Comments are due by August 31 and a “Final” plan is expected in November 2023 (although I am sure there will be frequent updates).

Following the SFPUC Report, Danielle McPherson gave an update on the Tier 2 Drought allocation project. This is ongoing and will likely be ongoing for another year or more. All 26 BAWSCA agencies will have to agree on how wholesale customer supplies will be allocated with 20% rationing. The 4 main principles are 1) Provide sufficient water for Health and Safety, 2) Minimize economic and other adverse impacts of water shortages, 3) Provide predictability of drought allocations, and 4) Recognize benefits of, and avoid disincentives for, water use efficiency and the development of alternative water supply projects. These principles are sound and I’m sure WWD will be okay, particularly with the allocation for health and safety.

Finally Tom Francis talked about the BAWSCA Long Term Reliable Water Supply Strategy, both the 2015 and 2045 editions. The 2015 effort took 6 years but has guided the BAWSCA budget and activities for much of the past decade. Conditions have changed and the 2045 edition is currently being scoped. Over the next several meetings the board, with input from the Water System Managers, will consider what to include in the 2045 version (plus how to fund the project – for the 2015 version there was an additional charge on all SFPUC water bills). BAWSCA hopes to have the scoping done and funding determined at the February 2024 meeting.

Gustav Larsson, BAWSCA Chair talked briefly on the process to be used for the CEO evaluation this year. Most CEO reports were not presented due to the lack of time (meeting room had to be vacated by 9 PM). And we held a brief closed session on FERC (Don Pedro relicensing) and the State Water Board cases (Bay Delta Plan) issues. Our next meeting will be September 21 at 6:30 in Burlingame, with a brief 20th Birthday reception for BAWSCA prior to the meeting.