

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, September 14, 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 August 10, 2023.

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

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

D. Claims Register for August 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): None

REGULAR MEETING OF THE BOARD OF DIRECTORS

September 14, 2023

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6. BUSINESS (NEW):

- A. Approve Task Order 23-24-01 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$141,796 for Skyline Tank No. 3 Structural Upgrade (Discussion / Action).
- B. Approve Task Order 23-24-02 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$94,742 for Greendale Dr Easement Sanitary Sewer Improvements (Discussion / Action).

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Report on District's Water Conservation for August 2023.
- B. Update on the Proposal for the Water and Sewer Rate Study.
- C. Damage to Water Sampling Station by Caltrans Crew.

10. ITEMS FROM BOARD OF DIRECTORS:

11. CLOSED SESSION: None

12. ADJOURNMENT:

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

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

Thursday, August 10, 2023

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

1. ROLL CALL:

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

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

Visitors Present: None

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

3. CONSENT CALENDAR:

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

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

Attorney Conneran gave a brief background on the Gann Limit, which was established around the time of Proposition 13, and which limits the amount of funds public agencies can spend during a fiscal year. Attorney Conneran reported that each year, the agencies that are

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Minutes of the Regular Meeting of the Board of Directors
Thursday, August 10, 2023

subject to this, get income and population statistics from the State and that the expenditure limit is adjusted every year using a factor that reflects changes in population and the cost of living. Attorney Conneran noted that last year there was no change in population within the District, but there was high inflation, changing the per capita personal income by 4.44%, and that change is applied to last year's Appropriation Limit to come up with this year's limit.

Director Amuzie asked for clarification as to where the 4.44% factor came from. Attorney Conneran replied it was provided by the State Department of Finance.

Director Chambers moved to approve Resolution No. 673, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2023-2024, seconded by Director Richards.

Roll Call

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

The motion was carried unanimously.

B. Review/Approve Resolution No. 674, Adopting and Restating the Rate and Fee Schedule.

Attorney Conneran explained that last month, the Board had adjusted the water and sewer rates, and that the District maintains a Rate and Fee Schedule, so when changes are made to the rates, the District needs to amend it to reflect those changes. Attorney Conneran stated that the resolution in front of the Board for approval would incorporate those changes that were made to the Rate and Fee Schedule.

Director Chambers moved to approve Resolution No. 674, Adopting and Restating the Rate and Fee Schedule, seconded by Director Richards.

Roll Call

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

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Minutes of the Regular Meeting of the Board of Directors
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The motion was carried unanimously.

C. Consideration to Authorize Attendance to ACWA Region 5 Program and Tour at Alameda County Water District, Fremont, CA, September 22, 2023.

General Manager Mairena reported to the Board that she had met with Jennifer Rotz from ACWA, who represented Region 5 and other regions, prior to the program registration being available. General Manager Mairena informed the Board that she was told by Ms. Rotz that there were only 40 seats for this program, so she wanted to alert the Board that due to the limited availability, there was a chance that there would be no more spots available.

President Medina asked the Board if anyone was interested in attending this program subject to spots availability. Directors Chambers and Amuzie replied that they would be interested in attending the program.

Director Bautista moved to Authorize Attendance to ACWA Region 5 Program and Tour at Alameda County Water District, Fremont, CA, September 22, 2023, for Directors Chambers and Amuzie pending availability, seconded by Director Richards.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena reported that water consumption had gone up from the last period as expected due to the end of the drought restrictions and also the hotter weather conditions. General Manager Mairena displayed the charts comparing the current usage to the prior years and stated that the usage was still a little lower in comparison to last year's, but a bit higher than the previous years. General Manager Mairena told the Board that District staff will continue to stress conservation efforts to the customers.

B. Avalon Lift Station Electrical Conduits Repairs – Change Order #1.

General Manager Mairena reminded the Board that they had approved a quote for this project back in June 2023, and at that time, it was unclear if the quote included prevailing wages. General Manager Mairena told them Board that since there was a 10% contingency

approved by the Board, she had agreed to a revised quote for 10% additional that included prevailing wages. General Manager Mairena reported that once the project started, she was notified by the North San Mateo County Sanitation District (NSMCSD) that the contractor had run into problems when trying to remove the conduits, and that a change order would need to be issued; however, due to the wires being exposed, the contractor could not wait for Board approval, so after consultation with Attorney Conneran, General Manager Mairena gave approval for the change order in the amount of \$3,450, and the job was completed on July 27, 2023.

General Manager Mairena mentioned to the Board that she still needed to reach out to Sanitation to see what could be done to prevent these types of problems in the future, such as digging a trench, thus, rechanneling the water, so it does not end up in the same location.

C. Update from Pakpour Engineering regarding the Greendale Drive Easement Sanitary Improvements (CIP Project S23-03)

General Manager Mairena informed the Board that an update was sent by Pakpour regarding this CIP project. General Manager Mairena told the Board that engineer Brandon Laurie had updated her about this project needing additional inspection in order to be able to truly understand the scope of work, so he was having a couple of contractors meet with him to get their insight. General Manager Mairena stated that the cost of this project may end up being higher than the budgeted amount and that she will update the Board once she receives that information to discuss with the Board how to proceed.

General Manager Mairena told the Board that she had advised Engineer Laurie to contact the NSMCSD to get a list of the contractors that they work closely with.

Attorney Conneran commented that it was not uncommon for contractors to visit the project areas and provide industry insight on the project.

General Manager Mairena stated that she wanted to update the Board about this delay and that she would provide more updates later on.

D. TEEX Disaster Management for Public Services Class

General Manager Mairena reported that Carlos, Johnny, and she had attended a second TEEX class on Disaster Management for Public Services, and this was a 2-day class at the Redwood City Disaster Planning Office. General Manager Mairena commented that it was a very good class and that Ken Anderson from the City of South San Francisco had been present as well. General Manager Mairena commented that it was good to have personal contact with him, since he was in charge of Disaster Management for the City of South San Francisco.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Update on ACWA 2023 Board Officers' Election (Medina).

President Medina reported that the election will be held online, and the final vote will be due around September 13th. President Medina stated that the Committee had provided a recommendation, one of them being Cathy Green for President, she is currently the Vice President, and Ernesto Avila from Region 5 for Vice President.

President Medina commented on issues with gophers afflicting her HOA common greens and they had plans to replace the turf. Her thought was that perhaps HOAs were grandfathered in regarding the ornamental turf restrictions that were passed by the State.

B. Report on BAWSCA Meeting of July 20, 2023 (Chambers).

Director Chambers stated his written report was attached and basically, they had discussed three items: Alternative Water Supply, Tier 2 Allocations, and Long-Term Reliable Water Supply. Director Chambers briefly reviewed his written report with the Board.

Director Chambers stated that for the 20th BAWSCA Anniversary, former Congresswoman Jackie Speier will be present for the reception taking place prior to the meeting.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 8:00 p.m.

Secretary

President

Date

Westborough Water District

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



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

Westborough Water District

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Accountant's Compilation Report

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

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

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

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

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

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



Chavan and Associates, LLP

Certified Public Accountants

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

C & A LLP

September 11, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
July 31, 2023

ASSETS

Current Assets:

Cash (Including \$4,665,565 in Time Deposits)	\$ 5,078,860
Receivables	
Lease	28,116
Water	1,169,718
Other	30,451
Prepaid Expenses and Other	27,754
Inventory	233,238
Total Current Assets	6,568,137

Non-Current Assets:

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	8,369
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	3,402,856
Total Utility Plant in Service (Capital Assets)	14,757,390
Less Accumulated Depreciation	(6,917,955)
Utility Plant in Service-Net Depreciation Expense	7,839,435
Total Non-Current Assets	8,107,451
Total Assets	\$ 14,675,588

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
July 31, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 1,614,907
Customers' Deposits	403,140
Unearned Revenue	<u>15,662</u>
Total Current Liabilities	<u>2,033,709</u>

Long-term Liabilities:

Accrued Vacation	52,115
Net Pension Liability	268,882
Net OPEB Obligation	<u>132,486</u>
Total Long-term Liabilities	<u>453,483</u>

Total Liabilities	<u>\$ 2,487,192</u>
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DEFERRED INFLOWS

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

NET POSITION

Net Investment in Capital Assets	\$ 7,839,435
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	260,992
Unappropriated	<u>1,009,860</u>
Total Net Position	<u>\$ 11,651,763</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the one month ended July 31, 2023

Operating Revenue:	
Water Sales (Note 3)	\$ 355,486
Sewer Svc. and Transfer Charges	254,117
Misc. Operations	612
Capital Facility Income	11,298
Total Operating Revenue	<u>621,513</u>
Operating Expense:	
Water Expenditures	303,600
Sanitary Sewer Expenditures	238,711
Admin. and General Expenditures	131,126
Depreciation	28,026
Total Operating Expenses	<u>701,463</u>
Operating Income (Loss)	(79,950)
Non-operating Income (Expense):	
Property Taxes	34,859
Investment Interest	8,686
Other	6,303
Total Non-operating Income (Expense)	<u>49,848</u>
Change in Net Position	(30,102)
Net Position - Beginning	<u>11,681,865</u>
Net Position - Ending	<u><u>\$ 11,651,763</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
July 31, 2023

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

NOTE 2 - Accounts payable at July 31, 2023, includes \$1,421,259 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 one months ended July 31, 2023, were as follows:

Beginning Balance	\$ 14,728,395
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	28,995
Ending Balance	<u>\$ 14,757,390</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the one month ended July 31, 2023

	July	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 355,486	\$ 355,486	\$ 4,196,733	8.47%	0.14%	\$ 5,758
Sewer Svc. and Transfer Charges	254,117	254,117	3,284,888	7.74%	-0.60%	(19,624)
Misc. Operations	612	612	19,200	3.19%	-5.15%	(988)
Capital Facility Income	11,298	11,298	-	100.00%	100.00%	11,298
Total Operating Revenue	621,513	621,513	7,500,821	8.29%	-0.05%	(3,556)
Operating Expense:						
Water Expenditures	303,600	303,600	2,892,667	10.50%	-2.16%	(62,544)
Sanitary Sewer Expenditures	238,711	238,711	2,925,026	8.16%	0.17%	5,041
Admin. and General Expenditures	131,126	131,126	1,302,458	10.07%	-1.73%	(22,588)
Depreciation	28,026	28,026	365,000	7.68%	0.66%	2,391
Total Operating Expenses	701,463	701,463	7,485,151	9.37%	-1.04%	(77,700)
Operating Income (Loss)	(79,950)	(79,950)	15,670	-510.21%	518.54%	(81,256)
Non-operating Income (Expense):						
Property Taxes	34,859	34,859	676,549	5.15%	-3.18%	(21,520)
Investment Interest	8,686	8,686	90,107	9.64%	1.31%	1,177
Other	6,303	6,303	36,192	17.42%	9.08%	3,287
Total Non-operating Income (Expense)	49,848	49,848	802,848	6.21%	-2.12%	(17,056)
Net Income (Loss)	\$ (30,102)	\$ (30,102)	\$ 818,518	-3.68%	-12.01%	\$ (98,312)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the one month ended July 31, 2023

	July	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 34,144	\$ 34,144	\$ 440,370	7.75%	0.58%	\$ 2,554
Salaries Overtime	115	115	9,000	1.28%	7.06%	635
Benefits	37,069	37,069	123,323	30.06%	-21.73%	(26,792)
OPEB	1,794	1,794	2,808	63.89%	-55.56%	(1,560)
Payroll Taxes	2,632	2,632	34,825	7.56%	0.78%	270
Technical Communications	714	714	11,260	6.34%	1.99%	224
Utilities	14,842	14,842	162,716	9.12%	-0.79%	(1,282)
Supplies and Small Tools	341	341	15,000	2.27%	6.06%	909
Maintenance of System	25,491	25,491	59,905	42.55%	-34.22%	(20,499)
Special Services	1,465	1,465	91,717	1.60%	6.74%	6,178
Vehicle Expense	13,459	13,459	35,000	38.45%	-30.12%	(10,542)
Water Purchases	171,534	171,534	1,906,743	9.00%	-0.66%	(12,639)
Total Water Expenditures	303,600	303,600	2,892,667	10.50%	-2.16%	(62,544)
Sanitary Sewer Expenditures:						
Treatment & Disposal	213,755	213,755	2,715,565	7.87%	0.46%	12,541
Utilities	11,341	11,341	137,600	8.24%	0.09%	126
Repair of Pipelines	-	-	5,000	0.00%	8.34%	417
Repair of Pumps	2,997	2,997	20,000	14.99%	-6.65%	(1,330)
Connection Fees	4,270	4,270	-	100.00%	100.00%	(4,270)
Miscellaneous Sewer Expenses	6,348	6,348	46,861	13.55%	-5.21%	(2,443)
Total Sanitary Sewer Expenditures	238,711	238,711	2,925,026	8.16%	0.17%	5,041

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the one month ended July 31, 2023

	July	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	40,703	40,703	532,572	7.64%	0.69%	3,678
Salaries-Temporary	-	-	2,000	0.00%	8.35%	167
Salaries-Overtime	-	-	1,500	0.00%	8.33%	125
Employee Benefits	47,732	47,732	207,101	23.05%	-14.72%	(30,475)
OPEB	2,691	2,691	4,689	57.39%	-49.05%	(2,300)
Office Supplies and Postage	1,367	1,367	14,151	9.66%	-1.33%	(188)
Memberships	7,773	7,773	48,129	16.15%	-7.82%	(3,762)
Utilities	19	19	1,559	1.22%	7.12%	111
Telephone	360	360	4,534	7.94%	0.40%	18
Payroll Taxes	3,160	3,160	42,770	7.39%	0.94%	404
Water Conservation	450	450	10,000	4.50%	3.83%	383
Building & Grounds Maintenance	1,441	1,441	14,180	10.16%	-1.83%	(259)
Parking Rentals	450	450	5,760	7.81%	0.52%	30
Directors Fees	500	500	11,300	4.42%	3.91%	442
Engineering Services	-	-	55,000	0.00%	8.33%	4,583
Accounting	4,488	4,488	37,960	11.82%	-3.49%	(1,325)
Legal	1,860	1,860	25,400	7.32%	1.01%	257
Billing	3,475	3,475	55,347	6.28%	2.05%	1,137
Communications	1,463	1,463	28,633	5.11%	3.22%	923
Insurance	9,145	9,145	78,777	11.61%	-3.28%	(2,580)
Bad Debts (Note 1)	-	-	2,000	0.00%	8.35%	167
Travel	-	-	13,626	0.00%	8.34%	1,136
Miscellaneous	4,049	4,049	105,470	3.84%	4.49%	4,740
Total Admin. and General Expenditures	131,126	131,126	1,302,458	10.07%	-1.73%	(22,588)
Depreciation Expense	28,026	28,026	365,000	7.68%	0.66%	2,391
Total Expenses	\$ 701,463	\$ 701,463	\$ 7,485,151	9.37%	-1.04%	\$ (77,700)

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$4,527,811.19
08/15/23	\$ (1,700,000.00)	Transfer funds to TCB (To cover NSMCSD semi-annual payment check)	\$2,827,811.19
		Ending Balance	\$2,827,811.19

Total Investments Last Report Period = \$4,527,811.19

Total Investments at End of Report Period = \$2,827,811.19

Effective Interest Rate: 3.305%
(as of 07/23)

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

September 11, 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

August 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/15/2023	8/15/2023	RW	1737514	1697902	PATRICIA MAIRENA	-1,700,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,527,811.19
Total Withdrawal:	-1,700,000.00	Ending Balance:	2,827,811.19

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$137,944.53
08/31/23	\$ 81.78	Change in Account Value	\$138,026.31
Ending Balance			\$138,026.31

Total Investments Last Report Period = \$137,944.53
Total Investments at End of Report Period = \$138,026.31

Effective Interest Rate: 3.550% 138026.31
(to maturity - 09/30/24)

Approved by:



Patricia Mairena
General Manager

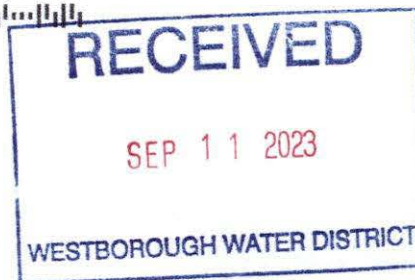
PM/pm

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.

* 0126077 01 AV 0.495 01 TR 00554 X107PD10 000000

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

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



Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$137,944.53
Net Change in Portfolio¹	81.78
ENDING ACCOUNT VALUE	\$138,026.31
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.	

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

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	137,944.53	138,026.31
100%	Account Total	\$137,944.53	\$138,026.31

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	97.8910	138,026.31	2,139.34	5,005.50	3.62%
Total Certificates of Deposit	141,000.0000		\$138,026.31	\$2,139.34	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$138,026.31	\$2,139.34	\$5,005.50	
Total Portfolio Holdings						
			Market Value	Accrued Interest	Estimated Annual Income	
			\$138,026.31	\$2,139.34	\$5,005.50	

August 1, 2023 - August 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



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.

August 1, 2023 - August 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.

3.C.9

Account Number: RMB-023565
A0124990CSF107DP-SD

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EXCELLENCE

Clearing through Pershing LLC, a wholly owned
subsidiary of The Bank of New York Mellon
Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

CLAIMS REGISTER: AUGUST 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 62,636.68

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-09/23)	12,775.72
Aqua-Metric (Field Inventory- Water Meters & Rubber Meter Gaskets)	27,972.54
AT&T (P.S. Phone Bill to 08/02/23)	499.70
AT&T Mobility (Field & Office Cell Phones, 07/03-08/02)	334.97
Bay Area News Group (Publishing Notice of Pub. Hearings & Ordinance #75)	574.70
Calcon Systems, Inc. (Upgrades (Change Order) to Avalon LS)	3,450.00
CalPERS (GASB-68 Reporting Services, FY 2023)	700.00
CalPERS (Retirement Contributions-08/15/23)	6,304.46
CalPERS (Retirement Contributions-08/31/22)	6,304.46
Capital One Trade Credit (Field Supplies at OSH-Millbrae)	81.50
Chavan & Associates, LLP (Accounting Services 05/23 & 06/23)	3,000.00
City of Daly City (Sewer Service Fee,01/23-06/23)	1,628,239.75
Colina Association (Three Parking Spaces Rental, 09/23)	450.00
Colina Association (Three Parking Spaces Rental, 01/23)	450.00
Corbin Willits Systems (Custom Program for Updating Sewer Mulitple)	350.00
Direct Line (Answering Service, 07/15-08/14)	316.26
EFTPS (Employment Taxes-08/15/23)	11,532.60
EFTPS (Employment Taxes-08/31/23)	11,265.60
EDD (Employment Taxes-08/15/23)	2,620.28
EDD (Employment Taxes-08/31/23)	2,639.23
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-07/23)	3,525.00
Home Depot Credit Services (Field Supplies to 08/13/23)	27.32
J. Snell & Co., Inc (Check Endorser-Maint. - Supplies - Rebuild Kit)	769.22
Lowe's Business (Field Supplies to 08/17/23)	92.27
Mairena, Patricia (GM Mairena's Internet Services, 07/27-08/26 & 07/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 07/19-08/18)	246.72
PG&E (Summary Bill to 08/21/23)	27,326.00
Quadient Leasing USA, Inc. (Postage Meter Rental, 09/09-12/08)	169.32
Selerum (IT Technical Assistance - MFA for Director Chambers & Renew Godaddy Domain)	432.40
SF Water Dept. (Water Purchases, 07/07-08/03)	164,622.50
So. SF Scavengers (Garbage Services, 07/23)	114.42
Staples Credit Plan (Office & Breakroom Supplies)	16.77
Telstar Instruments, Inc. (Programming & modification to Share VFD at Rowntree	592.00
Tri Counties Bank (Monthly Charges Ending 07/31/23)	805.00
United State Postal Serv. (Postage Meter Refill)	500.00
United State Postal Serv. (Billing - Bulk Mail, Permit #419)	3,000.00
WEX Bank (Wright Express-Gas Purchases to 08/15/23)	1,087.11
XIO, Inc. (Cloud-Based Monitoring Cell Access, 09/2023-08/2024)	7,668.00

SUB-TOTAL \$ 1,993,577.49

Updated Checks Voided During Month:

Colina Association (Check No.024281-Re-issue Payment-Voided Ck)	(450.00)
---	----------

TOTAL CLAIMS REGISTER AMOUNT \$ 1,993,127.49

REPORT.: Sep 11 23 Monday
 RUN....: Sep 11 23 Time: 10:08
 Run By.: Wendy Bellinger
 Control Date.: 09/11/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 09-23 Fiscal Period...: (03-24) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
080123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 08/10-09/09	08/01/23 08/01/23	09-23 03-24	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

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

082223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 09/23	08/22/23 08/22/23	09-23 03-24	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

083123-	MISC. EXPENSES - 08/23	08/31/23 08/31/23	09-23 03-24	A	59450		176.41	.00	176.41
** Vendor's Subtotal ----->							176.41	.00	176.41

VENDOR I.D.: CAU01 (CAUSEY CONSULTING)

1699-	SSMP AUDIT, PAYMENT #13	08/31/23 08/31/23	09-23 03-24	A	59450		4995.00	.00	4995.00
** Vendor's Subtotal ----->							4995.00	.00	4995.00

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

081123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 08/16-09/15	08/11/23 08/11/23	09-23 03-24	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

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

000C30831-	ROUTE 120-IMPORT COORDINATES FOR DRIVE BYREADING	08/31/23 08/31/23	09-23 03-24	A	59450		87.50	.00	87.50
** Vendor's Subtotal ----->							87.50	.00	87.50

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

080923-	143 APPIAN WY., SSF - SEWER LATERAL PERMIT	08/09/23 08/09/23	09-23 03-24	A	59450		100.00	.00	100.00
081123-	3144 DUBLIN CT., SSF - SEWER LATERAL PERMIT	08/11/23 08/11/23	09-23 03-24	A	59450		100.00	.00	100.00
** Vendor's Subtotal ----->							200.00	.00	200.00

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

34450-	WEB REPORTING & HOSTING, 08/23	08/01/23 08/01/23	09-23 03-24	A	59450		75.00	.00	75.00
34562-	WEB REPORTING & HOSTING, 09/23	09/01/23 09/01/23	09-23 03-24	A	59450		75.00	.00	75.00
** Vendor's Subtotal ----->							150.00	.00	150.00

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

080123-	DIRECTOR MEDINA'S INTERNET SERVICE, 08/10-09/09	08/01/23 08/01/23	09-23 03-24	A	59450		65.00	.00	65.00
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: MIN01 (MINIOZA, GLEN)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
082323-	ONE WWD HET REBATE FOR ACCT NO MIN0006	08/23/23 08/23/23	09-23 03-24	A	59450	50.00	.00	50.00
** Vendor's Subtotal ----->						50.00	.00	50.00

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

4213-	ENGINEERING SERVICES - 08/23	09/06/23 09/06/23	09-23 03-24	A	59450	5167.32	.00	5167.32
** Vendor's Subtotal ----->						5167.32	.00	5167.32

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

073123-	DIRECTOR RICHARDS' INTERNET SERVICE, 08/23	07/31/23 07/31/23	09-23 03-24	A	59450	65.00	.00	65.00
** Vendor's Subtotal ----->						65.00	.00	65.00

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

083123-	PAYROLL TRANSFER - 08/23	08/31/23 08/31/23	09-23 03-24	A	59450	50071.99	.00	50071.99
** Vendor's Subtotal ----->						50071.99	.00	50071.99

VENDOR I.D.: \B011 (ABDULRAHMAN BANAFI)

000C30801-	MQ CUSTOMER REFUND FOR BAN0043	09/01/23 09/01/23	09-23 03-24	Z	59450	61.53	.00	61.53
** Vendor's Subtotal ----->						61.53	.00	61.53

VENDOR I.D.: \C033 (HENRY CHOU)

000C30801-	MQ CUSTOMER REFUND FOR CHO0106	09/01/23 09/01/23	09-23 03-24	Z	59450	115.29	.00	115.29
** Vendor's Subtotal ----->						115.29	.00	115.29

VENDOR I.D.: \C045 (RUTH CHURCHWELL)

000C30801-	MQ CUSTOMER REFUND FOR CHU0025	09/01/23 09/01/23	09-23 03-24	Z	59450	2.29	.00	2.29
** Vendor's Subtotal ----->						2.29	.00	2.29

VENDOR I.D.: \C046 (VIRGINIA CLINTON)

000C30801-	MQ CUSTOMER REFUND FOR CLI0002	09/01/23 09/01/23	09-23 03-24	Z	59450	47.12	.00	47.12
** Vendor's Subtotal ----->						47.12	.00	47.12

VENDOR I.D.: \F006 (ANEEQA ZAFAR & HAMZA FAROOQ)

000C30801-	MQ CUSTOMER REFUND FOR FAR0016	09/01/23 09/01/23	09-23 03-24	Z	59450	63.49	.00	63.49
** Vendor's Subtotal ----->						63.49	.00	63.49

VENDOR I.D.: \G002 (RAMIN PARSAMEHR & B. GHOLAMALI)

Accounts Payable Cash Requirements

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

VENDOR I.D.: \G002 (RAMIN PARSAMEHR & B. GHOLAMALI)

				Invoice Date	Actual Period			
Invoice No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
000C30801-	MQ CUSTOMER REFUND FOR GH00002	09/01/23	09-23	Z	59450	70.83	.00	70.83
		09/01/23	03-24					
** Vendor's Subtotal ----->						70.83	.00	70.83

VENDOR I.D.: \H005 (ROSE HAYES)

000C30801-	MQ CUSTOMER REFUND FOR HAY0007	09/01/23	09-23	Z	59450	113.98	.00	113.98
		09/01/23	03-24					

				** Vendor's Subtotal	----->	113.98	.00	113.98

VENDOR I.D.: \K004 (JULIA KARET)

000C30801-	MQ CUSTOMER REFUND FOR KAR0015	09/01/23	09-23	Z	59450	99.89	.00	99.89
		09/01/23	03-24					
					** Vendor's Subtotal ----->	99.89	.00	99.89

VENDOR I.D.: \L024 (NATHANIEL LEWIS)

000C30801-	MQ CUSTOMER REFUND FOR LEW0035	09/01/23	09-23	Z	59450	74.97	.00	74.97
		09/01/23	03-24					
				** Vendor's Subtotal	----->	74.97	.00	74.97

VENDOR I.D.: \L025 (LEO LI)

000C30801-	MQ CUSTOMER REFUND FOR LI 0068	09/01/23	09-23	Z	59450	113.33	.00	113.33
		09/01/23	03-24					
						-----	-----	-----
					** Vendor's Subtotal ----->	113.33	.00	113.33

VENDOR I.D.: \N005 (VVS VARAPRASAD NAGALLA)

000C30801-	MQ CUSTOMER REFUND FOR NAG0005	09/01/23	09-23	Z	59450	73.51	.00	73.51
		09/01/23	03-24					
				** Vendor's Subtotal ----->		73.51	.00	73.51

VENDOR I.D.: \N006 (LINDA NG)

000C30801-	MQ CUSTOMER REFUND FOR NG 0119	09/01/23	09-23	Z	59450	114.56	.00	114.56
		09/01/23	03-24					
					** Vendor's Subtotal ----->	114.56	.00	114.56

VENDOR I.D.: \P010 (RAINIER JONN PAZCOGUIN)

000C30801-	MQ CUSTOMER REFUND FOR PAZ0003	09/01/23	09-23	Z	59450	99.41	.00	99.41
		09/01/23	03-24					
					** Vendor's Subtotal ----->	99.41	.00	99.41

VENDOR I.D.: \S034 (PING SHI)

000C30801-	MQ CUSTOMER REFUND FOR SHI0027	09/01/23	09-23	Z	59450	54.69	.00	54.69
		09/01/23	03-24					
					** Vendor's Subtotal ----->	54.69	.00	54.69

VENDOR I.D.: \S035 (UPMA AS TRUSTEE SINGH)

VENDOR I.D.: \S035 (UPMA AS TRUSTEE SINGH)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C30801-	MQ CUSTOMER REFUND FOR SIN0040	09/01/23	09-23	Z	59450	52.85	.00	52.85
		09/01/23	03-24					
** Vendor's Subtotal ----->						52.85	.00	52.85

VENDOR I.D.: \T007 (ALEX TAI)

000C30801-	MQ CUSTOMER REFUND FOR TAI0010	09/01/23	09-23	Z	59450	26.60	.00	26.60
		09/01/23	03-24					
** Vendor's Subtotal ----->						26.60	.00	26.60

VENDOR I.D.: \W007 (LEILA WONG)

000C30801-	MQ CUSTOMER REFUND FOR WON0350	09/01/23	09-23	Z	59450	104.05	.00	104.05
		09/01/23	03-24					
** Vendor's Subtotal ----->						104.05	.00	104.05

VENDOR I.D.: \Y002 (DARRICK YONG)

000C30801-	MQ CUSTOMER REFUND FOR YON0004	09/01/23	09-23	Z	59450	125.07	.00	125.07
		09/01/23	03-24					
** Vendor's Subtotal ----->						125.07	.00	125.07

** Report's Total -----> 62636.68 .00 62636.68

** Total Vendors On This Report -----> 31

** Total Vendors Needing Checks -----> 31

Code	Title
A	IMMEDIATE



September 8, 2023

10025.14

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

**Subject: Proposal to Provide Structural Analysis & Design Services
Skyline Tank No. 3 Structural Retrofit
Westborough Water District**

Dear Patricia,

As part of the Westborough Water District's (District) Capital Improvement Program (CIP), the District identified CIP W20-13 Skyline Tank No. 3 Improvements to structurally retrofit and perform appurtenance upgrades. In February 2018, TJC and Associates (TJC) completed a structural assessment of all three Skyline tanks titled, "Westborough Water District Skyline Tanks Condition Assessment" concluding all three tanks required various forms of structural retrofits to withstand the effects of a maximum credible earthquake based on the most updated American Water Works Association (AWWA D100-11) and American Society of Civil Engineering (ASCE) standards (07-10) at the time.

In September 2018, the District authorized Pakpour Consulting Group (PCG) to provide design services for only the foundation retrofit of Tank No. 3, the design of which was based on the 2018 assessment. PCG and TJC, designed the project through 85% however due to the tank's exterior coating condition, the District shelved the foundation retrofit in lieu of recoating the exterior in 2022. PCG advised the District at the time any new exterior recoating and the existing interior coating would likely be damaged and require an additional recoat due to the needed structural retrofits forthcoming.

In July 2023, the District Board of Directors authorized the design and construction of all Tank No. 3's structural retrofits including not only the foundation but the shell/roof strengthening. Unfortunately, since the 2018 assessment and the 85% foundation design, ASCE adopted a new seismic code (07-16) meaning the previous assessment and design are superseded and no longer within code. The following scope of work includes a new seismic analysis for Tank No. 3 and design services to bring the tank up to current AWWA D100-11 and ASCE 07-16 codes. PCG will team with ZFA Structural Engineers (Team) moving forward in bringing this project to completion.



Scope of Work

Task 1.0 – Meetings (Field/Design) / Project Management

PCG will schedule and attend various meetings through the design phase including a kickoff meeting, various design review meetings at set milestones, and field meetings if needed. This task also includes project management inclusive of District/consultant coordination, meeting minute preparation, and project organization.

Deliverables: Meeting minutes as necessary

Task 2.0 – Seismic Re-Evaluation

PCG's subconsultant, ZFA Structural Engineers (ZFA), will complete a seismic analysis of the tank for current code forces. ZFA will review existing documents and provide the seismic analysis in a narrative format for review. PCG will be involved with the analysis and review the document with the District.

Deliverables: Seismic Analysis Narrative

Task 3.0 – Design Development

Based on the completed analysis, the Team will develop a preliminary retrofit design. This will include an updated geotechnical letter modifying the original report to provide new spectral design values, review and coordination with two alternate tank anchorage manufacturers to potentially reduce the tank shell retrofit construction cost, continuous and self-guided value engineering during development, preliminary calculations for retrofit concept design, structural design development drawings, and cost estimations. The Team will also perform a cost comparison of the needed retrofits versus a constructing a completely new tank to provide budgetary alternatives. The Team will coordinate with the District to select the preferred option moving forward, retrofit or replace, and then proceed into Task 4.0.

Deliverables: Preliminary Design, Cost Estimates and Cost Comparisons

Task 4.0 – Environmental Investigation

PCG's subconsultant, MIG, will perform an environmental investigation within the project limits and prepare needed environmental documentation for the preferred design option selected in Task 3.0. We expect this project to align with a Categorical Exemption (CE) for solely the retrofits which is substantially less effort than the alternative Initial Study. However, if it is determined it makes more sense to replace the tank, an Initial Study would most likely be required and therefore require an additional service request.

Deliverables: Meeting minutes as necessary

Task 5.0 – 65% Plans, Cost Estimate

The Team will prepare 65% design plans per District standards inclusive of a preliminary cost estimate. The design drawings will be prepared in AutoCAD Civil 3D 2022 and provided to the District on 22x34 hard copy sheets for review. The Team will participate fully in the review process.

Deliverables: 65% Design Plans, Cost Estimate

Task 6.0 – 90% Plans, Specifications, Cost Estimate

The 65% submittal will be carried to 90% completion by adding details, additional notes, and addressing District comments. Project specifications will be prepared in Microsoft Word format and will be incorporated into the District’s “boilerplate” to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors.

Deliverables: 90% Plans, Specifications, and Cost Estimate

Task 7.0 – Final Plans, Specifications and Cost Estimate

The 90% submittal will be finalized by addressing District and other agency comments. Appropriate modifications will be made to the plans, specifications, and cost estimates to produce the final bid documents.

Deliverables: Final (signed and sealed) PS&E in hard copy and in electronic file format

Task 8.0 – Advertise and Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written responses to bidder’s inquiries, preparation of contract addenda, and conduct a pre-bid conference and site visits.

Deliverables: Documentation of activities, addenda, and responses to inquiries

Proposed Schedule

Notice to Proceed	August 18, 2023
Seismic Re-Evaluation	September 8, 2023
Design Development	October 6, 2023
65% Submittal	November 10, 2023
65% Submittal Review Meeting	November 16, 2023
90% Submittal	December 22, 2023
90% Submittal Review Meeting	January 5, 2024
Final Submittal	January 26, 2024
Advertisement Authorization	February 8, 2024
Award Project	March 14, 2024
Begin Construction	Late April/Early May 2024

September 8, 2023 – Page 4

Mairena – Skyline Tank No. 3 Structural Retrofit Design Services Proposal

Proposed Budget

Task	Description	District Engineer \$250	Senior Engineer \$215	TOTAL
		Hours		
1.0	Meetings (Field/Design) / PM	4	40	44
2.0	Seismic Re-Evaluation	2	8	10
3.0	Design Development	2	10	12
4.0	Environmental Investigation	0	8	8
5.0	65% Plans, Cost Estimate	2	40	42
6.0	90% Plans, Specifications, EOPC	2	40	42
7.0	Final Plans, Specifications, EOPC	2	20	22
8.0	Advertise & Award Period	2	40	42
Total Hours		16	206	222
Direct Labor		\$4,000	\$44,290	\$48,290

Structural Engineer - ZFA Structural Engineers	\$72,325
Geotechnical Engineer - Romig Engineers	\$1,100
Environmental - MIG*	\$16,566
CGP/ SWPPP Consultant - Sandis	\$1,100
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)	\$2,415

Total Budget	\$141,796
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*ZFA's design budget also includes \$3,000 for advertisement assistance. MIG's budget assumes the project will qualify for a Categorical Exemption.

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:

Brandon Laurie

456012639450465...

Brandon Laurie, P.E.

Senior Engineer

cc: Johnny Kennedy, Field Supervisor, Westborough Water District, jkennedy@westboroughwater.org
Joubin Pakpour, PE, District Engineer, Pakpour Consulting Group, jpakpour@pcgengr.com

J:\Projects\Westborough Water District - 10025.00\14-Skyline Tanks Structural Upgrades\Contract\Agency\Skyline Tank No. 3 Retrofits\14-WWD-Mairena-23.09.08-Skyline Tank No. 3 Structural Retrofit-Proposal.docx

ZFA STRUCTURAL ENGINEERS

1303 Jefferson street | suite 400a | napa ca 94559 | 707.492.3452 | zfa.com

AGREEMENT

FOR PROFESSIONAL SERVICES

Brandon Laurie
PAKPOUR CONSULTING GROUP
 Email: BLaurie@pcgengr.com
 Phone: (925) 224-7717

Project Number: 23xxx
 Project Name: Skyline Tank #3 Seismic Retrofit
 Location: Pacifica, CA

PROJECT DESCRIPTION

Provide structural engineering services for the retrofit of Skyline Tank #3, an existing welded steel water tank for the Westborough Water District. The subject tank is approximately 100 feet in diameter and has a maximum operating limit (MOL) of 25 feet, providing approximately 1.47 million gallons of storage capacity. The previous Condition Assessment, by TJC and Associates, dated October 17, 2019, recommended retrofit for several conditions and seismic vulnerabilities: corrosion, a non-code compliant roof guardrail, tank shell buckling from seismic overturning, potential roof framing over stresses from seismic wave sloshing, lack of seismic anchorage to the foundation, and lack of flexible piping connections. The previous report was completed utilizing the design seismic values (S_{d1} & S_{ds}) from the American Society of Civil Engineers (ASCE) 07-10 code, which is now outdated. Since the writing of this report, new seismic hazard maps have been adopted, which further increase the design spectral values for the site. In addition, as noted in the Condition Assessment, the previous seismic analysis did not iterate the lateral force by including the mass of the constrained sloshing wave in the analysis, and was thus incomplete.

The tank is proposed to be analyzed and potentially retrofitted in accordance with the American Water Works Association (AWWA) D100-11 and ASCE 07-16 code documents, while maintaining its current MOL of 25 feet. Because the tank is categorized as an essential facility, it falls under Seismic Use Group III of AWWA, corresponding to a seismic importance factor (I_E) of 1.5, increasing the design seismic forces by 50 percent. The retrofit and repair design of the tank will be performed in a phased approach, to allow for budgeting prior to completion of the structural drawings.

Phase 1: Seismic Evaluation

Consists of a complete seismic analysis of the tank for current code forces.

Phase 2: Design Development (DD)

Consists of design development of tank retrofit drawings.

Phase 3: Construction Drawings (CD)

Consists of retrofit construction documents for submittal to the authority having jurisdiction (AHJ) for building permit. Phase 3 scope of services and fee will be confirmed and provided upon completion of Phase 2.

Phase 4: Construction Administration (CA)

Consists of bidding assistance and construction administration services. Phase 4 scope of services and proposal will be confirmed and provided upon completion of Phase 2.

SCOPE OF WORK**Phase 1: Seismic Evaluation**

- Review of provided project documents (commenced)
- Coordination meetings with Pakpour and/or District representatives, as requested
- Seismic analysis of existing tank shell to confirm seismic vulnerabilities – to be provided to Pakpour Consulting Group in narrative format

Phase 2: Design Development (DD)

- Coordination meetings with Pakpour and/or District representatives, as requested
- Review and coordination with two alternate tank anchorage manufacturers (ONGUARD and Tectonus), to potentially reduce the tank shell retrofit construction cost
- Continuous and self-guided value engineering during design development
- Preliminary calculations for retrofit concept design performed internally but are not a deliverable
- Structural Design Development Drawings in PDF format to be used for pricing purposes
- Engineer's cost estimate of structural components – subconsultant fee included in estimate below
- Coordination with cost estimator and review of estimate

Phase 3: Construction Drawings (CD)

- On-site meeting to visually review the tank
- Coordination meetings with Pakpour and/or District representatives, as requested
- Structural drawing plans and details through the completion of construction documents for the tank repair and seismic retrofit
- Structural specifications in book format
- Updated engineer's cost estimate of structural components – subconsultant cost included in estimate below
- Coordination with cost estimator and review of estimate
- Structural calculations and analysis for review and approval by the authority having jurisdiction (AHJ)
- Revisions and supplemental calculations as required by the AHJ
- Assistance with bid item schedule, to be used in project bids

Phase 4: Construction Administration (CA)

- Response to contractor bid requests for information (RFI)
- Construction administration services during the construction process through completion of project: site visits, shop drawing reviews, and response to RFI's.
- General conformance letter

SPECIAL CONDITIONS

- Design and detailing of additional tank appurtenances such as ladders, hatches, vents, and guardrails are not included in the fees below but can be performed at hourly services
- It is assumed that a geotechnical update letter will be provided prior to commencing Phase 3.
- Phase 2 Fee includes 6 hours of Senior Associate and 3 hours Executive Principal time for meeting correspondence with Pakpour and/or other stakeholders
- MasterFormat specification manual format assumed will be acceptable

SCHEDULE

With a staff of over 90 engineers in five local offices, ZFA has the resources to meet this project schedule demands and deadlines and is highly driven to achieve project milestones while maintaining a high level of service and responsiveness. The structural work is dependent on receipt of timely and clear path information. Delay or acceleration adjustments to the schedule would be subject to review. Adherence to schedule requires the district and other consultants to be engaged and responsive.

FEES

SEISMIC EVALUATION:	\$5,000 – Fixed Fee
RETROFIT DESIGN DEVELOPMENT:	\$22,750 – Fixed Fee
RETROFIT CONSTRUCTION DRAWINGS:	\$35,000 – Estimated
RETROFIT CONSTRUCTION ADMINISTRATION:	Hourly As Required/Requested

Construction Review and Support Services: Construction Review Services will be performed at hourly rates for site visits, review of shop drawings (one resubmittal each), and RFI construction clarifications.
Revisions: Revisions to the scope of the project as defined above and revisions to our work are not included in said fee. All requests for additional or extra work or services must be in writing and will be negotiated as extra work services.
Risk Allocation: In recognition of the relative risks and benefits of the project to both the Client and ZFA, the risks have been allocated so that the Client agrees that to the fullest extent permitted by law, ZFA's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed the total amount of **\$500,000** (see Terms and Conditions). Such causes include, but are not limited to, ZFA's negligence, errors, omissions, strict liability, and breach of contract or warranty.

Offered by:

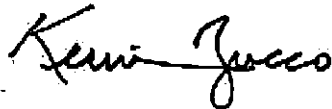
Accepted by:

ZFA STRUCTURAL ENGINEERS

PAKPOUR CONSULTING GROUP



Chris Meade, SE 6320
Senior Associate



Kevin G. Zucco, SE 4861
Executive Principal

Date: August 2nd, 2023

Signature: _____

Print Name: _____

Date: _____

The following detailed Terms and Conditions on the accompanying pages are hereby incorporated by reference in the entirety as an integral part of this Agreement. Client's acceptance of this Agreement includes full acceptance of all Terms and Conditions without condition or reservation.

Please sign and return to authorize work.



August 31, 2023

Brandon Laurie, P.E.
 Project Engineer
 Pakpour Consulting Group, Inc.
 6601 Owens Drive, Suite 230
 Pleasanton, CA 94588
blaurie@pcgengr.com

Subject: Proposal for CEQA Services – Westborough Water District Skyline Tank No. 3 Retrofit or Replacement Project

Dear Mr. Laurie:

MIG is pleased to provide this scope of work for environmental services related to the Skyline Tank No. 3 Retrofit Project for the Westborough Water District (District). The District will serve as the CEQA lead agency for the project. MIG's contract will be with Pakpour Consulting Group (PCG) as a subconsultant. The following describes our understanding of the project and presents our scope of work for CEQA services.

Project Understanding

This project will involve a structural retrofit of the existing structure. Most improvements will occur on the tank itself however there will most likely also be a foundation extension. The project has not been through design development, therefore a cost comparison will also be performed to determine if it's more economically feasible to replace the entire tank. Therefore, PCG is requesting cost proposals for both CEQA review involving a tank retrofit (i.e., replace roof/bracing, extend foundation, replace connections) and the full tank replacement. Full tank-replacement would include demolition and removal of the existing tank and replacement of the entire tank foundation and installation of a new foundation and tank. Under either scenario, (tank retrofit or tank replacement), the overall capacity of the proposed tank would be the same as the existing tank.

Approach

CEQA applies to discretionary actions by public agencies that have the potential to result in a physical change in the environment. Projects subject to CEQA typically require the preparation of one of the following clearance documents: 1) Notice of Exemption; 2) Initial Study / Mitigated Negative Declaration (IS/MND); or 3) Environmental Impact Report (EIR). Regardless of the level of effort, MIG proposes to provide PCG and the District with accurate and objective input and recommendations through the CEQA review process so that the District may make the best possible informed decision regarding the appropriate CEQA document for the project.

MIG will prepare thorough CEQA documentation for the project. Depending on the specifics of the proposed project and the results of additional analysis, it is possible we may be able to determine that the project (retrofit or replacement options) is eligible for a CEQA Categorical Exemption (CE) under one or more of the following CEQA Guidelines sections:

- **Section 15301 (Existing Facilities).** Section 15301 allows for the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures,

Mr. Brandon Laurie

CEQA Services for Westborough Water District Skyline Tank No. 3 Retrofit or Replacement

facilities, or mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. An example provided in Subsection (b) is existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.

- **Section 15302 (Replacement or Reconstruction of Existing Structures).** Section 15302 covers the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure being replaced.

The District may be able to utilize the CE process if the project meets the conditions of Section 15301 or Section 15302, does not generate any potentially significant environmental impacts, and does not trigger any of the exceptions to the CEs which are listed in CEQA Guidelines Section 15300.2. Either project option, the tank retrofit or the full tank replacement could be eligible for a CE. According to Section 15300.2, the project documentation must be able to confirm that the project would not: 1) contribute to cumulative impacts of successive projects of the same type in the same place, over time; 2) have a significant effect on the environment due to unusual circumstances; 3) damage scenic resources within an officially designated scenic highway; 4) be located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code (Cortese List); or 5) cause a substantial adverse change in the significance of a historical resource.

If the CE investigation can demonstrate the proposed project would not have any significant environmental impacts, and none of the Section 15300.2 exceptions apply to the project, the District would be able to complete the CEQA review using a CE.

If the project cannot be found consistent with the CEQA requirements for CEs, then an IS/MND would need to be prepared. Our scope of work includes budget and schedule estimates for preparing either a CE, or an IS/MND for the project.

MIG is proposing a phased scope of work with an initial kick-off meeting, site visit, and research into the project's eligibility for a CE (Tasks 1-2). This initial research includes cultural resources searches and a biological survey and evaluation. Upon completion of our research, we would consult with Pakpour and the District as to which type of CEQA document would be most appropriate for the proposed project. If an IS/ MND is required, the initial investigative work done to determine the project's eligibility for a CE would be applied to the preparation of the IS/MND.

Our scope of work for the IS/ MND (Tasks 1-5) includes the preparation of a comprehensive analysis including a project description, environmental and regulatory setting discussions needed to support the impact analysis, discussion of Best Management Practices (BMPs) and/or Avoidance Measures (AMs) that are incorporated into the project to reduce potential environmental impacts, and the recommendation of mitigation measures to reduce environmental impacts not addressed by BMPs or AMs. We would prepare an administrative draft Initial Study, a public draft Initial Study and MND, and a formal response to comments document (Final Initial Study). We would also prepare a Mitigation Monitoring and Reporting Plan (MMRP) for adoption with the MND , and all required CEQA notices (Notice of Intent, Notice of Determination). We have budgeted time for communication and coordination with the District and PCG.

In preparing this scope of work, MIG Inc. has made the following assumptions regarding features of the proposed project and available data.

1. The District is the CEQA lead agency for the project and as such, building permits and other approvals from the District are not required.

2. No other technical reports such a noise report, air quality report, or traffic report are needed.
3. The District or PCG has information regarding existing tank materials and coatings such that additional sampling is not required to evaluate applicability of a CE for the specific retrofit approach proposed.
4. Significant grading will not occur on site and no substantial import or export of soil materials is necessary.

This scope of work presents our approach, work tasks, tentative schedule, and budget for preparation of all required components of the CEQA process for either a CE or an IS/MND.

Scope of Work

We propose the following scope of work for the preparation of a CE (Tasks 1-2 and Task 5) or an IS/MND (Task 1-5). Based on our cursory review of the proposed project, we do not anticipate that the project would result in significant impacts that would justify the preparation of an EIR, so we have excluded the EIR option from our scope of work.

Task 1. Project Initiation/Kick-Off Meeting

Upon authorization to proceed, MIG will coordinate a project kick-off meeting with District and PCG staff. The kick-off meeting could include a group site visit and a meeting to: 1) discuss roles and responsibilities and lines of communication; 2) identify project data needs; 3) confirm project deliverables; 4) identify potential regulatory or agency needs/concerns; and 5) confirm project schedule.

The site visit will also allow us to gain an understanding of the project context, to document project site conditions for the project description and to document conditions of particular concern for the environmental analysis.

During this task MIG staff would prepare a comprehensive data request outlining the information needed from the District or Pakpour for the CEQA analysis. MIG would also begin to collect available project information (documents, maps, reports, etc.).

Task Deliverables:

1. *Kick-Off Meeting/Site Visit*
2. *Data Request (electronic copy only)*

Task 2. CE Investigation

As described in the Approach section, above, MIG will investigate whether the project could be approved under a CE based on CEQA Guidelines Sections 15301 or 15302.

We will prepare a brief project description and then provide analysis of whether the project meets the criteria for a CE. This will include a discussion of whether any of the exceptions that defeat the use of a CE would apply to the project (CEQA Guidelines Section 15300.2) including:

- 1) a contribution to cumulative impacts;
- 2) a significant effect on the environment due to unusual circumstances;
- 3) damage to scenic resources within an officially designated scenic highway;
- 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code;
- 5) cause a substantial adverse change in the significance of a historical resource.

Mr. Brandon Laurie

CEQA Services for Westborough Water District Skyline Tank No. 3 Retrofit or Replacement

In order to provide adequate documentation of the project's potential impacts, we are proposing a moderate level of effort for our investigations and documentation. Our analysis will include the following:

- **Cultural Resources/Tribal Cultural Resources:** MIG will partner with Basin Research Associates, Inc. (Basin) to conduct a due diligence review and prepare a Technical Memo for cultural resources that could potentially be affected by the proposed project.

Tasks include:

- (1) review of an archival records search for a 1,000-foot radius of the project site to be completed by the California Historical Resources File System, Northwest Information Center (CHRIS/NWIC);
- (2) a review of various published compendiums including the National Register of Historic Places and California Register of Historical Resources as well as archival materials on file with BASIN;
- (3) a request for a review of the Sacred Lands Inventory (SLI) from the Native American Heritage Commission (NAHC) to determine if any potential tribal resources are present; and
- (4) outreach to Native Americans recommended by the NAHC for further information on tribal cultural resources.

A field review of the tank site by a professional archaeologist will not be undertaken due to the developed nature of the project.

The report will be a letter or memo format assessment report and provide a description of the project, the results of the archival research, a discussion of impacts and potential for exposing buried archaeological materials, a short management summary, and any recommendations for further work. Appropriate graphics will be included. Basin does not anticipate completing a summary of prehistoric and historic context/land use of the general area and project site unless research indicates that the summary is pertinent to the interpretation of the search results.

- **Biological Resources; Site Survey and Evaluation:** A MIG Biologist will conduct desktop research including searches of the California Natural Diversity Database, the California Native Plant Society Inventory of Rare and Endangered Plants, and the U.S. Fish and Wildlife Service's Information for Planning and Conservation to determine what, if any, species could be present on the site. A site survey would also be conducted to confirm the site does not contain any habitat for special status species, and confirm what, if any, measures would need to be included in the project to avoid any potential impacts to species such as nesting birds.

Once these screening level activities are completed, MIG will discuss our findings with the District and make a recommendation as to the most appropriate CEQA document to prepare for the project. Should the District concur that a CE is the most appropriate CEQA document, MIG will prepare a formal memo presenting the research and documentation supporting a CE.

If the CE investigation can demonstrate the proposed project would not have any significant environmental impacts, and none of the CE exceptions apply to the project, the District would be able to file a CE for the project with the San Mateo County Clerk-Recorder's Office under CEQA Guidelines Sections 15301 or Section 15302. We will provide the District with a draft and final memo and a Notice

of Exemption (NOE), if applicable, which the District would submit to the County Clerk-Recorder's Office. Notice of Exemptions are not required to be filed ,however, we often suggest they be filed because it starts a 30-day statute of limitations on legal challenges for the project. If a NOE is not filed, the statute of limitations for legal challenges is 90 days.

If our investigations determine the project is not eligible for a CE, we will use the analyses prepared under this task to support the preparation of a full IS/MND and prepare a memo documenting why the project does not qualify for a CE.

Task Deliverables:

- *Draft and Final memo documenting project's eligibility for a CE, and*
- *NOE to be filed by the District at the County Clerk's office*

Task 3. Initial Study

Should the screening analysis prepared under Task 2 determine an IS/MND is the most appropriate CEQA document for the project, MIG would prepare an Initial Study incorporating the research and documentation prepared under Task 2.

Task 3a. Administrative Draft IS/ MND. MIG will submit an IS/MND for review by the District and PCG.

The following explanation details each section of the IS:

Introduction – the introduction section will describe the purpose and organization of the IS, the need for the IS pursuant to the CEQA Guidelines, and the intent of the document. The intent is to provide the District with detailed information about the project's environmental effects and any measures required to mitigate potentially significant impacts. The District can then make an informed decision whether or not to approve the project.

Project Description – This will serve as the basis for all subsequent analyses of environmental impacts and thus is an essential chapter of the IS. The Project Description will provide a thorough and comprehensive description of all aspects of the proposed project including project purpose, design, construction and maintenance of the project, project timing and duration, and permits and approvals required for the project. Information for the Project Description will be obtained in coordination with PCG and the District.

CEQA Checklist – MIG will describe physical changes to the environment that would result from construction and operation of the project by answering the questions in the IS checklist contained in Appendix G of the State CEQA Guidelines (14 CCR 15000 et seq). MIG anticipates that the project will have minimal impacts, related to the short-term construction phase of the project. As such, a detailed, in-depth IS is not warranted.

MIG anticipates that the project will have little or no impacts in many of the resource areas analyzed under CEQA, including Aesthetics, Agriculture and Forestry Resources, Energy, Greenhouse Gas Emissions, Geology and Soils, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Population and Housing, Public Services, Recreation, Transportation, Utilities and Service Systems, and Wildfires. These areas will not be addressed in detail in the IS. If there are potentially significant impacts associated with the project, they would likely involve cultural or tribal cultural resources or biological resources. These sections would be discussed in more detail in the Initial Study analysis.

Report Preparation – this section will identify staff responsible for preparation of the IS/ND or MND.

References – The IS will include a reference list identifying sources used in answering each question.

Appendices – Appendices could include engineering plans, emissions estimates, or other materials used to aid in preparation of the IS/MND.

Task 3b. Prepare Public Draft IS/MND. MIG will address any comments from the District/PCG on the Administrative Draft IS/MND and then produce a Public Draft IS/MND for public circulation. MIG will provide the District one electronic (camera ready) version so the District can make additional copies of the document as necessary.

MIG will prepare the Notice of Intent (NOI) to Adopt the MND that the District can use to fulfill the public noticing requirements of CEQA Guidelines Section 15072. Posting public notice consistent with CEQA requirements will be the responsibility of the District. This includes sending the IS/MND to responsible agencies and notification in at least one of the following methods:

- Publication at least one time by the public agency in a newspaper of general circulation in the area affected by the proposed project, or
- Posting of notices by the public agency on and off the site in the area where the project is to be located, or
- Direct mailing to the owners and occupants of property contiguous to the parcel or parcels on which the project is located. Owners of such property shall be identified as shown on the latest equalized assessment roll.

The District will be responsible for filing the NOI with the Santa Clara County Clerk and sending the NOI and IS/MND to responsible agencies. MIG will prepare the Notice of Completion (NOC) and assist the District with transmitting the Initial Study document and related forms to the State Clearinghouse. Transmission of the NOI to the County Clerk and State Clearinghouse starts the 30-day public review period.

Task Deliverables:

- *Administrative Draft Initial Study (electronic copy only)*
- *Public Draft Initial Study (electronic copy only)*
- *Prepare draft Notice of Intent (electronic copy only) and assist with filing with State Clearinghouse*
- *Prepare State Clearinghouse Forms and assist with filing at State Clearinghouse*
 - *Environmental Summary Form and*
 - *Notice of Completion and Environmental Document Transmittal*

Task 4. Final Initial Study/Notice of Determination (NOD)

When the comment period for the IS/MND closes, MIG will prepare a Final Initial Study consisting of a memo noting the public review process and if any comments are received. Based on previous experience, we do not typically receive comment letters on these types of projects and therefore have only budgeted a very limited amount of time to prepare the Final Initial Study.

Once the project is approved by the District, MIG will prepare a Notice of Determination (NOD) that the District will need to file with the San Mateo County Clerk-Recorder's Office. At the time of the filing, the District will be required to pay county filing fees (\$50) and California Department of Fish and Wildlife

document filing fees (\$2,764.00 fee amount effective Jan. 1, 2023) to the San Mateo County Clerk. MIG will work with the District to provide a copy of the NOD to the State Clearinghouse.

Task Deliverables:

- *Notice of Determination (electronic copy) and assistance with filing*

Task 5. Project Management

The MIG Senior Project Manager would be the point of contact with District/PCG and would keep both apprised of project progress. If issues arise that would affect the schedule or budget, the Senior Project Manager would immediately inform the Pakpour and discuss the best approach to resolving issues.

MIG has allocated budget for client communication and staff coordination to ensure we can communicate clearly and effectively. Additionally, this budget covers implementing our quality control review process and administrative time for contracting.

Optional Task 6. Historic Resources Evaluation

If the project involves improvements to the tank itself (i.e., alters the tank structure through removal or addition or replacement of portions of the tank) and the tank is over 50 years old, then a Historic Resources Evaluation must be completed to determine if the tank is of historical significance. If the tank is less than 50 years old, then this evaluation does not need to be completed. If the evaluation finds the tank is not historically significant, the preparation of a Categorical Exemption may proceed. Tasks associated with this evaluation include:

- **Task 6a: Site Visit:** MIG's architectural historian(s) will visit the subject property to record existing conditions of the exterior of the buildings and landscape features. Documentation will be taken in the form of digital photos and field notes. This task also includes research at local repositories, such as the City or County archives and the local library, to trace the physical development of the property and build a chronology of alterations and events. The hours designated for this task include communication to coordinate access to the site and appointments at local repositories. Direct costs include mileage from San Francisco and any applicable copy or print fees.
- **Task 6b: Supplemental Research:** MIG will submit a data request to the City/client for prior cultural resources surveys conducted within the project area or other relevant documents. MIG's architectural historian(s) will also conduct online research to supplement the on-site repository research and the data request as needed. Additional research may include review of Sanborn maps, digital newspaper archives, and digital photographic collections.
- **Task 6c: Historic Resource Evaluation Report.** Task 6c includes preparation of one set of California Department of Parks and Recreation 523A and B Forms (DPRs) by a qualified architectural historian. The DPR forms will outline the history of the subject property, include a high-level architectural description of the property illustrated via digital photographs, and a professional opinion as to the property's eligibility for listing in the California Register of Historical Resources (CRHR) and the National Register of Historic Properties (NRHP).

The hours designated for this task include responding to one round of consolidated written comments from the client on the draft forms.

Mr. Brandon Laurie

CEQA Services for Westborough Water District Skyline Tank No. 3 Retrofit or Replacement

This presents a streamlined scope and assumes that no eligible buildings, structures, sites, objects, or historic districts are present at the property. Should MIG's architectural historian determine that historically significant properties are present during the documentation and research tasks, additional scope to complete an integrity analysis and identify character-defining features may be required.

Deliverables:

- Data Request, via email.
- 1 set of Draft DPR forms (in Word format), 1 set of Final DPR forms (in Word and PDF formats).
- 1 Draft memo (in Word format), 1 Final memo (in Word and PDF formats)

If the tank is determined to be historically significant, further evaluation and budget may be required.

Schedule

An example schedule for work product deliverables is presented in Table 1. MIG proposes to complete the CE investigation (Task 2) within 9 weeks from authorization to proceed, or complete the Administrative Draft IS/MND (Task 3) for District/PCG review within 11 weeks from the authorization to proceed (date contract is signed).

Our ability to prepare the environmental impact analysis hinges on the timely response to our data request and receipt of Basin's report, estimated at 8 weeks.

Table 1
Tentative Schedule for Deliverables

Task or Deliverable	Weeks to Complete	Total Weeks
Authorization to Proceed		0
Task 1: Initiate Project/Kick-Off Meeting, Delivery of Data Request	7 days from Authorization to Proceed	1
Task 2: CE Investigation	8 weeks	9
Task 3: Prepare IS		
Task 3a: Prepare Administrative Draft IS	10 weeks	11
District/PCG review of Admin. Draft IS	1 week	12
Task 3b: Prepare Public Draft IS		
Prepare Screen Check IS	2 weeks	14
30-day public Review period	30 days	18
Notice of Determination Filed	Must be filed within five working days after District adoption of MND and approval of the project	
Task 4: Final IS	1 week	23

Mr. Brandon Laurie

CEQA Services for Westborough Water District Skyline Tank No. 3 Retrofit or Replacement

Task 5: Project Management	As needed	
Optional Task 6: Historic Resources Evaluation	10 weeks from Authorization to Proceed	10

Budget

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table below. The cost table is based on our understanding of the project and the limitations identified below as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify PCG immediately to discuss modifications to the scope of services and/or project fees.

MIG will bill only the time and expenses spent. We will not exceed this amount without prior approval. With approval, additional services that are not outlined in this proposal will be charged on a time-and-expense basis according to the Billing Rate schedule attached. Payment for services shall be due upon receipt of MIG's monthly invoice.

The cost table shows a CE is estimated to cost \$15,060 and an IS/MND is estimated to cost \$37,232, including expenses. With Optional task 6 Historic Resources Evaluation, the total is \$23,755 for the CE and \$45,927 for the IS.

It is our understanding that a new annex (contract) will be issued and signed for this proposed scope of work. Per previous scopes prepared for projects with Pakpour Consulting Group, we have not budgeted for attendance at any public meetings or hearings. These services would require additional budget. However, we have included a Final Initial Study, as described in Task 4, above, to document the public review process.

Table 2. Cost Estimate

Task	Hours (CE)	Budget (CE)	Hours (IS/MND)	Budget (IS/MND)
1 – Initiate / Kick-Off Project	22	\$3,370	22	\$3,370
2 – CE Investigation	36	\$5,380	36	\$5,380
3 – Prepare Initial Study	--	--	132	\$18,280
4 – Prepare Final Initial Study/NOD	--	--	14	\$2,290
5 – Project Administration and Management	10	\$1,603	20	\$3,205
Staff Labor Subtotal	68	\$10,353	224	\$32,525
Expenses				
Mileage		\$160		\$160
Basin		\$4,547		\$4,547
Expenses Subtotal		\$4,707		\$4,707
Total Fee WITHOUT Optional Task 6		\$15,060		\$37,232
6 - Optional Historical Resources Evaluation	51	\$8,695	51	\$8,695

Factors that Would Trigger an Increase in Cost

- 1. Meetings and Hearings.** Our scope provides for attendance at one meeting: a site visit/project kick-off meeting with pertinent PCG and/or District staff. Attendance at the District's public

hearing to adopt the IS/MND or other meetings would be subject to additional compensation. Preparation of any presentation materials would also be subject to additional compensation.

2. **Expense Estimates.** Expense estimates include mileage and record search expenses (estimated at \$850 for a non-expedited search). Should an unanticipated expense arise, MIG will obtain authorization for the expense.
3. **Administrative Drafts.** The cost estimate also assumes there will be only one round of administrative review prior to finalization of the IS/MND. If more administrative drafts are required, the cost of additional time and materials will be subject to additional compensation and an amendment to the scope of work.
4. **Project Information or Changes in Project.** The scope does not cover new or revised analysis needed to address changes to the project after start of work.
5. **Historical Resources Evaluation.** The historic resources evaluation write up will be streamlined and assumes that the client will be able to provide most of the documentation required to prepare the historic context write up (year built, chronology of alterations, list of past property owners etc) and also that the property (tank) is not significant.
6. **Technical Studies.** The scope does not include the preparation of technical studies such as noise modeling, air emissions estimates, traffic analysis, wetland delineation, hazardous materials surveys/testing, or sensitive species surveys. If additional special studies should become necessary these studies will be considered outside the scope of work and subject to additional compensation.
7. **Endangered Species Focused Surveys.** This scope of work does not include protocol-level surveys for rare or endangered species. These services can be provided under an amended budget.
8. **Public Notices and Filing.** The scope of work assumes MIG will provide drafts of CEQA Notice of Intent, Notice of Determination, and Notice of Completion. The scope of work assumes the District will file the Notice of Intent and Notice of Determination with the County Clerk-Recorder's Office. District and/or PCG staff will be responsible for preparation of staff reports and project findings which may be required under the CEQA Guidelines. As stated under Task 3, the District will be responsible for posting public notice consistent with CEQA requirements and distribution to responsible agencies for review. The District must notify the public by at least one of the following procedures:
 - Publication at least one time by the public agency in a newspaper of general circulation in the area affected by the proposed project.
 - Posting of notices by the public agency on and off the site in the area where the project is to be located.
 - Direct mailing to the owners and occupants of property contiguous to the parcel or parcels on which the project is located. Owners of such property shall be identified as shown on the latest equalized assessment roll.
9. **Administration.** The scope of work assumes a certain number of hours are needed for client and county communications, administration, and quality control. If we need to spend additional time for communications, particularly if there is a delay in the project schedule, we may request a budget amendment.

Mr. Brandon Laurie

CEQA Services for Westborough Water District Skyline Tank No. 3 Retrofit or Replacement

10. Hard Copies. We have not budgeted to provide the District or PCG with hard print copies of the IS/MND. If copies are required, we can provide these with a budget amendment.

11. Schedule Delay. Our budget assumes completion of our work products within the period of time presented in the schedule section of this scope of work. Extended delays or stopping and starting work multiple times can lead to additional project administration/management time not anticipated in our budget. Should these situations arise and MIG is using project management time we may request a budget amendment.

Personnel and Staffing

MIG would assign the following key staff to advise PCG and the District on CEQA compliance and prepare CEQA documentation.

Mike Campbell, Director of Environmental Analysis, has over 35 years of experience in planning and environmental consulting, with expertise in stormwater management. His CEQA project management experience includes EIRs, Initial Study/Mitigated Negative Declarations and Categorical Exemptions for a wide variety of industrial, residential, commercial, public park and infrastructure projects. His responsibilities for this project will include maintaining client communications, managing schedules and deadlines, and monitoring budgets.

Christina Lau, Senior Project Manager/Senior Analyst, has over 20 years of experience in the preparation of CEQA and NEPA environmental analysis. At MIG, she has been a project manager or major contributor to a variety of water tank projects including the Purissima Hills Water District's Duval, Elena, Padre, Seton, and Josefa Water Main Replacement, Elena Taaffe Water Main Replacement, Neary Tank Utilization, and Page Mill Road Tank seismic upgrade projects. She would be responsible for preparation of key sections of the work products, and coordination with team members and staff.

Megan Kalyankar, Sr. Biologist, is experienced with CEQA/ NEPA analysis, biological impact analysis and permitting, special status species surveys, wetland monitoring, and biological construction monitoring. She will conduct the site survey and biological analysis.

Thank you for contacting MIG for this scope of service and we are excited for an opportunity to work with PCG again. If you have any questions regarding this proposal, please contact me at your convenience. My direct line is 650-327-0429 ext. 5530.

Sincerely,



Christina Lau
Senior Project Manager



September 8, 2023

10025.19

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

**Subject: Proposal to Prepare Plans, Specifications and Cost Estimate
Greendale Dr Easement Sanitary Sewer Improvements
Westborough Water District (District)**

Dear Patricia,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for Greendale Dr Easement Sanitary Sewer Improvements (CIP S23-03) as identified in the District's 2023 Capital Improvement Program (CIP). The following is a brief background of the project.

CIP S23-03 Greendale Dr Easement Sanitary Sewer Improvements

The Greendale Dr Easement sanitary sewer (GESS) is located off Greendale Dr between Callan Blvd and Huassmann Ct (directly behind the 3800-3820 Callan Blvd properties and along the side of 2593 Greendale Dr.) The GESS is approximately 240 LF of 6" vitrified clay pipe (VCP) beginning at Greendale Dr (SSMH 91) and ending in a common area to the north (SSMH 90). The easement provides access to the common area from Greendale Dr via a sidewalk, decorative landscaping, and stairway for the Callan Blvd properties.

Closed Circuit Television Video (CCTV) indicates 6 known lateral connections serving the Callan Blvd residents to the west and an unknown 6" pipe connection coming from the north into SSMH 90 with a substantial flowrate. CCTV video also indicates the GESS has several moderate sags along its length which according to Daly City has resulted in backups into SSMH 90 eventually overflowing onto the common area below. Based on the GESS condition, defect type and discussion with contractors, we recommend open trench replacement with Polyvinyl Chloride (PVC) to correct the pipe deficiencies. Trenchless repair, although a great candidate for this specific replacement, unfortunately will not address the underlying cause of the defects.

Open trench construction unfortunately means some, if not all, of the existing landscape within the easement will require removal to permit the replacement. PCG will coordinate with the various stakeholders to determine how to move forward with replacing this landscaping. If needed, PCG can provide landscape architect services under an additional service request.

Task 1.0 – Meetings/Field Investigations/Resident-HOA Coordination

PCG will conduct meetings and field investigations with District staff during the design phase. In addition, PCG will also lead coordination efforts with the adjacent residents, potential Home Owners Association, and the Skyline View Apartment complex keeping them informed of the project and to gather design related input. In addition, due to landscape replacement, we included coordination time with the City of South San Francisco to ensure the replacement meets water use ordinances. This task also includes various project management tasks throughout the project.

Task 2.0 - Topographic Survey, Utility Investigation/Coordination

Topographic Survey

PCG, along with our survey subconsultant, Dains Land Surveying (DLS), will research City of South San Francisco, and San Mateo County records for “As-Built” improvement plans, reports, studies and other data that may be pertinent to the project.

Topography will be established and tied to the North American Datum of 1983 (NAD 1983) for horizontal control and North American Vertical Datum of 1988 (NAVD 1988) for vertical control by the surveyor. The survey scope will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility information along affected roads. Existing record right-of-way and adjoining property information will be obtained and shown on the project base map.

We understand the District will mark the location of District owned facilities and call for USA markings prior to the field survey. The survey will show the location of the marked utilities as marked.

Utility Agency Coordination

Project Utility Notices will be sent to utility agencies and services operating in the area, informing them of the project, requesting plans of their facilities, and their requirements for construction near them. We will coordinate with the various utility companies to resolve potential conflicts.

Task 3.0 - Environmental Investigation

Our subconsultant, MIG, will perform an environmental investigation along the project limits and prepare needed environmental documentation. Given the size of this project, we anticipate this project to align with a Categorical Exemption (CE) which is substantially less effort than the alternative Initial Study. However, it is certainly possible an Initial Study may be required. For this reason, the budget is conservative and assumes an Initial Study.

Task 4.0 - 65% Plans

The 65% progress plans will be prepared per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2022. The 60% Plans will be submitted for District review. PCG will participate fully in the review process.

Task 5.0 - 90% Plans, Specifications, and Cost Estimates (PS&E)

The 60% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments along with preparing 90% technical specifications and cost estimate. Stormwater compliance specifications, if required, will be provided by our subconsultant, Sandis. The specifications will be in Microsoft Word format and will be incorporated into the District’s “boilerplate” to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors if needed.

Task 6.0 - Bid Documents (Final PS&E)

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed. Appropriate modifications will be made to the plans, technical specifications, and cost estimates. The plans and specifications will be finalized for the project including all notes/details and incorporating all comments received.

Task 7.0 - Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written responses to bidder inquiries, preparation of contract addenda, and attendance at a pre-bid conference and site visit.

Proposed Schedule

Notice to Proceed	September 14, 2023
Survey Complete	October 13, 2023
60% Submittal	November 10, 2023
60% Submittal Review Meeting	November 16, 2023
90% Submittal	December 22, 2023
90% Submittal Review Meeting	January 5, 2024
Final Submittal	January 26, 2024
Project Advertisement	February 8, 2024
Award Project	March 14, 2024



September 8, 2023 – Page 4

Mairena – Greendale Dr Easement Sanitary Sewer Improvements PS&E Proposal

Proposed Budget

Task	Description	District Engineer \$250	Senior Engineer \$215	Project Designer \$165	TOTAL
		Hours			
1.0	Meetings, Field Investigations, Stakeholder Coordination	4	40	60	104
2.0	Topographic Survey, Utility Investigation/Coordination	0	4	8	12
3.0	Environmental Investigation	0	8	4	12
4.0	65% Plans	2	10	60	72
5.0	90% Plans, Specifications, EOPC	2	20	40	62
6.0	Bid Documents (Final PS&E)	2	10	20	32
7.0	Advertisement/Award Period	2	20	40	62
Total Hours		12	112	232	356
Direct Labor		\$3,000	\$24,080	\$38,280	\$65,360

Topographic Survey - Dains Land Surveying	\$7,370
Environmental - MIG*	\$17,644
CGP/ SWPPP Consultant - Sandis	\$1,100
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)	\$3,268

Total Budget	\$94,742
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* MIG's budget assumes the project will qualify for a Categorical Exemption.

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:

 456012639450465...
 Brandon Laurie, PE
 Senior Engineer

cc: Johnny Kennedy, Field Supervisor, Westborough Water District, jkennedy@westboroughwater.org
 Joubin Pakpour, PE, District Engineer, Pakpour Consulting Group, jpakpour@pcgengr.com

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Dains Land Surveying

July 28, 2023

Brandon Laurie
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

RE: Strip of Land off Greendale Drive, South San Francisco, CA

Dear Brandon,

Thank you for the opportunity to submit this proposal to provide land-surveying services for the above-referenced property. Per your request, I propose to provide the following services:

Base Item: We will prepare a **Topographic Survey Plan** of the lands highlighted in blue on the attached exhibit. The plan will be drafted in an AutoCAD format and will indicate the following:

- Spot elevations and contours at a one-foot interval to determine drainage pattern based on the North American Vertical Datum of 1988 (NAVD 1988).
- The horizontal coordinate system will be based on the North American Datum of 1983 (NAD 1983).
- Visible surface and overhead utilities
- Accessible underground utilities such as sanitary sewer and storm drain. Pipe inverts and sizes will also be shown.
- Underground water, gas and electric utilities will be shown per record information if available.
- Tree locations and sizes for all trees greater than or equal to 6" in trunk diameter at chest height.
- Location and elevation of existing site features such as, but not limited to, fences, gates, guard rails, driveways, signs, fronting street improvements, walls, walks, and other hardscape, if any.
- Property line boundary data shown will be based upon a record information.
- Easements based will be shown based on available county filed map research and documents provided by the client.

Our fee for our services will be \$ 4,700.00. Please allow an additional \$2,000.00 to extend the survey to include the adjacent fenced yards to the southwest highlighted in red on the attached exhibit. We can schedule work on the project upon your authorization. Please allow approximately four weeks for completion of our services.



Dains Land Surveying

July 28, 2023

Brandon Laurie
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

RE: Strip of Land off Greendale Drive, South San Francisco, CA

Page 2 of 2

Upon completion, we will furnish you with a signed print. An AutoCAD and PDF file of the plan will also be emailed to you.

Thank you for your consideration. If you have any questions, or wish to discuss any aspect of this proposal, please don't hesitate to call.

Sincerely,

Robert Dains
Calif. Licensed Land Surveyor # 8227



August 31, 2023

Brandon Laurie, P.E.
Project Engineer
Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588
blaurie@pcgengr.com

Subject: Proposal for CEQA Services – Westborough Water District Greendale Drive Easement Sanitary Sewer Main Replacement Project

Dear Mr. Laurie:

MIG is pleased to provide this scope of work for environmental services related to the Greendale Drive Easement Sanitary Sewer Main Replacement Project for the Westborough Water District (District). The District will serve as the CEQA lead agency for the project. MIG's contract will be with Pakpour Consulting Group (PCG) as a subconsultant. The following describes our understanding of the project and presents our scope of work for CEQA services.

Project Understanding

This project will involve the replacement of approximately 250 linear feet (LF) of 6-inch VCP sanitary sewer main at Greendale Drive near Callan Boulevard. The sewer main replacement is located within an easement adjacent to residential properties and will require the disturbance and removal of approximately 6,000 square feet (SF) of vegetation and subsequent replacement landscaping.

Approach

CEQA applies to discretionary actions by public agencies that have the potential to result in a physical change in the environment. Projects subject to CEQA typically require the preparation of one of the following clearance documents: 1) Notice of Exemption; 2) Initial Study / Mitigated Negative Declaration (IS/MND); or 3) Environmental Impact Report (EIR). Regardless of the level of effort, MIG proposes to provide PCG and the District with accurate and objective input and recommendations through the CEQA review process so that the District may make the best possible informed decision regarding the appropriate CEQA document for the project.

MIG will prepare thorough CEQA documentation for the project. Depending on the specifics of the proposed project and the results of additional analysis, it is possible we may be able to determine that the project is eligible for a CEQA Categorical Exemption (CE) under one or more of the following CEQA Guidelines sections:

- **Section 15301 (Existing Facilities).** Section 15301 allows for the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, or mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. An example provided in Subsection (b) is existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.

Mr. Brandon Laurie

CEQA Services for Westborough Water District Greendale Drive Easement Sanitary Sewer Replacement

- **Section 15302 (Replacement or Reconstruction of Existing Structures).** Section 15302 covers the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure being replaced.

The District may be able to utilize the CE process if the project meets the conditions of Section 15301 or Section 15302, does not generate any potentially significant environmental impacts, and does not trigger any of the exceptions to the CEs which are listed in CEQA Guidelines Section 15300.2. According to Section 15300.2, the project documentation must be able to confirm that the project would not: 1) contribute to cumulative impacts of successive projects of the same type in the same place, over time; 2) have a significant effect on the environment due to unusual circumstances; 3) damage scenic resources within an officially designated scenic highway; 4) be located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code (Cortese List); or 5) cause a substantial adverse change in the significance of a historical resource.

If the CE investigation can demonstrate the proposed project would not have any significant environmental impacts, and none of the Section 15300.2 exceptions apply to the project, the District would be able to complete the CEQA review using a CE.

If the project cannot be found consistent with the CEQA requirements for CEs, then an IS/MND would need to be prepared. Our scope of work includes budget and schedule estimates for preparing either a CE, or an IS/MND for the project.

MIG is proposing a phased scope of work with an initial kick-off meeting, site visit, and research into the project's eligibility for a CE (Tasks 1-2). This initial research includes cultural resources searches and a biological survey and evaluation. Upon completion of our research, we would consult with Pakpour and the District as to which type of CEQA document would be most appropriate for the proposed project. If an IS/ MND is required, the initial investigative work done to determine the project's eligibility for a CE would be applied to the preparation of the IS/MND.

Our scope of work for the IS/ MND (Tasks 1-4) includes the preparation of a comprehensive analysis including a project description, environmental and regulatory setting discussions needed to support the impact analysis, discussion of Best Management Practices (BMPs) and/or Avoidance Measures (AMs) that are incorporated into the project to reduce potential environmental impacts, and the recommendation of mitigation measures to reduce environmental impacts not addressed by BMPs or AMs. We would prepare an administrative draft Initial Study, a public draft Initial Study and MND, and a formal response to comments document (Final Initial Study). We would also prepare a Mitigation Monitoring and Reporting Plan (MMRP) for adoption with the MND, and all required CEQA notices (Notice of Intent, Notice of Determination). We have budgeted time for communication and coordination with the District and PCG.

In preparing this scope of work, MIG Inc. has made the following assumptions regarding features of the proposed project and available data.

1. The District is the CEQA lead agency for the project and as such, building permits and other approvals from the City are not required.
2. No other technical reports such a noise report, air quality report, or traffic report are needed.
3. The abandonment of the existing sewer main will consist of capping at either end of the section to be replaced.
4. Significant grading will not occur on site and no substantial import or export of soil materials is necessary.

This scope of work presents our approach, work tasks, tentative schedule, and budget for preparation of all required components of the CEQA process for either a CE or an IS/MND.

Scope of Work

We propose the following scope of work for the preparation of a CE (Tasks 1-2 and Task 5) or an IS/MND (Task 1-5). Based on our cursory review of the proposed project, we do not anticipate that the project would result in significant impacts that would justify the preparation of an EIR, so we have excluded the EIR option from our scope of work.

Task 1. Project Initiation/Kick-Off Meeting

Upon authorization to proceed, MIG will coordinate a project kick-off meeting with District and PCG staff. The kick-off meeting could include a group site visit and a meeting to: 1) discuss roles and responsibilities and lines of communication; 2) identify project data needs; 3) confirm project deliverables; 4) identify potential regulatory or agency needs/concerns; and 5) confirm project schedule.

The site visit will also allow us to gain an understanding of the project context, to document project site conditions for the project description and to document conditions of particular concern for the environmental analysis.

During this task MIG staff would prepare a comprehensive data request outlining the information needed from the District or Pakpour for the CEQA analysis. MIG would also begin to collect available project information (documents, maps, reports, etc.).

Task Deliverables:

1. *Kick-Off Meeting/Site Visit*
2. *Data Request (electronic copy only)*

Task 2. CE Investigation

As described in the Approach section, above, MIG will investigate whether the project could be approved under a CE based on CEQA Guidelines Sections 15301 or 15302.

We will prepare a brief project description and then provide analysis of whether the project meets the criteria for a CE. This will include a discussion of whether any of the exceptions that defeat the use of a CE would apply to the project (CEQA Guidelines Section 15300.2) including:

- 1) a contribution to cumulative impacts;
- 2) a significant effect on the environment due to unusual circumstances;
- 3) damage to scenic resources within an officially designated scenic highway;
- 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code;
- 5) cause a substantial adverse change in the significance of a historical resource.

In order to provide adequate documentation of the project's potential impacts, we are proposing a moderate level of effort for our investigations and documentation. Our analysis will include the following:

- Cultural Resources/Tribal Cultural Resources: MIG will partner with Basin Research Associates, Inc. (Basin) to conduct a due diligence review and prepare a Technical Memo for cultural resources that could potentially be affected by the proposed project.

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Tasks include:

- (1) review of an archival records search for a 1,000-foot radius of the project site to be completed by the California Historical Resources File System, Northwest Information Center (CHRIS/NWIC);
- (2) a review of various published compendiums including the National Register of Historic Places and California Register of Historical Resources as well as archival materials on file with BASIN;
- (3) a request for a review of the Sacred Lands Inventory (SLI) from the Native American Heritage Commission (NAHC) to determine if any potential tribal resources are present; and
- (4) outreach to Native Americans recommended by the NAHC for further information on tribal cultural resources.

A field review of the sewer line alignment by a professional archaeologist will not be undertaken due to the developed nature of the project.

The report will be a letter or memo format assessment report and provide a description of the project, the results of the archival research, a discussion of impacts and potential for exposing buried archaeological materials, a short management summary, and any recommendations for further work. Appropriate graphics will be included. Basin does not anticipate completing a summary of prehistoric and historic context/land use of the general area and project site unless research indicates that the summary is pertinent to the interpretation of the search results.

- **Biological Resources; Site Survey and Evaluation:** A MIG Biologist will conduct desktop research including searches of the California Natural Diversity Database, the California Native Plant Society Inventory of Rare and Endangered Plants, and the U.S. Fish and Wildlife Service's Information for Planning and Conservation to determine what, if any, species could be present on the site. A site survey would also be conducted to confirm the site does not contain any habitat for special status species, and confirm what, if any, measures would need to be included in the project to avoid any potential impacts to species such as nesting birds.

Once these screening level activities are completed, MIG will discuss our findings with the District and make a recommendation as to the most appropriate CEQA document to prepare for the project. Should the District concur that a CE is the most appropriate CEQA document, MIG will prepare a formal memo presenting the research and documentation supporting a CE.

If the CE investigation can demonstrate the proposed project would not have any significant environmental impacts, and none of the CE exceptions apply to the project, the District would be able to file a CE for the project with the San Mateo County Clerk-Recorder's Office under CEQA Guidelines Sections 15301 or Section 15302. We will provide the District with a draft and final memo and a Notice of Exemption (NOE), if applicable, which the District would submit to the County Clerk-Recorder's Office. Notice of Exemptions are not required to be filed, however, we often suggest they be filed because it starts a 30-day statute of limitations on legal challenges for the project. If a NOE is not filed, the statute of limitations for legal challenges is 90 days.

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If our investigations determine the project is not eligible for a CE, we will use the analyses prepared under this task to support the preparation of a full IS/MND and prepare a memo documenting why the project does not qualify for a CE.

Task Deliverables:

- *Draft and Final memo documenting project's eligibility for a CE, and*
- *NOE to be filed by the District at the County Clerk's office*

Task 3. Initial Study

Should the screening analysis prepared under Task 2 determine an IS/MND is the most appropriate CEQA document for the project, MIG would prepare an Initial Study incorporating the research and documentation prepared under Task 2.

Task 3a. Administrative Draft IS/ MND. MIG will submit an IS/MND for review by the District and PCG.

The following explanation details each section of the IS:

Introduction – the introduction section will describe the purpose and organization of the IS, the need for the IS pursuant to the CEQA Guidelines, and the intent of the document. The intent is to provide the District with detailed information about the project's environmental effects and any measures required to mitigate potentially significant impacts. The District can then make an informed decision whether or not to approve the project.

Project Description – This will serve as the basis for all subsequent analyses of environmental impacts and thus is an essential chapter of the IS. The Project Description will provide a thorough and comprehensive description of all aspects of the proposed project including project purpose, design, construction and maintenance of the project, project timing and duration, and permits and approvals required for the project. Information for the Project Description will be obtained in coordination with PCG and the District.

CEQA Checklist – MIG will describe physical changes to the environment that would result from construction and operation of the project by answering the questions in the IS checklist contained in Appendix G of the State CEQA Guidelines (14 CCR 15000 et seq). MIG anticipates that the project will have minimal impacts, related to the short-term construction phase of the project. As such, a detailed, in-depth IS is not warranted.

MIG anticipates that the project will have little or no impacts in many of the resource areas analyzed under CEQA, including Aesthetics, Agriculture and Forestry Resources, Energy, Greenhouse Gas Emissions, Geology and Soils, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Population and Housing, Public Services, Recreation, Transportation, Utilities and Service Systems, and Wildfires. These areas will not be addressed in detail in the IS. If there are potentially significant impacts associated with the project, they would likely involve air quality, energy, greenhouse gases, cultural or tribal cultural resources, noise, or biological resources. These sections would be discussed in more detail in the Initial Study analysis.

Air Quality, Energy, and Greenhouse Gases: Potential air quality, energy, and greenhouse gas (GHG) impacts associated with the project would be limited to short-term emissions from construction activities; no substantial changes to the existing air quality, energy, and GHG environments are anticipated to occur with project operation. MIG will estimate the project's potential construction emissions using the California Emissions Estimator Model (CalEEMod) and project-specific information provided by Pakpour Consulting (e.g., construction schedule,

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phasing, equipment use, etc.). Where project-specific information is not available, MIG would rely on default assumptions contained within the emissions estimator model. The air quality, energy, and GHG emissions impact analyses would be prepared consistent with Appendix G of the CEQA Guidelines and the latest recommendations and guidance from the Bay Area Air Quality Management District. The project will require the inclusion of best management practices / standard construction emission control measures to demonstrate compliance with the BAAQMD's latest 2023 CEQA guidance regarding the analysis of potential construction emissions. With the inclusion of these standard measures, MIG anticipates the project would not result in a significant air quality, energy, or GHG impact.

Noise: The project site is generally located near residential land uses that contain sensitive noise receptors; however, MIG anticipates potential noise impacts will be limited to temporary construction activities that would occur in accordance with local code requirements pertaining to noise levels, allowable construction hours, etc. MIG's analysis would disclose potential construction equipment noise levels at sensitive receptor locations, document compliance with applicable code requirements, and, if necessary, identify best management practices or standard construction noise control measures for inclusion in the project that would render potential temporary increase in noise a less than significant impact. MIG does not anticipate that substantial changes to the existing noise environment would occur from project operation.

Report Preparation – this section will identify staff responsible for preparation of the IS/ND or MND.

References – The IS will include a reference list identifying sources used in answering each question.

Appendices – Appendices could include engineering plans, emissions estimates, or other materials used to aid in preparation of the IS/MND.

Task 3b. Prepare Public Draft IS/MND. MIG will address any comments from the District/PCG on the Administrative Draft IS/MND and then produce a Public Draft IS/MND for public circulation. MIG will provide the District one electronic (camera ready) version so the District can make additional copies of the document as necessary.

MIG will prepare the Notice of Intent (NOI) to Adopt the MND that the District can use to fulfill the public noticing requirements of CEQA Guidelines Section 15072. Posting public notice consistent with CEQA requirements will be the responsibility of the District. This includes sending the IS/MND to responsible agencies and notification in at least one of the following methods:

- Publication at least one time by the public agency in a newspaper of general circulation in the area affected by the proposed project, or
- Posting of notices by the public agency on and off the site in the area where the project is to be located, or
- Direct mailing to the owners and occupants of property contiguous to the parcel or parcels on which the project is located. Owners of such property shall be identified as shown on the latest equalized assessment roll.

The District will be responsible for filing the NOI with the Santa Clara County Clerk and sending the NOI and IS/MND to responsible agencies. MIG will prepare the Notice of Completion (NOC) and assist the District with transmitting the Initial Study document and related forms to the State Clearinghouse.

Transmission of the NOI to the County Clerk and State Clearinghouse starts the 30-day public review period.

Task Deliverables:

- *Administrative Draft Initial Study (electronic copy only)*
- *Public Draft Initial Study (electronic copy only)*
- *Prepare draft Notice of Intent (electronic copy only) and assist with filing with State Clearinghouse*
- *Prepare State Clearinghouse Forms and assist with filing at State Clearinghouse*
 - *Environmental Summary Form and*
 - *Notice of Completion and Environmental Document Transmittal*

Task 4. Final Initial Study/Notice of Determination (NOD)

When the comment period for the IS/MND closes, MIG will prepare a Final Initial Study consisting of a memo noting the public review process and if any comments are received. Based on previous experience, we do not typically receive comment letters on these types of projects and therefore have only budgeted a very limited amount of time to prepare the Final Initial Study.

Once the project is approved by the District, MIG will prepare a Notice of Determination (NOD) that the District will need to file with the San Mateo County Clerk-Recorder's Office. At the time of the filing, the District will be required to pay county filing fees (\$50) and California Department of Fish and Wildlife document filing fees (\$2,764.00 fee amount effective Jan. 1, 2023) to the San Mateo County Clerk. MIG will work with the District to provide a copy of the NOD to the State Clearinghouse.

Task Deliverables:

- *Notice of Determination (electronic copy) and assistance with filing*

Task 5. Project Management

The MIG Senior Project Manager would be the point of contact with District/PCG and would keep both apprised of project progress. If issues arise that would affect the schedule or budget, the Senior Project Manager would immediately inform the Pakpour and discuss the best approach to resolving issues.

MIG has allocated budget for client communication and staff coordination to ensure we can communicate clearly and effectively. Additionally, this budget covers implementing our quality control review process and administrative time for contracting.

Schedule

An example schedule for work product deliverables is presented in Table 1. MIG proposes to complete the CE investigation (Task 2) within 9 weeks from authorization to proceed, or complete the Administrative Draft IS/MND (Task 3) for District/PCG review within 11 weeks from the authorization to proceed (date contract is signed).

Our ability to prepare the environmental impact analysis hinges on the timely response to our data request and receipt of Basin's report, estimated at 8 weeks.

Table 1
Tentative Schedule for Deliverables

Task or Deliverable	Weeks to Complete	Total Weeks
Authorization to Proceed		0
Task 1: Initiate Project/Kick-Off Meeting, Delivery of Data Request	7 days from Authorization to Proceed	1
Task 2: CE Investigation	8 weeks	9
Task 3: Prepare IS		
Task 3a: Prepare Administrative Draft IS	10 weeks	11
<i>District/PCG review of Admin. Draft IS</i>	<i>1 week</i>	<i>12</i>
Task 3b: Prepare Public Draft IS		
<i>Prepare Screen Check IS</i>	<i>2 weeks</i>	<i>14</i>
<i>30-day public Review period</i>	<i>30 days</i>	<i>18</i>
Notice of Determination Filed	Must be filed within five working days after District adoption of MND and approval of the project	
Task 4: Final IS	1 week	23
Task 5: Project Management	As needed	

Budget

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table below. The cost table is based on our understanding of the project and the limitations identified below as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify PCG immediately to discuss modifications to the scope of services and/or project fees.

MIG will bill only the time and expenses spent. We will not exceed this amount without prior approval. With approval, additional services that are not outlined in this proposal will be charged on a time-and-expense basis according to the Billing Rate schedule attached. Payment for services shall be due upon receipt of MIG's monthly invoice.

The cost table shows a CE is estimated to cost \$16,040 and an IS/MND is estimated to cost \$35,277, including expenses.

It is our understanding that a new annex (contract) will be issued and signed for this proposed scope of work. Per previous scopes prepared for projects with Pakpour Consulting Group, we have not budgeted for attendance at any public meetings or hearings. These services would require additional budget. However, we have included a Final Initial Study, as described in Task 4, above, to document the public review process.

Table 2. Cost Estimate

Task	Hours (CE)	Budget (CE)	Hours (IS/MND)	Budget (IS/MND)
1 – Initiate / Kick-Off Project	17	\$2,650	17	\$2,650
2 – CE Investigation	48	\$6,880	48	\$6,880
3 – Prepare Initial Study	--	--	109	\$15,265
4 – Prepare Final Initial Study/NOD	--	--	14	\$2,170
5 – Project Administration and Management	11	\$1,803	22	\$3,605
Staff Labor Subtotal	76	\$11,333	210	\$30,570
Expenses				
Mileage		\$160		\$160
Basin		\$4,547		\$4,547
Expenses Subtotal		\$4,707		\$4,707
Total Fee		\$16,040		\$35,277

Factors that Would Trigger an Increase in Cost

- 1. Meetings and Hearings.** Our scope provides for attendance at one meeting: a site visit/project kick-off meeting with pertinent PCG and/or District staff. Attendance at the District's public hearing to adopt the IS/MND or other meetings would be subject to additional compensation. Preparation of any presentation materials would also be subject to additional compensation.
- 2. Expense Estimates.** Expense estimates include mileage and record search expenses (estimated at \$850 for a non-expedited search). Should an unanticipated expense arise, MIG will obtain authorization for the expense.
- 3. Administrative Drafts.** The cost estimate also assumes there will be only one round of administrative review prior to finalization of the IS/MND. If more administrative drafts are required, the cost of additional time and materials will be subject to additional compensation and an amendment to the scope of work.
- 4. Project Information or Changes in Project.** The scope does not cover new or revised analysis needed to address changes to the project after start of work.
- 5. Technical Studies.** The scope does not include the preparation of technical studies such as noise modeling, air emissions estimates, traffic analysis, wetland delineation, hazardous materials surveys/testing, or sensitive species surveys. If additional special studies should become necessary these studies will be considered outside the scope of work and subject to additional compensation.
- 6. Endangered Species Focused Surveys.** This scope of work does not include protocol-level surveys for rare or endangered species. These services can be provided under an amended budget.
- 7. Public Notices and Filing.** The scope of work assumes MIG will provide drafts of CEQA Notice of Intent, Notice of Determination, and Notice of Completion. The scope of work assumes the District will file the Notice of Intent and Notice of Determination with the County Clerk-Recorder's Office. District and/or PCG staff will be responsible for preparation of staff reports and project findings which may be required under the CEQA Guidelines. As stated under Task 3,

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the District will be responsible for posting public notice consistent with CEQA requirements and distribution to responsible agencies for review. The District must notify the public by at least one of the following procedures:

- Publication at least one time by the public agency in a newspaper of general circulation in the area affected by the proposed project.
 - Posting of notices by the public agency on and off the site in the area where the project is to be located.
 - Direct mailing to the owners and occupants of property contiguous to the parcel or parcels on which the project is located. Owners of such property shall be identified as shown on the latest equalized assessment roll.
8. **Administration.** The scope of work assumes a certain number of hours are needed for client and county communications, administration, and quality control. If we need to spend additional time for communications, particularly if there is a delay in the project schedule, we may request a budget amendment.
9. **Hard Copies.** We have not budgeted to provide the District or PCG with hard print copies of the IS/MND. If copies are required, we can provide these with a budget amendment.
10. **Schedule Delay.** Our budget assumes completion of our work products within the period of time presented in the schedule section of this scope of work. Extended delays or stopping and starting work multiple times can lead to additional project administration/management time not anticipated in our budget. Should these situations arise and MIG is using project management time we may request a budget amendment.

Personnel and Staffing

MIG would assign the following key staff to advise PCG and the District on CEQA compliance and prepare CEQA documentation.

Mike Campbell, Director of Environmental Analysis, has over 35 years of experience in planning and environmental consulting, with expertise in stormwater management. His CEQA project management experience includes EIRs, Initial Study/Mitigated Negative Declarations and Categorical Exemptions for a wide variety of industrial, residential, commercial, public park and infrastructure projects. His responsibilities for this project will include maintaining client communications, managing schedules and deadlines, and monitoring budgets.

Christina Lau, Senior Project Manager/Senior Analyst, has over 20 years of experience in the preparation of CEQA and NEPA environmental analysis. At MIG, she has been a project manager or major contributor to a variety of water tank projects including the Purissima Hills Water District's Duval, Elena, Padre, Seton, and Josefa Water Main Replacement, Elena Taaffe Water Main Replacement, Neary Tank Utilization, and Page Mill Road Tank seismic upgrade projects. She would be responsible for preparation of key sections of the work products, and coordination with team members and staff.

Megan Kalyankar, Sr. Biologist, is experienced with CEQA/ NEPA analysis, biological impact analysis and permitting, special status species surveys, wetland monitoring, and biological construction monitoring. She will conduct the site survey and biological analysis.

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Thank you for contacting MIG for this scope of service and we are excited for an opportunity to work with PCG again. If you have any questions regarding this proposal, please contact me at your convenience. My direct line is 650-327-0429 ext. 5530.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Lau", with a stylized flourish at the end.

Christina Lau
Senior Project Manager

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	08/04/23 to 09/06/23	33215	34	976.91	140.46
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	92939	93	999.34	

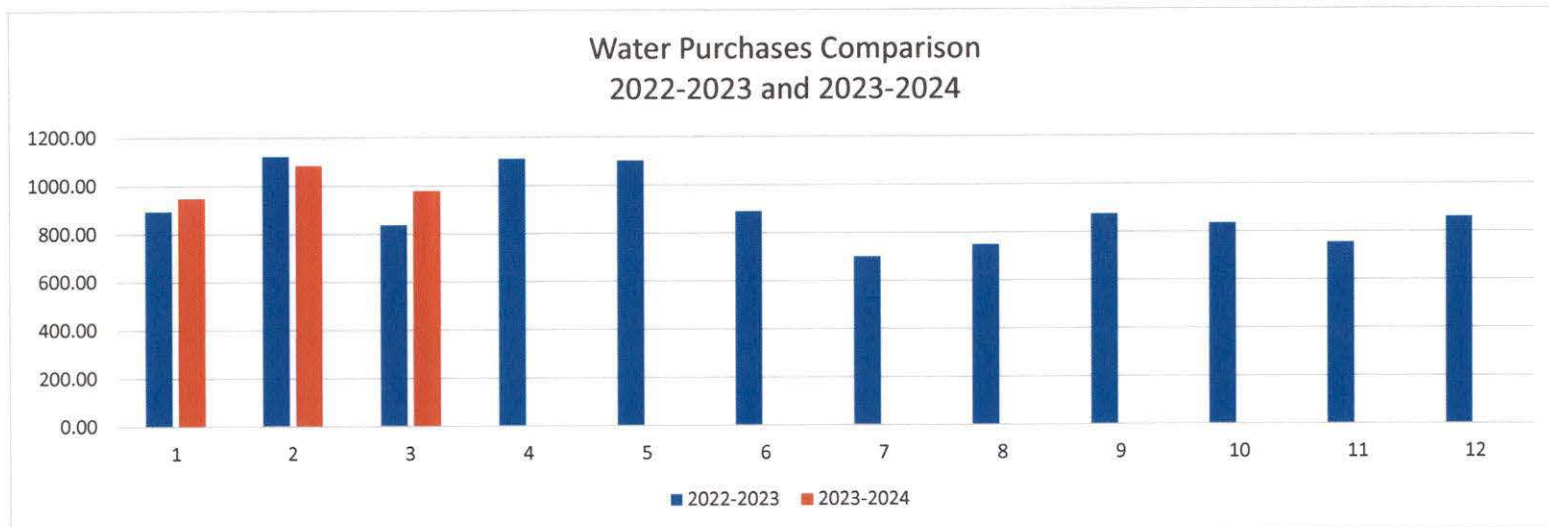
⁵ Skyline Tank No. 3 was placed back in service after exterior recoating

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	55.43
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	08/04/23 to 09/06/23	33215	34	976.91	-139.49
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	92939	93	999.34	

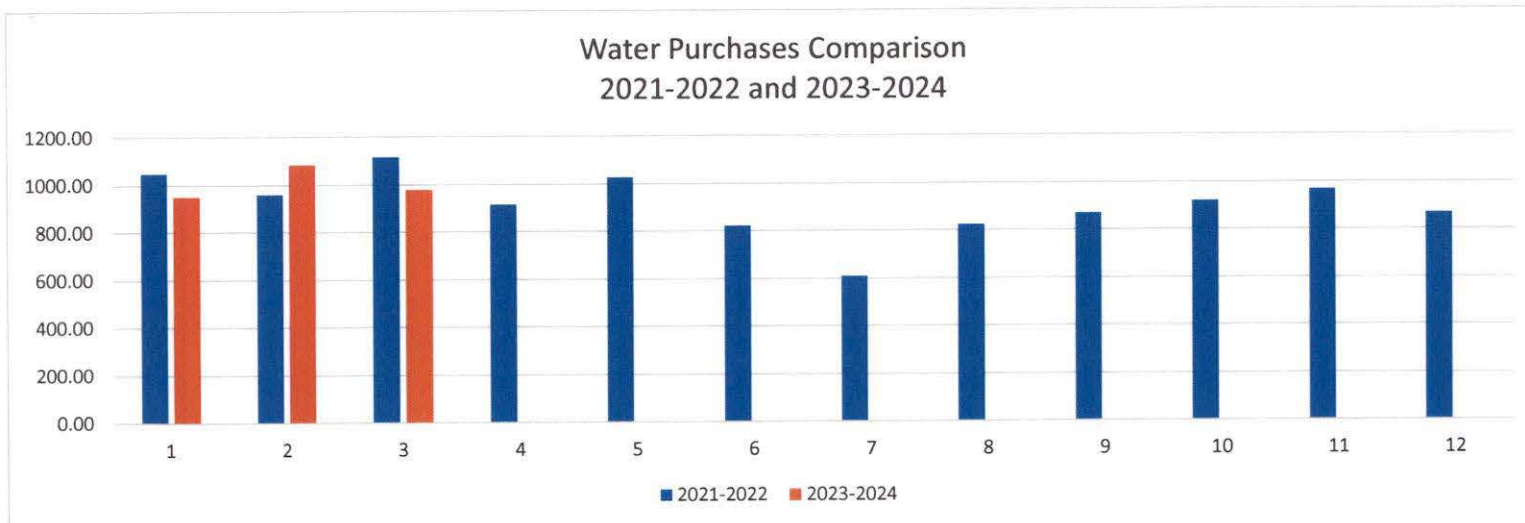
² Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21

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	55.43
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.2



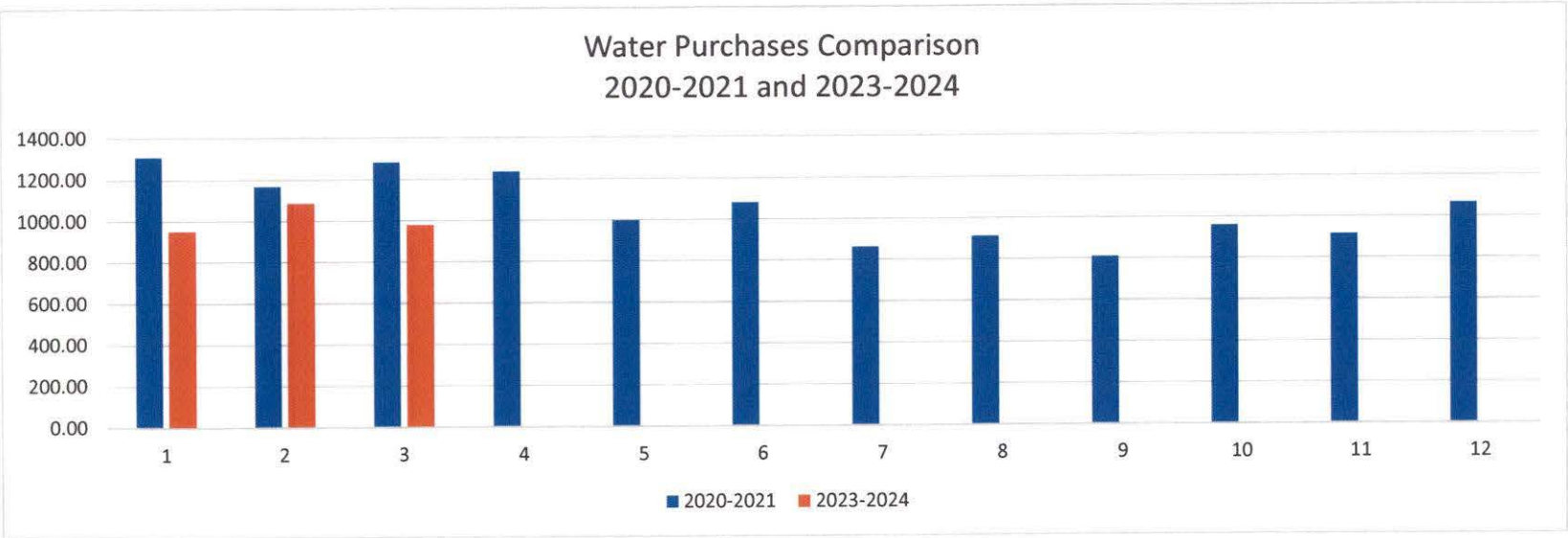
Water Purchases Comparison 2020-2021 to 2023-2024

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	08/04/23 to 09/06/23	33215	34	976.91	-304.53
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 Purchases9293993999.34

GPCPD YTD	55.43
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.3



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	08/04/23 to 09/06/23	33215	34	976.91	-172.79
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	92939	93	999.34	

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

GPCPD YTD	55.43
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.4

