

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Thursday, October 12, 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 September 14, 2023.

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

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

D. Claims Register for September 30, 2023.

**4. PUBLIC COMMENT:**

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

**5. BUSINESS (OLD): None**

**6. BUSINESS (NEW):**

A. Review Letter Dated September 11, 2023, from the State Water Resources Control Board Regarding the 2023 Sanitary Survey Findings and District's Letter of Response.

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**October 12, 2023**

**Page 2 of 2**

### **7. WRITTEN COMMUNICATIONS:**

- A. Central Coast Water Agency Collaboration Forum Invitation from Valley Water Board Chair John L. Varela.

### **8. ATTORNEY'S REPORT:**

### **9. GENERAL MANAGER'S REPORT:**

- A. Report on District's Water Conservation for September 2023.
- B. Update on the Request for Proposals for the Water and Sewer Rate Study.

### **10. ITEMS FROM BOARD OF DIRECTORS:**

- A. Trip Report - ACWA Region 5 Meeting on September 22, 2023 at Alameda County Water District (Chambers and Amuzie).
- B. Report on BAWSCA Meeting of September 27, 2023 (Chambers).

### **11. CLOSED SESSION: None**

### **12. ADJOURNMENT:**

*Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080, or email [wwd@westboroughwater.org](mailto: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, September 14, 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: Catherine Groves, Attorney  
Johnny Kennedy, Field Supervisor  
Patricia Mairena, General Manager

Visitors Present: Joubin Pakpour, Pakpour Engineer  
Brandon Laurie, Pakpour Engineer (via Zoom)

**2. PLEDGE OF ALLEGIANCE:** Led by Director Richards.

**3. CONSENT CALENDAR:**

President Medina asked the Board if there was any discussion.

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

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

**5. BUSINESS (OLD):** None.

**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).

Two of Five

Minutes of the Regular Meeting of the Board of Directors

Thursday, September 14, 2023

Engineer Joubin Pakpour reported that this and the next project had already been approved by the Board as part of this year's Capital Improvements Program. Engineer Pakpour clarified that the next step was the design phase and that once that was completed, then the project would go out to bid, followed by the Board awarding the project. Engineer Pakpour stated that the monetary funds had already been approved back in June as part of the budget and explained that this was breaking it down in sections and the next approval in the process would be many months from now for the construction part of the project.

Engineer Pakpour also explained that this project was for the structural retrofit of Skyline Tank No. 3 and mentioned that from the time this project was first looked at back in 2018, the codes had changed for the better, but required additional design work from a structural engineer, which had already been accounted for in the budget.

Director Chambers asked if the original approved amount of \$1.5M for the entire project would be sufficient; otherwise, he suggested postponing the work until the following year in order to keep sufficient LAIF cash on hand. Engineer Pakpour replied that he was hopeful that it would, but it all depended on market situations, and the Board would have another chance to review the construction bids and decide whether or not to move forward with the project; however, he pointed out that this project had already been delayed before for the same reasons. Engineer Pakpour commented that until we go through the process, it is hard to tell whether there will be cost increases or decreases. Director Chambers questioned the schedule and the date of Notice to Proceed, which Engineer Pakpour clarified that the structural engineer had done work on his own, ahead of tonight's meeting, and if the Board was not to approve to proceed with this project, the District would not be invoiced.

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

Director Amuzie inquired if it was possible to give conditional approval for the project. Director Chambers replied that we needed to get the plans.

Director Chambers moved to 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, seconded by Director Bautista.

The motion was carried unanimously.

- 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).**



Three of Five

Minutes of the Regular Meeting of the Board of Directors

Thursday, September 14, 2023

Engineer Joubin Pakpour stated that the cost associated with this project was more defined. Engineer Pakpour mentioned that the one unusual thing about this project was that it went through an easement and there were some issues which they would need to coordinate with the HOA. Engineer Pakpour pointed out that the cost for any landscape architect or restoration work was not built in the proposal. Engineer Pakpour pointed out that currently there was grass there and hopefully, the HOA would be open to not replacing it due to the water restrictions. This project was also approved back in June.

Director Chambers asked if there were any concerns about the initial design proposal being \$60K and now being \$94K, and whether Engineer Pakpour anticipated any changes to the total cost. Engineer Pakpour replied that he did not anticipate that because they used a percentage to calculate these costs. Also, he did not feel a contingency was necessary and he would like to save that for the construction portion of the project.

President Medina asked the Board if anyone would like to make a motion.

Director Chambers moved to 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, seconded by Director Amuzie.

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 August 2023.**

General Manager Mairena reported that water consumption for August 2023 had gone up in comparison to last year's consumption due to the end of the drought restrictions and 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 the previous years. General Manager Mairena told the Board that District staff will continue to stress conservation efforts to the customers, especially the larger irrigation customers. General Manager Mairena mentioned that a letter had been sent out to one of the HOA whose usage had increased significantly.

Four of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, September 14, 2023

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

Engineer Pakpour reported that staff had received approval from the Board to release the Request for Proposal (RFP) back on June 28, 2023, after working in conjunction with our attorney to get the final language. Engineer Pakpour indicated that the RFP had been sent out to consultants, and currently, there were three consultants who were interested in providing a proposal. Engineer Pakpour mentioned that today was the last day for questions on the RFP to be submitted and only one consultant had submitted a list of questions, which he would review with General Manager Mairena and reply.

Engineer Pakpour commented that originally, he had sent the RFP to five consultants, but two immediately had declined, and he had to convince two others that this time, the RFP was in the District's budget, and we were ready to move forward. Engineer Pakpour stated that at this point, he expected three proposals to come back to the Board in October with a recommendation to award it to one of the consultants. Engineer Pakpour reminded the Board that there is a timeline in the RFP for the review of the proposals and the awarding of the contract.

**C. Damage to Water Sampling Station by Caltrans Crew.**

General Manager Mairena displayed pictures of the damage that had been caused by a Caltrans crew to one of the District's sampling stations. General Manager Mairena asked Field Supervisor Kennedy to review it with the Board. Director Chambers asked if it was the one on Carter Drive and Field Supervisor Kennedy confirmed.

Field Supervisor Kennedy gave an overview to the Board of how the damage occurred and he reported that the replacement cost was \$1,471.23, since the whole unit would need to be replaced as they did not sell the damaged cover separately. Field Supervisor Kennedy stated that the District had been trying to file a claim and recover this cost.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Without objection, President Medina adjourned the meeting.  
Time 7:59 p.m.

Five of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, September 14, 2023

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**Westborough Water District**

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



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



## **Westborough Water District**

### **Table of Contents**

---

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



## Chavan and Associates, LLP

Certified Public Accountants

### Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the two months ended August 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 two months ended August 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 two months ended August 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*

October 6, 2023  
Morgan Hill, California

**Westborough Water District**  
**Statement of Net Position**  
**August 31, 2023**

**ASSETS**

**Current Assets:**

Cash (Including \$2,965,565 in Time Deposits)	\$ 3,677,818
Receivables	
Lease	28,116
Water	1,341,636
Other	70,023
Prepaid Expenses and Other	23,219
Inventory	233,238
<b>Total Current Assets</b>	<b><u>5,374,050</u></b>

**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	859,055
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,406,306
<b>Total Utility Plant in Service (Capital Assets)</b>	<b><u>14,786,598</u></b>
Less Accumulated Depreciation	<u>(6,946,018)</u>
<b>Utility Plant in Service-Net Depreciation Expense</b>	<b><u>7,840,580</u></b>
<b>Total Non-Current Assets</b>	<b><u>8,108,596</u></b>
<b>Total Assets</b>	<b><u>\$ 13,482,646</u></b>

**DEFERRED OUTFLOWS**

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

(continued)

*See accompanying notes and accountant's compilation report*



**Westborough Water District**  
**Statement of Net Position**  
**August 31, 2023**

---

**LIABILITIES**

Current Liabilities:

Accounts Payable (Note 2)	\$ 642,358
Customers' Deposits	404,490
Unearned Revenue	15,662
Total Current Liabilities	<u>1,062,510</u>

Long-term Liabilities:

Accrued Vacation	52,115
Net Pension Liability	268,882
Net OPEB Obligation	136,971
Total Long-term Liabilities	<u>457,968</u>

Total Liabilities	<u>\$ 1,520,478</u>
-------------------	---------------------

**DEFERRED INFLOWS**

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

**NET POSITION**

Net Investment in Capital Assets	\$ 7,840,580
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	256,457
Unappropriated	787,022
Total Net Position	<u>\$ 11,425,535</u>

(concluded)

*See accompanying notes and accountant's compilation report*

**Westborough Water District**  
**Statement of Activities**  
**For the two months ended August 31, 2023**

---

<b>Operating Revenue:</b>	
Water Sales (Note 3)	\$ 734,406
Sewer Svc. and Transfer Charges	549,206
Misc. Operations	3,183
Capital Facility Income	14,441
<b>Total Operating Revenue</b>	<u>1,301,236</u>
<b>Operating Expense:</b>	
Water Expenditures	545,022
Sanitary Sewer Expenditures	530,179
Admin. and General Expenditures	220,863
Depreciation	56,087
<b>Total Operating Expenses</b>	<u>1,352,151</u>
<b>Operating Income (Loss)</b>	(50,915)
<b>Non-operating Income (Expense):</b>	
Property Taxes	194,044
Investment Interest	14,976
Other	6,300
<b>Total Non-operating Income (Expense)</b>	<u>215,320</u>
<b>Change in Net Position</b>	164,405
<b>Net Position - Beginning</b>	<u>11,261,130</u>
<b>Net Position - Ending</b>	<u><u>\$ 11,425,535</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**  
**August 31, 2023**

---

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

**NOTE 2 -** Accounts payable at August 31, 2023, includes \$485,127 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 two months ended August 31, 2023, were as follows:

Beginning Balance	\$ 14,757,390
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	29,208
Ending Balance	<u>\$ 14,786,598</u>

**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the two months ended August 31, 2023**

	August	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Operating Revenue:</b>						
Water Sales (Note 3)	\$ 378,920	\$ 734,406	\$ 4,196,733	17.50%	0.83%	\$ 34,951
Sewer Svc. and Transfer Charges	295,089	549,206	3,284,888	16.72%	0.05%	1,725
Misc. Operations	2,571	3,183	19,200	16.58%	-0.09%	(17)
Capital Facility Income	3,143	14,441	-	100.00%	100.00%	14,441
<b>Total Operating Revenue</b>	<b>679,723</b>	<b>1,301,236</b>	<b>7,500,821</b>	<b>17.35%</b>	<b>0.68%</b>	<b>51,100</b>
<b>Operating Expense:</b>						
Water Expenditures	241,422	545,022	2,892,667	18.84%	-2.17%	(62,911)
Sanitary Sewer Expenditures	291,468	530,179	2,925,026	18.13%	-1.46%	(42,675)
Admin. and General Expenditures	89,737	220,863	1,302,458	16.96%	-0.29%	(3,787)
Depreciation	28,061	56,087	365,000	15.37%	1.30%	4,746
<b>Total Operating Expenses</b>	<b>650,688</b>	<b>1,352,151</b>	<b>7,485,151</b>	<b>18.06%</b>	<b>-1.40%</b>	<b>(104,627)</b>
<b>Operating Income (Loss)</b>	<b>29,035</b>	<b>(50,915)</b>	<b>15,670</b>	<b>-324.92%</b>	<b>341.59%</b>	<b>(53,527)</b>
<b>Non-operating Income (Expense):</b>						
Property Taxes	159,185	194,044	676,549	28.68%	12.01%	81,286
Investment Interest	6,290	14,976	90,107	16.62%	-0.05%	(42)
Other	(3)	6,300	36,192	17.41%	0.74%	268
<b>Total Non-operating Income (Expense)</b>	<b>165,472</b>	<b>215,320</b>	<b>802,848</b>	<b>26.82%</b>	<b>10.15%</b>	<b>81,512</b>
<b>Net Income (Loss)</b>	<b>\$ 194,507</b>	<b>\$ 164,405</b>	<b>\$ 818,518</b>	<b>20.09%</b>	<b>3.42%</b>	<b>\$ 27,985</b>



**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the two months ended August 31, 2023**

	August	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Water Expenditures:</b>						
Salaries	\$ 34,607	\$ 68,751	\$ 440,370	15.61%	1.05%	\$ 4,644
Salaries Overtime	412	527	9,000	5.86%	10.81%	973
Benefits	7,852	44,921	123,323	36.43%	-19.76%	(24,367)
OPEB	1,793	3,587	2,808	127.74%	-111.08%	(3,119)
Payroll Taxes	2,692	5,324	34,825	15.29%	1.38%	480
Technical Communications	775	1,489	11,260	13.22%	3.45%	388
Utilities	16,442	31,284	162,716	19.23%	-2.56%	(4,165)
Supplies and Small Tools	267	608	15,000	4.05%	12.61%	1,892
Maintenance of System	9,883	35,374	59,905	59.05%	-42.38%	(25,389)
Special Services	-	1,465	91,717	1.60%	15.07%	13,821
Vehicle Expense	1,087	14,546	35,000	41.56%	-24.89%	(8,713)
Water Purchases	165,612	337,146	1,906,743	17.68%	-1.02%	(19,356)
Total Water Expenditures	241,422	545,022	2,892,667	18.84%	-2.17%	(62,911)
<b>Sanitary Sewer Expenditures:</b>						
Treatment & Disposal	271,373	485,128	2,715,565	17.86%	-1.20%	(32,533)
Utilities	11,245	22,586	137,600	16.41%	0.25%	347
Repair of Pipelines	-	-	5,000	0.00%	16.66%	833
Repair of Pumps	592	3,589	20,000	17.95%	-1.28%	(256)
Connection Fees	-	4,270	-	100.00%	100.00%	(4,270)
Miscellaneous Sewer Expenses	8,258	14,606	46,861	31.17%	-14.50%	(6,796)
Total Sanitary Sewer Expenditures	291,468	530,179	2,925,026	18.13%	-1.46%	(42,675)

**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the two months ended August 31, 2023**

	August	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Administrative and General Expenditures:</b>						
Salaries	41,714	82,417	532,572	15.48%	1.19%	6,345
Salaries-Temporary	-	-	2,000	0.00%	16.65%	333
Salaries-Overtime	-	-	1,500	0.00%	16.67%	250
Employee Benefits	12,152	59,884	207,101	28.92%	-12.25%	(25,367)
OPEB	2,690	5,381	4,689	114.76%	-98.10%	(4,600)
Office Supplies and Postage	934	2,301	14,151	16.26%	0.41%	58
Memberships	-	7,773	48,129	16.15%	0.52%	249
Utilities	16	35	1,559	2.25%	14.43%	225
Telephone	360	720	4,534	15.88%	0.79%	36
Payroll Taxes	2,985	6,145	42,770	14.37%	2.30%	983
Water Conservation	50	500	10,000	5.00%	11.67%	1,167
Building & Grounds Maintenance	265	1,706	14,180	12.03%	4.63%	657
Parking Rentals	450	900	5,760	15.63%	1.04%	60
Directors Fees	500	1,000	11,300	8.85%	7.81%	883
Engineering Services	5,167	5,167	55,000	9.39%	7.27%	4,000
Accounting	2,200	6,688	37,960	17.62%	-0.95%	(361)
Legal	1,763	3,623	25,400	14.26%	2.40%	610
Billing	4,641	8,116	55,347	14.66%	2.00%	1,109
Communications	1,187	2,650	28,633	9.26%	7.41%	2,122
Insurance	4,536	13,681	78,777	17.37%	-0.70%	(552)
Bad Debts (Note 1)	-	-	2,000	0.00%	16.65%	333
Travel	-	-	13,626	0.00%	16.67%	2,271
Miscellaneous	8,127	12,176	105,470	11.54%	5.12%	5,402
Total Admin. and General Expenditures	89,737	220,863	1,302,458	16.96%	-0.29%	(3,787)
Depreciation Expense	28,051	56,087	365,000	15.37%	1.30%	4,746
Total Expenses	\$ 650,688	\$ 1,352,151	\$ 7,485,151	18.06%	-1.40%	\$ (104,627)

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

LOCAL AGENCY INVESTMENT FUND  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$2,827,811.19
		No Transactions	\$2,827,811.19
		Ending Balance	\$2,827,811.19

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

Effective Interest Rate: 3.434%  
(as of 08/23)

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

October 09, 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

September 2023 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	2,827,811.19
Total Withdrawal:	0.00	Ending Balance:	2,827,811.19



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

MULTI-BANK SECURITIES, INC.  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$138,026.31
09/30/23	\$ 2,523.32	Interest Earned	\$140,549.63
09/30/23	\$ (2,523.32)	Dividend Check Withdrawn	\$138,026.31
09/30/23	\$ 43.71	Change in Account Value	\$138,070.02
Ending Balance			\$138,070.02

Total Investments Last Report Period = \$138,026.31  
Total Investments at End of Report Period = \$138,070.02

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

Approved by:



Patricia Mairena  
General Manager

PM/pm

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

# Brokerage Account Statement

September 1, 2023 - September 30, 2023  
Account Number: RMB-023565

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

## Portfolio at a Glance

	This Period
<b>BEGINNING ACCOUNT VALUE</b>	\$138,026.31
Withdrawals (Cash & Securities)	-2,523.32
Dividends, Interest and Other Income	2,523.32
<b>Net Change in Portfolio<sup>1</sup></b>	43.71
<b>ENDING ACCOUNT VALUE</b>	\$138,070.02
Estimated Annual Income	\$5,005.50

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

## Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	138,026.31	138,070.02
100%	<b>Account Total</b>	<b>\$138,026.31</b>	<b>\$138,070.02</b>

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
<b>Interest Income</b>				
Bond Interest	2,523.32	0.00	5,005.50	0.00
<b>Total Income</b>	<b>\$2,523.32</b>	<b>\$0.00</b>	<b>\$5,005.50</b>	<b>\$0.00</b>

## Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
<b>FIXED INCOME 100.00% of Portfolio</b> (In Maturity Date Sequence)						
<b>Certificates of Deposit</b>						
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	97.9220	138,070.02	27.43	5,005.50	3.62%
<b>Total Certificates of Deposit</b>	141,000.0000		\$138,070.02	\$27.43	\$5,005.50	
<b>TOTAL FIXED INCOME</b>	141,000.0000		\$138,070.02	\$27.43	\$5,005.50	
<b>Total Portfolio Holdings</b>				<b>Accrued Interest</b>	<b>Estimated Annual Income</b>	
				Market Value		
				\$138,070.02	\$27.43	\$5,005.50



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

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

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

**Estimated Annual Figures**

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

**Reinvestment**

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

**Option Disclosure**

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

**Certificates of Deposit**

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

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

**Foreign Currency Transactions**

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

## Portfolio Holdings Disclosures (continued)

### Foreign Currency Transactions (continued)

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

### Proxy Vote

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

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

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
<b>Dividends and Interest</b>	\$2,523.32	\$0.00	\$2,523.32	\$5,005.50	\$0.00	\$5,005.50
<b>Cash</b>						
Withdrawals	0.00	-2,523.32	-2,523.32	0.00	-5,005.50	-5,005.50
<b>Total Cash</b>	\$0.00	-\$2,523.32	-\$2,523.32	\$0.00	-\$5,005.50	-\$5,005.50
<b>Totals</b>	\$2,523.32	-\$2,523.32	\$0.00	\$5,005.50	-\$5,005.50	\$0.00

## Transactions by Type of Activity

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
<b>Dividends and Interest</b>							
09/28/23	BOND INTEREST RECEIVED 814010CV4	141000 SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 RD 09/27 PD 09/28/23				2,523.32	USD
<b>Total Dividends and Interest</b>					\$0.00	\$2,523.32	USD
<b>Cash Withdrawals and Deposits</b>							
09/29/23	CHECK DISBURSEMENT USD999997	CHECK PD.#4029533097 AS PER YOUR REQUEST				-2,523.32	USD
<b>Total Cash Withdrawals and Deposits</b>					\$0.00	-\$2,523.32	USD
<b>Total Value of Transactions</b>					\$0.00	\$0.00	USD

The price and quantity displayed may have been rounded.



September 1, 2023 - September 30, 2023  
WESTBOROUGH WATER DISTRICT**Messages**

Pursuant to the Securities Exchange Act of 1934, Pershing LLC (Pershing), a BNY Mellon company, provides individual investors with certain financial information on a semi-annual basis. Pershing's June Statement of Financial Condition is now available. On June 30, 2023, Pershing's net capital of \$2.9 billion was 22.3% of aggregate debit balances and exceeded the minimum requirements by \$2.6 billion.

Pershing is also required to provide the most recent financial information as of this statement mailing. In accordance with this requirement, note that on July 31, 2023, Pershing's net capital of \$3 billion was 22.09% of aggregate debit balances and exceeded the minimum requirement by \$2.7 billion. A copy of the June 30, 2023, Statement of Financial Condition is available at [pershing.com/statement\\_of\\_financial\\_condition.html](https://pershing.com/statement_of_financial_condition.html). You may also request a free, printed copy by calling (888)860-8510 or (201) 413-3333, option 1.

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).

**Transition to Trade Date plus One (T1) Settlements**

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

**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.



## 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](http://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.

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



## TERMS AND CONDITIONS

### TRANSACTIONS

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

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

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

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

### TAX INFORMATION

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

### GENERAL INFORMATION

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

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

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

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

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

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

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



## CLAIMS REGISTER: SEPTEMBER 2023

### 1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 151,159.20

#### Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-10/23)	12,775.72
AT&T Mobility (Field & Office Cell Phones, 08/03-09/02)	424.97
AT&T (P.S. Phone Bill to 09/01/23)	506.92
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 10/01/23-12/31/23)	421.11
CalPERS ( Retirement Contributions-09/15/23)	6,304.48
CalPERS ( Retirement Contributions-09/30/22)	6,304.46
Chambers, Tom (Ck #024838 Voided & re-issued Ck #024875)	65.00
Colina Association (Three Parking Spaces Rental, 10/23)	450.00
Corbin Willits Systems (Software Maintenance, 10/22-12/22)	2,676.08
Direct Line (Answering Service, 08/15-09/14)	241.28
EFTPS (Employment Taxes-09/15/23 )	10,286.10
EFTPS (Employment Taxes-09/30/23)	10,222.71
EDD (Employment Taxes-09/15/23)	2,556.07
EDD (Employment Taxes-09/30/22)	2,540.54
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-08/23)	2,124.00
Home Depot Credit Services (Field Supplies to 09/13/23)	76.01
Lasertorium Office Systems (Repair (2) HP Printers)	597.50
Lowe's Business (Field Supplies to 09/17/23)	585.77
Mairena, Patricia (GM Mairena's Internet Services, 08/27-09/26 & 08/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 08/19-09/18 )	44.00
Municipal Maint. Equipment (Vac Con Repairs)	130.16
Office Depot (Office Supplies)	211.72
O'Reilly Auto Parts (Field Truck Supplies)	18.66
PG&E (Summary Bill to 09/20/23)	25,109.20
Selerum ( Setting Up New Credit Card Terminal thru TCB)	466.90
SMC Environmental Health (Westborough, Rowntree & Avalon Sewer P.S. Generator Permits)	1,446.00
SF Water Dept. (Water Purchases, 08/04-09/06)	179,683.51
SFPUC Financial Serv. - Acctg. (Bacteria Analyses, 07/23 )	400.00
So. SF Scavengers (Garbage Services, 08/23)	114.42
Tri Counties Bank (Monthly Charges Ending 08/31/23)	3,790.32
WEX Bank (Wright Express-Gas Purchases to 09/15/23)	1,488.28
XIO, Inc. (Sales Tax for Cloud-Based Monitoring Cell Access, 09/2023-08/2024)	330.62

**SUB-TOTAL** \$ 423,636.70

#### Updated Checks Voided During Month:

Chambers, Tom (Ck #024838 Voided & re-issued Ck #024875)	(65.00)
--	---------

**TOTAL CLAIMS REGISTER AMOUNT** \$ 423,571.70

REPORT.: Oct 09 23 Monday  
 RUN....: Oct 09 23 Time: 10:57  
 Run By.: Wendy Bellinger  
 Control Date.: 10/09/23

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

Posting Period.: 10-23 Fiscal Period.: (04-24) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
090123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 09/10-10/09	09/01/23	10-23	A	59450	65.00	.00	65.00
		09/01/23	04-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

INV096909-	(54) MXU'S	09/15/23	10-23	A	59450	10311.88	.00	10311.88
		09/15/23	04-24					
INV096972-	(27) MXU'S	09/19/23	10-23	A	59450	5173.44	.00	5173.44
		09/19/23	04-24					
** Vendor's Subtotal ----->						15485.32	.00	15485.32

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

092223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 10/23	09/22/23	10-23	A	59450	65.00	.00	65.00
		09/22/23	04-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: BAY01 (B.A.W.S.C.A.)

8547-	WATER LOSS CONTROL PROGRAM, 08/23	09/29/23	10-23	A	59450	1102.50	.00	1102.50
		09/29/23	04-24					
** Vendor's Subtotal ----->						1102.50	.00	1102.50

VENDOR I.D.: CAS01 (PETTY CASH)

093023-	MISC. EXPENSES - 09/23	09/30/23	10-23	A	59450	80.02	.00	80.02
		09/30/23	04-24					
** Vendor's Subtotal ----->						80.02	.00	80.02

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

091123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 09/16-10/15	09/11/23	10-23	A	59450	65.00	.00	65.00
		09/11/23	04-24					
092223-	ACWA REGION 5 MEETING W/ DIRECTOR AMUZIE ON 09/22	09/22/23	10-23	A	59450	53.28	.00	53.28
		09/22/23	04-24					
** Vendor's Subtotal ----->						118.28	.00	118.28

VENDOR I.D.: HAC01 (HACH COMPANY)

13736358-	(1) PROBE, CHEMKEY - CHLORINE & NITRITE	09/14/23	10-23	A	59450	616.58	.00	616.58
		09/14/23	04-24					
13747919-	CHEMKEY - (2) AMMONIA	09/21/23	10-23	A	59450	213.36	.00	213.36
		09/21/23	04-24					
** Vendor's Subtotal ----->						829.94	.00	829.94

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

34674-	WEB REPORTING & HOSTING, 10/23	10/01/23	10-23	A	59450	75.00	.00	75.00
		10/01/23	04-24					
** Vendor's Subtotal ----->						75.00	.00	75.00

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

090123-	DIRECTOR MEDINA'S INTERNET SERVICE, 09/10-10/09	09/01/23	10-23	A	59450	65.00	.00	65.00
		09/01/23	04-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

REPORT.: Oct 09:23 Monday  
 RUN....: Oct 09 23 Time: 10:57  
 Run By.: Wendy Bellinger  
 Control Date.: 10/09/23

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

Posting Period...: 10-23 Fiscal Period...: (04-24) Cash Account No...: 13110

VENDOR I.D.: NOR01 (NORTH COAST COUNTY WATER)

		Invoice Date	Actual Period						
Invoice	No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
WWD2023-3-		SHARE OF PG&E BILL, 06/23-23-09/22/23	10/03/23	10-23	A	59450	57.12	.00	57.12
			10/03/23	04-24					
				** Vendor's Subtotal	----->		57.12	.00	57.12

VENDOR I.D.: OFF01 (OFFICE DEPOT)

328657922-	OFFICE SUPPLIES	08/29/23	10-23	A	59450	10.10	.00	10.10
		08/29/23	04-24					
330031638-	OFFICE & BREAKROOM SUPPLIES	09/11/23	10-23	A	59450	62.53	.00	62.53
		09/11/23	04-24					
330490198-	OFFICE SUPPLIES	09/14/23	10-23	A	59450	130.70	.00	130.70
		09/14/23	04-24					
** Vendor's Subtotal ----->						203.33	.00	203.33

VENDOR I.D.: PRE01 (PRECISE PRINTING AND MAILING)

28318-	PRINTING & MAILING OF 09/15/23 BILLS & INSERT	09/20/23	10-23	A	59450	2122.54	.00	2122.54
		09/20/23	04-24					
				** Vendor's Subtotal	----->	2122.54	.00	2122.54

VENDOR I.D.: PUM01 (PUMP REPAIR SERVICE CO.)

041744-	TWO FLOWAY BOWL ASSEMBLIES FOR PUMP #1 & #2 @ MAIN	10/03/23	10-23	A	59450	77373.98	.00	77373.98
		10/03/23	04-24					
				** Vendor's Subtotal	----->	77373.98	.00	77373.98

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

083123-	DIRECTOR RICHARD'S INTERNET SERVICE, 09/23	08/31/23	10-23	A	59450	65.00	.00	65.00
		08/31/23	04-24					
				** Vendor's Subtotal ----->		65.00	.00	65.00

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

56857-	TROUBLE-SHOOTING NEW CREDIT CARD TERMINAL	09/27/23	10-23	A	59450	273.70	.00	273.70
		09/27/23	04-24					
				** Vendor's Subtotal	----->	273.70	.00	273.70

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

118270-	CONFIRMING PHONE LINES FOR AUTO-DIALERS WORKING	09/19/23	10-23	A	59450	672.00	.00	672.00
		09/19/23	04-24					
				** Vendor's Subtotal ----->		672.00	.00	672.00

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

093023-	PAYROLL TRANSFER - 09/23	09/30/23	10-23	A	59450	51336.32	.00	51336.32
		09/30/23	04-24					
		** Vendor's Subtotal ----->				51336.32	.00	51336.32

VENDOR I.D.: \A009 (AILEEN AGRICOLA )

000C30901-	MQ CUSTOMER REFUND FOR AGR0002	10/02/23	10-23	Z	59450	9.51	.00	9.51
		10/02/23	04-24					
				** Vendor's Subtotal ----->		9.51	.00	9.51

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

VENDOR I.D.: \A010 (ERIC AJERO )

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
000C30901-	MQ CUSTOMER REFUND FOR AJE0001	10/02/23	10-23	Z	59450		42.72	.00	42.72
		10/02/23	04-24						
** Vendor's Subtotal ----->							42.72	.00	42.72

VENDOR I.D.: \A011 (NAVID REZA ALAMATSAZ )

000C30901-	MQ CUSTOMER REFUND FOR ALA0020	10/02/23	10-23	Z	59450		28.31	.00	28.31
		10/02/23	04-24						
** Vendor's Subtotal ----->							28.31	.00	28.31

VENDOR I.D.: \A012 (SANDY A. ALIPIO )

000C30901-	MQ CUSTOMER REFUND FOR ALI0010	10/02/23	10-23	Z	59450		74.13	.00	74.13
		10/02/23	04-24						
** Vendor's Subtotal ----->							74.13	.00	74.13

VENDOR I.D.: \A021 (CATHERINE AVENDANO )

000C30901-	MQ CUSTOMER REFUND FOR AVE0010	10/02/23	10-23	Z	59450		85.96	.00	85.96
		10/02/23	04-24						
** Vendor's Subtotal ----->							85.96	.00	85.96

VENDOR I.D.: \G003 (RAQUEL & ELINORE GRECIA )

000C30901-	MQ CUSTOMER REFUND FOR GRE0022	10/02/23	10-23	Z	59450		87.92	.00	87.92
		10/02/23	04-24						
** Vendor's Subtotal ----->							87.92	.00	87.92

VENDOR I.D.: \I001 (CONSTANTINE INOCELDA )

000C30901-	MQ CUSTOMER REFUND FOR INO0002	10/02/23	10-23	Z	59450		83.53	.00	83.53
		10/02/23	04-24						
** Vendor's Subtotal ----->							83.53	.00	83.53

VENDOR I.D.: \L051 (MAGGIE LEE )

000C30901-	MQ CUSTOMER REFUND FOR LEE0333	10/02/23	10-23	Z	59450		106.00	.00	106.00
		10/02/23	04-24						
** Vendor's Subtotal ----->							106.00	.00	106.00

VENDOR I.D.: \L063 (CHANG LIU )

000C30901-	MQ CUSTOMER REFUND FOR LIU0066	10/02/23	10-23	Z	59450		131.67	.00	131.67
		10/02/23	04-24						
** Vendor's Subtotal ----->							131.67	.00	131.67

VENDOR I.D.: \L064 (SPENCER LUO )

000C30901-	MQ CUSTOMER REFUND FOR LUO0006	10/02/23	10-23	Z	59450		143.17	.00	143.17
		10/02/23	04-24						
** Vendor's Subtotal ----->							143.17	.00	143.17

VENDOR I.D.: \N007 (HOANG NGUYEN )

REPORT.: Oct 09 23 Monday  
RUN....: Oct 09 23 Time: 10:57  
Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT  
Accounts Payable Cash Requirements

PAGE: 004  
ID #: PY-RP  
CTL.: 000

Control Date.: 10/09/23 Posting Period.: 10-23 Fiscal Period.: (04-24) Cash Account No.: 13110

VENDOR I.D.: \N007 (HOANG NGUYEN )

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm	Discount			
000C30901-	MQ CUSTOMER REFUND FOR NGU0033	10/02/23	10-23	Z 59450	61.77	.00	61.77
		10/02/23	04-24				
** Vendor's Subtotal ----->					61.77	.00	61.77

VENDOR I.D.: \P011 (MARIA PHAM )

000C30901-	MQ CUSTOMER REFUND FOR PHA0009	10/02/23	10-23	Z 59450	58.21	.00	58.21
		10/02/23	04-24				
** Vendor's Subtotal ----->					58.21	.00	58.21

VENDOR I.D.: \R008 (GARY ROSENER )

000C30901-	MQ CUSTOMER REFUND FOR ROS0062	10/02/23	10-23	Z 59450	127.76	.00	127.76
		10/02/23	04-24				
** Vendor's Subtotal ----->					127.76	.00	127.76

VENDOR I.D.: \S020 (ZIAD SILMI )

000C30901-	MQ CUSTOMER REFUND FOR SIL0027	10/02/23	10-23	Z 59450	128.49	.00	128.49
		10/02/23	04-24				
** Vendor's Subtotal ----->					128.49	.00	128.49

\*\* Report's Total -----> 151159.20 .00 151159.20  
=====

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

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

Code Title  
----  
A IMMEDIATE



## State Water Resources Control Board

### Division of Drinking Water

September 11, 2023

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

### 2023 SANITARY SURVEY FINDINGS WESTBOROUGH WATER DISTRICT, WATER SYSTEM NO. 4110027

Dear Patricia Mairena,

This letter documents the findings of the sanitary survey (SS) of the Westborough Water District (Westborough) water system. Tess Hoang of the Division of Drinking Water (Division) conducted the virtual SS on August 16, 2023 and conducted the physical SS on August 23, 2023 alongside Johnny Kennedy, Carlos Arias, Tyler Armstrong and yourself. During the physical SS, the Division inspected the pumps and tanks.

The Division greatly appreciates the time and assistance provided by the participants during the SS. The Division notes progress made by Westborough in maintaining its water system facilities. The following items, though, were discussed with Westborough staff during the SS and require Westborough's attention and response. **Please provide a written response to these items, by no later than September 29, 2023.**

#### Tanks

1. At the time of the SS, it was observed that all three (3) storage tanks had tree debris on the roofs of the tanks. Additionally, there was vegetation surrounding the tanks and growing on the sides of the tanks. Westborough should routinely clean the top of all the tanks at least quarterly and after any major storm event. Westborough should also maintain the vegetation around the vicinity and remove the vegetation encroaching on the sides of the tanks.
2. At the time of the SS, it was observed that Skyline Tank #2 was in poor condition. Westborough must address the severe rust and corrosion on the tank, specifically the roof, the interior ladder, and the electrical conduit box on top of the tank. Skyline Tank #2 needs to be fixed and recoated. Please inform the Division on how Westborough plans to fix the tank and develop a schedule for

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

850 Marina Bay Parkway, Bldg. P, 2nd Floor, Richmond, CA 94804-6403 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

the corrective actions. Please also send progress reports for the tank improvements to the Division on a quarterly basis.

3. According to Westborough staff, the storage tanks are only inspected 2 to 3 times a year. To ensure the maintenance of the tanks, Westborough should conduct inspections of the tanks on a quarterly basis, after any major storm event, and after any construction done on the tank. Additionally, Skyline Tank #2 should be inspected monthly due its poor condition.

When Westborough staff inspect the tanks, they should climb on top of the tanks, open the hatch covers, and inspect the interior of the tanks to check the condition of the stored water and determine if the storage tanks should be maintained and cleaned more often. All tank inspections should be documented and the findings must be sent to the Division by the 10<sup>th</sup> day of the following month.

4. The measurement rulers on the water level readers were not visible on Skyline Tanks #2 and #3. Westborough should fix the water level reader on Skyline Tanks #2 and #3 in the event that SCADA level monitoring were to fail.

#### Distribution System

5. Please submit an updated distribution system map to the Division.
6. During the SS, Westborough indicated that valves were not exercised and hydrants were not flushed routinely due to the drought conditions. Per ANSI/AWWA G200-15 Distribution Systems Operation and Management, Section 4.2.5, all valves should be tested at least once every five (5) years and critical valves should be exercised annually. Westborough should exercise critical valves annually and all valves at least every 5 years. Hydrants should be flushed when system performs valve maintenance or more frequently, based on water quality in the area.
7. According to the California Code of Regulations (CCR), Section 64432.2, if a community water system is vulnerable to asbestos contamination due to leaching of asbestos-cement pipe, with or without vulnerability to asbestos contamination in its source water, the water system must take one sample at a tap served by asbestos-cement pipe under conditions where asbestos contamination is most likely to occur. Community water systems are required to monitor to determine compliance with the maximum contaminant level (MCL) for asbestos in Table 64431-A of the CCR on a nine-year compliance cycle. In the 2022 Electronic Annual Report, Westborough indicated that approximately 96 percent of the water system's distribution system is composed of asbestos piping. The Division has not received asbestos distribution monitoring results in the past 9 years. Please submit the most recent laboratory results for asbestos to the Division.



### Emergency Response Preparedness

8. Emergency preparedness is important for the reliable delivery of safe drinking water and the protection of public health. Effective communication is a key responsibility of water systems in times of an emergency event. To be prepared for an emergency event, Westborough should consider the following:
  - Coordinating emergency responses with neighboring water systems, SFPUC, San Mateo County, and other key personnel
  - Collaborating with local public and environmental health, law enforcement, fire, and other first responders in the planning process
  - Updating communication resources specific to the water system
  - Practicing table-top exercises listed in the water system's emergency response plan on a frequent basis
  - Maintaining a membership with California Water/Wastewater Agency Response Network (CalWARN)

For more guidance and tools, please visit the following website: [Water Resiliency - Prepare | California State Water Resources Control Board](#)

### Documents and Information Request

9. An operations plan describes all of the activities needed to maintain the water system in compliance with all drinking water standards. This plan describes the daily, weekly, monthly, and yearly tasks that would enable a qualified operator to assume the operation of the water system for day-to-day operations. The plan also describes non-routine activities such as positive analytical results, responses to complaints, record keeping, and other duties. Westborough indicated during the SS that an operations plan has not been established. Westborough should have written critical operating conditions and procedures documented in an operations plan to allow operations staff at any level to use during daily operations or use during succession training. For more information on how to develop an operations plan, please visit: [Technical Assistance & Capacity Development: Operations Plan | California State Water Resources Control Board](#)
10. Westborough receives chloraminated water from San Francisco Public Utilities Commission (SFPUC). Chloramines are formed by combining chlorine with ammonia during the water treatment process. Nitrification, however, can occur within the distribution system when ammonia is released from chloramines due to chloramine demand or decay. During the SS, it was noted that Westborough has developed a nitrification control plan, but not implemented the plan. Please submit a copy of Westborough's Nitrification Control Plan to the Division. Please ensure that your water system monitor for total chlorine, nitrite, free ammonia, temperature, and free chlorine at appropriate monitoring sites for potential nitrification events such as storage facilities and low-flow areas. Other useful

parameters include nitrate, total ammonia, HPC, and pH. Results should be made available during future sanitary surveys or at the Division's request.

11. According to CCR, Section 64534.8, community water systems are required to develop a disinfectant byproducts and residuals monitoring plan. Westborough should develop a disinfectant byproducts and residual monitoring plan and send it to the Division.
12. All community public water supply systems must comply with the Lead and Copper Rule Revisions. The inventory must include all service lines connected to the water system's distribution system, regardless of ownership status (i.e. the material inventory will now need to include from the service meter to the house connection). Westborough must develop an inventory to identify service line materials connected to the water distribution system by October 16, 2024.
13. According to the CCR, Title 22, Article 20, public water systems are required to develop a Consumer Confidence Report. Westborough's 2022 Consumer Confidence Report should have been completed and distributed to your consumers by July 1, 2023. Certification that your water system completed the 2022 Consumer Confidence Report and provided it to consumers must be submitted to the Division by October 1, 2023.
14. The recording of meter readings is required monthly by the CCR, Title 22, Chapter 16, Section 64561(b). In addition, community water systems are required to report under Water Code Section 10609.61 to the SAFER Clearinghouse portal for water supply condition information, including but not limited to the following: inventory and assessment of sources, source delivery parameters such as flow rate and total volume available, water system monthly total demand, and average and peak flowrate demand. Please ensure that Westborough submits the succeeding drought and conservation reports by the following dates:
  - Quarter 3 reporting deadline: October 31, 2023
  - Quarter 4 reporting deadline: January 31, 2024

**As mentioned earlier, a written response to this findings letter is required. Please provide your response by September 29, 2023 including an itemized summary of requirements, recommendations, status of each item, and anticipated completion date of each item, if any, in table format.**

If you have any questions regarding this matter, please contact Tess Hoang at (510) 620-3171 or via email at [Tess.Hoang@Waterboards.ca.gov](mailto:Tess.Hoang@Waterboards.ca.gov).

Sincerely,

 Digitally signed by Van  
Tsang  
Date: 2023.09.11  
15:12:17 -07'00'

Van Tsang, P.E.  
Acting District Engineer  
Santa Clara District  
Division of Drinking Water  
State Water Resources Control Board

cc: San Mateo County Environmental Health Department (email:  
[envhealth@smcgov.org](mailto:envhealth@smcgov.org))



September 29, 2023

Van Tsang, P.E., Acting District Engineer  
Santa Clara District Division of Drinking Water  
State Water Resources Control Board  
850 Marina Bay Parkway, Bldg. P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403

**2023 SANITARY SURVEY FINDINGS  
WESTBOROUGH WATER DISTRICT, WATER SYSTEM NO. 4110027**

Dear Van,

This letter is to reply to the 2023 Sanitary Survey Inspection Findings.

Tanks

1. At the time of the SS, it was observed that all three (3) storage tanks had tree debris on the roofs of the tanks. Additionally, there was vegetation surrounding the tanks and growing on the sides of the tanks. Westborough should routinely clean the top of all the tanks at least quarterly and after any major storm event. Westborough should also maintain the vegetation around the vicinity and remove the vegetation encroaching on the sides of the tanks.

Response:

By October 31, 2023, the District will clean the debris on the roof of all 3 storage tanks and clear the vegetation surrounding them. At least on a quarterly basis, the District will routinely inspect the vegetation surrounding the 3 tanks, including the roof, and remove any debris and weeds necessary.

2. At the time of the SS, it was observed that Skyline Tank #2 was in poor condition. Westborough must address the severe rust and corrosion on the tank, specifically the roof, the interior ladder, and the electrical conduit box on top of the tank. Skyline Tank #2 needs to be fixed and recoated. Please inform the Division on how Westborough plans to fix the tank and develop a schedule for the corrective actions. Please also send progress reports for the tank improvements to the Division on a quarterly basis.

Response:

The District is aware of the urgency to work on Skyline Tank #2, and on the next fiscal year's CIP, we will prioritize addressing the deficiencies pointed out by the SS. We typically work on, and take one tank, out of service at a time to have enough water in case of emergencies. Last year, the District recoated the



exterior of Skyline Tank #3. Currently we are working on the interior recoating as well as seismic upgrades of tank #3, which should be complete by middle to late calendar year 2024. Once that work is done we would be able to start on Skyline Tank #2. As an interim fix we can work with local coating contractors to do patch repairs and move the electrical conduit box on top of the tank by March 31, 2024. The District will comply with sending quarterly progress reports for the tank improvements to the Division on a quarterly basis.

3. According to Westborough staff, the storage tanks are only inspected 2 to 3 times a year. To ensure the maintenance of the tanks, Westborough should conduct inspections of the tanks on a quarterly basis, after any major storm event, and after any construction done on the tank. Additionally, Skyline Tank #2 should be inspected monthly due its poor condition.

When Westborough staff inspect the tanks, they should climb on top of the tanks, open the hatch covers, and inspect the interior of the tanks to check the condition of the stored water and determine if the storage tanks should be maintained and cleaned more often. All tank inspections should be documented and the findings must be sent to the Division by the 10<sup>th</sup> day of the following month.

**Response:**

The District will comply with conducting inspections of all 3 storage tanks on a quarterly basis, after any major storm event, and after any construction done on the tanks. Also, the District will conduct monthly inspections of Skyline Tank #2 on a monthly basis. The District will document and send its findings of all tank inspections to the Division by the 10<sup>th</sup> day of the following month.

4. The measurement rulers on the water level readers were not visible on Skyline Tanks #2 and #3. Westborough should fix the water level reader on Skyline Tanks #2 and #3 in the event that SCADA level monitoring were to fail.

**Response:**

By June 30, 2024, the District will hire a contractor to replace the water level indicators on the side of Skyline Tank #2 and Skyline Tank #3. In the meantime, District staff can use the water level indicator from Skyline Tank #1, since all 3 tanks are interconnected.

Distribution System

5. Please submit an updated distribution system map to the Division.



Response:

The District is currently working with its District engineers (Pakpour Consulting Group) on updating its water distribution system map which we hope to complete by June 30, 2024. The District is attaching a copy of the most recent map on file.

6. During the SS, Westborough indicated that valves were not exercised and hydrants were not flushed routinely due to the drought conditions. Per ANSI/AWWA G200-15 Distribution Systems Operation and Management, Section 4.2.5, all valves should be tested at least once every five (5) years and critical valves should be exercised annually. Westborough should exercise critical valves annually and all valves at least every 5 years. Hydrants should be flushed when system performs valve maintenance or more frequently, based on water quality in the area.

Response:

This is correct; due to the most recent drought and the Governor's drought executive orders, the District stopped exercising its valves and flushing hydrants (*unless emergency repairs were completed*). Now that the Governor has lifted some of the restrictions, by April 2024, the District plans on exercising critical valves annually, and all valves at least every 5 years. Based on the lack of water quality complaints the District does not plan on doing regular hydrant flushing unless the District performs valve maintenance or more frequently as needed in order to maintain water quality.

7. According to the California Code of Regulations (CCR), Section 64432.2, if a community water system is vulnerable to asbestos contamination due to leaching of asbestos-cement pipe, with or without vulnerability to asbestos contamination in its source water, the water system must take one sample at a tap served by asbestos-cement pipe under conditions where asbestos contamination is most likely to occur. Community water systems are required to monitor to determine compliance with the maximum contaminant level (MCL) for asbestos in Table 64431-A of the CCR on a nine-year compliance cycle. In the 2022 Electronic Annual Report, Westborough indicated that approximately 96 percent of the water system's distribution system is composed of asbestos piping. The Division has not received asbestos distribution monitoring results in the past 9 years. Please submit the most recent laboratory results for asbestos to the Division.

Response:

The District's records show that the last asbestos sample was taken in 2015 and the previous one in 2006; copies of the lab results are attached. By October 31, 2023, the District will comply with this recommendation of the SS findings and have its water system tested for asbestos and the laboratory results submitted to the Division.



#### Emergency Response Preparedness

8. Emergency preparedness is important for the reliable delivery of safe drinking water and the protection of public health. Effective communication is a key responsibility of water systems in times of an emergency event. To be prepared for an emergency event, Westborough should consider the following:
- Coordinating emergency responses with neighboring water systems, SFPUC, San Mateo County, and other key personnel
  - Collaborating with local public and environmental health, law enforcement, fire, and other first responders in the planning process
  - Updating communication resources specific to the water system
  - Practicing table-top exercises listed in the water system's emergency response plan on a frequent basis
  - Maintaining a membership with California Water/Wastewater Agency Response Network (CalWARN)

#### Response:

- The District works closely with its neighboring water agencies in supporting one another. The District has a working intertie with North Coast Water District which has provided water during emergency situations to both agencies. The District plans on updating the one with the City of Daly City, which is currently non-operational.
- On April 2023, District staff, including GM Mairena, Field Supervisor Kennedy, and Senior Field Technician Arias, attended a two-day training session sponsored by the County of San Mateo on Disaster Management for Water/Wastewater Utilities. Then on August 2023, the same District staff attended a two-day training session sponsored by the County of San Mateo on Disaster Planning for Public Services. Both sessions were supported by FEMA and taught by TEEX (Texas A&M Engineering Extension Service). These training sessions provided District staff the opportunity to personally meet key personnel from the County of San Mateo Emergency Response Unit, Cal OES, other neighboring districts, and the Emergency Services Manager from the City of South San Francisco.
- In 2021 in conjunction with consultants EKI and Launch, the District conducted a Risk And Resilience Assessment (January 2021) and updated its Emergency Response Plan or ERP (April 2021), which includes emergency response procedures on preparedness, response, recovery, and mitigation. Collaboration with neighboring agencies is key to the District's ERP.
- On May 7, 2023, the District conducted table-top exercises and invited representatives from San Mateo County and the City of South San Francisco, as well as some of the District's contractors. The District plans on continuing



these type of exercises in coordination with neighboring water agencies and the SFPUC.

- The District is a member of the California Water/Wastewater Agency Response Network (CalWARN).

#### Documents and Information Request

9. An operations plan describes all of the activities needed to maintain the water system in compliance with all drinking water standards. This plan describes the daily, weekly, monthly, and yearly tasks that would enable a qualified operator to assume the operation of the water system for day-to-day operations. The plan also describes non-routine activities such as positive analytical results, responses to complaints, record keeping, and other duties. Westborough indicated during the SS that an operations plan has not been established. Westborough should have written critical operating conditions and procedures documented in an operations plan to allow operations staff at any level to use during daily operations or use during succession training.

#### Response:

The District needs an extension to develop a formal operations plan. The District has been using a procedure manual, and all employees are cross-trained due to the small size of our staff to ensure a safe level of operations. The entire field staff is able to step in and perform everyone's duties during emergencies, vacation leave, and sick leave. The District anticipates accomplishing this task by June 30, 2024.

10. Westborough receives chloraminated water from San Francisco Public Utilities Commission (SFPUC). Chloramines are formed by combining chlorine with ammonia during the water treatment process. Nitrification, however, can occur within the distribution system when ammonia is released from chloramines due to chloramine demand or decay. During the SS, it was noted that Westborough has developed a nitrification control plan, but not implemented the plan. Please submit a copy of Westborough's Nitrification Control Plan to the Division. Please ensure that your water system monitor for total chlorine, nitrite, free ammonia, temperature, and free chlorine at appropriate monitoring sites for potential nitrification events such as storage facilities and low-flow areas. Other useful parameters include nitrate, total ammonia, HPC, and pH. Results should be made available during future sanitary surveys or at the Division's request.

#### Response:

A copy of the Nitrification Control Plan is attached. The District will review its current plan and make any necessary updates by December 31, 2023. District



staff uses the following schedule for monitoring. The District will add any missing components to this monitoring schedule. The results will be made available during future sanitary surveys or at the Division's request.

WWD Sampling Schedule					
	cl2	ph	temp.	Nitrite	Ammonia
Skyline Tank #1	weekly	weekly	weekly	weekly	weekly
Skyline Tank #2	weekly	weekly	weekly	weekly	weekly
Skyline Tank #3	weekly	weekly	weekly	weekly	weekly
502 Avalon Drive	weekly	weekly	weekly	monthly	monthly
2356 Shannon Drive	weekly	weekly	weekly	monthly	monthly
3803 Radburn Drive	weekly	weekly	weekly	monthly	monthly
3774 Carter Drive	weekly	weekly	weekly	monthly	monthly

11. According to CCR, Section 64534.8, community water systems are required to develop a disinfectant byproducts and residuals monitoring plan. Westborough should develop a disinfectant byproducts and residual monitoring plan and send it to the Division.

**Response:**

By December 31, 2023, the District will develop a formal disinfectant byproducts and residuals monitoring plan and a copy will be sent to the Division.

12. All community public water supply systems must comply with the Lead and Copper Rule Revisions. The inventory must include all service lines connected to the water system's distribution system, regardless of ownership status (i.e. the material inventory will now need to include from the service meter to the house connection). Westborough must develop an inventory to identify service line materials connected to the water distribution system by October 16, 2024.

**Response:**

District staff is developing an inventory to identify service line materials connected to its water distribution system and should be able to meet the targeted date of October 16, 2024.

13. According to the CCR, Title 22, Article 20, public water systems are required to develop a Consumer Confidence Report. Westborough's 2022 Consumer Confidence Report should have been completed and distributed to your consumers by July 1, 2023. Certification that your water system completed the 2022 Consumer Confidence Report and provided it to consumers must be submitted to the Division by October 1, 2023.

Response:

One June 23, 2023, the Westborough Water District mailed a postcard to all billed accounts, individual units at single-billed apartments/condo buildings, and HOA managers. This postcard had instructions as to how the 2022 CCR could be downloaded and/or read online, as well as to how to request a printed copy of the CCR from the District. The CCR is also available in Spanish and a printed copy may also be requested from the District. The CCR was certified on September 22, 2023. Copies of the CCR postcard and of the CCR report were sent to the Division.

14. The recording of meter readings is required monthly by the CCR, Title 22, Chapter 16, Section 64561(b). In addition, community water systems are required to report under Water Code Section 10609.61 to the SAFER Clearinghouse portal for water supply condition information, including but not limited to the following: inventory and assessment of sources, source delivery parameters such as flow rate and total volume available, water system monthly total demand, and average and peak flowrate demand. Please ensure that Westborough submits the succeeding drought and conservation reports by the following dates:

- Quarter 3 reporting deadline: October 31, 2023
- Quarter 4 reporting deadline: January 31, 2024

Response:

Once the Westborough Water District ironed out some source reporting issues, the District has been consistently filing the SAFER reports on a timely basis. The District will comply with the Quarter 3 and Quarter 4 reporting deadlines.

Attached is a spreadsheet with the targeted dates for the above tasks. Please let me know if you have any questions.

Best regards,



Patricia Mairena  
General Manager

PM/pm

cc: San Mateo County Environmental Health Department (email:  
envhealth@smcgov.org)

Van Tsang, P.E., Acting District Engineer  
September 29, 2023  
Page 8 of 8

Enclosures:

- Westborough Water District Table of Anticipated Completion Dates for SS Findings Tasks
- Westborough Water District System Map (most recent and previous version)
- Laboratory Asbestos Test Results - 2006
- Laboratory Asbestos Test Results – 2015
- Westborough Water District Nitrification Control Plan



**2023 SANITARY SURVEY FINDINGS**  
**WESTBOROUGH WATER DISTRICT, WATER SYSTEM NO. 4110027**

<b>Task</b>	<b>Anticipated Completion Date</b>
1. At the time of the SS, it was observed that all three (3) storage tanks had tree debris on the roofs of the tanks. Additionally, there was vegetation surrounding the tanks and growing on the sides of the tanks. Westborough should routinely clean the top of all the tanks at least quarterly and after any major storm event. Westborough should also maintain the vegetation around the vicinity and remove the vegetation encroaching on the sides of the tanks.	10/31/23
2. At the time of the SS, it was observed that Skyline Tank #2 was in poor condition. Westborough must address the severe rust and corrosion on the tank, specifically the roof, the interior ladder, and the electrical conduit box on top of the tank. Skyline Tank #2 needs to be fixed and recoated. Please inform the Division on how Westborough plans to fix the tank and develop a schedule for the corrective actions. Please also send progress reports for the tank improvements to the Division on a quarterly basis.	03/31/2024 (patching work) and possibly Fiscal Year 2024-2025 (entire tank)
3. According to Westborough staff, the storage tanks are only inspected 2 to 3 times a year. To ensure the maintenance of the tanks, Westborough should conduct inspections of the tanks on a quarterly basis, after any major storm event, and after any construction done on the tank. Additionally, Skyline Tank #2 should be inspected monthly due its poor condition. When Westborough staff inspect the tanks, they should climb on top of the tanks, open the hatch covers, and inspect the interior of the tanks to check the condition of the stored water and determine if the storage tanks should be maintained and cleaned more often. All tank inspections should be documented and the findings must be sent to the Division by the 10th day of the following month.	By the 10th day of the following month
4. The measurement rulers on the water level readers were not visible on Skyline Tanks #2 and #3. Westborough should fix the water level reader on Skyline Tanks #2 and #3 in the event that SCADA level monitoring were to fail.	By 06/30/2024
5. Please submit an updated distribution system map to the Division.	By 06/30/2024 (revised map)
6. During the SS, Westborough indicated that valves were not exercised and hydrants were not flushed routinely due to the drought conditions. Per ANSI/AWWA G200-15 Distribution Systems Operation and Management, Section 4.2.5, all valves should be tested at least once every five (5) years and critical valves should be exercised annually. Westborough should exercise critical valves annually and all valves at least every 5 years. Hydrants should be flushed when system performs valve maintenance or more frequently, based on water quality in the area.	By April 2024 (critical valves)

<p>7. According to the California Code of Regulations (CCR), Section 64432.2, if a community water system is vulnerable to asbestos contamination due to leaching of asbestos-cement pipe, with or without vulnerability to asbestos contamination in its source water, the water system must take one sample at a tap served by asbestos-cement pipe under conditions where asbestos contamination is most likely to occur. Community water systems are required to monitor to determine compliance with the maximum contaminant level (MCL) for asbestos in Table 64431-A of the CCR on a nine-year compliance cycle. In the 2022 Electronic Annual Report, Westborough indicated that approximately 96 percent of the water system's distribution system is composed of asbestos piping. The Division has not received asbestos distribution monitoring results in the past 9 years. Please submit the most recent laboratory results for asbestos to the Division.</p>	<p>By 10/31/2023</p>
<p>8. Emergency preparedness is important for the reliable delivery of safe drinking water and the protection of public health. Effective communication is a key responsibility of water systems in times of an emergency event. To be prepared for an emergency event, Westborough should consider the following:</p> <ul style="list-style-type: none"> <li>• Coordinating emergency responses with neighboring water systems, SFPUC, San Mateo County, and other key personnel</li> <li>• Collaborating with local public and environmental health, law enforcement, fire, and other first responders in the planning process</li> <li>• Updating communication resources specific to the water system</li> <li>• Practicing table-top exercises listed in the water system's emergency response plan on a frequent basis</li> <li>• Maintaining a membership with California Water/Wastewater Agency Response Network (CalWARN)</li> </ul>	<p>Continuous basis</p>
<p>9. An operations plan describes all of the activities needed to maintain the water system in compliance with all drinking water standards. This plan describes the daily, weekly, monthly, and yearly tasks that would enable a qualified operator to assume the operation of the water system for day-to-day operations. The plan also describes non-routine activities such as positive analytical results, responses to complaints, record keeping, and other duties. Westborough indicated during the SS that an operations plan has not been established. Westborough should have written critical operating conditions and procedures documented in an operations plan to allow operations staff at any level to use during daily operations or use during succession training.</p>	<p>By 06/30/2024</p>

10. Westborough receives chloraminated water from San Francisco Public Utilities Commission (SFPUC). Chloramines are formed by combining chlorine with ammonia during the water treatment process. Nitrification, however, can occur within the distribution system when ammonia is released from chloramines due to chloramine demand or decay. During the SS, it was noted that Westborough has developed a nitrification control plan, but not implemented the plan. Please submit a copy of Westborough's Nitrification Control Plan to the Division. Please ensure that your water system monitor for total chlorine, nitrite, free ammonia, temperature, and free chlorine at appropriate monitoring sites for potential nitrification events such as storage facilities and low-flow areas. Other useful parameters include nitrate, total ammonia, HPC, and pH. Results should be made available during future sanitary surveys or at the Division's request.	By 12/31/2023 (updating the current plan)
11. According to CCR, Section 64534.8, community water systems are required to develop a disinfectant byproducts and residuals monitoring plan. Westborough should develop a disinfectant byproducts and residual monitoring plan and send it to the Division.	By 12/31/2023
12. All community public water supply systems must comply with the Lead and Copper Rule Revisions. The inventory must include all service lines connected to the water system's distribution system, regardless of ownership status (i.e. the material inventory will now need to include from the service meter to the house connection). Westborough must develop an inventory to identify service line materials connected to the water distribution system by October 16, 2024.	By 10/16/2024
13. According to the CCR, Title 22, Article 20, public water systems are required to develop a Consumer Confidence Report. Westborough's 2022 Consumer Confidence Report should have been completed and distributed to your consumers by July 1, 2023. Certification that your water system completed the 2022 Consumer Confidence Report and provided it to consumers must be submitted to the Division by October 1, 2023.	Already Submitted on 09/22/2023
14. The recording of meter readings is required monthly by the CCR, Title 22, Chapter 16, Section 64561(b). In addition, community water systems are required to report under Water Code Section 10609.61 to the SAFER Clearinghouse portal for water supply condition information, including but not limited to the following: inventory and assessment of sources, source delivery parameters such as flow rate and total volume available, water system monthly total demand, and average and peak flowrate demand. Please ensure that Westborough submits the succeeding drought and conservation reports by the following dates: <ul style="list-style-type: none"> <li>• Quarter 3 reporting deadline: October 31, 2023</li> <li>• Quarter 4 reporting deadline: January 31, 2024</li> </ul>	By the due dates: 10/31/2023 and 01/31/2024

## Patricia Mairena

---

**From:** Janet Medina  
**Sent:** Thursday, October 5, 2023 11:57 AM  
**To:** Patricia Mairena  
**Subject:** Fwd: Central Coast Water Agency Collaboration Forum Invitation from Valley Water Board Chair John L. Varela  
**Attachments:** image001.png; 1002a-l\_Approved\_Central Coast Collaboration Letter.pdf

FYI

Sent from my iPhone

Begin forwarded message:

**From:** Roseryn Bhudsabourg <RBhudsabourg@valleywater.org>  
**Date:** October 4, 2023 at 5:16:10 PM PDT  
**To:** Roseryn Bhudsabourg <RBhudsabourg@valleywater.org>  
**Subject:** Central Coast Water Agency Collaboration Forum Invitation from Valley Water Board Chair John L. Varela

Good afternoon ACWA Region 5 Members,

I am reaching out on behalf of the Santa Clara Valley Water District's Office of Government Relations and would like to extend an invitation from our Board Chair, John L. Varela, to collaborate on a forum for exploring issues of mutual interest in the Central Coast region. Please find attached the letter from Chair Varela to gauge your interest in participating in a regional partnership discussion. We kindly request that your agency respond by **November 5, 2023** if interested.

Thank you very much for your time and consideration of this invitation.

Sincerely,

**ROSERYN BHUDSABOURG**

SUPERVISING PROGRAM ADMINISTRATOR  
Office of Government Relations  
[RBhudsabourg@valleywater.org](mailto:RBhudsabourg@valleywater.org)  
Tel. (408) 630-3099 Cell. (408) 693-8739

**SANTA CLARA VALLEY WATER DISTRICT**

5750 Almaden Expressway, San Jose CA 95118  
[www.valleywater.org](http://www.valleywater.org)

Clean Water · Healthy Environment · Flood Protection

October 4, 2023

**BOARD OF DIRECTORS**

John L. Varela / Chair (District 1)

Barbara F. Keegan / Vice Chair (District 2)

Richard P. Santos (District 3)

Jim Beall (District 4)

Nai Hsueh (District 5)

Tony Estremera (District 6)

Rebecca Eisenberg (District 7)

**CHIEF EXECUTIVE OFFICER**

Rick L. Callender, Esq.

**CLERK OF THE BOARD**

Michele L. King, CMC

Subject: Central Coast Water Agency Collaboration Forum.

Dear Members of ACWA Region 5:

Santa Clara Valley Water District (Valley Water) is gauging interest in starting a collaboration forum for water agencies in California's Central Coast region.

Valley Water, as the primary water provider to Silicon Valley and a vibrant agricultural community, manages an integrated water resources system that includes the supply of clean, safe water, flood protection and stewardship of streams in Santa Clara County. Our success in meeting this mission is often the result of collaborations with other agencies, associations, non-governmental agencies, joint powers authorities, and elected officials.

Water agencies throughout the Central Coast share many similarities, including a responsibility to balance municipal and agricultural interests. Due to our unique geography and climate, we also face many of the same challenges in maintaining water supply reliability in the areas we serve, such as an uncertain regulatory future, a changing climate, and pressure to provide affordable service. These circumstances lend themselves to being creative, perhaps through new partnership opportunities.

Please respond to Ms. Roseryn Bhudsabourg at (408)630-3099 or [rbhudsabourg@valleywater.org](mailto:rbhudsabourg@valleywater.org) if a Central Coast collaboration forum would be of value to you. If there is sufficient interest, we will explore next steps and follow up with you. Thank you for your consideration.

Sincerely,



John L. Varela  
Board Chair  
Santa Clara Valley Water District

cc: Board of Directors (7), R. Callender  
ka:sd  
1002a-l

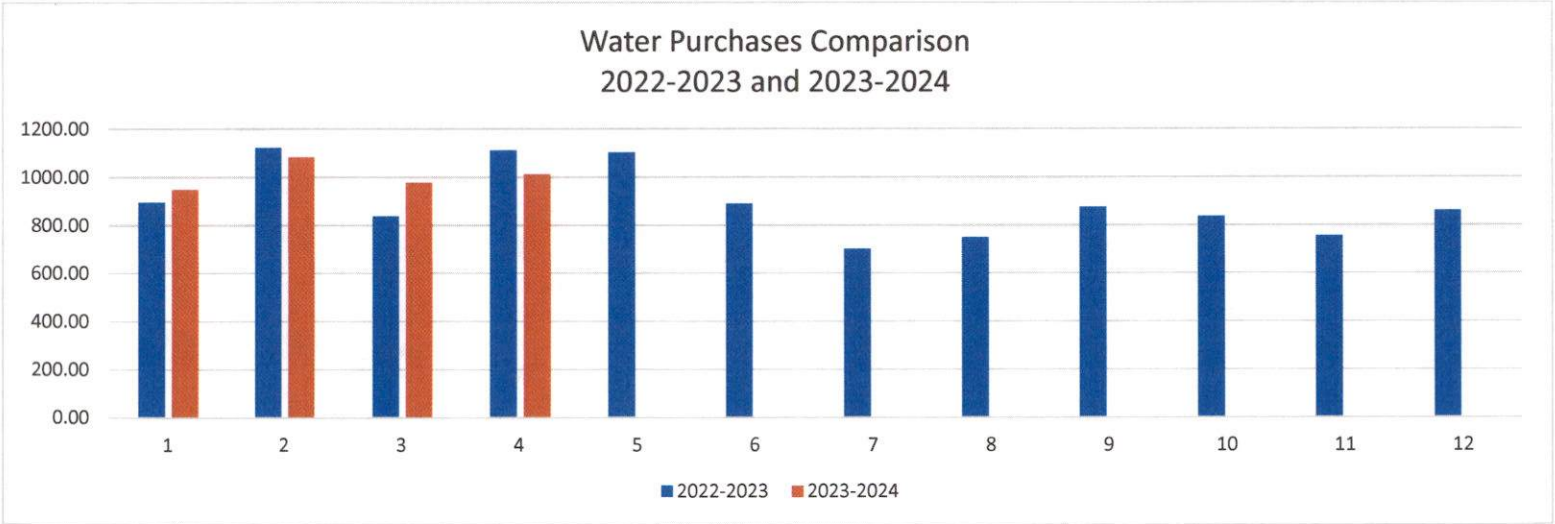


Water Purchases Comparison 2022-2023 to 2023-2024

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 <sup>5</sup>	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	09/07/23 to 10/04/23	28327	28	1011.68	-100.20
10/06/22 to 11/03/22 <sup>6</sup>	31934	29	1101.18					
11/04/22 to 12/05/22 <sup>7</sup>	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	121266	121	1002.20	

9.A.1 <sup>5</sup> Skyline Tank No. 3 was placed back in service after exterior recoating  
<sup>6</sup> Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22  
<sup>7</sup> Deducted Intertie Deliveries to NCCWD = 11,916 from 11/02/22 - 11/09/22

GPCPD YTD	55.59
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



## 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 <sup>2</sup>	29279	32	914.97	09/07/23 to 10/04/23	28327	28	1011.68	96.71
10/05/21 to 11/02/21	29802	29	1027.66					
11/04/21 to 12/06/21 <sup>3</sup>	27129	33	822.09					
12/07/21 to 01/05/22 <sup>4</sup>	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					
<b>Total Purchases</b>	<b>332197</b>	<b>364</b>	<b>912.63</b>	<b>Total Purchases</b>	<b>121266</b>	<b>121</b>	<b>1002.20</b>	

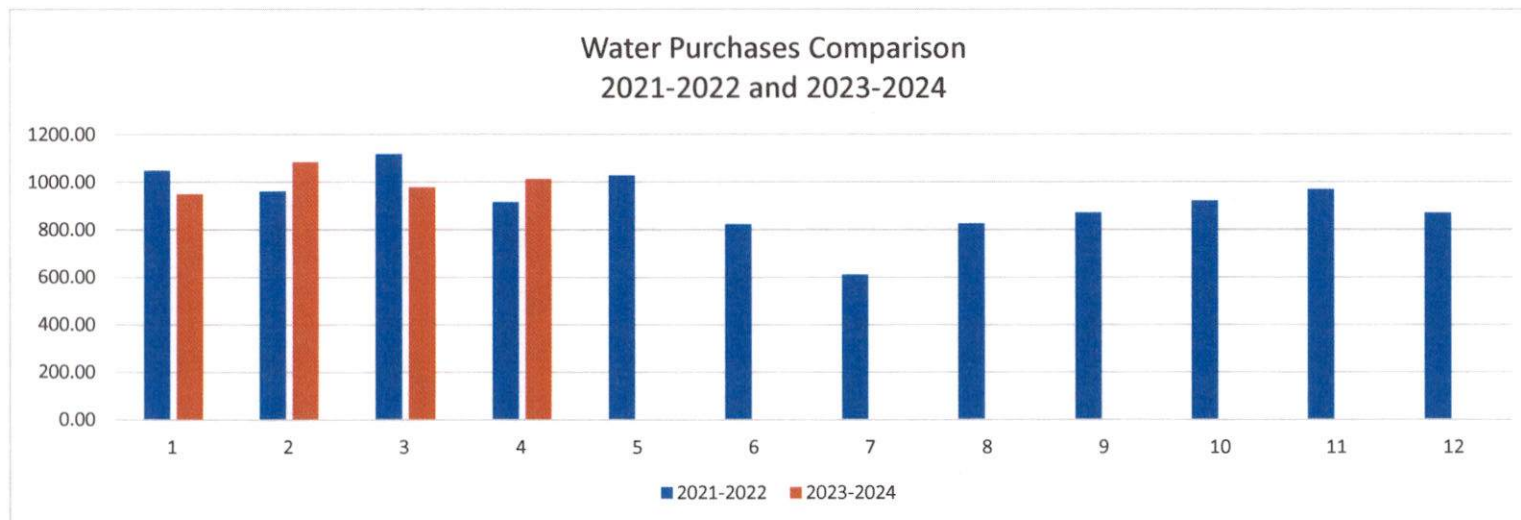
<sup>2</sup> Includes Intertie Deliveries from NCCWD = 12,498 from 09/09/21 - 09/22/21

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

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

GPCPD YTD	55.59
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	09/07/23 to 10/04/23	28327	28	1011.68	-222.07
10/05/20 to 11/02/20	26876	27	995.41					
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					

Total Purchases

382590

364

1051.07

Total Purchases

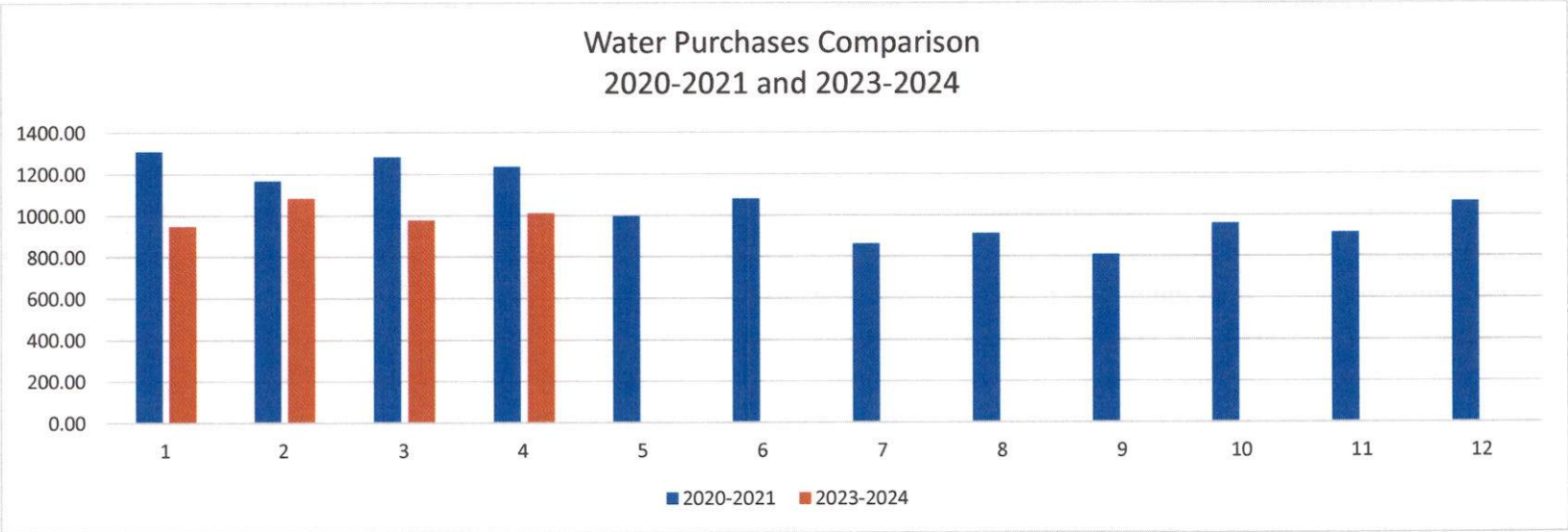
121266

121

1002.20

GPCPD YTD	55.59
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.3



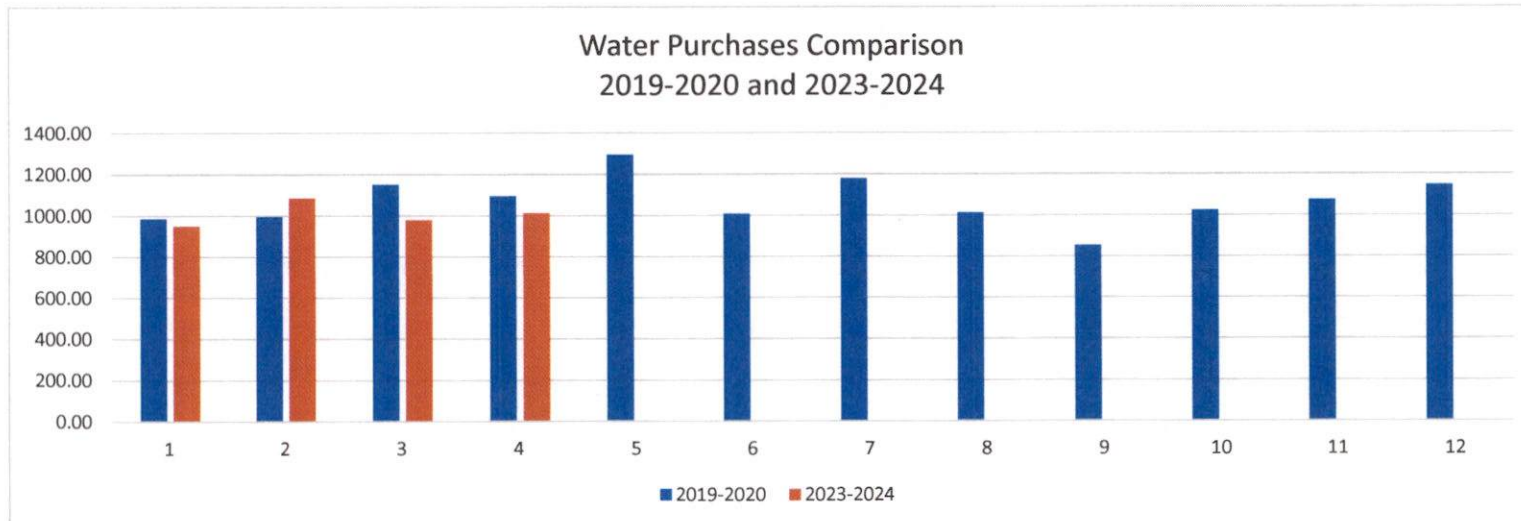
## Water Purchases Comparison 2019-2020 to 2022-2023

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	09/07/23 to 10/04/23	28327	28	1011.68	-80.25
10/05/19 to 11/01/19	36225	28	1293.75					
11/02/19 to 12/04/19 <sup>1</sup>	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					
<b>Total Purchases</b>	<b>388976</b>	<b>365</b>	<b>1065.69</b>	<b>Total Purchases</b>	<b>121266</b>	<b>121</b>	<b>1002.20</b>	

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

GPCPD YTD	55.59
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.A.4





## Trip Report – ACWA Region 5 Meeting September 22, 2023 at Alameda County Water District (Chambers)

Don Amuzie and I carpooled to the ACWA Region 5 meeting held at Alameda County Water District (ACWD) on September 22. After a 9AM registration, the welcome and introductions commenced at 9:30, in part lead by Sarah Palmer, Vice Chair ACWA Region 5 and Pam Tobin, President of the ACWA Board of Directors. Dave Eggerton, ACWA Executive Director, gave the ACWA report although more time was given to the ACWA JPIA report. The JPIA rep (agenda said she was Adrienne Beatty, Assistant Executive Officer, although I cannot confirm her name) said the big news was that Andy Sells would be retiring at the end of September. Although specifics on a potential replacement weren't firm, of course the speaker's name came up, along with that of Jennifer Jobe, Director of Pooled Programs as potential replacements. We will see what happens, but Andy will be missed. The JPIA rep spent the rest of her time going over the difficulties in the insurance markets. There will likely be no refunds for a while due to the wildfires and atmospheric rivers. She did say that they do not generally give refunds for employee benefits because of the difficulty agencies would face trying to match the refund to the employees (or ex-employees) who paid the money in. Any excesses at the end of year are banked and used to reduce future premiums.

From 10 to 10:45 Laura Hicks, ACWD Director of Water Resources, gave a brief presentation of the history of ACWD. Its mission is to manage the Niles Cone aquifer, the aquifer in the local area. The local area was developed early as groundwater (as augmented by rights on the Alameda Creek) was plentiful. Later agriculture interests started using more water and other areas (like Oakland and San Francisco) started placing demands on their water. Eventually some of their aquifer began suffering saltwater intrusion from the Bay. As salt water is more dense and sinks to the bottom of the aquifer, but it still spoils a lot of fresh water (making the water useless for crops). More on combating saltwater contamination later. Currently ACWD gets 40% of their water from groundwater, 40% from the State Water Project, and 20% from BAWSCA/SFPUC (but this varies depending on the availability of SWP water). I could say more, but let's get to the facilities tour which began at 10:45. They took us to their facilities in a bus with about 50 seats.

Our first stop was to the Alameda Creek where ACWA uses two inflatable dams, each about 10 feet high when fully inflated, to manage their groundwater recharge. Water is diverted into recharge ponds which used to be old quarry pits. The most recent work (2022) has been to upgrade the fish ladders which allow fish to migrate in and out of the upstream watershed, regardless of the inflation status of the dams (lower dam is adjusted in 1 foot increments, depending on the availability of water and needs of the recharge ponds). They do monitor the

fish using the ladder with a series of “cameras” whose technology has been improving greatly. Actually, they use sonar rather than light and, in addition to count, have been able to distinguish species, size, and direction of passage (using a second camera). ACWD has hired a data scientist to help manage all the data they are getting (and which is made publically available on the web).

We had lunch at Quarry Lakes Regional Park, one of the recharge lakes which has been developed into a well used park with the help of East Bay Regional Parks. After lunch we proceeded to ACWD’s Newark Desal Plant which can produce 5-10 mgd of fresh water. This is a unique desal plant, however, in that it draws from ACWD’s salt water contaminated wells. When their aquifer suffered saltwater intrusion they began pumping it out (as recharge water became available) and dumping that water into the Bay. Although salty, that water wasn’t that salty, so ACWD decided to try to do desal on it to recover drinkable water. Energy requirement are less since the incoming water isn’t that bad and discharge wasn’t a problem as the “brine” being discharged is really less salty than the creek/SF Bay where it is being discharged (plus they had the discharge permit from their contaminated well clean-up efforts). They are currently recovering about 70% of the water pumped from the salt contaminated wells for use as drinking water. This water is the least expensive water in the ACWD system (and with all the pumping and recharge going on, the “contaminated” water is even getting less salty). Our tour had 8 stops, including where they do mixing to reintroduce some minerals, the chemical treating and testing, and even the membrane management/cleanup work they do. The facility opened in 2002 and was expanded in 2010. It was an interesting tour.

After that tour we returned to the ACWD headquarters, arriving at about 4PM. Before leaving headquarters, I wanted to thank John Weed, ACWD’s BAWSCA rep, who had been on the tour. At that time he offered Don and me a tour of the building, which is largely off limits to the public (our ACWA meeting was in the public part- the Board room). In the inner lobby there was an old map showing the Alameda watershed split up between ACWD and Spring Valley Water (which SFPUC bought out, along with Calaveras Reservoir). There were also a few segments of redwood pipe which had been recovered from some of their old excavations. He also showed us their engineering section, water testing lab, and some of their motorpool/equipment area, including several generators on wheels (smaller than ours, but still big). He mentioned their office/parking lot was fairly empty today as workers are encouraged/allowed to avoid the office on Mondays or Fridays, meaning all meetings are held on Tuesdays, Wednesdays, or Thursdays. In all it was an interesting end to an interesting day.

## **Notes from ACWA Region 5 Program and Tour September 22 in Fremont, California** (Amuzie)

Jennifer Rotz ACWA Regional Affairs rep welcomed attendees and Pam Tobin, ACWA President followed with the message for all members to stay focused and involved with ACWA.:

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

- Working with the legislature on water rights issues
- Members share their stories with ACWA and contact ACWA for help.
- Encouraged members to attend and attest on Regulatory matters.
- The new election format was discussed in WWD's May 2023 Board meeting.
- The state of ACWA is stable and trending in the right direction.

### **Update by JPIA's Adrienne Beatty, Assistant Executive Director**

Adrienne presented the following:

1. The Liability Program.
2. Property Program, very hard market rates have been increasing in the last three years.
3. The Workers Compensation Program is very stable but legislative changes present challenges for future renewals.
4. Employee Benefits PPO Program with expected 12% increase
5. Announced Andy Seles retirement and she is taking over as the new JPIA CEO

### **Overview of Alameda County Water District's Facilities, Water Supplies, Groundwater Recharge, Integrated Resources Planning Laura Hidas, Director of Water Resources, Alameda County Water District**

Laura shared that ACWD's portfolio as 40% Alameda Creek Watershed, and imports 40% state and 20% Hetch-Hetchy water supplies respectively and a comprehensive

presentation of the history and structure and operations of ACWD (***see attached***) including the following locations that the attendees toured (see below):

- A bit of history
- Overview of ACWD's supplies
- Groundwater basin orientation
- Integrated planning and how it's gotten us here
- What's next?

#### Rubber Dam #1 Fish Ladder & Fish Screens

This project includes the design and installation of a fish ladder along the northern embankment of the Alameda Creek Flood Control Channel over ACWD's Rubber Dam No. 1 and the Alameda County Flood Control and Water Conservation District's (ACFCD) drop structure. This is a joint project between the ACFCD and ACWD. The fish ladder will help facilitate fish migration in the lower section of Alameda Creek.

#### Quarry Lakes Regional Park (see below)

Quarry Lakes is the culmination of many years of planning and partnership between ACWD and the Park District. The property that now comprises the park was acquired by the two agencies between 1975 and 1992. Of the park's 471 acres, some 350 acres are lakes. The first phase of park construction began in 1997, when ACWD flattened the slopes of the quarry pit to minimize erosion and sedimentation, and to provide contours more suitable for parkland.

#### Newark Desalination Facility

On September 19, 2003, the Alameda County Water District dedicated the first brackish water desalination facility in northern California. The Newark Desalination Facility (Desal Facility) produces potable water by removing salts and other minerals from brackish groundwater.



## **A Brief History of Alameda County Water District," Paul Sethy, President, Alameda County Water District**

According to Paul, Native Americans inhabited this region for many generations, notably in the sites that are now preserved at Coyote Hills Regional Park west of Quarry Lakes. Quarry Lakes incorporates the boundaries of two Mexican ranchos and the former Mission San Jose lands. The quarries for which Quarry Lakes is named were established in the mid-19th century. Gravel taken from the banks of Alameda Creek was used in the construction of the transcontinental railroad's western section. After quarrying came to an end, the lakes were used for groundwater recharge by the Alameda County Water District (ACWD), which diverts water from Alameda Creek into the pits. Quarry Lakes is the culmination of many years of planning and partnership between ACWD and the Park District. The property that now comprises the park was acquired by the two agencies between 1975 and 1992. Of the park's 471 acres, some 350 acres are lakes. The first phase of park construction began in 1997, when ACWD flattened the slopes of the quarry pit to minimize erosion and sedimentation, and to provide contours more suitable for parkland.

## BAWSCA Meeting of 27 September 2023 (Chambers)

I attended the BAWSCA meeting of 27 September 2023 which was held in person at the Foster City Community Center. It was a special meeting as the regular meeting of September 21 had to be cancelled due to a lack of a quorum (in part because of a League of Cities meeting in Sacramento on the same day). The only action items were the CEO's performance appraisal (discussed in closed session, reported out as outstanding) and a subsequent open session motion on CEO compensation stating it was under ongoing negotiation and was therefore uncertain and undetermined. The motion will allow us to adjust the CEO's pay backdated to the date of this meeting (September 27). Nicole is on 1 year contract which renews with salary adjustments each September. Compensation cannot be discussed/set at a special meeting and state law does not allow the payment of back pay. Because of this motion we will be able to pay the amount we negotiate and adopt at our November regular meeting, according to our attorney.

The SFPUC report was given by Alison Kastama, SFPUC's liaison to BAWSCA. She reported our total system storage was 95% (vs a normal of 81.3% so we are in great shape (as are other reservoirs in the state). Local and upcountry precipitation as of 24 September (water year ends 30 September) was nearly double normal and water available to the city was not a record but was more than 4.4 times normal. Total system deliveries were below those in 2013 (coming out of the last drought) but slightly above deliveries of last year. She also reported on the 3 legislative bills which could affect SFPUC water rights. Both AB460 and AB1337 were pulled but could come back next year and SB389 was amended (with the help of ACWA) and is now satisfactory and on the governor's desk.

After consent calendar we had our usual public comment about our legal expenses on Bay Delta, how SFPUC's Alternative Water Supply efforts will only make our water too expensive and not required (extrapolating from this past year's usage which was low as we got a lot of water from the sky), and how we should change to hybrid meetings (speaker including a letter from Sierra Club on a topic currently under discussion but with pros and cons). After public comment we received BAWSCA reports on Tier 2 drought allocation (in progress) and how the scoping of BAWSCA's Long-Term Reliable Water Supply Strategy 2045 was going (also in progress). Part of this last presentation was showing how our previous strategy (Strategy 2015) has directed our work plans since its adoption but how times have changed.

Finally, under CEO reports we received reports on retirement plan and OPEB funding for both BAWSCA and SFPUC. I'm not sure if we will keep getting information from SFPUC as the BAWSCA auditor has stated those unfunded liabilities are not liabilities of BAWSCA (and can't be included in our wholesale rate requirement used to pay SF for water). Nicole also gave an open session update on FERC (not much going on), Voluntary Agreement negotiations (moving rapidly) and State Water Board Cases. For the State Water Board Cases Oral Arguments on Porter Cologne (appropriate use of water) claims were held at the end of August. BAWSCA's attorney's brief was the only one which addressed impacts on housing, rationing, and impact on the Bay Area economy, so it was critical we participated. The judge picked up on this and asked the State Board's attorney if they had considered rationing as detailed in our Urban Water Management Plans (they hadn't) plus was there support in the record for alternative water supplies (not a good answer). The judge appreciated our comments and said he was going to have to take a "deep dive" into the record to look for some answers.

After this CEO update, we had our closed sessions to get questions answered and consider Nicole's performance evaluation (discussed earlier). We finally closed with our motion on uncertain and undetermined compensation and finally adjourned at about 9:45. Our next meeting will be November 16 at the Burlingame Community Center and will include a BAWSCA 20<sup>th</sup> Anniversary celebration prior to the meeting.