

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, November 9, 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 October 12, 2023.

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

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

D. Claims Register for October 31, 2023.

4. PUBLIC COMMENT:

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

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Consideration to Approve Billing Rate Increase from District's Attorney, Effective December 1, 2023.

REGULAR MEETING OF THE BOARD OF DIRECTORS

November 9, 2023

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- B. Senior Field Maintenance Worker's Anniversary of 20 Years of Service.
 - C. Review/Approve Pump Repair Service Company Quote for Westborough Main Pump Station, Pump #2 to Repair the Floway Vertical Booster Pump and FE 150HP Motor.
 - D. Report by General Manager Regarding the Emergency Repair of the District's 12" Main Located on Callan Boulevard at Meath Drive, and Emergency Expenditures.
- 7. WRITTEN COMMUNICATIONS: None**
- 8. ATTORNEY'S REPORT:**
- 9. GENERAL MANAGER'S REPORT:**
- A. Update on the Request for Proposals for the Water and Sewer Rate Study.
 - B. Report on District's Water Conservation for October 2023.
 - C. Report on Lowering the Levels from the Skyline Water Storage Tanks.
- 10. ITEMS FROM BOARD OF DIRECTORS:**
- 11. CLOSED SESSION:**
- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (d)(4) of Section 54956.9: One case
 - B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: In re: Aqueous Film-Forming Foams Products Liability Litigation, U.S. Dist. Ct. of South Carolina, Case No. MDL No. 2:18-mn-2873
- 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.

REGULAR MEETING OF THE BOARD OF DIRECTORS

November 9, 2023

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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 October 12, 2023

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

1. ROLL CALL:

Directors Present: Don Amuzie
Perry Bautista
Tom Chambers
Janet Medina

Directors Excused: Julie Richards

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

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

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

President Medina asked the Board if there was any discussion.

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

The motion was carried unanimously.

9. GENERAL MANAGER'S REPORT:

B. Update on the Request for Proposals for the Water and Sewer Rate Study.

President Medina stated that for the sake of District Engineer, Joubin Pakpour who had joined the meeting virtually, item 9.B will be discussed first.

Two of Six
Minutes of the Regular Meeting of the Board of Directors
Thursday, October 12, 2023

Engineer Pakpour told the Board that he was pleased to report that the District had received three proposals for the Rate Study, and these were from firms the District had targeted. Engineer Pakpour reviewed the next steps in the process consisting of: staff and the District's engineer forming a committee which will review and rank the proposals and then bring back the recommendations to the Board, either in November or December timeframe, depending on how the interviews could be scheduled. Engineer Pakpour mentioned that as part of this committee, a board member would be asked to join for the ranking and interviews. Engineer Pakpour explained that the hiring of professional services had a different process than the one for awarding construction projects which would go to the lowest bidder. With professional services, there should be a review of the quality of the proposal and the selection is called qualification-based selection. The cost could then be negotiated after a consultant was selected. Engineer Pakpour stated that the full Board would have the final say on the selection and the ability to override any selection the committee made. Engineer Pakpour reported that all three proposals were within the range of the budgeted amount, some were more, some were less. Engineer Pakpour asked the Board if anyone had any questions.

General Manager Mairena inquired if it would be okay for President Medina to appoint a director to the Selection Committee. Attorney Conneran replied that in the event of a protest, which was unlikely, the Director which participated in the interview panel would not be able to participate in that process.

President Medina stated that she would like to appoint Director Chambers to the Selection Committee. Director Chambers replied that it depend on when these dates were. General Manager Mairena mentioned that the committee could work around his dates. President Medina replied that she could also appoint a backup. Director Chambers agreed if he was available, he would do it.

Engineer Pakpour stated that either he, or General Manager Mairena would contact Director Chambers to review the process and get the proposals over to him. He also asked if there were any questions he could answer.

President Medina asked if she needed to appoint a backup at this point. Attorney Conneran replied that she did not need to do that. Engineer Pakpour mentioned that the committee will work around Director Chambers' schedule, and that he hoped to schedule the interviews in early November.

Engineer Pakpour apologized for not being there in person and excused himself from the rest of the meeting. The Board thanked him for his presentation.

4. PUBLIC COMMENT: None.

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.

General Manager Mairena reported that District staff had two meetings with the District's Water Resources Board Engineer, Tess Hoang, one was held virtually and the second one was an in-person inspection of the water system on August 23, 2023. General Manager Mairena asked Field Supervisor Kennedy to review the inspection process with the Board.

Field Supervisor Kennedy gave an overview of the inspection which included the pump room, all the buildings, the SFPUC turn-out, the tank site, all three tanks, etc. Field Supervisor Kennedy mentioned that Ms. Hoang had pointed out the rust on the roof of Skyline Tank no.2, as well as overgrown vegetation around the tanks which was due to all the rains and would take field staff a couple of days to clear out. Field Supervisor Kennedy mentioned that no pictures had been received, and that General Manager Mairena had already requested them earlier in the day.

Field Supervisor Kennedy and General Manager Mairena reviewed the Sanitary Survey findings with the Board. Field Supervisor Kennedy mentioned that one of the items that Engineer Hoang had stressed was the need to work on the rust of Skyline Tank No.2 and that he had told her this item was already on the CIP, possibly for next year. Field Supervisor Kennedy told the Board that all of these are recommendations and not requirements.

Director Chambers commented that the Board will need to look at the CIP to see what was proposed for the \$2.4 million of improvements for this tank and decide what could be done. General Manager Mairena mentioned that once the District receives the pictures, then staff would be able to get a quote for the patching work for this tank.

Field Supervisor Kennedy and General Mairena made additional remarks on the District's response to the Sanitary Survey findings and mentioned that staff is awaiting a reply from the Water Boards.

President Medina commended staff on a job well done, which did not seem to be an easy job, specially with the size of our staff.

Director Amuzie asked if this was something that was done every year or if it was random. Field Supervisor Kennedy replied that it used to be every year, but because of the shortage of engineers and the pandemic, the last time this survey was done was before COVID.

7. WRITTEN COMMUNICATIONS:

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

General Manager Mairena stated that this letter was addressed to President Medina and that the Santa Clara Valley Water District was asking if the District would like to join a forum. General Manager Mairena mentioned that they were seeking agencies with similar issues related to the Central Valley. President Medina commented that although the issues were not relevant to the District, it was nice that they had sent the letter to the District, so she wanted the letter added to the agenda.

General Manager Mairena asked if there was any interest and there was none.

8. ATTORNEY'S REPORT:

Attorney Conneran reported that it was the end of the legislative year and there was a Howard-Jarvis initiative which was scheduled for November. This is a proposed constitutional amendment initiative which states that if a measure is passed which requires a higher vote to pass a tax, that requirement needs to be approved by at least that same amount of votes.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena reported that water consumption for September 2023 had gone down in comparison to last year's consumption. General Manager Mairena displayed the charts comparing the current usage to the prior years and stated that the usage was lower in comparison to the previous years, and overall, the District's customers were doing pretty good considering the end of the drought restrictions and the hotter weather conditions.

General Manager Mairena mentioned that she had attended a BAWSCA meeting today and that the SFPUC had reported good water supplies and that in addition, this was an El Nino year, which hopefully would bring more water.

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).

Director Chambers briefly reviewed his written report and commented that what he did find most interesting was the saltwater intrusion from the Bay to the Alameda County Water District (ACWD) groundwater and their process for cleaning it. ACWD also gets some of its water from the State Project and the SFPUC.

Director Amuzie added that JPIA will have a new executive officer as Andy Sells will be retiring. Director Amuzie reviewed his written report with the Board and pointed out the difficulties JPIA is having with the insurance market rates.

B. Report on BAWSCA Meeting of September 27, 2023 (Chambers).

Director Bautista asked Director Chambers if he could elaborate more on SB 389. Director Chambers stated that he could not elaborate much more on the amendment. Director Chambers briefly commented on how this would give the State Water Resources Control Board the authority to get data to verify pre-1914 water rights.

C. Other Items from the Board.

Director Bautista commented on a call he received from one of the directors of the same HOA he is on, regarding an irrigation backflow leak and the person who responded from the after-hours answering service (Direct Line) was very well spoken and professional, so he wanted to communicate that to the Board.

President Medina mentioned that normally, she would take her Sexual Harassment training for managers and directors at the ACWA Conferences, but since she had not attended any, she was going to be taking a virtual class on October 17th. President Medina asked General Manager Mairena if she was familiar with this type of format. General Manager Mairena replied that she had actually taken recorded classes and virtual classes, and the format for the virtual class was more like the one presented at the conferences, with possibly a test being submitted at the end.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

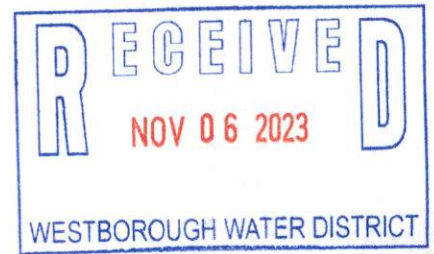
Without objection, President Medina adjourned the meeting.
Time 8:16 p.m.

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Minutes of the Regular Meeting of the Board of Directors
Thursday, October 12, 2023

Secretary

President

Date



Westborough Water District

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



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

Westborough Water District

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Chavan and Associates, LLP

Certified Public Accountants

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the three months ended September 30, 2023, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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



Chavan and Associates, LLP
Certified Public Accountants

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

C & A LLP

November 3, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
September 30, 2023

ASSETS

Current Assets:

Cash (Including \$2,965,565 in Time Deposits)	\$ 3,539,892
Receivables	
Lease	28,116
Water	1,809,856
Other	154,631
Prepaid Expenses and Other	18,683
Inventory	233,238
Total Current Assets	<u>5,784,416</u>

Non-Current Assets:

Lease Receivable	232,381
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	8,369
Water Facility	8,172,503
Building	1,503,835
Joint-Use Facilities	94,907
Meters	874,540
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,406,306
Total Utility Plant in Service (Capital Assets)	<u>14,879,457</u>
Less Accumulated Depreciation	<u>(6,974,227)</u>
Utility Plant in Service-Net Depreciation Expense	<u>7,905,230</u>
Total Non-Current Assets	<u>8,137,611</u>
Total Assets	<u>\$ 13,922,027</u>

DEFERRED OUTFLOWS

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

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
September 30, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 513,274
Customers' Deposits	404,480
Unearned Revenue	<u>15,662</u>
Total Current Liabilities	<u>933,416</u>

Long-term Liabilities:

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

Total Liabilities	<u>\$ 1,391,384</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 225,501
Deferred Pension Inflows	306,437
Deferred OPEB Inflows	<u>323,286</u>

Total Deferred Inflows	<u>\$ 855,224</u>
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NET POSITION

Net Investment in Capital Assets	\$ 7,905,230
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	251,921
Unappropriated	<u>1,337,142</u>
Total Net Position,	<u>\$ 12,035,769</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the three months ended September 30, 2023

Operating Revenue:

Water Sales (Note 3)	\$ 1,139,946
Sewer Svc. and Transfer Charges	884,509
Misc. Operations	4,011
Capital Facility Income	16,508
Total Operating Revenue	<u>2,044,974</u>

Operating Expense:

Water Expenditures	775,192
Sanitary Sewer Expenditures	697,265
Admin. and General Expenditures	298,626
Depreciation	84,296
Total Operating Expenses	<u>1,855,379</u>

Operating Income (Loss)	189,595
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Non-operating Income (Expense):

Property Taxes	228,904
Investment Interest	22,577
Other	6,301
Total Non-operating Income (Expense)	<u>257,782</u>

Change in Net Position	447,377
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Net Position - Beginning	<u>11,588,392</u>
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Net Position - Ending	<u><u>\$ 12,035,769</u></u>
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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
September 30, 2023

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

NOTE 2 - Accounts payable at September 30, 2023, includes \$285,171 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 \$(4,377) to account for uncollectible water receivables for the period.

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

Beginning Balance	\$ 14,786,598
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	92,859
Ending Balance	<u>\$ 14,879,457</u>

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

	September	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 405,540	\$ 1,139,946	\$ 4,196,733	27.16%	2.16%	\$ 90,763
Sewer Svc. and Transfer Charges	335,303	884,509	3,284,888	26.93%	1.93%	63,287
Misc. Operations	828	4,011	19,200	20.89%	-4.11%	(789)
Capital Facility Income	2,067	16,508	-	100.00%	100.00%	16,508
Total Operating Revenue	743,738	2,044,974	7,500,821	27.26%	2.26%	169,769
Operating Expense:						
Water Expenditures	230,170	775,192	2,892,667	26.80%	-1.80%	(52,025)
Sanitary Sewer Expenditures	(126,199)	697,265	2,925,026	23.84%	1.16%	33,992
Admin. and General Expenditures	77,763	298,626	1,302,458	22.93%	2.07%	26,989
Depreciation	28,209	84,296	365,000	23.09%	1.91%	6,954
Total Operating Expenses	209,943	1,855,379	7,485,151	24.79%	0.21%	15,910
Operating Income (Loss)	533,795	189,595	15,670	1209.92%	1184.93%	185,679
Non-operating Income (Expense):						
Property Taxes	34,860	228,904	676,549	33.83%	8.83%	59,767
Investment Interest	7,601	22,577	90,107	25.06%	0.06%	50
Other	-	6,301	36,192	17.41%	-7.59%	(2,747)
Total Non-operating Income (Expense)	42,461	257,782	802,848	32.11%	7.11%	57,070
Net Income (Loss)	\$ 576,256	\$ 447,377	\$ 818,518	54.66%	29.66%	\$ 242,749

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

	September	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 34,538	\$ 103,289	\$ 440,370	23.46%	1.55%	\$ 6,804
Salaries Overtime	219	746	9,000	8.29%	16.71%	1,504
Benefits	7,850	52,771	123,323	42.79%	-17.79%	(21,940)
OPEB	-	3,587	2,808	127.74%	-102.74%	(2,885)
Payroll Taxes	2,673	7,997	34,825	22.96%	2.04%	709
Technical Communications	798	2,287	11,260	20.31%	4.69%	528
Utilities	15,164	46,448	162,716	28.55%	-3.55%	(5,769)
Supplies and Small Tools	1,563	2,171	15,000	14.47%	10.53%	1,579
Maintenance of System	330	35,704	59,905	59.60%	-34.60%	(20,728)
Special Services	1,503	2,968	91,717	3.24%	21.76%	19,961
Vehicle Expense	1,637	16,183	35,000	46.24%	-21.24%	(7,433)
Water Purchases	163,895	501,041	1,906,743	26.28%	-1.28%	(24,355)
Total Water Expenditures	230,170	775,192	2,892,667	26.80%	-1.80%	(52,025)
Sanitary Sewer Expenditures:						
Treatment & Disposal	(139,743)	638,670	2,715,565	23.52%	1.48%	40,222
Utilities	10,364	32,950	137,600	23.95%	1.05%	1,450
Repair of Pipelines	-	-	5,000	0.00%	25.00%	1,250
Repair of Pumps	672	4,261	20,000	21.31%	3.70%	739
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	2,508	17,114	46,861	36.52%	-11.52%	(5,399)
Total Sanitary Sewer Expenditures	(126,199)	697,265	2,925,026	23.84%	1.16%	33,992

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

	September	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	41,715	124,132	532,572	23.31%	1.69%	9,011
Salaries-Temporary	-	-	2,000	0.00%	25.00%	500
Salaries-Overtime	-	-	1,500	0.00%	25.00%	375
Employee Benefits	12,151	72,035	207,101	34.78%	-9.78%	(20,261)
OPEB	-	5,381	4,689	114.76%	-89.76%	(4,209)
Office Supplies and Postage	971	3,272	14,151	23.12%	1.88%	266
Memberships	-	7,773	48,129	16.15%	8.85%	4,259
Utilities	13	48	1,559	3.08%	21.94%	342
Telephone	361	1,081	4,534	23.84%	1.17%	53
Payroll Taxes	1,882	8,027	42,770	18.77%	6.23%	2,666
Water Conservation	-	500	10,000	5.00%	20.00%	2,000
Building & Grounds Maintenance	837	2,543	14,180	17.93%	7.07%	1,002
Parking Rentals	450	1,350	5,760	23.44%	1.56%	90
Directors Fees	700	1,700	11,300	15.04%	9.96%	1,125
Engineering Services	-	5,167	55,000	9.39%	15.61%	8,583
Accounting	-	6,688	37,960	17.62%	7.38%	2,802
Legal	1,062	4,685	25,400	18.44%	6.56%	1,665
Billing	5,541	13,657	55,347	24.68%	0.33%	180
Communications	488	3,138	28,633	10.96%	14.04%	4,020
Insurance	4,535	18,216	78,777	23.12%	1.88%	1,478
Bad Debts (Note 1)	-	-	2,000	0.00%	25.00%	500
Travel	1,405	1,405	13,626	10.31%	14.69%	2,002
Miscellaneous	5,652	17,828	105,470	16.90%	8.10%	8,540
Total Admin. and General Expenditures	<u>77,763</u>	<u>298,626</u>	<u>1,302,458</u>	<u>22.93%</u>	<u>2.07%</u>	<u>26,989</u>
Depreciation Expense	28,209	84,296	365,000	23.09%	1.91%	6,954
Total Expenses	<u>\$ 209,943</u>	<u>\$ 1,855,379</u>	<u>\$ 7,485,151</u>	<u>24.79%</u>	<u>0.21%</u>	<u>\$ 15,910</u>

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: OCTOBER 31, 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
10/13/23	\$ 32,991.99	Interest Earned	\$2,860,803.18
Ending Balance			\$2,860,803.18

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

Total Investments at End of Report Period = \$2,860,803.18

Effective Interest Rate: 3.534%
(as of 09/23)

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

November 06, 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

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1741190	N/A	SYSTEM	32,991.99

Account Summary

Total Deposit:	32,991.99	Beginning Balance:	2,827,811.19
Total Withdrawal:	0.00	Ending Balance:	2,860,803.18

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$138,070.02
10/31/23	\$ 290.46	Change in Account Value	\$ 138,360.48
Ending Balance			\$ 138,360.48

Total Investments Last Report Period = \$138,070.02
Total Investments at End of Report Period = \$138,360.48

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

Approved by:



Patricia Mairena
General Manager

PM/pm

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



MULTI-BANK SECURITIES, INC.®

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

Member of FINRA & SIPC; MSRB Registered.

Brokerage Account Statement

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

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$138,070.02
Net Change in Portfolio¹	290.46
ENDING ACCOUNT VALUE	\$138,360.48
Estimated Annual Income	\$5,005.50

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

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	138,070.02	138,360.48
100%	Account Total	\$138,070.02	\$138,360.48

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

Client Service Information

Your Account Executive: MBP

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

Contact Information

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

Client Service Information

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



Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out
 Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out
 Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes
 Accrual market discount method for all other bond types: Constant Yield Method
 Include market discount in income annually: No

ELECTRONIC DELIVERY

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

Statements and Reports	Notifications	Tax Documents
Trade Confirmations	Prospectus	Proxy/Shareholder Communications

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

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	5,005.50	0.00
Total Income	\$0.00	\$0.00	\$5,005.50	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	98.1280	138,360.48	452.55	5,005.50	3.61%
Total Certificates of Deposit	141,000.0000		\$138,360.48	\$452.55	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$138,360.48	\$452.55	\$5,005.50	
Total Portfolio Holdings				Accrued Interest	Estimated Annual Income	
				Market Value		
				\$138,360.48	\$5,005.50	

October 1, 2023 - October 31, 2023
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures****Pricing**

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

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

Estimated Annual Figures

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

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

Portfolio Holdings Disclosures *(continued)*

Foreign Currency Transactions *(continued)*

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

Proxy Vote

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

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

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	\$0.00	\$0.00	\$0.00	\$5,005.50	\$0.00	\$5,005.50
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-5,005.50	-5,005.50
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,005.50	-\$5,005.50
Totals	\$0.00	\$0.00	\$0.00	\$5,005.50	-\$5,005.50	\$0.00

Messages

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

eDelivery

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

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

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



Important Information and Disclosures

The Role of Pershing

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

Important Arbitration Disclosures

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

Important Arbitration Agreement

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

Important Information and Disclosures *(continued)*

Important Arbitration Agreement *(continued)*

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

3.C.9

CLAIMS REGISTER: OCTOBER 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 100,164.45

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-11/23)	12,775.72
ACWA/JPIA (Workers' Compensation Program, 07/01/23-09/30/23)	3,368.64
ACWA/JPIA (Deposit Premium Auto & Gen. Liability, 22/24)	53,262.00
Aqua-Metric Sales (Field Inventory - (6) Omni Meters 1 1/2")	3,056.90
AT&T (P.S. Phone Bill to 10/01/23)	498.74
AT&T Mobility (Field & Office Cell Phones, 09/03-10/02)	365.62
BAWSCA (FY 23-24 2nd Quarter Assessment)	6,996.25
BAWSCA (Water Loss Control Program, 09/23)	4,835.25
Bay Alarm (Skyline P.S. Burglar, 11/01/23-01/31/24)	179.28
Bay Alarm (Skyline Bldg. Burglar, 11/01/23-01/31/24)	259.02
Bay Alarm (Skyline - UL Certificate)	142.83
Bay Alarm (Skyline Bldg. Firm Alarm, 11/01/23-01/31/24, w/Upgraded Cell)	359.19
CalPERS (Retirement Contributions-10/15/23)	6,304.46
CalPERS (Retirement Contributions-10/31/23)	6,304.46
Colina Association (Three Parking Spaces Rental, 11/23)	450.00
Direct Line (Answering Service, 09/15-10/14)	296.70
EFTPS (Employment Taxes-10/15/23)	9,824.41
EFTPS (Employment Taxes-10/31/23)	10,102.04
EDD (Employment Taxes-10/15/23)	2,370.81
EDD (Employment Taxes-10/31/23)	2,437.91
Employment Develop. Dept. (Quarterly Payroll Taxes-3rd Qtr.)	65.37
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-09/23)	966.00
Home Depot Credit Services (Field Supplies to 10/13/23)	254.82
Lowe's Business (Field Supplies to 10/17/23)	80.83
Mairena, Patricia (GM Mairena's Internet Services, 09/27-10/26 & 09/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 09/19-10/18)	207.30
O'Reilly Auto Parts (Field Truck #86 & #83 Supplies and Core Return)	344.24
PG&E (Summary Bill to 10/20/23)	24,505.52
Pakpour Consulting Group, Inc. (Engineering Services - 09/23)	23,474.07
Selerum (IT Technical Assistance -Troubleshooting New Credit Card Terminal)	598.00
SF Water Dept. (Water Purchases, 09/07-10/04)	154,216.67
SFPUC Financial Serv. - Acctg. (Bacteria Analyses, 08/23)	500.00
So. SF Scavengers (Garbage Services, 09/23)	114.42
Trap's Tire & Auto Ctr. (Truck #86 (4) New Tires)	1,162.38
Tri Counties Bank (Monthly Charges Ending 09/30/23)	1,210.63
United State Postal Serv. (Postage Meter Refill)	500.00
United State Postal Serv. (Billing - Bulk Mail, Permit #419)	3,000.00
WES Bank (Wright Express-Gas Purchases to 10/15/23)	1,371.59

SUB-TOTAL **\$ 437,011.51**

Updated Checks Voided During Month:

NONE	
------	--

TOTAL CLAIMS REGISTER AMOUNT **\$ 437,011.51**

REPORT.: Nov 06 23 Monday
 RUN....: Nov 06 23 Time: 09:38
 Run By.: Wendy Bellinger
 Control Date.: 11/06/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 11-23 Fiscal Period.: (05-24) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
100123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 10/10-11/09	10/01/23	11-23	A	59450	65.00	.00	65.00
		10/01/23	05-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

INV097570-	(100) WATER METERS 5/8"X3/4"	10/19/23	11-23	A	59450	17171.88	.00	17171.88
		10/19/23	05-24					
** Vendor's Subtotal ----->						17171.88	.00	17171.88

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

102223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 11/23	10/22/23	11-23	A	59450	65.00	.00	65.00
		10/22/23	05-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: BEL01 (BELLINGER, WENDY)

110323-	ACWA FALL TRAINING CONFERENCE 2023	11/03/23	11-23	A	59450	227.23	.00	227.23
		11/03/23	05-24					
** Vendor's Subtotal ----->						227.23	.00	227.23

VENDOR I.D.: CAS01 (PETTY CASH)

103123-	MISC. EXPENSES - 10/23	10/31/23	11-23	A	59450	16.48	.00	16.48
		10/31/23	05-24					
** Vendor's Subtotal ----->						16.48	.00	16.48

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

101123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 10/16-11/15	10/11/23	11-23	A	59450	65.00	.00	65.00
		10/11/23	05-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: FRE01 (PRENNA, VIIVI)

103023-	ONE WWD HET REBATE FOR ACCT NO FRE0001	10/30/23	11-23	A	59450	50.00	.00	50.00
		10/30/23	05-24					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: HAC01 (HACH COMPANY)

13790992-	CHEMKEY - CHLORINE & NITRITE	10/24/23	11-23	A	59450	232.01	.00	232.01
		10/24/23	05-24					
** Vendor's Subtotal ----->						232.01	.00	232.01

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

34784-	WEB REPORTING & HOSTING, 11/23	11/01/23	11-23	A	59450	75.00	.00	75.00
		11/01/23	05-24					
** Vendor's Subtotal ----->						75.00	.00	75.00

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

REPORT.: NOV 06 23 Monday
 RUN....: Nov 06 23 Time: 09:38
 Run By.: Wendy Bellinger
 Control Date.: 11/06/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 11-23 Fiscal Period...: (05-24) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
100123-	DIRECTOR MEDINA'S INTERNET SERVICE, 10/10-11/09	10/01/23 10/01/23	11-23 05-24	A	59450	65.00	.00	65.00
** Vendor's Subtotal ----->						65.00	.00	65.00

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

4266-	ENGINEERING SERVICES - 10/23	11/02/23 11/02/23	11-23 05-24	A	59450	17920.13	.00	17920.13
** Vendor's Subtotal ----->						17920.13	.00	17920.13

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

093023-	DIRECTOR RICHARDS' INTERNET SERVICE, 10/23	09/30/23 09/30/23	11-23 05-24	A	59450	65.00	.00	65.00
** Vendor's Subtotal ----->						65.00	.00	65.00

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

57087-	GEOFILTER - REMOVED MEXICO ON SONICWALL	11/02/23 11/02/23	11-23 05-24	A	59450	23.00	.00	23.00
** Vendor's Subtotal ----->						23.00	.00	23.00

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

118657-	ELECTRICAL PM'S AT WESTBOROUGH SEWAGE P.S.	10/19/23 10/19/23	11-23 05-24	A	59450	3605.00	.00	3605.00
118658-	ELECTRICAL PM'S AT ROWNTREE SEWAGE P.S.	10/19/23 10/19/23	11-23 05-24	A	59450	2080.05	.00	2080.05
** Vendor's Subtotal ----->						5685.05	.00	5685.05

VENDOR I.D.: TRA01 (TRAP'S TIRE & AUTO CTR.)

000075395-	TRUCK #88 ROTATE TIRES & RELINE FRONT BREAKS	11/02/23 11/02/23	11-23 05-24	A	59450	775.00	.00	775.00
** Vendor's Subtotal ----->						775.00	.00	775.00

VENDOR I.D.: UNI06 (UNIFIED POWER)

262375-	MAINTANCE WESTBOROUGH SEWER L.S. GENERATOR	10/31/23 10/31/23	11-23 05-24	A	59450	3434.68	.00	3434.68
** Vendor's Subtotal ----->						3434.68	.00	3434.68

VENDOR I.D.: WAN04 (WANG, SI)

103023-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO WAN0050	10/30/23 10/30/23	11-23 05-24	A	59450	100.00	.00	100.00
** Vendor's Subtotal ----->						100.00	.00	100.00

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

103123-	PAYROLL TRANSFER - 10/23	10/31/23 10/31/23	11-23 05-24	A	59450	52076.37	.00	52076.37
** Vendor's Subtotal ----->						52076.37	.00	52076.37

VENDOR I.D.: YEE01 (YEE, RONALD)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
103023-	ONE WWD HET REBATE FOR ACCT NO YEE0016	10/30/23	11-23	A	59450		50.00	.00	50.00
		10/30/23	05-24						
** Vendor's Subtotal ----->							50.00	.00	50.00

VENDOR I.D.: \A022 (MAYBELYN ACOSTA)

000C31001-	MQ CUSTOMER REFUND FOR ACO0014	11/01/23	11-23	Z	59450		72.29	.00	72.29
		11/01/23	05-24						
** Vendor's Subtotal ----->							72.29	.00	72.29

VENDOR I.D.: \A024 (CATHERINE AVENDANO)

000C31001-	MQ CUSTOMER REFUND FOR AVE0010	11/01/23	11-23	Z	59450		53.04	.00	53.04
		11/01/23	05-24						
** Vendor's Subtotal ----->							53.04	.00	53.04

VENDOR I.D.: \B018 (FLORENCIA BONIFACIO)

000C31001-	MQ CUSTOMER REFUND FOR BON0036	11/01/23	11-23	Z	59450		95.25	.00	95.25
		11/01/23	05-24						
** Vendor's Subtotal ----->							95.25	.00	95.25

VENDOR I.D.: \C034 (ANH CHIASSON)

000C31001-	MQ CUSTOMER REFUND FOR CHI0148	11/01/23	11-23	Z	59450		100.39	.00	100.39
		11/01/23	05-24						
** Vendor's Subtotal ----->							100.39	.00	100.39

VENDOR I.D.: \C035 (LINDA CHOW)

000C31001-	MQ CUSTOMER REFUND FOR CHO0108	11/01/23	11-23	Z	59450		118.47	.00	118.47
		11/01/23	05-24						
** Vendor's Subtotal ----->							118.47	.00	118.47

VENDOR I.D.: \C047 (JANINE COLLADO)

000C31001-	MQ CUSTOMER REFUND FOR COL0024	11/01/23	11-23	Z	59450		113.33	.00	113.33
		11/01/23	05-24						
** Vendor's Subtotal ----->							113.33	.00	113.33

VENDOR I.D.: \C048 (LUIS CORDON JR.)

000C31001-	MQ CUSTOMER REFUND FOR COR0051	11/01/23	11-23	Z	59450		74.73	.00	74.73
		11/01/23	05-24						
** Vendor's Subtotal ----->							74.73	.00	74.73

VENDOR I.D.: \F011 (BERNIEDETTE A. FLORES)

000C31001-	MQ CUSTOMER REFUND FOR FLO0031	11/01/23	11-23	Z	59450		92.98	.00	92.98
		11/01/23	05-24						
** Vendor's Subtotal ----->							92.98	.00	92.98

VENDOR I.D.: \F012 (FAAIU AND TRACI FOAIU)

VENDOR I.D.: \F012 (FAAIU AND TRACI FOAIU)

				Invoice Date	Actual Period			
Invoice No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
000C31001-	MQ CUSTOMER REFUND FOR FOA0001	11/01/23	11-23	Z	59450	67.16	.00	67.16
		11/01/23	05-24					
** Vendor's Subtotal ----->						67.16	.00	67.16

VENDOR I.D.: \G004 (SILVIA GROSS)

000C31001-	MQ CUSTOMER REFUND FOR GRO0009	11/01/23	11-23	Z	59450	118.77	.00	118.77
		11/01/23	05-24					
					** Vendor's Subtotal ----->	118.77	.00	118.77

VENDOR I.D.: \G005 (SI QIN GUAN)

000C31001-	MQ CUSTOMER REFUND FOR GUA0012	11/01/23	11-23	Z	59450	111.13	.00	111.13
		11/01/23	05-24					
				** Vendor's Subtotal ----->		111.13	.00	111.13

VENDOR I.D.: \K007 (KISHAN KARUNARATNE)

000C31001-	MQ CUSTOMER REFUND FOR KAR0017	11/01/23	11-23	Z	59450	57.39	.00	57.39
		11/01/23	05-24					
					** Vendor's Subtotal ----->	57.39	.00	57.39

VENDOR I.D.: \K008 (KENNY REALTY)

000C31001-	MQ CUSTOMER REFUND FOR KEN0027	11/01/23	11-23	Z	59450	124.33	.00	124.33
		11/01/23	05-24					
					** Vendor's Subtotal ----->	124.33	.00	124.33

VENDOR I.D.: \L026 (JULIA LAI)

000C31001-	MQ CUSTOMER REFUND FOR LAI0017	11/01/23	11-23	Z	59450	106.25	.00	106.25
		11/01/23	05-24					
					** Vendor's Subtotal ----->	106.25	.00	106.25

VENDOR I.D.: \N008 (JOHN NAVAL)

000C31001-	MQ CUSTOMER REFUND FOR NAV0023	11/01/23	11-23	Z	59450	79.87	.00	79.87
		11/01/23	05-24					

				** Vendor's Subtotal	----->	79.87	.00	79.87

VENDOR I.D.: \P002 (BRIAN PUNG)

000C31001-	MQ CUSTOMER REFUND FOR PUN0010	11/01/23	11-23	Z	59450	125.56	.00	125.56
		11/01/23	05-24					
				** Vendor's Subtotal ----->		125.56	.00	125.56

VENDOR I.D.: \S021 (MARTIN SAIDE)

000C31001-	MQ CUSTOMER REFUND FOR SAI0004	11/01/23	11-23	Z	59450	78.40	.00	78.40
		11/01/23	05-24					
				** Vendor's Subtotal ----->		78.40	.00	78.40

VENDOR I.D.: \S022 (GUMERCINDO GARCIA DA SILVA)

REPORT.: Nov 06 23 Monday
 RUN....: Nov 06 23 Time: 09:38
 Run By.: Wendy Bellinger
 Control Date.: 11/06/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 005
 ID #: PY-RP
 CTL.: 000

Posting Period.: 11-23 Fiscal Period.: (05-24) Cash Account No.: 13110

VENDOR I.D.: \S022 (GUMERCINDO GARCIA DA SILVA)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
000C31001-	MQ CUSTOMER REFUND FOR SIL0029	11/01/23	11-23	Z	59450	90.37	.00	90.37
		11/01/23	05-24					
** Vendor's Subtotal ----->						90.37	.00	90.37

VENDOR I.D.: \S042 (ANURAG AND VIGYA SINGH)

000C31001-	MQ CUSTOMER REFUND FOR SIN0038	11/01/23	11-23	Z	59450	97.43	.00	97.43
		11/01/23	05-24					
** Vendor's Subtotal ----->						97.43	.00	97.43

VENDOR I.D.: \S043 (TAMMY BING BING SU)

000C31001-	MQ CUSTOMER REFUND FOR SU 0003	11/01/23	11-23	Z	59450	31.07	.00	31.07
		11/01/23	05-24					
** Vendor's Subtotal ----->						31.07	.00	31.07

VENDOR I.D.: \V002 (JERIDEN VILLEGAS)

000C31001-	MQ CUSTOMER REFUND FOR VIL0072	11/01/23	11-23	Z	59450	78.88	.00	78.88
		11/01/23	05-24					
** Vendor's Subtotal ----->						78.88	.00	78.88

VENDOR I.D.: \W008 (PHILIP WONG)

000C31001-	MQ CUSTOMER REFUND FOR WON0353	11/01/23	11-23	Z	59450	115.53	.00	115.53
		11/01/23	05-24					
** Vendor's Subtotal ----->						115.53	.00	115.53

** Report's Total -----> 100164.45 .00 100164.45
 =====

** Total Vendors On This Report -----> 41
 =====

** Total Vendors Needing Checks -----> 41
 =====

Code Title

 A IMMEDIATE

Memorandum

TO: Patricia Mairena
FROM: Michael N. Conneran
DATE: November 3, 2023
RE: Adjustment to Billing Rates

As we move into 2024, I want to extend my sincere appreciation for the opportunity to work with you, your staff and Westborough. We are honored to be a member of the District's team. Your continued satisfaction with our services is extremely important to us and I encourage you to offer comments and suggestions at any time throughout the year to enhance our ability to serve you.

I also write to advise you of adjustments in our billing rates that will become effective on December 1, 2023. The rates we charge to Westborough have not been altered in over three years and, like all other businesses in the San Francisco Bay Area, our law firm continues to experience rising overhead costs, salary pressures and many other operating challenges. Thus, these adjustments reflect the increased experience and efficiency of our attorneys and paralegal staff as well as the continuing increases in our own costs.

Starting with the invoices you receive for December, there will be an increase in my hourly rate to \$400, and senior counsel and associates in the Government Section will be billed at rates starting at \$375 and \$350, respectively. We will maintain the current \$900 per month retainer arrangement for attendance at the monthly board meeting. For other attorneys in the firm whose expertise may be needed from time to time, such as labor and employment or litigation, we will follow a 20% discount policy for standard billing rates.

We believe that we present a highly competitive value for the level, quality and diversity of services we offer. Please be assured that we will continue to be mindful of your economic circumstances in our use of time and we will always endeavor to provide superior quality of legal services which are both efficient and cost effective. We look forward to serving you in the upcoming years.

MNC:mnc



PUMP REPAIR SERVICE CO.

November 27, 2023

Westborough Water District
2263 Westborough Blvd.
South San Francisco, CA 94083

Attn: Patricia Mairena

SUBJECT: MAIN STATION: PUMP #2

Dear Patricia,

We are pleased to provide you with an estimate to repair the **Floway** vertical booster pump and **GE** 150 HP motor using the parts and labor that are listed below.

1 - 416 Motor shaft.....	\$871.00
1 - 416 SS head shaft	1,050.00
1 - Stuffing box bushing	415.00
1 - Set of packing	125.00
1 - Set of motor bearings.....	3,740.00
1 - Oil sight glass	351.00
1 - Gasket set.....	130.00
Misc. hardware.....	300.00
Materials	6,982.00
Freight.....	200.00
Sales tax 9 7/8%	709.22
Labor to repair pump.....	4,640.00
Labor to repair motor.....	3,045.00
Balance motor rotor.....	725.00
Clean, dip and bake 150 HP stator	940.00
Estimated field labor.....	5,800.00
Boom truck/service truck.....	1,500.00
Estimated Total	\$24,541.22
Delivery	4 Weeks

If you have any questions on the above pricing, please give me a call.

Sincerely,

Wayne Archer
WA

Wayne Archer

WA/dm

Waynea-22/Westborough Water District 220223

ESTABLISHED 1941

PO BOX 34327 SAN FRANCISCO, CA 94134-0327 415.467.2150 FAX 415.467.7442
www.pumprepairservice.com

6.C.1

Re: MAIN STATION: PUMP #2

Wayne Archer <warcher@pumprepairservice.com>

Fri 11/3/2023 5:31 PM

To: Patricia Mairena <pmairena@westboroughwater.org>

Cc: Johnny Kennedy <jkennedy@westboroughwater.org>

Hi Patricia,

The proposal in February was for just the 2 new Floway replacement bowl assemblies that had the extra-long lead times. This proposal is to remove the pumping equipment, repair the remainder of the pump using the new bowl assembly, rebuild the 150HP motor and reinstallation.

I apologize if this has caused any confusion.

Best Regards,

Wayne Archer

Pump Repair Service Company

Work 415.467.2150

Cell 415.716.5461

Fax 415.467.7442

From: Patricia Mairena <pmairena@westboroughwater.org>

Sent: Friday, November 3, 2023 4:54 PM

To: Wayne Archer <warcher@pumprepairservice.com>

Cc: Johnny Kennedy <jkennedy@westboroughwater.org>

Subject: Re: MAIN STATION: PUMP #2

Good afternoon Wayne,

Just to confirm, is this part of your February 14, 2023, proposal that our Board approved back on March 9, 2023, for \$73,373.98? In which case, please feel free to proceed with the order as detailed on this quote.

Thank you.,

Patricia Mairena

General Manager

Westborough Water District

P.O. Box 2747

South San Francisco, CA 94083-2747

650-589-1435

pmairena@westboroughwater.org

General Manager Report
12" Main Damage – Callan Boulevard and Meath Drive
November 3, 2023, around 10:42 a.m.

- The damage to the 12" main on Callan Boulevard at Meath Drive was caused by the contractor ONSITE doing directional boring to install a fiber optics pipe for AT&T.
- Because the 12" main is AC, field staff had a difficult time locating the pipe in order to mark it.
- Since a technician from BESS Test Labs was already at the District meeting with Field Supervisor Kennedy to discuss locating the 14" transmission main across Junipero Serra, General Manager Mairena authorized a \$3,000 estimate to have them locate the 12" main on Callan and mark it.
- BESS Test Labs' markings showed the pipe running parallel to the street and not crossing it; however, the pipe did cross the street, so it was not marked, and therefore, it was hit.
- Repairs could not be performed by WWD Staff, so the District had the contractor SF Underground do the repairs which started the same day at around 1 p.m.
- The directional bore had drilled through the main near the couplings, and these needed to be replaced. Because the WWD did not have these type of couplings in inventory, GM Mairena emailed and texted CEO Nicole Sandkulla of BAWSCA asking assistance from the membership.
- Field Supervisor Kennedy received several calls from various agencies. The City of Sunnyvale was one of the first ones to respond, and since they were able to confirm that they did in fact have the couplings needed on hand, field staff drove to Sunnyvale to pick them up.
- The contractor was able to complete the repairs that night and restore water service to the District customers.
- GM Mairena notified Nicole Sandkulla that the District's field staff had picked up the couplings from Sunnyvale and the repairs had been completed. GM Mairena asked Nicole to thank the Water Management Representatives who had responded to the WWD's call for assistance.

- On November 6, 2023, at 11 a.m., GM Mairena and field staff met with the City of South San Francisco inspectors and the contractor ONSITE, to survey the damage to the street asphalt and the restoration of the street.
- As of November 6, 2023, the District had not yet received any invoices for the repairs. GM Mairena mailed letters to the City of Sunnyvale thanking them for their prompt response and support.

November 6, 2023

Monsour Nasser
Water and Sewer Division Manager
City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

Re: Response to Westborough Water District's Urgent Emergency Request

Dear Monsour,

On behalf of the Westborough Water District Board of Directors, Staff, and Customers, I would like to express our most sincere appreciation for the quick response the City of Sunnyvale had to the urgent email emergency request sent via CEO Nicole Sandkulla of BAWSCA to the Water Management Representatives. Your expedited response and offer to supply us with the couplings we needed allowed our contractor to complete the repairs to the broken water main that same night and restore the water service to our customers.

Please extend our utmost appreciation to John Simontacchi, Water Distribution Supervisor, for taking the time to verify that the couplings we needed were available in your warehouse and for meeting our field crew that night when they drove to Sunnyvale to pick them up.

Please do not hesitate to let us know if at any time we can reciprocate the favor. It is great to have the support from our neighboring agencies!

Best regards,



Patricia Mairena
General Manager
Westborough Water District

PM/pm

Cc: *Nicole Sandkulla, BAWSCA CEO via email*

November 6, 2023

Ramana Chinnakotla
Environmental Services Director
City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

Re: Response to Westborough Water District's Urgent Emergency Request

Dear Mr. Chinnakotla,

On behalf of the Westborough Water District Board of Directors, Staff, and Customers, I would like to express our most sincere appreciation for the quick response the City of Sunnyvale had to the urgent email emergency request sent via CEO Nicole Sandkulla of BAWSCA to the Water Management Representatives. Your expedited response and offer to supply us with the couplings we needed allowed our contractor to complete the repairs to the broken water main that same night and restore the water service to our customers.

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Please do not hesitate to let us know if at any time we can reciprocate the favor. It is great to have the support from our neighboring agencies!

Best regards,



Patricia Mairena
General Manager
Westborough Water District

PM/pm

Cc: *Nicole Sandkulla, BAWSCA CEO via email*

November 6, 2023

Kent Steffens
City Manager
City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

Re: Response to Westborough Water District's Urgent Emergency Request

Dear Mr. Steffens,

On behalf of the Westborough Water District Board of Directors, Staff, and Customers, I would like to express our most sincere appreciation for the quick response the City of Sunnyvale had to the urgent email emergency request sent via CEO Nicole Sandkulla of BAWSCA to the Water Management Representatives. Your expedited response and offer to supply us with the couplings we needed allowed our contractor to complete the repairs to the broken water main that same night and restore the water service to our customers.

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Please do not hesitate to let us know if at any time we can reciprocate the favor. It is great to have the support from our neighboring agencies!

Best regards,



Patricia Mairena
General Manager
Westborough Water District

PM/pm

Cc: Nicole Sandkulla, BAWSCA CEO via email



Memo

To: Westborough Water District **Date:** 11/06/23
Attn: Board of Directors **Project No.:** 10025.01
Project Name: 2023 Water and Sewer Rate Study
Reference: Update
From: Joubin Pakpour, P.E. – District Engineer

DocuSigned by:
Joubin Pakpour
FD1650F8C0904EA...

On August 25, 2023 the District released a request for proposals (RFP) for preparation of a water and sewer rate study. The deadline for submission was October 6, 2023. The District received three proposals from the following firms (listed alphabetically):

- Bartle Wells Associates (BWA)
- HF&H
- Lechowicz + Tzeng Municipal Consultants (L&T)

All three firms are highly qualified and have worked with multiple BASCWA agencies during the past few years.

During the October board meeting Director Chambers was asked to assist General Manager Mairena and myself in reviewing and interviewing the consultants. All three firms were interviewed on November 1, 2023. This was a Qualification Based Selection (QBS) process with the consultant fees not being considered during the review.

All three firms would make an ideal candidate to complete the District's Water and Sewer Rate Study. However, L&T stood out above the other two by providing concise answers to our questions and having a wealth of experience working with smaller agencies.

During the next few weeks, we will work with L&T to finalize their scope and budget with the hope to bring a contract for approval during the December meeting.

J:\Projects\Westborough Water District - 10025.00\01-Capital Improvement Program & Rate Study\2023 Rate Study\Correspondence\01-WWD-BOD-23.11.06-Rate Study Update.docx

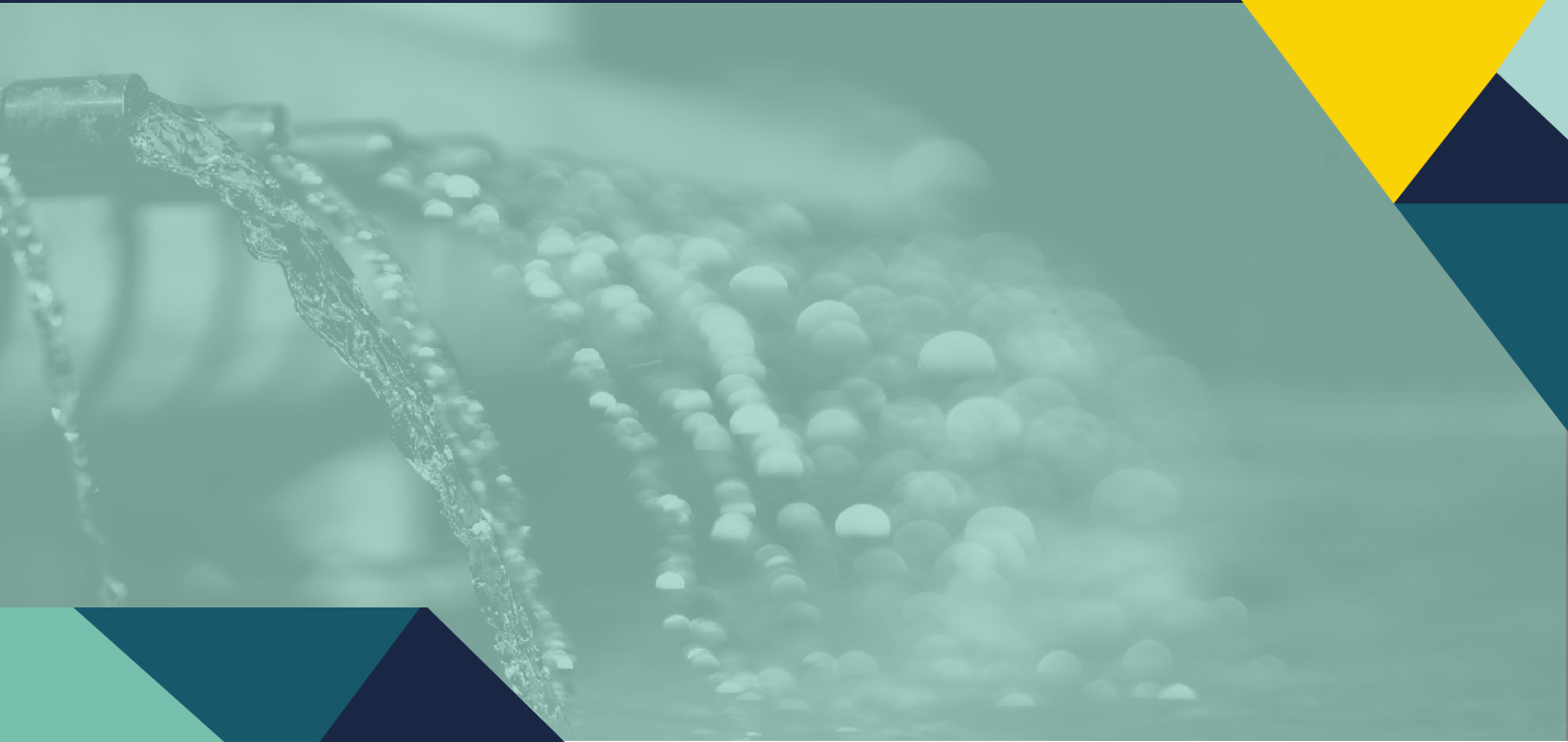


October 6, 2023

WESTBOROUGH WATER DISTRICT

Proposal for a 2023 Water and Sewer Rate Study

909 Marina Village Parkway #135 | Alameda, CA 94501 | (510) 390-8093



LECHOWICZ + TSENG
MUNICIPAL CONSULTANTS

I. TRANSMITTAL LETTER



909 Marina Village Parkway #135
Alameda CA 94501
(510) 545-3182
LTmuniconsultants.com

October 6, 2023

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

Dear Ms. Mairena,

Lechowicz & Tseng Municipal Consultants (L&T) is pleased to submit a proposal for a 2023 Water and Sewer Rate Study for the Westborough Water District (District). Located in Alameda, L&T is a women-owned firm founded by Alison Lechowicz and Catherine Tseng that focuses on financial planning, rate and fee studies, and management consulting for California public agencies. Alison and Catherine have 30 years combined experience in municipal consulting and public finance and have completed over 100 studies compliant with Propositions 218 and 26. We are also a municipal financial advisory firm registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board. We offer a breadth of expertise from financial planning to utility rate design.

We have conducted many rate and fee studies for agencies similar to the work requested by the District. Most recently in April, we completed a water and sewer rate study for the City of Brisbane. Brisbane had not completed a comprehensive water and rate study since 2001. Our study factored in the wholesale water rates increases from the SFPUC as well as increased treatment costs from the City of San Francisco to develop rates that covered the full of cost of providing service.

Other recent assignments include studies for the Cities of Chowchilla, Hanford, Kerman, Kingsburg, Wasco, and Waterford, the Root Creek Water District (Madera County), the Kings River East Groundwater Sustainability Agency (GSA) (Fresno and Tulare Counties), and the McMullin Area GSA (Fresno County). We have also conducted financial modeling work for the Fresno Irrigation District. L&T will bring our experience from these projects to our work for the District.

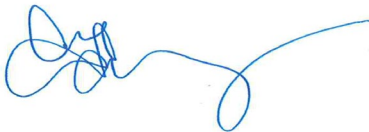
To provide a comprehensive analysis, L&T will focus on the following:

- **Financial Analysis:** L&T analyzes revenue streams to meet immediate cash flow needs as well as plan for future capital projects and deferred maintenance. We will provide the City with a dashboard of financial variables that will clearly illustrate how various considerations such as drought, grant vs. loan funding, high vs. low capital funding, and high vs. low inflation among others will impact utility cash flows. As a registered municipal financial advisor, we can also conduct detailed reviews of debt obligations and debt capacity. Our final report will provide the City with a financial roadmap that fully documents the cost of service.

- **Utility Rate Design:** L&T will ensure the City's rate structures achieve compliance with conservation mandates (SB 606/AB 1668) and Proposition 218 proportionality requirements. If desired, we will review options for tiered rates such that each tier breakpoint and rate is individually justified as required by recent court rulings. Lower tiers could reflect efficient indoor demand and higher tiers could reflect peak usage, for example. For the sewer utility, L&T will define the underlying flow and loading assumptions for each customer class and evaluate options to incorporate a flat fee into the rate structure. If modifications are needed or desired, we will work with the project team to phase in modifications, clearly explain why the changes are needed, and minimize the impact on ratepayers. Our analysis of each utility will clearly document how the City's rates are proportional to how customers take service.
- **Public Outreach:** Public outreach and education will be critical in gaining public acceptance. We provide value to our clients by taking the lead in data collection, analysis, and outreach. L&T has extensive experience drafting Proposition 218 notices, educating Council members, and explaining the need for rate adjustments. Our approach is to understand any "hot button" issues in local service areas and respect political sensitivities. Our final documents will stress the value of the City's infrastructure, explain why costs are increasing, and describe cost saving measures.

Our proposal to conduct the utility rate study is attached. This proposal will remain in effect and legally binding for a minimum of 120 days from the opening date. To the best of our knowledge, all information in this proposal is truthful and accurate. We acknowledge receipt of one Question & Answer Addenda for this Request for Proposals. If you have any questions, please contact us.

Sincerely,
Lechowicz & Tseng Municipal Consultants



Catherine Tseng, Principal and Authorized Representative
909 Marina Village Parkway #135
Alameda, CA 94501
510-390-8093
catherine@LTmuniconsultants.com

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2. EXECUTIVE SUMMARY

WHO WE ARE

Lechowicz & Tseng Municipal Consultants is a women-owned firm founded by Alison Lechowicz and Catherine Tseng. Our objective is to provide financial consulting and management services to local governments. Alison and Catherine have over 20 years combined experience in municipal consulting and public finance. Catherine has a background in urban planning and worked for the City of Oakland before becoming a consultant. Alison has experience working for a civil engineering firm and a background in public administration.

We have completed over 100 studies compliant with Propositions 218 and 26. Our recent experience includes completing similar projects for the Cities of Brisbane, Anderson, Chowchilla, San Fernando, Kerman, and Waterford, the Town of Discovery Bay and the Templeton Community Services District, among others.

Nature of firm: women-owned firm serving California utilities

Type of ownership: limited liability company (LLC)

Services: Utility Rate & Fee Studies, Financial Planning, Capacity Fee Studies, Utility Appraisal, Expert Witness, Public Approval Process

Size of firm: four staff members

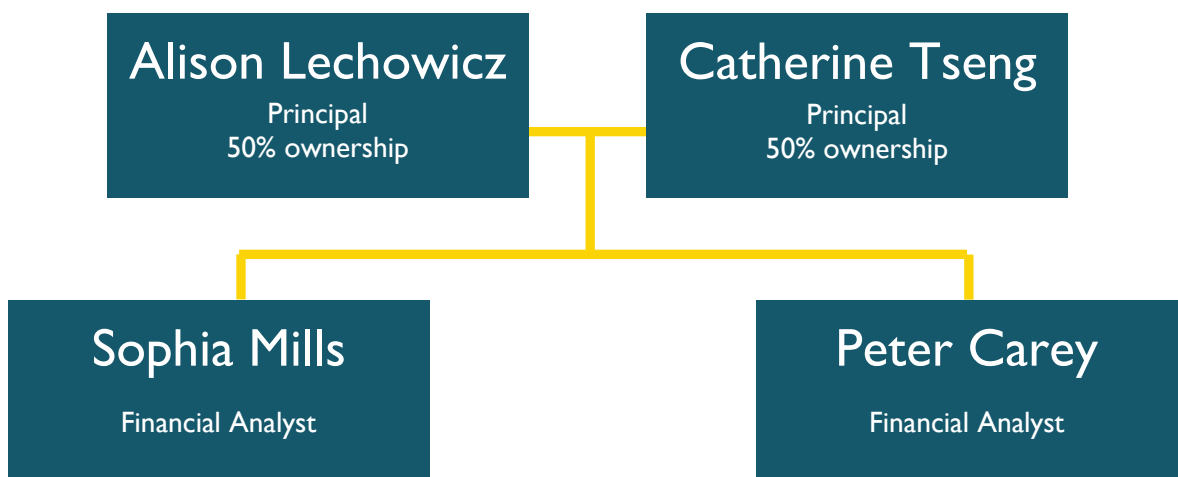
Location of office: Oakland, CA

Management staff: Alison Lechowicz and Catherine Tseng

Registrations: Small business enterprise, Women-owned business, Municipal advisory firm registered with the Municipal Securities Rulemaking Board and the Securities and Exchange Commission

Other languages spoken by staff: Spanish

ORGANIZATIONAL CHART



SERVICES

Utility Rate & Fee Studies

Utility rate studies deriving both traditional and innovative rate structures that comply with cost of service principles and Proposition 218 requirements. Address policy goals, customer acceptance, and social influences.

Impact Fee/Capacity Charge Studies

Development impact fees and capacity charge studies that offset the cost of expanding infrastructure to serve new development without placing a burden on existing customers.

Financial Planning & Modeling

Comprehensive financial plans focused on immediate needs as well as the long-term viability of agencies. Our financial models are flexible and user-friendly to allow for cash flow sensitivity analysis and to illustrate the impacts of policy decisions.

Public Approval Process

Lead informational workshops to educate the public about municipal finance. We provide start-to-finish assistance in the rate and fee approval process, including presentations to decision makers, publication of reports, and printing and mailing of notices (as applicable).

Utility Appraisal

Develop an inventory of utility assets and determine fair market value. We assist public agencies with negotiating the purchase or sale of utility property.

Expert Witness

Testify on behalf of public agencies to defend against lawsuits. We also represent public agencies as streetlight customers of California's electric utility providers in rate cases at the CA Public Utilities Commission.

PROJECT UNDERSTANDING

The District has never conducted a formal water and sewer rate study but has increased water and sewer rates over the years when needed. Like many other California utilities, the District is facing more stringent regulations and aging infrastructure that require increased operating expenses and capital investment. Additionally, both utilities are faced with significant rising expenditures that are beyond the District's control such as the cost to purchase wholesale water from the San Francisco Public Utilities District (SFPUC) as well as the expense for sewer collections and treatment by the North San Mateo County Sanitation District (NSMCSD).

In addition to operating costs, both utilities have substantial capital needs that are driving the need for rate increases. With input from the District on what levels of capital costs should be included, the study can explore a phased approach to funding the capital programs. For example, the study can include three capital funding scenarios: 1) bare bones: fund only critical improvements, 2) priority funding: fund critical

projects plus high-priority, level of service improvements, and 3) full funding: fund all proposed projects. L&T will provide scenarios showing best case (i.e. grant funding) outcomes and worst case (market rate capital funding or all-cash rate funding) outcomes. We will work with the City to determine project affordability and adjust our rate recommendations accordingly.

L&T's objective for this rate study is to provide compliance with legal requirements while ensuring that the District's water and sewer utilities are self-sufficient. Our study will include a comprehensive review of each utility's finances, including operating costs, reserve funds, and deferred maintenance and capital funding needs to ensure that the water and sewer rates cover the full cost of providing service.

Changes in legislation have resulted in many agencies having to make modifications their rate structures. We are proponents of simplicity and respecting the current financial and political climate while phasing-in rate adjustments. We will evaluate rate structure modifications, assess the financial and other impacts of any changes, including the bill impacts to customers, and recommend adjustments if warranted.

PROJECT APPROACH

Our goal is to take on as many administrative tasks as possible to streamline the study. We propose to take the lead for all aspects of the project including data collection, project management and administration, financial analysis, District education, and ratepayer outreach. Our approach to each is as follows:

- **Data collection:** We will gather readily available documents from public sources and then request remaining items from the District. L&T will provide a prioritized list and determine workarounds if any items are burdensome to collect.
- **Project management:** We understand that the District has never completed a rate study, and staff may not be experienced with the process. L&T will provide a detailed schedule describing milestones to achieve a July 1, 2024 implementation date. In particular, we will note both internal and public meetings. L&T will provide meeting agendas, minutes, and action items.
- **Financial analysis:** L&T will draft and submit Excel-based financial models that are used to calculate the rates. Our models include a dashboard of financial variables that the user can adjust to understand the impacts of various policy decisions. Ultimately, our models provide an administrative record demonstrating how rates are determined from start to finish.
- **District education and ratepayer outreach:** No public official desires to raise rates, but increases are needed to ensure financial stewardship of the utilities. Our presentations to the Board of Directors will clearly explain the need for the increases and will include rate study methodology, funding challenges, legal requirements, and impacts on customers. L&T understands the need to include time and budget in our proposal to revise our recommendations following input from the Board and the public.

3. STUDY APPROACH AND SCHEDULE

SPECIALIZED APPROACH

Our approach to our work is simple – we roll up our sleeves and get the job done. When initiating a project, it's impossible to know every twist and turn an assignment may take. Unexpected issues may arise, out of scope tasks may be required, and political sensitivities may become uncovered. L&T strives to be flexible and responsive to our clients. L&T understands that the rate study process can be burdensome for public agencies.

Furthermore, we remain available to take on additional tasks, coordinate between departments, agencies, and contractors, attend evening meetings, make presentations, and provide clerical support such as printing and mailing of public notices. Successful projects consist of both major deliverables and many small administrative tasks. Lechowicz & Tseng maintains high client satisfaction because we take responsibility for all aspects of our assignments.

Financial Planning

Our approach to financial planning will be to adjust rates to keep up with inflationary cost increases, ensure funding is available for capital projects, meet debt coverage requirements, and model the impacts of conservation. L&T will provide cash flow analyses in an Excel-based model for each utility fed by a financial dashboard showing how each of these factors impact the District's bottom line. Typically, we provide three planning scenarios consisting of barebones funding/low revenue increases, a fully funded/higher cost option, and a medium cost option in which most financial targets are met but longer-term, quality of life projects might be delayed. L&T will work closely with the District to determine which financial parameters are most important (funding capital projects, meeting debt coverage, rate impacts, accumulating reserves, etc.) and incorporate them into our alternatives.

We use industry-standard methodologies recommended by the American Water Works Association and our projects include financial models to predict cash flows and rate impacts. We are comfortable building our own Excel-based models as well as reviewing the work of other consulting firms. For instance, we recently provided a financial master plan and custom model for the Fresno Irrigation District, which has six inter-linked funds and an annual budget of about \$18 million.

Screenshot of a recent financial dashboard created by L&T for a public agency client

Year	Year	Rates		Water Sales	Debt Proceeds	Grant Revenue	Capital Projects Funded	Debt Coverage		Combined Minimum Balance Test
		% Increase	Revenue					Test	Ratio	
2024	1	0.0%	\$12,534,000	\$0	\$0	\$0	\$5,270,000	FAIL	-1.08	PASS
2025	2	0.0%	\$12,534,000	\$0	\$0	\$0	\$349,000	FAIL	-1.23	FAIL
2026	3	0.0%	\$12,534,000	\$0	\$0	\$0	\$0	FAIL	-1.38	FAIL
2027	4	0.0%	\$12,534,000	\$0	\$0	\$0	\$0	FAIL	-1.54	FAIL
2028	5	0.0%	\$12,534,000	\$0	\$0	\$0	\$0	FAIL	-1.71	FAIL
Subtotal		0.0%	\$62,670,000	\$0	\$0	\$0	\$5,619,000			
		(cumulative) (1)				All Funded?	NO			

1 - Cumulative increase from 2023 through 2028

Rate Design

Water

The current water rate structure includes a meter service charge based on meter size and a single-tier commodity charge per unit of water. Based on the RFP, L&T understands that the District would like to increase the percentage of revenues collected through the fixed meter service charge. Our study will develop rate options based on different levels of fixed vs. variable revenue allocations to demonstrate the effect on the water utility's overall finances as well as the bill impact to customers.

Subsequent to the San Juan Capistrano court case, volume rates, tiered pricing, and conservation rates are under increased scrutiny in California. Agencies may no longer adopt usage rates to meet conservation objectives without a supporting cost analysis. At the same time, public agencies are under increased pressure to conserve water while maintaining stable revenues. SB 606 and AB 1668 require water purveyors to gradually reduce indoor, residential water use. L&T will guide the District through compliance with these regulations and will ensure the District's water usage rates meet Proposition 218 proportionality requirements, particularly if District staff are interested in implementing tiered rates.

In anticipation of another dry year, L&T will develop Water Shortage Emergency Rates (or drought rates) to recover lost revenue due to decreased levels of consumption and to pay for additional expenses related to water shortages. The drought rates are levied on a temporary basis until water supply conditions have returned to normal and will be designed to correlate with the reduction limits set forth by the District's Urban Water Management Plan and Water Shortage Contingency Plan.

Sewer

The current sewer rate structure is a per unit rate based on consumption during the months of January and February. Our study will provide options to incorporate a flat fee component to the sewer rate structure to provide revenue stability. Similar to the water rates, we will prepare a detailed cost allocation to determine an appropriate level of revenue recovery from the flat charge vs. variable rate. The cost allocation will also determine revenue requirements for each customer class.

If modifications to the current rate structures are needed or desired, we will work with the project team to phase in modifications, clearly explain why the changes are needed, and minimize the impact on ratepayers. Additionally, we will take into consideration staff's time and capabilities to administer any changes and will ensure that the District's billing system can accommodate proposed rate structure adjustments.



Public Approval

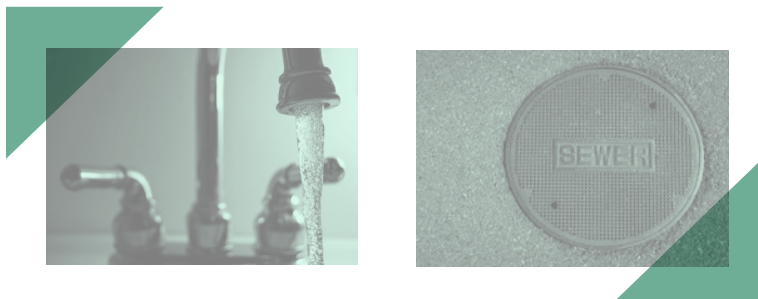
L&T has a breadth of experience with controversial rate, fee, and tax increases. We are equipped to handle many of the administrative tasks such as drafting, printing, and mailing notices, if appropriate. Alison and Catherine performed similar services for the cities of Anderson, Chowchilla, San Fernando, Waterford, the McMullin Area Groundwater Sustainability Agency, and the Town of Discovery Bay.

We find that when ratepayers understand the need for fees and the basis of costs they are more accepting of increases. Outreach is particularly important for smaller public agencies as they have a greater risk of ratepayers garnering a 50% majority protest to deny a rate adjustment. L&T's strategy is to meet with interested stakeholders early in the assignment to hear concerns and clearly explain the need for fees.

This process has been extremely beneficial in other studies that we've completed. As example, Alison conducted Public Works workshops for the Cities of Berkeley and Modesto. She also met with developers regarding rate and fee studies conducted for the Town of Discovery Bay and the Templeton Community Services District. Catherine Tseng worked with the 15-member Water Advisory Committee in the City of Davis. The objective is to demonstrate the value of the City's services to ratepayers. We will draft public notices, newsletters, and web or social media postings as appropriate. L&T is happy to lead public presentations. We are also able to provide in-house translation of materials into Spanish.

Registered Municipal Advisor

Lechowicz & Tseng Municipal Consultants is registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities Exchange Commission (SEC). We are able to provide detailed advice regarding the timing and structure of debt and the adequacy of rate revenues to meet debt coverage requirements. As a registered advisor, Principal Alison Lechowicz can provide a detailed comparison of financing options and make recommendations, if appropriate.



SCOPE OF SERVICES

Provided below is our suggested scope of services based on the scope outlined in the RFP which elaborates on our project approach and methodology. L&T will work with the District to finalize a scope tailored to meet your needs.



Task 1:
Data Gathering



Task 2:
Financial Plan



Task 3:
Cost Allocation



Task 4:
Rate Design



Task 5:
Reports &
Model



Task 6:
Meetings &
Presentations



Task 7:
Prop 218
Assistance

Task 1 – Project Kickoff and Data Gathering

Kickoff Meeting

L&T will meet with District staff for a project kickoff meeting to review study goals, milestones, identify project team members, and determine roles and responsibilities.

Data Gathering

Assemble the necessary data to complete the study. The goal is to understand the District's financial standing, current rate structure, and utility billing information. A data needs list will be provided to District staff prior to the kickoff meeting.

Task 2 – Financial Plans

Annual Revenue Requirements

With staff input, we will estimate future operating and capital expenditures to estimate annual revenue needs. We will factor in projections of growth, capital projects, repairs and replacements, cost escalation, sewer flows, water conservation, regulatory compliance, and operational changes to ensure

that all future expenses are included.

Review Reserve Fund Targets

This subtask involves reviewing the current operating and capital reserve balances for each utility and evaluating reserve targets for emergency reserves, rate stability reserves, long term capital reserves, short term capital reserves, or other categories as appropriate. At minimum, our analysis will review the age and condition of the systems, annual depreciation costs, debt service reserves, and expenses related to emergencies.

Evaluate Debt Service Coverage

L&T will review budgets, audits, and bond disclosure documents to understand current debt obligations. We will determine current coverage ratios based on net operating revenues compared to annual debt service expenses. We will also evaluate if the utilities have capacity to take on additional debt at the current revenues. Our final rate recommendations will include projections to meet coverage requirements in the years to come.



Review Capital Improvement Needs

Our cash flow analysis will isolate the impacts of capital funding separate from increases needed to fund other utility expenses. Typically, L&T suggests three capital funding scenarios: 1) bare bones: fund only critical improvements, 2) priority funding: fund critical projects plus high-priority, level of service improvements, and 3) full funding: fund all proposed projects. We will work with the agency to determine project affordability and adjust our rate recommendations accordingly.

L&T will review various financing options to fund

capital needs, including pay-as-you-go/cash funding and other debt financing alternatives, such as State loans/grants, bank loans, and certificates of participation/bonds.

Cash Flow Projections

Annual revenue requirements and capital funding needs will be used to develop long-term cash flow projections summarizing the financial position of the utilities over the next 10 years. The cash flow projections will estimate rate increases needed to meet annual revenue requirements, debt obligations, and reserve fund targets.

Sensitivity Analysis

Based on input from the project team, L&T will incorporate rate sensitivity analysis to determine affordability. We will determine rate impacts under various scenarios, possibly including cash funding of projects, debt funding of projects, water cutbacks, etc. Sensitivity analysis can often become an iterative process. L&T is flexible to run additional scenarios as needed.

Task 3 – Cost Allocation

Evaluate Customer Billing Data

We will evaluate historical and current water consumption, wastewater flow, pollutant loading, and other billing data to estimate future drought and normal year water demands. A key aspect of this task is to determine the amount of water use and revenue collected from meter charges and volume rates.

Functionalize Costs

Functionalization is the allocation of expenses by major operating activities for the utilities, including water supply, peak pumping, treatment, storage, transmission, overhead, and administration. Sewer categories will consist of customer service, flow, BOD, and TSS.

Allocation to Customer Classes

After costs have been categorized by function, costs are then allocated to each customer class based on water demand and sewer flow and loading characteristics. The result produces fixed and variable revenue requirements for each customer class which can be recovered via fixed charges and usage rates. The allocation to customer classes will be based on American Water Works Association best practices and meet the proportionality requirements of Proposition 218.

Tiered Rate Review – If needed

In this subtask, L&T will review tier breakpoints and determine costs that can be assigned to each tier.

Survey of Local Rates

We will prepare rate surveys comparing current and proposed bills to other agencies in the San Francisco Regional Water System. The bill comparisons will be based on varying levels of water use and different customer classes, including single family residential and multi-unit buildings. The survey will be summarized in tables and charts that can be used for outreach, presentations, and the final report.

Task 4 – Rate Design

Assess Current Rate Structure and Customer Classifications

Review the current rate structures and customer classifications to assess the advantages and disadvantages of the existing systems and to determine compliance with industry standards and court rulings. While compliance with Proposition 218 will guide all our recommendations, additional criteria may include: the impact on customer bills, public understanding, revenue stability, ease of implementation, compatibility with the existing billing system, and staff effort needed for administration.

Rate Alternatives

Based on the criteria developed with staff and the cost of service analysis, we will identify two (2) alternative rate structures or modifications to the current water and sewer rate structures. In particular, L&T will ensure that any tiered rate options are cost-justified and compliant with recent court rulings. We intend to provide a detailed analysis to assess the appropriateness of desired tiers and

to ensure compliance with the requirements of Proposition 218. We will determine if usage rates align with projected water sources and costs. It may be prudent to phase-in adjustments over time.

For our sewer recommendations, we will fully document all underlying flow and pollutant estimates used in our analysis. We will outline the advantages and disadvantages of each option. This task includes a legal review of current and proposed rate design alternatives. As needed, we will coordinate with legal counsel. For the final study, we will present rate structure options that both meet the agency's needs and relevant legal requirements. L&T will compare all our estimates and recommendations with those used by other local entities.

Bill Impacts

Based on the recommended rates, calculate the bill impacts for a sample of typical customers including both residential and commercial. If needed, develop an implementation plan to phase in adjustments.

Finalize Recommendations

Our rate recommendations will include multi-year rate increases and rate design adjustments. The final plan will show projected rates for each customer class for each year.

Task 5 – Reports & Model

Submit a draft summary report for review and feedback. The report will summarize findings and recommendations and discuss key alternatives when applicable. We will then incorporate all staff comments and update recommendations accordingly. The final report will reflect input received from staff and elected officials. Our reports are intended to serve as the administrative record and will be compliant with Propositions 218 and 26.

L&T will also submit an Excel-based financial model at the conclusion of the study including all rate calculations and a user-friendly data entry dashboard pre-loaded with our financial planning assumptions. L&T focuses on straightforward reports and models that easily convey information. If planning assumptions change after the assignment is complete, the District will have the underlying information to change course and make adjustments. All study materials including the final Excel-based financial model will be submitted to the agency in their native format (Word, Excel, Powerpoint, etc.). L&T's materials do not contain any proprietary information or specialized software.



Task 6 – Meetings & Presentations

To begin the study, we will hold an in-person kickoff meeting with the District. We will conduct our analysis and hold virtual meetings with staff to review initial findings and receive feedback. The next steps are to provide a presentation of our draft findings to the Board of Directors, revise our recommendations as needed, and provide a presentation of our final recommendations to the Board. Our final meeting will be attendance at the Proposition 218 public hearing for rate adoption. In total, our proposal includes four (4) in-person meetings in addition to virtual progress meetings with staff.

RATE STUDY DELIVERABLES

- Data request list
- Project management schedule
- Rate design alternatives
- Final five-year rate increase plan for water and sewer
- Drought water rates
- Affordability analysis
- Impacts of water conservation on revenues
- Rate survey of local agencies
- Five-Year Financial Plan for each utility
- Cash flows with anticipated funding sources and cost recovery
- Review of prudent reserves and recommended reserve fund levels
- Analysis of fixed and variable operating and capital costs
- Evaluation of customer characteristics including water use/sewer flow, strength loading, & accounts
- Financial Models in Excel for water and sewer rates
- Staff training session on use of Excel models
- Preliminary and final drafts of the 2023 Water and Sewer Rate Study
- Four (4) in-person meetings/presentations with the District (additional in-person meetings can be included for an additional cost)
- Virtual progress meetings with staff; action items distributed to the project team
- Proposition 218 public notice

SCHEDULE

Provided below is Lechowicz & Tseng's draft schedule for the rate study. We propose the following schedule with the Proposition 218 hearing in June 2024 and new rates going into effect July 1, 2024. We are flexible to adjust the schedule as needed.

PROJECT TASK	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1. Kickoff & Data Gathering								
2. Financial Plan								
3. Cost Allocation								
4. Rate Design								
5. Reports & Model								
6. Meetings & Presentation	I	V	V	2	V	3	PROP 218	4

I - 4 – in-person meetings; D – draft report submitted; F – final report submitted;

MEETINGS

Provided below is a sample meeting schedule for our proposed meetings that will be updated with input from the project team. We recommend four (4) in-person meetings. Additional virtual meetings will be conducted with District staff as needed throughout the assignment to review project status.

In-person Meeting #1	Kickoff meeting with Project Team
Virtual Meeting #1	Review initial findings with Project Team
Virtual Meeting #2	Review draft financial plan recommendations with Project Team
Virtual Meeting #3	Review draft rate recommendations with Project Team
In-Person Meeting #2	Present preliminary findings and recommendations to Board of Directors
Virtual Meeting #4	Review input from Board and revised recommendations with Project Team
In-Person Meeting #3	Present final report to Board of Directors; initiate Proposition 218 process
In-Person Meeting #4	Proposition 218 Public Hearing to adopt rates



4. EXPERIENCE AND QUALIFICATIONS

PROJECT TEAM

Catherine Tseng will serve as the Principal-in-Charge and main contact person for the rate study. She will manage the day-to-day aspects of the project to ensure it is within budget and on schedule. Alison Lechowicz will provide peer review and act as a substitute for Ms. Tseng if needed. Sophia Mills will serve as financial analyst. All work will be conducted by L&T staff. Resumes are provided as an attachment to this proposal.

Catherine Tseng

PROJECT MANAGER, LEAD FINANCIAL ANALYST



QUALIFICATIONS

- ✓ 16 years consulting experience
- ✓ Master of Urban Planning
- ✓ Bachelor of Architecture

RESPONSIBILITIES

Financing alternatives and cash flow projection
Rate recommendations
Public presentations

Alison Lechowicz

PEER REVIEW



QUALIFICATIONS

- ✓ 16 years consulting experience
- ✓ Master of Public Administration
- ✓ Testified as an expert witness at the CA Public Utilities Commission
- ✓ Series 50 and 54 – Municipal Advisor Representative and Principal

RESPONSIBILITIES

Methodological Review
Review of draft and final reports
Substitute for Ms. Tseng

Sophia Mills

FINANCIAL ANALYST



QUALIFICATIONS

- ✓ Bachelor of Economics and Bachelor of Spanish
- ✓ Fluent in Spanish
- ✓ Specializes in financial modeling

RESPONSIBILITIES

Data gathering
Financial modeling
Draft and final report
Spanish translations

Catherine Tseng



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(510) 858-9228



909 Marina Village Parkway #135
Alameda, CA 94501

EXPERIENCE

- 6 years Co-founder and Principal at L&T Municipal Consultants
- 10 years prior consulting experience: Vice President at Bartle Wells Associates
- 2 years civil servant: City of Oakland
- Specializes in utility rates, capacity charge, and financing plans for public works projects, and Proposition 218 compliance

EDUCATION

- **Columbia University**
Master of Urban Planning
- **University of California, Berkeley**
Bachelor of Arts
Architecture

REPRESENTATIVE ASSIGNMENTS

City of Chowchilla: Completed a water, sewer, storm drain, and solid waste rate study. Rates will support the City's recent bond issuances and overcome prior deficit spending for the solid waste enterprise.

City of San Fernando: Water and sewer financial plan and rate study and Proposition 218 printing and mailing. Offered rate options to meet affordability criteria including funding of only high priority projects.

City of Anderson: Completed a water rate study to address depleting reserves. Analyzed multiple rate scenarios to minimize impacts to customers. Currently updating the rate study to provide needed funding for infrastructure improvements.

City of Brisbane: Conducted a water and sewer rate study in 2023. The City last updated rates in 2013 but had not done a comprehensive cost of service analysis since 2001. The update simplified the water and sewer rate structures to reflect actual costs.

City of Rio Dell: Completed a water and sewer rate study in 2022 to fund mandated capital projects and eliminate operating deficit.

City of Davis: Water financial plan and rate study assessing various conservation-oriented water rate structures and developed drought surcharge. Worked closely with citizens' advisory committee to develop recommendations to City Council.

Provided below is a sampling of Catherine Tseng's project experience since 2006.

CLIENT	PROJECT	DATE COMPLETED
Alameda County Water District	Water Development Fee Study	January 2012
City of Anderson	Water and Sewer Rate Study	February 2021
Armona Community Services District	Water and Sewer Rate Study	March 2008
City of Benicia	Raw Water Rate Study and Update Water Rate and Connection Fee Study and Update Drought Rate Study	August 2013 and Sept 2015 February 2013 September 2014
Big Bear City Community Services District	Water, Sewer, and Solid Waste Rate Study	May 2015
City of Brisbane	Water and Sewer Rate Study	Ongoing
City of Chowchilla	Water, Sewer, Storm Drain, and Solid Waste Rate Study	June 2020
Coastside County Water District	Water Financing Plan Water Rate Study	August 2009 January 2010
Crestline Sanitation District	Wastewater Rate Study	June 2015
City of Davis	Water Rate Study Water Rate Study Update	March 2013 September 2014
Diablo Water District	Water Bond Financing Bond Refinancing	August 2010 April 2013
El Dorado Irrigation District	Development Impact Fee Study Water Rate Study	October 2008 January 2009
Elk Grove Water District	Water Financial Plan and Rate Study	December 2007
Fairbanks North Star Borough	Bond Refinancing	November 2011 and September 2013
Fresno Irrigation District	Financial Master Plan	Ongoing
City of Glendale	Water Rate Study	May 2015
Town of Hillsborough	Water and Sewer Rate Study	December 2006
City of Hanford	Water Financing	December 2007
Humboldt Bay Municipal Water District	Water Financial Plan	April 2011
Indian Wells Valley Water District	Water Rate Study Bond Financing Water Rate Cost of Service and Development Impact Fee Study	January 2007 August 2009 January 2012 and 2015

CLIENT	PROJECT	DATE COMPLETED
City of Menlo Park	Water Rate Study Recycled Water Analysis	May 2015 October 2015
Montara Water & Sanitary District	Water and Sewer Rate Studies	Multiple studies since 2006
Montecito Water District	Drought Rate Study	February 2015
Novato Sanitary District	Bond Financing	October 2011
Olivehurst Public Utilities District	Water Rate Study and Updates	2007, 2009 and 2014
City of Patterson	Water and Sewer Rate and Capacity Fee Studies	Multiple studies since 2010
City of Rio Dell	Water and Sewer Rate Study	April 2022
Root Creek Water District	Financial Policy Manual	July 2017
Running Springs Water District	Water, Sewer, Fire and Ambulance Rate Studies	July 2010
City of San Bruno	Water and Sewer Rate Study	April 2012
City of San Fernando	Water and Sewer Rate Study	December 2019
Sanitary District No. 5 - Tiburon	Financial Review	September 2013
Sausalito-Marín City Sanitary District	Wastewater Facilities Financing Plan	May 2016
Selma Kingsburg Fowler Sanitation District	Capital Improvements Program Study	March 2008
Solano County Water Agency	Reserve Fund Study	May 2007
Sonoma County Water Agency	Sewer Service Charge and Volumetric Sewer Rate Study	August 2012
City of Tulare	Bond Financing	2010, 2012, 2013, and 2015
Union Sanitary District	Sewer Capacity Fee Study	October 2010
City of Vacaville	Water and Drought Rate Study	October 2015
Town of Yountville	Water and Sewer Rate Study Recycled Water Rate Study	February 2011 April 2012

Alison Lechowicz



alison@LTmuniconsultants.com



(510) 545-3182



909 Marina Village Parkway #135
Alameda, CA 94501

EXPERIENCE

- 16 years consulting experience: 6 years Co-founder and Principal at L&T Municipal Consultants, 7 years as Principal and Financial Analyst at Bartle Wells Associates, 3 years as Financial Analyst at Carollo Engineers
- Testified as an expert witness at the CA Public Utilities Commission in electric rate cases of Pacific Gas & Electric, Southern California Edison, and San Diego Gas & Electric
- Municipal Securities Rulemaking Board, Series 50 & 54 – Municipal Advisor Representative and Municipal Advisor Principal

EDUCATION

- **Columbia University**
Master of Public Administration
- **University of California, Berkeley**
Bachelor of Science
Conservation & Resource Studies

REPRESENTATIVE ASSIGNMENTS

City of Kerman: Completed a water and sewer rate study for the City. Updated winter water use estimates for single family residential sewer rates. Phased-out discounts for multifamily sewer customers.

Town of Discovery Bay: Long-serving financial consultant for the Town having conducted multiple water and sewer rate studies and capacity fee studies. Assisted the Town in recovering costs for new wastewater regulatory requirements.

Root Creek Water District (Madera County): Financial plan for the District's groundwater basin and agricultural water service. Water, sewer, and storm drain rates and development fees for municipal service.

Stege Sanitary District (Contra Costa County): Sewer rate and connection fee study. Conducted extensive review of water usage patterns to determine flow rates of customer classes. Proposed a 5-year phase-in for a new multifamily rate.

Templeton CSD (San Luis Obispo County): Completed a water and sewer rate study. Conducted an analysis of the District's four water sources, determined the marginal cost of each source, and assigned each source to a water rate tier. Evaluated the transition of the District from regional wastewater treatment to local treatment.

Summerland Sanitary District: Conducted a sewer rate study in response to a legal challenge of the District's rates by a prior consultant. Reviewed winter water usage data and updated flow estimates for about 480 parcels.

Provided below is a sampling of Alison Lechowicz's project experience since 2010. Prior to 2010, Ms. Lechowicz worked for a civil engineering firm conducting financial analysis for master plans.

CLIENT	PROJECT	DATE COMPLETED
City of Alameda	Sewer Financial Plan and Rate Study	May 2015
City of Anderson	Water and Sewer Rate Study	February 2021
Town of Apple Valley	Water System Acquisition Feasibility Analysis	July 2011
City of Berkeley	Sanitary Sewer Rate Study	June 2015
City of Carmel-by-the-Sea	Bond Refinancing	October 2010
CA City County Street Light Association	Rate economist and expert witness	March 2010 to present (ongoing)
City of Chowchilla	Water, Sewer, Storm Drain, and Solid Waste Rate Study	June 2020
City of Chula Vista	Wastewater Capacity Fee Study Salt Creek Sewer Basin Impact Fee Study Depreciation Review	May 2014 June 2015 July 2018
City of Clovis	Water User Rates and Fee Study	February 2016
City of Colfax	Sewer Rate Affordability Review	June 2010
City of Colusa	Development Impact Fee Study Water System Valuation	June 2011 September 2014
Contra Costa Water District	Water Rate Study	February 2015
City of Cotati	Water and Sewer Rate Study	February 2013
Town of Discovery Bay	Water and Sewer Rate and Capacity Fee Studies	Multiple studies since 2012
City of Emeryville	Sewer Rate Study	November 2016
Fresno Irrigation District	Financial Master Plan	Ongoing
City of Hemet	Water and Sewer Rate Studies and System Valuations Water Fund Rental Fee Analysis	July 2015 August 2018
Home Gardens Sanitary District	Sewer Rate and Capacity Fee Study	May 2015
Indian Wells Valley Water District	Bond Refinancing	December 2012
City of Kerman	Water and Sewer Rate Study	October 2018
City of Kingsburg	Solid Waste Rate Study	Ongoing
Kings River E. GSA	Groundwater Fee Study	February 2018
City of Lancaster	Streetlight Valuation	June 2014

CLIENT	PROJECT	DATE COMPLETED
Napa Berryessa Resort Improvement District	Water and Sewer Assessment	July 2012
Newhall County Water District	Water Rate Litigation Support	November 2012
Nipomo CSD	Blacklake Sewer Rate Study Blacklake Streetlight Rate Study	January 2019 March 2022
Novato Sanitary District	Capacity Fee Study Sewer Rate Study	March 2016 April 2016
City of Palmdale	Sewer Service Charge Analysis	May 2011
City of Rio Dell	Wastewater Rate Study Water and Sewer Rate Study	May 2014 April 2022
Root Creek Water District	Water, Sewer, and Storm Drain Rate Study and Financial Plan On-call consulting services	April 2016 Ongoing
San Diego County Water Authority	Cost Allocation Review	May 2011
City of San Fernando	Water and Sewer Rate Study	December 2019
San Joaquin County	Utility Appraisal Utility Appraisal Update	November 2018 January 2022
City of Santa Clarita	Sewer Maintenance Feasibility Study	June 2014
Saticoy Sanitary District	Bank Loan Financing	September 2013
South Tahoe Public Utility District	Sewer Bond Refunding	September 2012
Steger Sanitary District	Multiple sewer rate and connection fee studies	Multiple studies since 2010
Sunnyslope County Water District	Water and Sewer Bond Refinancing	October 2014
Tahoe Truckee Sanitation Agency	Sewer Fee Ordinance Review	May 2010
City of Tehachapi	Water and Sewer Connection Fee Study Parks and Civic Impact Fee Study	February 2020 March 2021
Templeton CSD	Water and Sewer Rates and Capacity Fee Study Parks and Fire Impact Fees	November 2018
Triunfo Sanitation District	Water Infrastructure Financing Automated Meter Financing	February 2011 May 2014
Tulare Lake Drainage District	Project Financing Project Financing	March 2012 January 2013
City of Wasco	Water and Sewer Rate Study	Ongoing
City of Waterford	Sewer Rate Study	June 2019

Sophia Mills



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909 Marina Village Parkway #135
Alameda, CA 94501

EDUCATION

- **Davidson College**
Bachelor of Arts
Economics, Spanish

OTHER SKILLS

- Fluent in Spanish
- Proficient in Python 2.7, SAS (statistical analysis software), ArcGIS, HTML, and CSS

REPRESENTATIVE ASSIGNMENTS

Town of Discovery Bay CSD: Water and sewer rate study. Assisted the Town in rate updates to accommodate new wastewater regulatory requirements and capital project funding. Also completed a water and sewer capacity fee study.

City of Anderson: Completed a water rate study to address depleting reserves. Analyzed multiple rate scenarios to minimize impacts to customers.

City of Rio Dell: Conducted a water and sewer rate study to fund mandated capital projects and eliminate operating deficit. Analyzed impacts of alternative rate structures for each utility.

City of Gonzales: In the process of completing a water and sewer rate study with a focus on industrial customers who use the majority of water in the City.

City of Brisbane: Completed a water and sewer rate study in 2023. The City last updated rates in 2013 but had not done a comprehensive cost of service analysis since 2001. The 2023 study recommended a simpler water rate structure for all customers and a sewer rate based on customer class.

City of Hanford: Currently working on a water, sewer, and storm rate study for the City to fund operating expenses and capital projects. Water rates had not been adjusted since 2011, and the last sewer rate increase was in 2018.

EXPERIENCE WITH SIMILAR AGENCIES

Provided below are listings of L&T's recent projects. The vast majority of our municipal rate studies over the past six years have been for agencies serving populations of 30,000 or fewer. We understand the administrative burden of the rate study process and will take the lead in Proposition 218 implementation.

CLIENT	ACCOUNTS OR PARCELS	PROJECT
Auburn Valley CSD	140	Water and Sewer Rate Study (2023)
Summerland Sanitary District	480	Financial Plan – Phase 1 (2023) Sewer Rate Study – Phase 2 (ongoing)
Nipomo CSD (Blacklake)	557	Blacklake Sewer Rate Study (2018) Blacklake Streetlight Rate Study (2022)
McMullin Area GSA	1,150	Groundwater Fee Study (2018 & 2023)
Maywood Mutual Water Co.	1,200	Water Rate Study (2022)
City of Rio Dell	1,300	Water and Sewer Rate Study (2022)
Calaveras Public Utility District	2,100	Water Rate Study (2023)
City of Brisbane	2,000	Water and Sewer Rate Study (2023)
City of Gonzales	2,000	Water and Sewer Rate Study (ongoing)
City of Waterford	2,500	Sewer Rate Study (2019)
Templeton CSD	2,800	Water and Sewer Rate Study (2018)
City of Tehachapi	3,000	Water and Sewer Connection Fee Study (2020) Parks and Civic Connection Fee Study (2021)
City of Kerman	3,800	Water and Sewer Rate Study (2018) Water and Sewer Rate Study Update (ongoing)
City of Chowchilla	3,900	Utilities Rate Study (2020)
City of Anderson	4,000	Water Rate Study (2021) Water Rate Study Update (ongoing)
City of San Fernando	5,000	Water and Sewer Rate Study (2019)
City of Wasco	5,100	Water and Sewer Rate Study (2023)
Town of Discovery Bay CSD	6,200	Water and Wastewater Rate Study (2020) Water and Wastewater Capacity Fee Study (2022)

CSD – Community Services District; GSA – Groundwater Sustainability Agency

5. QUALITY ASSURANCE

QUALITY CONTROL

L&T employs a small team of four consultants consisting of two principals and two staff analysts. Principal Catherine Tseng will serve as the project manager and main contact person. L&T is committed to providing professional services with superior value and responsiveness. By utilizing a small team approach, our clients receive greater one-on-one attention and can be assured that the work is conducted by highly qualified professionals. Our clients are provided direct communication with the principal consultants who guide the project through each step.

During project initiation, we will finalize the schedule and set deliverables by working backwards from the desired Proposition 218 hearing date. We will provide bi-weekly check-ins and monthly billing summaries to ensure that the project is on schedule and within budget. For each meeting, we aggregate our notes and provide a list of follow-up action items.



It is key that our final deliverables are easy for the District to understand and implement. We propose to organize our cash flows based on existing budget categories to allow for the easy import or export of data between documents. L&T also structures our reports with reader-friendly executive summaries to allow the general public to grasp key concepts. Our financial models are designed to provide tables and charts that can be pasted into presentations to give visual representations of our work. At the conclusion of the study, L&T can provide an electronic copy of our Excel-based model to the District. L&T will also ensure that the District's billing system can accommodate proposed rate structure adjustments.

We have an excellent track record of completing assignments on-time. L&T will be responsible for all project analysis and the preparation of meeting and presentation materials for the project team and Council meetings. L&T strives to be flexible and responsive to our clients.

6. REFERENCES

Provided below are three project references. Additional references are available upon request. L&T has provided utility rate studies to a wide range of public agencies throughout California.

CITY OF BRISBANE

Water and Sewer Rate Study

L&T finalized a water and sewer utility rate study for the City of Brisbane in April 2023. Catherine Tseng served as co-financial analyst and project manager. Located in San Mateo County, the City provides water and sewer service to approximately 2,000 accounts. The City purchases all of its water from the San Francisco Public Utilities Commission (SFPUC). For sewer, the City contracts with the City of San Francisco for treatment and disposal of wastewater. The last water and sewer rate study was conducted in 2001, and the last operational rate increases went into effect in 2012.



Wholesale water purchases represent nearly 50% of the water utility's operating expenses. Since the last water rate increase, the City's cost to purchase wholesale water from the SFPUC had increased by 94%. The cost for wastewater treatment comprises nearly 55% of the sewer utility's operating expenses. Since 2012, the City's sewer treatment costs have more than doubled. Working closely with the City Council's Infrastructure, Utilities, & Franchise Subcommittee, L&T developed rates to cover annual operating cost inflation, meet debt service coverage, and build reserves.

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The water rate structure was simplified so that all customer classes are levied the same rates. The prior water rate structure included fixed charges and tiered rates that varied based on customer class. The updated fixed charges were calculated using industry standard meter capacity ratios to ensure that each meter size is charged based on their proportional impact on the system.

For the consumption charges, the tiered rates were consolidated to two-tiers. The first tier is at 20 ccf per two-month billing period which is double the average use for a single family residential customers.

The prior sewer rate structure was comprised of a fixed charge and a variable rate that included two tiers. Tiers are typically utilized for water rates to encourage conservation and are less relevant to sewer flow. Our study eliminated the tiered rates for all customers and transitioned to a single tier based on customer strength.

The Proposition 218 hearing was held in March 2023 with the City Council unanimously approving the rate increases for the water and sewer through 2027/28.

CITY OF CHOWCHILLA

Water, Sewer, Solid Waste and Storm Rate Study

In June 2020, L&T finalized a comprehensive utilities rate study for the City of Chowchilla's water, sewer, solid waste, and storm water enterprises. Alison Lechowicz served as co-financial analyst and Catherine Tseng served as co-financial analyst and project manager. Located in Madera County, the City operates and maintains the water, sewer, and storm water utilities. The last water and sewer rate study was conducted in 2012 in which the City adopted water and sewer rates through 2021. However, rates for the solid waste and storm drain utilities had not been increased in over 10 years.



L&T developed three rate options based on varying levels of capital funding for water, sewer, and storm water. The rate options for solid waste were based on repayment of an interfund loan to the General Fund. Since the last water and sewer rate study, the City had completed metering all customers, and the non-metered rates had been phased out. Because the City was only in the second year of being fully metered, historical consumption data was limited. The study included updated cost of service analysis and recommended rate adjustments through FY2024/25. L&T also managed the drafting, printing, and mailing of the Proposition 218 notice.

Mid Valley Disposal is the City's solid waste hauler and sets base rates for service. L&T analyzed additional costs of service including City administration, overhead cost allocation, capital outlay cost allocation, recommended replenishment of reserves, and repayment of operating deficits. We offered three planning scenarios based on repayment options of the interfund loan (used to cover deficits). The study included updated cost of service analysis and recommended rate adjustments through FY2024/25.

Jason Rogers

Director of Public Works
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The City Council approved rate increases for the water, sewer, and solid waste utilities but will reconsider the storm drain rates in the future once the procedure for adopting storm drain rates has been successfully implemented by other agencies in the State.

TOWN OF DISCOVERY BAY

Water and Sewer Rate Studies

Capacity Fee Studies

Alison Lechowicz has served as the Town of Discovery Bay Community Services District's (Town) financial and administrative consultant since 2012. Alison has conducted two water and sewer rate studies compliant with Proposition 218. The studies evaluated operating and capital expenditures, financing alternatives including cash, bonds, and State Loans, cash flow, rate design, and bill impacts. Alison also conducted several development impact fee studies for the Town and met with developers in their office to explain the fees.



In 2016, Alison completed an update of the 2013 study. The 2016 update was needed to reflect current drought conditions, growth projections, and a new meter roll-out program. The final report provided a more comprehensive review of the Town's fire protection service charges and fixed vs. volume cost allocation to comply with legal rulings.

Dina Breitstein

General Manager

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(925) 634-1131

In 2020, L&T completed another Utility Rate Study update. The Town recently completed its meter roll-out program and is transitioning all customers to metered service. Ms. Lechowicz reviewed water usage patterns of the newly metered customers and impacts on the utility's variable revenues. For the sewer utility, L&T developed new rates to recover costs of upgrading the Town's treatment facilities.

In 2022, L&T completed a Water and Sewer Capacity Fee Study to update the current fees. The last study was completed in 2014. Since then, the Town has updated its 20-year CIP, completed a Wastewater Master Plan (2019), and has received contractor bids for its \$20 million denitrification project. Additionally, the Town has experienced reduced water demand and sewer flow patterns attributed to water conservation practices implemented during the 2013-2016 drought. The study also factored in past developer agreements to construct in-lieu facilities in exchange for committed capacity in the utility systems that have now been completed. In total, the proposed water and sewer capacity fees are approximately 6% higher than the current fees, which allows the Town to be competitive compared to surrounding agencies while fully recovering the capital cost of facilities to accommodate growth.

8. EXCEPTIONS & DISCLOSURES

EXCEPTIONS

L&T has reviewed the WWD Professional Services Agreement, and we do not have any exceptions. We are able to provide the required insurance and indemnification.

NO CONFLICTS OF INTEREST

The firm of Lechowicz & Tseng Municipal Consultants and its employees have no personal or professional financial or other interests which could be a conflict of interest.

MUNICIPAL SECURITIES RULEMAKING BOARD

Depending on the extent of services provided under the financial planning task, the study may include municipal advisory activities subject to Municipal Securities Rulemaking Board (MSRB) oversight. Our duties as a Municipal Advisor are listed below:

- Lechowicz & Tseng Municipal Consultants will notify the client in writing, if and when, our services transition into municipal advisory services as categorized by the MSRB. Municipal advisory services will cease when the final report is presented to the client.
- Lechowicz & Tseng Municipal Consultants will provide advice and conduct activities with a “duty of care” and a “fiduciary duty” to the client. Our role and responsibilities during this engagement will continue through the completion of the project.
- Lechowicz & Tseng Municipal Consultants is a registered Municipal Advisor with the Securities and Exchange Commission (SEC Registration No. 867-02374) and the Municipal Securities Rulemaking Board (MSRB ID K1236).
- Lechowicz & Tseng Municipal Consultants has never been cited for any legal or disciplinary action regarding municipal advisory activities.
- Lechowicz & Tseng Municipal Consultants has not and will not receive any compensation from any third party seeking to provide services, municipal securities transactions, or municipal financial products related to this assignment. L&T or any of its employees will not engage in any activities that would produce a direct or indirect financial gain for the firm other than compensation for our services identified in this proposal.

The website address for the Municipal Securities Rulemaking Board (MSRB) is www.MSRB.org. The MSRB’s website provides a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority. The municipal advisory client brochure is accessible via a link on www.MSRB.org or can be downloaded from <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure>



THANK YOU



LECHOWICZ + TSENG
MUNICIPAL CONSULTANTS

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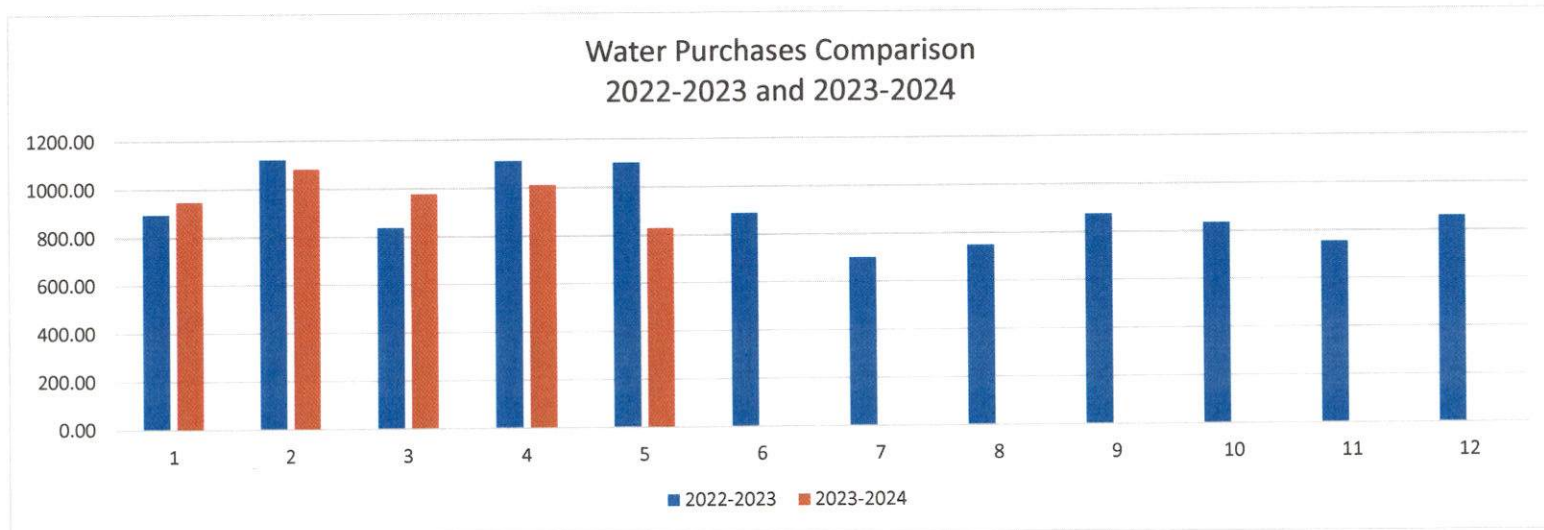
Water Purchases Comparison 2022-2023 to 2023-2024

FY 2022-2023				FY 2023-2024				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/03/22 to 07/05/22	29495	33	893.79	06/06/23 to 07/06/23	29400	31	948.38	54.59
07/06/22 to 08/03/22 ⁵	32533	29	1121.81	07/07/23 to 08/03/23	30324	28	1083.01	-38.80
08/04/22 to 09/06/22	28439	34	836.46	08/04/23 to 09/06/23	33215	34	976.91	140.46
09/07/22 to 10/05/22	32245	29	1111.88	09/07/23 to 10/04/23	28327	28	1011.68	-100.20
10/06/22 to 11/03/22 ⁶	31934	29	1101.18	10/05/23 to 11/03/23	24905	30	830.18	-271.00
11/04/22 to 12/05/22 ⁷	28448	32	888.99					
12/06/22 to 01/05/23	21732	31	701.04					
01/06/23 to 02/03/23	21726	29	749.16					
02/04/23 to 03/06/23	27075	31	873.37					
3/7/2023 to 04/05/23	25058	30	835.27					
04/06/23 to 05/03/23	21096	28	753.43					
05/04/23 to 06/05/23	28358	33	859.34					

Total Purchases	328138.6	368	891.68	Total Purchases	146172	151	968.02
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- ⁵ Skyline Tank No. 3 was placed back in service after exterior recoating
- ⁶ Includes Intertie Deliveries to NCCWD = unknown, starting 11/02/22
- ⁷ Deducted Intertie Deliveries to NCCWD = 11,916 from 11/02/22 - 11/09/22

GPCPD YTD	53.69
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

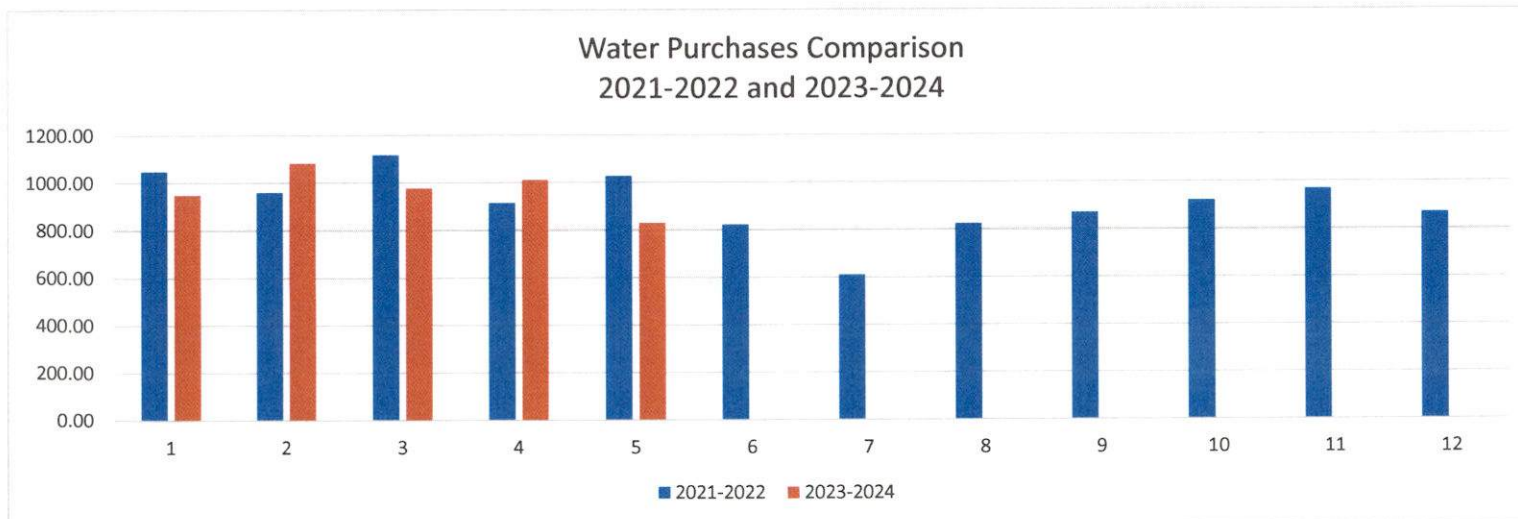
FY 2021-2022				FY 2023-2024				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/04/21 to 07/06/21	34561	33	1047.30	06/06/23 to 07/06/23	29400	31	948.38	-98.92
07/07/21 to 08/04/21	27813	29	959.07	07/07/23 to 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 ²	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	10/05/23 to 11/03/23	24905	30	830.18	-197.47
11/04/21 to 12/06/21 ³	27129	33	822.09					
12/07/21 to 01/05/22 ⁴	18297	30	609.90					
01/06/22 to 02/03/22	23881	29	823.48					
02/04/22 to 03/04/22	25242	29	870.41					
03/05/22 to 04/05/22	29452	32	920.38					
04/06/22 to 05/04/22	28053	29	967.34					
05/05/22 to 06/02/22	25196	29	868.83					
Total Purchases	332197	364	912.63	Total Purchases	146172	151	968.02	

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

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

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

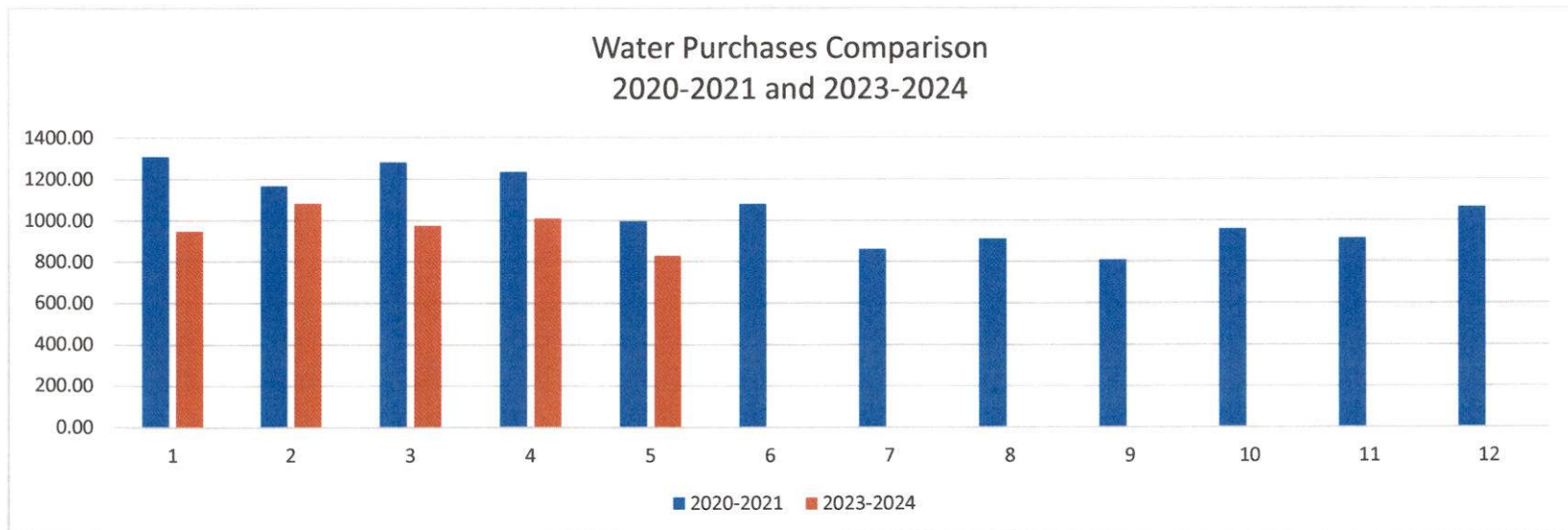
GPCPD YTD	53.69
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



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	10/05/23 to 11/03/23	24905	30	830.18	-165.23
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	146172	151	968.02	

GPCPD YTD	53.69
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



Water Purchases Comparison 2019-2020 to 2022-2023

FY 2019-2020				FY 2022-2023				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/06/19 to 07/05/19	29517	30	983.90	06/06/23 to 07/06/23	29400	31	948.38	-35.52
07/06/19 to 08/06/19	31804	32	993.88	07/07/23 to 08/03/23	30324	28	1083.01	89.14
08/07/19 to 09/05/19	34491	30	1149.70	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	10/05/23 to 11/03/23	24905	30	830.18	-463.57
11/02/19 to 12/04/19 ¹	33179	33	1005.42					
12/05/19 to 01/07/20	40049	34	1177.91					
01/08/20 to 02/05/20	29274	29	1009.45					
02/06/20 to 03/05/20	24668	29	850.62					
03/06/20 to 04/06/20	32700	32	1021.88					
04/07/20 to 05/05/20	31088	29	1072.00					
05/06/20 to 06/04/20	34315	30	1143.83					
Total Purchases	388976	365	1065.69	Total Purchases	146172	151	968.02	

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

GPCPD YTD	53.69
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

