

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, December 14, 2023
7:30 p.m.
Westborough Water District Office
[2263 Westborough Boulevard, South San Francisco](#)

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. ELECTION OF OFFICERS FOR PRESIDENT AND VICE PRESIDENT:

4. 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 November 9, 2023.

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

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

D. Claims Register for November 30, 2023.

5. 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.

6. BUSINESS (OLD): None

7. BUSINESS (NEW):

- A. Approve Agreement with Lechowicz and Tseng for the 2023 Water and Sewer Rate Study in the amount of in the amount of \$51,920.

REGULAR MEETING OF THE BOARD OF DIRECTORS

December 14, 2023

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B. Letter Dated October 1, 2023, Consideration of Request for Billing Adjustment from Customer G. Young – 169 Valleyview Way.

C. Consideration of Holiday Bonus for District Employees.

8. WRITTEN COMMUNICATIONS: None

9. ATTORNEY'S REPORT:

10. GENERAL MANAGER'S REPORT:

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

B. Response to Draft Municipal Service Review and Sphere of Influence Review for Westborough Water District - Follow up.

11. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of November 16, 2023 (Chambers).

B. Report on ACWA/JPIA Conference, November 27 - November 30, 2023 (Amuzie).

12. 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

13. 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.

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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, November 9, 2023

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

1. ROLL CALL:

Directors Present: Julie Richards
Perry Bautista
Tom Chambers

Directors Excused: Don Amuzie
Janet Medina

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

Visitors Present: Joubin Pakpour, Pakpour Engineer (via Zoom at 7:34 p.m.)

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

Vice President Chambers asked the Board if there were any issues with the Consent Calendar.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

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

Attorney Conneran stated that it was a pleasure to work with the District for many years, and this increase would align with what other small San Mateo County districts were paying, as well as adjusting for inflation.

Vice President Chambers asked if there were any questions from the Board; otherwise, he would consider a motion.

Director Bautista moved to Approve the Billing Rate Increase from the District's Attorney, Effective December 1, 2023, seconded by Director Richards.

The motion was carried unanimously.

General Manager Mairena asked to move item A of the General Manager's Report next so that Engineer Joubin Pakpour who had joined the meeting virtually while on vacation could participate. Vice President Chambers agreed.

9. GENERAL MANAGER'S REPORT:

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

Engineer Joubin Pakpour stated that this was only an informational update, and that the committee would come back to the Board on December for full recommendation. Engineer Pakpour gave a brief history to the Board and stated that back in August, the District had released its RFP for the preparation of a Water and Sewer Rate Study, and he had done a great deal of outreach with six consultants. Engineer Pakpour also stated that that he was pleased to report that the District had received three proposals from very reputable firms, and these had been reviewed and checked for completeness. Engineer Pakpour pointed out that in October, the Board had been updated of the three proposals received and asked for a volunteer from the Board to join the Selection Committee (composed of a director, General Manager Mairena and himself). Engineer Pakpour noted that Vice President Chambers had been appointed to this position. Engineer Pakpour reported that the committee had met in anticipation of the interviews with the consulting firms to review the proposals and that all three firms were interviewed on November 1st. Engineer Pakpour clarified that this was a Qualifications Based Selection (QBS) Process which meant that the selection would be based on the best qualified consultant for the job and not the lowest bidder, as it was done with construction projects in

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Thursday, November 9, 2023

which for the most part, the District would be obligated to select the lowest cost proposal. Engineer Pakpour said that all three firms were ideal candidates and that he had personally worked with two out of these three firms, and that other BAWSCA agencies had worked with the third firm.

Engineer Pakpour gave an overview of the interview process in which each firm was allotted one hour consisting of a 30-minute presentation followed by a 15-20-minute Q&A, and at the end of the process, the consensus of the Selection Committee was that L&T (Lechowicz and Tzeng Municipal Consultants) was the best qualified firm to do the Rate Study for the District, as explained on his memo. Engineer Pakpour pointed out that L&T have worked with smaller agencies, such as the District and they themselves were a small firm, and in addition, the District would be working directly with one of its principals. Engineer Pakpour mentioned that General Manager Mairena had spoken to former Mid-Peninsula Water District, Tammy Rudock, to check their references.

General Manager Mairena shared with the Board her conversation with retired GM Rudock, who had worked with both L&T and one of the other agencies, and she had highly recommended L&T, specially for their work with smaller agencies. General Manager Mairena stated that since this would be the District's first Rate Study, it would be good to work with a smaller firm.

Vice President Chambers stated that he was very impressed by their financial background, and that L&T had done the study for Brisbane, who not only handle water and sewer for the City, but also water and sewer for Guadalupe Valley, and L&T had been able to fix their accounting problems, which also consisted of tiered rates that ended up being removed.

Engineer Pakpour stated that the next step would be for the Selection Committee to meet in the next month to review the scope and the budget and to make sure everything was good with regards to the scope and the proposed hours. Engineer Pakpour mentioned that L&T had already agreed to sign the District's agreement for professional services that was included with the RFP without any changes, and the hope was to come back to the full Board in December with a recommendation of approval of the contract with L&T.

Engineer Pakpour encouraged the Board to review all three proposals and to submit any comments as to anything they would like to add to the L&T scope, if possible before the December board meeting, but if not, these could be asked during that meeting.

Attorney Conneran asked if there were any changes made to L&T's scope of work, he would like to see the document at least one week before the December board meeting to allow him time to review it.

Regarding the schedule, Engineer Pakpour stated that the process would take about six months from the time notice was given to proceed to when the District may be able to implement those rates, so if the contract was to be approved in December, the District would be ready for the July board meeting, should the District choose to implement the new rates at that time. Engineer Pakpour stated that the schedule will be better defined as part of the formal contract.

Vice President Chambers and Attorney Conneran commented on the schedule L&T had submitted, which, per Engineer Pakpour, needed some tweaking and more milestones added to match what their scope stated. Attorney Conneran mentioned that a draft of the report would be nice to have at least one or two months before the annual rate-setting, or around March 2024, which would give everyone a chance to think about it, make comments, and plan for the first year.

Engineer Pakpour stated that next week he will be scheduling a virtual meeting with the Selection Committee the following week.

Vice President Chambers thanked Engineer Pakpour for his presentation.

6. BUSINESS (NEW):

B. Senior Field Maintenance Worker's Anniversary of 20 Years of Service.

General Manager Mairena displayed the service award she had ordered for Senior Maintenance Technician Carlos Arias' Anniversary of 20 Years of Service. General Manager Mairena told the Board that she will present it to Mr. Arias on behalf of the Board of Directors.

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.

General Manager Mairena reminded the Board that back in March 2023, the Board had approved the ordering of two bowl assemblies for this pump station. General Manager Mairena stated that the proposal in front of the Board was for the removal of the pumping equipment, the remaining repair of the pump using one of the bowl assemblies, and the rebuilding and reinstalling of the 150HP motor for pump #2.

Vice President Chambers asked if back in March the District had received a competitor bid. General Manager Mairena replied that Pump Repair had always performed the repairs to the pump stations and due to the shortages arising from COVID and the Ukraine War, the thought was to just order those bowl assemblies as soon as possible.

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Vice President Chambers asked if the District now had two operating pumps. Field Supervisor Kennedy confirmed that was the case, but as soon as the repairs were completed for pump #2, then pump #1 would be taken out-of-service and it would go through the same process.

Attorney Conneran asked if there was a contract between Pump Repair and the District. General Manager Mairena asked Field Maintenance Kennedy if he was aware of one, which he was not. General Manager Mairena stated that as far back as she remembered, they had always just been issued a purchase order. General Manager Mairena asked Attorney Conneran if he was okay with that. Attorney Conneran replied that it would be nice to have an agreement in place and that he wanted to make sure they were paying prevailing wages. Vice President Chambers asked Attorney Conneran if we should have a contract in place, which Attorney Conneran agreed. General Manager Mairena asked for a contingency in case prevailing wages were not included. Attorney Conneran suggested a 10% contingency.

Vice President Chambers told the Board that he was looking for a motion to approve.

Director Bautista moved to approve Pump Repair Service Company's Quote for Westborough Main Pump Station, Pump #2 to Repair the Floway Vertical Booster Pump and FE 150HP Motor in the amount of \$26,995.34, including a 10% contingency, seconded by Director Richards.

The motion was carried unanimously.

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.

This item was discussed later in the meeting under Closed-Session. No action was taken.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

B. Report on District's Water Conservation for October 2023.

General Manager Mairena reported that water consumption for October 2023 had gone

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down in comparison to last month's and last year's consumption. General Manager Mairena displayed the comparison charts and stated that the usage was low, but she wanted to point-out that the District was currently finalizing the annual water loss report prepared by E-Source, and they had pointed out that the data indicated a possibility that the master meter may be under-registering. General Manager Mairena mentioned that some BAWSCA agencies were complaining that the SFPUC had not calibrated the meters for a while.

C. Report on Lowering the Levels from the Skyline Water Storage Tanks.

Field Supervisor Kennedy mentioned that the months of September and October were usually the warmest months for the District, and during that time, the levels of the tanks would need to be lowered to avoid a drop of the residuals and an increase in the nitrates. Field Supervisor Kennedy stated that this year had been different because the nitrates levels had gone much higher than he had ever seen in the past and the chlorine residuals had gone down. Field Supervisor Kennedy explained that at first, tank no.2 was isolated, and tanks no.1 and no.3 remained in service, then tank no.1 was also isolated, and as of today, only tank no.3 remained in service. Field Supervisor Kennedy reported that tank no.1 had been drained and cleaned, and today a company had disinfected it. Field Supervisor Kennedy mentioned that tank no.1 had been filled with over 5-feet of water and bacteriological samples were taken; the results were due within 24-hours. Field Supervisor Kennedy also reported that tank no.2 was almost fully drained, and the same process as tank no.1 will be followed, and that he anticipated to have two tanks in operation by next week.

Field Supervisor Kennedy mentioned that the system had been flushed and water samples had been taken, which had acceptable levels. Field Supervisor Kennedy reviewed the processes from the District's Nitrification Plan and the levels when the District should take action.

Field Supervisor Kennedy commented that the interior of tank no.1 was in amazingly good condition. General Manager Mairena mentioned that since the Sanitary Survey had indicated issues with tank no.2, the decision had been made to isolate that tank.

General Manager Mairena pointed out that this whole situation will need to be reviewed to come up with a better plan, and that the District was not the only agency having problems during the hotter months and the levels of residuals and nitrates. Field Supervisor Kennedy agreed and stated that the District will need to start earlier, perhaps in August, with a tank rotation to move the water faster. Field Supervisor Kennedy commented on how tank no.2 had the most problems, and it was the only one with the Pax mixer.

10. ITEMS FROM BOARD OF DIRECTORS: None

11. CLOSED SESSION:

The Board went into closed session at 8:12 p.m.

- 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**

The Board reconvened from closed session at 9:07 p.m.

Attorney Conneran reported the Board had met in closed session with legal counsel for a matter of anticipated litigation and also a matter of existing litigation as listed on the agenda, and that after discussion, gave direction to counsel on both matters.

12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 9:08 p.m.

Secretary

President

Date

Westborough Water District

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



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

Westborough Water District

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Accountant's Compilation Report

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

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

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

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

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

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



Chavan and Associates, LLP
Certified Public Accountants

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

C & A LLP

December 11, 2023
Morgan Hill, California

Westborough Water District
Statement of Net Position
October 31, 2023

ASSETS

Current Assets:

Cash (Including \$2,998,557 in Time Deposits)	\$ 3,678,287
Receivables	
Lease	28,116
Water	1,897,621
Other	178,439
Prepaid Expenses and Other	70,067
Inventory	233,238
Total Current Assets	<u>6,085,768</u>

Non-Current Assets:

Lease Receivable	239,899
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	47,335
Water Facility	8,172,503
Building	1,503,835
Joint-Use Facilities	94,907
Meters	894,769
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,406,306
Total Utility Plant in Service (Capital Assets)	<u>14,938,652</u>
Less Accumulated Depreciation	<u>(7,002,651)</u>
Utility Plant in Service-Net Depreciation Expense	<u>7,936,001</u>
Total Non-Current Assets	<u>8,175,900</u>
Total Assets	<u>\$ 14,261,668</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
October 31, 2023

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 663,896
Customers' Deposits	405,380
Unearned Revenue	15,662
Total Current Liabilities	<u>1,084,938</u>

Long-term Liabilities:

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

Total Liabilities	<u>\$ 1,542,906</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 233,853
Deferred Pension Inflows	306,437
Deferred OPEB Inflows	323,286
Total Deferred Inflows	<u>\$ 863,576</u>

NET POSITION

Net Investment in Capital Assets	\$ 7,936,001
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	303,305
Unappropriated	1,434,754
Total Net Position	<u>\$ 12,215,536</u>

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the four months ended October 31, 2023

Operating Revenue:

Water Sales (Note 3)	\$ 1,518,897
Sewer Svc. and Transfer Charges	1,179,948
Misc. Operations	8,134
Capital Facility Income	<u>20,725</u>
Total Operating Revenue	<u><u>2,727,704</u></u>

Operating Expense:

Water Expenditures	990,203
Sanitary Sewer Expenditures	929,698
Admin. and General Expenditures	385,039
Depreciation	<u>112,720</u>
Total Operating Expenses	<u><u>2,417,660</u></u>

Operating Income (Loss)	310,044
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Non-operating Income (Expense):

Property Taxes	262,924
Investment Interest	47,877
Other	<u>6,299</u>
Total Non-operating Income (Expense)	<u><u>317,100</u></u>

Change in Net Position	627,144
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Net Position - Beginning	<u><u>11,588,392</u></u>
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Net Position - Ending	<u><u><u>\$ 12,215,536</u></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
October 31, 2023

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

NOTE 2 - Accounts payable at October 31, 2023, includes \$497,628 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 four months ended October 31, 2023, were as follows:

Beginning Balance	\$ 14,879,457
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	59,195
Ending Balance	<u>\$ 14,938,652</u>

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

	October	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 378,951	\$ 1,518,897	\$ 4,196,733	36.19%	2.86%	\$ 119,986
Sewer Svc. and Transfer Charges	295,439	1,179,948	3,284,888	35.92%	2.59%	84,985
Misc. Operations	4,123	8,134	19,200	42.36%	9.03%	1,734
Capital Facility Income	4,217	20,725	-	100.00%	100.00%	20,725
Total Operating Revenue	682,730	2,727,704	7,500,821	36.37%	3.03%	227,430
Operating Expense:						
Water Expenditures	215,011	990,203	2,892,667	34.23%	-0.90%	(25,981)
Sanitary Sewer Expenditures	232,433	929,698	2,925,026	31.78%	1.55%	45,311
Admin. and General Expenditures	86,413	385,039	1,302,458	29.56%	3.77%	49,114
Depreciation	28,424	112,720	365,000	30.88%	2.45%	8,947
Total Operating Expenses	562,281	2,417,660	7,485,151	32.30%	1.03%	77,391
Operating Income (Loss)	120,449	310,044	15,670	1978.58%	1945.25%	304,821
Non-operating Income (Expense):						
Property Taxes	34,020	262,924	676,549	38.86%	5.53%	37,408
Investment Interest	25,300	47,877	90,107	53.13%	19.80%	17,841
Other	(2)	6,299	36,192	17.40%	-15.93%	(5,765)
Total Non-operating Income (Expense)	59,318	317,100	802,848	39.50%	6.16%	49,484
Net Income (Loss)	\$ 179,767	\$ 627,144	\$ 818,518	76.62%	43.29%	\$ 354,305

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

	October	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 34,740	\$ 138,029	\$ 440,370	31.34%	1.99%	\$ 8,761
Salaries Overtime	97	843	9,000	9.37%	23.97%	2,157
Benefits	7,851	60,622	123,323	49.16%	-15.82%	(19,514)
OPEB	-	3,587	2,808	127.74%	-94.41%	(2,651)
Payroll Taxes	2,679	10,676	34,825	30.66%	2.68%	932
Technical Communications	786	3,073	11,260	27.29%	6.04%	680
Utilities	14,454	60,902	162,716	37.43%	-4.09%	(6,663)
Supplies and Small Tools	634	2,805	15,000	18.70%	14.63%	2,195
Maintenance of System	-	35,704	59,905	59.60%	-26.27%	(15,736)
Special Services	5,335	8,303	91,717	9.05%	24.28%	22,269
Vehicle Expense	3,653	19,836	35,000	56.67%	-23.34%	(8,169)
Water Purchases	144,782	645,823	1,906,743	33.87%	-0.54%	(10,242)
Total Water Expenditures	215,011	990,203	2,892,667	34.23%	-0.90%	(25,981)
Sanitary Sewer Expenditures:						
Treatment & Disposal	212,457	851,127	2,715,565	31.34%	1.99%	54,061
Utilities	10,406	43,356	137,600	31.51%	1.82%	2,511
Repair of Pipelines	-	-	5,000	0.00%	33.34%	1,667
Repair of Pumps	9,120	13,381	20,000	66.91%	-33.57%	(6,714)
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	450	17,564	46,861	37.48%	-4.15%	(1,944)
Total Sanitary Sewer Expenditures	232,433	929,698	2,925,026	31.78%	1.55%	45,311

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

	October	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	41,714	165,846	532,572	31.14%	2.19%	11,678
Salaries-Temporary	-	-	2,000	0.00%	33.35%	667
Salaries-Overtime	-	-	1,500	0.00%	33.33%	500
Employee Benefits	12,152	84,187	207,101	40.65%	-7.32%	(15,154)
OPEB	-	5,381	4,689	114.76%	-81.42%	(3,818)
Office Supplies and Postage	974	4,246	14,151	30.00%	3.33%	471
Memberships	6,996	14,769	48,129	30.69%	2.65%	1,274
Utilities	21	69	1,559	4.43%	28.93%	451
Telephone	362	1,443	4,534	31.83%	1.50%	68
Payroll Taxes	1,863	9,890	42,770	23.12%	10.21%	4,367
Water Conservation	200	700	10,000	7.00%	26.33%	2,633
Building & Grounds Maintenance	1,205	3,748	14,180	26.43%	6.90%	979
Parking Rentals	450	1,800	5,760	31.25%	2.08%	120
Directors Fees	500	2,200	11,300	19.47%	13.87%	1,567
Engineering Services	2,428	7,595	55,000	13.81%	19.52%	10,738
Accounting	-	6,688	37,960	17.62%	15.71%	5,965
Legal	516	5,201	25,400	20.48%	12.86%	3,266
Billing	3,622	17,279	55,347	31.22%	2.11%	1,170
Communications	609	3,747	28,633	13.09%	20.25%	5,797
Insurance	5,247	23,463	78,777	29.78%	3.55%	2,796
Bad Debts (Note 1)	-	-	2,000	0.00%	33.35%	667
Travel	227	1,632	13,626	11.98%	21.36%	2,910
Miscellaneous	7,327	25,155	105,470	23.85%	9.48%	10,002
Total Admin. and General Expenditures	86,413	385,039	1,302,458	29.56%	3.77%	49,114
Depreciation Expense	28,424	112,720	365,000	30.88%	2.45%	8,947
Total Expenses	\$ 562,281	\$ 2,417,660	\$ 7,485,151	32.30%	1.03%	\$ 77,391

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$2,860,803.18
		No Transactions	\$2,860,803.18
		Ending Balance	\$2,860,803.18

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

Effective Interest Rate: 3.670%
(as of 10/23)

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

December 11, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

WESTBOROUGH WATER DISTRICT

GENERAL MANAGER
P.O.BOX 2747
SOUTH SAN FRANCISCO, CA 94083-2747

[Tran Type Definitions](#)

Account Number: 90-41-004

November 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,860,803.18
Total Withdrawal:	0.00	Ending Balance:	2,860,803.18

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$138,360.48
11/30/23	\$ 417.36	Change in Account Value	\$ 138,777.84
Ending Balance			\$ 138,777.84

Total Investments Last Report Period = \$138,360.48
Total Investments at End of Report Period = \$138,777.84

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.



1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045
Member of FINRA & SIPC; MSRB Registered.

Brokerage Account Statement

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

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

Your Account Executive:

PAUL REHMUS
(800) 967-4513

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$138,360.48
Net Change in Portfolio ¹	417.36
ENDING ACCOUNT VALUE	\$138,777.84
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	138,360.48	138,777.84
100%	Account Total	\$138,360.48	\$138,777.84

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: 81401OCV4	141,000.0000	98.4240	138,777.84	863.96	5,005.50	3.60%
Total Certificates of Deposit	141,000.0000		\$138,777.84	\$863.96	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$138,777.84	\$863.96	\$5,005.50	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$138,777.84	\$863.96	\$5,005.50

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

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

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

Estimated Annual Figures

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

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

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

Proxy Vote

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

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

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

Please note the following information for Pershing's 2023 IRS Form 1099 (B, DIV, INT, MISC and OID): Your Form 1099 will be delivered in the first months of the year, beginning January 31, 2024. By February 15, you will be mailed either your Form 1099 or a special Pending 1099 Notice. The Pending 1099 Notice will be sent if we have not received and processed final information from issuers and trustees of securities that you hold by the as of date of the February 15 1099 mailing. You will also be sent the notice if your information is still being reviewed and finalized. The notice will inform you of the securities that are pending final reporting and provides the anticipated mail date of your 1099. Your 1099 will be mailed no later than March 15, 2024.

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

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

Important Information and Disclosures (continued)

The Role of Pershing (continued)

rights, including your rights under the Securities Investor Protection Act.

- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.** Errors and Omissions excepted.

Important Arbitration Disclosures

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

Important Arbitration Agreement

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

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

CLAIMS REGISTER: NOVEMBER 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 133,297.16

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-09/23-12/23)	16,172.16
Allied 100 LLC (Battery & Supplies for AED)	247.66
Aqua-Metric Sales, Co. (Field Inventory - Water Meters & MXUs)	72,069.38
AT&T (P.S. Phone Bill to 11/01/23)	515.64
AT&T Mobility (Field & Office Cell Phones, 10/03-11/02)	335.62
BAWSCA (Water Loss Program, 10/23)	4,861.50
Bay Area Air Quality Mgmt. (Permit Renewal for Avalon P.S., 01/24-01/25 & Permit Renewal for Volvo Genertor, 01/24-01/25)	1,768.00
Broadmoor Lumber & Landscape Supply (Top Soil for Repair At Callan Bl Island)	96.69
C.J. Brown & Company CPA's (FY 2022-2023 Audit Services, Progress Pymt.#3)	8,976.00
CalPERS (Retirement Contributions-11/15/23)	6,304.48
CalPERS (Retirement Contributions-11/30/23)	6,304.49
Causey Consulting (SSMP Audit, Payment #14)	885.49
Colina Association (Three Parking Spaces Rental, 12/23)	450.00
Core & Main (3) 5 Gal. Bio Neutralizer Tabets)	791.29
Core & Main (2) 5 Gal. Bio Neutralizer Tabets & (2) 12" Couplings for Repairs at Callan Bl)	4,055.84
Direct Line (Answering Service, 10/15-11/14)	306.48
EFTPS (Employment Taxes-11/15/23)	10,768.03
EFTPS (Employment Taxes-11/30/23)	10,093.67
EDD (Employment Taxes-11/15/23)	2,612.01
EDD (Employment Taxes-11/30/23)	2,409.45
Hach Company (2) Chemkey - Ammonia)	213.36
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-10/23)	1,389.00
Home Depot Credit Services (Field Supplies to 11/13/23)	480.98
Lowe's Business (Field Supplies to 11/17/23)	205.86
Mairena, Patricia (GM Mairena's Internet Services, 10/27-11/26 & & 10/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 10/19-11/18)	116.22
Office Depot (Office Supplies)	84.77
O'Reilly Auto Parts (Field Truck Supplies)	37.29
PG&E (Summary Bill to 11/20/23)	21,135.36
Precise Printing & Mailing (Printing & Mailing, 11/15/23 Bills & Insert)	1,438.42
Quadient Leasing USA, Inc. (Postage Meter, 12/9/23-03/08/24)	145.01
San Mateo County (1st Property Tax Installment)	1,241.52
Selerum (IT Technical Assistance -MFA Issues w/GM Mairena's Cell Phone)	172.50
SF Water Dept. (Water Purchases, 10/05-11/03)	136,390.24
SF Underground Inc (Emergency Repairs at Callan Bl & Meath Dr)	14,000.00
SFPUC Financial Serv. - Acctg. (Sub, THM, Haloacetic Testing, 03/23 & Bacteria Analyses, 09/23)	1,515.00
So. SF Scavengers (Garbage Services, 10/23)	114.42

SWRCB-DWOCP (Water Distr. Operator Certif. - D3 - C. Arias	90.00
Tri Counties Bank (Monthly Charges Ending 09/31/23)	1,210.63
Tri Counties Bank (Monthly Charges Ending 10/31/23)	2,751.88
WES Bank (Gas Purchases to 11/14/23)	1,820.66
Wienhoff Drug Testing Inc (Annual Consortium Membership)	85.00

SUB-TOTAL \$ 468,044.15

Updated Checks Voided During Month:

Tri Counties Bank (Ck #0024933 Voided & re-issued Ck #024995)	1,210.63
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TOTAL CLAIMS REGISTER AMOUNT \$ 469,254.78

REPORT.: Dec 11 23 Monday
 RUN....: Dec 11 23 Time: 11:55
 Run By.: Wendy Bellinger
 Control Date.: 12/11/23

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 12-23 Fiscal Period...: (06-24) Cash Account No...: 13110

VENDOR I.D.: ACT01 (ACTUARIAL CONSULTING GROUP)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
203202312-	GASB 75 DISCLOSURE REPORT	12/09/23	12-23	A	59450		2200.00	.00	2200.00
		12/09/23	06-24						
** Vendor's Subtotal ----->							2200.00	.00	2200.00

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

110123-	DIRECTOR AMUZIE'S INTERNET SERVICE, 11/10-12/09	11/01/23	12-23	A	59450		65.00	.00	65.00
		11/01/23	06-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: ARA01 (ARAMARK)

25967236-	OUTGOING PRESIDENT GIFT - WWD JACKET - MEDINA	11/19/23	12-23	A	59450		151.37	.00	151.37
		11/19/23	06-24						
** Vendor's Subtotal ----->							151.37	.00	151.37

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

112223-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 12/23	11/22/23	12-23	A	59450		65.00	.00	65.00
		11/22/23	06-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: BEN01 (BENNETT MARINE UTILITY, INC.)

43905-	SKYLINE TANK #1 STERILIZATION/CHLORINATION	11/20/23	12-23	A	59450		3685.00	.00	3685.00
		11/20/23	06-24						
** Vendor's Subtotal ----->							3685.00	.00	3685.00

VENDOR I.D.: CAS01 (PETTY CASH)

113023-	MISC. EXPENSES - 11/23	11/30/23	12-23	A	59450		294.95	.00	294.95
		11/30/23	06-24						
** Vendor's Subtotal ----->							294.95	.00	294.95

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

111123-	DIRECTOR CHAMBERS' INTERNET SERVICE, 11/16-12/05	11/11/23	12-23	A	59450		65.00	.00	65.00
		11/11/23	06-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: JRO01 (JROCKET77 DESIGN & MARKETING (DBA))

2788-	BILLING & REMINDER FORMS AND #9 & #10 ENVELOPES	11/30/23	12-23	A	59450		6492.30	.00	6492.30
		11/30/23	06-24						
2789-	PRINTING OF ANNUAL SEWER POSTCARDS - 2024	12/05/23	12-23	A	59450		2582.96	.00	2582.96
		12/05/23	06-24						
** Vendor's Subtotal ----->							9075.26	.00	9075.26

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

34893-	WEB REPORTING & HOSTING, 12/23	12/01/23	12-23	A	59450		75.00	.00	75.00
		12/01/23	06-24						
** Vendor's Subtotal ----->							75.00	.00	75.00

REPORT: DEC 11 23 Monday
 RUN....: Dec 11 23 Time: 11:55
 Run By.: Wendy Bellinger

WESBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Control Date.: 12/11/23 Posting Period...: 12-23 Fiscal Period...: (06-24) Cash Account No...: 13110

VENDOR I.D.: NOR02 (NORLAB, INC.)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
88112-	TOILET DYE STRIPS	11/17/23	12-23	A	59450	331.00	.00	331.00
		11/17/23	06-24					
** Vendor's Subtotal ----->						331.00	.00	331.00

VENDOR I.D.: OFF01 (OFFICE DEPOT)

338159079-	YEAR-END FORMS	11/10/23	12-23	A	59450	76.33	.00	76.33
		11/10/23	06-24					
341736385-	BREAKROOM SUPPLIES	11/21/23	12-23	A	59450	78.54	.00	78.54
		11/21/23	06-24					
341883647-	BREAKROOM SUPPLIES	11/20/23	12-23	A	59450	29.64	.00	29.64
		11/20/23	06-24					
342220522-	OFFICE SUPPLIES	11/15/23	12-23	A	59450	96.67	.00	96.67
		11/15/23	06-24					
** Vendor's Subtotal ----->						281.18	.00	281.18

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

4290-	ENGINEERING SERVICES - 11/23	12/05/23	12-23	A	59450	57530.50	.00	57530.50
		12/05/23	06-24					
** Vendor's Subtotal ----->						57530.50	.00	57530.50

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

103123-	DIRECTOR RICHARDS' INTERNET SERVICE, 11/23	10/31/23	12-23	A	59450	65.00	.00	65.00
		10/31/23	06-24					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: STA03 (SWRCB)

WD0229762-	SEWER SYSTEM - WDR ANNUAL PERMIT FEE (07/23-06/24)	11/29/23	12-23	A	59450	3746.00	.00	3746.00
		11/29/23	06-24					
WD0230245-	ANNUAL PERMIT FEE (07/23-06/24)	11/29/23	12-23	A	59450	868.00	.00	868.00
		11/29/23	06-24					
** Vendor's Subtotal ----->						4614.00	.00	4614.00

VENDOR I.D.: SWR01 (SWRCB-DWOCB)

113023-	WATER DISTR. OPERATOR CERTIF. D4 - J. KENNEDY	11/30/23	12-23	A	59450	105.00	.00	105.00
		11/30/23	06-24					
** Vendor's Subtotal ----->						105.00	.00	105.00

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

113023-	PAYROLL TRANSFER - 11/23	11/30/23	12-23	A	59450	53637.24	.00	53637.24
		11/30/23	06-24					
** Vendor's Subtotal ----->						53637.24	.00	53637.24

VENDOR I.D.: \C001 (LILY A. CHUN)

000C31101-	MQ CUSTOMER REFUND FOR CHU0138	12/01/23	12-23	Z	59450	133.13	.00	133.13
		12/01/23	06-24					
** Vendor's Subtotal ----->						133.13	.00	133.13

VENDOR I.D.: \F003 (DONALD FONG)

000C31101-	MQ CUSTOMER REFUND FOR FON0022	12/01/23	12-23	Z	59450	21.09	.00	21.09
		12/01/23	06-24					
** Vendor's Subtotal ----->						21.09	.00	21.09

REPORT: Dec 11 23 Monday
 RUN: Dec 11 23 Time: 11:55
 Run By: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Control Date: 12/11/23 Posting Period: 12-23 Fiscal Period: (06-24) Cash Account No.: 13110

VENDOR I.D.: \M003 (KIM MITCHELL)

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
000C31101-	MQ CUSTOMER REFUND FOR MIT0012	12/01/23 12/01/23	12-23 06-24	Z	59450	62.00	.00	62.00
** Vendor's Subtotal ----->						62.00	.00	62.00

VENDOR I.D.: \O002 (OMARSHALL INC.)

000C31101-	MQ CUSTOMER REFUND FOR OMA0004	12/01/23 12/01/23	12-23 06-24	Z	59450	127.89	.00	127.89
** Vendor's Subtotal ----->						127.89	.00	127.89

VENDOR I.D.: \O004 (STEVEN OTSUKI)

000C31101-	MQ CUSTOMER REFUND FOR OTS0001	12/01/23 12/01/23	12-23 06-24	Z	59450	30.99	.00	30.99
** Vendor's Subtotal ----->						30.99	.00	30.99

VENDOR I.D.: \P012 (IVAN PUNG)

000C31101-	MQ CUSTOMER REFUND FOR PUN0011	12/01/23 12/01/23	12-23 06-24	Z	59450	145.60	.00	145.60
** Vendor's Subtotal ----->						145.60	.00	145.60

VENDOR I.D.: \R009 (MARK ROSANDER)

000C31101-	MQ CUSTOMER REFUND FOR ROS0063	12/01/23 12/01/23	12-23 06-24	Z	59450	106.00	.00	106.00
** Vendor's Subtotal ----->						106.00	.00	106.00

VENDOR I.D.: \S023 (SATOMI SUZUKI)

000C31101-	MQ CUSTOMER REFUND FOR SUZ0001	12/01/23 12/01/23	12-23 06-24	Z	59450	51.76	.00	51.76
** Vendor's Subtotal ----->						51.76	.00	51.76

VENDOR I.D.: \T008 (NGOC PHUNG TRAN)

000C31101-	MQ CUSTOMER REFUND FOR TRA0023	12/01/23 12/01/23	12-23 06-24	Z	59450	108.21	.00	108.21
** Vendor's Subtotal ----->						108.21	.00	108.21

VENDOR I.D.: \W013 (IRENE WONG)

000C31101-	MQ CUSTOMER REFUND FOR WON0354	12/01/23 12/01/23	12-23 06-24	Z	59450	131.67	.00	131.67
** Vendor's Subtotal ----->						131.67	.00	131.67

VENDOR I.D.: \W014 (NEWTON WU)

000C31101-	MQ CUSTOMER REFUND FOR WU 0046	12/01/23 12/01/23	12-23 06-24	Z	59450	138.32	.00	138.32
** Vendor's Subtotal ----->						138.32	.00	138.32

REPORT.: Dec 11 23 Monday	WESTBOROUGH WATER DISTRICT	PAGE: 004
RUN....: Dec 11 23 Time: 11:55	Accounts Payable Cash Requirements	ID #: PY-RP
Run By.: Wendy Bellinger		CTL.: 000
Control Date.: 12/11/23	Posting Period...: 12-23	Fiscal Period...: (06-24)
	Cash Account No...:	13110

.....

** Report's Total ----->	133297.16	.00	133297.16
	=====	=====	=====

** Total Vendors On This Report ----->	27
	=====

** Total Vendors Needing Checks ----->	27
	=====

.....

Code	Title
----	-----
A	IMMEDIATE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this _____ day of _____, 2023, by and between WESTBOROUGH WATER DISTRICT, a public agency ("DISTRICT") and LECHOWICZ + TSENG, a limited liability company ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with the preparation of a Water and Sewer Rate Study (Project) for which it issued a Request for Proposals dated August 25, 2023, which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated October 6, 2023, which is attached hereto and incorporated herein as Exhibit B.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. SCOPE OF WORK

The scope of CONSULTANT's work shall be as set forth in Exhibit C. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibits A and B.

3. TERM

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT. It is understood that the term of this Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$ 51,920 including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work, and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

All invoices should be sent to: Westborough Water District
2263 Westborough Boulevard
P.O. Box 2747
South San Francisco, CA 94083-2747
ATTENTION: Patricia Mairena, General Manager

6. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Catherine Tseng shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE

Except when approval of other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as the General Manager may designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS

Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT shall be one solely between said parties.

9. OWNERSHIP OF WORK

A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials.

The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

10. CHANGES

The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION

CONSULTANT agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorneys fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. In the event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

12. INSURANCE

A. Workers' Compensation: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. Said policy shall protect CONSULTANT and DISTRICT in the same manner as though a separate policy had been issued to each; but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

C. Professional Liability Insurance: CONSULTANT shall also maintain Professional Liability Insurance covering CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than breach of a material term by CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination.

If CONSULTANT breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the DISTRICT notifies the CONSULTANT of the breach, the Agreement may be terminated immediately and the DISTRICT shall in such event not thereafter pay or allow to the CONSULTANT any compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and the CONSULTANT shall be liable to the DISTRICT for all loss or damage which it may suffer on account of the CONSULTANT's breach of this Agreement.

14. NOTICES

All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT'S General Manager, or his designee, and the CONSULTANT's Project Manager.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Westborough Water District
2263 Westborough Boulevard
P.O. Box 2747
South San Francisco, CA 94083-2747
ATTENTION: Patricia Mairena, General Manager

If to the CONSULTANT: LECHOWICZ + TSENG
909 Marina Village Parkway #135
Alameda CA 94501
ATTENTION: Catherine Tseng

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or

transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. RECORDS

During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

17. DISTRICT WARRANTIES

The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

18. RELEASE OF INFORMATION

CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

19. USE OF SUBCONTRACTORS

CONSULTANT shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

21. ATTORNEY'S COSTS

If any legal proceeding should be instituted by either of the parties hereto to enforce the terms of this Agreement or to determine the rights of the parties thereunder, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorney's fees.

22. APPLICABLE LAW

This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

23. BINDING ON SUCCESSORS

All of the terms, provisions and conditions of this Agreement shall be binding upon and

inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

24. WAIVER

Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

25. ENTIRE AGREEMENT; MODIFICATION. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the day and year first above written.

DISTRICT:

WESTBOROUGH WATER DISTRICT

By: _____

Name: _____

Title: _____

CONSULTANT:

LECHOWICZ + TSENG

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

Secretary for DISTRICT

APPROVED AS TO FORM:

Attorney for DISTRICT

*NOTE: This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.

SCOPE OF SERVICES

Task I – 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. The following is a data needs list for the study:

1) Financial Information

- a) Current water and sewer budgets (*We found PDF versions of budgets on the District's website. If available, can we have the budgets in Excel?*)
- b) Historical financial results in budget format in Excel for past 3 years
- c) Most recent audited financial statements
- d) Breakdown of current reserve balances for each utility
- e) Outstanding debt service schedules
- f) Existing agreements with SFPUC and NSMCSD
- g) Any major changes to expenses over the next 5 years? Increased pension liability, new employees, etc.?

2) Customer and Usage Information

- a) Current number of water and sewer accounts by customer class and meter size
- b) Estimated growth and any changes in the District's customer base over the next 5 to 20 years
- c) Water conservation goals
- d) Historical & projected SFPUC water purchases
- e) Sample residential and commercial utility bills (name and account # can be redacted)
- f) Utility billing data by month for the past 3 years in Excel if possible, as detailed as possible. (name and account # can be redacted). Here is an example:

Name	Account #	Address	Billing Date	Customer Type	Meter Size	Water Use	Water Charges	Sewer Charges
Jane Doe	000001	123 A Street	06/1/20	Residential	1"	5	\$XX	\$XX
Bill Smith	000002	456 Main Street	06/1/20	Commercial	2"	87	\$XX	\$XX

3) Infrastructure and Capital Improvement

- a) Capital Improvement Plans (*Are there any changes to the CIPs on the website?*)
- b) Most recent Water & Sewer Master Plans
- c) Water Shortage Contingency Plan
- d) ~~Urban Water Management Plan (Found on website)~~
- e) ~~Sewer System Management Plan (Found on website)~~

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.

Recommend Fund Targets

Review current fund reserve balances for each utility and recommend annual reserve targets for operations, capital needs, emergencies, rate stabilization and/or other categories as appropriate. Adequate fund reserves protect the District when faced with unforeseen financial challenges such as emergency expenses or revenue deficits. Our analysis will incorporate industry standards and an assessment of the age and condition of the systems, annual depreciation costs, debt service reserves, and expenses related to emergencies. We will explore different options to phase in the reserve fund targets over time to minimize the overall financial impact.

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. For water, the annual capital funding scenarios will be: 1) \$1.5 million, 2) \$2.5 million, and 3) \$3.5 million. For sewer, the annual capital funding scenarios will be: 1) \$1.0 million, 2) \$2.0 million, and 3) \$3.0 million.

Once we determine the level of rate increases needed to pay for each funding scenario, we will work with the District to determine project affordability and adjust our rate recommendations accordingly. If warranted, 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 10-15-20 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.

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. For water, we will evaluate the current revenue recovery from the fixed vs. variable charges and develop a rate structure in which the fixed charges incrementally adjust to recover 35% of water revenues over the next 5 years.

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 RFP, the District would like to maintain the existing water rate structure. For sewer, the study will develop an alternative rate structure that includes a flat fee in addition to the usage charge. We will analyze various revenue recovery (fixed vs. variable) options to promote revenue stability. Additionally, we will fully document all underlying flow and pollutant estimates used in our analysis to ensure compliance with Proposition 218.

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.

Water Shortage Emergency Rates

L&T will develop Water Shortage Emergency Rates based on the cutback levels described in the *Water Shortage Contingency Plan*. We will also review the SFPUC's Water Shortage Emergency Rates and provide two (2) drought rate options for the District. For water shortage or drought surcharges, we typically recommend implementing the rates as an additional separate consumption charge levied on all usage. Applying the drought rate to only the consumption charge component gives customers the increased ability to control a portion of their water bills. The surcharge would be charged on a temporary basis and would be phased out when the Agency determines that water supply conditions have returned to normal and drought-related costs and revenue reductions have been recovered.

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
- 10-, 15- and 20-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	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	V	2	3	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

Project Budget

The following table outlines Lechowicz & Tseng Municipal Consultants' proposed budget for the study broken down by each task described in the proposed scope of services. We remain flexible to add or subtract tasks and adjust the budget accordingly. The total "not to exceed" budget for the study is \$51,920.

PROJECT TASKS	HOURS			Total	DIRECT EXPENSES	BUDGET
	Tseng Project Mgr \$195/hour	Lechowicz Peer Review \$195/hour	Mills Financial \$120/hour			
1. Kickoff & Data Gathering	10	0	16	26		\$3,870
2. Financial Plans	36	6	26	68		\$11,310
3. Cost Allocation	16	0	20	36		\$5,520
4. Rate Design	28	2	36	66		\$10,170
5. Reports & Model	36	6	48	90		\$13,950
6. Meetings & Presentations	20	0	20	40	\$800	\$7,100
TOTAL PROJECT BUDGET	146	14	166	326	\$800	\$51,920

Rates for Additional Professional Services

Lechowicz & Tseng's hourly rate is \$195 for principals and \$120 for staff analysts. No subconsultants are needed for this assignment. Professional time rates include all overhead and indirect costs. Direct expenses incurred on behalf of the client will be billed at cost. Direct expenses include, but are not limited to:

- Travel, meals, lodging
- Printing and report binding
- Outside computer services or software development
- Automobile mileage
- Courier services and mailing costs
- Special legal services

GENERAL MANAGER REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: December 11, 2023

RE: Consideration of Request for Billing Adjustment from Customer G. Young
169 Valleyview Way.

BACKGROUND

- On October 3, 2023, the District received a written request for customer G. Young – 169 Valleyview Way, to review his extremely high-water bill dated September 15, 2023, and issue an adjustment.
- Following Board adopted policy, District staff reviewed Mr. Young's request and issued billing adjustments for the bill in question, plus the following affected bill dated November 15, 2023. The total credit adjustments issued totaled \$559.18, bringing his \$1,444.00 balance to \$884.82.
- On November 20, 2023, Mr. Young expressed his discontent with the resolution, so he asked for the District to do additional investigations.
- On November 21, 2023, per Mr. Young's request, the District replaced his meter, and eventually, also tested the old meter. There were no issues found with how the old meter registered and Mr. Young's usage has returned to normal.
- Mr. Young did tell GM Mairena that he travels to Nevada to stay with his family for periods of about 3-weeks, but that prior to leaving, he shuts off the water house valve.

RECOMMENDATION

- Mr. Young has been a customer of the WWD since March 10, 2014. For over the past four years, Mr. Young's water usage has been consistently between 1 and 4 HCF for every billing cycle. The General Manager requests that the Board review Mr. Young's request and make a determination.



Greg Young
169 Valleyview Way
South San Francisco, CA 94080
10-01-2023 Account #: YOU0038

Patricia Mairena
General Manager
Westborough Water District
P.O. Box 2747
South San Francisco, CA 94080-2747

Dear Patricia Mairena:

I am writing you today in regards to my current water bill from Westborough Water District which has a billing date of: 09/15/23 and the due date is: 10/05/23. On the morning of Thursday Sep. 31 I was sitting at my desk inside my house and paying bills when I came across the bill from Westborough Water District I opened it up and was shocked to see how much the amount due was, it was \$990.54. I immediately thought I received somebody else's bill by mistake but, the bill was addressed in my name and to the correct street address. I was still in shock as I called Westborough Water District and the lady that answered the phone confirmed that the amount billed was correct and that my meter was read twice (one time in person) to make sure the amount was correct.

I told the lady that this cannot possibly be correct as I am an ultra-conservative water user as demonstrated in previous billing cycles and in fact I have a very unusual water protocol due to a circumstance I am somewhat embarrassed about, but I will explain.

Approximately a year ago my water heater had failed due to a small leak which kept on extinguishing my pilot light. I turned the valve that is above the cold water side on top of the water heater and proceeded to remove the old water heater and then I noticed a drip leak coming down from the hot water side of the pipe so I put a small plastic bucket underneath to catch the water drips. I purchased a replacement water heater however, before installing the new water heater I decided to sand the joint compound smooth and paint the walls behind the water heater, so I wouldn't have to remove the water heater again as I have intentions to paint the entire garage in the near future. Unfortunately I have yet to complete the sanding of the walls as this year me and my family were hit with unexpected higher than usual cost of living increases which forced me to work 7 days a week at 10-12 hours a day.

I noticed if I left the water main valve on the plastic bucket would become 75% full within a 24 hour span. The bucket holds about 4 gallons of water and would have to be emptied every day to prevent it from overflowing so I just decided to shut off the water main when I'm not using the

Patricia Mairena

10-01-2023 Account #: YOU0038

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water. I live alone and use only one of the three bathrooms in the house, the kitchen sink to wash dishes by hand. I use a 5 gallon bucket with an electric pump and spray hose to shower and I recycle the water that drips down into the plastic bucket by pouring it into a pot and heating it so, I can take a hot shower. The main valve on the house is open for about 4 hours every day and the rest of the time it is closed. I estimated my monthly water usage to be no more than 300 gallons a month for the past year so if you were to review my past annual usage it should be the lowest amount for a single family residence in Westborough.

When I talked to the lady at Westborough Water District she said she would send out a technician over to the house to conduct a leak test because the water could be leaking out of the pipe that is in between the water meter and the main valve at the house. A technician came out to the house the same day I called at 1pm, opened the main valve to the house and ran a test for 4 hours. The test came back and no leaks were detected. The only thing I can think of is that the water meter may be damaged or defective and gave an inaccurate reading. There are no other leaks inside the house other than the back feed drip coming from the hot side of the water heater upper piping and nobody else lives here besides myself.

I have no problem paying for this water bill if the usage came from me or even if a leak was detected after the meter that constituted this high amount however I did not use that amount of water, nor was a leak detected after the meter so therefore I cannot justify the amount of water being billed to me so I am asking that yourself and the water board review this accounts previous water use history, inspect and possibly replace the current water meter attached to this account, and kindly adjust my current bill to reflect my normal water usage.

Sincerely,

Greg Young
(650)228-3053

Water Usage Lookup

Customer ID

YOU0038

Customer Name

YOUNG, GREG

Months	2024	2023	2022	2021	2020
July	1	2	2	2	4
August	0	0	0	0	0
September	101	3	3	2	3
October	0	0	0	0	0
November	49	1	1	2	3
December	0	0	0	0	0
January	0	1	3	3	1
February	0	0	0	0	0
March	0	1	1	2	2
April	0	0	0	0	0
May	0	1	2	2	4
June	0	0	0	0	0
Details-->	2024	2023	2022	2021	2020



2263 Westborough Blvd. | South San Francisco, CA 94080
Phone: P.O. Box 2747 | South San Francisco, CA 94083-2747
Phone: 650-589-1435 Fax: 650-589-5167
Email: WWD@WestboroughWater.org Website: WestboroughWater.org

November 21, 2023

Greg Young
169 Valleyview Wy
So. San Francisco, CA 94080

Re: Appeal for Water Billing Adjustment, Account No. YOU0038

Dear Greg,

This letter is in response to your Appeal for Water Billing Adjustment. Based on District's Billing Adjustment Policy (*two bills maximum*), you have been granted the following adjustments:

169 Valleyview Wy, So. San Francisco

Usage for Previous Bill = 3 units

Original Bill:

9/15/2023

Water 101 units x \$9.04 = \$913.04

Meter Charge = \$44.00

Total Original Bill = \$957.04

Payment Rcvd. = \$0.00

Balance Due = \$957.04

Adjusted Bill*:

9/15/2023

Water 3 units x \$9.04 = \$27.12

98 units x \$5.21 = \$510.58

Meter Charge = \$44.00

Total Revised Bill = \$581.70

Payment Received = \$0.00

Balance Due = \$581.70

Credit Issued: = (\$375.34)

Usage for Previous Bill = 1 units

Original Bill:

11/15/2023

Water 49 units x \$9.04 = \$442.96

Meter Charge = \$44.00

Total Original Bill = \$486.96

Payment Rcvd. = \$0.00

Balance Due = \$486.96

Adjusted Bill*:

11/15/2023

Water 1 units x \$9.04 = 9.04

48 units x \$5.21 = 250.08

Meter Charge = \$44.00

Total Revised Bill = \$303.12

Payment Received = \$0.00

Balance Due = \$303.12

Credit Issued: = (\$183.84)

Total Credit Issued: (\$559.18)

Greg Young
November 21, 2023
Page 2 of 2

Since you did not pay your September 15th or November 15th bills, the credit of \$559.18 will be applied to your September 15th bill.

You may contact me with any questions at (650) 589-1435.

Sincerely,

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

Wendy Bellinger
Office Supervisor

WB/wb

**It is important to understand that any water that registers on the customer's water meter also registers on the District's master water meter with its supplier, the San Francisco Public Utilities Commission (SFPUC) and must be paid for by the District. The SFPUC does not grant the District adjustments to its invoices related to customer leaks. Therefore, any adjustments that are granted to customer accounts have to be borne by the District and its customers.*

169 Valleyview meter

Carlos Arias <carias@westboroughwater.org>

Mon 12/11/2023 4:14 PM

To: Patricia Mairena <pmairena@westboroughwater.org>

Cc: Johnny Kennedy <jkennedy@westboroughwater.org>; Tyler Armstrong <tarmstrong@westboroughwater.org>

Hi Paty,

I just want to let you know that the field staff tested the old meter for address 169 Valleyview Way on 12/07/23 and it tested fine.

The old meter number is: 83572772 and the old register number is: 89558590. It also has an MXU and the number on that is: 56767040.

Please let me know if you need any other information.

Carlos Arias

GENERAL MANAGER REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: December 11, 2023

RE: Consideration of Holiday Bonus for District Employees

BACKGROUND

- In previous years, the Board of Directors has granted a \$150 holiday bonus for District employees. This line item was included in the current budget.

RECOMMENDATION

- The General Manager recommends giving District Employees a \$150 holiday bonus given their challenging work as the District continues to recover from the drought and the pandemic, and she asks that she be excluded from consideration for the holiday bonus.

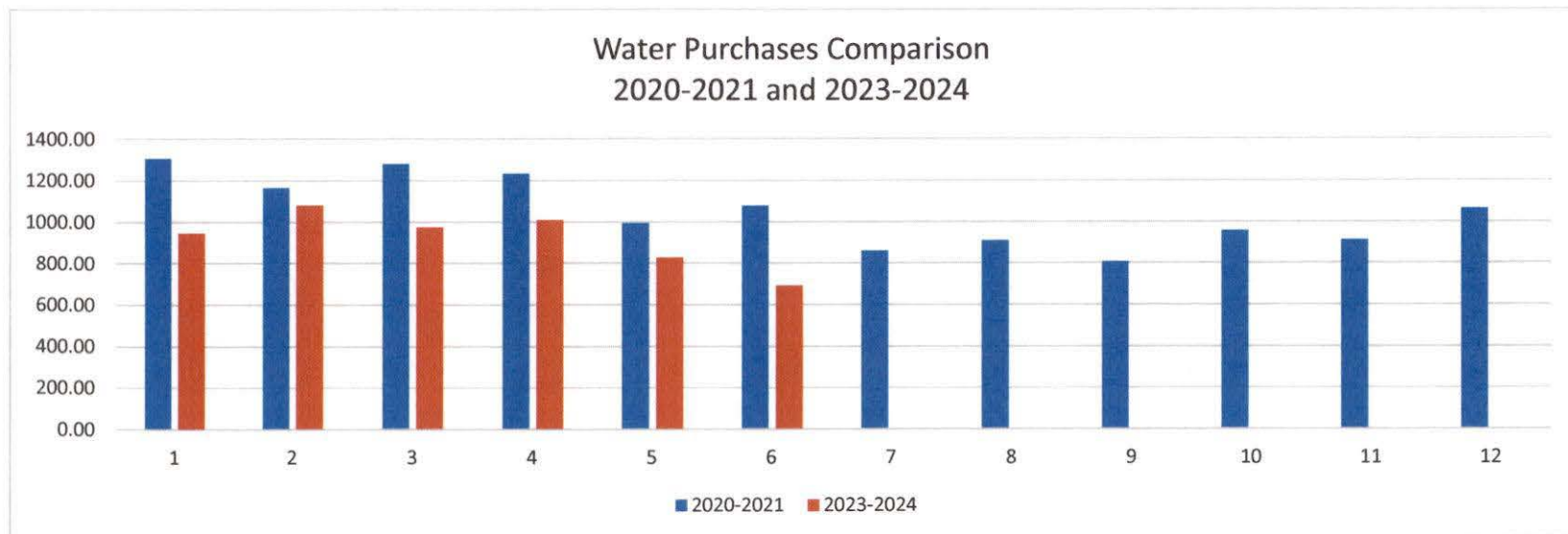
FISCAL IMPACT

- \$900 (6 employees @ \$150, including the On-Call worker).

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	11/04/23 to 12/05/23	22254	32	695.43	-383.48
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	168425	183	920.36	

GPCPD YTD	51.05
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11



December 7, 2023

Mr. Rob Bartoli
Executive Officer
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 4063

Re: Response to Draft Municipal Service Review and Sphere of Influence Review for Westborough Water District – Follow up

Dear Rob,

I just wanted to follow up on our last email and give you an update on the Westborough Water District's (WWD) progress to our responses on the draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Review for WWD.

Findings

WWD agrees with the MSR and SOI determinations.

Recommendations

LAFCo made the following recommendations:

1. Develop A Multi-Year Capital Improvement Plan (CIP)

Update District Capital Improvement Plan – WWD's CIP was last updated in 2020-2021 and is adopted on a one-year cycle. The plan should be updated on an annual basis and consideration of a multi-year CIP. A multi-year plan could help identify critical projects over a longer planning period, prioritize the projects, and identify funding in subsequent budgets. Consistent with best practices WWD should prioritize improvements and identify financing mechanisms to fund CIP projects over time. WWD is a small district with limited potential for new customers. The CIP should take into consideration this constraint and seek economies of scale where appropriate.

It is recommended that the District document the age of its system and conduct comparative analysis to determine what percentage of the effective life of the segment has been used as input to develop long-term CIP priorities and schedule.

LAFCo supports the District's efforts to explore funding strategies for CIP projects. CIP projects could be funded through pursuing grants and low-interest loans, as well as through the use of "Pay-as-you-go." As limited development is expected within the WWD service area, the District should analyze the impact of the different types funding for these needed infrastructure projects on rate payers.

Funding for these CIP projects should be clearly allocated in both the CIP documents and in annual budgets.

WWD Response:

WWD is considering developing a multi-year CIP. The General Manager plans to meet with the Capital Committee to review and prioritize the list of potential projects. WWD is also in the process of finalizing a Request for Proposals for a rate study to be conducted as early as possible so WWD can determine funding for these projects.

Update:

The WWD continues to work on developing a multi-year CIP. Progress has been made and the most critical projects have been ranked. The Capital Improvements Committee will be finalizing the list in the near future.

On August 25, 2023, the WWD sent out a Request for Proposal (RFP) for the 2023 Water and Rate Study that will consider funding mechanisms for future capital projects. The WWD received three proposals. The Rate Study Committee reviewed all three proposals and made a decision to recommend Lechowicz & Tseng to perform this work. The recommendation will be made to the Board of Directors at their December 14, 2023, board meeting.

2. Prepare Staff Reports and Post Full Agenda Packets to Website

The District should consider posting the staff report or other budget narrative on the District's website along with the annual budget. This would allow for a greater understanding of the District's finances and would improve transparency for the public. Budget documents should also show the District's reserve amount and funds allocated to the District's Capital Improvement Plan projects.

LAFCo recommends the creation of staff reports for Board of Director agenda items. The creation of staff reports for Board items can increase transparency and raise public awareness of the issues that are being reviewed and acted on by the Board of Directors. The District could explore sharing services with cities or other special districts to assist in creating the staff reports and compiling an agenda packet.

WWD will consider posting the full board meeting agenda packet to the District's website, in addition to the meeting agenda and minutes.

WWD Response:

WWD's minutes and agenda packets include a great level of detail. WWD does not think it is necessary to create staff reports in addition to the detailed minutes and agenda packets. The General Manager has contacted WWD's website designing team to arrange for board packets to be uploaded to WWD's website, making them available to the public ahead of the board meetings.

Update: The WWD already uploaded the November 10, 2022 board meeting packet to its website.

Update:

Since November 10, 2022, the WWD has been uploading board meeting packets to its website. With its very small staff, WWD has made some progress with the preparation of staff reports for agenda items that involve higher monetary expenditure.

3. Expanding Financial Policies

The District should consider expanding its financial policies to cover additional topics, such as budget preparation process and audit requirements. The District should also review the existing Operating Reserve Policy for potential amendments regarding the annual allocation of funds to the District's reserve.

WWD Response:

The WWD plans on reviewing its financial policies including the budget preparation process and the existing Operating Reserve Policy, among others. The WWD will discuss any policies relating to audits with the District's auditors.

Update:

One of the tasks of the Rate Study will be to have the consultant recommend base level financial policies, including operating reserves among others. The WWD is still working with its auditors on policies relating to audits.

4. Create a Budget Narrative

The District should consider posting the staff report or other budget narrative on the District's website along with the annual budget. This would allow for a greater understanding of the District's finances and would improve transparency for the public. Budget documents should also show the District's reserve amount and funds allocated to the District's Capital Improvement Plan projects.

WWD Response:

WWD plans to add a narrative explanation to the beginning of its budgets. The Budget Committee could provide a summary of any budget change proposals.

Update:

The WWD is working to include budget narratives in its next budget.

5. Archive Video Meetings on WWD's Website

As the District Board is currently meeting remotely over Zoom, it is recommended that the videos of these meetings be posted on the District's website.

WWD Response:

WWD did not post recordings of its board meetings before the pandemic, and does not plan to do so after it goes back to in-person meetings. WWD is concerned that posting videos of meetings from the last two years may create a public expectation for WWD to continue recording the meetings. However, WWD staff will explore alternatives to the current Zoom meeting recordings that do not involve a substantial monetary investment by WWD.

Update:

On March 9, 2023, the WWD Board of Directors resumed in-person meetings. Though the District records the meetings via Zoom, WWD staff has not yet identified any alternatives that do not involve a substantial monetary investment by WWD.

Thank you for the opportunity to respond to your report. Please let me know if you have any questions. I will be more than happy to review them with you.

Sincerely,



Patricia Mairena
General Manager

PM/pm

BAWSCA Meeting of 16 November 2023

I attended the BAWSCA meeting of 16 November 2023 which was held in person at the Foster City Community Center. Prior to the meeting there was a reception celebrating BAWSCA's 20th anniversary, complete with cupcakes, coffee, and many guests. Included were the Papan sisters (Diane, an assemblywoman, and Gina, who is on Millbrae City Council, and both are daughters of Lou Papan, the assemblyman who pushed the bill creating BAWSCA in 2002). Others who were present and spoke were Art Jensen, BAWSCA founding GM/CEO, Senator Jerry Hill, representatives from the offices of Congressman Mullin, State Senator Becker, and Assemblyman Berman, Newsha Ajami, former President and current member of SFPUC, and Dennis Herrera, current SFPUC GM. Also present, but in non-speaking roles were past BAWSCA board members. Our meeting started at the usual time (6:30), but our second order of business were short speeches by the above recounting stories concerning and major accomplishments of BAWSCA. BAWSCA's greatest accomplishment has been changing the relationship between wholesale customers and San Francisco ("that evil neighbor to the north", who, at one time, wanted to place a toll on US 101 to keep others out of SF). Dennis Herrera (who was SF City Attorney when BAWSCA was founded) did say water was overpriced prior to BAWSCA (through audits BAWSCA, since its founding, has been able to recover some \$47 million for wholesale customers) but we were now working as one team. Steve Ritchie even said that although he works for San Francisco (as do the 1000 other employees in Water Enterprise), he really works for, and has his salary paid by, wholesale and retail water customers.

After the celebratory opening which lasted about 45 minutes we had a period for public comment (there was none) and the SFPUC report. Thanks to last year's storms and a cool summer, snowmelt continued to fill Hetchy into September (vs. usual of June) and it is now 86% full (vs. usual of 71%). The Water Bank (in Don Pedro) is also full. October and November has been relatively dry in upcountry, with the Bay Area getting more precipitation than Hetchy. If the rains come to upcountry, SFPUC may have to pass excess water to the Tuolumne as there will be a Mountain Tunnel shutdown for maintenance from early December through late March. Steve Ritchie also talked about SFPUC's Alternative Water Supply planning, saying affordability is one of their main concerns. Obviously they are closely tracking demands (both by customers and the environment) and will build no more than what is necessary to meet their obligation.

After the PUC report we approved the Consent Calendar, including an extension of Tier 2 (drought) allocations for one more year. After consent, Danielle McPherson (BAWSCA) gave a short brief on the status of ongoing Tier 2 negotiations and how by the end of next year we hope to have the new allocations in place. After Danielle, Nicole talked about the Strategy 2045 scoping effort, which was kicked off by the Water Management Rep survey which was recently completed. Whereas our previous Long Term Water Supply Strategy (Strategy 2015) dealt

primarily with seeking more sources of water, thanks in part to our increased conservation efforts (and increased state regulations), the most recent survey indicates Strategy 2045 should concentrate on water supply management services. Nicole digested the 2045 survey into 3 themes and 6 objectives and then sought input from the BAWSCA Board. Although many objectives referred to supply, Nicole said one source of supply is conservation (the board wanted conservation to be mentioned explicitly). We also talked out how BAWSCA could help with capital improvements. BAWSCA cannot fund improvements but can identify grants to help member agencies do projects which help regional supply. Anyhow, tonight was an initial discussion on Strategy 2045 scoping which will be continued in January.

After the above discussions Nicole gave her CEO report, which primarily focused on the State Water Board (Bay Delta) cases. Oral arguments have been completed and the judge may make some rulings in the next 3-6 months. If some rulings go against the State Board, there will then be a remedy phase. My feeling is whichever way the rulings go, I am sure somebody will be filing appeals. That is why we need Voluntary Agreements (or VAs, which was the second thing Nicole briefed). A 6000 page draft staff report has been prepared by the State Board concerning VAs and is currently under review. Public hearings are being scheduled, with public comments being due December 15 (which Steve Ritchie reported has now been extended to January 15). Work (and negotiations) are continuing.

After the CEO report we voted to extend the meeting past the time we are normally expected to adjourn and held our first closed session (on FERC and Bay-Delta). We then had a second closed session with our labor negotiator (Chair Larsson). After that we had to extend the time again and then passed a compensation adjustment for Nicole (an action which should have been completed in September except that we had a quorum issue). After a few items in director discussions we adjourned at about 9:50. Our next meeting will be January 18, 2024.

Notes from JPIA/ACWA 2023 Spring Conference November 27 thru December 30 in Indian Wells, California

JPIA Board of Directors Meeting November 27th

During lunch preceding the meeting Adrienne, new CEO introduced two new JPIA directors namely, Kevin Phillips, Member Outreach and Jennifer Jobe, Pool Program. Meeting started with welcome by President, Melody McDonald who introduced her JPIA staff and directors. She also discussed:

- Retirements on her staff
- Succession planning in place
- Introduced Adrienne Beatty as new CEO following Andy Seles retirement October 1st.
- Encouraged members to chime in during the conference on values and ways JPIA can service the membership.
- Thanked the conference sponsors.

Members voted and approved the following:

- May 8th Meeting Minutes
- JPIA Conflict of Interest Code
- Changes to the JPIA investment Policy (see below)

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

- Executive program for senior level managers for next year including succession planning.
- Doubling efforts on work with organized labor and Ag
- Bills critical to infrastructure investments.
- Climate change
- Regulatory issues that impact the water industry.
- Encouraged agencies to showcase their efforts on Quench California
- Goal of 500 members from the current 472

Investment Policy David de Bernadi, Director of Finance

David reviewed and got approval from the board of directors for PFM JPIA investment advisor recommendation to add working under the Limitations/Diversifications section to clarify the date to used to measure maturity as the settlement date.

Pooled Program Update by Adrienne Beatty, Assistant Executive Director

Adrienne presented the following:

1. The Liability Program with 346 members, renews October 1 each year, 10% rate increase 2023/24
2. Property Program with 288 members, 20% rate increase 2023/24
3. Workers Compensation Program 208 members renews July 1 each year very stable flat rate renewal for 2023/24.
4. Employee Benefits Program with 268 members pharmacy Benefits manager changing to Anthem Carelon; adding Anthem Health Guide concierge customer service benefit; medical costs escalating rapidly due to inflation.
5. Cyber Insurance in progress

Risk Management Updates by Robin Flint, Risk Control Manager

According to Robin the department provides on-site or virtual risk assessments, consultative services, loss reviews, and training services to JPIA members participating in the programs. Last fiscal year he added primary efforts were returning to in-person member Risk Management and onboarding new staff.

Robin also discussed SB 553, Occupational Safety: Workplace Violence Restraining Order now in progress. Another key issue is CDPH has issued a statewide standing order to help reduce morbidity and mortality associated with opioid overdose by facilitating the distribution and administration of Naloxone Hydrochloride (Naloxone) in California.

E.G. “Jerry” Gladbach Leadership Program Update by Sarah Crawford, Training Manager

Sarah talked about the Leadership Essentials Program which began in 2015 calls for dynamic response from water agencies to develop skills needed to lead now and into the future. The program with over 150 graduates offers water agency GMs and leaders a yearlong robust education experience to develop leadership skills and facilitate growth in three spectrums: Members can apply at bit.ly/JPIALeaderDev by April 2024 till June 15, fees apply. There is “Jerry “ E.G. Gladbach Leadership grant to cover tuition and travel for a participant each respectively for Norcal and Socal cohorts.

Risk Control Award Winners by Robin Flint Risk Control Manager

Per Robin the program began in 2019 designed to facilitate a strategic investment by a member in its risk management program to promote safe workplace behavior and operation practices while rewarding employees who demonstrate safe behavior, take part in recognizable proactive activities. She announced the following winners:

1. Montague Water Conservation District
2. Fresno Metropolitan Flood Control District
3. Central Water District

4. Helix Water District
5. Majestic Pines Community Services District
6. Vista Irrigation District
7. West Stanislaus Irrigation District

Employee Benefits by Jennifer Jobe, Director JPIA Coverage Programs

Jennifer stated the program started in 2015 to support employee's wellness program through its annual funding from Anthem Blue Cross for \$75,000 but now to \$100,000. She announced that this year 88 members were awarded the grants.

HR LaBounty Safety Award Winners by Robin Flint, Risk Control Manager

Per Robin the program began in 1999 to promote safe workplace behavior and operation practices while rewarding employees who demonstrate safe behavior, take part in recognizable proactive activities. She announced 21 nominations submitted from 11 members for the fall of 2023 and winning members will be posted on the JPIA website under Safety Awards – Award Winning Submissions.

New Laws Update by Robert Greenfield, JPIA General Counsel

Governor Newsom signed 890 bills into laws per Robert and California Courts continue to issue opinions that shape our state. He also provided updates on the following:

- SB 848 Reproductive Loss Leave
- SB 700 Cannabis in employment apps except for construction jobs
- O'Connor – Ratcliff vs Garnier (SCOTUS Facebook Case)
- Kuciemba vs Victory Woodworks (Employee Spouse COVID Claim)

CEO Update by Adrienne Beatty, JPIA CEO

- Two new directors Kevin Phillips, Director of Member Outreach and Jennifer Jobe, Director Coverage Programs
- 5 new positions needed to staff and handle growing claims.
- Hired a new litigation manager, sr claims adjuster and admin assistant to handle cost estimation.

President's Update by Melody McDonald, JPIA Board President

- JPIA in good hands
- First woman CEO in place as of October 2023
- Leadership staff fully staffed.
- 9/28 Andy Seles retirement party
- Encouraged members to provide feedback.
- Member visits by leadership
- Acknowledged and thanked organization committee and event sponsors.

JPIA November 28th

KYND: Building a Resilient Front Against Cyber Attacks by Ben Duffy

Ben is the VP, Head of North America Sales for KYND, delivering risk technology and services that transform, underwriting capabilities, revolutionizes cyber insurance sales/renewal and enhances managed cyber offerings. KYND has been hired by JPIA to cater to cyber risk challenges for members of ACWA. According to Ben even the smaller water utilities are vulnerable to ransom attacks and his company deliveries are as follows:

- Cyber risk management that can be applied to any business.
- An insurance focused technology and services that help authorities control loss and improve underwriting performance.
- Keep things simple using a non-scoring universal traffic light (red, amber, green) system to monitor and explain cyber risk exposure.

He unveiled for ACWA & KYND future proofing of cyber resilience, insurability and underwriting performance in 2024 and beyond as follows:

- Reduction in cyber risks
- Deepening of cyber risk measures
- Raising digital risk to a key priority for members
- Enhance support for members around cyber insurance applications.
- Resource allocation
- Futureproof the insurance process.

Risk and Insurance Challenges in the Wildfire-Urban Interface, A Panel Discussion

Alan Tokar, Managing Director, Aon – His focus was on ways to provide value to the clients in all aspects of risk management from contract review through mitigation, claims management and innovative approaches to risk transfer.

Frank Frevalt Director of the Wildland Urban Interface (WUI), Cal Poly San Luis Obispo – He believes that the future is frightening and stressed on the development of resilient WUI communities He emphasized on aligning key stakeholders around a core set of parcel and community level mitigations that will disrupt the fire pathways which lead to conflagration. Frank is pursuing the actuarial valuation of risk mitigations, for both the public and private sectors, minimizing property loss to the peril of wildfire. In closing he surmised:

- We are at the end of the beginning; it's time to stop admiring the problem but solve it.
- Environmental and economic calamities have arrived without our permission; move with appropriate urgency.
- Water agencies and WUI communities share common threats and consequences.

Kevin Phillips, JPIA/ACWA Director Member Outreach – He felt that no one owns the problem and recommended a regional (state, county etc.) commitment that all should join the table. He also encouraged the need for jurisdictional and personal mitigation respectively.

Jennifer Jobe, JPIA Coverage Programs Director – Although she felt that renewal is incredibly challenging, her take was in ensuring that the organization has access to broad coverage solutions and services and providing exceptional member support.

ACWA November 28th

Opening Remarks

Pamela Tobin, President, ACWA welcomed the attendees, thanked the sponsors and vendors and recognized the ACWA 2022 – 23 Board of Directors. She said that ACWA and its partners are proud to continue to support and promote California's next generation of water leaders through scholarship programs. She congratulated this year's group of exceptional undergraduate scholarship recipients and looked forward to following their educational and career achievements in the years ahead.

ACWA Update by Dave Egerton, Executive Director

- Legislative and regulatory work in Sacramento that impacts the water industry.
- Bills critical to infrastructure investments.
- Regional events effectiveness
- Attracting talents to the team.
- Encouraged agencies to showcase their efforts on Quench California
- Goal of 500 members from the current 472
- Recognized the immediate ACWA former President, Pam Tobin
- "We work for you."

Keynote Speaker Yana Garcia, California Secretary for Environmental Protection

Yana Garcia was appointed California Secretary for Environmental Protection by Governor Gavin Newsom in August 2022. As Secretary, Yana oversees the state's efforts to fight climate change, protect air and water quality, regulate pesticides and toxic substances, achieve the state's recycling and waste reduction goals, and advance environmental justice. As a member of the Governor's cabinet, she advises the Governor on environmental policy.

Highlights of her presentation are as follows:

- Climate challenges, reducing waste and conservation.
- Modernizing our water system management and infrastructure
- Disadvantaged communities, safe drinking water and water affordability for all

- Diversifying water supplies and recycling
- Race as a challenge in the water industry
- Reduce our reliance on channels that are harmful.
- Goal of 10% water reduction by 2040 due to climate change
- Regulations for point of use and as a way of life
- Working with the Biden admin on water issues
- “We don’t gain in conflict but in partnership.”

PARTNER in Serving CA Public Water Agencies by Adrienne Beatty, JPIA CEO and Melody McDonald. JPIA Board President

Key takeaways are as follows by Melody:

- Changes in JPIA and new woman CEO
- Retirement of Any Seles, former JPIA CEO
- Two new directors Jenniffer Jobe and Kevin Phillips in place
- Succession planning in place
- Providing essential services to ACWA members
- Visiting members
- “How can we serve you better?”
- Acknowledged past ACWA President Pam for her services.
- Congratulated the new ACWA admin led by Cathy Green

Key takeaways are as follows by Adrienne:

- 2022 a challenge for the insurance industry, property program most impacted, 10% rate increase in liability program and workers comp performing well.
- Employees Benefit program facing a 12% increase due to medical inflation.
- 10% increase in medical along with changes in pharmacy, concierge surgery, dental program \$3000 maximum and vision program improvements
- Cyber risk management now in place
- Variety of other resources (legal, HR etc.) available to members

Region 5 Membership Meeting

John Varela, Region 5 Chair welcomed the group with updates on the new ACWA leadership and ACWA Foundation. Robert Greenfield JPIA general Counsel presented a JPIA report, covering safety, award and grants, assistance in risk management, employee hotline, ideas from members and JPIA live podcast.

Los Vaqueros Reservoir Expansion Project by Angela Ramirez-Holmes, Los Vaqueros Reservoir JPA Board Chair

Angela presented the project designed to increase Bay Area and Central Valley water reliability, develop water supplies for wildlife refuges, and improve water quality while protecting Delta Fisheries and providing additional Delta ecosystem benefits. The Phase 2 expansion will increase capacity from 160,000 acre-feet to 275,000 and add

new and modified conveyance facilities to provide broad environmental, water supply reliability, operational flexibility, water quality, and recreational benefits.

The following are the committees:

- Agriculture is working on Delta plan, Ground Water Recharge and Solar Power.
- Business Development working on ACE? program.
- Energy re: CARB for clean fleet and CEC's demand side distribution assets
- Federal Affairs re: Delta conveyance
- Finance re: 2023 Audit approved, 2024 Budget reviewed and multi water agency.
- Groundwater re: Active in groundwater quality and award by DWR
- Legal affairs re: PFAS settlements, water legislation and Prop 218
- Local Government re: Housing activation website and infrastructure requirements for our customers
- Membership re: Connecting past presidents with new members.
- Outreach promoted [QuenchCA.com](https://www.QuenchCA.com) and [Saveourwater.com](https://www.Saveourwater.com) and **Save our Water Campaign**
- State Legislation re: Water bills AB337, SB389 and AB 1594 on zero emission vehicles
- Water Management re: Water plan and Bay Delta Water Quality update
- Water Quality re: Clean Water Act, PFAS liability notification and arsenic levels determinations

ACWA November 30

Roundtable on Making Conservation a California Way of Life

Experts from across the state led discussions for attendees to brainstorm this proposal. The State Water Resources Control Board has proposed a new regulatory framework and started the formal rulemaking for the Making Conservation a California Way of Life Regulation. The draft regulatory text was released in August 2023 and is intended to implement AB 1668 and SB 606. These bills were passed by the Legislature in 2018 to develop a regulatory framework to achieve long-term water use efficiency. The state Water Board anticipates the regulation will become effective January 1, 2025.

Urban retail water suppliers have been actively engaging with the state on its development of the Making Conservation a California Way of Life Regulation. Water suppliers continue to support California's advancement of long-term efficient and wise use of water in a manner that is feasible and cost-effective and does not impair their ability to make long-term investments for climate resilience.

There are concerns that the current proposed regulation would have very significant cost impacts on water suppliers and their customers. The current timeline, which has

the regulation being adopted in summer 2024 with compliance beginning in 2025, is not feasible. Water suppliers also need time to budget for, develop and staff cost-effective programs. Additionally, this regulation hinges on Californians making significant behavioral changes. Educating Californians on the value of making these changes in the most cost-effective manner that supports environmental benefits requires time.

General Luncheon

ACWA outgoing President, Pam Tobin Welcome Remarks covered the following:

1. Gavel passing to the new ACWA leadership led by Cathy Green, President and unveiled the ACWA Region Boards 2024 – 25
2. Steve Hall Scholarship
3. Sponsorship Awards
4. Excellence in Communication Award, Irvine Ranch Water District winner
5. Outreach Taskforce Members
6. Regional Outreach Awards winners

Cathy Green recognized Pam for her years of service and presented her with awards. and gifts. She also called for support from members as she takes over ACWA leadership.

Keynote Speaker Tani Cantil-Sakouye, President and CEO Public Policy Institute of California

Tani was a no show due to illness. In lieu Dave Eggerton and Dave Reynolds reminisced over Dave's 30 years' service as ACWA Director of Federal Relations, the position he held since 1993.

Looking back, Dave said we've tackled more than our fair share of tough issues. He arrived at ACWA during implementation of the Central Valley Project Improvement Act, which presented significant challenges to our water community. A few years later, Bay-Delta policy was front and center with CALFED. Victories have included the Invest in the West campaign that saw \$1 billion in annual water funding for the Bureau of Reclamation. More recently, ACWA worked together to help secure passage of the Bipartisan Infrastructure Law. Right now, ACWA is engaged with our members on PFAS, one of many ongoing issues.