

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Thursday, February 8, 2024  
7:30 p.m.  
**Westborough Water District Office**  
**2263 Westborough Boulevard, South San Francisco**

**1. ROLL CALL:**

**2. PLEDGE OF ALLEGIANCE:**

**3. CONSENT CALENDAR:**

All items listed under the Consent Calendar are approved by a single motion of the Board. A Board member may request removal of any item for discussion and separate action:

A. Approval of Minutes:

1. Regular Meeting of January 31, 2024.

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

C. Investment Report for Period Ending January 31, 2024.

D. Claims Register for January 31, 2024.

**4. PUBLIC COMMENT:**

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

**5. BUSINESS (OLD):**

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

**6. BUSINESS (NEW):**

## REGULAR MEETING OF THE BOARD OF DIRECTORS

February 8, 2024

Page 2 of 2

- A. Consideration to Approve Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2024.
- B. Review/Approve EKI's Proposal for the 2024 Urban Water Use Objective Report and Annual Water Supply and Demand Assessment.
- C. Consideration to Move the May 9, 2024, Regular Board Meeting to May 2, 2024.
- D. Nominations for the ACWA Region 5 Board Vacancy for the 2024-2025 Term.

**7. WRITTEN COMMUNICATIONS:** None

**8. ATTORNEY'S REPORT:**

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

- A. Report on District's Water Conservation for January 2024.
- B. Update on the 2023 Water and Sewer Rate Study.

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

- A. Report on CSDA San Mateo Chapter Meeting of January 16, 2024 (Chambers).
- B. Report on BAWSCA Meeting of January 18, 2024 (Chambers).

**11. CLOSED SESSION:** None

**12. ADJOURNMENT:**

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

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

**Thursday, January 11, 2024**

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

**1. ROLL CALL:**

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

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

Visitors Present: Sergio Medina

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

**3. CONSENT CALENDAR:**

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

Director Medina moved to approve the Consent Calendar as written, seconded by Director Bautista.

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

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

**6. BUSINESS (NEW):**

**A. Appointment of Board Committees by President Chambers.**

General Manager Mairena displayed the list of the current Board Committees. President Chambers asked the Board if there were any comments to the list of the board committees. With no comments, President Chambers made no changes to the list.

**B. Consideration to Authorize Director/Staff Attendance to the ACWA/JPIA Spring Conference, Sacramento, California, May 7 thru May 9, 2024.**

President Chambers reminded the Board that the regular board meeting of May 9<sup>th</sup> would probably need to be rescheduled as it fell on the same week as the ACWA Conference, and suggested moving it to May 2<sup>nd</sup>, as the BAWSCA meeting fell on the following Thursday, May 16<sup>th</sup>.

President Chambers asked if a decision needed to be made today. Attorney Conneran stated this item was agendaized. General Manager Mairena mentioned that for the purposes of registration and hotel reservations, it would be good to do it as soon as possible.

President Chambers inquired if there were any directors who would be interested in attending this event.

Director Medina conveyed her interest in attending this conference. President Chambers expressed that he would like to attend as well. General Manager Mairena also expressed her interest but stated that two people attending was enough and she would need to prioritize whatever was happening in the District first. President Chambers replied that we could sort that out later and for now, just registering two people would be fine.

Director Bautista moved to approve Director Medina and either President Chambers or General Manager Mairena to attend the ACWA/JPIA Spring Conference, Sacramento, California, May 7, thru May 9, 2024, seconded by Director Amuzie.

The motion was carried unanimously.

**7. WRITTEN COMMUNICATIONS: None**

**8. ATTORNEY'S REPORT:**

Attorney Conneran updated the Board on the Sheetz vs. County of El Dorado case that he brought up at the last board meeting and which was argued in the U.S. Supreme Court this

week. Attorney Conneran explained that the case involved developer fees and what restrictions may be placed by a decision in this case. Attorney Conneran mentioned that the oral arguments presented many different opinions and while there may be a ruling that public agencies cannot simply set any number they want by legislative action, he did not think the plaintiffs that brought up the lawsuit would get their desired outcome, which would be a requirement that fees be set individually, which is not feasible. Attorney Conneran stated that the current system in place in California was satisfactory, as studies on the proper amount of connection fees were already required.

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

**A. Report on District's Water Conservation for December 2023.**

General Manager Mairena displayed the comparison charts and reported that water consumption for December 2023 had gone slightly up in comparison to last month's consumption. General Manager Mairena mentioned that the District was entering a period of conservation for January-February and that she expected the usage to decrease.

**B. Update on the 2023 Water and Sewer Rate Study.**

Engineer Joubin Pakpour reminded the Board that, in December 2023, the District had authorized a contract with the rate study consultant, Lechowicz and Tseng (L&T). Engineer Pakpour provided an update on what had been happening. He mentioned that over the last month, even throughout the holidays, L&T had submitted to the District a laundry list of about 25 data items which General Manager Mairena and Office Supervisor Bellinger had sent it on a timely manner. Engineer Pakpour stated that the goal is to meet Prop. 218 and to be able to have a rate adjustment on July 1<sup>st</sup>. Engineer Pakpour mentioned that he had emailed L&T to schedule the first virtual meeting, and once there was a draft report, then a meeting with the Rate Study subcommittee could be scheduled.

**C. Update on the Skyline Tank No. 3 Structural Upgrade Project.**

Engineer Pakpour brought with him exhibits which he shared with the Board. These exhibits showed the proposed work to be done to retrofit the tank. He explained that the seismic analysis done about ten years ago on all three tanks indicated that this tank was the most vulnerable to any seismic event; hence the reason it was the first tank to be retrofitted. Engineer Pakpour mentioned that this tank does not have a foundation, it just sits on the ground, and with seismic activity, the tank could experience a phenomenon called "Elephant's Foot," where the tank would not rupture or spill out the water, but instead the steel would just



Four of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 11, 2024

pop out. Engineer Pakpour proceeded to review with the Board the measures that will be taken to seismically retrofit this tank.

Director Medina asked if there was any damage to the tanks during the 1989 earthquake. General Manager Mairena replied there was no damage. Engineer Pakpour mentioned that in the historical records, no damage was shown, but they were designing the tanks to be operable with no damage after a maximum credible earthquake. Engineer Pakpour stated that the codes had changed about a year and a half ago, and the new codes would be incorporated into this retrofit.

President Chambers inquired if work on Skyline Tank No.2 was moving up in priority due to seismic work. General Manager Mairena replied it was as a result of the SWRCB Sanitary Survey findings due to the painting and coating. Engineer Pakpour mentioned that the seismic work should be done first because it would destroy any new coating, and it would be a waste of money.

**D. Update on the Greendale Dr. Easement Sanitary Sewer Improvements Project.**

Engineer Pakpour brought with him exhibits which he shared with the Board. These exhibits showed the proposed layout of the project to replace the sewer pipe. Engineer Pakpour explained the difficulty of replacing this pipe, especially because of the slope and its location within an easement. Engineer Pakpour reviewed how pipe bursting could have been a good option, but unfortunately, sags were detected on this line, so that was ruled out in this case.

Engineer Pakpour stated that once the design is completed, the project can be shelved until it can be combined with a larger project to get better bids and spread out the fixed costs. Minimal, to no redesign will be needed if the project is shelved for a few years. Engineer Pakpour told the Board that he will come back in the future with recommendations.

Attorney Conneran asked if the project was staying within the District's easement and if we were abandoning the old pipe in place. Engineer Pakpour replied that we surely were and that the old pipe would probably be grouted.

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

President Chambers reported that CSDA was attempting to reactivate the local chapter of the CSDA and there was a meeting scheduled for next Tuesday, and also there was a BAWSCA meeting scheduled for next Thursday.

Five of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 11, 2024

Director Amuzie asked what the CSDA was. Attorney Conneran replied it was the California Special Districts Association, which encompassed all kinds of special districts including, water, fire, community services, sanitary, et cetera, and one of their roles was to appoint two members to LAFCo. President Chambers asked Attorney Conneran if CSDA meeting fell under the Brown Act. Attorney Conneran replied that they did not because it was not a governmental agency.

General Manager Mairena asked President Chambers if she should forward the meeting information to Director Richards, since she was also part of the CSDA board committee.

President Chambers agreed and stated the meeting was also virtual.

**11. CLOSED SESSION:** None

**12. ADJOURNMENT:**

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

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Secretary

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President

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Date

**Westborough Water District**

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



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



## **Westborough Water District**

### **Table of Contents**

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



**Chavan and Associates, LLP**  
Certified Public Accountants

**Accountant's Compilation Report**

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

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

February 02, 2024  
Morgan Hill, California

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

**ASSETS**

**Current Assets:**

Cash (Including \$4,598,557 in Time Deposits)	\$ 5,341,098
Receivables	
Lease	28,116
Water	867,021
Other	58,883
Prepaid Expenses and Other	57,433
Inventory	233,238
<b>Total Current Assets</b>	<b>6,585,789</b>

**Non-Current Assets:**

Lease Receivable	268,016
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	103,684
Water Facility	8,173,772
Building	1,503,835
Joint-Use Facilities	94,907
Meters	1,004,883
Office Furniture and Equipment	157,741
Maintenance Facility	478,623
Sewer Facility	3,408,400
<b>Total Utility Plant in Service (Capital Assets)</b>	<b>15,108,478</b>
Less Accumulated Depreciation	(7,060,124)
<b>Utility Plant in Service-Net Depreciation Expense</b>	<b>8,048,354</b>
<b>Total Non-Current Assets</b>	<b>8,316,370</b>

<b>Total Assets</b>	<b>\$ 14,902,159</b>
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**DEFERRED OUTFLOWS**

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

(continued)

*See accompanying notes and accountant's compilation report*

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

**LIABILITIES**

**Current Liabilities:**

Accounts Payable (Note 2)	\$ 1,081,232
Customers' Deposits	405,930
Unearned Revenue	15,662
Total Current Liabilities	<u>1,502,824</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>\$ 1,960,792</u>
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**DEFERRED INFLOWS**

Deferred Lease Inflows	\$ 267,260
Deferred Pension Inflows	306,437
Deferred OPEB Inflows	323,286

Total Deferred Inflows	<u>\$ 896,983</u>
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**NET POSITION**

Net Investment in Capital Assets	\$ 8,048,354
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	290,671
Unappropriated	1,524,233

Total Net Position	<u>\$ 12,404,734</u>
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(concluded)

*See accompanying notes and accountant's compilation report*

**Westborough Water District**  
**Statement of Activities**  
**For the six months ended December 31, 2023**

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<b>Operating Revenue:</b>	
Water Sales (Note 3)	\$ 2,221,078
Sewer Svc. and Transfer Charges	1,770,441
Misc. Operations	12,338
Capital Facility Income	27,010
<b>Total Operating Revenue</b>	<u>4,030,867</u>
<b>Operating Expense:</b>	
Water Expenditures	1,438,907
Sanitary Sewer Expenditures	1,404,547
Admin. and General Expenditures	613,248
Depreciation	170,194
<b>Total Operating Expenses</b>	<u>3,626,896</u>
<b>Operating Income (Loss)</b>	403,971
<b>Non-operating Income (Expense):</b>	
Property Taxes	341,264
Investment Interest	70,092
Other	6,305
<b>Total Non-operating Income (Expense)</b>	<u>417,661</u>
<b>Change in Net Position</b>	821,632
<b>Net Position - Beginning</b>	<u>11,583,102</u>
<b>Net Position - Ending</b>	<u>\$ 12,404,734</u>

*See accompanying notes and accountant's compilation report*



**Westborough Water District**  
**Selected Information - Substantially All Disclosures Required by**  
**Generally Accepted Accounting Principles are Not Included**  
**December 31, 2023**

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

**NOTE 2 -** Accounts payable at December 31, 2023, includes \$922,542 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 \$(5,347) to account for uncollectible water receivables for the period.

**NOTE 5 -** Changes in utility plant in-service for the six months ended December 31, 2023, were as follows:

Beginning Balance	\$ 15,067,070
Engineering	-
Surveying	-
Contractors	-
Other Fixed Assets	41,408
Ending Balance	<u>\$ 15,108,478</u>

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

	December	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Operating Revenue:</b>						
Water Sales (Note 3)	\$ 336,885	\$ 2,221,078	\$ 4,196,733	52.92%	2.92%	\$ 122,712
Sewer Svc. and Transfer Charges	295,439	1,770,441	3,284,888	53.90%	3.90%	127,997
Misc. Operations	2,812	12,338	19,200	64.26%	14.26%	2,738
Capital Facility Income	3,142	27,010	-	100.00%	100.00%	27,010
<b>Total Operating Revenue</b>	<b>638,278</b>	<b>4,030,867</b>	<b>7,500,821</b>	<b>53.74%</b>	<b>3.74%</b>	<b>280,457</b>
<b>Operating Expense:</b>						
Water Expenditures	235,241	1,438,907	2,892,667	49.74%	0.26%	7,427
Sanitary Sewer Expenditures	238,090	1,404,547	2,925,026	48.02%	1.98%	57,966
Admin. and General Expenditures	142,769	613,248	1,302,458	47.08%	2.92%	37,981
Depreciation	28,937	170,194	365,000	46.63%	3.37%	12,306
<b>Total Operating Expenses</b>	<b>645,037</b>	<b>3,626,896</b>	<b>7,485,151</b>	<b>48.45%</b>	<b>1.55%</b>	<b>115,680</b>
<b>Operating Income (Loss)</b>	<b>(6,759)</b>	<b>403,971</b>	<b>15,670</b>	<b>2577.99%</b>	<b>2528.00%</b>	<b>396,137</b>
<b>Non-operating Income (Expense):</b>						
Property Taxes	43,788	341,264	676,549	50.44%	0.44%	2,990
Investment Interest	13,972	70,092	90,107	77.79%	27.79%	25,039
Other	8	6,305	36,192	17.42%	-32.58%	(11,791)
<b>Total Non-operating Income (Expense)</b>	<b>57,768</b>	<b>417,661</b>	<b>802,848</b>	<b>52.02%</b>	<b>2.02%</b>	<b>16,238</b>
<b>Net Income (Loss)</b>	<b>\$ 51,009</b>	<b>\$ 821,632</b>	<b>\$ 818,518</b>	<b>100.38%</b>	<b>50.38%</b>	<b>\$ 412,375</b>

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

	December	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Water Expenditures:</b>						
Salaries	\$ 53,977	\$ 227,804	\$ 440,370	51.73%	-1.73%	\$ (7,619)
Salaries Overtime	1,174	3,271	9,000	36.34%	13.66%	1,229
Benefits	9,161	81,031	123,323	65.71%	-15.71%	(19,370)
OPEB	-	3,587	2,808	127.74%	-77.74%	(2,183)
Payroll Taxes	3,373	16,902	34,825	48.53%	1.47%	511
Technical Communications	681	4,524	11,260	40.18%	9.82%	1,106
Utilities	10,758	82,578	162,716	50.75%	-0.75%	(1,220)
Supplies and Small Tools	1,238	5,274	15,000	35.16%	14.84%	2,226
Maintenance of System	-	59,605	59,905	99.50%	-49.50%	(29,653)
Special Services	5,284	20,158	91,717	21.98%	28.02%	25,701
Vehicle Expense	3,347	25,041	35,000	71.55%	-21.55%	(7,541)
Water Purchases	146,248	909,132	1,906,743	47.68%	2.32%	44,240
Total Water Expenditures	235,241	1,438,907	2,892,667	49.74%	0.26%	7,427
<b>Sanitary Sewer Expenditures:</b>						
Treatment & Disposal	212,457	1,276,909	2,715,565	47.02%	2.98%	80,874
Utilities	10,350	64,248	137,600	46.69%	3.31%	4,552
Repair of Pipelines	-	-	5,000	0.00%	50.00%	2,500
Repair of Pumps	8,822	22,203	20,000	111.02%	-61.02%	(12,203)
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	6,461	36,917	46,861	78.78%	-28.78%	(13,487)
Total Sanitary Sewer Expenditures	238,090	1,404,547	2,925,026	48.02%	1.98%	57,966

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

	December	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Administrative and General Expenditures:</b>						
Salaries	68,597	276,157	532,572	51.85%	-1.85%	(9,871)
Salaries-Temporary	749	749	2,000	37.45%	12.55%	251
Salaries-Overtime	-	-	1,500	0.00%	50.00%	750
Employee Benefits	13,072	109,410	207,101	52.83%	-2.83%	(5,860)
OPEB	-	5,381	4,689	114.76%	-64.77%	(3,037)
Office Supplies and Postage	132	4,937	14,151	34.89%	15.12%	2,139
Memberships	17,345	32,114	48,129	66.72%	-16.73%	(8,050)
Utilities	141	273	1,559	17.51%	32.52%	507
Telephone	364	2,170	4,534	47.86%	2.14%	97
Payroll Taxes	2,437	14,219	42,770	33.25%	16.75%	7,166
Water Conservation	384	1,084	10,000	10.84%	39.16%	3,916
Building & Grounds Maintenance	686	4,699	14,180	33.14%	16.86%	2,391
Parking Rentals	450	2,700	5,760	46.88%	3.13%	180
Directors Fees	600	3,600	11,300	31.86%	18.14%	2,050
Engineering Services	-	8,777	55,000	15.96%	34.04%	18,723
Accounting	3,750	14,926	37,960	39.32%	10.68%	4,054
Legal	2,036	7,931	25,400	31.22%	18.78%	4,769
Billing	6,557	31,941	55,347	57.71%	-7.71%	(4,268)
Communications	1,943	6,112	28,633	21.35%	28.66%	8,205
Insurance	10,755	36,097	78,777	45.82%	4.18%	3,292
Bad Debts (Note 1)	-	-	2,000	0.00%	50.00%	1,000
Travel	752	2,783	13,626	20.42%	29.58%	4,030
Miscellaneous	12,019	47,188	105,470	44.74%	5.26%	5,547
Total Admin. and General Expenditures	142,769	613,248	1,302,458	47.08%	2.92%	37,981
Depreciation Expense	28,937	170,194	365,000	46.63%	3.37%	12,306
Total Expenses	\$ 645,037	\$ 3,626,896	\$ 7,485,151	48.45%	1.55%	\$ 115,680

WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JANUARY 31, 2024

LOCAL AGENCY INVESTMENT FUND  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$4,460,803.18
01/12/24	\$ 29,779.85	Interest Earned	\$4,490,583.03
		Ending Balance	\$4,490,583.03

Total Investments Last Report Period = \$4,460,803.18  
Total Investments at End of Report Period = \$4,490,583.03

Effective Interest Rate: 3.929%  
(as of 12/23)

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

February 01, 2024

[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

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1746479	N/A	SYSTEM	29,779.85

### Account Summary

Total Deposit:	29,779.85	Beginning Balance:	4,460,803.18
Total Withdrawal:	0.00	Ending Balance:	4,490,583.03



WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JANUARY 31, 2024

MULTI-BANK SECURITIES, INC.  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$139,415.16
01/31/24	\$ 335.58	Change in Account Value	\$139,750.74
		Ending Balance	\$139,750.74

Total Investments Last Report Period = \$139,415.16  
Total Investments at End of Report Period = \$139,750.74

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

Approved by:



Patricia Mairena  
General Manager

PM/pm

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

# Brokerage Account Statement

January 1, 2024 - January 31, 2024  
Account Number: RMB-023565

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

## Portfolio at a Glance

	This Period
<b>BEGINNING ACCOUNT VALUE</b>	\$139,415.16
<b>Net Change in Portfolio<sup>1</sup></b>	335.58
<b>ENDING ACCOUNT VALUE</b>	\$139,750.74
Estimated Annual Income	\$5,005.50

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

## Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	139,415.16	139,750.74
100%	<b>Account Total</b>	<b>\$139,415.16</b>	<b>\$139,750.74</b>

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

## Client Service Information

### Your Account Executive: MBP

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

### Contact Information

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

### Client Service Information

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

## Your Account Information

### INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

### TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out

Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out

Default Method for all Other Securities: First In First Out

### BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes

Accrual market discount method for all other bond types: Constant Yield Method

Include market discount in income annually: No

### ELECTRONIC DELIVERY

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

Statements and Reports

Notifications

Tax Documents

Trade Confirmations

Prospectus

Proxy/Shareholder Communications

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

## Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
<b>FIXED INCOME 100.00% of Portfolio</b> (In Maturity Date Sequence)						
<b>Certificates of Deposit</b>						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	99.1140	139,750.74	1,714.21	5,005.50	3.58%
<b>Total Certificates of Deposit</b>	141,000.0000		\$139,750.74	\$1,714.21	\$5,005.50	
<b>TOTAL FIXED INCOME</b>	141,000.0000		\$139,750.74	\$1,714.21	\$5,005.50	
				Accrued Interest	Estimated Annual Income	
<b>Total Portfolio Holdings</b>			\$139,750.74	\$1,714.21	\$5,005.50	

## 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.



January 1, 2024 - January 31, 2024  
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures (continued)****Estimated Annual Figures**

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

**Reinvestment**

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

**Option Disclosure**

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

**Certificates of Deposit**

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

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

**Foreign Currency Transactions**

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



## Portfolio Holdings Disclosures (continued)

### Proxy Vote (continued)

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.

### Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

## Messages

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

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

Important Reminder for Pershing's 2023 IRS Form 1099 (B, DIV, INT, OID and MISC): As a reminder, by February 15, 2024, you will be mailed either your 1099 form or a Pending 1099 Notice. The Pending 1099 Notice will be sent if issuers of securities you hold have not yet provided their final tax information. It will inform you of the securities that are pending final reporting and will provide the anticipated mail date of your 1099 form. Your 1099 will be mailed no later than March 15, 2024.

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)



January 1, 2024 - January 31, 2024  
WESTBOROUGH WATER DISTRICT**Messages (continued)**

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).

**Go Paperless by Selecting 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 to set-up your preferences. Enrollment can be activated as quickly as the day you register, and you will be notified when documents are available in an online, password-protected portal.

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

**Important Information and Disclosures****The Role of Pershing**

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



## Important Information and Disclosures (continued)

### The Role of Pershing (continued)

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.**

3.C.9

## CLAIMS REGISTER: JANUARY 2024

### 1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 55,644.69

#### Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-02/24)	15,005.83
ACWA/JPIA (Workers' Compensation Program, 10/01/23-12/31/23)	4,116.06
Aqua-Metric Sales (Annual Sensus Software Support Agmt, 02/24-02/25)	2,837.91
Aqua-Metric Sales ((6) Omni Meters 1 1/2")	2,893.17
Aramark (WWD Jacket for GM Mairena)	151.37
AT&T (P.S. Phone Bill to 01/01/24)	509.61
AT&T Mobility (Field & Office Cell Phones, 12/03/23-01/02/24)	335.81
BAWSCA (FY 22-23 3rd Quarter Assessment & Water Loss Control Program, 12/23)	7,154.00
Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 02/01/24-04/30/24 )	193.26
Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 02/01/24-04/30/24)	279.21
Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm 02/01/24-04/30/24)	387.24
Bess TestLab (Locating 14" Pipeline, Pymt #1)	2,800.00
CalPERS (Retirement Contributions-01/15/24)	6,304.48
CalPERS (Retirement Contributions-01/31/24)	6,304.46
Capital One Trade Credit (Field Supplies at OSH-Millbrae)	59.01
Corbin Willits Systems (W2 Electronic Reporting Add On)	915.00
Colina Association (Three Parking Spaces Rental, 02/24)	450.00
Direct Line (Answering Service, 12/15/23-01/14/24)	442.52
EFTPS (Employment Taxes-01/15/24)	11,346.88
EFTPS (Employment Taxes-01/31/24)	11,173.58
EDD (Employment Taxes-01/15/24)	2,606.47
EDD (Employment Taxes-01/31/24)	2,506.62
Employment Develop. Dept. (Quarterly Payroll Taxes-4th Qtr.)	82.24
Hach (Chemkey - Chlorine, Nitrite & Tray)	899.83
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-12/23)	2,562.50
Home Depot Credit Services (Field Supplies to 01/13/24)	480.69
J. Snell & Co., Inc (Service on Neopost - Folder/Inserter Machine)	361.95
Lowe's Business (Field Supplies to 01/17/24)	123.43
Mairena, Patricia (GM Mairena's Internet Services, 12/27/23-01/26/24) & 12/23 Gym Membership)	84.99
MRC (Xerox Copier Maintenance Agreement, 12/19/23-01/18/24)	98.29
North Coast County Water (Share of PG&E Bill-09/23-12/23)	48.36
Office Depot (Office Supplies )	98.18
PG&E (Summary Bill to 01/22/24)	29,960.89
Pakpour Consulting Group, Inc. (Engineering Services -12/23)	15,385.14
Precise Printing & Mailing (Printing & Mailing, 01/15/24 Bills)	1,485.54
Selerum (Core Isolation Windows on GM Mairena's Computer)	69.00
SF Water Dept. (Water Purchases, 12/06/23-01/04/24)	146,648.31
SFPUC Financial Serv. - Acctg. (Sub Asbestos Testing, & Bacteria Analyses, 10/23 )	1,525.00
San Mateo County (2nd Property Tax Installment)	1,241.52
So. SF Scavengers (Garbage Services, 12/23)	114.42
Telstar Instruments, Inc (Additional Repairs at Avalon P.S.)	2,025.00

Tri Counties Bank (Monthly Credit Card Charges Thur 12/31/23)	2,262.86
WEX Bank (Wright Express-Gas Purchases to 01/15/24)	1,040.85

**SUB-TOTAL** \$ 341,016.17

*Updated Checks Voided During Month:*


**TOTAL CLAIMS REGISTER AMOUNT** \$ 341,016.17

REPORT.: Feb 06 24 Tuesday  
 RUN....: Feb 06 24 Time: 08:39  
 Run By.: Wendy Bellinger  
 Control Date.: 02/05/24

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

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

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
010124-	DIRECTOR AMUZIE'S INTERNET SERVICE, 01/10-02/09	01/01/24	02-24	A	59450		65.00	.00	65.00
		01/01/24	08-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

012224-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 02/24	01/22/24	02-24	A	59450		65.00	.00	65.00
		01/22/24	08-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: CAS01 (PETTY CASH)

013124-	MISC. EXPENSES - 01/24	01/31/24	02-24	A	59450		55.98	.00	55.98
		01/31/24	08-24						
** Vendor's Subtotal ----->							55.98	.00	55.98

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

011124-	DIRECTOR CHAMBERS' INTERNET SERVICE, 01/16-02/15	01/11/24	02-24	A	59450		65.00	.00	65.00
		01/11/24	08-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

010124-	DIRECTOR MEDINA'S INTERNET SERVICE, 01/10-02/09	01/01/24	02-24	A	59450		65.00	.00	65.00
		01/01/24	08-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: OHR01 (OHR1, RACHANA)

011624-	ONE WWD WASHING MACHINE REBATE FOR ACCT OHR0001	01/16/24	02-24	A	59450		100.00	.00	100.00
		01/16/24	08-24						
** Vendor's Subtotal ----->							100.00	.00	100.00

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

123123-	DIRECTOR RICHARDS' INTERNET SERVICE, 01/24	12/31/23	02-24	A	59450		65.00	.00	65.00
		12/31/23	08-24						
** Vendor's Subtotal ----->							65.00	.00	65.00

VENDOR I.D.: SAN02 (SFPUC FINANCIAL SERV.-FINANCE)

I0003668-	BACTERIA ANALYSES, 11/23	01/29/24	02-24	A	59450		500.00	.00	500.00
		01/29/24	08-24						
I0003683-	SUB, THM, HALOCETRIC & BACTERIA ANALYSES, 12/23	01/31/24	02-24	A	59450		1465.00	.00	1465.00
		01/31/24	08-24						
** Vendor's Subtotal ----->							1965.00	.00	1965.00

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

020124-	SEMI-ANNUAL PO BOX FEE, NO 2747	02/01/24	02-24	A	59450		266.00	.00	266.00
		02/01/24	08-24						
** Vendor's Subtotal ----->							266.00	.00	266.00

REPORT: Feb 06 24 Tuesday  
 RUN....: Feb 06 24 Time: 08:39  
 Run By.: Wendy Bellinger  
 Control Date.: 02/05/24

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

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

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

		Invoice Date	Actual Period						
Invoice No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount	
013124-	PAYROLL TRANSFER - 01/24	01/31/24	02-24	A	59450	51828.30	.00	51828.30	
		01/31/24	08-24						
		** Vendor's Subtotal ----->				51828.30	.00	51828.30	
-----									
		VENDOR I.D.: \C050 (GERVACIO R. CASTRO )							
000C40101-	MQ CUSTOMER REFUND FOR CAS0041	02/01/24	02-24	Z	59450	125.36	.00	125.36	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				125.36	.00	125.36	
-----									
		VENDOR I.D.: \C051 (OLIVIA CHEN )							
000C40101-	MQ CUSTOMER REFUND FOR CHE0277	02/01/24	02-24	Z	59450	29.84	.00	29.84	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				29.84	.00	29.84	
-----									
		VENDOR I.D.: \E002 (PAUL MARK ESGUERRA )							
000C40101-	MQ CUSTOMER REFUND FOR ESG0001	02/01/24	02-24	Z	59450	16.69	.00	16.69	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				16.69	.00	16.69	
-----									
		VENDOR I.D.: \G007 (DAVID & KIMBERLY GREGORY )							
000C40101-	MQ CUSTOMER REFUND FOR GRE0019	02/01/24	02-24	Z	59450	63.36	.00	63.36	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				63.36	.00	63.36	
-----									
		VENDOR I.D.: \H006 (RICHIE HUYNH )							
000C40101-	MQ CUSTOMER REFUND FOR HUY0006	02/01/24	02-24	Z	59450	134.60	.00	134.60	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				134.60	.00	134.60	
-----									
		VENDOR I.D.: \L001 (TIFFANY LAU )							
000C40101-	MQ CUSTOMER REFUND FOR LAU0084	02/01/24	02-24	Z	59450	92.57	.00	92.57	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				92.57	.00	92.57	
-----									
		VENDOR I.D.: \R010 (JIAN ZHAN/ RVESTORS LLC )							
000C40101-	MQ CUSTOMER REFUND FOR REV0005	02/01/24	02-24	Z	59450	78.51	.00	78.51	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				78.51	.00	78.51	
-----									
		VENDOR I.D.: \R011 (JONAR REYES )							
000C40101-	MQ CUSTOMER REFUND FOR REY0068	02/01/24	02-24	Z	59450	6.56	.00	6.56	
		02/01/24	08-24						
		** Vendor's Subtotal ----->				6.56	.00	6.56	
-----									
		VENDOR I.D.: \R012 ( ROCKAWAY RESIDENTIAL MGMT)							

REPORT.: Feb 06 24 Tuesday  
 RUN....: Feb 06 24 Time: 08:39  
 Run By.: Wendy Bellinger  
 Control Date.: 02/05/24

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

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

VENDOR I.D.: \R012 ( ROCKAWAY RESIDENTIAL MGMT)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
000C40101-	MQ CUSTOMER REFUND FOR ROC0006	02/01/24	02-24	Z	59450	139.73	.00	139.73
		02/01/24	08-24					
** Vendor's Subtotal ----->						139.73	.00	139.73

VENDOR I.D.: \T001 (GEORGE TANKERSLEY )

000C40101-	MQ CUSTOMER REFUND FOR TAN0085	02/01/24	02-24	Z	59450	60.80	.00	60.80
		02/01/24	08-24					
** Vendor's Subtotal ----->						60.80	.00	60.80

VENDOR I.D.: \T026 (CATHY TANG )

000C40101-	MQ CUSTOMER REFUND FOR TAN0095	02/01/24	02-24	Z	59450	130.20	.00	130.20
		02/01/24	08-24					
** Vendor's Subtotal ----->						130.20	.00	130.20

VENDOR I.D.: \T027 (JOANNE TOM )

000C40101-	MQ CUSTOMER REFUND FOR TOM0041	02/01/24	02-24	Z	59450	129.23	.00	129.23
		02/01/24	08-24					
** Vendor's Subtotal ----->						129.23	.00	129.23

VENDOR I.D.: \W015 (KATHY WONG )

000C40101-	MQ CUSTOMER REFUND FOR WON0351	02/01/24	02-24	Z	59450	96.96	.00	96.96
		02/01/24	08-24					
** Vendor's Subtotal ----->						96.96	.00	96.96

\*\* Report's Total -----> 55644.69 .00 55644.69  
 =====

\*\* Total Vendors On This Report -----> 23  
 =====

\*\* Total Vendors Needing Checks -----> 23  
 =====

Code Title  
 ---  
 A IMMEDIATE





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

January 5, 2024

Mr. Greg Young  
169 Valleyview Way  
South San Francisco, CA 94080

Re: Appeal for Water Billing Adjustment, Account No. YOU0038 to Board of Directors

Dear Mr. Young,

As previously agreed, we placed your request for additional billing adjustments for your account no. YOU0038 on the board agenda, and at their December 14, 2023, board meeting, the Westborough Water District Board of Directors reviewed at length your request and determined that:

- The water was registered by your meter. The meter was later tested by District staff showing accurate registering. At your request, that meter ended up being replaced.
- You may test your old meter or have an independent company test it at your own cost. District staff can provide you with a referral.
- The Board agreed with the previously granted adjustments and decided not to deviate from the established policy by granting any additional adjustments, due to the District still having to pay for the water to the San Francisco Water Department (SFPUC\*).
- The Board requested that at the very minimum, you pay your regular bill amounts and they offered you an extended payment plan for up to one year to pay the remaining balance of the two bills in question; a form is enclosed.

The following amounts will need to be paid in order to set up a payment plan:

09/15/23 bill = \$71.12 (*amount eligible for extended payment = \$510.58*)

11/15/23 bill = \$53.04 (*amount eligible for extended payment = \$250.08*)

Total amount due now = \$124.16

*Total amount eligible for extended payment = \$760.66*

If you need additional assistance, please contact me at (650) 589-1435.

Mr. Greg Young

January 5, 2024

Page 2 of 2

Sincerely,



Patricia Mairena  
General Manager

PM/pm

Enclosure: Request for Amortization of Water

*\*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.*

## REQUEST FOR AMORTIZATION OF WATER

Name: \_\_\_\_\_

Account No. \_\_\_\_\_

Address: \_\_\_\_\_

Route/Service \_\_\_\_\_

Phone No. (       ) \_\_\_\_\_

I acknowledge that I am indebted to the **Westborough Water District (District)** in the amount of \$\_\_\_\_\_ which amount is delinquent. I certify that I am financially unable to pay that amount within the normal period for payment. I agree to furnish the District information about my financial affairs to support this request. I request that I be permitted to pay the amount due over \_\_\_\_\_ months. If this request is granted, I agree:

1. To pay the amount due in \_\_\_\_\_ equal installments.
2. To pay current charges and future water and sewer charges when due.
3. If I fail to pay the amounts due under 1 or 2 above, I am entitled to no more than 48 hours' notice before water service is terminated, and I am not entitled to future investigation and/or amortization of my bill.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Signature of Customer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

### *For Use by District Only*

The above request is:

Granted ☐

Denied ☐

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Note:** If termination of service would be life threatening, you may attach a written certification to that effect signed by a licensed physician and surgeon explaining the circumstances, in support of your request for amortization.



February 1, 2024

Patricia Mairena  
General Manager  
**Westborough Water District**  
2263 Westborough Blvd  
South San Francisco, CA 94083-2747

**Subject: Request for Billing Rate Increase**

Dear Patricia,

We respectfully request an adjustment to our billing rates effective March 1, 2024 as detailed on the next page. We last adjusted our billing rates 12 months ago on March 1, 2023. The request represents an average increase of **3.5%**.

A 5% direct expense fee will continue to be added to the above rates for mileage, telephone, plots, prints, etc. Sub-consultants will continue to be billed at cost plus 10%.

Thank you for your consideration. Should you have any questions please do not hesitate to contact me at (925) 224-7717.

Very truly yours,

***Pakpour Consulting Group, Inc.***

DocuSigned by:  
*Joubin Pakpour*  
FD1650F8C0904EA...

Joubin Pakpour, P.E.  
President

J:\Projects\Westborough Water District - 10025.00\Contract\2024\00-WWD-Mairena-24.02.01-Rate Increase.docx

**PAKPOUR CONSULTING GROUP, INC.**

6601 Owens Drive, Suite 230, Pleasanton, CA 94588 | 925-224-7717 | [pcgengr.com](http://pcgengr.com)

February 1, 2024 – Page 2  
Mairena – Rate Increase

	<b>Mar-24</b>	<b>Mar-23</b>
<b>Principal Engineer (District Engineer)</b>	\$260	\$250
<b>Senior Engineer</b>	\$225	\$215
<b>Senior Designer</b>	\$215	\$205
<b>Associate Engineer</b>	\$205	\$195
<b>Associate Designer</b>	\$195	\$185
<b>Project Engineer</b>	\$185	\$175
<b>Project Designer</b>	\$175	\$165
<b>Assistant Engineer</b>	\$160	\$155
<b>Assistant Designer</b>	\$150	\$145
<b>Engineering Technician</b>	\$120	\$120
<b>Administrative Assistant</b>	\$85	\$85
<b>Public Works Inspector</b>	\$170	\$170
<b>Retainer</b>	\$1,000	\$1,000
<b>Sub-Consultant Markup</b>	10%	10%

2 February 2024

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

**Subject: 2024 Urban Water Use Objective Report and Annual Water Supply and Demand Assessment**

Dear Ms. Mairena:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposal for preparation of (1) the 2024 Urban Water Use Objective (UWUO) Report and (2) the Annual Water Supply and Demand Assessment (AWSDA) for the Westborough Water District (Client or District).

#### BACKGROUND

Per Senate Bill (SB) 606 and Assembly Bill (AB) 1668 (also known as the 2018 Water Efficiency Regulation “Making Conservation a California Way of Life”), urban water suppliers, including the District, will be required to meet their UWUO and submit a UWUO report by January 1<sup>st</sup> of each year. The draft regulation from the State Water Resource Control Board (SWRCB) requires suppliers to calculate and comply with their UWUO by January 1, 2025<sup>1</sup>; however, per SB 606/ AB 1668, suppliers were required to submit an annual water use objective report (in the form of a spreadsheet) to the California Department of Water Resources (DWR) by January 1, 2024 on the Water Use Efficiency (WUE) Data Portal.

The purpose of the UWUO is to implement a water budget-based approach to water conservation and water use efficiency unique to each urban water supplier as shown on the graphic below:



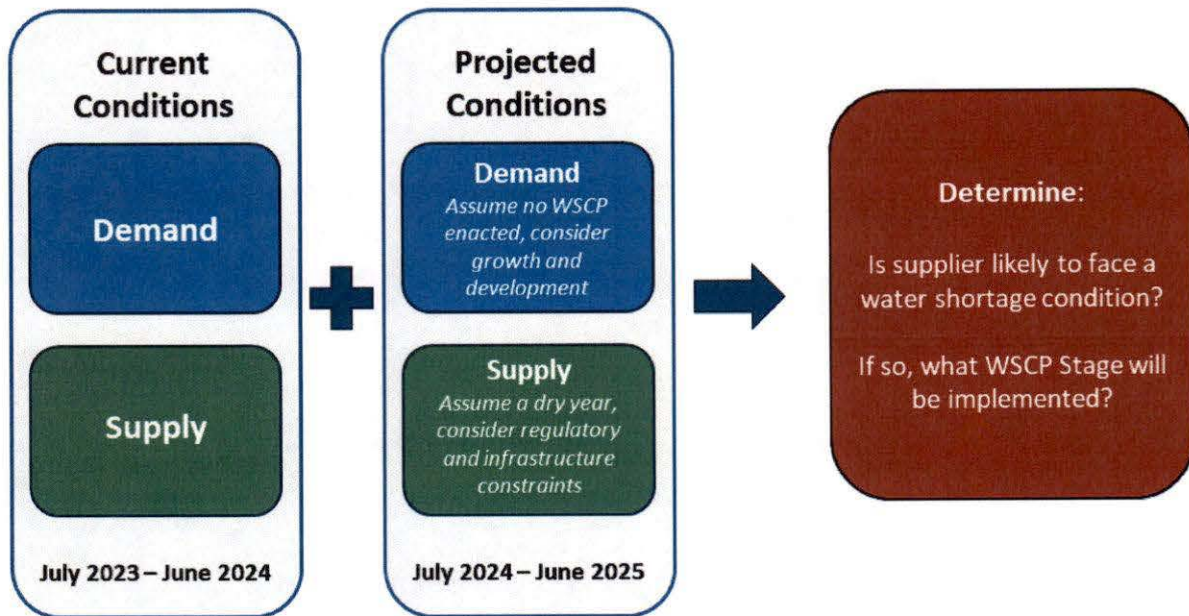
Additionally, consistent with California Water Code (CWC) §10632.1 and the SB 606/ AB 1668 requirements, urban water suppliers, including the District, need to prepare and submit an AWSDA to DWR by July 1<sup>st</sup> of each year. As illustrated in the graphic below, the primary purpose of this assessment is to determine if, under assumed drought conditions: (1) the supplier is likely to face water shortages, and (2) how the supplier plans to address any water shortage conditions. The procedures to conduct the

<sup>1</sup> The SWRCB released draft regulations implementing UWUOs in September 2023, for consideration of adoption in summer 2024. The proposed text of regulation and associated materials are available at:  
[https://www.waterboards.ca.gov/conservation/regs/water\\_efficiency\\_legislation.html#reg-docs](https://www.waterboards.ca.gov/conservation/regs/water_efficiency_legislation.html#reg-docs)



District's AWSDA were included in the District's 2020 Water Shortage Contingency Plan (WSCP), which was prepared by EKI.

### Annual Water Supply and Demand Assessments (AWSDAs)



EKI prepared the District's 2022 and 2023 AWSDA, and EKI understands that the District is interested in EKI's assistance with preparing their 2024 AWSDA as well as the 2024 UWUO report. On the basis of this, EKI has proposed the following scope of work.

#### PROPOSED SCOPE OF WORK

##### Task 1 – Prepare 2024 Urban Water Use Objective Report

As rulemaking and development of guidelines for UWUO reporting is underway, EKI will prepare the District's 2024 UWUO report following DWR's interim annual water use reporting template<sup>2</sup>. EKI anticipates the following tasks will be needed in order to prepare the UWUO report:

- Compile and review existing data on the District's 2023 water use and system characteristics from the District's submitted eAR, water loss audit, and etc.;
- Submit a request for information to the District;
- Prepare a 2024 UWUO report by populating the DWR interim annual water use report template;
- Participate in one meeting with the District to review the report, its 2023 water use information, and calculated UWUO; and

<sup>2</sup> DWR Interim Annual Water Use Reporting Template Workshop, 17 November 2023.

<https://water.ca.gov/News/Events/2023/Nov-23/DWR-Interim-Annual-Water-Use-Reporting-Template-Workshop>

- Electronic submission of the completed UWUO report to DWR's electronic portal.

#### Major Assumptions

- Collection of information will be coordinated with Task 2.
- EKI will prepare one draft UWUO report for District review, and revisions will be minimal.
- One meeting will be held to present the draft report and key results. It is assumed that this meeting will be conducted via remote web conference (e.g., Zoom or Microsoft Teams).

#### Deliverables

- Draft and final 2024 UWUO report
- Submittal of the 2024 UWUO report to DWR's WUE Data Portal

#### **Task 2 – Prepare 2024 Annual Water Supply and Demand Assessment**

EKI will prepare the District's 2024 AWSDA based on the procedures outlined in the District's 2020 WSCP, the California Department of Water Resources (DWR) and District guidance offered during the 2022/2023 AWSDA process, and the Final DWR AWSDA Guidebook. EKI anticipates the following tasks will be needed in order to prepare the District's AWSDA:

- Submit a detailed request for information to the District;
- Estimate unconstrained demand for the next year, based on a review of demand over the last three years and consideration of other factors (e.g., influences from expected growth, major developments, trends related to the pandemic, etc.) and compare the unconstrained demand to the draft Urban Water Use Objective (UWUO) from 2024 reporting;<sup>3</sup>
- Incorporate potable water supply information for the current year and the next dry year assumed to be provided by the San Francisco Public Utilities Commission (SFPUC);
- Populate the five DWR-required tables;
- Participate in one meeting with the District to present key findings, and facilitate discussion of key decision points;
- Prepare a brief technical memorandum focused on documenting key data assumptions and consistency with the AWSDA procedures outlined in the District's 2020 WSCP; and,
- Electronic submission of the completed AWSDA (tables and memorandum) to DWR's electronic portal.

#### Major Assumptions

- Based on the AWSDA procedures outlined in SFPUC's WSCP, customer agencies should receive supply projections by early Spring 2024; however, based on the 2022 AWSDA efforts, the date could be as late as June 2024.
- Collection of information will be coordinated with Task 1.

---

<sup>3</sup> Per SB 606/AB 1668, urban retail water suppliers are required to calculate their UWUO, assess whether their actual water use met the UWUO, and report the outcome and supporting information in their Annual Water Use Report by January 1 of each year, starting in 2024.



- EKI will prepare and submit one draft set of tables and technical memorandum for District review, and revisions will be minimal.
- DWR guidance identifies narrative and written documentation beyond the required tables as “optional,” thus we have assumed that the District has full discretion as to the content and format of the proposed technical memorandum.
- One meeting to present draft supply/demand analysis results and discuss any comments on the methodology and any WSCP actions to be taken. It is assumed that this meeting will be conducted via remote web conference (e.g., Zoom or Microsoft Teams).

#### Deliverables

- Draft and final 2024 AWSDA, including tables and memorandum
- Submittal of the 2024 AWSDA to DWR’s WUE Data Portal

#### **SCHEDULE**

EKI is prepared to start work on the above Scope of Work immediately upon authorization from the District to proceed. It is anticipated that Task 1 will be completed within four (4) weeks upon authorization and Task 2 will be completed no later than 1 July 2024. We will inform the District of any issues that arise that may affect the schedule for completion or impact the anticipated level of effort.

#### **COMPENSATION**

Inasmuch as the exact level of effort required to complete the above Scope of Work cannot be known precisely, EKI proposes to perform the above services on a lump sum per deliverable basis upon completion of deliverables under each task. A breakdown of the budget is provided in Table 1 below.

**Table 1. Proposed Project Budget**

<b>Task</b>	<b>Cost</b>
Task 1 – Prepare 2024 Urban Water Use Objective Report	\$8,000
Task 2 – Prepare 2024 Annual Water Supply and Demand Assessment	\$10,000
<b>TOTAL</b>	<b>\$18,000</b>

It is understood that at times the receipt of data and key information may be necessarily delayed, but it is noted that significant delays or multiple additional rounds of document revision or meetings are beyond the proposed scope of work and would result in additional charges. In the event that such out of scope conditions occur, EKI will notify the District of the additional anticipated level of effort, and any additional work will be billed on a time and materials expense reimbursement basis in accordance with our current Schedule of Charges, dated 1 January 2024 included as **Attachment A**.

If this proposal meets with your approval, please sign where noted below. Please return a fully executed copy to our office to confirm your authorization to proceed. We are pleased and excited to have the opportunity to work with the District on this very important project. Please call if you have any questions or wish to discuss this proposal in greater detail.

Westborough Water District  
2 February 2024  
Page 5



Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink that reads 'Andree Lee'.

Andree Lee  
Vice President / Principal in Charge

A handwritten signature in blue ink that reads 'Tina Wang'.

Tina Wang, PE  
Project Manager

Westborough Water District (CLIENT)

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attachments

- A. EKI Schedule of Charges, dated 1 January 2024

**Attachment A**  
**EKI Schedule of Charges**



Client/Address: **Westborough Water District**  
2263 Westborough Boulevard  
South San Francisco, CA 94080



**Proposal/Agreement Date: 2 February 2024**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**1 January 2024**

<b><u>Personnel Classification</u></b>	<b><u>Hourly Rate</u></b>
Officer and Chief Engineer-Scientist	345
Principal Engineer-Scientist	333
Supervising I, Engineer-Scientist	323
Supervising II, Engineer-Scientist	310
Senior I, Engineer-Scientist	297
Senior II, Engineer-Scientist	286
Associate I, Engineer-Scientist	275
Associate II, Engineer-Scientist	259
Engineer-Scientist, Grade 1	241
Engineer-Scientist, Grade 2	227
Engineer-Scientist, Grade 3	209
Engineer-Scientist, Grade 4	187
Engineer-Scientist, Grade 5	165
Engineer-Scientist, Grade 6	144
Project Assistant	135
Technician	129
Senior GIS / Database Analyst	170
CADD Operator / GIS Analyst	148
Senior Administrative Assistant	162
Administrative Assistant	128
Secretary	108

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

## MEMORANDUM

Date: January 9, 2024

To: Region 5 Member Agency Presidents and General Managers  
(sent via e-mail)

From: ACWA Region 5 Board

The Region 5 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 5 for the 2024-2025 term. The Board is seeking candidates from Region 5 to fill one board vacancy.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. The members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

Pursuant to the Region 5 Rules and Regulations, Region 5 Board Members must be a local agency board member.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 5 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities [HERE](#); and the Region 5 Rules and Regulations [HERE](#) and complete the following steps:

- **Complete the Nomination Form [HERE](#)**
- **Obtain a Resolution of support from your agency's Board of Directors (sample resolution [HERE](#))**
- **Submit the requested nomination form to ACWA by 5:00 p.m. on Friday, February 9, 2024**

The Region 5 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Regional Affairs Representative II Jennifer Rotz at [JenniferR@acwa.com](mailto:JenniferR@acwa.com) or (916) 669-2373.



*ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

## Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

## Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

*Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

## GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

### Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

### Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

### Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.



## ACWA Region 5 Rules & Regulations

*Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).*

### Officers

Region officers must be a local agency board member.

The chair shall appoint a secretary to the Board if one is deemed necessary.

### Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

### Vacancy

The vice chair position shall automatically ascend to the chair position in the event that a vacancy occurs in the chair position during the regular term cycle.

### Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

In an effort to preserve objectivity during the nominating committee process, candidates other than nominating committee members shall be nominated for election.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

*See the current region election timeline for specific dates.*

**Endorsements**

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

**Committee Recommendations & Representation**

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the region board prior to submission to the ACWA president for consideration.

**Tours**

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

**Finances**

See "Financial Guidelines for ACWA Region Events" document.

**Amending the Region Rules & Regulations**

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 5 Rules & Regulations can be amended by a majority vote of those present at any Region 5 meeting as long as a quorum is present.



# REGION BOARD VACANCY CANDIDATE NOMINATION



Submit completed form to [regionelections@acwa.com](mailto:regionelections@acwa.com)

Name of Candidate:	Title:	
Agency:	Agency Phone:	
Direct Phone:	E-mail:	
Address:	ACWA Region:	County:

Agency Function(s) <i>Check all that apply</i>	
<input type="checkbox"/> Ag Water Supply	<input type="checkbox"/> Urban Water Supply
<input type="checkbox"/> Flood Control	<input type="checkbox"/> Wastewater Reclamation
<input type="checkbox"/> Groundwater Management / Replenishment	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Retailer	<input type="checkbox"/> Other:
<input type="checkbox"/> Sewage Treatment	

**Describe your ACWA-related activities that help qualify you for this office:**

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**Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership.** Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

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*I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.*

*I hereby submit my name for consideration by the Nominating Committee.*

Signature	Title	Date
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Please attach a copy of your agency's resolution of support / sponsorship for your candidacy.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(DISTRICT NAME)  
PLACING IN NOMINATION (NOMINEE NAME)  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION \_\_\_\_ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

**A. Recitals**

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region \_\_\_\_

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region \_\_\_\_.

**B. Resolves**

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region \_\_\_\_.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region \_\_\_\_ shall be borne by the (District Name).

Adopted and approved this \_\_\_\_ day of \_\_\_\_ (month) 2024.

(SEAL)

\_\_\_\_\_  
(Nominee Name), (Title)  
(District Name)

January 5, 2024

ATTEST:

\_\_\_\_\_  
(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the \_\_\_\_ day of \_\_\_\_ (month) 2024, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
(Secretary Name), Secretary to the  
Board of Directors of  
(District Name)

January 5, 2024

**Region 5 Board 2024-25 Term****Chair****John L. Varela, Valley Water**

5750 Almaden Expressway

San Jose, CA 95118

Phone: 408.265.2600

Cell: 408.781.1458

Email: [jvarela@valleywater.org](mailto:jvarela@valleywater.org)CC: [ckwok-smith@valleywater.org](mailto:ckwok-smith@valleywater.org)CC: [vgin@valleywater.org](mailto:vgin@valleywater.org)

Position: Director

**Vice Chair****Sarah Palmer, Zone 7 Water Agency**

100 North Canyon Pkwy

Livermore, CA 94551

Phone: 925.454.5000

Cell: 925.784.1727

Email: [palmer.sarahL@gmail.com](mailto:palmer.sarahL@gmail.com)

Position: Director

**Board Members****Mary Bannister, Pajaro Valley Water Management Agency**

36 Brennan Street

Watsonville, CA 95076

Phone: 831.722.9292

Direct: 831.254.2015

Email: [marybann831@gmail.com](mailto:marybann831@gmail.com)CC: [lockwood@pvwater.org](mailto:lockwood@pvwater.org)

Position: Director

**Floyd Wicks, Montecito Water District**

583 San Ysidro Road

Santa Barbara, CA 93108

Agency Phone: 805.969.2271

Cell: 805.455.1670

Email: [floyd1647@gmail.com](mailto:floyd1647@gmail.com)

Position: Director

**VACANT****John Muller, Coastside County Water District**

766 Main Street

Half Moon Bay, CA 94109

Phone: 650.726.4405

Direct: 650.464.8226

Email: [jmuller@coastsidewater.org](mailto:jmuller@coastsidewater.org)CC: [lsulzinger@coastsidewater.org](mailto:lsulzinger@coastsidewater.org)

Position: Director

**John H. Weed, Alameda County Water District**

43885 S. Grimmer Blvd

Fremont, CA 94538

Phone: 510.668.4202

Direct: 510.651.1885

Email: [john.weed@acwd.com](mailto:john.weed@acwd.com)

Position: Director



# REGION MAP

www.acwa.com





## ACWA Public Water Agency Members by County

<b>Alameda</b> Alameda County Water District City of Pleasanton Dublin San Ramon Services District East Bay Municipal Utility District Zone 7 Water Agency	<b>Berrenda Mesa Water District</b> Boron Community Services District Buena Vista Water Storage District Cawelo Water District City of Tehachapi Delano-Earlmarl ID Groundwater Sustainability Delano-Earlmarl Irrigation District Frazier Park Public Utilities District Golden Hills CSD Greenfield County Water District Groundwater Banking JPA Indian Wells Valley Water District Kern County Water Agency Kern Delta Water District Kern Tulare Water District Lost Hills Water District Mojave PUD North Kern WSD Rand Communities WD Rosamond CSD Rosedale-Rio Bravo WSD Semitropic WSD Shafter-Wasco ID Southern San Joaquin MUD South Valley Water Resources Authority Tehachapi-Cummings County WD West Kern WD Westside Water Authority Wheeler Ridge-Maricopa WSD	<b>Madera</b> Chowchilla Water District Gravelly Ford Water District Le Grand-Athlone Water District Madera County Water and Natural Resources Madera Irrigation District Madera Water District Madera-Chowchilla Water and PA  <b>Marin</b> Bolinas Community PUD Marin Municipal Water District North Marin Water District Stinson Beach County Water District  <b>Mariposa</b> Mariposa Public Utilities District  <b>Mendocino</b> Brooktrails Township Community Services District Calpella County Water District Laytonville County Water District Mendocino County Russian River Flood Control & Water Milview County Water District Redwood Valley County WD Upper Russian River Water Agency Willow County Water District	<b>Desert Water Agency</b> Eastern Municipal Water District Elainore Valley MWD Idyllwild Water District India Water Authority Jurupa Community Services District Lake Hemet Municipal WD Mission Springs Water District Palo Verde Irrigation District Pinon Pines County Water District Rancho California Water District Riverside County Flood Control & Water Conservation District Riverside Public Utilities Salton Sea Authority San Geronimo Pass Water Agency Santa Ana Watershed Project Authority Santa Rosa Regional Resources Authority Western Municipal Water District  <b>Sacramento</b> American River Flood Control District Carmichael Water District Citrus Heights Water District City of Folsom City of Sacramento - Dept. of Utilities Del Paso Manor Water District Delta Conveyance Design and Construction Authority Elk Grove Water District, Dept. of FRCD Fair Oaks Water District North Delta Water Agency Oranochumne-Hartnell WD Redamation District #744 Redamation District #1000 Rio Linda/Elverta Community WD Sacramento County Water Agency Sacramento Suburban WD South Yuba Water District	<b>Valley Center Municipal Water District</b> Vista Irrigation District Wynola Water District Yulma Municipal Water District  <b>San Francisco</b> San Francisco Public Utility Commission  <b>San Joaquin</b> Banta-Carbena Irrigation District Central San Joaquin Water Conservation District Mountain House Community Services District North San Joaquin Water Conservation District Pescadero Reclamation District #2058 Redamation District #2026 South San Joaquin Irrigation District Stockton East Water District The West Side Irrigation District Woodbridge Irrigation District  <b>San Mateo</b> Bay Area Water Supply & Conservation Agency Coastal County Water District Mid-Peninsula Water District Montara Water & Sanitary District North Coast County Water District San Francisco Creek Joint Powers Authority San Mateo Flood and Sea Level Rise Resiliency District Westborough Water District  <b>Santa Barbara</b> Cachuma Operation and Maintenance Board Carpinteria Valley Water District Central Coast Water Authority City of Buellton City of Santa Barbara Goleta Water District Los Alamos Community Services District Mission Hills Community Services District Montecito Sanitation District Montecito Water District Santa Ynez River Water Conservation District Improvement District No. 1 Vandenberg Village Community Services District  <b>Santa Clara</b> Purissima Hills Water District Valley Water  <b>Santa Cruz</b> Central Water District City of Santa Cruz Water Dept. City of Watsonville Water Department Pajaro Valley Water Management Agency Pajaro/Sunny Mesa Community Services District Scotts Valley Water District Sequel Creek Water District  <b>Shasta</b> Anderson-Cottonwood ID Bella Vista Water District Centerville Community Services District City of Redding Water Utility City of Shasta Lake Clear Creek Community Services District Cottonwood Water District Fall River Valley Community Services District Mountain Gate Community Services District Rio Alto Water District Shasta County Water Agency  <b>Sierra</b> Sierra County WWD #1  <b>Siskiyou</b> Montague Water Conservation District Scott Valley Irrigation District Tulelake Irrigation District  <b>Solano</b> City of Benicia City of Fairfield City of Vacaville, Utilities Department City of Vallejo Maine Prairie Water District Redamation District #2068 Rural North Vacaville Water District Solano County Water Agency	<b>Solano Irrigation District</b> Suisun-Solano Water Authority  <b>Sonoma</b> Bodega Bay PUD City of Petaluma City of Santa Rosa - Water Dept. Forestville Water District Sonoma Mountain County WD Sonoma Water Town of Windsor Valley of the Moon Water District  <b>Stanislaus</b> City of Modesto, Utilities Department Del Puerto Water District Lake Don Pedro Community Services District Modesto Irrigation District Oakdale Irrigation District Patterson Irrigation District Stanislaus Regional Water Authority Turlock Irrigation District West Stanislaus Irrigation District  <b>Sutter</b> Brophy Water District Feather Water District Redamation District #1500 South Sutter Water District Sutter Extension Water District Tehama Coming Water District  <b>Trinity</b> Weaverville Community Services District  <b>Tulare</b> Alpaugh Community Services District Alpaugh Irrigation District Alta Irrigation District County of Tulare, County Administration Office Deer Creek & Tule River Authority Exeter Irrigation District Friant Power Authority Friant Water Authority Ivanhoe Irrigation District Ivanhoe Public Utilities District Kaweah Delta Water Conservation District Kings River East Groundwater Sustainability Agency Kings River Water District Lindsay-Strathmore Irrigation District Lower Tule River Irrigation District Lower Tule River Irrigation District GSA Mid-Kaweah Groundwater Sustainability Agency Orosi Public Utilities District Pixley Irrigation District Pixley Irrigation District GSA Porterville Irrigation District Saucelito Irrigation District South Valley Water Association South Valley Water Banking Authority St. Johns Water District Stone Corral Irrigation District Terra Bella Irrigation District Tri-Districts Water Authority Tri-Valley Water District Tulare Irrigation District  <b>Tuolumne</b> Tri-Dam Project Tuolumne County Water Agency Tuolumne Utilities District  <b>Ventura</b> Arroyo Santa Rosa GSA Calleguas Municipal Water District Camrosa Water District Casitas Municipal Water District Channel Islands Beach Community Services District County of Ventura Public Works Pleasant Valley County Water District Triunfo Water & Sanitation District United Water Conservation District Ventura County, Public Works Ventura River Water District Ventura Water, City of Ventura  <b>Yolo</b> Dunnigan Water District Redamation District #2035 Redamation District #307 Redamation District #999 Woodland Davis Clean Water Agency Yolo County Flood Control and Water Conservation District  <b>Yuba</b> Browns Valley Irrigation District Camp Far West Irrigation District City of Yuba City North Yuba Water District Ramirez Water District Redamation District 784 Yuba County Water Agency
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## CSDA San Mateo Chapter Meeting of 16 January 2024

A San Mateo County Special Districts meeting was held at 7PM on 16 January 2024 in hybrid format – some attending Zoom and some attending at the San Mateo County Harbor District office in El Granada. It was a dark rainy night, so I chose to attend via Zoom, as did Paty Mairena and Julie Richards. There were 16 attendees logged in via Zoom and 3 who attended physically at the Harbor District office. The purpose of the meeting was to try to reinvigorate the chapter, which James Pruett (GM of the Harbor District) is trying to do at the request of the president (Kati Martin of the Mosquito Abatement District) and VP, Nancy Reyerling (of the Harbor District). In December we did have an online meeting during the day, but thought we might get better attendance if we tried a night hybrid meeting. It did work as we had 16 online attendees and 3 in person, we were told representing 12 of the 22 independent special districts in the county. Actually 1 of the 16 was Midpeninsula Open Space District which technically is a Santa Clara County Special District but usually attends our meetings as they also operate in San Mateo County.

The agenda included a LAFCo report but since neither LAFCo rep, Kati Martin or Virginia Chang-Kiraly (of the Harbor District and Menlo Park Fire Protection District) could make it, the report was bypassed. Iris Gallagher was present and reported she was having trouble getting account statements from the bank (Tri-Counties Bank, Half Moon Bay Branch). Iris said she tried to get help at SSF Branch, but they said they could not. The most recent statement she has is from 2019. After that Iris moved but the bank never changed her address. She said they are now requesting revised signature cards (one authorized signer is no longer around), a copy of our meeting minutes authorizing new people who can sign on the account, and a “letter of authorization.” Iris said we had about \$800 in the account although I vaguely remember the bank had instituted a service fee if the account kept less than \$1000 balance. Thus, the balance may be less if the State hasn’t taken the funds due to inactivity. Anyhow, we passed a motion authorizing Iris, Rich Landi (Bayshore Sanitary and current authorized signer), James Pruett, and Kathryn Slater-Carter (Montara Water and Sanitary District) to be authorized signers. Previous to that motion we had passed a motion electing (until May, when Bylaws say we have our annual elections) James Pruett as President, Nancy Reyerling as (continuing) VP, Iris as (continuing) Treasurer, and Kathryn as Secretary. Anyhow, Iris said she would work on getting bank records updated for our next meeting.

Coleen Haley, our state CSDA rep gave the legislative report which, as the year is young, was fairly minimal. California CSDA is trying to get special districts recognized in federal law to avoid the funding oversight that happened during the pandemic. The federal government authorized money to help state and local governments but allocated no funds to special districts as they had not been recognized.

At our December meeting someone had suggested we get the candidates for Anna Eshoo's seat to make presentations at a later meeting. We decided to postpone and maybe consider doing it after the March primary, which will limit the field to the top two.

We talked about our \$50 annual dues, which are specified in our 1994 vintage bylaws, but haven't been collected in at least a dozen years. No action was taken (it would be nice to know the status of our bank account first) although we did form a committee to update our bylaws (Coleen did say she would give us a template which included State CSDA requirements).

We also talked about future meetings and decided on the third Tuesday of the second month of each quarter (making our next meeting May 21). We agreed on the hybrid format with the base being the Harbor District office. We finally adjourned the meeting at about 8 PM.

## BAWSCA Meeting of 18 January 2024

I attended the BAWSCA meeting of 18 January 2024, which was held at the Burlingame Community Center. The special orders of business were annual elections of Chair and Vice Chair of both BAWSCA and the Regional Finance Authority (RFA) for 2024. When BAWSCA was authorized by the State Legislature, the state also established a RFA to finance system improvements in case San Francisco did not. We are just keeping the RFA around in case it is needed. BAWSCA officers have always been elected to the same positions in the RFA. Anyhow, I was elected Chair of BAWSCA and RFA and Louis Vella (MidPeninsula WD) was elected Vice Chair. In BAWSCA, new officers do not take effect until after the meeting in which the election was held. After the election Gustav Larsson, outgoing chair gave comments, which included noting that we were not live-streaming the meeting. We did try to livestream the December Board Policy Committee (BPC) meeting and reported it is a “successful educational experience.” We had some problems with echos, Ethernet cable access, cabling, etc so the techies still have some work to do. I understand they are going to test the system again on 31 January and, if there are not too many problems, we may try to livestream the February 14 BPC meeting. Meanwhile Peter Dreke (Tuolumne River Trust) and a Sierra Club Rep are complaining to C/CAG (City/County Association of Governments?) that BAWSCA is not accepting remote public comments. BAWSCA is doing its best, but do need to meet Brown Act requirements and do not want to risk not being able to complete our business due to technology problems.

After Gustav’s comments Steve Ritchie gave the SFPUC Report. Basically the reservoirs are in great shape due to last year’s rains even though this year’s precipitation has been very low, particularly in the upcountry (watershed around Hetch Hetchy). More rains and snow are expected this weekend so hopefully things will get better. Actually so far this year SFPUC hasn’t gained any water as the primary rights holders (Modesto Irrigation District/Turlock Irrigation District) get the first 2500 cubic feet per second (cfs) of flow from June 15 through April 15 and the rains have not generated that much flow yet this year. FYI, primary rights holders also get the first 4000 cfs of flow from April 15 through June 15. Still, water deliveries remain low (as they usually are this time of year). The crunch could come around April 15 when increased summer consumption usually kicks in. Hopefully rains will pick up before then.

The consent calendar (including bond surcharges) was passed and Nicole briefed the midyear review of the current work plan. Six changes were proposed and passed. Three of the 6 were items where scope was being reduced (fewer reliability roundtable meetings, a delay in implementing “Making Water Conservation a California Way of Life” rules as those final rules are slow coming from the state, and a delay in the leak repair and training certification program as outside assistance is required). The grant support program was removed from the plan as it is going to be part of the Long Term Strategy 2050 project. Because BPC complained about the delay in finding out about available grants, BAWSCA is working with contractors in an effort to

provide a database of available grants and expects one to become available this year. The last 2 changes were for increased funding to support Tier 2 negotiations and for increased legal work this year. This is requiring a transfer of \$112K from the general reserve, which will remain 31% of the approved budget, or above our 30% minimum.

Nicole talked more about the objectives for and solicited input for Long Term Reliability Strategy 2050 (previously called Strategy 2045) as we work toward producing a Request for Proposals for that document. In her CEO letter Nicole also addressed status of the Tier 2 negotiations (which was just given increased funding). We really hope to have a compromise by June so it can be approved by 31 December, when the current Tier 2 levels expire. If no compromise can be reached, the BAWSCA Board may need to extend the old levels again (and fund more negotiations) or (hopefully not) review current negotiations and implement a plan of our own. Her CEO report also included an update on Bay Delta, which is still progressing. The judge was supposed to make a ruling on the merits of the case by January 22, which is 90 days after the end of oral arguments. At 3 PM the day of our meeting he announced that due to the size of the public record (over 7000 pages) he would need up to an additional 90 days. That will shift all other dates farther out into the future. Meanwhile, voluntary agreement negotiations continue.

Finally we reviewed future challenges as a first step in developing the FY 24-25 work plan and budget. Nicole took notes and will put together a draft for our next meeting. Finally, since this was his last BAWSCA meeting we all thanked Gustav for his years of service as he introduced his replacement. Our next meeting will be March 21, 2024.