

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, August 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 July 12, 2024.

B. Accountant's Report for Period Ending June 30, 2024.

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

D. Claims Register for July 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):

6. BUSINESS (NEW):

- A. Consideration to Approve Resolution No. 680, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2024-2025.

REGULAR MEETING OF THE BOARD OF DIRECTORS

August 8, 2024

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- B. Authorization for General Manager to Submit Response Regarding Amended Conflict of Interest Code to the San Mateo County Assessor-County Clerk-Recorder.
- C. Consideration to Pass Through the Cost of Credit Card Processing on Water Bills.
- D. Review/Approve District Newsletter.
- E. Consideration to Authorize Attendance to ACWA/JPIA 2024 Membership Summit and Fall Conference, Palm Desert, California, December 2 – December 5, 2024.
- F. Consideration to Approve Amendment to Employment Agreement Between the Westborough Water District and Patricia Mairena.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Engineer's Report. (Pakpour).
- B. Report on District's Water Conservation for July 2024.

10. ITEMS FROM BOARD OF DIRECTORS:

- A. Report on BAWSCA Meeting of July 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. 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**

Friday, July 12, 2024

**Location: Alice Bulos Community Center
2380 Galway Drive
South San Francisco, CA 94080**

The meeting was called to order at 6:01 p.m.

1. ROLL CALL:

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

Staff Present: Michael Conneran, Attorney
Johnny Kennedy, Field Supervisor
Wendy Bellinger, Office Supervisor
Martha Mendoza, Operations Assistant
Carlos Arias, Senior Field Technician
Tyler Armstrong, Field Technician
Patricia Mairena, General Manager

Visitors Present: Catherine Tseng - L&T Consultants
Brandon Laurie – Pakpour Engineering
Mercedes and Bob Richardson – Customers of WWD

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

President Chambers asked the Board if there were any questions or comments with the Consent Calendar; otherwise, he asked if there was a motion to approve.

Director Richards moved to approve the Consent Calendar as written, seconded by Director Medina. The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

President Chambers reviewed background information on the District and the San Francisco Regional Water System (SFRWS), which is the sole provider of water to the District. President Chambers stated that 65% of the water rate charged to customers, the District had no control over, as it was paid directly to San Francisco. President Chambers explained how the State had required San Francisco to do major seismic improvements to the system which had caused rates to increase during the past few years.

President Chambers also explained that 93% of the sewer rate went straight to the City of Daly City, who processed the wastewater for the District. President Chambers provided background information on the collection and processing of the wastewater by Daly City. President Chambers pointed out that the rate charged to the District by Daly City was the same as to their other customers, except the District had to maintain the system, including pipelines and pump stations.

President Chambers introduced Brandon Laurie, with Pakpour Engineering who provided an overview of the District's operations. Mr. Laurie reviewed more detailed information on the District's water and sewer systems and the status of its infrastructure. Mr. Laurie also reviewed the District's water and sewer capital needs and mentioned that the District had engaged the services of a consultant to complete a Rate Study in order to be able to fund its capital needs. Mr. Laurie introduced the District's Rate Consultant, Catherine Tseng from L&T Consultants.

Ms. Tseng proceeded to display a PowerPoint presentation and provided an overview of the Rate Study which covered a 5-year period. Ms. Tseng reviewed the Prop. 218 process. Ms. Tseng reviewed the District's water and sewer capital needs and explained why the proposed water rate increases were needed. Ms. Tseng also reviewed: the water rate components (fixed and variable), the District's water consumption, the wholesale SFPUC water rates and their trend, the District water operating expenses, the projected total water expenses, water cashflow projections, and a chart with the proposed water rates. Ms. Tseng also displayed sample water bill impacts and a survey which compared the average District's current and proposed bills to those of other agencies' single family residential bimonthly water bills.

Ms. Tseng proceeded to review the District's current sewer rates and how the sewer

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bills are calculated. Ms. Tseng also reviewed: the District's sewer flow, the sewer operating expenses, the North San Mateo County District sewer treatment rates and their trend, the projected total sewer expenses, sewer cashflow projections, and a chart with the proposed sewer rates. Ms. Tseng also displayed sample sewer bill impacts and a survey which compared the average District's current and proposed bills to those of other agencies' single family residential bimonthly sewer bills (for comparison only, as the District billed sewer charges through the County's property taxes).

Ms. Tseng mentioned that if the rates were to be approved tonight:

- Rates will be increased on July 1 of each year, beginning July 1, 2024, through July 1, 2028
- First increase will be reflected on bills issued in September 2024
- District will review the financial standing of each fund annually prior to implementing any future rate increases.

Ms. Tseng concluded her presentation by asking if there were any questions. Customer Richardson asked if the rates presented on the Prop. 218 notice were the ones that the District intended to keep for the next five years or if the District was going to change them every year. Ms. Tseng replied that the District would keep those rates.

President Chambers asked if there were any other questions on the presentation. Ms. Richardson inquired what would the District consider a single family, was it four people, as there were only two in her household. Ms. Tseng replied that it was not by person, but by parcel. President Chambers stated that it was by account or by connection.

Ms. Richardson mentioned that she had received notice that her meter would be replaced soon, and she asked if the meter was a smart meter. Field Supervisor Kennedy asked for her address, and Senior Field Technician Arias replied that her meter was scheduled to be replaced next week and mentioned that he did not think that it had anything to do with the increase.

President Chambers asked if there were any additional questions.

A. PUBLIC HEARING: Consideration of Increases in Water Rates, Resolution No. 678.

President Chambers opened the Public Hearing for Consideration of Increase in Water Rates and asked if there were any comments from the public.

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Ms. Richardson inquired if the District could seek any government assistance with the District's expenses. Ms. Tseng replied that there were grants available, but the District would not qualify as these were for low-income communities with systems that were falling apart. President Chambers mentioned that these communities were mostly in the Central Valley and had ground water or no water at all.

President Chambers stated that part of the rate increase from the SFPUC was due to their Alternative Water Supply Program and their investment on developing these alternative sources. President Chambers asked if there were any other issues or questions.

With no other comments from the public, President Chambers proceeded to close the Public Hearing and opened up the topic for discussion by the Board.

President Chambers commented that the Board did not like to raise rates, as they were also residents of the District, so any rate increase affected them as well.

Director Bautista moved to approve Resolution No. 678, Amending the Rate and Fee Schedule to Increase the Water Unit Rate and Water Meter Service Charges, as stated in the Rate Study, seconded by Director Amuzie.

Roll Call

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

The motion was carried unanimously.

B. PUBLIC HEARING: Consideration of Increases in Sewer Rates, Ordinance No. 76.

President Chambers referred to what the Rate Study Consultant had previously presented and reiterated that most of the fees went to Daly City, plus the District had a need for capital improvement projects and maintenance, and the sewer pump stations operated 24 hours a day, as we do not want to see any sewer flowing down the street.

President Chambers opened the Public Hearing for Consideration of Increase in Sewer Rates and asked if there were any comments from the public.

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President Chambers mentioned that the District had received a total of six written protests: six were for water rates and five were for sewer rates.

With no other comments from the public, President Chambers closed the public hearing and opened up the topic for discussion by the Board.

Director Bautista moved to approve Ordinance No. 76, Amending the Rate and Fee Schedule to Increase the Sewer Service Charge, as stated on the Rate Study, seconded by Director Medina.

Roll Call

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

The motion was carried unanimously.

C. PUBLIC HEARING: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Requesting Their Collection by the County of San Mateo, Resolution No. 679.

President Chambers mentioned that this resolution would allow the District to collect the sewer charges through the tax rolls, just as many other agencies do, and that the calculation of these charges would remain the same, based on the January – February water consumption.

President Chambers opened the Public Hearing for Consideration of Adoption of the Report of Sewer Service Charges to be Collected on Tax Rolls and Requesting their Collection by the County of San Mateo and asked if there were any comments from the public.

With no comments from the public, President Chambers closed the Public Hearing and opened up the topic for discussion by the Board.

Director Medina moved to approve Resolution No. 679, Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Requesting their collection by the County of San Mateo, seconded by Director Amuzie.

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Roll Call

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

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

Attorney Conneran reported on the initiative measure called the Business Roundtable measure which he had brought up at the last meeting. Attorney Conneran stated that the initiative measure had been challenged in court and the Supreme Court took it off the ballot as they determined that it was an attempt to re-write the State Constitution and it was too broad-based and not appropriate for a citizen initiative. Attorney Conneran noted that the history of this initiative was that it was put as a threat to try to get the Legislature to pass some statutes, and luckily the Supreme Court had found that it was illegal. Attorney Conneran commented that we may see parts of this initiative in future years, but for now, it is dead.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for June 2024.

General Manager Mairena displayed the comparison chart of water use and reported that water consumption for June 2024 had gone down in comparison to the base period SFPUC is using for comparison. General Manager Mairena stated that it is a little higher than last month's and it is probably due to the warmer weather.

President Chambers stated that after coming out of a drought, customers' conservation habits remain, and usage takes a while to rebound.

President Chambers asked if there were any questions.

10. ITEMS FROM BOARD OF DIRECTORS:

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Friday, July 12, 2024

President Chambers mentioned that the next BAWSCA Board of Directors meeting will take place next week. President Chambers commented that BAWSCA was the 26 member agencies, and the Board of Directors meet every two months.

11. **CLOSED SESSION:** None

12. **ADJOURNMENT:**

Without objection, President Chambers adjourned the meeting.
Time 6:59 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
June 30, 2024



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

Westborough Water District

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the twelve months ended June 30, 2024, 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. 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 twelve months ended June 30, 2024, 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 twelve months ended June 30, 2024, 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

August 1, 2024
Morgan Hill, California

Westborough Water District
Statement of Net Position
June 30, 2024

ASSETS

Current Assets:

Cash (Including \$5,372,796 in Time Deposits)	\$	5,851,388
Receivables		
Lease		28,116
Water		788,852
Other		55,047
Prepaid Expenses and Other		34,130
Inventory		305,158
Total Current Assets		7,062,691

Non-Current Assets:

Lease Receivable		209,944
Utility Plant in Service (Note 5):		
Land		182,633
Work in Progress		191,123
Water Facility		8,206,496
Building		1,503,835
Joint-Use Facilities		94,907
Meters		935,855
Office Furniture and Equipment		158,975
Maintenance Facility		478,623
Sewer Facility		3,445,900
Total Utility Plant in Service (Capital Assets)		15,198,347
Less Accumulated Depreciation		(7,231,513)
Utility Plant in Service-Net Depreciation Expense		7,966,834
Total Non-Current Assets		8,176,778
Total Assets	\$	15,239,469

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$	539,882
Deferred OPEB Outflows		151,580
Total Deferred Outflows	\$	691,462

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
June 30, 2024

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 1,800,043
Customers' Deposits	408,920
Unearned Revenue	24,366
Total Current Liabilities	<u>2,233,329</u>

Long-term Liabilities:

Accrued Vacation	129,955
Net Pension Liability	1,031,388
Net OPEB Obligation	207,611
Total Long-term Liabilities	<u>1,368,954</u>

Total Liabilities	<u>\$ 3,602,283</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 200,686
Deferred Pension Inflows	105,232
Deferred OPEB Inflows	208,079

Total Deferred Inflows	<u>\$ 513,997</u>
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NET POSITION

Net Investment in Capital Assets	\$ 7,966,834
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	339,288
Unappropriated	967,053

Total Net Position	<u>\$ 11,814,651</u>
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(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Twelve Months Ended June 30, 2024

Operating Revenue:

Water Sales (Note 3)	\$ 4,143,440
Sewer Svc. and Transfer Charges	3,293,969
Misc. Operations	23,589
Capital Facility Income	8,156
Total Operating Revenue	<u>7,469,154</u>

Operating Expense:

Water Expenditures	2,810,157
Sanitary Sewer Expenditures	3,512,676
Admin. and General Expenditures	1,244,196
Depreciation	341,583
Total Operating Expenses	<u>7,908,612</u>

Operating Income (Loss)	(439,458)
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Non-operating Income (Expense):

Property Taxes	647,270
Investment Interest	241,749
Other	39,984
Total Non-operating Income (Expense)	<u>929,003</u>

Change in Net Position	489,545
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Net Position - Beginning	<u>11,325,106</u>
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Net Position - Ending	<u><u>\$ 11,814,651</u></u>
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See accompanying notes and accountant's compilation report

Westborough Water District
Selected Information - Substantially All Disclosures Required by
Generally Accepted Accounting Principles are Not Included
June 30, 2024

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

NOTE 2 - Accounts payable at June 30, 2024, includes \$1,615,106 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 \$(8,172) to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the twelve months ended June 30, 2024, were as follows:

Beginning Balance	\$	15,257,432
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		(59,085)
Ending Balance	\$	<u>15,198,347</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Twelve Months Ended June 30, 2024

	June	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 373,221	\$ 4,143,440	\$ 4,196,733	98.73%	-1.27%	\$ (53,293)
Sewer Svc. and Transfer Charges	243,191	3,293,969	3,284,888	100.28%	0.28%	9,081
Misc. Operations	2,339	23,589	19,200	122.86%	22.86%	4,389
Capital Facility Income	-	8,156	-	100.00%	100.00%	8,156
Total Operating Revenue	618,751	7,469,154	7,500,821	99.58%	-0.42%	(31,667)
Operating Expense:						
Water Expenditures	240,430	2,810,157	2,892,667	97.15%	2.85%	82,510
Sanitary Sewer Expenditures	539,680	3,512,676	2,925,026	120.09%	-20.09%	(587,650)
Admin. and General Expenditures	114,758	1,244,196	1,302,458	95.53%	4.47%	58,262
Depreciation	28,532	341,583	365,000	93.58%	6.42%	23,417
Total Operating Expenses	923,400	7,908,612	7,485,151	105.66%	-5.66%	(423,461)
Operating Income (Loss)	(304,649)	(439,458)	15,670	-2804.45%	-2904.45%	(455,128)
Non-operating Income (Expense):						
Property Taxes	11,735	647,270	676,549	95.67%	-4.33%	(29,279)
Investment Interest	68,282	241,749	90,107	268.29%	168.29%	151,642
Other	2,825	39,984	36,192	110.48%	10.48%	3,792
Total Non-operating Income (Expense)	82,842	929,003	802,848	115.71%	15.71%	126,155
Net Income (Loss)	\$ (221,807)	\$ 489,545	\$ 818,518	59.81%	-40.19%	\$ (328,973)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Twelve Months Ended June 30, 2024

	June	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Expenditures:						
Salaries	\$ 37,915	\$ 439,569	\$ 440,370	99.82%	0.18%	\$ 801
Salaries Overtime	579	9,395	9,000	104.39%	-4.39%	(395)
Benefits	8,404	126,615	123,323	102.67%	-2.67%	(3,292)
OPEB	-	3,587	2,808	127.74%	-27.74%	(779)
Payroll Taxes	2,695	33,734	34,825	96.87%	3.13%	1,091
Technical Communications	915	9,903	11,260	87.95%	12.05%	1,357
Utilities	13,808	176,485	162,716	108.46%	-8.46%	(13,769)
Supplies and Small Tools	365	15,602	15,000	104.01%	-4.01%	(602)
Maintenance of System	-	72,813	59,905	121.55%	-21.55%	(12,908)
Special Services	3,521	76,886	91,717	83.83%	16.17%	14,831
Vehicle Expense	3,303	30,917	35,000	88.33%	11.67%	4,083
Water Purchases	168,925	1,814,651	1,906,743	95.17%	4.83%	92,092
Total Water Expenditures	240,430	2,810,157	2,892,667	97.15%	2.85%	82,510
Sanitary Sewer Expenditures:						
Treatment & Disposal	517,876	3,231,081	2,715,565	118.98%	-18.98%	(515,516)
Utilities	14,663	146,402	137,600	106.40%	-6.40%	(8,802)
Repair of Pipelines	-	-	5,000	0.00%	100.00%	5,000
Repair of Pumps	-	66,696	20,000	333.48%	-233.48%	(46,696)
Connection Fees	-	4,270	-	100.00%	-100.00%	(4,270)
Miscellaneous Sewer Expenses	7,141	64,227	46,861	137.06%	-37.06%	(17,366)
Total Sanitary Sewer Expenditures	539,680	3,512,676	2,925,026	120.09%	-20.09%	(587,650)

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Twelve Months Ended June 30, 2024

	June	Year to Date	2023-24 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Administrative and General Expenditures:						
Salaries	34,199	518,928	532,572	97.44%	2.56%	13,644
Salaries-Temporary	-	749	2,000	37.45%	62.55%	1,251
Salaries-Overtime	-	-	1,500	0.00%	100.00%	1,500
Employee Benefits	13,695	211,282	207,101	102.02%	-2.02%	(4,181)
OPEB	9,315	14,696	4,689	313.41%	-213.41%	(10,007)
Office Supplies and Postage	997	10,472	14,151	74.00%	26.00%	3,679
Memberships	11,104	57,731	48,129	119.95%	-19.95%	(9,602)
Utilities	29	880	1,559	56.45%	43.55%	679
Telephone	383	4,446	4,534	98.06%	1.94%	88
Payroll Taxes	3,256	34,220	42,770	80.01%	19.99%	8,550
Water Conservation	-	1,384	10,000	13.84%	86.16%	8,616
Building & Grounds Maintenance	686	9,051	14,180	63.83%	36.17%	5,129
Parking Rentals	450	5,400	5,760	93.75%	6.25%	360
Directors Fees	700	9,200	11,300	81.42%	18.58%	2,100
Engineering Services	2,079	17,509	55,000	31.83%	68.17%	37,491
Accounting	2,500	28,600	37,960	75.34%	24.66%	9,360
Legal	1,678	19,567	25,400	77.04%	22.96%	5,833
Billing	4,301	60,742	55,347	109.75%	-9.75%	(5,395)
Communications	5,621	16,488	28,633	57.58%	42.42%	12,145
Insurance	6,317	82,949	78,777	105.30%	-5.30%	(4,172)
Bad Debts (Note 1)	61	61	2,000	3.05%	96.95%	1,939
Travel	1,129	8,505	13,626	62.42%	37.58%	5,121
Miscellaneous	16,258	131,336	105,470	124.52%	-24.52%	(25,866)
Total Admin. and General Expenditures	<u>114,758</u>	<u>1,244,196</u>	<u>1,302,458</u>	<u>95.53%</u>	<u>4.47%</u>	<u>58,262</u>
Depreciation Expense	<u>28,532</u>	<u>341,583</u>	<u>365,000</u>	<u>93.58%</u>	<u>6.42%</u>	<u>23,417</u>
Total Expenses	<u>\$ 923,400</u>	<u>\$ 7,908,612</u>	<u>\$ 7,485,151</u>	<u>105.66%</u>	<u>-5.66%</u>	<u>\$ (423,461)</u>

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

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$5,232,470.12
07/15/24	\$ 50,156.68	Interest Earned	\$5,282,626.80
07/18/24	\$ (250,000.00)	Transfer funds to TCB	\$5,032,626.80
Ending Balance			\$5,032,626.80

Total Investments Last Report Period = \$5,232,470.12
Total Investments at End of Report Period = \$5,032,626.80

Effective Interest Rate: 4.480%
(as of 06/24)

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.

California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 02, 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

July 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2024	7/12/2024	QRD	1756733	N/A	SYSTEM	50,156.68
7/18/2024	7/17/2024	RW	1757547	1717987	PATRICIA MAIRENA	-250,000.00

Account Summary

Total Deposit:	50,156.68	Beginning Balance:	5,232,470.12
Total Withdrawal:	-250,000.00	Ending Balance:	5,032,626.80

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

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$140,324.61
07/31/24	\$ 286.23	Change in Account Value	\$140,610.84
Ending Balance			\$140,610.84

Total Investments Last Report Period = \$140,324.61
Total Investments at End of Report Period = \$140,610.84

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

Approved by:

Patricia Mairena
General Manager

PM/pm

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

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

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

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$140,324.61
Net Change in Portfolio¹	286.23
ENDING ACCOUNT VALUE	\$140,610.84
Estimated Annual Income	\$5,005.50

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

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	140,324.61	140,610.84
100%	Account Total	\$140,324.61	\$140,610.84

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

Client Service Information

Your Account Executive: MBP

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

Contact Information

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

Client Service Information

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

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

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

BOND AMORTIZATION ELECTIONS

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

ELECTRONIC DELIVERY

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

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

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

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	2,495.89	0.00
Total Income	\$0.00	\$0.00	\$2,495.89	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
SECURITY BK & TR CO PARIS TENN CTF DEP 3.550% 09/30/24 B/E DTD 09/28/22 ACT/365 1ST CPN DTE 03/28/23 Security Identifier: 814010CV4	141,000.0000	99.7240	140,610.84	1,714.21	5,005.50	3.55%
Total Certificates of Deposit	141,000.0000		\$140,610.84	\$1,714.21	\$5,005.50	
TOTAL FIXED INCOME	141,000.0000		\$140,610.84	\$1,714.21	\$5,005.50	
Total Portfolio Holdings						
			Market Value	Accrued Interest	Estimated Annual Income	
			\$140,610.84	\$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.

Estimated Annual Figures

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

Accrued interest represents interest earned but not yet received.

3.C.6

Reinvestment

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

Option Disclosure

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

Certificates of Deposit

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

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

Foreign Currency Transactions

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

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

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

Proxy Vote

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

Variable Rate Securities

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

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

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.

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	\$0.00	\$0.00	\$0.00	\$2,495.89	\$0.00	\$2,495.89
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-2,495.89	-2,495.89

July 1, 2024 - July 31, 2024
WESTBOROUGH WATER DISTRICT

Activity Summary (continued)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,495.89	-\$2,495.89
Totals	\$0.00	\$0.00	\$0.00	\$2,495.89	-\$2,495.89	\$0.00

Messages

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

The Estimated Annual Income, Estimated Yield and Accrued Interest columns in your Portfolio Holdings section will not display values for variable rate securities. The optional Estimated Annual Income and Accrued Interest fields in the Portfolio at a Glance section of your statement will not include values for these securities.

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

Important Information and Disclosures (continued)

The Role of Pershing (continued)

financial institution or that it receives as the result of securities transactions it processes.

- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333**. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Arbitration Disclosures

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

Important Arbitration Agreement

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

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

CLAIMS REGISTER: JULY 2023

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 64,019.93

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-08/23)	14,248.67
ACWA/JPIA (Workers' Compensation Program, 04/01/24-06/30/24), (Deposit Premium 24/25 Property Renewal & Deposit Premium 24/25 Cyber Liability Program)	30,056.79
AT&T (P.S. Phone Bill to 07/01/24)	842.25
AT&T Mobility (Field & Office Cell Phones, 06/03-07/02)	483.58
Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 08/01/24-10/31/24)	193.26
Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 08/01/24-10/31/24)	279.21
Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm 08/01/24-10/31/24)	387.24
CalPERS Annual Lump Sum Prepayment of UAL)	87,862.00
CalPERS (Retirement Contributions-07/15/24)	6,759.67
CalPERS (Retirement Contributions-07/31/24)	6,759.67
Colina Association (Three Parking Spaces Rental, 08/24)	450.00
Direct Line (Answering Service, 06/15-07/14)	304.92
EFTPS (Employment Taxes-07/15/24)	11,785.47
EFTPS (Employment Taxes-07/31/24)	12,549.53
EDD (Employment Taxes-07/15/24)	2,715.37
EDD (Employment Taxes-07/31/24)	2,933.36
Employment Develop. Dept. (Quarterly Payroll Taxes-2nd Qtr.)	96.73
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-06/24)	5,350.00
Home Depot Credit Services (Field Supplies to 07/12/24)	88.31
Lowe's Business (Field Supplies to 07/17/24)	416.99
Mairena, Patricia (GM Mairena's Internet Services, 06/27-07/26 & 06/24 Gym Membership)	84.99
North Coast County Water (Share of PG&E Bill, 03/23/24-07/22/24)	70.18
PG&E (Summary Bill to 07/19/24)	31,560.63
Psomas (Water Pipeline Marking at Westborough & Skyline)	3,680.00
SF Water Dept. (Water Purchases, 06/06-07/05)	169,777.40
So. SF Scavengers (Garbage Services, 06/24)	114.42
Tri Counties Bank (Monthly Charges Ending 06/30/24)	2,907.88
WEX Bank (Wright Express-Gas Purchases to 07/15/24)	947.51

SUB-TOTAL **\$ 457,725.96**

Updated Checks Voided During Month:

TOTAL CLAIMS REGISTER AMOUNT **\$ 457,725.96**

REPORT.: Aug 05 24 Monday
 RUN....: Aug 05 24 Time: 11:30
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Control Date.: 08/05/24 Posting Period.: 08-24 Fiscal Period.: {02-25} Cash Account No.: 13110

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

				Invoice Date	Actual Period				
Invoice	No	Description		Due Date	Fiscal Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
070124-		DIRECTOR AMUZIE'S INTERNET SERVICE, 07/10-08/09		07/01/24 07/01/24	08-24 02-25	A 59450	65.00	.00	65.00
							65.00	.00	65.00
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REPORT.: Aug 05 24 Monday
 RUN....: Aug 05 24 Time: 11:30
 Run By.: Wendy Bellinger
 Control Date.: 08/05/24

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 08-24 Fiscal Period.: {02-25} Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
070124-	DIRECTOR MEDINA'S INTERNET SERVICE, 07/10-08/09	07/01/24	08-24	A	59450	65.00	.00	65.00
		07/01/24	02-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: MOR01 (MORIOKA, JOANNE)

073024-	ONE WWD HET REBATE FOR ACCT NO MOR0011	07/30/24	08-24	A	59450	50.00	.00	50.00
		07/30/24	02-25					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: MR 01 (MRC)

IN4273764-	XEROX COPIER MAINT. AGREEMENT, 06/19-07/18	07/15/24	08-24	A	59450	151.16	.00	151.16
		07/15/24	02-25					
** Vendor's Subtotal ----->						151.16	.00	151.16

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

29108-	PRINTING & MAILING OF 07/15/24 BILLS & INSERT	07/16/24	08-24	A	59450	1484.88	.00	1484.88
		07/16/24	02-25					
** Vendor's Subtotal ----->						1484.88	.00	1484.88

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

063024-	DIRECTOR RICHARDS' INTERNET SERVICE, 07/24	06/30/24	08-24	A	59450	65.00	.00	65.00
		06/30/24	02-25					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

I0003777-	SUB, THM, HALOCETRIC & BACTERIA ANALYSES, 06/24	07/09/24	08-24	A	59450	1465.00	.00	1465.00
		07/09/24	02-25					
** Vendor's Subtotal ----->						1465.00	.00	1465.00

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

58716-	GM MAIRENA'S ONEDRIVE ON NEW LAPTOP	07/15/24	08-24	A	59450	39.10	.00	39.10
		07/15/24	02-25					
58834-	MYSONICWALL.COM, 1 YR RENEWED GEO FILTERING	08/01/24	08-24	A	59450	96.60	.00	96.60
		08/01/24	02-25					
** Vendor's Subtotal ----->						135.70	.00	135.70

VENDOR I.D.: UND02 (UNDERGROUND SERVICE ALERT)

072224-	ANNUAL MEMBERSHIP	07/22/24	08-24	A	59450	490.54	.00	490.54
		07/22/24	02-25					
** Vendor's Subtotal ----->						490.54	.00	490.54

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

080524-	SEMI-ANNUAL PO BOX FEE, NO 2747	08/05/24	08-24	A	59450	266.00	.00	266.00
		08/05/24	02-25					
** Vendor's Subtotal ----->						266.00	.00	266.00

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

Control Date.: 08/05/24 Posting Period.: 08-24 Fiscal Period.: (02-25) Cash Account No.: 13110

REPORT.: Aug 05 24 Monday
 RUN....: Aug 05 24 Time: 11:30
 Run By.: Wendy Bellinger
 Control Date.: 08/05/24

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period.: 08-24 Fiscal Period.: (02-25) Cash Account No.: 13110

VENDOR I.D.: \L030 (GORDON LEE)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
000C40701-	MQ CUSTOMER REFUND FOR LEE0312	08/01/24	08-24	Z	59450	25.88	.00	25.88
		08/01/24	02-25					
** Vendor's Subtotal ----->						25.88	.00	25.88

VENDOR I.D.: \L031 (WILLIAM LEE)

000C40701-	MQ CUSTOMER REFUND FOR LEE0338	08/01/24	08-24	Z	59450	82.55	.00	82.55
		08/01/24	02-25					
** Vendor's Subtotal ----->						82.55	.00	82.55

VENDOR I.D.: \L032 (TERRY LI)

000C40701-	MQ CUSTOMER REFUND FOR LI 0040	08/01/24	08-24	Z	59450	91.59	.00	91.59
		08/01/24	02-25					
** Vendor's Subtotal ----->						91.59	.00	91.59

VENDOR I.D.: \M006 (WING MA)

000C40701-	MQ CUSTOMER REFUND FOR MA 0060	08/01/24	08-24	Z	59450	143.41	.00	143.41
		08/01/24	02-25					
** Vendor's Subtotal ----->						143.41	.00	143.41

VENDOR I.D.: \S002 (PHILLIP NOEL SANVICTORES)

000C40701-	MQ CUSTOMER REFUND FOR SAN0165	08/01/24	08-24	Z	59450	78.08	.00	78.08
		08/01/24	02-25					
** Vendor's Subtotal ----->						78.08	.00	78.08

VENDOR I.D.: \S003 (ZIADEH SHAMIEH)

000C40701-	MQ CUSTOMER REFUND FOR SHA0063	08/01/24	08-24	Z	59450	68.45	.00	68.45
		08/01/24	02-25					
** Vendor's Subtotal ----->						68.45	.00	68.45

VENDOR I.D.: \S004 (NICHOLAS SORRENTINO)

000C40701-	MQ CUSTOMER REFUND FOR SOR0009	08/01/24	08-24	Z	59450	108.00	.00	108.00
		08/01/24	02-25					
** Vendor's Subtotal ----->						108.00	.00	108.00

VENDOR I.D.: \S027 (CHARON SPENCER)

000C40701-	MQ CUSTOMER REFUND FOR SPE0007	08/01/24	08-24	Z	59450	92.35	.00	92.35
		08/01/24	02-25					
** Vendor's Subtotal ----->						92.35	.00	92.35

VENDOR I.D.: \T010 (ALBERT TOM)

000C40701-	MQ CUSTOMER REFUND FOR TOM0042	08/01/24	08-24	Z	59450	82.76	.00	82.76
		08/01/24	02-25					
** Vendor's Subtotal ----->						82.76	.00	82.76

REPORT.: Aug 05 24 Monday
RUN....: Aug 05 24 Time: 11:30
Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
Accounts Payable Cash Requirements

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

Control Date.: 08/05/24 Posting Period...: 08-24 Fiscal Period...: (02-25) Cash Account No...: 13110

.....
** Report's Total -----> 64019.93 .00 64019.93
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** Total Vendors On This Report -----> 36
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** Total Vendors Needing Checks -----> 36
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Code Title

A IMMEDIATE
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RESOLUTION NO. 680

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT
DURING FISCAL YEAR 2024-2025**

WESTBOROUGH WATER DISTRICT

WHEREAS, by Resolution No. 673, this Board established the appropriations limit applicable to the District during the Fiscal Year 2023-2024 as \$13,390,722; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit during Fiscal Year 2024-2025 by applying to the previous year's limit certain factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

WHEREAS, the calculations showing the applications of those factors have been forwarded to the Board of Directors for review and have been made available for public inspection at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors are as follows: (1) the change in the California per capita personal income was 3.62%; and (2) the applicable change in population from January 2023 to January 2024 was -0.25%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Westborough Water District that the appropriations limit for Fiscal Year 2024-2025 is established as \$13,840,777 .

Passed and adopted this 8th day of August, 2024, by the following vote of the Board.

AYES:

NOES:

ABSENT:-

President, Board of Directors
Westborough Water District

ATTEST:

Secretary of the Board

WESTBOROUGH WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-2025

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2024-2025 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on August 8, 2024.

1. Appropriations limit for Fiscal Year 2023 – 2024	\$13,390,722
2. Population change (January 1, 2023 - January 1, 2024)	-0.25%
3. Change in California per Capita Personal Income Fiscal Year 2023 - 2024	3.62%
4. Fiscal Year 2024 - 2025 adjustment factor (1.0362 x 0.9975)	1.0336
5. Fiscal Year 2024-2025 appropriations limit (\$13,390,722 x 1.0336)	\$13,840,777

Dated: July 24, 2024



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

DATE: July 1, 2024
TO: All Filing Officials and Designees
FROM: Mark Church, Assessor-County Clerk-Recorder (County Filing Officer)
RE: 2024 Biennial Review Notice

The Political Reform Act requires every local government agency to review its Conflict of Interest (COI) Code biennially. A COI Code informs public officials, governmental employees, and consultants the financial interests they must disclose on their Statement of Economic Interests (Form 700).

To assist your agency with the Biennial Review of your COI Code, we have attached a fillable PDF Biennial Review Notice form for your use.

Upon completion of your Biennial Review, the filing official must sign the document and upload the electronic copy of the signed form with the list of designated filers (redline to add or remove), and all other supporting documents such as board Resolutions or bylaws in [Netfile](#).

The deadline to submit your agency's completed Biennial Review Notice is September 2, 2024.

The Local Agency Biennial Notice does not need to be forwarded to the FPPC. For your reference, attached is the list of instructions for uploading the PDF Biennial Review Notice in NetFile.

Please refer to your legal counsel for details to report in your Biennial Review Notice. If you need technical support, please contact [Netfile](#) directly.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2022**, to:

Mark Church
San Mateo County Assessor-County Clerk-Recorder
555 County Center, 3rd Floor
Redwood City, CA 94063

6.B.3

FPPC Advice: www.fppc.ca.gov
advice@fppc.ca.gov (866.275.3772)

Page 1 of 1

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: August 5, 2024

RE: Consideration to Pass Through the Cost of Credit Card Processing on Water Bills

BACKGROUND

The District has been accepting credit card payments from its customers both via web payments thru Corbin Willits Systems (one-time and reoccurring) and in-person/over the phone thru Elavon and now thru Celero/Tri-Counties Bank (one-time payments).

INFORMATION

Since starting the program, banking fees have drastically climbed over the past years from a budgeted amount of \$10,000 in 2013 to \$65,000 for the upcoming fiscal year 2024-2025.

The current credit card processing fees charged by Corbin Willits Systems are:

- Credit Cards and Debit Cards with Visa and MasterCard Logos, the fees are 3.5% plus \$0.30/each transaction.

The credit card processing fees charged by Celero/Tri-Counties Bank (TCB) vary depending on the type of card being used.

- Credit Cards and Debit Cards have multiple tiers of processing charges depending on whether the card is qualified or non-qualified. The fees range from .05% to 3.15% plus a \$ 0.10 to \$0.22/each transaction.

FISCAL IMPACT

The Budget/Finance Committee hopes to recover the majority of the cost associated with processing customer payments through credit cards.

RECOMMENDATION

The Budget/Finance Committee has determined that these fees should be passed on to those customers who pay their bills with a credit card.

ATTACHMENTS

Attachment: Summary of the cost for processing credit card fees by Celeron (TCB) and Corbin Willits.

CELERO - TCB RATES		
<i>New Rates (effective 09/01/23)</i>		
Multiple Tiers of Processing Charges:		
	% Rate	Item Charge
Qualified Visa & MC Cards:	0.05%	\$0.22
Qualified MC Cards:	0.05%	\$0.22
Commercial Cards:	1.90%	\$0.10
Non-Qualified MC Cards:	2.70%	\$0.10
Non-Qualified Visa Cards:	3.15%	\$0.10

Information correct as of 06/10/24

CWS - RATES		
<i>New Rates (effective 04/01/23)</i>		
Transaction Fees:		
	% Rate	Item Charge
Credit Cards and Debit Cards with Visa	3.50%	\$0.30



THE

Water Faucet

AUGUST 2024 / THE OFFICIAL NEWSLETTER OF



Street Address

2263 Westborough Blvd.
So. San Francisco, CA 94080

24-Hour Phone

650-589-1435

Fax

650-589-5167

Email

WWD@WestboroughWater.org
(email address is NOT case sensitive)

Website

WestboroughWater.org
(website address is NOT case sensitive)

Visit our website for
updated information,
water conservation tips,
rebate forms, and much more!

WWD Board Meetings

The Westborough Water District board meetings are held on the second Thursday of every month at the District office. The meeting begins at 7:30 p.m. and the public is encouraged to attend.

WWD Board of Directors

Tom Chambers
President

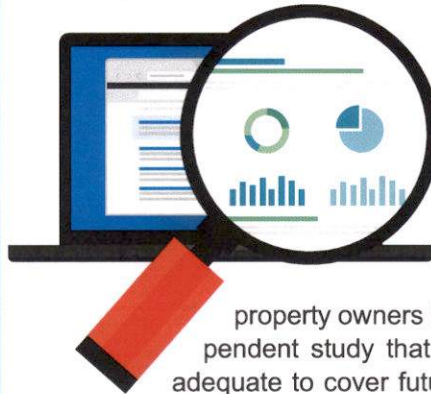
Don Amuzie
Vice President

Julie L. Richards
Perry H. Bautista
Janet Medina
Directors

WWD Management

Patricia Mairana
General Manager

Rate Study Conducted and Update on Rate Increases



As a public agency, the District cannot profit from its operations. Water and sewer rates are determined by the cost of providing service. On July 12, the Board of Directors approved water and sewer rate increases for the next five years beginning in fiscal year 2024/25 through 2028/29.

A Proposition 218 notice explaining our rate increases process was mailed to all customers and property owners in May 2024. The rate increases are based on an independent study that showed that current water and sewer rates are not adequate to cover future water and sewer system expenses. Based on the study, rate increases are necessary to: (a) enable the District to recover the rising costs of operations and maintenance; (b) fund deferred capital improvements; and (c) maintain emergency reserves.

The San Francisco Public Utility Commission (SFPUC), our wholesale water provider, informed the District that due to financial challenges and planned capital improvements, it will be increasing water rates to \$5.67 per unit in 2024/25, representing an 8.8% increase. The SFPUC has projected that its wholesale rate will increase approximately 27.0% through 2028/29. Water purchases represent over 66.0% of total water operating expenses. *(continued on inside)*

WATER RATES: The District's Board of Directors held a public hearing on the proposed water rates on July 12, 2024. The District received 6 letters of protest on the proposed water rate increase. After the Public Hearing the Board adopted water rate increases for the next five years beginning in fiscal year 2024/25 through 2028/29. Effective July 1, 2024, the **new water rate is \$10.02 per 748 gallons.**

SEWER RATES: The District's Board of Directors also held a public hearing on the proposed water rates on July 12, 2024. The District received 5 letters of protest on the proposed sewer rate increase. After the Public Hearing the Board adopted sewer rate increases for the next five years beginning in fiscal year 2024/25 through 2028/29. Effective July 1, 2024, the **new sewer rate is \$12.23 per unit** applied to the amount of water consumed during January-February 2024 meter reading to determine the annual sewer charge collected on the upcoming property tax roll, with a minimum charge of \$146.76 per year. Because sewage is not metered, sewer flow is estimated using consumption during January and February of each year when the least amount of landscape irrigation occurs.

WWD OFFICE HOURS: Monday-Friday, 8:00 am to 4:30 pm. Closed on holidays.

Rate Study & Increases *(continued)*

The North San Mateo County Sanitary District (City of Daly City), who processes our wastewater, has informed the District that they will not be increasing its treatment rate for 2024/25. However, Daly City has projected that their treatment rate will increase by 10.0% each year beginning in 2025/26 through 2028/29 due to increases in operating costs and necessary capital projects. Treatment costs account for 93.0% of total sewer operating expenditures.

We (and our consultant) think we will not need further increases during the next 5 years beyond what were approved on July 12. We do, however, have no control over the wholesale water rates charged by the SFPUC other than rates will be at cost and will be the same for all 26 agencies buying SFPUC water. We also have no control over wastewater processing

rates charged by Daly City although we will be paying the same rate as any household in Daly City. Because of this we did include a pass-thru provision that allows us to increase rates above the July 12 approved rates should our wholesale rates increase more than what was forecasted. If wholesale rates increase less than forecast we also may charge less than the rates approved on July 12.

The new rates for water will appear on the September 2024 water bills. The revised sewer service charges will be reflected on the next property tax bill you receive.

For more information on the rate plan or to see the updated rates, go to WestboroughWater.org ■

UPDATE Credit Card Processing Fees Being Implemented

As we have been communicating to you for the past year, the District has been facing increased credit card processing fees. These fees have drastically climbed over the past years from a budgeted amount of \$10,000 in 2013 to \$65,000 for the upcoming fiscal year 2024-2025. Although credit card processing had been free of charge to customers using this service (the District has been absorbing these charges), the Board of Directors evaluated the rising costs charged by credit card processors and they have determined that these fees should be passed on to those customers who pay their bills with a credit card. At their August 8, 2024, board meeting, the Board of Directors reviewed and approved a 3.5% fee which will be charged for this service, effective with the payments for the September 15, 2024, bills.

Please remember that the District only bills its customers six times per year, so there are only six bills involved; however, to avoid paying this fee, you may elect to pay your bill by using: cash, check, or direct payment (ACH).

Reinvesting in Your Infrastructure



The District is planning on making much needed improvements to the water and sanitary sewer infrastructure. On May 2, 2024, the District approved the following Fiscal Years 2025-2030 capital improvement water projects to increase the safety and reliability of the water system. The total cost is \$13,168,326.

For the upcoming fiscal years 2024/2025 and 2025/2026, the District approved the interior recoating of Skyline Tank No. 3 and its seismic foundation improvements. The District has already completed the exterior recoating of the tank in 2023, but still needs to recoat the interior of the tank as well as perform seismic improvements which are necessary to provide more reliability in case of an earthquake. The District also approved the design phase of the work needed to be done to Skyline Tank No. 2.

For detailed information on these projects, please visit our CIP webpage at WestboroughWater.org/CIP

OPTIONS FOR PAYING YOUR BILL

We continue to offer many options to pay your bill (other than in person) as detailed below:



AFTER HOURS

Drop off payments any time of the day in our convenient 24-hour payment drop off box located near the garage at the District Office (**do not** drop off cash in this box; check or money orders only).



BY MAIL

Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083-2747
Check or money orders only.



PAYMENT DROP BOX

Payment envelopes may be dropped off at the District Office Payment Drop Box by the garage door (check or money orders only, do not place cash)

2263 Westborough Boulevard, SSF, 94080
24-hours a day, 7-days a week

Please note that if your payment is placed in the drop box on the due date, it will be considered timely received as long as it is in the box by the time we open the office at 8 a.m., the following business day.



BY PHONE*

Make a one-time payment using your Visa, Mastercard, or American Express. Call (650) 589-1435 Monday to Friday, 8:00 a.m. to 4:15 p.m.



WWD ONLINE WEB PAYMENTS*

Make a one-time payment or sign up for reoccurring payments using your Visa, Mastercard, or personal check on our secure website: [WestboroughWater.org](https://www.westboroughwater.org). You must have your account number to access it.

** Effective with the September 15, 2024 bill payments, this service will incur an additional 3.5% fee.*



WWD DIRECT PAYMENT (ACH)

This service will continue to be totally free to customers! You may sign up for our Direct Payment Program from your checking or savings account. For your convenience, we have included the ACH form with this newsletter. *By using ACH, your bank account will be charged **on the due date or the last day you can pay your bill**, thus avoiding any late fees and additional credit card fees!*



To avoid any future credit card charges, we strongly recommend signing up for the **WWD DIRECT PAYMENT (ACH)**. Just fill out the enclosed form and return it to us!

If you already signed up for this service, there is no need to complete another form (unless your banking information has changed). For those customers who want to move from credit card payments to ACH, when you complete and return the ACH form, the District will cancel your current form of payment; thus, no need to cancel it yourself. Please be advised when changing to ACH this payment method will not take effect until the next billing cycle, so please make sure to pay your current bill on time.



If you sign up for **WWD DIRECT PAYMENT (ACH)**, we will deliver free water conservation items we have in stock to your home free of charge! After you sign up, send us an email at wwd@westboroughwater.org or give us a call at (650) 589-1435.

For Your Home



Cold Water
Catcher Bucket

For Your Garden



Multi Spray Pattern
Garden Nozzle

For Your Kitchen



1.5 GPM Dual
Function Aerator

For Your Bathroom



1.5 GPM Low-flow
Shower Head



1.0 GPM Needle
Spray Aerator



Toilet Dye Strips
Leak Detection

DISCLAIMER: ITEMS MAY VARY FROM PICTURES DISPLAYED.

Is Your Bank Paying Your Water Bill on Time?



Unfortunately, some customers who paid their bills via their online banking service were under the mistaken impression that the District received the funds electronically on the date they selected. Instead, they found out that not only was their bill not paid on time, but a late fee was incurred. The online banking service debits your account on the date you select and then mails a check to the District; however, many bank online payment processors bundle and hold checks for up to 7 business days before mailing them. **This can cause your payment to be received after the bills are due and incur late fees.** To ensure timely payment of your bill and avoid late fees, we suggest you schedule payment at least 10 business days prior to the due date. ■

Sewer Service Charge on Property Tax Bill

The amount of water you consumed during January and February 2024, or your March 15th bill will be used to determine your annual sewer service charge, which appears on your property tax bill effective July 1, 2024.

Thank you for conserving water! ■



Rebates and Water Conservation

The Westborough Water District wants to remind its customers of the importance of continual water conservation. In an effort to assist the customers the District continues to offer washing machine and toilet rebate programs. These programs are an incentive for customers who are contemplating purchasing one of these. ■



HIGH-EFFICIENCY WASHING MACHINE REBATE PROGRAM

The District continues to offer one single rebate of **\$100 per washing machine** when you purchase a qualifying ENERGY STAR® label efficient clothes washer.



HIGH-EFFICIENCY TOILET (HET) REBATE PROGRAM

In a continuing effort to help our customers reduce water consumption, the District also continues to offer a rebate of up to **\$50 per toilet** if you replace a toilet with a water-efficient model.

TO QUALIFY FOR A REBATE: Toilet purchased must be an EPA WaterSense Labeled HET (effective January 1, 2014, all toilets purchased at retail locations in California should meet this criteria). Both rebate forms and qualifications are available at the WWD Office or online at: WestboroughWater.org/rebates

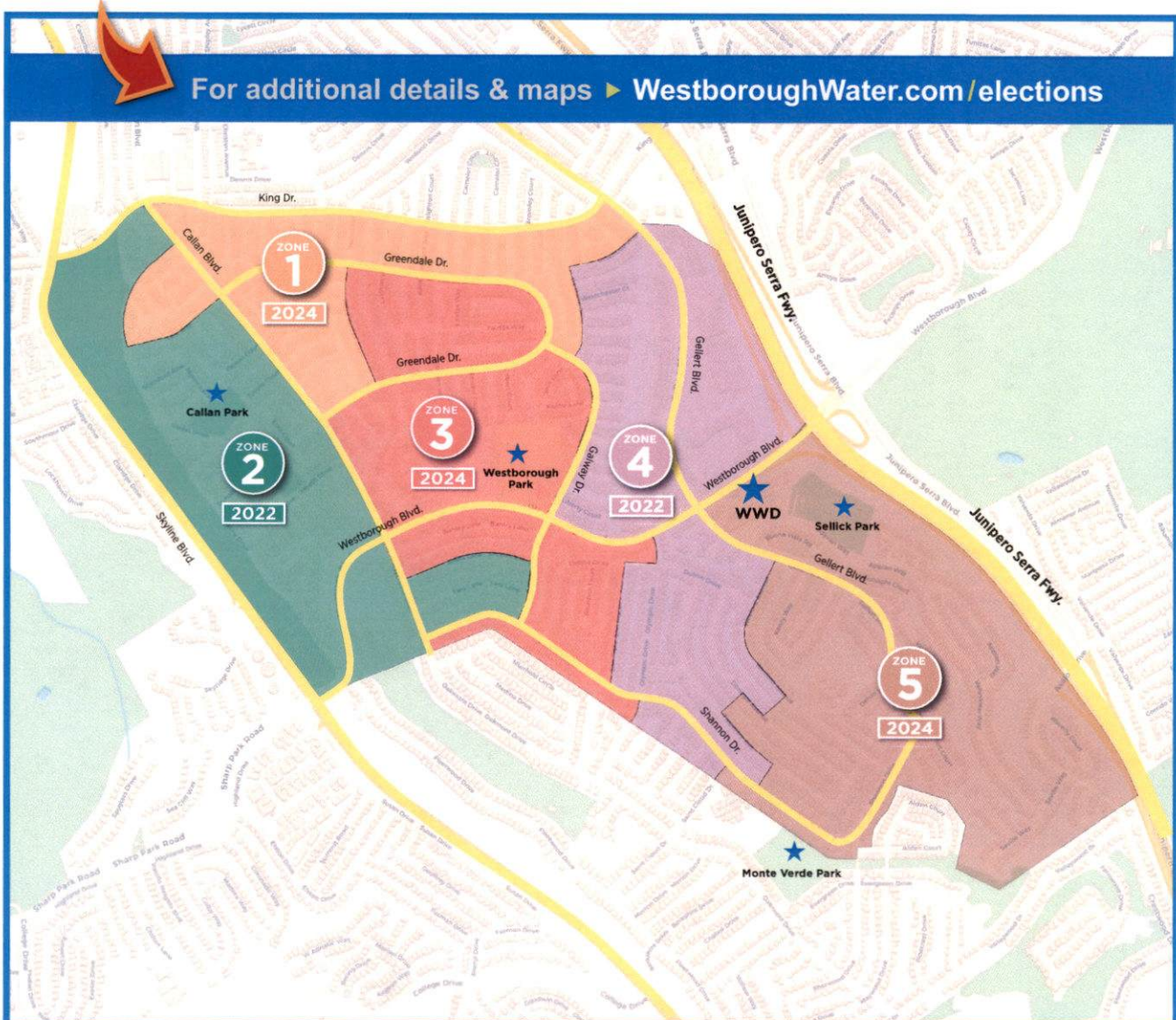
FREE!

WATER CONSERVATION PRODUCTS AVAILABLE!

Please telephone the District ahead to arrange contact-free pick up of your free water conservation products. Please request only the items you will use. Maximum one of each. More details available at: WestboroughWater.org/conservation

November District Elections

On April 14, 2022, the District established an electoral system with zone-based elections for the election of its Board members commencing in November 2022 with five (5) zones. All candidates and Board members of the District must reside in and be a registered voter in the electoral zone in which she or he seeks to serve or serves. This coming November 2024, there will be elections for zones 1, 3, and 5. Below is the final map showing the five (5) zones.



Stay Connected with Customer Connect

WWD's Customer Connect is designed to provide you with direct, electronic communications in case of a service interruption, emergency, or other urgent information. By signing up for Customer Connect, you will receive District News Flashes by mobile text and/or email. It's easy to sign up and you can unsubscribe at any time! Stay informed, stay connected! Visit WestboroughWater.org/connect for more information. ■



THE

Water Faucet

AUGUST 2024 / THE OFFICIAL NEWSLETTER OF



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2263 Westborough Boulevard
P.O. Box 2747
South San Francisco, CA 94083-2747

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Placeholder

Delivering Quality for You Since 1961

In the Event of an Earthquake, Will You Have Enough Drinking Water?

Be better prepared for an earthquake or emergency by keeping at least a 3-day water supply (one gallon per person per day, for drinking and sanitation; do not forget your pets). For more helpful information, please visit the San Mateo County Department of Emergency Management website at



cmo.smcgov.org/emergency-preparedness

AGREEMENT AUTHORIZING DIRECT PAYMENTS (ACH DEBITS) OF WATER AND METER SERVICE FEES AND CHARGES

1. **Authorization.** I, _____ hereby authorize Westborough Water District (District), through its financial institution, to implement a direct payment procedure for water and meter service fees and charges, through ACH (Automated Clearing House) debit entries initiated by District to be debited against the bank account indicated below. Such ACH debit entries shall be made on a bi-monthly basis and in lieu of the physical mailing of the customers' payment.
2. **Bank Account**
 - ☐ Checking Account
 - ☐ Savings AccountBanking Institution Name _____
Branch _____
City _____ State _____ Zip _____
Routing Number _____
Account Number _____
3. **Water Service Account**
Name (on the account) _____
Account Number _____
Service Address _____
4. **Termination of this Authorization**
This authorization is to remain in full force and effect until District has received written notice of termination. The termination shall be effective two weeks after the District receives such written notice.

I agreed to all the above,

Name (please print) _____

Signature _____ Date _____

NOTE: ALL DEBIT AUTHORIZATION **MUST** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED ABOVE.

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

2024 FALL CONFERENCE & EXPO

MARK YOUR CALENDAR

December 3 - December 5
Palm Desert, CA

[HOME](#) / [EVENTS](#) / [CONFERENCES](#) / 2024 FALL CONFERENCE & EXPO

ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

Specific details about this conference will be made available in the future. Please check back for updates.



THIRD AMENDMENT TO EMPLOYMENT AGREEMENT

THIS THIRD AMENDMENT TO EMPLOYMENT AGREEMENT is entered into as of July 1, 2024, by and between Westborough Water District (referred to as "District" or "Employer"), and Patricia Mairena (referred to as "Manager").

RECITALS

A. Manager and the District entered into an Employment Agreement dated July 1, 2021 ("Employment Agreement").

B. On September 8, 2022, the parties executed the first amendment to the Employment Agreement to increase the Manager's compensation (First Amendment);

C. On July 13, 2023, the parties executed the Second Amendment to the Employment Agreement to increase the Manager's compensation (Second Amendment);

D. The parties now desire to amend the Employment Agreement to increase the Manager's compensation and extend the term.

NOW, THEREFORE, the parties agree to amend the Employment Agreement as follows:

1. Compensation. Section 3.A, "Salary and Compensation" of the Employment Agreement is amended to read:

A. **Salary and Evaluation.** As compensation for and in consideration of the services rendered by Manager under this Agreement, the District agrees to pay Manager an annual base salary, commencing on July 1, 2023 and continuing until July 31, 2023 the Manager's annual salary will be \$247,748.29. Commencing on August 1, 2023 and continuing until June 30, 2024 the Manager's annual salary will be \$259,887.96. Commencing on July 1, 2024 and continuing until June 30, 2025 the Manager's annual salary will be \$289,099.36. This compensation shall be payable in installments at the same time and in the same manner as other management employees of the District are paid. District will conduct a performance review and evaluate Manager's performance at least once annually at or near the June meeting of the District's Board of Directors. Manager's annual salary may be increased based upon such evaluation. In addition, District shall pay for Manager's membership at a local health club.

2. Term. Section 1, "Term" subsection B, of the Employment Agreement is amended to read:

B. District agrees to employ Manager through July 1, 2027. Notwithstanding the foregoing, Manager serves at the pleasure of the Board of Directors of the District and her employment may be terminated at any time, for any reason, with or without cause, subject to the terms of Section 7.

3. **Entire Agreement.** This Third Amendment, the Second Amendment, the First Amendment and the Employment Agreement (collectively, the "Agreement") are intended by the parties to be one integrated agreement. The Agreement constitutes the entire agreement of the parties with respect to its subject matter and supersedes all other agreements or understandings, whether express or implied, oral or written, between the parties. The Agreement cannot be modified, altered, amended or changed by any oral statement or conduct but only by a written agreement signed by the President of the Board of Directors and Manager. Except as expressly modified by this Third Amendment, all terms and conditions contained in the Employment Agreement, as previously amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Third Second Amendment to Employment Agreement on the date first written above.

WESTBOROUGH WATER DISTRICT PATRICIA MAIRENA

By: _____

Title: President

Approved as to form:

By: _____

Attorney for the District

Water Purchases Comparison 2020-2021 to 2024-2025

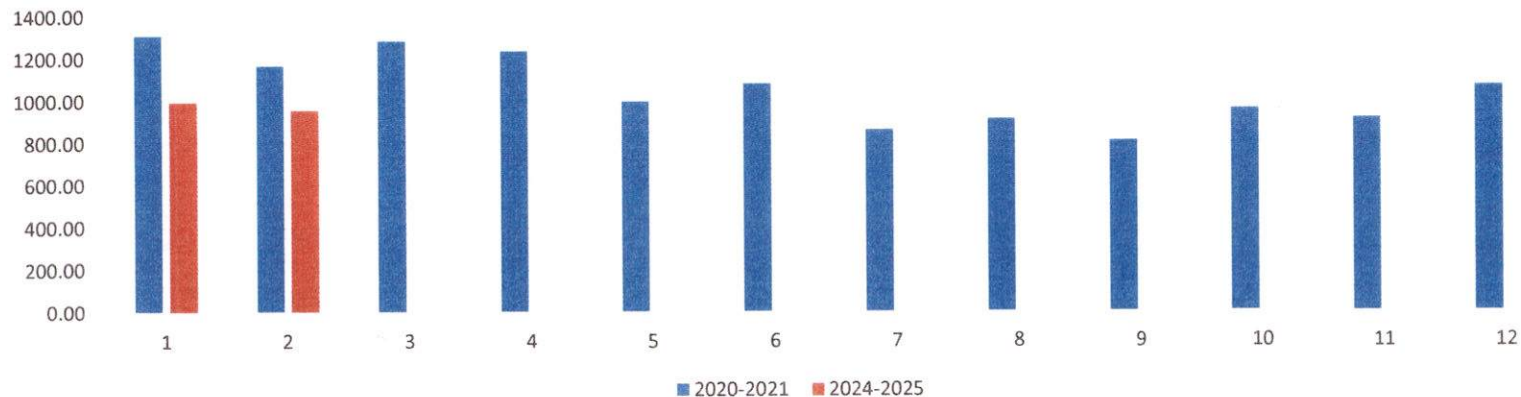
FY 2020-2021				FY 2024-2025				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/05/20 to 07/07/20	43157	33	1307.79	06/06/24 to 07/05/24	29818	30	993.92	-313.87
07/08/20 to 08/06/20	34995	30	1166.50	07/06/24 to 08/06/24	30586	32	955.83	-210.67
08/07/20 to 09/04/20	37162	29	1281.45					
09/05/20 to 10/06/20	39480	32	1233.75					
10/05/20 to 11/02/20	26876	27	995.41					
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					

Total Purchases	382590	364	1051.07	Total Purchases	60404	62	974.26
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GPCPD YTD	54.04
GPCPD 23/24	50.29
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30
GPCPD 19/20	59.11

9.B.1

Water Purchases Comparison
2020-2021 and 2024-2025



BAWSCA Meeting of 18 July 2024

I attended the BAWSCA meeting of 18 July 2024 which was held at the Foster City Community Center as our regular location, the Burlingame Community Center, was unavailable. The main downside of the Foster City location was traffic and the fact the meeting had to end by 8:45 sharp so we could vacate the building before it closed. We had two board members participating remotely using pre-pandemic Brown Act rules which was not a big deal since we are live streaming (and recording) meetings, but those rules do require roll call votes.

Much of the meeting was taken up by the SFPUC report and subsequent questions directed toward Steve Ritchie (SFPUC Asst GM Water). The water supply looks great, with total system storage at 96.8% (vs 89.5% average). The bulk of the report was our annual update of Alternative Water Supply (AWS) plans/projects. AWS is key for San Francisco to meet its legal and contractual requirements and 2045 demands, particularly if proposed Bay Delta Voluntary Agreements do not get adopted. Current near term projects (projects with 2030 estimated completion dates) are Daly City Recycled Water Expansion and Los Vaqueros Reservoir Expansion/Conveyance. Meanwhile 3 Pure water projects (South Bay, Peninsula, and ACWD/USD) are at 10% design and have estimated completion dates of 2038-40. Planning has been deferred on the Calaveras Reservoir Expansion until needs can be better assessed. Questions centered on cost and whether SFPUC's sewer issues (significant upgrades required, particularly since they have a combined sewer/storm drain system) would be impacting costs and completion dates. Sewer impacts were recently highlighted in a Chronicle OP/ED page article written by Peter Drekmeier. We did have public comment from both Peter Drekmeier (Tuolumne River Trust) and Spreck Rosecrans (Restore Hetch Hetchy). While Peter concentrated on cost (and the length of the designed drought), Spreck spoke about the efficiency and low cost opportunities of ground water banking (which would involve coordinating with MID/TID (the irrigation districts who have primary rights on the Tuolumne)). During questions from the board Steve Ritchie did say SFPUC stood behind their 8.5 year designed drought, particularly since the state recently lengthened its mandated designed drought due to climate change.

After the SFPUC presentation Phil Witt from Purissima Hills Water District gave the Water Management Representative (WMR) report. After describing his district and some of its issues, he talked about topics of interest to WMRs, including Tier 2 and the recent tentative agreement they achieved by marrying it to Minimum Purchase Requirements reform. We will be hearing more about this in the future, but because of conservation and recycled sources, Sunnyvale (and others) have been forced to pay millions in penalties when supposedly we are supposed to be encouraging conservation and water recycling.

After more public comment from Peter and Spreck, we got down to our 3 action items of the night. The first was a resolution honoring Bud Wendell, our strategic council who was essential in getting BAWSCA into state law and getting SFPUC to make their system more reliable. He was active in BAWSCA's predecessor, BAWUA, and I think attended every BAWSCA meeting and most events until he moved to Florida in 2019 to be closer to family. The motion passed unanimously. The second item was approval of a contract with EKI for Plan 2050, a long term reliable water supply strategy which will guide BAWSCA for the next 25 years. It is really an update of the 2015 strategy which was developed about 8 years ago. The project will be funded by a water management charge which will be billed by SFPUC as a cost of water. The total bill for the 18 month contract will be \$2.447M, of which WWD will be paying \$14,151, or \$768/month. After approving the contract and funding (there was one nay vote from the Milpitas rep) we should have gone on to the third item, but there was only 10 minutes left in the room so we postponed that item until September. That item came from a request to increase our meeting stipend to \$200 (from \$100) but there was no consensus (or recommendation) from Board Policy Committee so Board discussion will take some time. Accordingly I brought the meeting to a rapid but orderly close. We had previously cancelled the closed session (no new update on lawsuits) and I briefly gave status of new CEO recruitment and evaluation process (which needs to be done by September) for our current CEO, Nicole. Our next meeting will be September 19 at the Burlingame Community Center.