

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Thursday, July 10, 2025  
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 June 12, 2025.

B. Accountant's Report for Period Ending May 31, 2025.

C. Investment Report for Period Ending June 30, 2025.

D. Claims Register for June 30, 2025.

**4. PUBLIC COMMENT:**

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

**5. BUSINESS (OLD: None**

**6. BUSINESS (NEW):**

- A. 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. 689.
- B. Consideration to Approve Resolution No. 690, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2025-2026.
- C. Review/Approve Pakpour Engineering Proposal to Update the District's Standard Specifications and Standard Drawings.
- D. Review/Approve Pakpour Engineering Proposal to Prepare Plans, Specifications and Cost Estimate Appian Way/I-280 Easement Sanitary Sewer Improvements Westborough Water District (District).
- E. Consideration to Purchase Rotating Assemblies for the Rowntree and the Westborough Lift Stations.
- F. Consideration to Set a Special Meeting to Adopt the Westborough Water District Sewer System Management Plan (SSMP).
- G. Consideration for the District to Sign JPIA's Commitment to Excellence (C2E) Certificate.
- H. Consideration to Approve Amendment to Employment Agreement Between the Westborough Water District and Patricia Mairena.
- I. Approve District's Salary Schedule.

**7. WRITTEN COMMUNICATIONS: None**

**8. ATTORNEY'S REPORT:**

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

- A. Report on District's Water Conservation for June 2025.
- B. Update on CCCP (Cross Connection Control Plan).

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

**11. CLOSED SESSION: None**

## **12. ADJOURNMENT:**

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

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

**Thursday, June 12, 2025**

The meeting was called to order at 7:31 p.m.

**1. ROLL CALL:**

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

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

Visitors Present: Sergio Medina  
Danielle McPherson, Sr. Water Resources Specialist at BAWSCA  
(arrived at 7:40pm)

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

**3. CONSENT CALENDAR:**

President Amuzie presented the Consent Calendar.

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

The motion was carried unanimously.

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**4. PUBLIC COMMENT:** None

**5. BUSINESS (OLD):**

**A. Report on Computer Fraud Incident.**

General Manager Mairena referred to her staff report in the board packet, which provided an update on the computer fraud incident she reported to the Board last month and proceeded to review it with the Board. General Manager Mairena stated that the District's bank, Tri-Counties Bank (TCB), had been able to recover most of the funds, except \$15.90, so she instructed JPIA to close the claim.

General Manager Mairena told the Board that she had joined administrative staff in participating in a JPIA class - Human Risk is Cyber Risk: How Small and Midsize Business can prevent costly employee mistakes, and in addition, Selerum was putting together a proposal for cybersecurity training.

Director Bautista asked if South San Francisco Police Department had been able to identify the perpetrator. General Manager Mairena replied that the police report did not disclose that. Director Medina stated that the police report stated the case was closed.

**6. BUSINESS (NEW):**

The Board shifted the order of discussion for Item 6A to allow Danielle McPherson to arrive.

**B. Consider Authorization of Task Order 25-03 with District Engineer, Pakpour Consulting Group, Inc., for Construction Support Services for the Skyline Tank No. 3 Improvements in the Amount of \$484,830.**

Engineer Pakpour reviewed the scope of the task order with the Board and stated that the funds for support services had already been budgeted as part of the project. Engineer Pakpour reviewed the proposed budget which included work being done by consulting engineers and also provided an overview of the project.

Director Chambers moved to authorize Task Order 25-03 with District Engineer, Pakpour Consulting Group, Inc., for Construction Support Services for the Skyline Tank No. 3 Improvements in the Amount of \$484,830, seconded by Director Medina.

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The motion was carried unanimously.

**C. Review/Approve 5-Year Sewer Capital Improvement Plan.**

Engineer Pakpour reviewed the proposed 5-Year Sewer Capital Improvement Plan with the Board and explained how the previously allotted \$1 million dollars per year would be spent for the next five years, and for some of the years, the unused balance would be rolled over to the following year. Engineer Pakpour stated that he planned to update this schedule every year and present it to the Board.

Engineer Pakpour stressed that the District's capital improvement program is severely underfunded, given all the projects that had already been identified, and that hopefully, there is a possibility of additional CIP funds being available if customers exceeded the budgeted water sales.

Director Chambers moved to Approve the 5-Year Sewer Capital Improvement Plan, seconded by Director Richards.

The motion was carried unanimously.

**A. Consideration of Amendment to the "Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County" and Approval of an Updated Tier 2 Drought Response Implementation Plan, Resolutions No. 687 and 688.**

General Manager Mairena introduced Danielle McPherson, Sr. Water Resources Specialist at BAWSCA. Ms. McPherson apologized for her late arrival and proceeded to review her Updated Tier 2 Plan and WSA Amendments Adoption Sample Slides.

Ms. McPherson provided an overview of the Water Supply Agreement (WSA) between San Francisco and the Wholesale Customers and reviewed the two-water supply reliability contract actions: Updated Tier 2 Drought Response Implementation Plan (Tier 2 Plan) and WSA amendments (Minimum Purchase Amendments and Tier 1 Plan Amendments).

Ms. McPherson stated that any amendments to the WSA had to be agreed upon by all 26 BAWSCA agencies and that for the past 2.5 years, all 26 agencies had been in negotiations.

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She thanked General Manager Mairena for her participation as lead negotiator for the District.

Ms. McPherson reviewed a scenario for Updated Tier 2 Plan Cutbacks compared to the Expiring Plan at 15% Cutback to the Wholesale Customers and pointed out that the District actually fares better due to the low water consumption of its customers.

Ms. McPherson pointed out that finalizing the updated Tier 2 Plan required concessions from all agencies, including making changes to the Tier 1 Plan and the Minimum Purchase Quantities. Ms. McPherson stated that under the new Tier 1 Plan, no excess use charges would apply if collectively Wholesale Customer purchases were less than Tier 1 allocation (similar to a cell phone family plan). Ms. McPherson mentioned that the current Minimum Purchases Quantities (MPQ) have been in place since the 1960s, affecting four agencies (Alameda, Milpitas, Mt. View, and Sunnyvale) with access to other imported water and pointed out that the conditions have changed since the MPQs were last lowered in 2009. Ms. McPherson reviewed the three elements in the Minimum Purchase Amendment: MPQ Reset, One-Year Drought Rebound MPQ, and MPQ Collective Purchases Family Plan.

Ms. McPherson reviewed the WSA Amendment Impacts and provided cost analysis (ranging from \$0.007 to \$0.040 per CCF) and benefit analysis (removing barriers for MPQ agencies to develop drought resistant local supplies and investment in water use efficiency, and minimize agencies being charged for unused water).

Ms. McPherson noted the following recommendations by Staff:

**WSA Amendment Recommendations:**

1. The Board of Directors approves the revisions included in the attached Exhibit A, approves those revisions to be incorporated into a revised WSA titled the "2025 Amended and Restated Water Supply Agreement Between the City and County of San Francisco Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County" dated as of 2025 (2025 Amended and Restated Water Supply Agreement).
2. The Board President or the General Manager is authorized and directed to execute the 2025 Amended and Restated Water Supply Agreement, when final execution copies are prepared and distributed by BAWSCA.

**Tier 2 Plan Recommendations:**

1. The Tier 2 Drought Response Implementation Plan, which is attached as Exhibit A (Tier 2 Plan), is approved.

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2. This approval is conditioned upon all of the other twenty-five Wholesale Customers approving the Tier 2 Plan, such approvals being evidenced through adoption of similar resolutions or, in the case of private-sector organizations, by other equivalently binding written commitments signed by an executive officer acting within the scope of delegated authority, and all such approvals occurring on or before December 31, 2025.

Director Chambers moved to approve Resolution 687, A Resolution of Board of Directors of the Westborough Water District Approving an Amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County, seconded by Director Bautista.

Roll Call

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

The motion was carried unanimously.

Director Chambers moved to approve Resolution 688, A Resolution of Board of Directors of the Westborough Water Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement, seconded by Director Bautista.

Roll Call

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

The motion was carried unanimously.

The Board and General Manager Mairena thanked Ms. McPherson for her presentation.



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**D. Review (Approve) 2025/2026 Operating Budget.**

General Manager Mairena stated that she had met with the Budget Committee and reviewed the budget she had prepared. General Manager Mairena mentioned that this is the second year, the G&A expenses have been split between the water and sewer funds, and the Rate Study had made that possible. General Manager Mairena proceeded to display the budget worksheets on the screen.

General Manager Mairena reviewed the Budget Summary and mentioned that previously, this summary contained both funds and one net bottom line. General Manager Mairena explained how once again she had listed both funds separately with the revenue, expenses, and bottom line listed for each of the funds, and then provided a combined total net at the very bottom. General Manager Mairena asked the Board if they had any questions.

Director Medina moved to Approve the 2025/2026 Operating Budget, seconded by Director Chambers.

**E. Review/Approve Proposal to Participate in BAWSCA Water Loss Management Program for 2025-2026.**

General Manager Mairena reported that this is a program through BAWSCA that the District is required to do every year. General Manager Mairena mentioned that the District did not have negative loss last year, but the loss reported was very minimal. General Manager Mairena stated that the proposal for FY 2025-2026 was for \$17,569.

Director Chambers moved to Approve the Proposal to Participate in BAWSCA Water Loss Management Program for 2025-2026, seconded by Director Medina.

**F. Review/Approve Revisions to District's Personnel Manual.**

General Manager Mairena mentioned she had met with the Personnel Committee and had requested the following changes to the list of holidays, and the committee agreed with her recommendations:

- Good Friday (Office currently closes from 12:00 noon to 3pm). Instead, have Office close at 12 noon. The impact would only be 1 hour, since staff takes ½ hour lunch, and the office closes at 4:30pm.

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### Minutes of the Regular Meeting of the Board of Directors

Thursday, June 12, 2025

- Add Indigenous Peoples' Day on the 2<sup>nd</sup> Monday in October. There is no banking, no mail on that day, and few customers come to the office.

Director Bautista moved to Approve the Revisions to District's Personnel Manual, seconded by Director Medina.

#### **G. Consideration of Cost of Living and Salary Adjustment for District Employees.**

General Manager Mairena reported to the Board that staff had been performing either on standard or above, and it had been a remarkably busy year with all the new regulatory changes. General Manager Mairena mentioned that field staff had been busy completing the District's LCR (Lead and Copper Rule) Inventory which was submitted to the EPA ahead of schedule. General Manager Mairena informed the Board that in addition, field staff had taken training on backflow device testing and cross-connection control and had already obtained certifications or were soon to obtaining them, as part of the Cross Connection Control Plan (CCCP), required by the Water Boards.

General Manager Mairena displayed a chart with her recommendation to the Board which included COLA of 2.7% and additional merit increases for some of the employees. General Manager Mairena mentioned that these proposed increases had been accounted for in the FY 2025-2026 budget. General Manager Mairena stated that if agreeable with the Board, she would like to make those recommendations.

Position	COLA %	Merit %	Total Increase	Revised Pay
Operations Assistant	2.70%	3.30%	6.0%	\$ 109,335.27
Office Supervisor	2.70%		2.7%	\$ 149,550.26
Field Supervisor	2.70%	3.30%	6.0%	\$ 170,660.00
Field Worker	2.70%	7.30%	10.0%	\$ 96,127.91
On Call Worker	2.70%		2.7%	\$ 46.22

Director Chambers moved to Approve the Cost of Living and Salary Adjustment for District Employees, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board.

#### **H. Consideration of Cost-of-Living and Salary Adjustment for General Manager.**

This item was discussed at the end of the meeting after the Closed Session.

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Thursday, June 12, 2025

**7. WRITTEN COMMUNICATIONS:**

**A. JPIA's Letter Dated June 6, 2025, Regarding Liability, Property, and Workers' Compensation Programs Risk Assessment.**

General Manager Mairena reported on her May 29, 2025, meeting with Paul Meyers, the JPIA Risk Control Advisor and stated the meeting was followed by field inspections of the three sewer lift stations. General Manager Mairena commented that the meeting had been highly informative and that Mr. Meyers had recommended the District to partner with JPIA by signing the Commitment to Excellence (C2E) Certificate which would create eligibility for the JPIA's Risk Control Grant Program that could fund up to \$10,000 for specific one-time, non-routine risk management, loss control programs, such as the purchase of a Ground Penetrating Radar (GPR) device.

Attorney Conneran mentioned that JPIA offers KnowB4, a cyber-attack training system provided at no cost to members who participate in the cyber liability program, and commented that it is a good program and his office uses it, so District staff and directors would benefit from using it.

**8. ATTORNEY'S REPORT: None**

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

**A. Report on District's Water Conservation for May 2025.**

General Manager Mairena pointed out that this report is not on the board packet, since the SFPUC bill was just posted to the account. General Manager Mairena stated that the usage for this period is a bit higher than the 2020-2021 period, which was probably due to the nicer weather during this period.

**B. Report on the ACWA/JPIA 2025 Membership Summit and Spring Conference, May 12 – May 15, 2025.**

General Manager Mairena thanked the Board for the opportunity to attend the Conference and mentioned that due to the preparation of the budget and other reports being due by June 30<sup>th</sup>, she had been unable to prepare a written report, so her report would be an oral one. General Manager Mairena mentioned that it had been a highly informative conference, and she had attended classes that would meet part of the required hours for her

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Thursday, June 12, 2025

D1 Water Distribution license renewal. General Manager Mairena stated she attended classes on emergency communications and staff recruitment among others, and she had been able to discuss regulatory changes with other GMs.

**C. Bay-WAVE Networking Event, May 22, 2025.**

General Manager Mairena reported on the Bay-WAVE networking event that both Director Chambers and she, attended at the offices of Hanson Bridgett. General Manager Mairena mentioned that guest speaker Kevin Philips, Town Manager of Paradise, CA, had shared his insights into wildfire preparedness and recovery, and pointed out that rebuilding the entire system was costly to rate payers, so educating them was a key factor.

Director Chambers stated he had learned that when recovering from a fire, potentially contaminated pipes in a water system need to be drained and preserved within the first 30 days after the event or they need to be replaced.

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

**A. Report on the ACWA/JPIA 2025 Membership Summit and Spring Conference, May 12 – May 15, 2025 (Amuzie).**

President Amuzie thanked the Board for allowing him to attend the conference and stated that his written report was on the packet and asked if anyone had any questions.

**B. Report on BAWSCA Meeting of May 15, 2025 (Chambers).**

Director Chambers stated his report on the BAWSCA meeting was in the packet and asked if there were any questions.

**11. CLOSED SESSION:**

**A. Closed Session – Public Employee Performance Evaluation, Government Code Section 54957**

**Title: General Manager**

Attorney Conneran took the Board to closed session at 9:01 p.m. to discuss the General Manager's performance evaluation.

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Thursday, June 12, 2025

The Board reconvened open session at 9:41 p.m. Attorney Conneran stated that the Board had met in closed session pursuant to Code Section 54947 and that they still had one pending item, Consideration of Cost-of-Living and Salary Adjustment for the General Manager.

**6. BUSINESS (NEW): (Continued)**

**H. Consideration of Cost-of-Living and Salary Adjustment for General Manager.**

Director Chambers moved to Approve a 4% Cost of Living and Salary Adjustment for the General Manager and one (1) additional week of vacation leave, effective July 1, 2025, and a 2% minimum salary adjustment for year 2026-2027, and a 3% minimum salary adjustment for year 2027-2028, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board for their generosity.

**12. ADJOURNMENT:**

Without objection, President Amuzie adjourned the meeting.

Time 9:47 p.m.

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Secretary

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President

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Date

**Westborough Water District**

Financial Statements  
With Accountant's Compilation Report  
May 31, 2025



**Chavan & Associates, LLP**

Certified Public Accountants  
16450 Monterey Road, Ste. 5  
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 eleven months ended May 31, 2025, 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 eleven months ended May 31, 2025, 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 eleven months ended May 31, 2025, 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*

July 4, 2025  
Morgan Hill, California

**Westborough Water District**  
**Statement of Net Position**  
**May 31, 2025**

**ASSETS**

**Current Assets:**

Cash (Including \$6,829,220 in Time Deposits)	\$ 7,363,534
Receivables	
Water	1,012,725
Sewer	80,998
Other	188,919
Prepaid Expenses and Other	24,954
Inventory	305,158
Total Current Assets	<u>8,976,288</u>

**Non-Current Assets:**

Lease Receivable	208,057
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	306,504
Water Facility	8,231,334
Building	1,503,835
Joint-Use Facilities	94,907
Meters	946,125
Office Furniture and Equipment	161,560
Maintenance Facility	478,623
Sewer Facility	3,537,146
Total Utility Plant in Service (Capital Assets)	<u>15,442,667</u>
Less Accumulated Depreciation	<u>(7,542,186)</u>
Utility Plant in Service-Net Accumulated Depreciation	<u>7,900,481</u>
Total Non-Current Assets	<u>8,108,538</u>

Total Assets	<u>\$ 17,084,826</u>
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**DEFERRED OUTFLOWS**

Deferred Pension Outflows	\$ 640,031
Deferred OPEB Outflows	<u>173,441</u>
Total Deferred Outflows	<u>\$ 813,472</u>

(continued)

*See accompanying notes and accountant's compilation report*

**Westborough Water District**  
**Statement of Net Position**  
**May 31, 2025**

**LIABILITIES**

**Current Liabilities:**

Accounts Payable (Note 2)	\$ 1,322,989
Customers' Deposits	414,910
Unearned Revenue	24,366
Total Current Liabilities	<u>1,762,265</u>

**Long-term Liabilities:**

Accrued Vacation	142,172
Net Pension Liability	1,254,767
Net OPEB Obligation	267,500
Total Long-term Liabilities	<u>1,664,439</u>

Total Liabilities	<u>\$ 3,426,704</u>
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**DEFERRED INFLOWS**

Deferred Lease Inflows	\$ 170,064
Deferred Pension Inflows	148,489
Deferred OPEB Inflows	138,665

Total Deferred Inflows	<u>\$ 457,218</u>
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**NET POSITION**

Net Investment in Capital Assets	\$ 7,900,481
Restricted for Capital Facilities	347,103
Unrestricted:	
Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	330,112
Unappropriated	3,242,307

Total Net Position	<u>\$ 14,014,376</u>
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(concluded)

*See accompanying notes and accountant's compilation report*

**Westborough Water District**  
**Statement of Activities**  
**For the Ten Months Ended May 31, 2025**

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**Operating Revenue:**

Water Sales (Note 3)	\$ 4,530,366
Sewer Svc. and Transfer Charges	3,116,655
Misc. Operations	<u>22,193</u>
<b>Total Operating Revenue</b>	<u><u>7,669,214</u></u>

**Operating Expense:**

Water Expenditures	2,851,748
Sanitary Sewer Expenditures	2,618,153
Admin. and General Expenditures	1,237,881
Depreciation	<u>310,673</u>
<b>Total Operating Expenses</b>	<u><u>7,018,455</u></u>

<b>Operating Income (Loss)</b>	<b>650,759</b>
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**Non-operating Income (Expense):**

Property Taxes	791,394
Investment Interest	249,759
Other	<u>108,183</u>
<b>Total Non-operating Income (Expense)</b>	<u><u>1,149,336</u></u>

<b>Change in Net Position</b>	<b>1,800,095</b>
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<b>Net Position - Beginning</b>	<u><u>12,214,281</u></u>
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<b>Net Position - Ending</b>	<u><u>\$ 14,014,376</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  
May 31, 2025

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

**NOTE 2 -** Accounts payable at May 31, 2025, includes \$1,140,244 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 \$1,873 to account for uncollectible water receivables for the period.

**NOTE 5 -** Changes in utility plant in-service for the eleven months ended May 31, 2025, were as follows:

Beginning Balance	\$	15,435,751
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		6,916
Ending Balance	\$	<u>15,442,667</u>

**Westborough Water District**  
**Schedule of Income and Expense - Budget to Actual**  
**For the Eleven Months Ended May 31, 2025**

	May	Year to Date	2024-25 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Operating Revenue:</b>						
Water Sales (Note 3)	\$ 386,988	\$ 4,530,366	\$ 4,953,010	91.47%	-0.20%	\$ (9,893)
Water Misc. Operations	2,251	22,193	20,000	110.97%	19.30%	3,860
Total Water Operating Revenue	389,239	4,552,559	4,973,010	91.55%	-0.12%	(6,033)
Sewer Svc. and Transfer Charges	288,490	3,116,655	3,376,361	92.31%	0.64%	21,657
Total Sewer Operating Revenue	288,490	3,116,655	3,376,361	92.31%	0.64%	21,657
<b>Total Operating Revenue</b>	<b>677,729</b>	<b>7,669,214</b>	<b>8,349,371</b>	<b>91.85%</b>	<b>0.19%</b>	<b>15,624</b>
<b>Operating Expense:</b>						
Water Expenditures	271,013	2,851,748	3,117,576	91.47%	0.19%	6,030
Admin. and General Expenditures	43,166	955,715	1,142,098	83.68%	7.99%	91,208
Depreciation	22,533	248,750	275,093	90.42%	1.24%	3,419
Total Water Operating Expenses	336,712	4,056,213	4,534,767	89.45%	2.22%	100,657
Sanitary Sewer Expenditures	224,004	2,618,153	2,918,715	89.70%	1.96%	57,336
Admin. and General Expenditures	30,029	282,166	384,072	73.47%	18.20%	69,900
Depreciation	5,735	61,923	66,179	93.57%	-1.90%	(1,259)
Total Sewer Operating Expenses	259,768	2,962,242	3,368,966	87.93%	3.74%	125,977
<b>Total Operating Expenses</b>	<b>596,480</b>	<b>7,018,455</b>	<b>7,903,733</b>	<b>88.80%</b>	<b>2.87%</b>	<b>226,634</b>
<b>Operating Income (Loss)</b>	<b>81,249</b>	<b>650,759</b>	<b>445,638</b>	<b>146.03%</b>	<b>54.36%</b>	<b>242,258</b>
<b>Non-operating Income (Expense):</b>						
Water Property Taxes & Assessments	42,316	558,431	487,900	114.46%	22.79%	111,189
Water Investment Interest	13,283	105,021	52,949	198.34%	106.68%	56,484
Other Non-operating Water Income (Expense)	2,781	30,714	37,000	83.01%	-8.66%	(3,203)
Total Water Non-Operating Income (Expenses)	58,380	694,166	577,849	120.13%	28.46%	164,470
Sewer Property Taxes & Assessments	18,136	232,963	209,100	111.41%	19.75%	41,288
Sewer Investment Interest	15,215	144,738	79,424	182.23%	90.57%	71,933
Other Non-Operating Sewer Income (Expense)	-	77,469	-	100.00%	100.00%	77,469
Total Sewer Non-Operating Income (Expenses)	33,351	455,170	288,524	157.76%	66.09%	190,690
<b>Total Non-operating Income (Expense)</b>	<b>91,731</b>	<b>1,149,336</b>	<b>866,373</b>	<b>132.66%</b>	<b>40.99%</b>	<b>355,160</b>
<b>Net Income (Loss)</b>	<b>\$ 172,980</b>	<b>\$ 1,800,095</b>	<b>\$ 1,312,011</b>	<b>137.20%</b>	<b>45.53%</b>	<b>\$ 597,418</b>

**Westborough Water District**  
**Water Fund Schedule of Income and Expense - Budget to Actual**  
**For the Eleven Months Ended May 31, 2025**

	May	Year to Date	2024-25 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Water Operating Revenue:</b>						
Water Sales (Note 3)	\$ 386,988	\$ 4,530,366	\$ 4,953,010	91.47%	-0.20%	\$ (9,893)
Misc. Operations	2,251	22,193	20,000	110.97%	19.30%	3,860
<b>Total Operating Revenue</b>	<b>389,239</b>	<b>4,552,559</b>	<b>4,973,010</b>	<b>91.55%</b>	<b>-0.12%</b>	<b>(6,033)</b>
<b>Water Operating Expense:</b>						
Salaries	25,040	456,149	464,924	98.11%	-6.45%	(29,969)
Salaries Overtime	586	8,609	9,000	95.66%	-3.99%	(359)
Benefits	3,472	130,873	134,692	97.16%	-5.50%	(7,405)
Payroll Taxes	1,973	34,694	43,575	79.62%	12.05%	5,250
Technical Communications	967	10,096	13,424	75.21%	16.46%	2,209
Utilities	17,926	167,369	203,679	82.17%	9.49%	19,337
Supplies and Small Tools	599	11,246	15,000	74.97%	16.69%	2,504
Maintenance of Sytem	5,257	41,691	62,900	66.28%	25.38%	15,967
Special Services	21,285	116,593	116,394	100.17%	-8.50%	(9,899)
Vehicle Expense	3,470	27,852	35,000	79.58%	12.09%	4,231
Water Purchases	190,438	1,846,576	2,018,988	91.46%	0.21%	4,163
<b>Admin. and General Expenditures</b>						
Salaries	39,145	455,069	477,321	95.34%	-3.67%	(17,525)
Salaries-Temporary	-	1,587	2,000	79.35%	12.30%	246
Salaries-Overtime	-	-	2,000	0.00%	91.65%	1,833
Employee Benefits	15,620	189,036	197,564	95.68%	-4.02%	(7,936)
Payroll Taxes	2,942	26,902	44,159	60.92%	30.75%	13,577
Office Supplies and Postage	1,228	7,702	9,905	77.76%	13.91%	1,378
Memberships	-	50,110	50,718	98.80%	-7.14%	(3,619)
Utilities	57	973	1,492	65.21%	26.47%	395
Telephone	293	3,039	3,333	91.18%	0.48%	16
Water Conservation	70	2,753	5,600	49.16%	42.50%	2,380
Building & Grounds Maintenance	236	10,838	17,057	63.54%	28.13%	4,798
Parking Rentals	315	3,465	4,234	81.84%	9.83%	416
Directors Fees	750	4,200	7,900	53.16%	38.51%	3,042
Engineering Services	248	25,818	45,185	57.14%	34.53%	15,602
Accounting	315	29,188	32,795	89.00%	2.67%	874
Legal	1,385	16,039	15,400	104.15%	-12.48%	(1,922)
Billing	4,171	32,513	39,692	81.91%	9.75%	3,871
Communications	270	11,948	22,427	53.28%	38.39%	8,610
General Election	-	-	14,000	0.00%	91.66%	12,833
Insurance	3,747	47,772	59,240	80.64%	11.02%	6,531
Bad Debts (Note 1)	-	134	1,000	13.40%	78.30%	783
Travel	205	5,947	14,726	40.38%	51.28%	7,552
Miscellaneous	(29,081)	6,822	14,502	47.04%	44.63%	6,472
Banking and Cr. Card Fees	1,250	23,860	59,848	39.87%	51.80%	31,001
<b>Total Admin. and General Expenditures</b>	<b>43,166</b>	<b>955,715</b>	<b>1,142,098</b>	<b>83.68%</b>	<b>7.99%</b>	<b>91,208</b>
<b>Depreciation Expense</b>	<b>22,533</b>	<b>248,750</b>	<b>275,093</b>	<b>90.42%</b>	<b>1.24%</b>	<b>3,419</b>
<b>Total Water Operating Expense</b>	<b>336,712</b>	<b>4,056,213</b>	<b>4,534,767</b>	<b>89.45%</b>	<b>2.22%</b>	<b>100,657</b>
<b>Water Operating Income (Loss)</b>	<b>52,527</b>	<b>496,346</b>	<b>438,243</b>	<b>113.26%</b>	<b>21.59%</b>	<b>94,624</b>
<b>Water Non-operating Income (Expense):</b>						
Property Taxes	42,316	558,431	487,900	114.46%	22.79%	111,189
Investment Interest	13,283	105,021	52,949	198.34%	106.68%	56,484
Other Non-Operating Water Income (Expense)	2,781	30,714	37,000	83.01%	-8.66%	(3,203)
<b>Total Non-operating Income (Expense)</b>	<b>58,380</b>	<b>694,166</b>	<b>577,849</b>	<b>120.13%</b>	<b>28.46%</b>	<b>164,470</b>
<b>Net Income (Loss)</b>	<b>\$ 110,907</b>	<b>\$ 1,190,512</b>	<b>\$ 1,016,092</b>	<b>117.17%</b>	<b>25.50%</b>	<b>\$ 259,094</b>

**Westborough Water District**  
**Sewer Fund Schedule of Income and Expense - Budget to Actual**  
**For the Eleven Months Ended May 31, 2025**

	May	Year to Date	2024-25 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
<b>Sanitary Sewer Operating Revenue:</b>						
Sewer Svc. and Transfer Charges	\$ 288,490	\$ 3,116,655	\$ 3,376,361	92.31%	0.64%	\$ 21,657
<b>Total Operating Revenue</b>	<b>288,490</b>	<b>3,116,655</b>	<b>3,376,361</b>	<b>92.31%</b>	<b>0.64%</b>	<b>21,657</b>
<b>Sanitary Sewer Operating Expense:</b>						
Treatment & Disposal	212,837	2,455,294	2,706,161	90.73%	0.94%	25,354
Utilities	11,167	133,215	174,117	76.51%	15.16%	26,392
Repair of Pipelines	-	-	5,000	0.00%	91.66%	4,583
Repair of Pumps	-	-	21,000	0.00%	91.67%	19,250
Miscellaneous Sewer Expenses	-	29,644	12,437	238.35%	-146.68%	(18,243)
<b>Admin. and General Expenditure</b>						
Salaries	6,177	68,574	98,263	69.79%	21.88%	21,500
Employee Benefits	754	18,529	40,273	46.01%	45.66%	18,388
Payroll Taxes	627	5,707	9,586	59.53%	32.13%	3,080
Office Supplies and Postage	527	3,416	4,246	80.45%	11.21%	476
Memberships	-	309	486	63.58%	28.19%	137
Telephone	126	1,303	1,428	91.25%	0.42%	6
Water Conservation	30	1,180	2,400	49.17%	42.50%	1,020
Building & Grounds Maintenance	37	890	3,571	24.92%	66.73%	2,383
Parking Rentals	135	1,485	1,814	81.86%	9.81%	178
Directors Fees	350	3,200	4,400	72.73%	18.93%	833
Engineering Services	12,639	52,774	40,880	129.09%	-37.43%	(15,301)
Accounting	315	28,488	32,795	86.87%	4.80%	1,574
Legal	2,320	17,505	15,400	113.67%	-22.00%	(3,388)
Billing	1,781	14,371	17,011	84.48%	7.19%	1,223
Communications	270	12,408	24,096	51.49%	40.17%	9,680
General Election	-	-	14,000	0.00%	91.66%	12,833
Insurance	3,746	47,771	59,241	80.64%	11.03%	6,533
Bad Debts (Note 1)	-	134	1,000	13.40%	78.30%	783
Miscellaneous	97	1,223	6,532	18.72%	72.95%	4,765
Banking and Cr. Card Fees	98	2,899	6,650	43.59%	48.08%	3,197
<b>Total Admin. and General Expenditures</b>	<b>30,029</b>	<b>282,166</b>	<b>384,072</b>	<b>73.47%</b>	<b>18.20%</b>	<b>69,900</b>
Depreciation Expense	5,735	61,923	66,179	93.57%	-1.90%	(1,259)
<b>Total Sanitary Sewer Operating Expense</b>	<b>259,768</b>	<b>2,962,242</b>	<b>3,368,966</b>	<b>87.93%</b>	<b>3.74%</b>	<b>125,977</b>
<b>Sanitary Sewer Operating Income (Loss)</b>	<b>28,722</b>	<b>154,413</b>	<b>7,395</b>	<b>2088.07%</b>	<b>1996.40%</b>	<b>147,634</b>
<b>Sanitary Sewer Non-operating Income (Expense):</b>						
Property Taxes	18,136	232,963	209,100	111.41%	19.75%	41,288
Investment Interest	15,215	144,738	79,424	182.23%	90.57%	71,933
Other Non-operating Sewer Income (Expense)	-	77,469	-	100.00%	100.00%	77,469
<b>Total Non-operating Income (Expense)</b>	<b>33,351</b>	<b>455,170</b>	<b>288,524</b>	<b>157.76%</b>	<b>66.09%</b>	<b>190,690</b>
<b>Net Income (Loss)</b>	<b>\$ 62,073</b>	<b>\$ 609,583</b>	<b>\$ 295,919</b>	<b>206.00%</b>	<b>114.33%</b>	<b>\$ 338,324</b>



WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JUNE 30, 2025

LOCAL AGENCY INVESTMENT FUND  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$6,688,894.26
06/11/25	\$ 500,000.00	Transfer funds from TCB	\$7,188,894.26
		Ending Balance	\$7,188,894.26

Total Investments Last Report Period = \$6,688,894.26

Total Investments at End of Report Period = \$7,188,894.26

Effective Interest Rate: 4.272%  
(as of 05/25)

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

July 03, 2025

[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

June 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/11/2025	6/10/2025	RD	1774577	1735159	PATRICIA MAIRENA	500,000.00

**Account Summary**

Total Deposit:	500,000.00	Beginning Balance:	6,688,894.26
Total Withdrawal:	0.00	Ending Balance:	7,188,894.26

WESTBOROUGH WATER DISTRICT  
INVESTMENT REPORT FOR PERIOD ENDING: JUNE 30, 2024

MULTI-BANK SECURITIES, INC.  
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$141,926.07
06/30/25	\$ 470.47	Change in Account Value	\$142,396.54
		Ending Balance	\$142,396.54

Total Investments Last Report Period = \$141,926.07  
Total Investments at End of Report Period = \$142,396.54

Effective Interest Rate: 3.700%  
(to maturity - 10/08/26)

Approved by:



Patricia Mairena  
General Manager

PM/pm

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

## Brokerage Account Statement

Scan for  
Online Access



June 1, 2025 - June 30, 2025  
Account Number: RMB-023565

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

### Portfolio at a Glance

	This Period
<b>BEGINNING ACCOUNT VALUE</b>	\$141,926.07
<b>Net Change in Portfolio<sup>1</sup></b>	470.47
<b>ENDING ACCOUNT VALUE</b>	<b>\$142,396.54</b>
Estimated Annual Income	\$5,291.00

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

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

### Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income	141,926.07	142,396.54
100%	<b>Account Total</b>	<b>\$141,926.07</b>	<b>\$142,396.54</b>

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

### Client Service Information

**Your Account Executive:** MBP

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

**Contact Information**

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

**Client Service Information**

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



## Your Account Information

### INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

### TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out

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

Default Method for all Other Securities: First In First Out

### BOND AMORTIZATION ELECTIONS

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

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

Include market discount in income annually: No

### ELECTRONIC DELIVERY

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

Statements and Reports

Notifications

Tax Documents

Trade Confirmations

Prospectus

Proxy/Shareholder Communications

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

## Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
<b>Interest Income</b>				
Bond Interest	0.00	0.00	2,638.25	0.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,638.25</b>	<b>\$0.00</b>

## Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
<b>FIXED INCOME 100.00% of Portfolio</b> (In Maturity Date Sequence)						
<b>Certificates of Deposit</b>						
VALLEY NATL BK PASSAIC N J CTF DEP 3.700% 10/08/26 B/E DTD 10/08/24 ACT/365 1ST CPN DTE 04/08/25 Security Identifier: 919853PF2	143,000.0000	99.5780	142,396.54	1,203.16	5,291.00	3.71%
<b>Total Certificates of Deposit</b>	143,000.0000		\$142,396.54	\$1,203.16	\$5,291.00	
<b>TOTAL FIXED INCOME</b>	143,000.0000		\$142,396.54	\$1,203.16	\$5,291.00	
<b>Total Portfolio Holdings</b>				Market Value \$142,396.54	Accrued Interest \$1,203.16	Estimated Annual Income \$5,291.00

## 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.bny.com/pershing/us/en/disclosures.html](http://www.bny.com/pershing/us/en/disclosures.html) for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

### Reinvestment

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

### Option Disclosure

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

### Certificates of Deposit

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

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

### Foreign Currency Transactions

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



## Portfolio Holdings Disclosures *(continued)*

### Foreign Currency Transactions *(continued)*

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

### Proxy Vote

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

### Variable Rate Securities

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

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

### 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
<b>Dividends and Interest</b>	\$0.00	\$0.00	\$0.00	\$2,638.25	\$0.00	\$2,638.25
<b>Cash</b>						
Withdrawals	0.00	0.00	0.00	0.00	-2,638.25	-2,638.25



June 1, 2025 - June 30, 2025  
WESTBOROUGH WATER DISTRICTActivity Summary *(continued)*

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
<b>Total Cash</b>	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,638.25	-\$2,638.25
<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$2,638.25	-\$2,638.25	\$0.00

## Messages

## PERSHING LLC (BNY PERSHING) ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

BNY Pershing, as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

TRADING ACTIVITY DISCLOSURES

## FOREIGN CURRENCY TRANSACTIONS

BNY Pershing will execute foreign currency transactions as principal for your account. BNY Pershing's compensation for such transactions is based on the difference between the prevailing Foreign Exchange Interbank market and the rate applied at the time of the trade. Each currency conversion rate applied by BNY Pershing will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Some firms increase or decrease the currency conversion rate you are charged by BNY Pershing and such increase or decrease in the rate results in compensation to your firm. Conversion rates may differ from rates in effect on the date a dividend, interest payment or corporate action is credited or declared. Unless you instruct your firm otherwise, BNY Pershing automatically converts foreign currency to or from U.S. dollars for dividends, interest and corporate actions.

## STOP ORDER ELECTION/TRIGGER

Equity odd-lot sales count toward consolidated and participant exchange volumes, but do not update the last-sale, open, close, high, or low price. Since odd-lot executions are not last-sale eligible, they will not trigger non-directed stop, stop-limit or trailing-stop orders routed to BNY Pershing for execution.

## CONFIRMATION OF EXECUTIONS AND/OR CANCELLATIONS

Confirmations of executions and/or cancellation requests may be delayed, erroneous (e.g., due to computer system issues) or subject to further edits including cancellation by a market center. A customer is bound by the conditions of the actual order execution if consistent with the customer's order instructions. Further, requests to cancel an order are not guaranteed, and will only be cancelled if received and applied to the still unexecuted order at the relevant market center. Customers may not assume that any order has been executed or cancelled until the customer has received a transaction or cancellation confirmation from BNY Pershing. Even in the event such execution or cancellation is reported to a customer, any reporting or posting errors, including errors in reporting or posting execution prices or cancellations, may be corrected to reflect what actually occurred in the



## Messages *(continued)*

marketplace. Note that during market hours, it is rarely possible to cancel a market order or a marketable limit order as such orders are subject to immediate execution.

### BNY PERSHING'S IMPARTIAL LOTTERY PROCESS: PARTIAL CALLS

Information about BNY Pershing's impartial lottery process can be found at [www.bny.com/pershing/us/en/disclosures](http://www.bny.com/pershing/us/en/disclosures). A printed copy of this information is available by calling (888) 367-2563, option 3 then option 5.

When a security is subject to a partial redemption, BNY Pershing has procedures to treat you fairly. When an issuer initiates a partial call of securities, the depository holding such securities (typically, the Depository Trust and Clearing Corporation, or DTCC) conducts an impartial, computerized lottery using an incremental random number technique to determine the allocation of called securities to participants for which it holds securities on deposit (including BNY Pershing). Because DTCC's lottery is random and impartial, participants may or may not receive an allocation of securities selected for redemption. BNY Pershing conducts a similar, computer-generated random lottery. The lottery determines the accounts that will be selected and the number of securities in the account that will be redeemed.

Allocations are based on the number of trading units held in the account. The probability of any trading unit held by an account being selected as called in a partial call is proportional to the total number of trading units held through BNY Pershing.

Once the lottery is complete, BNY Pershing notifies your firm which accounts have received an allocation. Securities registered in the client's name, either in transit or held in custody, are excluded from the BNY Pershing lottery process. BNY Pershing initiates the lottery process by identifying the accounts holding the called security, the total par value of the called securities held, and the trading unit of the security.

For example (unit of trade=\$25,000):

Client Account	Par Value	Number of Trading Units
ABC-123234	\$100,000	4
DEF-325465	\$75,000	3
EDR-567433	\$150,000	6
EGT-876574	\$50,000	2
EGT-888345	\$25,000	1
FRT-435234	\$25,000	1
FRT-658797	\$75,000	3

In brief, the allocation process involves the following steps:

- The number of trading units held in each account is identified.
- A sequential number is assigned to each trading unit (e.g., account EDR-567433 would be assigned six numbers).
- A random number is generated that will result in one of these trading units being the first unit in the selection process.
- Thereafter, the trading units participating in the allocation are based on an incremental random number technique until the number of trading units allocated to BNY Pershing is exhausted.

#### Additional Information

- The allocation of called securities is not made on a pro-rata basis. Therefore, it is possible that a client may receive a full or partial redemption of shares held. Conversely, it is also possible that a client may not have any securities selected for redemption.
- When a partial call is deemed favorable to the holders of the called security, BNY Pershing will exclude certain accounts from the lottery. Excluded accounts will include BNY Pershing's proprietary and employee accounts, as well as proprietary and employee accounts of your firm (if BNY Pershing carries and clears those accounts). No allocation will

**Messages (continued)**

be made to these proprietary and employee accounts until all other client positions at BNY Pershing in such securities have been called. When a partial call is deemed unfavorable to holders of the called security, BNY Pershing will not exclude any accounts from the lottery.

- If the partial call is made at a price above the current market price as captured in BNY Pershing's price reporting system, BNY Pershing will generally categorize the partial call as one that is favorable to the holders of such security. If the partial call is made at a price that is equal to or below the current market price of the security as captured in BNY Pershing's price reporting system, BNY Pershing will generally categorize that call as one that is unfavorable to holders of the security.
- Clients have the right to withdraw uncalled, fully paid securities from BNY Pershing at any time prior to the cut-off date and time established by the issuer, transfer agent and/or depository with respect to the partial call. Clients also have the right to withdraw excess margin securities, provided that the client account is not subject to restriction under Regulation T or that such withdrawal will not cause an under-margined condition.
- Impartial lottery is conducted based on settled positions as of the close of business the day prior to the publication date.

**OTHER SOURCES OF REVENUE TO BNY PERSHING**

As a custodian, BNY Pershing receives compensation from third parties for the services it provides to support certain products, including but not limited to, mutual funds, 529 plans, money funds, bank deposit sweep products, annuities, alternative investments, and exchange traded funds (ETFs).

**PERSHING LLC (BNY PERSHING) ANNUAL DISCLOSURE OF IMPORTANT INFORMATION**

BNY Pershing, as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

**TRADING ACTIVITY DISCLOSURES****CREDIT INTEREST AND CHECK DISBURSEMENT**

Under certain conditions, BNY Pershing earns revenue based on free credit balances in client accounts. A small number of firms share in a portion of that revenue. In situations where you request a check disbursement from your account, BNY Pershing will continue to earn revenue based on the amount of the check from the date that it is disbursed until its final settlement and payment. Free credit balances in your account are for investment purposes. If you currently maintain free credit balances in your account solely for the purpose of receiving credit interest and have no intention of investing the funds in the future, contact your firm to discuss your investment options.

**MUTUAL FUND FEES AND REVENUE SHARING**

BNY Pershing provides operational services to mutual fund companies and receives fees for those services. These fees are paid to BNY Pershing for its work on behalf of the funds,



## Messages (continued)

such as dividend calculations and posting, accounting, reconciliation, client confirmation and statement preparation and mailing, and tax statement preparation and mailing.

Where applicable, BNY Pershing facilitates payments of SEC Rule 12b-1 fees received from mutual funds and paid to you or your firm. In limited circumstances, pursuant to agreements with certain firms, BNY Pershing retains a portion of those fees. BNY Pershing offers a mutual fund no-transaction-fee program called FundVest® and Offshore Flex (for non-US clients). BNY Pershing receives fees from mutual funds that participate in FundVest and Offshore Flex. There are some firms that choose to participate in this program and have agreements with BNY Pershing to share in the fees received by BNY Pershing. These fees are considered revenue sharing and are a source of revenue for BNY Pershing and, where applicable, a source of revenue for your firm. These fees create an incentive for BNY Pershing to support these products on its platform.

### MONEY FUND AND BANK DEPOSIT PROGRAM FEES AND REVENUE SHARING

Money fund and bank deposit sweep product processing fees and revenue sharing arrangements are a source of revenue for BNY Pershing and, where applicable, a source of revenue for your firm. For the money funds supported on its sweep platform available to all clients, BNY Pershing receives remuneration paid out of the total operating expenses of the fund, some of which include SEC Rule 12b-1 fees. If your firm selects a sweep product available to all clients that pays BNY Pershing remuneration, in most cases a portion of the fees BNY Pershing receives from money fund and bank deposit sweep product providers will be shared with your firm. In addition, BNY Pershing receives fees for providing access to its platform from money funds and bank deposit sweep product providers. In most cases, these fees are paid based on assets in the products. In certain circumstances, BNY Pershing shares these fees with your firm. Some firms have unique sweep products, where BNY Pershing does not receive fees from the sweep product provider. When BNY Pershing receives fees, a portion is applied against costs associated with providing services, including maintaining cash sweep systems, sub-accounting, dividend and interest calculations, posting, reconciliation, client statement preparation and distribution, tax statement preparation and distribution, marketing and distribution related support and other services.

For a listing of money funds and bank deposit products that pay BNY Pershing revenue-sharing and processing fees, refer to <https://www.bny.com/pershing/us/en/disclosures>.

### FEES RECEIVED BY AFFILIATES

The Dreyfus money funds supported as sweep options by BNY Pershing, which may be offered to you by your firm, are managed by the funds' investment adviser, BNY Mellon Investment Adviser, Inc. (BNYMIA). BNYMIA has engaged its affiliate, Dreyfus, a division of Mellon Investments Corporation (MIC) to serve as sub-adviser. The funds are distributed by BNY Mellon Securities Corporation (BNYMSC). BNYMSC and BNYMIA are affiliates of BNY Pershing and BNYMSC receives compensation for delivering services to the Dreyfus money funds. The Dreyfus Insured Deposits products are bank deposit sweep products that automatically deposit swept funds into FDIC member participating banks (Program Banks), where swept balances receive pass through FDIC insurance coverage through those Program Banks. The Dreyfus Insured Deposits products are supported by BNY Pershing, and may be offered to you by your firm, operate through a private labelling arrangement with Dreyfus. BNY Pershing has appointed Dreyfus to provide certain services with respect to the operation of the Dreyfus Insured Deposits products. The Bank of New York Mellon is a state-chartered bank and BNY Mellon, National Association (BNY Mellon, N.A.) is a national banking association, both of which may act as Program Banks by participating in the bank deposit sweep products that BNY Pershing supports on its sweep platform. BNYMSC is a registered investment adviser and broker-dealer, and a subsidiary of BNYMIA. BNY Pershing, Pershing Advisor Solutions, BNYMSC, BNYMIA, The Bank of New York Mellon and BNY Mellon, N.A. are BNY companies. BNY is the corporate brand for The Bank of New York Mellon Corporation. BNY Pershing, Pershing Advisor Solutions and BNYMSC earn fees (which may or may not be account-based) based on the amount of money in the Dreyfus Money Funds and Dreyfus Insured Deposits products. Depending on the specific terms of the products offered, BNY Pershing and Pershing Advisor Solutions may earn a higher fee on balances in any of the bank deposit sweep products supported on the platform than in other sweep products, such as money funds. Based on the agreement between BNY Pershing and your firm, BNY Pershing, in its sole discretion, will share a portion of the fees it earns from the support of these sweep products with your firm, in which case your firm would earn fees on balances in these products, which may be higher than fees earned on other money market products. The Bank of New York Mellon and BNY Mellon, N.A. may participate in bank deposit sweep products that BNY Pershing supports on its sweep platform. If they participate, the Bank of New York Mellon and BNY Mellon, N.A. will realize an economic benefit from balances received through the bank deposit sweep products on the BNY Pershing platform. The Program Banks, including the Bank of New York Mellon and BNY Mellon, N.A., do not have a duty to offer the highest rates available or rates that are comparable to money funds or those offered by other depository institutions.

### SPONSORSHIP FEES

Third-party product and service providers (e.g., mutual fund companies, annuity companies, ETF providers, money market fund companies, money managers, alternative asset managers, fintech firms and business solution providers) provide sponsorship fee payments to BNY Pershing in connection with educational conferences, events, seminars and workshops for their clients. These payments cover the expenses of educational materials and/or other conference and event related expenses.





## Messages *(continued)*

### ADDITIONAL INFORMATION

Further detailed information regarding a number of the above topics can be found on our website at [www.bny.com/pershing/us/en/disclosures](http://www.bny.com/pershing/us/en/disclosures)

## Important Information and Disclosures

### The Role of Pershing

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

## Important Information and Disclosures *(continued)*

### Important Arbitration Disclosures *(continued)*

- 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.**

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## TERMS AND CONDITIONS

### GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("BNY PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO BNY PERSHING, AND BNY PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE BNY PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO BNY PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY BNY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF, WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO BNY PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.
- BNY PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR, OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, BNY PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR BNY PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT, OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF BNY PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT BNY PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT [www.bny.com/pershing](http://www.bny.com/pershing).
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: [www.bny.com/pershing/us/en/disclosures.html](http://www.bny.com/pershing/us/en/disclosures.html)
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

### TRANSACTIONS

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

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

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

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

### TAX INFORMATION

- AFTER YEAR END, BNY PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME BNY PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.

- BNY PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH BNY PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE, IF GIVEN. INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

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

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

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

## CLAIMS REGISTER: JUNE 2025

### 1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 110,040.18

#### Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-07/25)	13,652.17
AT&T (P.S. Phone Bill to 06/01/25)	990.73
AT&T Mobility (Field & Office Cell Phones, 05/03-06/02)	289.84
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 07/25-09/25)	421.11
CalPERS (Pre-Funding CERBT Program, FY 2024-2025)	25,015.10
CalPERS ( Retirement Contributions-06/15/25)	5,728.58
CalPERS ( Retirement Contributions-06/30/25)	5,728.60
Chavan & Associates, LLP (Accounting Services, 04/25)	2,500.00
Colina Association (Three Parking Spaces Rental, 07/25)	450.00
Direct Line (Answering Service, 05/15-06/14)	216.18
EFTPS (Employment Taxes-06/15/25)	10,325.95
EFTPS (Employment Taxes-06/30/25)	10,528.49
EDD (Employment Taxes-06/15/25)	2,430.67
EDD (Employment Taxes-06/30/25)	2,471.23
Hanson Bridgett LLP (Special Legal Services - Admin & Monthly Retainer-05/25)	4,626.50
Home Depot Credit Services (Field Supplies to 06/13/25)	161.44
JRocket77 Design (2023 Annual Wtr. Quality Report Mailer - Printing, Mailing & Postage and Website Services Admin & Sewer)	4,650.33
Lowe's Business (Field Supplies to 06/17/25)	114.63
Mairena, Patricia (GM Mairena's Internet Services, 05/27-06/26 & 05/25 Gym Membership Dues)	84.99
MRC (Xerox Copier Maintenance Agreement, 05/19-06/18)	308.88
North Coast County Water (Share of PG&E Bill-10/24-03/25)	82.05
PG&E (Summary Bill to 06/20/25)	27,601.17
SMC Environmental Health (Cross Connection Program, Annual Fee FY 25-26 & Annual Backflow Device Tags)	24,004.00
SF Water Dept. (Water Purchases, 05/07-06/04)	180,413.61
SFPUC Financial Serv. - Acctg. (Bacteria Testing 04/25 )	500.00
So. SF Scavengers (Garbage Services, 05/25)	122.40
SWRCB (Water Distr, Operator Certif. D1 - P. Mairena)	70.00
SWRCB (Water Distr, Operator Certif. T1 - C. Arias)	55.00
Telstar Instruments, Inc. (Repairs to Sismic Controller at Skyline P.S.)	3,450.00
Tri Counties Bank (Monthly Charges Ending 05/31/25)	3,851.19
United State Postal Serv. (Annual First Class Presort, Permit #419)	350.00
WEX Bank (Wright Express-Gas Purchases to 06/15/25)	512.72

SUB-TOTAL \$ 441,747.74

#### Updated Checks Voided During Month:


TOTAL CLAIMS REGISTER AMOUNT \$ 441,747.74

REPORT.: Jul 07 25 Monday  
 RUN....: Jul 07 25 Time: 10:05  
 Run By.: Wendy Bellinger  
 Control Date.: 07/07/25

WESTBOROUGH WATER DISTRICT  
 Accounts Payable Cash Requirements

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

Posting Period.: 07-25 Fiscal Period.: (01-26) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
060125-	DIRECTOR AMUZIE'S INTERNET SERVICE, 06/10-07/09	06/01/25	07-25	A	59450	65.00	.00	65.00
		06/01/25	01-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

062225-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 07/25	06/22/25	07-25	A	59450	65.00	.00	65.00
		06/22/25	01-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

7795-	FY25-26 1ST QUARTER ASSESSMENT	07/01/25	07-25	A	59450	7801.50	.00	7801.50
		07/01/25	01-26					
9312-	ANNUAL ADMIN FEE WTR LOSS MGMT PROGRAM, FY 24-25	06/30/25	07-25	A	59450	150.00	.00	150.00
		06/30/25	01-26					
** Vendor's Subtotal ----->						7951.50	.00	7951.50

VENDOR I.D.: CAS01 (PETTY CASH)

063025-	MISC. EXPENSES, 06/25	06/30/25	07-25	A	59450	53.81	.00	53.81
		06/30/25	01-26					
** Vendor's Subtotal ----->						53.81	.00	53.81

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

061125-	DIRECTOR CHAMBERS' INTERNET SERVICE, 06/16-07/15	06/11/25	07-25	A	59450	65.00	.00	65.00
		06/11/25	01-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: COR01 (CORBIN WILLITS SYSTEMS, INC.)

00C506153-	SOFTWARE MAINTENANCE, 07/25-09/25	06/15/25	07-25	A	59450	3034.40	.00	3034.40
		06/15/25	01-26					
** Vendor's Subtotal ----->						3034.40	.00	3034.40

VENDOR I.D.: DAI02 (DAILY JOURNAL CORPORATION)

B3939680-	PUBLISHING NOTICE OF PUBLIC HEARING	06/27/25	07-25	A	59450	988.24	.00	988.24
		06/27/25	01-26					
** Vendor's Subtotal ----->						988.24	.00	988.24

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

36828-	WEB REPORTING & HOSTING, 07/25	07/01/25	07-25	A	59450	75.00	.00	75.00
		07/01/25	01-26					
** Vendor's Subtotal ----->						75.00	.00	75.00

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

060125-	DIRECTOR MEDINA'S INTERNET SERVICE, 06/10-07/09	06/01/25	07-25	A	59450	65.00	.00	65.00
		06/01/25	01-26					
** Vendor's Subtotal ----->						65.00	.00	65.00



Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
4768-	ENGINEERING SERVICES, 06/25	07/03/25	07-25 A	59450		49894.20	.00	49894.20
		07/03/25	01-26					
** Vendor's Subtotal ----->						49894.20	.00	49894.20

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

053125-	DIRECTOR RICHARDS' INTERNET SERVICE, 06/25	05/31/25	07-25 A	59450		65.00	.00	65.00
		05/31/25	01-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

61002-	OWL'S NOT PAIRING ERROR	06/16/25	07-25 A	59450		18.40	.00	18.40
		06/16/25	01-26					
61136-	WINDOWS UPDATES ERROR	06/30/25	07-25 A	59450		41.40	.00	41.40
		06/30/25	01-26					
** Vendor's Subtotal ----->						59.80	.00	59.80

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

063025-	PAYROLL TRANSFER, 06/25	06/30/25	07-25 A	59450		46967.83	.00	46967.83
		06/30/25	01-26					
** Vendor's Subtotal ----->						46967.83	.00	46967.83

VENDOR I.D.: \H026 (PATRICK HO )

000C50601-	MQ CUSTOMER REFUND FOR HO 0070	07/01/25	07-25 Z	59450		97.16	.00	97.16
		07/01/25	01-26					
** Vendor's Subtotal ----->						97.16	.00	97.16

VENDOR I.D.: \L011 (MATTHEW LEE )

000C50601-	MQ CUSTOMER REFUND FOR LEE0336	07/01/25	07-25 Z	59450		60.52	.00	60.52
		07/01/25	01-26					
** Vendor's Subtotal ----->						60.52	.00	60.52

VENDOR I.D.: \L012 (WAI LUN LEUNG )

000C50601-	MQ CUSTOMER REFUND FOR LEU0051	07/01/25	07-25 Z	59450		51.46	.00	51.46
		07/01/25	01-26					
** Vendor's Subtotal ----->						51.46	.00	51.46

VENDOR I.D.: \M011 (JUDAH MENDEZ )

000C50601-	MQ CUSTOMER REFUND FOR MEN0059	07/01/25	07-25 Z	59450		93.45	.00	93.45
		07/01/25	01-26					
** Vendor's Subtotal ----->						93.45	.00	93.45

VENDOR I.D.: \S016 (JOHN SOH )

000C50601-	MQ CUSTOMER REFUND FOR SCH0047	07/01/25	07-25 Z	59450		85.91	.00	85.91
		07/01/25	01-26					
** Vendor's Subtotal ----->						85.91	.00	85.91

Control Date.: 07/07/25    Posting Period.: 07-25    Fiscal Period.: (01-26)    Cash Account No.: 13110

VENDOR I.D.: \S029 (QING Y. SHI)

Invoice No Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
	Due Date	Fiscal		Discount			
000C50601- MQ CUSTOMER REFUND FOR SHI0038	07/01/25	07-25	Z	59450	95.36	.00	95.36
	07/01/25	01-26					
** Vendor's Subtotal ----->					95.36	.00	95.36

VENDOR I.D.: \W005 (ERICA WALKER)

000C50601- MQ CUSTOMER REFUND FOR WAL0029	07/01/25	07-25	Z	59450	102.65	.00	102.65
	07/01/25	01-26					
** Vendor's Subtotal ----->					102.65	.00	102.65

VENDOR I.D.: \W021 (ALBERT WANG)

000C50601- MQ CUSTOMER REFUND FOR WAN0065	07/01/25	07-25	Z	59450	103.89	.00	103.89
	07/01/25	01-26					
** Vendor's Subtotal ----->					103.89	.00	103.89

** Report's Total ----->	110040.18	.00	110040.18
	=====	=====	=====

** Total Vendors On This Report ----->	21
	=====

** Total Vendors Needing Checks ----->	21
	=====

Code	Title
A	IMMEDIATE

**RESOLUTION NO. 689**  
**ADOPTING REPORT OF SEWER SERVICE CHARGES TO BE COLLECTED ON TAX ROLLS AND REQUESTING THEIR COLLECTION BY THE COUNTY OF SAN MATEO**

**WESTBOROUGH WATER DISTRICT**

**WHEREAS**, Section 5473 of the California Health and Safety Code authorizes agencies to collect sewer charges on the property tax rolls; and

**WHEREAS**, pursuant to Ordinance No. 54, as modified by Ordinance No. 56, the Board of Directors (Board) approved the collection of sewer charges on the property tax rolls; and

**WHEREAS**, District staff has prepared a report, attached as Exhibit A, detailing the charges for each parcel; and

**WHEREAS**, on July 10, 2025, the Board held a public hearing on the imposition of specific sewer charges for each parcel on the property tax rolls; and

**WHEREAS**, the Board now desires to adopt this report and thereby impose the stated charges on each parcel listed in the report.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Westborough Water District as follows:

1. The District hereby adopts the report of charges attached as Exhibit A and requests the San Mateo County Tax Collector to collect such charges on the tax rolls for the year 2025-2026.
2. The General Manager is hereby authorized to take any further steps necessary to effectuate this action.

PASSED AND ADOPTED this 10th day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

---

President of the Board of Directors  
Westborough Water District

ATTEST:

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Secretary of the Board

**RESOLUTION NO. 690**

**ESTABLISHING THE APPROPRIATIONS LIMIT  
APPLICABLE TO THE DISTRICT  
DURING FISCAL YEAR 2025-2026**

**WESTBOROUGH WATER DISTRICT**

**WHEREAS**, by Resolution No. 680, this Board established the appropriations limit applicable to the District during the Fiscal Year 2024-2025 as \$13,840,777; 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 2025-2026 by applying specific factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population to the previous fiscal year's adopted appropriations limit; and

**WHEREAS**, the calculations showing the applications of those specific 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 specific factors are as follows: (1) the change in the California per capita personal income was 6.44%; and (2) the applicable change in population from January 2024 to January 2025 was 0.39%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Westborough Water District that the Westborough Water District's appropriations limit for Fiscal Year 2025-2026 is \$14,790,254.

Passed and adopted this 10th day of July, 2025, 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 2025-2026**

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

Set out below is the methodology used to calculate the Fiscal Year 2025-2026 appropriations limit for the Westborough Water District. The appropriations limit as set forth below will be considered and adopted at the meeting of the Board of Directors on July 10, 2025.

1. Appropriations limit for Fiscal Year 2024 – 2025	\$13,840,777
2. Population change (January 1, 2024 - January 1, 2025)	0.39%
3. Change in California per Capita Personal Income Fiscal Year 2024 – 2025	6.44%
4. Fiscal Year 2024 - 2025 adjustment factor (1.0039 x 1.0644)	1.0686
5. Fiscal Year 2025-2026 appropriations limit (\$13,840,777 x 1.0686)	\$14,790,254

Dated: June 24, 2025



June 4, 2025

10025.12

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

**Subject: Proposal to Update Standard Details and Specifications  
Westborough Water District**

Dear Patricia,

*Pakpour Consulting Group (PCG)* is pleased to provide the following proposal to update the Westborough Water District's (District) Standard Details and Specifications last updated in 2018. Materials and procedures in the previous version are no longer valid and therefore require updating. In addition PCG will add new specifications and details for cathodic protection of ductile iron pipe and fittings which was adopted by both Mid-Peninsula Water District (MPWD) and Purissima Hills Water District (PHWD) in 2020.

PCG will compare the District's Standard Details and Specifications with other water districts on the Peninsula and provide a fresh top-to-bottom review. In addition, PCG will interview field staff and inspect installation procedures to better understand what is currently being constructed. PCG will review proposed changes with the field staff and yourself prior to inclusion in the update. All standard Details will be drawn in AutoCAD.

In recent years, our industry has seen an increase in the number of manufacturers and suppliers entering the market. In response to this shift, PCG will revise the standard details to include a comprehensive master materials list of approved manufacturers and material models, rather than specific model callouts in the details. This change will benefit the District by receiving more competitive construction pricing and will provide contractors with flexibility in selecting materials based on their availability and lead times.

PCG is in the process of updating the standard plans and specifications for both MPWD and PHWD and adopting a master materials list for their standard plans. Because of this there will be a cost savings as some costs are shared between the District, MPWD, and PHWD, including joint meetings, research and AutoCAD drafting. The proposed budget below reflects the cost of updating the standard plans and specifications with the cost saving as stated above to the District.





June 4, 2025 – Page 2  
Mairena – 2025 Specifications and Plans Update Proposal

Joubin Pakpour, PE – District Engineer	30 hours @ \$270 per hour	\$8,100.00
Kurt , PE– Senior Engineer	5 hours @ \$235 per hour	\$1,175.00
Feraydoon Farsi – Associate Engineer	80 hours @ \$215 per hour	\$17,200.00
David Dong – Project Designer	20 hours @ \$180 per hour	\$3,600.00
	Direct Cost Multiplier (5%)	<u>\$1,500.00</u>
	<b>Subtotal:</b>	<b>\$31,575.00</b>

We look forward to assisting the District with this project.

Very truly yours,

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

DocuSigned by:  
*Joubin Pakpour*  
FD1660F8C0904EA  
Joubin Pakpour, PE  
President

J:\Projects\Westborough Water District - 10025.00\12-Update Standard Plans & Specifications\Contract\12-WWD-Mairena-25.06.04-Update Standard Plans & Specifications Proposal.docx



**Task Order No. 25-26-01**  
**Update Standard Plans and Specifications**  
**Pakpour Consulting Group, Inc.**

1. PURPOSE

The purpose of this task order is to authorize and direct ENGINEER to proceed with the work specified in item 2 of this task order, in accordance with the provisions of Section 2 of the AGREEMENT between the parties dated August 11, 2021.

2. SCOPE OF WORK

The work authorized by this task order is described in attached Exhibit A, dated June 9, 2025.

3. TIME OF PERFORMANCE

The work authorized by this task order shall commence upon execution by both parties and shall be prosecuted diligently to completion.

4. COMPENSATION AND PAYMENT

Compensation shall be on a specific rate of compensation basis as provided in Section 4 of the AGREEMENT. The cost of the work authorized by this task order shall not exceed \$31,575.00. Payment shall be in accordance with Section 5 of the aforementioned AGREEMENT.

Previous Task Order:	0.00
This Task Order:	<u>\$31,575.00</u>
Total:	\$31,575.00

5. TERM

This task order shall become effective immediately upon its execution by both parties and shall be valid for the duration of the project.

6. ITEMS AND CONDITIONS

All items and conditions contained in the AGREEMENT dated August 11, 2021, between the DISTRICT and ENGINEER are incorporated herein by reference.

Executed on

Pakpour Consulting Group Inc.

Westborough Water District

Joubin Pakpour, PE  
President

Don Amuzie  
President, Board of Directors



April 7, 2025

10025.21

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

**Subject: Proposal to Prepare Plans, Specifications and Cost Estimate  
Appian Way/I-280 Easement Sanitary Sewer Improvements  
Westborough Water District (District)**

Dear Patricia,

*Pakpour Consulting Group* (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for Appian Way/I-280 Easement Sanitary Sewer Improvements (CIP S23-01) as identified in the District's 2023 Capital Improvement Program (CIP). The City of Daly City's maintenance department also identified this project as a top priority stating the pipe has "spiral fractures throughout believes a high failure potential." The following is a brief background of the project.

**CIP S23-01 Appian Way Easement Sanitary Sewer Improvements**

The Appian Way/I-280 Easement sanitary sewer alignment, approximately 2,300 LF of 6"-10" vitrified clay pipe (VC) and cast iron pipe (CI) is a critical trunk line for collecting and conveying sewage from the southeastern portion of the District. The alignment is nearly 100% within cross-county terrain beginning near the Appian Way/Valley View Ave intersection, traverses down steep terrain between homes, runs parallel along I-280, wraps behind the Colina apartments and terminates at the Westborough Pump Station.

In 2017, CCTV video showed a high frequency of pipe defects including water sags, joint offsets, cracks and spiral fractures with some severe. Although some pipe along the alignment showed minor defects, all pipe along the alignment should be replaced. Due to the proximity of existing structures, homes, landscaping, and topography, various rehabilitation methods will be explored including trenchless repair, traditional open-trench construction in addition to various replacement pipe types.

In addition to CIP S23-01, the City of Daly City also identified approximately 70 LF of 10" VCP, directly behind the Westborough Pump Station serving the Colina Apartments, in very poor condition. Failure of this pipe would prevent sewage from entering the wet well. For this reason, this pipe is also included in this project for replacement.

Following is our anticipated scope of services:



### **Task 1.0 – Meetings/Field Investigations/Project Management**

PCG will conduct meetings and field investigations with District staff during the design phase. Inclusive of in-person meetings for the kickoff meeting, 65% and 95% design submittal reviews, in addition to various design coordination. PCG will also lead stakeholder coordination efforts such as residents, St Francis Terrace Community Association, and Colina Home Owners Association Apartments, keeping them informed of the project and to gather design related input if warranted. This task also includes various ongoing project management tasks to keep the project moving efficiently.

### **Task 2.0 - Topographic Survey/Utility Investigation**

#### **Topographic Survey**

PCG, along with our survey subconsultant, Dains Land Surveying (DLS), will research City of South San Francisco, and San Mateo County records for “As-Built” improvement plans, reports, studies and other data that may be pertinent to the project.

Topography will be established and tied to the North American Datum of 1983 (NAD 1983) for horizontal control and North American Vertical Datum of 1988 (NAVD 1988) for vertical control by the surveyor. The survey scope will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility information along affected roads. Existing record right-of-way and adjoining property information will be obtained and shown on the project base map.

We understand the District will mark the location of District owned facilities and call for USA markings prior to the field survey. The survey will show the location of the marked utilities as marked.

#### **Utility Agency Coordination**

PCG will use Civil Grid to assist with existing utility coordination. Civil Grid allows its verified users to identify a project area, and locate existing utilities within its requested limits. If there are any questions regarding utilities not shown through Civil Grid, PCG will send project utility notices to utility agencies and services operating in the area, informing them of the project, requesting plans of their facilities, and their requirements for construction near them. PCG will coordinate with the various utility companies to resolve potential conflicts.

#### **Updated CCTV/Potholing**

The existing CCTV information conducted in 2017 should be revisited as further degradation of the pipes has likely occurred since the original inspection. PCG will consult with a sanitary sewer exploration service to clean and CCTV the existing pipe to facilitate the design in addition to potholing critical utility crossings.

### **Task 3.0 - Environmental Investigation**

Our subconsultant, MIG, will conduct an environmental investigation along the project limits and prepare necessary environmental documentation. We anticipate this project to align with a Categorical Exemption (CE) which is substantially less effort than the alternative Initial Study. However, it is certainly possible an Initial Study may be required, due to the proximity of the existing native area. For the purposes of this proposal, we assumed this project will qualify for a CE and is reflected in the budget. If it's determined an Initial Study is required, we will prepare an Additional Services Request to capture this work.

### **Task 4.0 - 65% Plans**

PCG will prepare the 65% progress plans per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2024. The 60% Plans will be submitted for District review where we will participate fully in the review process.

### **Task 5.0 - 90% Plans, Specifications, and EOPC**

The 65% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments along with preparing 90% technical specifications and an Engineer's Opinion of Probable Cost (EOPC). Stormwater compliance specifications, if required, will be provided by our subconsultant, Sandis. The specifications will be in Microsoft Word format and will be incorporated into the District's "boilerplate" to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors if needed.

### **Task 6.0 - Bid Documents (Final PS&E)**

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed. Appropriate modifications will be made to the plans, technical specifications, and cost estimates. The plans and specifications will be finalized for the project including all notes/details and incorporating all comments received.

### **Task 7.0 - Advertisement/Award Period**

PCG will administer the advertisement and award process on behalf of the District using BPXpress and will include written responses to bidder inquiries, preparation of contract addenda, and attendance at a pre-bid conference and site visit.





April 7, 2025 – Page 4

Mairena – Appian Way/I-280 Easement Sanitary Sewer Improvements PS&E Proposal

### **Proposed Schedule**

Notice to Proceed	May 8, 2025
Survey Complete (6 weeks)	June 20, 2025
65% Submittal (6 weeks)	August 1, 2025
65% Submittal Review Meeting (2 weeks)	August 13, 2025
90% Submittal (4 weeks)	September 12, 2025
90% Submittal Review Meeting (2 weeks)	September 24, 2025
Final Submittal (3 weeks)	October 17, 2025
Project Advertisement (5 weeks)	October 20, 2025
Bid Opening	November 25, 2025
Award Project	December 11, 2025
Construction Start	January 20, 2026

### **Proposed Budget**

Task	Description	District Engineer \$270	Senior Engineer \$235	Project Designer \$180	TOTAL
		Hours			
1.0	Meetings, Field Investigations, Project Management	2	30	80	112
2.0	Topographic Survey, Utility Investigation	0	0	40	40
3.0	Environmental Investigation	0	4	40	44
4.0	65% Plans	2	30	160	192
5.0	90% Plans, Specifications, EOPC	0	20	100	120
6.0	Bid Documents (Final PS&E)	2	10	60	72
7.0	Advertisement/Award Period	2	4	30	36
Total Hours		8	98	510	616
Direct Labor		\$2,160	\$23,030	\$91,800	\$116,990

Topographic Survey - Dains Land Surveying	\$28,600
Environmental - MIG*	\$18,388
Civil Grid Utility Coordination	\$1,100
Exaro/BTL Utility Exploration	\$22,000
CGP/ SWPPP Consultant - Sandis	\$1,100
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)	\$5,850

<b>Total Budget</b>	<b>\$194,027</b>
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\* MIG's budget assumes the project will qualify for a Categorical Exemption.

April 7, 2025 – Page 5

Mairena – Appian Way/I-280 Easement Sanitary Sewer Improvements PS&E Proposal

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

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

DocuSigned by:  
  
FD1650F8C0904EA...  
Joubin Pakpour, PE  
President

cc: Johnny Kennedy, Field Supervisor, WWD, [jkennedy@westboroughwater.org](mailto:jkennedy@westboroughwater.org)  
Brandon Laurie, PE, Senior Engineer, PCG, [blaurie@pcgengr.com](mailto:blaurie@pcgengr.com)  
David Liebrez, Project Designer, PCG, [dliebrez@pcgengr.com](mailto:dliebrez@pcgengr.com)

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**Task Order No. 25-26-02**  
**Appian Way / I-280 Easement Sanitary Sewer Improvements**  
**Pakpour Consulting Group, Inc.**

1. PURPOSE

The purpose of this task order is to authorize and direct ENGINEER to proceed with the work specified in item 2 of this task order, in accordance with the provisions of Section 2 of the AGREEMENT between the parties dated August 11, 2021.

2. SCOPE OF WORK

The work authorized by this task order is described in attached Exhibit A, dated April 7, 2025

3. TIME OF PERFORMANCE

The work authorized by this task order shall commence upon execution by both parties and shall be prosecuted diligently to completion.

4. COMPENSATION AND PAYMENT

Compensation shall be on a specific rate of compensation basis as provided in Section 4 of the AGREEMENT. The cost of the work authorized by this task order shall not exceed \$194,027.00. Payment shall be in accordance with Section 5 of the aforementioned AGREEMENT.

Previous Task Order:	0.00
This Task Order:	<u>\$194,027.00</u>
Total:	\$194,027.00

5. TERM

This task order shall become effective immediately upon its execution by both parties and shall be valid for the duration of the project.

6. ITEMS AND CONDITIONS

All items and conditions contained in the AGREEMENT dated August 11, 2021, between the DISTRICT and ENGINEER are incorporated herein by reference.

Executed on

Pakpour Consulting Group Inc.

Westborough Water District

Joubin Pakpour, PE  
President

Don Amuzie  
President, Board of Directors





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**WWD pump repair needed**

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**From** Louis Langi <llangi@dalycity.org>

**Date** Thu 7/3/2025 11:01 AM

**To** Patricia Mairena <pmairena@westboroughwater.org>

**Cc** Michael Patolo <mpatolo@dalycity.org>; Patrick Sumner <psumner@dalycity.org>

 3 attachments (340 KB)

135100.pdf; 124379.pdf; DALY CITY - 2025PS.pdf;

Good morning Paty,

The DWWR team has completed a review of the WWD lift stations and identified an issue with Pump 2 at the Westborough station. This pump requires significant repairs and will need to be taken offline for an extended period.

To minimize service disruptions, avoid prolonged downtime, and reduce costs, we are requesting approval from Westborough Water to proceed with the purchase of rotating assemblies for both the Rowntree and Westborough lift stations as soon as possible.

**Summary of Request:**

If a pump fails at either station, having a rotating assembly on hand allows us to quickly swap out the failed component. The process involves removing the motor, replacing the existing rotating assembly with the new one, setting the impeller gap, reattaching the motor, and performing a test. This method enables us to restore service rapidly without needing to send the pump out for a rebuild and operate with reduced capacity during the downtime.

Once the failed assembly is replaced, it will be sent out for refurbishment and returned to serve as the new spare for that specific station.

**Attached Documentation:**

- Quotes for the rotating assemblies:
  - Westborough (150' TDH) – \$16,288.00
  - Rowntree (185' TDH) – \$16,288.00
- Each quote provides a list of the equipment parts for emergency inventory purposes, aligning with our SSMP requirements.

**Additional Request:**

We'd also like to explore the possibility of establishing a purchasing threshold to improve procurement efficiency and responsiveness in similar situations.

We're happy to set up a meeting to discuss this request further at your convenience.

Have a great day,

Louie

To: City of Daly City  
Attn: Patrick Sumner

May 28<sup>th</sup>, 2025

RE: Vaughan Chopper Pumps

A small version of the Rockwell Solutions logo, consisting of the letters "RS" in a stylized font.

Patrick: Per our conversation today, here is the information regarding the Vaughan Chopper Pumps for the existing Pump Station Operations. As we have shown at yours and in many local stations, the chopper pump will cut and chop plastics, hair, rags, wood and misc. other material. This includes areas like digesters (heat recirc. & mixing), pump stations, primary scum and sludge, screenings, and problem areas where the continuous chopping and cutting of the solids will keep the operation clean.

We would like the chance to continue to show you the advantages of the chopper pump and how we eliminate any need for other pumps, screens, and grinders. We know we can help your operations and guarantee the performance of the Vaughan Chopper Pumps.

Please let us know if you have any questions or need more information.

Thanks,

Kent Rockwell

**WESTBOROUGH PUMP STATION**

**SERIAL # 135100 A/B**

**VAUGHAN MODEL PE4V8CS-138**

**ROTATING ASSEMBLY WITH CUTTER BAR**

**V1100-160PE – RA: \$ 16,288.-**

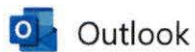
**ROWNTREE PUMP STATION**

**SERIAL # 124379**

**VAUGHAN MODEL PE4V8CS-147**

**ROTATING ASSEMBLY WITH CUTTER BAR**

**V1100-160PE – RA: \$ 16,288.-**



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## 2025 SSMP Update

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**From** James Fischer, P.E. <jim@fischercompliance.com>

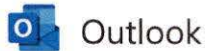
**Date** Wed 7/2/2025 2:54 PM

**To** Patricia Mairena <pmairena@westboroughwater.org>

Hi Patricia! We are working on your 2025 SSMP Update and scheduled to get it to you on 7/15/25. Does this work for scheduling a separate board meeting prior to 8/2/25? Rich and I can plan to be there.

Jim





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**RE: ACWA JPIA - Risk Assessment for Westborough WD**


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**From** Terry Lofing <tlofing@acwajpia.com>

**Date** Mon 7/7/2025 2:08 PM

**To** Patricia Mairena <pmairena@westboroughwater.org>

**Cc** Paul Myers <pmyers@acwajpia.com>; Robin Flint <rflint@acwajpia.com>

 1 attachment (474 KB)

Perspective 2014 01 JanFeb.pdf;

Hi Patricia,

Attached is a *Perspective* article beginning on the bottom of page 4, which outlines the Program. Since our launch in 2014, we have established six loss categories and more than 250 best practices resources that our members can tailor to their specific needs.

Our Commitment to Excellence (C2E) serves as the foundation for our risk assessment visits, training classes, H.R. LaBounty Safety Awards Program, Risk Control Grant Program, and the Andy Sells C2E Water Safety Award. To be eligible for the Program, a member must have a signed C2E agreement in place.

We would be happy to present the C2E Program to your Board, but we would need advance notice to do so. I hope this helps you.



**Terry Lofing**

**ACWA JPIA**

Administrative Assistant III

(916) 786-5742 (Office) | (916) 774-7050 x3126 (Direct)

[tlofing@acwajpia.com](mailto:tlofing@acwajpia.com) | [acwajpia.com](http://acwajpia.com)

Follow us on Social:



## Introducing JPIA's Commitment To Excellence Agreement

In October 2013, the JPIA initiated its "Commitment to Excellence" outreach. This is a long-term effort to help JPIA's membership reduce the frequency and severity of liability, workers' compensation, and property losses. A Commitment to Excellence Agreement between the JPIA membership and JPIA staff will be the catalyst for initiating and sustaining this effort. Since the most frequent and costly losses come from auto, infrastructure, construction, employment practices, ergonomics, and fall injury claims, the JPIA's focus is on encouraging and assisting its members to implement programs and practices that can prevent these types of claims. The support of the members' decision-makers (board members, general managers, etc.) to influence the loss reduction activities and practices of their unique organizations is absolutely essential. Each district's general manager and president of the board of directors (and other members of the board if they desire) will be asked to demonstrate their on-going support by signing the Commitment to Excellence Agreement. In January 2014, a Commitment to Excellence Agreement was mailed to those members in the JPIA's Liability,

Property, and Workers' Compensation Programs who are willing to sign their agreement. These members will be recognized as follows:

- The organization will receive a certificate frame for displaying their Commitment to Excellence Agreement.
- Beginning in 2014, the organization's attendees at ACWA Conferences will have a special ribbon added to their name tag indicating their district's commitment.
- Participation in the Commitment to Excellence will be highlighted in future Perspective articles and emphasized in Executive Committee meetings and future ACWA Conferences.

The effectiveness of the Commitment to Excellence outreach will be reflected in the long-term loss rate and cost statistics following its implementation. Loss rates and cost statistics will be reported and evaluated during JPIA Committee and Board meetings.

*Written by: John Haaf, Risk Management Manager*  
*Perspective article, January/February 2014*





# Commitment to Excellence

## Westborough Water District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **Westborough Water District's** insurance costs, commit to a program of excellence that through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

\_\_\_\_\_(CEO, ACWA JPIA)  
Adrienne Beatty

\_\_\_\_\_(General Manager)  
Signature

\_\_\_\_\_(Board Member)  
Signature

\_\_\_\_\_(Board Member)  
Signature

\_\_\_\_\_(Board Member)  
Signature

\_\_\_\_\_(Board Member)  
Signature

\_\_\_\_\_(Board Member)  
Signature

## **FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT**

THIS FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT is entered into as of July 1, 2025, 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. On July 1, 2024, the parties executed the Third Amendment to the Employment Agreement to increase the Manager's compensation (Third Amendment);

E. The parties now desire to amend the Employment Agreement to increase the Manager's compensation and vacation time, 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, 2025 and continuing until June 30, 2026 the Manager's annual salary will be \$300,663.33. Commencing on July 1, 2026 and continuing until June 30, 2027, Manager's annual salary amount shall increase in accordance with the Consumer Price Index, San Francisco-Oakland-Hayward, All Urban Consumers for the prior year. Commencing on July 1, 2027 and continuing until June 30, 2028, Manager's annual salary amount from Fiscal Year 2026-2027 shall increase in accordance with the Consumer Price Index, San Francisco-Oakland-Hayward, All Urban Consumers for the prior year. 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, 2028. 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. Holidays; Vacation; Leave.** The final sentence of Section 4.A. Holidays; Vacation; Leave of the Employment Agreement is amended to read:

Notwithstanding the above, Manager shall be entitled to 35 days of vacation and 10 days of Executive Leave.

**4. Entire Agreement.** This Fourth Amendment, the 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 Fourth 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 Fourth 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



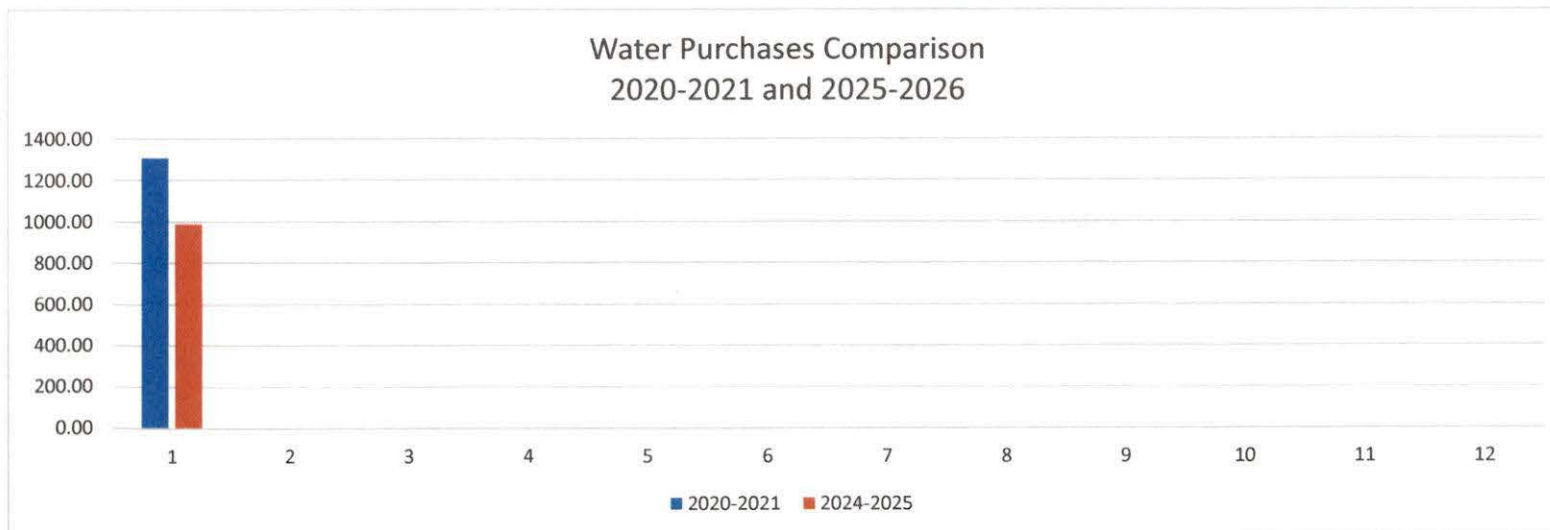
**WESTBOROUGH WATER DISTRICT**  
**AMENDED SALARY SCHEDULE FOR FISCAL YEAR 2025-2026**  
**EFFECTIVE: JULY 1, 2025**  
**Approved at Board Meeting: June 12, 2025**

JOB TITLE	HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
<b>MANAGEMENT</b>				
GENERAL MANAGER		\$289,099		\$300,663
<b>ADMINISTRATIVE</b>				
OPERATIONS ASSISTANT	\$ 49.5897	\$ 103,146	\$ 52.5650	\$109,335
OFFICE SUPERVISOR	\$ 70.0089	\$ 145,619	\$ 71.8992	\$149,550
<b>OPERATIONS</b>				
FIELD SUPERVISOR	\$ 77.4341	\$ 161,063	\$ 82.0481	\$170,660
SR. FIELD MAINTENANCE WORKER (VACANT POSITION)	\$ 68.0442	\$ 141,532	\$ 68.0442	\$141,532
FIELD MAINTENANCE WORKER	\$ 42.0139	\$ 87,389	\$ 46.2153	\$96,128
FIELD MAINTENANCE WORKER (ENTRY LEVEL)	\$ 40.2500	\$ 83,720	\$ 40.2500	\$ 83,720
FIELD ON-CALL WORKER	\$ 45.00		\$ 46.22	

*Note: Reflects CPI-W - San Francisco-Oakland-Hayward - Feb 2025*

**9.A.1**

GPCPD YTD	54.85
GPCPD 24/25	50.64
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





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**RE: CA4110027-WESTBOROUGH COUNTY WATER DIST- Cross Connection Control Plan**

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**From** Sim, Alison@Waterboards <Alison.Sim@Waterboards.ca.gov>

**Date** Mon 6/30/2025 8:20 AM

**To** Harrison Wairimu <harrison@socalwaterpro.com>

**Cc** Patricia Mairena <pmairena@westboroughwater.org>; Carlos Arias <carias@westboroughwater.org>; Martha Mendoza <mmendoza@westboroughwater.org>; Tyler Armstrong <tarmstrong@westboroughwater.org>; SoCal Water <Info@socalwaterpro.com>

Good morning Harrison,

Thank you for submitting the Cross Connection Control Plan for Westborough County Water District. Due to the high volume of CCCP submissions, our review may be delayed.

Best,



**Alison Sim**

Water Resource Control Engineer

DIVISION OF DRINKING WATER

Northern California Drinking Water Field Operations Branch | North Coast / Santa Clara District

Email: [Alison.Sim@Waterboards.ca.gov](mailto:Alison.Sim@Waterboards.ca.gov)

Phone: +1 (510) 620-3465

Website: [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

Follow: [X](#) | [YouTube](#) | [Facebook](#) | [LinkedIn](#)

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**From:** Harrison Wairimu <harrison@socalwaterpro.com>

**Sent:** Saturday, June 28, 2025 10:51 AM

**To:** WB-DWPDIST17 <DWPDIST17@waterboards.ca.gov>

**Cc:** Patricia Mairena <pmairena@westboroughwater.org>; Carlos Arias <carias@westboroughwater.org>; Martha Mendoza <mmendoza@westboroughwater.org>; Tyler Armstrong <tarmstrong@westboroughwater.org>; SoCal Water <Info@socalwaterpro.com>

**Subject:** CA4110027-WESTBOROUGH COUNTY WATER DIST- Cross Connection Control Plan

**Caution:** External Email. Use caution when clicking links or opening attachments. When in doubt, contact DIT or use the Phish Alert Button.

Hi,

Please find attached the Cross-Connection Control Plan (CCCP) for CA4110027-WESTBOROUGH COUNTY WATER DIST, as required by the Cross-Connection Control Policy Handbook.

If any additional information or revisions are needed, please let me know.

Warm Regards,

Harrison Wairimu  
SoCal Water Pro LLC  
Email: [info@socalwaterpro.com](mailto:info@socalwaterpro.com)  
Mobile: (805) 991-7333 Ext.700  
Website: [Socalwaterpro.com](http://Socalwaterpro.com)



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