

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, November 13, 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 October 9, 2025.

B. Accountant's Report for Period Ending September 30, 2025.

C. Investment Report for Period Ending October 31, 2025.

D. Claims Register for October 31, 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. Review/Approve Proposal from EKI to Prepare the Urban Water Use Objective Report.
- B. Approve Addendum to Contract with Hurley Diesel and Power, LLC to Perform Additional Services on Generators at the Westborough, Rowntree, and Avalon Lift Stations.
- C. North Coast County Water District Invitation: November 20, 2025, at 2:00pm to the Official Ribbon-Cutting Ceremony and Grand Opening of the New District Headquarters.

7. WRITTEN COMMUNICATIONS:

- A. Letter Dated November 6, 2025, from the Special Districts Leadership Foundation, Regarding the District Transparency Certificate of Excellence Approval.

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Engineer's Report (Pakpour).
 - 1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 2.
 - 2. Update on Appian-280 Easement Sanitary Sewer Improvements.
- B. Report on District's Water Conservation for October 2025.
- C. Update on Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court.

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.

Availability of Public Records: all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Acts, that are distributed to a majority of the legislative body will be available for public inspection at 2263 Westborough Boulevard, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

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

Thursday, October 9, 2025

The meeting was called to order at 7:30 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
Joubin Pakpour, Engineer
Patricia Mairena, General Manager

Visitors Present: Sergio Medina
Brandon Laurie, Engineer (via Zoom)

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. CONSENT CALENDAR:

President Amuzie presented the Consent Calendar.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW): None

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

Attorney Conneran reported that the Governor had signed SB 707, an amendment to the Brown Act and commented that while there were a lot of changes on it, there were really none that would affect the way the District operates. Attorney Conneran stated that the main changes had to do with teleconferencing rules for emergencies that were put in place during COVID, and that the normal teleconferencing rules had not changed. Attorney Conneran added that very large agencies now had requirements to have their agendas in multiple languages and for those agencies that had informal advisory committees, the rules had been loosened to allow teleconferencing, thus, allowing community participation. Attorney Conneran commented that these were the big changes and his team was working on it to provide additional guidance soon.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 1.

Engineer Pakpour reported that this was the first CIP project on the five-year plan and it was identified as high priority, consisting of retrofitting an older tank that was structurally deficient, meaning that during an earthquake, it would most likely fail. Engineer Pakpour added that the tank's interior coating would also need to be replaced, so the timing was right for combining these two projects together.

Engineer Pakpour stated that this tank did not have a foundation, so it was just resting on the ground, and part of the upgrades was to put a new foundation around the tank. Engineer Pakpour commented on the timeline from when the project was awarded to when work had actually started, and mentioned that materials submittals had been received and reviewed against the specifications, and this had taken a little extra time due to the specialized piling being used around the tank. Engineer Pakpour reported that all the work that has been

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Minutes of the Regular Meeting of the Board of Directors
Thursday, October 9, 2025

done since the notice to proceed was issued was for the foundation, and he proceeded to explain the drilling and testing of three of the piles, to make sure these were drilled deep enough through the bedrock, and once the geotechnical engineer had signed off on that, then the contractor had proceeded to install the 27 permanent micropiles. Engineer Pakpour mentioned that the next step was to install a ringwall foundation around the tank, connecting all the piles and welding to the tank itself.

Engineer Pakpour commented that this was a \$2.5 million project, and that in California, the average change order for this type of public works project was 10%. Engineer Pakpour stated that although they tried to do their best to account for everything during the design phase, there will be change orders for this project, and that in last projects they had done for the District, the average was 3%.

Engineer Pakpour reported that some of the work that had been done was unforeseen electrical work for electrical conduits that needed to be moved and relocated, and the work was minimal and was identified as work done by others, even though the contractor had assisted by digging the trench for the electrician, no change order was necessary.

Although not critical to a seismic upgrade, Engineer Pakpour pointed out that a potential change order may be needed, if the cost came out to be reasonable, for the removal of the existing tank drain to allow for direct drainage and reduce future maintenance costs. Engineer Pakpour explained the reason that item was not added originally was that they had decided to wait to see if we got a good contractor for the project, and now that we did, they will be requesting a quote and then decide collectively with the GM.

Lastly, Engineer Pakpour mentioned that on every report there will be a statement detailing where the District is with the schedule regarding cost and working days and he proceeded to explain the breakdown of the amount due for the current month, which currently is \$697,000 (less a 5% retention amount) or \$662,150. Engineer Pakpour also mentioned that the retained amount would not be paid until the end of the project, and only after the District makes sure that there are no claims from sub-consultants, and vendors who could potentially put a lien on the project. Engineer Pakpour explained how the schedule and the contractor's application/certificate for payment for the progress payment requested had been verified. Director Chambers inquired if he was happy with the contractor's request for payment and Engineer Pakpour replied they had only made a minor adjustment.

Engineer Pakpour shared photos of the work and provided descriptions. Engineer Pakpour and Engineer Laurie answered questions from the Board and Attorney Conneran.

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2. Update on Appian-280 Easement Sanitary Sewer Improvements.

Engineer Pakpour provided an update on this project and told the Board that they had been waiting for a topographic survey to be completed and now they had started on the design phase and will be sharing the maps with the Board as soon as they had them available.

President Amuzie thanked them for their presentation.

B. Report on District's Water Conservation for September 2025.

General Manager Mairena told the Board that since the board packet had been sent earlier in the month, the SFPUC bill was not available then, so she had just sent this report to the Board earlier today. General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for September 2025 had gone down in comparison to the base period SFPUC is using for comparison as the District customers continued to conserve and mentioned that although the GPCPD (gallons per capita per day) was higher than last year's average, hopefully, with the end of summer and a low January-February, this figure would go down.

C. Report of Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court.

General Manager Mairena reported that Field Supervisor Arias found out that a fire hydrant had been knocked out of service, and there was an ongoing investigation to get details of how it had happened and who was responsible. General Manager Mairena stated that field staff had repositioned the fire hydrant, but after conversations with Director Chambers, staff would be meeting with the SSFFD to inspect it and make sure the hydrant is still functional.

Director Chambers commented that a cap was missing and the threads looked bent, so he did not think a SSFFD hose would fit. Field Supervisor Arias replied that it looked like a car had hit the cap as it was no longer round, and staff had tried to fit another one, but it would not fit. Director Chambers responded that the hydrant would need to be replaced and the District would need to find out who the driver was to bill him/her for the replacement cost.

Field Supervisor Arias reported that he had received a call around 2pm from Pete from the City, because the City had received a see-click-fix service ticket, and it looked like the SSFFD had responded and notified CalWater instead of the District.

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President Amuzie asked Attorney Conneran for his take on this. Attorney Conneran replied that the District would need to know who did it, and to check with the SSFPD to see if there was an accident report issued.

Attorney Conneran asked if the island was a good location for a fire hydrant and perhaps it should have bollards. Engineer Pakpour replied that the District Standards state they should have bollards, but it would cost money to do that, and if this was a new hydrant being installed, it would be recommended to add bollards. Field Supervisor Arias replied that there were many fire hydrants on islands similar to this one and Engineer Pakpour replied that the location was typical.

General Manager Mairena told the Board that she originally had reached out to Ken Anderson, the SSFPD contact for the District, but most likely he was away because she had not received a reply from him, so she ended up reaching out to the Fire Chief. General Manager Mairena stated that Chief Samson had confirmed they had responded to that incident, and while his department did not have a detailed investigation report, he had suggested to reach out to the SSFPD for their report that could offer cause information.

Attorney Conneran commented that if the driver's information were found, it would be easier to make a claim through his/her car insurance.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of September 18, 2025 (Chambers).

Director Chambers asked if there were any questions on his written report and asked if District staff would be participating on the Water Use Efficiency Legislation training they had approved. General Manager Mairena confirmed that staff would be participating.

Director Chambers commented on the BPC meeting that he attended the day before and stated that one of the things brought up was "are your water rates affordable" since the State Water Board and EPA have standards of spending about 1% of income on water, and between 1 ½% and 2 ½% may be possibly too high, and above 2 ½ % you may be in danger. Director Chambers reviewed calculations from the study that BAWSCA did using Census figures, average consumption, rates, and two different income levels, and overall, 8.7% of BAWSCA customers were above 2.5%, and 25.7% were in the 1% to 2½% category. Director Chambers mentioned that he will be asking Negin Ashoori (the presenter) for data on the District, as the

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data presented was for all BAWSCA agencies.

B. ACWA Region 5 Program and Tour - Exploring SFPUC's Water Infrastructure and Fire Resilience, San Francisco, CA, September 26, 2025 (Chambers).

Director Bautista asked where the Fort Mason Pump Station was and Directors Chambers and Amuzie replied. Director Chambers commented on the looks of the pump station.

President Amuzie also commented on the tour and content of the tour.

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, President Amuzie adjourned the meeting.

Time 8:24 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
September 30, 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 three months ended September 30, 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 three months ended September 30, 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 three months ended September 30, 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

November 7, 2025
Morgan Hill, California

Westborough Water District
Statement of Net Position
September 30, 2025

ASSETS

Current Assets:

Cash (Including \$6,103,028 in Time Deposits)	\$ 6,621,240
Receivables	
Water	1,288,639
Sewer	889,875
Other	253,661
Prepaid Expenses and Other	41,681
Inventory	233,686
Total Current Assets	9,328,782

Non-Current Assets:

Lease Receivable	196,657
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	452,437
Water Facility	8,231,334
Building	1,503,835
Joint-Use Facilities	94,907
Meters	1,017,597
Office Furniture and Equipment	161,560
Maintenance Facility	478,623
Sewer Facility	3,540,632
Total Utility Plant in Service (Capital Assets)	15,663,558
Less Accumulated Depreciation	(7,656,362)
Utility Plant in Service-Net Accumulated Depreciation	8,007,196
Total Non-Current Assets	8,203,853
Total Assets	\$ 17,532,635

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$ 640,031
Deferred OPEB Outflows	173,441
Total Deferred Outflows	\$ 813,472

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
September 30, 2025

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 930,122
Customers' Deposits	416,830
Unearned Revenue	<u>20,263</u>
Total Current Liabilities	<u>1,367,215</u>

Long-term Liabilities:

Accrued Vacation	124,575
Net Pension Liability	1,254,767
Net OPEB Obligation	<u>267,500</u>
Total Long-term Liabilities	<u>1,646,842</u>

Total Liabilities	<u>\$ 3,014,057</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 158,967
Deferred Pension Inflows	148,489
Deferred OPEB Inflows	<u>138,665</u>

Total Deferred Inflows	<u>\$ 446,121</u>
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NET POSITION

Net Investment in Capital Assets	\$ 8,007,196
Restricted for Capital Facilities	347,103

Unrestricted:

Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	275,367
Unappropriated	<u>4,061,890</u>

Total Net Position	<u>\$ 14,885,929</u>
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(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Three Months Ended September 30, 2025

Operating Revenue:

Water Sales (Note 3)	\$ 1,488,334
Sewer Svc. and Transfer Charges	940,506
Misc. Operations	5,038
Total Operating Revenue	<u>2,433,878</u>

Operating Expense:

Water Expenditures	803,840
Sanitary Sewer Expenditures	840,852
Admin. and General Expenditures	372,238
Depreciation	85,908
Total Operating Expenses	<u>2,102,838</u>

Operating Income (Loss)	331,040
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Non-operating Income (Expense):

Property Taxes	204,088
Investment Interest	74,654
Other	8,315
Total Non-operating Income (Expense)	<u>287,057</u>

Change in Net Position	618,097
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Net Position - Beginning	<u>14,267,832</u>
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Net Position - Ending	<u><u>\$ 14,885,929</u></u>
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See accompanying notes and accountant's compilation report

Westborough Water District
Selected Information - Substantially All Disclosures Required by
Generally Accepted Accounting Principles are Not Included
September 30, 2025

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

NOTE 2 - Accounts payable at September 30, 2025, includes \$748,478 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 \$941 to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the three months ended September 30, 2025, were as follows:

Beginning Balance	\$	15,637,587
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		25,971
Ending Balance	\$	<u>15,663,558</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Three Months Ended September 30, 2025

	September	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 518,556	\$ 1,488,334	\$ 5,449,170	27.31%	2.31%	\$ 126,042
Water Misc. Operations	1,322	5,038	20,000	25.19%	0.19%	38
Total Water Operating Revenue	519,878	1,493,372	5,469,170	27.31%	2.31%	126,080
Sewer Svc. and Transfer Charges	314,440	940,506	3,765,946	24.97%	-0.03%	(981)
Total Sewer Operating Revenue	314,440	940,506	3,765,946	24.97%	-0.03%	(981)
Total Operating Revenue	834,318	2,433,878	9,235,116	26.35%	1.35%	125,099
Operating Expense:						
Water Expenditures	252,574	803,840	3,252,093	24.72%	0.28%	9,183
Admin. and General Expenditures	74,639	292,546	1,134,854	25.78%	-0.78%	(8,833)
Depreciation	22,878	68,685	295,165	23.27%	1.73%	5,106
Total Water Operating Expenses	350,091	1,165,071	4,682,112	24.88%	0.12%	5,456
Sanitary Sewer Expenditures	293,528	840,852	3,253,405	25.85%	-0.85%	(27,501)
Admin. and General Expenditures	15,846	79,692	354,954	22.45%	2.55%	9,047
Depreciation	5,741	17,223	70,575	24.40%	0.60%	421
Total Sewer Operating Expenses	315,115	937,767	3,678,934	25.49%	-0.49%	(18,033)
Total Operating Expenses	665,206	2,102,838	8,361,046	25.15%	-0.15%	(12,577)
Operating Income (Loss)	169,112	331,040	874,070	37.87%	12.87%	112,522
Non-operating Income (Expense):						
Water Property Taxes & Assessments	80,733	142,862	517,611	27.60%	2.60%	13,459
Water Investment Interest	9,499	30,727	49,648	61.89%	36.89%	18,315
Other Non-operating Water Income (Expense)	2,777	8,315	34,080	24.40%	-0.60%	(205)
Total Water Non-Operating Income (Expenses)	93,009	181,904	601,339	30.25%	5.25%	31,569
Sewer Property Taxes & Assessments	34,599	61,226	221,833	27.60%	2.60%	5,768
Sewer Investment Interest	13,538	43,927	74,471	58.99%	33.99%	25,309
Total Sewer Non-Operating Income (Expenses)	48,137	105,153	296,304	35.49%	10.49%	31,077
Total Non-operating Income (Expense)	141,146	287,057	897,643	31.98%	6.98%	62,646
Net Income (Loss)	\$ 310,258	\$ 618,097	\$ 1,771,713	34.89%	9.89%	\$ 175,169

Westborough Water District
Water Fund Schedule of Income and Expense - Budget to Actual
For the Three Months Ended September 30, 2025

	September	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Operating Revenue:						
Water Sales (Note 3)	\$ 518,556	\$ 1,488,334	\$ 5,449,170	27.31%	2.31%	\$ 126,042
Misc. Operations	1,322	5,038	20,000	25.19%	0.19%	38
Total Operating Revenue	519,878	1,493,372	5,469,170	27.31%	2.31%	126,080
Water Operating Expense:						
Salaries	32,996	90,633	435,382	20.82%	4.18%	18,213
Salaries Overtime	337	1,722	11,000	15.65%	9.35%	1,028
Benefits	6,060	56,401	158,416	35.60%	-10.60%	(16,797)
OPEB Prefunding	-	-	3,140	0.00%	25.00%	785
Payroll Taxes	2,624	7,215	41,069	17.57%	7.43%	3,052
Technical Communications	885	3,079	12,325	24.98%	0.02%	2
Utilities	18,515	51,841	200,088	25.91%	-0.91%	(1,819)
Supplies and Small Tools	2,189	3,395	15,450	21.97%	3.03%	468
Maintenance of Sytem	2,557	11,232	66,715	16.84%	8.16%	5,447
Special Services	5,087	18,239	181,823	10.03%	14.97%	27,217
Vehicle Expense	1,029	3,284	35,865	9.16%	15.84%	5,682
Water Purchases	180,295	556,799	2,090,820	26.63%	-1.63%	(34,095)
Admin. and General Expenditures						
Salaries	40,849	122,451	501,193	24.43%	0.57%	2,847
Salaries-Temporary	-	-	2,120	0.00%	25.00%	530
Salaries-Overtime	-	-	2,120	0.00%	25.00%	530
Employee Benefits	15,584	102,187	206,489	49.49%	-24.49%	(50,565)
Payroll Taxes	1,963	7,104	46,149	15.39%	9.61%	4,433
OPEB	-	-	4,752	0.00%	25.00%	1,188
Office Supplies and Postage	316	2,311	9,910	23.32%	1.69%	167
Memberships	-	-	53,128	0.00%	25.00%	13,282
Utilities	14	68	1,492	4.56%	20.44%	305
Telephone	292	877	3,808	23.03%	1.97%	75
Water Conservation	350	385	5,600	6.88%	18.13%	1,015
Building & Grounds Maintenance	560	2,404	12,649	19.01%	5.99%	758
Parking Rentals	315	945	3,969	23.81%	1.18%	47
Directors Fees	350	1,250	7,900	15.82%	9.18%	725
Engineering Services	-	1,092	50,619	2.16%	22.84%	11,563
Accounting	175	8,463	33,395	25.34%	-0.34%	(114)
Legal	1,166	5,671	16,400	34.58%	-9.58%	(1,571)
Billing	5,312	6,420	43,285	14.83%	10.17%	4,401
Communications	244	8,341	23,184	35.98%	-10.98%	(2,545)
Insurance	3,877	13,202	56,954	23.18%	1.82%	1,037
Bad Debts (Note 1)	-	-	1,000	0.00%	25.00%	250
Travel	1,264	1,463	15,815	9.25%	15.75%	2,491
Miscellaneous	72	2,942	10,118	29.08%	-4.08%	(413)
Banking and Cr. Card Fees	1,936	4,970	22,805	21.79%	3.21%	731
Total Admin. and General Expenditures	74,639	292,546	1,134,854	25.78%	-0.78%	(8,833)
Depreciation Expense	22,878	68,685	295,165	23.27%	1.73%	5,106
Total Water Operating Expense	350,091	1,165,071	4,682,112	24.88%	0.12%	5,457
Water Operating Income (Loss)	169,787	328,301	787,058	41.71%	16.71%	131,537
Water Non-operating Income (Expense):						
Property Taxes	80,733	142,862	517,611	27.60%	2.60%	13,459
Investment Interest	9,499	30,727	49,648	61.89%	36.89%	18,315
Other Non-Operating Water Income (Expense)	2,777	8,315	34,080	24.40%	-0.60%	(205)
Total Non-operating Income (Expense)	93,009	181,904	601,339	30.25%	5.25%	31,569
Net Income (Loss)	\$ 262,796	\$ 510,205	\$ 1,388,397	36.75%	11.75%	\$ 163,106

Westborough Water District
Sewer Fund Schedule of Income and Expense - Budget to Actual
For the Three Months Ended September 30, 2025

	September	Year to Date	2025-26 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Sanitary Sewer Operating Revenue:						
Sewer Svc. and Transfer Charges	\$ 314,440	\$ 940,506	\$ 3,765,946	24.97%	-0.03%	\$ (981)
Total Operating Revenue	314,440	940,506	3,765,946	24.97%	-0.03%	(981)
Sanitary Sewer Operating Expense:						
Treatment & Disposal	249,493	748,478	2,993,912	25.00%	0.00%	-
Utilities	13,674	40,399	162,547	24.85%	0.15%	238
Repair of Pipelines	-	-	5,000	0.00%	25.00%	1,250
Repair of Pumps	-	-	21,000	0.00%	25.00%	5,250
Miscellaneous Sewer Expenses	30,361	51,975	70,946	73.26%	-48.26%	(34,239)
Admin. and General Expenditure						
Salaries	6,280	18,936	104,138	18.18%	6.82%	7,099
Employee Benefits	-	16,253	45,530	35.70%	-10.70%	(4,871)
Payroll Taxes	124	961	10,120	9.50%	15.50%	1,569
OPEB Prefunding	-	-	489	0.00%	24.95%	122
Office Supplies and Postage	135	990	4,247	23.31%	1.70%	72
Memberships	-	-	492	0.00%	25.00%	123
Telephone	125	376	1,632	23.04%	1.96%	32
Water Conservation	150	165	2,400	6.88%	18.13%	435
Building & Grounds Maintenance	175	363	2,489	14.58%	10.41%	259
Parking Rentals	135	405	1,701	23.81%	1.18%	20
Directors Fees	350	1,250	4,400	28.41%	-3.41%	(150)
Engineering Services	-	990	19,250	5.14%	19.86%	3,823
Accounting	175	8,463	33,395	25.34%	-0.34%	(114)
Legal	1,591	5,130	16,400	31.28%	-6.28%	(1,030)
Billing	2,271	4,269	18,551	23.01%	1.99%	369
Communications	244	4,522	24,853	18.19%	6.80%	1,691
Insurance	3,877	13,202	56,954	23.18%	1.82%	1,037
Bad Debts (Note 1)	-	-	1,000	0.00%	25.00%	250
Miscellaneous	62	2,859	4,379	65.29%	-40.31%	(1,765)
Banking and Cr. Card Fees	152	558	2,534	22.02%	3.00%	76
Total Admin. and General Expenditures	15,846	79,692	354,954	22.45%	2.55%	9,047
Depreciation Expense	5,741	17,223	70,575	24.40%	0.60%	421
Total Sanitary Sewer Operating Expense	315,115	937,767	3,678,934	25.49%	-0.49%	(18,034)
Sanitary Sewer Operating Income (Loss)	(675)	2,739	87,012	3.15%	-21.85%	(19,015)
Sanitary Sewer Non-operating Income (Expense):						
Property Taxes	34,599	61,226	221,833	27.60%	2.60%	5,768
Investment Interest	13,538	43,927	74,471	58.99%	33.99%	25,309
Total Non-operating Income (Expense)	48,137	105,153	296,304	35.49%	10.49%	31,077
Net Income (Loss)	\$ 47,462	\$ 107,892	\$ 383,316	28.15%	3.15%	\$ 12,062

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: OCTOBER 31, 2025

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginnning Balance			\$5,960,630.48
10/15/25	\$ 70,821.67	Interest Earned	\$6,031,452.15
10/15/25	\$ (650,000.00)	Transfer funds to TCB (To cover vendor checks, including Skyline Tank #3 Retrofit)	\$5,381,452.15
Ending Balance			\$5,381,452.15

Total Investments at End of Report Period = \$5,960,630.48

Total Investments Last Report Period = \$5,381,452.15

Effective Interest Rate: 4.212%
(as of 09/25)

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

November 07, 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

October 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2025	10/14/2025	QRD	1785150	N/A	SYSTEM	70,821.67
10/15/2025	10/15/2025	RW	1785820	1746431	PATRICIA MAIRENA	-650,000.00

Account Summary

Total Deposit:	70,821.67	Beginning Balance:	5,960,630.48
Total Withdrawal:	-650,000.00	Ending Balance:	5,381,452.15

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: OCTOBER 31, 2025

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
Beginning Balance			\$142,845.56
10/31/25	\$ 2,652.75	Credit Interest	\$145,498.31
10/31/25	\$ (2,652.75)	Dividend Check Withdrawn	\$142,845.56
10/31/25	\$ 173.03	Change in Account Value	\$143,018.59
Ending Balance			\$143,018.59

Total Investments Last Report Period = \$142,845.56
Total Investments at End of Report Period = \$143,018.59

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



October 1, 2025 - October 31, 2025
Account Number: RMB-023565

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

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$142,845.56
Withdrawals (Cash & Securities)	-2,652.75
Dividends, Interest and Other Income	2,652.75
Net Change in Portfolio¹	173.03
ENDING ACCOUNT VALUE	\$143,018.59
Estimated Annual Income	\$5,291.00

¹ 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	142,845.56	143,018.59
100%	Account Total	\$142,845.56	\$143,018.59

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

Client Service Information

Your Account Executive: MBP

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

Contact Information

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

Client Service Information

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

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

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

BOND AMORTIZATION ELECTIONS

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

ELECTRONIC DELIVERY

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

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

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

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	2,652.75	0.00	5,291.00	0.00
Total Income	\$2,652.75	\$0.00	\$5,291.00	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
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	100.0130	143,018.59	333.41	5,291.00	3.69%
Total Certificates of Deposit	143,000.0000		\$143,018.59	\$333.41	\$5,291.00	
TOTAL FIXED INCOME	143,000.0000		\$143,018.59	\$333.41	\$5,291.00	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$143,018.59	\$333.41	\$5,291.00

October 1, 2025 - October 31, 2025
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures****Pricing**

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

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

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.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
Dividends and Interest	\$2,652.75	\$0.00	\$2,652.75	\$5,291.00	\$0.00	\$5,291.00
Cash						
Withdrawals	0.00	-2,652.75	-2,652.75	0.00	-5,291.00	-5,291.00

October 1, 2025 - October 31, 2025
WESTBOROUGH WATER DISTRICT

Activity Summary (continued)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Total Cash	\$0.00	-\$2,652.75	-\$2,652.75	\$0.00	-\$5,291.00	-\$5,291.00
Totals	\$2,652.75	-\$2,652.75	\$0.00	\$5,291.00	-\$5,291.00	\$0.00

Transactions by Type of Activity

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
Dividends and Interest							
10/08/25	BOND INTEREST RECEIVED	143000 VALLEY NATL BK PASSAIC N J CTF DEP 3.700%				2,652.75	USD
	919853PF2	10/08/26 B/E DTD 10/08/24 RD 10/07 PD 10/08/25					
Total Dividends and Interest					\$0.00	\$2,652.75	USD
Cash Withdrawals and Deposits							
10/31/25	CHECK DISBURSEMENT	CHECK PD.#4031836889 AS PER YOUR REQUEST				-2,652.75	USD
	USD999997						
Total Cash Withdrawals and Deposits					\$0.00	-\$2,652.75	USD
Total Value of Transactions					\$0.00	\$0.00	USD

The price and quantity displayed may have been rounded.

Messages

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

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. 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
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Arbitration Disclosures

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

Important Arbitration Agreement

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

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

CLAIMS REGISTER: OCTOBER 2025

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$, 182,712.31

Checks Issued During Month:

ACWA-JPIA (Health Benefits & Ins.-11/25)	13,653.19
ACWA/JPIA (Workers' Compensation Program, 07/01/25-09/30/25)	3,522.79
ACWA/JPIA (Deposit Premium Auto & Gen. Liability, 25/26)	55,218.11
AT&T (P.S. Phone Bill to 10/01/25)	851.44
AT&T Mobility (Field & Office Cell Phones, 09/03-10/02)	341.94
BAWSCA (FY 25-26 2nd Quarter Assessment)	7,801.50
Bay Alarm (Skyline P.S. Burglar, 11/01/25-01/31/26)	214.32
Bay Alarm (Skyline Bldg. Burglar, 11/01/25-01/31/26)	309.63
Bay Alarm (Skyline Bldg. Firm Alarm, 11/01/25-01/31/26, w/Upgraded Cell)	429.42
Bay Alarm (Skyline - UL Certificate)	143.00
Bay Area Paving Co, Inc. (Traffic Control, New Valve Box w Lid & paving at Sharp Park Rd & Skyline Blvd)	10,900.00
Calcon Systems, Inc. (WIP- Controls Upgrade at Westborough L.S.)	136,296.00
CalPERS (Retirement Contributions-10/15/25)	6,589.88
CalPERS (Retirement Contributions-10/31/25)	6,589.85
Colina Association (Three Parking Spaces Rental, 11/25)	450.00
Direct Line (Answering Service, 09/15-10/14)	362.14
EFTPS (Employment Taxes-10/15/25)	10,443.01
EFTPS (Employment Taxes-10/31/25)	10,588.75
EDD (Employment Taxes-10/15/25)	2,837.41
EDD (Employment Taxes-10/31/25)	2,876.70
Employment Develop. Dept. (Quarterly Payroll Taxes-3rd Qtr.)	189.76
Euro Style Management (WIP-Skyline Tank #3 Retrofit - Progress Pymt #1)	662,150.00
Hanson Bridgett LLP (Special Legal Services - Admin & Labor and Monthly Retainer-09/25)	2,781.00
Lowe's Business (Field Supplies to 10/17/25)	356.13
Mairena, Patricia (GM Mairena's Internet Services, 09/27-10/26 & 09/25 Gym Membership)	84.99
Mission Constructors, Inc. (Upgrade Staircase at Rowntree L.S.)	34,382.00
PG&E (Summary Bill to 10/20/25)	27,749.44
Quadient Leasing USA, Inc. (Property Tax Recovery Charge - Postage Meter Lease)	500.00
San Mateo County (1st Property Tax Installment)	1,436.72
SF Water Dept. (Water Purchases, 09/06-10/06)	183,875.77
SFPUC Financial Serv. - Acctg. (Special Testing Services, 09/25)	2,950.00
So. SF Scavengers (Garbage & Shredding Services, 09/25)	253.82
Tri Counties Bank (Monthly Charges Ending 09/30/25)	1,238.87
WEX Bank (Wright Express-Gas Purchases to 10/15/25)	661.06

SUB-TOTAL \$ 1,371,740.95

Updated Checks Voided During Month:

NONE	
------	--

TOTAL CLAIMS REGISTER AMOUNT \$ 1,371,740.95

REPORT.: Nov 10 25 Monday
 RUN....: Nov 10 25 Time: 09:06
 Run By.: Wendy Bellinger
 Control Date.: 11/10/25

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period...: 11-25 Fiscal Period...: (05-26) Cash Account No...: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L	Account #	Gross Amount	Discount Amount	Net Amount
100125.2	DIRECTOR AMUZIE'S INTERNET SERVICE, 10/10-11/09	10/01/25	11-25	A	59450	65.00	.00	65.00
		10/01/25	05-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

INV110918-	FIELD INVENTORY - (100) MXU'S	10/28/25	11-25	A	59450	22881.14	.00	22881.14
		10/28/25	05-26					
** Vendor's Subtotal ----->						22881.14	.00	22881.14

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

102225-	DIRECTOR BAUTISTA'S INTERNET SERVICE, 11/25	10/22/25	11-25	A	59450	65.00	.00	65.00
		10/22/25	05-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

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

9392-	WATER LOSS CONTROL PROGRAM, 09/25	10/27/25	11-25	A	59450	5288.75	.00	5288.75
		10/27/25	05-26					
** Vendor's Subtotal ----->						5288.75	.00	5288.75

VENDOR I.D.: CAS01 (PETTY CASH)

103125-	MISC. EXPENSES, 10/25	10/31/25	11-25	A	59450	136.96	.00	136.96
		10/31/25	05-26					
** Vendor's Subtotal ----->						136.96	.00	136.96

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

101125-	DIRECTOR CHAMBERS' INTERNET SERVICE, 10/16-11/15	10/11/25	11-25	A	59450	65.00	.00	65.00
		10/11/25	05-26					
** Vendor's Subtotal ----->						65.00	.00	65.00

VENDOR I.D.: COL02 (COLLECTION BUREAU OF)

21127-1-	SHARE OF PYMT REC'D ACCTS LIN0078 & ROD0009	10/31/25	11-25	A	59450	40.59	.00	40.59
		10/31/25	05-26					
** Vendor's Subtotal ----->						40.59	.00	40.59

VENDOR I.D.: DIC01 (DICK, WILLIAM)

102925-	ONE WWD HET REBATE FOR ACCT NO DIC0001	10/29/25	11-25	A	59450	50.00	.00	50.00
		10/29/25	05-26					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: LI 03 (LI, YAN QING)

102925-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO LI 0067	10/29/25	11-25	A	59450	100.00	.00	100.00
		10/29/25	05-26					
** Vendor's Subtotal ----->						100.00	.00	100.00

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

REPORT: NOV 10 25 Monday
 RUN: Nov 10 25 Time: 09:06
 Run By: Wendy Bellinger
 Control Date: 11/10/25

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period: 11-25 Fiscal Period: (05-26) Cash Account No.: 13110

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

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
37204-	WEB REPORTING & HOSTING, 11/25	11/01/25	11-25	A	59450		75.00	.00	75.00
		11/01/25	05-26						
** Vendor's Subtotal ----->							75.00	.00	75.00

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

100125-	DIRECTOR MEDINA'S INTERNET SERVICE, 10/10-11/09	10/01/25	11-25	A	59450		65.00	.00	65.00
		10/01/25	05-26						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

4853-	ENGINEERING SERVICES, 10/25	11/04/25	11-25	A	59450		98074.10	.00	98074.10
		11/04/25	05-26						
** Vendor's Subtotal ----->							98074.10	.00	98074.10

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

093025-	DIRECTOR RICHARDS' INTERNET SERVICE, 10/25	09/30/25	11-25	A	59450		65.00	.00	65.00
		09/30/25	05-26						
** Vendor's Subtotal ----->							65.00	.00	65.00

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

61889-	RENEW WESTBOROUGHWATER.COM DOMAIN	10/15/25	11-25	A	59450		16.10	.00	16.10
		10/15/25	05-26						
** Vendor's Subtotal ----->							16.10	.00	16.10

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

103125-	PAYROLL TRANSFER, 10/25	10/31/25	11-25	A	59450		54501.36	.00	54501.36
		10/31/25	05-26						
** Vendor's Subtotal ----->							54501.36	.00	54501.36

VENDOR I.D.: WIE01 (WIENHOFF DRUG TESTING INC)

134113-	RANDOM TESTING - T. ARMSTRONG	11/05/25	11-25	A	59450		50.00	.00	50.00
		11/05/25	05-26						
** Vendor's Subtotal ----->							50.00	.00	50.00

VENDOR I.D.: \B009 (REYJELAN BESONA)

000C51001-	MQ CUSTOMER REFUND FOR BES0003	11/03/25	11-25	Z	59450		29.02	.00	29.02
		11/03/25	05-26						
** Vendor's Subtotal ----->							29.02	.00	29.02

VENDOR I.D.: \B010 (JOHN BUCK)

000C51001-	MQ CUSTOMER REFUND FOR BUC0003	11/03/25	11-25	Z	59450		46.22	.00	46.22
		11/03/25	05-26						
** Vendor's Subtotal ----->							46.22	.00	46.22

VENDOR I.D.: \C032 (JIE CHEN)

REPORT: NOV 10 25 Monday
 RUN: NOV 10 25 Time: 09:06
 Run By: Wendy Bellinger
 Control Date: 11/10/25

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

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

Posting Period: 11-25 Fiscal Period: (05-26) Cash Account No.: 13110

VENDOR I.D.: \C032 (JIE CHEN)

			Invoice Date	Actual Period					
Invoice	No	Description	Due Date	Fiscal	Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
-----			-----	-----	-----	-----	-----	-----	-----
000C51001-	MQ	CUSTOMER REFUND FOR CHE0289	11/03/25	11-25	Z	59450	101.69	.00	101.69
			11/03/25	05-26					
** Vendor's Subtotal ----->							101.69	.00	101.69

VENDOR I.D.: \C033 (ILUMINADA A. CONCEPCION)

000C51001-	MQ CUSTOMER REFUND FOR CON0053	11/03/25	11-25	Z	59450	8.39	.00	8.39
		11/03/25	05-26					
					** Vendor's Subtotal ----->	8.39	.00	8.39

VENDOR I.D.: \E007 (ALBERT ELVINA)

000C51001-	MQ CUSTOMER REFUND FOR ELV0006	11/03/25	11-25	Z	59450	26.65	.00	26.65
		11/03/25	05-26					
		</						

VENDOR I.D.: \G002 (ESMERALDO GORECHO)

000C51001-	MQ CUSTOMER REFUND FOR GOR0016	11/03/25	11-25	Z	59450	22.83	.00	22.83
		11/03/25	05-26					
					** Vendor's Subtotal ----->	22.83	.00	22.83

VENDOR I.D.: \J002 (SHAUNTI JAMES)

000C51001-	MQ CUSTOMER REFUND FOR JAM0009	11/03/25	11-25	Z	59450	66.37	.00	66.37
		11/03/25	05-26					
		</						

VENDOR I.D.: \K004 (ROBERT & ROSE KONG)

000C51001-	MQ CUSTOMER REFUND FOR KON0023	11/03/25	11-25	Z	59450	104.95	.00	104.95
		11/03/25	05-26					
				** Vendor's Subtotal ----->		104.95	.00	104.95

VENDOR I.D.: \K013 (SABRINA KWOK)

000C51001-	MQ CUSTOMER REFUND FOR KWO0045	11/03/25	11-25	Z	59450	98.86	.00	98.86
		11/03/25	05-26					
				** Vendor's Subtotal ----->		98.86	.00	98.86

VENDOR I.D.: \M012 (JAMES SAN MATEO)

000C51001-	MQ CUSTOMER REFUND FOR MAT0028	11/03/25	11-25	Z	59450	109.69	.00	109.69
		11/03/25	05-26					
					** Vendor's Subtotal ----->	109.69	.00	109.69

VENDOR I.D.: \P008 (SANDRA PON)

000C51001-	MQ CUSTOMER REFUND FOR PON0016	11/03/25	11-25	Z	59450	126.29	.00	126.29
		11/03/25	05-26					
				** Vendor's Subtotal ----->		126.29	.00	126.29

VENDOR I.D.: \R004 (FEOROZAAN SOPHIA RASHEDI)

VENDOR I.D.: \R004 (FEOROZAAN SOPHIA RASHEDI)

Invoice No Description	Invoice Date	Actual Period	G/L Tm	Account # Discount	Gross Amount	Discount Amount	Net Amount
	Due Date	Fiscal					
000C51001- MQ CUSTOMER REFUND FOR RAS0003	11/03/25	11-25	Z	59450	93.96	.00	93.96
	11/03/25	05-26					
** Vendor's Subtotal ----->					93.96	.00	93.96

VENDOR I.D.: \S018 (ESTELLE SCHUESZLER)

000C51001- MQ CUSTOMER REFUND FOR SCH0058	11/03/25	11-25	Z	59450	81.24	.00	81.24
	11/03/25	05-26					
** Vendor's Subtotal ----->					81.24	.00	81.24

VENDOR I.D.: \S019 (JULIA P. SOLIS)

000C51001- MQ CUSTOMER REFUND FOR SOL0021	11/03/25	11-25	Z	59450	27.09	.00	27.09
	11/03/25	05-26					
** Vendor's Subtotal - ---->					27.09	.00	27.09

VENDOR I.D.: \W007 (LEILA WONG)

000C51001- MQ CUSTOMER REFUND FOR WON0367	11/03/25	11-25	Z	59450	80.06	.00	80.06
	11/03/25	05-26					
** Vendor's Subtotal ----->					80.06	.00	80.06

VENDOR I.D.: \Z016 (XIANGMING ZHANG)

000C51001- MQ CUSTOMER REFUND FOR ZHA0029	11/03/25	11-25	Z	59450	150.00	.00	150.00
	11/03/25	05-26					
** Vendor's Subtotal ----->					150.00	.00	150.00

** Report's Total ----->	182712.31	.00	182712.31
	=====	=====	=====

** Total Vendors On This Report ----->	32
	=====

** Total Vendors Needing Checks ----->	32
	=====

Code Title

A IMMEDIATE

7 November 2025

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

Subject: Proposal for 2026 Urban Water Use Objective Report
Westborough Water District, South San Francisco, California
(EKI C50339.00)

Dear Ms. Mairena,

At the request of the Westborough Water District (District), EKI Environment & Water, Inc. (EKI) has prepared the following scope of work for preparing and submitting the District's 2026 Urban Water Use Objective (UWUO or Objective) annual report required per the Making Conservation a California Way of Life regulation (MCCWL or Regulation). This proposal describes the proposed scope of work for this task.

BACKGROUND

On 3 July 2024, the California State Water Quality Control Board (State Water Board) adopted the MCCWL regulation to implement Senate Bill (SB) 606 and Assembly Bill (AB) 1668. The regulation requires each urban water supplier in California to calculate its respective UWUO and submit annual reports on UWUO and CII Performance Measures compliance.

As shown on Figure 1, the Objective is calculated as the sum of the following components: (1) residential indoor water use standard, (2) residential outdoor water use standard, (3) CII landscape outdoor water use standard (for landscapes with Dedicated Irrigation Meters [DIMs]), (4) water loss standard, (5) allowable variances, and (6) bonus provisions.



Figure 1: Water Use Components That Make Up the Objective

SCOPE OF WORK

Task 1 – Prepare 2026 UWUO Report

EKI will prepare the District's 2026 UWUO report according to the State Water Board's guidebook (*Guidance for Urban Retail Water Suppliers to Complete Annual Urban Water Use Objective and Actual Water Use Reports*) and associated UWUO reporting form for Fiscal Year (FY) 24/25, which was released on 30 September 2025.

To prepare the UWUO report, EKI will perform the following services:

- Compile and review the District's UWUO-related data from FY 24/25 as posted on the California Open Data Portal and automated within the UWUO reporting template (which contains a variety of District data previously submitted to the State such as the electronic Annual Report, water loss audit, and other publicly available documents).
 - Provide the District with a consolidated copy of its UWUO-related data posted on the California Open Data Portal.
 - Coordinate with the District to review and confirm the accuracy of the data and provide recommendations on how to update the datasets, if needed.
- Submit a request for information (RFI) to the District for additional information needed, such as customer-level water use data for residential and CII sectors.
 - Hold one meeting with the District to review the RFI.
- Using District-provided customer data for the single family and multi-family residential sectors, calculate the water use and number of residential customer accounts that fall within the 90th percentile water use (the top 10% of high-water users) of each sector, as required to be reported annually.
- Using District-provided customer data for the commercial, industrial, and institutional (CII) sector, EKI will calculate the number of CII customer accounts that fall within the 97.5th and 80th percentile water users (i.e., the top 2.5% and 20% high water users), as required to be reported annually starting this year based on the MCCWL regulation (Section 974, Option 1¹).
- Prepare a draft UWUO report for the District's review.
 - Hold one meeting with the District to present the draft report results.
- Prepare and submit the final UWUO report to the State.
 - Electronically submit the final UWUO report and certification form on the Department of Water Resources (DWR) Water Use Efficiency (WUE) Data Portal

¹ Per Section 974, there are three options to choose for compliance with selecting the threshold of top CII water users. Reporting on Option 1 is due on 1 January 2026, whereas reporting on Options 2 and 3 must be completed by 30 June 2027 and 30 June 2029, respectively. Potentially, Options 2 and 3 may be more cost effective; however, it is recommended to report on Option 1 now such that the District maintains the options to utilize Option 1 or switch to Options 2 or 3 in the future.

- Prepare a presentation of key results and findings, including potential issues that may need to be addressed for future UWUO compliance reporting.

Assumptions:

- The kickoff and review meetings will last no more than one hour in length and be performed virtually.
- The District will provide data no later than seven (7) days after receiving a data request.
- The District will provide review comments within the timeframe specified under the Schedule defined further below.
- This scope involves addressing the annual reporting requirements for UWUO and CII Performance Measures and preparing a list of high-level recommendations that the District can consider to address potential issues for future reporting. This scope does not involve providing services related to demonstrating compliance with the District's Objective and/or required implementation of CII Performance Measures.
- EKI will provide one version of the presentation with high-level recommendations.
- EKI will provide project management over an estimated 6-week task duration. Extending the schedule beyond that timeframe would require an amendment.

Deliverables:

- Draft and final 2026 UWUO report and accompanying presentation slides.
- Submittal of the 2026 UWUO report to DWR's WUE Data Portal.

SCHEDULE

EKI is prepared to start work on the above Scope of Work immediately upon authorization from the District to proceed. EKI will deliver the draft 2026 UWUO report to the District by mid-December 2025 and submit the final to DWR prior to the 1 January 2026 deadline.

To meet the State's deadline, EKI requests a notice to proceed no later than 19 November 2025 and a completed review of the draft report within 2 days of receipt. It is understood that at times the receipt of data and key information may be necessarily delayed, but it is noted that significant delays or multiple additional rounds of document revision or meetings are beyond the proposed scope of work and would result in additional charges and impact the ability to submit to DWR by the deadline.

COMPENSATION

EKI will perform the work on a time and materials basis for a total of **\$12,500**. In the event that such out-of-scope conditions occur, EKI will notify the District of the additional anticipated level of effort, and any additional work will be billed on a time and materials expense reimbursement basis in accordance with our current Schedule of Charges, dated 1 January 2025, included as **Attachment A**.

If this proposal meets with your approval, please provide us with a purchase order or contract for signature. We are pleased and excited to have the opportunity to work with the District on this project. Please call if you have any questions or wish to discuss this proposal in greater detail.

Patricia Mairena
Westborough Water District
7 November 2025
Page 4 of 4



Very truly yours,

EKI Environment & Water, Inc.

A handwritten signature in blue ink that reads 'Jenny Gain'.

Jenny Gain, PE
Principal | One Water Engineering

A handwritten signature in black ink that reads 'Kendra Olmos'.

Kendra Olmos
Project Manager

Attachments

- A. EKI Schedule of Charges, dated 1 January 2025

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.
1 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

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

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

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

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

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

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

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

AMENDMENT NO. 1
CONTRACT FOR PROFESSIONAL SERVICES

This Amendment No. 1 is made as of November 13, 2025, with respect to that certain Public Works Contract ("Agreement") by and between the Westborough Water District ("District") and HURLEY DIESEL AND POWER, LLC ("Contractor") dated September 11, 2025.

RECITALS

- A. The District and CONTRACTOR entered into the Agreement on September 11, 2025 regarding major generator preventive maintenance service at the Westborough, Avalon, and Rowntree Lift Stations in South San Francisco, CA.
- B. The District and CONTRACTOR now desire to amend the Agreement to have CONTRACTOR perform additional services at the Avalon site, specifically the line item "Labor-additional labor and travel to complete repairs" shown on the attached "Estimate 1281."
- C. The District and CONTRACTOR also now desire to amend the Agreement to have CONTRACTOR perform battery replacements at the Rowntree and Westborough sites, as shown on the attached "Quote 51349."

NOW, THEREFORE, in consideration of their mutual covenants, the District and CONTRACTOR do hereby agree as follows:

1. Section 1, Scope of Work, of the Agreement is amended as of November 13, 2025, to add the additional services described in Estimate 1281 and Quote 51349, which are both attached hereto as Attachment A and incorporated by reference. Said services consist of the additional labor and travel to complete repair of an engine block fitting at the District's Avalon Lift Station and battery replacements at the Rowntree and Westborough Lift Stations.

2. Section 3, Compensation, is amended by adding the following language at the end of the provision: "Notwithstanding the foregoing, with regard to the services described in Exhibit A, the Total Contract Price is increased by \$6,119.73 to \$23,025.87."

4. Agreement. Other than the Amendments set forth above, no other provisions of the Agreement are amended and all other provisions of the Agreement, not in conflict, are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of the date set forth above.

WESTBOROUGH WATER DISTRICT

HURLEY DIESEL AND POWER, LLC

Patricia Mairena, General Manager

By: _____

Title: _____

ATTEST:

Attorney

EXHIBIT A

Hurley Diesel and Power, LLC

PO Box 1503

Benicia, CA 94510 US

Contact@hdieselandpower.com

Quote**ADDRESS**

Westborough Water District
 Westborough Water District
 PO Box 2747
 South San Francisco, ca 94083

SHIP TO

Westborough Water District
 Avalon Lift
 500 Avalon dr
 South San Francisco, ca 94080

QUOTE #	DATE
1281	08/13/2025

SITE CONTACT

Patricia Mairena

	DESCRIPTION	QTY	RATE	AMOUNT
	Avalon - Perform Major generator pm service with oil change, oil filters and fuel filters, take oil sample. Inspect and test Transfer switch. Perform 1.5 hour loadtest at 75% load per NFPA 110. Replace battery charger, replace coolant block heater, do cooling system service (hoses and belts are over 20 years old and cracking)			
15-40 oil	Diesel Engine oil	5	25.00	125.00T
33358	Wix fuel filter 33358	1	27.25	27.25T
WIX 33357	Wix fuel filter	1	24.75	24.75T
WIX 51602	Wix oil filter	1	32.18	32.18T
Oil Sample	Oil Sample	1	45.00	45.00T
Labor	Labor Major pm and ATS test	1	1,910.00	1,910.00
Labor	Labor load test	1	1,040.00	1,040.00
Services	Sens micro genius 24 VDC Battery Charger	1	395.00	395.00
1 ES Complete Coolant	1 gallon Cummins ES Compleat 50/50 premix coolant	6	26.00	156.00T
5/8" silicone hose	5/8" silicone coolant hose	8	17.30	138.40T
CT-9410 Breeze constant torque hose clamp, 9/16- 1 1/16	9/16" Breeze Constnt Torque Hose Clamp	4	13.52	54.08T
CT-400L	3 1/4 to 4 1/8 CT clamp	8	23.10	184.80T
Hose Kit	Upper and lower radiator hoses	1	320.15	320.15T
Services	thermostat and seal	1	35.95	35.95
Block heater	Coolant Heater, 120 vac, 1500 watt	1	218.00	218.00T

	DESCRIPTION	QTY	RATE	AMOUNT
Miscellaneous	Use of sealant, bolts, fittings, and other consumables	1	75.00	75.00T
Labor	Labor battery charger, heater and cooling system	1	4,400.00	4,400.00
Labor	Labor- additional labor and travel to complete repairs	1	2,120.00	2,120.00

Thank you for your business! HDP accepts credit cards, ACH payments, and checks can be mailed to PO Box 1503, Benicia CA 94510
 Upon signed acceptance of this proposal, a non-refundable deposit will be due.
 The deposit required will be e equal to the cost of materials and equipment associated with the project.

SUBTOTAL	11,301.56
TAX	116.78
TOTAL	\$11,418.34

Thanks for choosing Hurley Diesel and Power LLC

Accepted By

Patricia

Accepted Date

Hurley Diesel and Power, LLC

PO Box 1503

Benicia, CA 94510 US

Contact@hdieselandpower.com

Quote**ADDRESS**

Westborough Water District
Westborough Water District
PO Box 2747
South San Francisco, ca 94083

SHIP TO

Rowntree
2201 Geller blvd
South San Francisco, ca 94080

QUOTE #	DATE
51349	10/22/2025

SITE CONTACT

Patricia Mairena

	DESCRIPTION	QTY	RATE	AMOUNT
Services	Replace starting batteries on Rowntree generator	1	1,000.00	1,000.00
Mileage	mileage	40	4.00	160.00T
4D-XHD	Interstate 4D battery	2	375.00	750.00T
Labor	Replace starting batteries on Westborough generator	1	1,000.00	1,000.00
Mileage	mileage	40	4.00	160.00T
4D-XHD	Interstate 4D battery	2	375.00	750.00T

Thank you for your business! HDP accepts credit cards, ACH payments, and checks can be mailed to PO Box 1503, Benicia CA 94510

Upon signed acceptance of this proposal, a non-refundable deposit will be due.

The deposit required will be e equal to the cost of materials and equipment associated with the project.

SUBTOTAL	3,820.00
TAX	179.73
TOTAL	\$3,999.73

Thanks for choosing Hurley Diesel and Power LLC

Accepted By

Accepted Date

NCCWD Headquarters Ribbon-Cutting and Grand Opening - 11/20/25, 2:00pm

From Adrienne Carr <acarr@nccwd.com>

Date Wed 11/5/2025 10:30 AM

To Don Amuzie <damuzie@westboroughwater.org>; Perry Bautista <pbautista@westboroughwater.org>; Julie Richards <jrichards@westboroughwater.org>; Janet Medina <jmedina@westboroughwater.org>; Tom Chambers <tchambers@westboroughwater.org>; Patricia Mairena <pmairena@westboroughwater.org>

 1 attachment (6 MB)

NCCWD_GrandOpening_Invitation.pdf;

To Our Neighbors at the Westborough Water District –

The North Coast County Water District is pleased to invite you to the official ribbon-cutting ceremony and grand opening for the new District Headquarters. This event will be held on Thursday, November 20th, at 2:00 p.m. at the District Headquarters, located at 2400 Francisco Blvd. in Pacifica.

We look forward to celebrating this important milestone with you!



Very best regards,

Adrienne Carr, Ph.D.

General Manager

North Coast County Water District

2400 Francisco Blvd.

Pacifica, CA 94044

Tel: (650) 355-3462

Fax: (650) 355-0735

On the web at www.nccwd.com

Westborough Water District

From Tomicko Abella <tomickoa@cda.net>

Date Thu 11/6/2025 2:31 PM

To Patricia Mairena <pmairena@westboroughwater.org>

Cc Amber Phelen <amberp@cda.net>

 4 attachments (684 KB)

Westborough Water District - Approval Letter.pdf; Westborough Water District - Approval Letter.docx; Ventura Port District-Draft Press Release.docx; thumbnail_image.png;

Congratulations Patricia!

Great News! Your Transparency Certificate of Excellence Application has been approved. Attached to this email you will find your approval letter, a draft press release, and an orange digital sticker that you can post to your website

If you would like your district to be presented by a CSDA representative, please reach out with 3 dates that would work for you.

Tomicko Abella
Member Services Representative

Join us for the [Special District Leadership Academy](#).
November 16 - 19, 2025 in Monterey

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732 office
www.cda.net

A Proud California Special Districts Alliance Partner:
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation





Nov 6, 2025

Westborough Water District
PO Box 2747
South San Francisco, CA 94083-2747

RE: District Transparency Certificate of Excellence Approval

Congratulations Westborough Water District who has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, Westborough Water District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

Sandy Raffelson
-SDLF Board President

SDLF



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

**DISTRICT
TRANSPARENCY
CERTIFICATE OF
EXCELLENCE
RECIPIENT**



FOR IMMEDIATE RELEASE

November 6, 2025

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

Transparency Certificate of Excellence Awarded to Westborough Water District

Westborough Water District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance.

"This award is a testament to Westborough Water District's commitment to open government," said, Patricia Mairena, General Manager. "Our staff is to be commended for their contributions that empower the public with information and facilitate engagement and oversight." To receive the award Westborough Water District demonstrated the completion of essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions and compensation reports to the State Controller in a timely manner.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs.

Special districts are independent public agencies that deliver core local services to communities, such as Utility, wastewater treatment, fire protection, parks and recreation, healthcare, sanitation, mosquito abatement, ports, libraries, public cemeteries and more. Districts are established by voters and their funding is approved by voters to meet specific needs through focused service. They can be specially molded to serve large regions or small neighborhoods depending on the need.



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

October 30, 2025

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

Subject: Special District Leadership Foundation - Community Transparency Review for Westborough Water District

Dear Ms. Mairena,

I have reviewed all the documents provided to me regarding Westborough Water District's Special District Leadership Foundation – District Transparency Certificate of Excellence renewal application.

In my review of the completed checklist, application and supporting documents, I found that the Westborough Water District meets all requirements as specified in the renewal application and that supporting documentation is complete.

I applauded Westborough Water District's commitment to transparency and support their renewal application.

If you or others have any questions, I can be contacted at rbartoli@smcgov.org or 650-363-4224.

Sincerely,

Rob Bartoli

Rob Bartoli
LAFCO Executive Officer

COMMISSIONERS: RAY MUELLER, CHAIR, COUNTY • VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT • KATI MARTIN, SPECIAL DISTRICT
• DEBBIE RUDDOCK, CITY • STEPHEN RAINALDI, CITY • JACKIE SPEIER, COUNTY • ANN DRAPER, PUBLIC

ALTERNATES: KATHRYN SLATER-CARTER, SPECIAL DISTRICT • GREG WRIGHT, CITY • COLLEEN YOU, PUBLIC • NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER • SARAH FLAMM, MANAGEMENT ANALYST • TIM FOX, LEGAL COUNSEL •
DIANE ESTIPONA, CLERK



October 30, 2025

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

Subject: Special District Leadership Foundation- Community Transparency Review

Dear Ms. Mairena,

I have completed my review of the documents submitted for the Westborough Water District's renewal of the **Special District Leadership Foundation District Transparency Certificate of Excellence**.

After reviewing the checklist, application, and supporting materials, I found that the District has met all requirements outlined in the renewal application and that the documentation provided is thorough and complete.

I commend the Westborough Water District for its continued dedication to transparency and accountability in serving the community. I fully support the renewal of the District's Certificate of Excellence.

Please feel free to contact me if you have any questions or require additional information.

Sincerely,

MBPrem

Mary Prem
CEO

213 Linden Avenue · South San Francisco, CA 94080 · Phone: (650) 588 -1911 · Fax: (650) 588-2534
email: info@ssfchamber.com · www.ssfchamber.com



Memo

To: WWD Board of Directors

Date: 11/06/25

Project Name: Skyline Tank No. 3 Structural Retrofit

Project No.: 10025.14

Reference: Progress Payment No. 2

From: Joubin Pakpour, PE 

Construction Status

As of October 31, 2025, Euro Style Management (ESM) installed the remaining micropiles, excavated the foundation's ring wall extension, installed over 700 dowels to connect the new foundation to the existing foundation, installed the rebar cage, and began interior tank work with inspection blasting the roof framework. On September 30, 2025, ESM's micropile subcontractor, Osmun Construction, successfully proof tested 3 micropile locations confirming specification conformance.

Work anticipated in November 2025 includes pouring the foundation concrete and beginning tank interior structural work.

Pending Change Orders

Overflow Modification

As part of the retrofit, the existing tank drain will be abandoned to eliminate underground tank connections. Although not part of the original design, we coordinated with District operations to reinstall the tank drain to the exterior overflow. We feel this proposed change allows direct drainage into the existing storm drain infrastructure and reduces future maintenance costs. We are awaiting ESM's proposed cost for this work after which we will discuss with the general manager and operations. We anticipate a cost between \$7,000 to \$10,000, approximately 0.4% of the overall project cost.

Existing Foundation Concrete Chipping

ESM and the inspector observed the existing foundation was poured directly against the soil instead of against a smooth plywood form. As a result, the concrete beginning approximately 1' below the tank floor extended as much as 6" away from the assumed foundation face in many areas resulting in a non-vertical wall. This prevented rebar installation from meeting design clearance requirements in these locations. ESM spent additional time chipping away the concrete to create a vertical wall to permit rebar cage installation. We are currently working with ESM in regard to the additional cost.

November 6, 2025 – Page 2
Board of Directors – Progress Payment No. 2

Project Schedule and Request for Progress Payment No. 2

As of October 31, 2025, ESM completed 40% percent of the contractual work **(\$962,500)** and has 116 working days remaining out of 180 working days.

Enclosed please find Progress Payment No. 2 due ESM for **\$252,225.00** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 2,417,594.00	
Approved Change Orders	\$ 0.00	\$ 0.00	0%
Final Contract Amount		\$ 2,417,594.00	
Previously Paid		\$ 662,150.00	
Current Request (<i>Less Retention</i>)	\$ 252,225.00	\$ 252,225.00	
Retention	\$13,275.00	\$48,125.00	
Total Value of Work Completed	\$ 265,500.00	\$ 962,500.00	40%
Total Remaining on Contract		\$1,455,094.00	60%

J:\Projects\Westborough Water District - 10025.00\14-Skyline Tanks Structural Upgrades\02-Structural Upgrades\Construction\Correspondence\Board Packets\14-WWD-Board-25.11.06-PP02.docx



Skyline Tank No. 3 Structural Retrofit
Progress Payment No. 02
September 27, 2025 to October 31, 2025



Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Mobilization/Demobilization	LS	\$ 110,000.00	1	\$ 110,000.00	0	\$ 110,000.00	\$ -	1	\$ 110,000.00	\$ 110,000.00	0	\$ -	0%	0.7	\$ 77,000.00	70%	0.7	\$ 77,000.00	70%
2	Ringwall Extension/Catch Basin	LS	\$ 410,000.00	1	\$ 410,000.00	0	\$ 410,000.00	\$ -	1	\$ 410,000.00	\$ 410,000.00	0.5	\$ 205,000.00	50%	0	\$ -	0%	0.5	\$ 205,000.00	50%
3	Micropiles	LS	\$ 202,500.00	1	\$ 202,500.00	0	\$ 202,500.00	\$ -	1	\$ 202,500.00	\$ 202,500.00	0.05	\$ 10,500.00	5%	0.95	\$ 192,000.00	95%	1	\$ 202,500.00	100%
4	Tank Anchorage	LS	\$ 324,000.00	1	\$ 324,000.00	0	\$ 324,000.00	\$ -	1	\$ 324,000.00	\$ 324,000.00	0	\$ -	0%	0.68	\$ 220,000.00	68%	0.68	\$ 220,000.00	68%
5	Roof Strengthening	LS	\$ 150,000.00	1	\$ 150,000.00	0	\$ 150,000.00	\$ -	1	\$ 150,000.00	\$ 150,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
6	Shell Manway Strengthening	LS	\$ 14,000.00	1	\$ 14,000.00	0	\$ 14,000.00	\$ -	1	\$ 14,000.00	\$ 14,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
7	Column Strengthening	LS	\$ 37,000.00	1	\$ 37,000.00	0	\$ 37,000.00	\$ -	1	\$ 37,000.00	\$ 37,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
8	Flush Cleanout	LS	\$ 20,000.00	1	\$ 20,000.00	0	\$ 20,000.00	\$ -	1	\$ 20,000.00	\$ 20,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	Seal Tank Vents	LS	\$ 40,000.00	1	\$ 40,000.00	0	\$ 40,000.00	\$ -	1	\$ 40,000.00	\$ 40,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
10	Sump Drain Modification	LS	\$ 15,000.00	1	\$ 15,000.00	0	\$ 15,000.00	\$ -	1	\$ 15,000.00	\$ 15,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
11	Overflow Relocation	LS	\$ 55,000.00	1	\$ 55,000.00	0	\$ 55,000.00	\$ -	1	\$ 55,000.00	\$ 55,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
12	Tank Roof Vents	LS	\$ 30,000.00	1	\$ 30,000.00	0	\$ 30,000.00	\$ -	1	\$ 30,000.00	\$ 30,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
13	Pipe Modifications	LS	\$ 40,000.00	1	\$ 40,000.00	0	\$ 40,000.00	\$ -	1	\$ 40,000.00	\$ 40,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
14	Tank Level Assembly	LS	\$ 17,000.00	1	\$ 17,000.00	0	\$ 17,000.00	\$ -	1	\$ 17,000.00	\$ 17,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
15	Tank Mechanical Repairs	DAY	\$ 3,000.00	10	\$ 30,000.00	0	\$ 3,000.00	\$ -	10	\$ 3,000.00	\$ 30,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
16	Interior Coating	LS	\$ 759,000.00	1	\$ 759,000.00	0	\$ 759,000.00	\$ -	1	\$ 759,000.00	\$ 759,000.00	0	\$ -	0%	0.24	\$ 180,000.00	24%	0.24	\$ 180,000.00	24%
17	Exterior Coating	LS	\$ 53,694.00	1	\$ 53,694.00	0	\$ 53,694.00	\$ -	1	\$ 53,694.00	\$ 53,694.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
18	Aggregate Base	CY	\$ 350.00	20	\$ 7,000.00	0	\$ 350.00	\$ -	20	\$ 350.00	\$ 7,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
19	Asphalt Concrete	TON	\$ 700.00	12	\$ 8,400.00	0	\$ 700.00	\$ -	12	\$ 700.00	\$ 8,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
20	Site Restoration	LS	\$ 17,000.00	1	\$ 17,000.00	0	\$ 17,000.00	\$ -	1	\$ 17,000.00	\$ 17,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
21	Storm Water Pollution Control	LS	\$ 24,000.00	1	\$ 24,000.00	0	\$ 24,000.00	\$ -	1	\$ 24,000.00	\$ 24,000.00	0	\$ -	0%	1	\$ 24,000.00	100%	1	\$ 24,000.00	100%
22	Potholing	EA	\$ 500.00	8	\$ 4,000.00	0	\$ 500.00	\$ -	8	\$ 500.00	\$ 4,000.00	0	\$ -	0%	8	\$ 4,000.00	100%	8	\$ 4,000.00	100%



Skyline Tank No. 3 Structural Retrofit

Progress Payment No. 02

September 27, 2025 to October 31, 2025



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
23	Shoring	LS	\$ 50,000.00	1	\$ 50,000.00	0	\$ 50,000.00	\$ -	1	\$ 50,000.00	\$ 50,000.00	1	\$ 50,000.00	100%	0	\$ -	0%	1	\$ 50,000.00	100%
	Contract Amount				\$2,417,594.00			\$0.00			\$2,417,594.00									
	Amount Earned												\$265,500.00	11%		\$697,000.00	29%		\$962,500.00	40%
	Retention (5%)												(\$13,275.00)						(\$48,125.00)	
	Progress Payment No. 1																		(\$662,150.00)	
	Amount Due												\$252,225.00						\$252,225.00	
	Amount Remaining on Contract																		\$1,455,094.00	60%

Prepared By

DocuSigned by

Joubin Pakpour

175183F1C0B64EA

Joubin Pakpour, P.E.

District Engineer

Contract Amount Remaining	\$1,455,094.00	60%
Total Retention Held	(\$48,125.00)	
Total Pending Change Orders	\$ -	

APPLICATION AND CERTIFICATE FOR PAYMENT			Page 1 of 1	Pages
Westborough Water District 2263 Westborough Blvd South San Francisco, CA 94080		PROJECT: Skyline Tank No.3 Structural Retrofit	Application No. 2 Application Date: 4-Nov-25 Period to: 31-Oct-25	Distribution to: ☐ CONTRACTOR ☐ INSPECTOR ☒ CONST. MANAGER ☐ ARCHITECT ☒ OWNER
From Contractor: Name: Euro Style Management Address: 1401 Main Ave Project No: Sacramento CA 95838	ARCHITECT: _____ PO No: _____	CONTRACT DATE _____		

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY:

Change Orders approved in Previous months by Owner	ADDITIONS:	DEDUCTIONS:
TOTAL:		
Approved this Month		
Number	Date Approved	
Totals		
Net change by Change Orders		

Application is made for Payments as shown below, in connection with the Contract. Schedule of Values is attached.

1. ORIGINAL CONTRACT SUM	\$ 2,417,594.00
2. Net change by Change Orders	\$ 50.00
3. CONTRACT SUM TO DATE	\$ 2,417,594.00
4. TOTAL COMPLETED & STORED TO DATE	\$ 362,500.00

(Column G on Schedule of Values Sheet)

5. RETAINAGE:

a. 5% of Completed Work \$ 48,125.00

(Column E + F on Schedule of Values Sheet)

b. % of Stored Material \$ _____

(Column G on Schedule of Values Sheet)

Total Retainage (Line 5a + 5b or Total in Column K of Schedule of Values Sheet)	\$ 48,125.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 914,375.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from PRIOR Certificate)	\$ 562,150.00
8. CURRENT PAYMENT DUE	\$ 252,225.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ 1,503,219.00

BY: _____ **DATE:** 4-Nov-25

CERTIFICATE FOR PAYMENT

INSPECTOR: _____

BY: _____ **DATE:** _____

CONSTRUCTION MANAGER: _____

BY: _____ **DATE:** _____

OWNER: Westborough Water District

BY: _____ **DATE:** _____

AMOUNT CERTIFIED \$ 252,225.00

(Attach explanation if amount certified differs from the amount applied for)

ARCHITECT: _____

BY: _____ **DATE:** _____

Can be overridden by Architect

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate for Payment
 containing Contractor's signed Certification, is attached
 in tabulation below, amount are stated to the nearest dollar

NOTE: Input green areas only

Application No. 25-25-00000
 Application Date: 4-Nov-25
 Period to: 31-Oct-25
 Architects Project Number: 25-25-00000

Use Column K on contracts where variable retainage for line items may apply.

B	C	D	E	F	G	H	I	J	K	L	M	N
Item #	Skyline Tank No.3 Structural Retrofit	QTY EST.	Unit	UNIT COST	Scheduled Value	Work Completed		Stored	Completed and	%	Balance to	Retainage
						Previously	This Period	Materials	Stored	Complete	Finish	
	BASE BID:											
1	Mobilization / Demobilization	1	LS	\$ 110,000.00	110,000.00	77,000.00	-	-	77,000.00	70%	33,000.00	3,850.00
2	Ring Wall Extension / Catch Basin (\$410,000)											
2a	Excavation and Haul-Off	1	LS	\$ 230,000.00	230,000.00		115,000.00	-	115,000.00	50%	115,000.00	
2b	Formwork / Prep	1	LS	\$ 80,000.00	80,000.00		64,000.00	-	64,000.00	80%	16,000.00	3,200.00
2c	Catch Basin Install	1	LS	\$ 30,000.00	30,000.00		24,600.00	-	24,600.00	82%	5,400.00	1,230.00
2d	Concrete Pour	1	LS	\$ 70,000.00	70,000.00		1,400.00	-	1,400.00	2%	68,600.00	70.00
3	Micropiles (\$202,500)											
3a	Drilling	1	LS	\$ 120,000.00	120,000.00	120,000.00	-	-	120,000.00	100%	-	6,000.00
3b	Installation	1	LS	\$ 72,000.00	72,000.00	72,000.00	-	-	72,000.00	100%	-	3,600.00
3c	Proof Testing	1	LS	\$ 10,500.00	10,500.00		10,500.00	-	10,500.00	100%	-	525.00
4	Tank Anchorage(\$324,000)	1	LS									
4a	Existing Foot Scanning	1	LS	\$ 24,000.00	24,000.00		-	-	-	0%	24,000.00	-
4b	Material Procurement	1	LS	\$ 220,000.00	220,000.00	220,000.00	-	-	220,000.00	100%	-	11,000.00
4c	Installation	1	LS	\$ 80,000.00	80,000.00		-	-	-	0%	80,000.00	-

Schedule of Values Sheet(cont) on Next Page

Schedule of Values Sheet (Cont)

Page 2 of 4

Application and Certificate for Payment

containing Contractor's signed Certification, is attached
in tabulation below, amount are stated to the nearest dollar

Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No: 2-30-2019-000000

Application Date: 4-Nov-25 4:41:12

Period to: 31-Oct-25 4:41:12

Architects Project Number 0-0-0000000000

B Item #	C Skyline Tank No.3 Structural Retrofit	D QTY EST.	E Unit	F UNIT COST	G Scheduled Value	H Work Completed		I Stored Materials	J Completed and Stored	K %	L Balance to Finish	M Retainage
						Previously	This Period					
5	Roof Strengthening(\$150,000)											
5a	Material Procurement	1	LS	\$ 50,000.00	50,000.00	-	-	-	-	0%	50,000.00	-
5b	Cross Bracing Install	1	LS	\$ 50,000.00	50,000.00	-	-	-	-	0%	50,000.00	-
5c	New Stiffening Rafter Install	1	LS	\$ 50,000.00	50,000.00	-	-	-	-	0%	50,000.00	-
6	Shell Manway Strengthening	1	LS	\$ 14,000.00	14,000.00	-	-	-	-	0%	14,000.00	-
7	Column Strengthening	1	LS	\$ 37,000.00	37,000.00	-	-	-	-	0%	37,000.00	-
8	Flush Cleanout	1	LS	\$ 20,000.00	20,000.00	-	-	-	-	0%	20,000.00	-
9	Seal Tank Vents	1	LS	\$ 40,000.00	40,000.00	-	-	-	-	0%	40,000.00	-
10	Sump Drain Modification	1	LS	\$ 15,000.00	15,000.00	-	-	-	-	0%	15,000.00	-
11	Overflow Relocation	1	LS	\$ 55,000.00	55,000.00	-	-	-	-	0%	55,000.00	-
12	Tank Roof Vents	1	LS	\$ 30,000.00	30,000.00	-	-	-	-	0%	30,000.00	-
13	Pipe Modifications	1	LS	\$ 40,000.00	40,000.00	-	-	-	-	0%	40,000.00	-
14	Tank Level Assembly	1	LS	\$ 17,000.00	17,000.00	-	-	-	-	0%	17,000.00	-

Schedule of Values Sheet(cont) on Next Page

Schedule of Values Sheet (Cont)

Page 3 of 4

Application and Certificate for Payment containing Contractor's signed Certification, is attached in tabulation below, amount are stated to the nearest dollar. Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No. 2020-0000000000
Application Date: 4-Nov-2020
Period to: 31-Oct-2020
Architects Project Number: 0000000000

B Item #	C Skyline Tank No.3 Structural Retrofit	D QTY EST.	E Unit	F UNIT COST	G Scheduled Value	H Work Completed		J Stored Materials	K Completed and Stored	L % Complete	M Balance to Finish	N Retainage
						Previously	This Period					
15	Tank Mechanical Repairs	10	DAY	\$ 3,000.00	30,000.00	-	-	-	-	0%	30,000.00	-
16	Interior Coating(\$759,000)											
16a	Scaffolding	1	LS	\$ 180,000.00	180,000.00	180,000.00	-	-	180,000.00	100%	-	9,000.00
16b	Vapor Zone Blast	1	LS	\$ 240,000.00	240,000.00	-	-	-	-	0%	240,000.00	-
16c	Vapor Zone Coating	1	LS	\$ 80,000.00	80,000.00	-	-	-	-	0%	80,000.00	-
16d	Submerged Area Blast	1	LS	\$ 180,000.00	180,000.00	-	-	-	-	0%	180,000.00	-
16e	Submerged Area Coating	1	LS	\$ 79,000.00	79,000.00	-	-	-	-	0%	79,000.00	-
17	Exterior Coating	1	LS	\$ 53,694.00	53,694.00	-	-	-	-	0%	53,694.00	-
18	Aggregate Base	20	CY	\$ 350.00	7,000.00	-	-	-	-	0%	7,000.00	-
19	Asphalt Concrete	12	TON	\$ 700.00	8,400.00	-	-	-	-	0%	8,400.00	-
20	Site Restoration	1	LS	\$ 17,000.00	17,000.00	-	-	-	-	0%	17,000.00	-
21	Storm Water Pollution Control	1	LS	\$ 24,000.00	24,000.00	24,000.00	-	-	24,000.00	100%	-	1,200.00
22	Potholing	8	EA	\$ 500.00	4,000.00	4,000.00	-	-	4,000.00	100%	-	200.00
23	Shoring	1	LS	\$ 50,000.00	50,000.00	-	50,000.00	-	50,000.00	100%	-	2,500.00

Original Contract				2,417,594.00	697,000.00	265,500.00	-	962,500.00	38%	1,455,094.00	42,375.00
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Z:\Curent Projects\4-15-25 Skyline tank # 3 Structural Retrofit S.SanFransisco\Pay App\Skyline Tank No.3 -Pay app#1

Docusign Envelope ID: 1D879638-8796-4E3A-B567-17476853F69E

Schedule of Values Sheet (Cont)

containing Contractor's signed Certification, is attached in tabulation below, amount are stated to the nearest dollar

in tabulation below, amount are stated to the nearest dollar
Use Column K on contracts where variable retainage for line items may apply.

Page 4 of 4

Application Date:

Period to: _____

Period to:
Architects Project Number

NOTE: Input green areas only

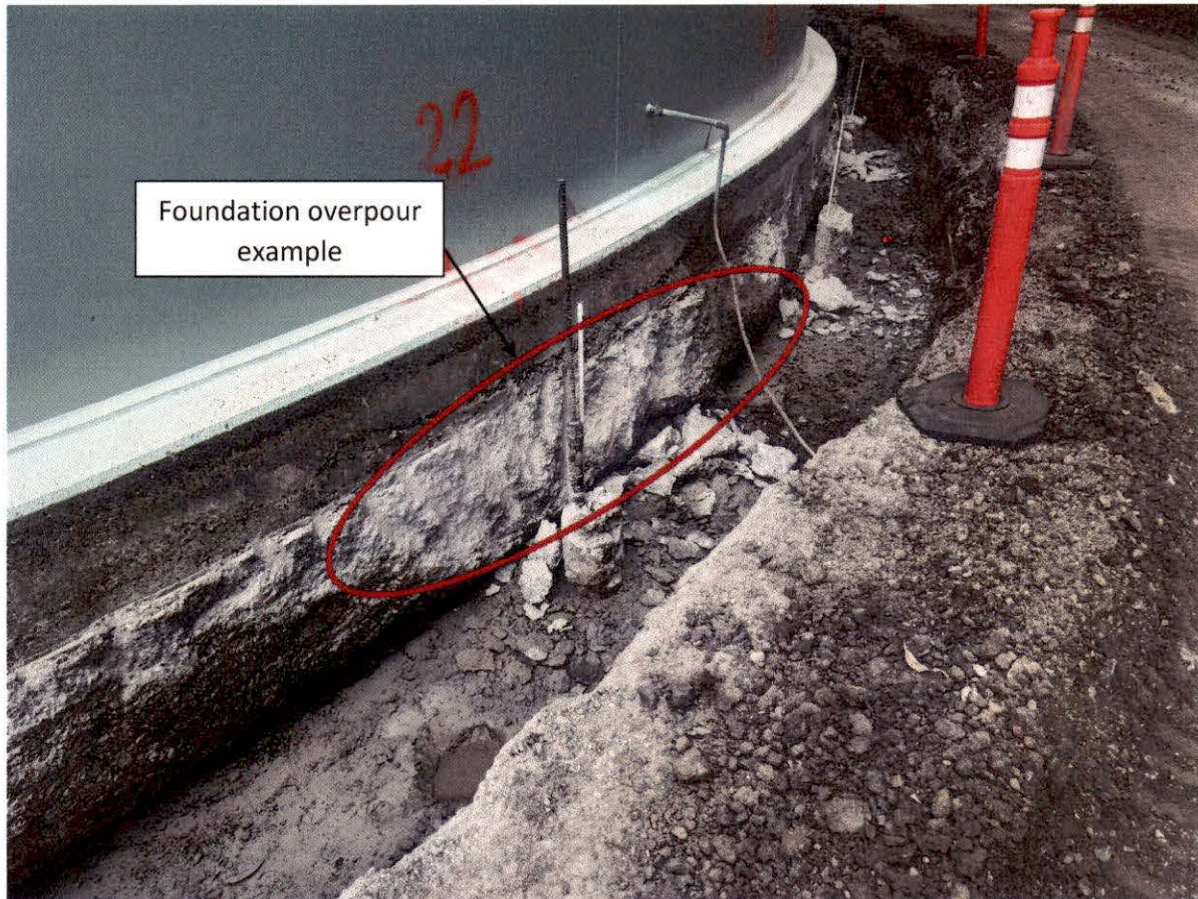
[illegible]

**Skyline Tank No. 3 Structural Retrofit
Westborough Water District
September 27, 2025 thru October 31, 2025**



September 29, 2025 – Excavating to accommodate the new foundation extension and catch basin.

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
September 27, 2025 thru October 31, 2025



October 9, 2025 – Chipping the existing foundation away to
accommodate rebar installation.

**Skyline Tank No. 3 Structural Retrofit
Westborough Water District
September 27, 2025 thru October 31, 2025**



October 14, 2025 – Drilling holes into the existing foundation prior to installing dowels.

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
September 27, 2025 thru October 31, 2025



October 17, 2025 – Dowel installation.

Skyline Tank No. 3 Structural Retrofit
Westborough Water District
September 27, 2025 thru October 31, 2025

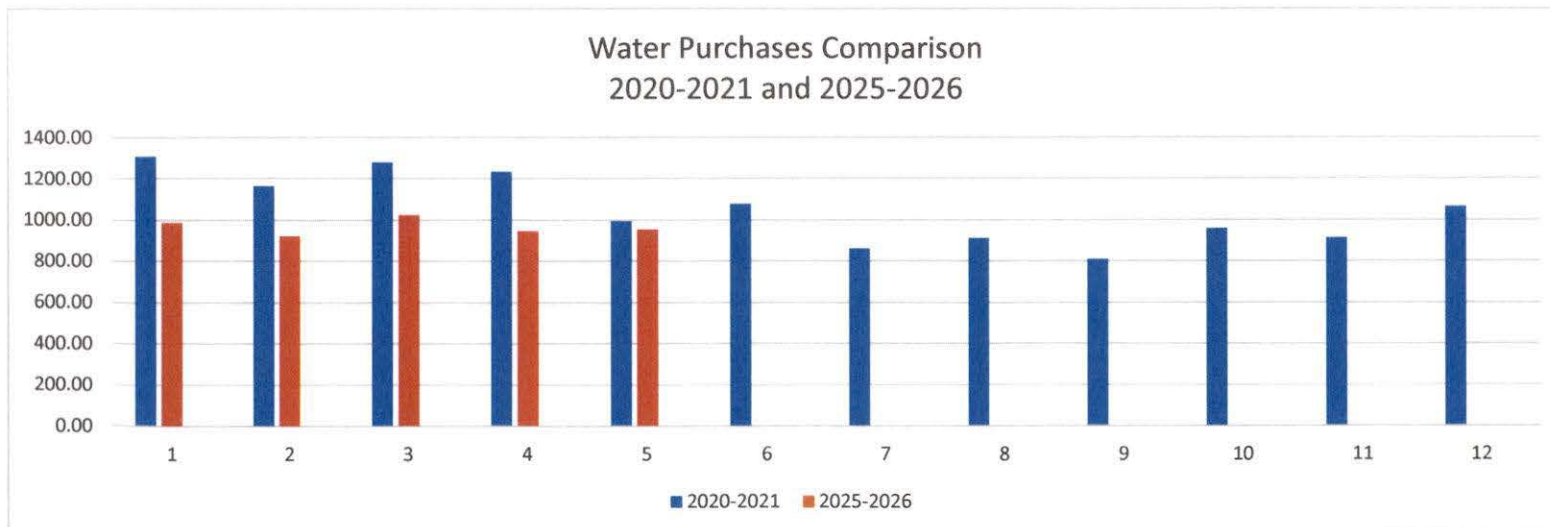


October 29, 2025 – Rebar installation.

Water Purchases Comparison 2020-2021 to 2025-2026

FY 2020-2021				FY 2025-2026				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	HCF Per Day Difference
06/05/20 to 07/07/20	43157	33	1307.79	06/05/25 to 07/07/25	32635	33	988.94	-318.85
07/08/20 to 08/06/20	34995	30	1166.50	07/08/25 to 08/06/25	27691	30	923.04	-243.46
08/07/20 to 09/04/20	37162	29	1281.45	08/07/25 to 09/05/26	30776	30	1025.86	-255.59
09/05/20 to 10/06/20	39480	32	1233.75	09/06/25 to 10/06/25	29367	31	947.32	-286.43
10/05/20 to 11/02/20	26876	27	995.41	10/07/25 to 11/05/25	28669	30	955.62	-39.78
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					
Total Purchases	382590	364	1051.07	Total Purchases	149138	154	968.43	

GPCPD YTD	53.71
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



STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: November 10, 2025

RE: Update on Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court

BACKGROUND

On September 21, 2025, the SSFPD responded to a traffic crash on Baldwin Hills Court: a vehicle drove southbound on the 3000 block of Baldwin Hills Court and drove over the center median roundabout and collided head on into one of the District's fire hydrants and continued to proceed forward sideswiping into a park vehicle and also a chain linked fence. Per the police report, the SSFPD also responded and shut off the water from the area where the fire hydrant was posted. The driver who caused the accident fled the scene and may have been impaired as the officer found beer bottles in the vehicle. The officer attempted to locate the owner of the vehicle at the registered address, but was notified by a resident that he no longer lived at that location. Additional searches conducted by the SSFPD have not revealed any matches.

Field Supervisor Arias reported that the District was not made aware of the situation with the hydrant until October 1, 2025, when he received a call from Pete from the City Parks and Rec, because the City had received a see-click-fix service ticket, and it looked like the SSFPD had responded and notified CalWater instead of the District.

INFORMATION

District field staff responded and reinstalled the fire hydrant into place; however, upon meeting with Deputy Fire Chief, Devin Flannery, it was determined that the fire hydrant was unusable and should be replaced, so field staff replaced it. GM Mairena asked Field Supervisor Arias to get a quote for a fire hydrant. The current replacement cost is \$3,933.53, including taxes.

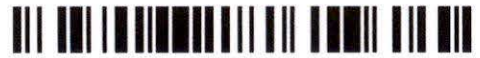
OUTCOME

Without additional information on the driver who caused the accident, the District may not be able to recover the cost of the replacement of the fire hydrant.

District staff should work closely with the City of SSF to ensure that the District is notified in the event these types of incidents happen, especially if the water is shut off.



UNDERGROUND REPUBLIC WATER WORKS
2025 E LELAND RD
PITTSBURG, CA 94565
Phone 925-315-7473



Acknowledgement

ORDER DATE	ORDER NUMBER
11/07/2025	S100046460
UNDERGROUND REPUBLIC WATER WORKS 2025 E LELAND RD PITTSBURG, CA 94565 Phone 925-315-7473	
PAGE NO. 1 of 1	

SOLD TO:

SHIP TO:

WESTBOROUGH WATER DISTRICT
2263 WESTBOROUGH BLVD
S SAN FRANCISCO, CA 94080

WESTBOROUGH WATER DISTRICT
2263 WESTBOROUGH BLVD
S SAN FRANCISCO, CA 94080

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON		
991	** PRICE QUOTE**		Scott Silverthorn		
WRITER		SHIP VIA	TERMS	SHIP DATE	ORDERED BY
Scott Silverthorn		OT OUR TRUCK	Net 30 Days	10/15/2026	CARLOS
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE	
1ea	SHIPPING INSTRUCTIONS ** PRICE QUOTE- ATTN: CARLOS **		3580.000/ea	3580.00	
	74 CLOW HYDRANT (2)2-1/2 *SCHOOL BUS YELLOW*				
			Subtotal	3580.00	
			S&H Charges	0.00	
			Tax	353.53	
			Pymt & Disc	0.00	
			Amount Due	3933.53	