

**AGENDA**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
Wednesday, June 28, 2023  
7:00 p.m.  
Westborough Water District Office  
**2263 Westborough Boulevard, South San Francisco**

1. ROLL CALL.
2. STUDY SESSION TO DISCUSS MULTI-YEAR CAPITAL PROJECTS.
3. REVIEW/ APPROVE THE DRAFT REQUEST FOR PROPOSALS FOR WATER AND SEWER RATE STUDY.
4. ADJOURNMENT.

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

**Capital Improvement Program (CIP)**  
**Westborough Water District**  
**FAQ and Notes for Water Projects – June 26, 2023**

**Where did the 12 projects and the \$15.5 million dollars shown on the five-year CIP come from?**

*The overall District CIP for water contains 38 projects at a cost of \$42 million dollars (2023 dollars). These 38 projects have been presented to the board on multiple occasions starting in 2017. The projects were prioritized by staff, including former general manager, current general manager, operation staff and district engineer. They were further refined by the by the CIP subcommittee last month. The 12 projects represent the highest priority projects.*

**Do we really have to do these projects? Can we defer and stretch out the length of time to reduce annual spending on CIP?**

*The District has severely underfunded its capital program for decades leading to virtually no water mains being replaced for nearly 50 years. American Water Works Association (AWWA) recommends replacement of water mains once every 100 years. Most of the water mains in the District was installed in the 1960's, meaning they are close to 60 years old, with 40 years of useful life left. Using the 40 years life span, it will require the District to replace 3,400 LF of pipe starting immediately for the next 40 years. This does not include tanks, buildings, pump stations and PRV station rehabilitation.*

**I do not agree with the need for certain projects on the list?** *The merits of individual projects can be discussed each year when the budget is approved. The Board is not approving individual projects, but rather a program and guidelines for your rate consultant. Our capital needs far exceed our ability to fund them. Projects can be shifted but the overall annual spending should remain constant so as not to fall further behind on infrastructure renewal.*

**Should we not figure out how much money we can afford per year before ranking and listing projects?** *Yes! Our needs far outpace our ability to pay for the projects, therefore almost all agencies work with rate consultants to develop funding models to understand what the District can afford, relative to its needs. Once an annualized capital budget is determined with new rates or borrowing, a multiyear capital program is developed showing individual projects.*

**What if we do nothing and carry on as we have been?** *The District's infrastructure replacement program will fall further behind. As presented in the 2012 report by G&E structural engineers the District will suffer catastrophic damage during the next earthquake leading to extended outages, a lack of water for life safety and firefighting. The District will damage hillsides, private and public property with no resources to repair the our damaged facilities. There are no other water agencies in the BASCWA (and possibly the Bay Area) that do not have a program to replace aging infrastructure.*

**Where will all this money come from?** *A comprehensive rate analysis can model different scenarios of both pay-go and debt financing. The District is so far behind the curve on infrastructure spending that a combination of both will most likely need to be considered. With ongoing pay go capital funding available after the initial financed projects are completed.*

Westborough Water District Rate of Renewal for Pipe

Project Name	Acceptance Date	Linear Feet of Pipe Replaced
None	2011	0
None	2012	0
None	2013	0
None	2014	0
None	2015	0
None	2016	0
None	2017	0
None	2018	0
None	2019	0
None	2020	0
Athy Drive Area Water Main Improvements	July 8, 2021	885
None	2022	0
None	2023	0

Total885

Total Linear Feet in WWD System (Rounded)	135,000	a
Rate of Renewal recommendation by AWWA, Replacing pipe once every 100 years (a/100)	1,350	b
Rate of Renewal (AWWA), Replacing pipe once every 100 years, assuming 40 years left (a/100)	3,375	c
Current Annual Average Linear Feet of Renewal	68	

AWWA Renewal Rate Recommendation:	Once every 100 year	
Current District Renewal Rate (a/d)	Once every 1,985 year	d

2023 Cost per LF of Pipe	\$450	e
Construction Budget to Achieve 1% Renewal (c*e)	\$1,518,750	
Design, Construction Management and Contingency (30% of Construction Cost)	\$455,625	
Total	\$1,974,375	

Other Agencies	Total Miles in System (RND)	Total Linear Feet in System (RND)	Rate of Renewal	Notes
Mid-Peninsula Water District	93	493,000	Once every 180 year	<i>PCG serves as District Engineers, calculation since 2015</i>
Purissima Hills Water District	80	420,000	Once every 125 year	<i>PCG serves as District Engineers, calculation since 2014</i>
Westborough Water District	26	135,000	Once every 1,985 year	<i>PCG serves as District Engineers, calculation since 2011</i>
San Jose Water	240	1,267,200	Once every 100 years	<i>Via email from Jesse Hawkins on 05/24/23, they have 240 miles of total pipe and replace about 2.4 miles a year</i>
Town of Hillsborough	107	564,960	<i>Waiting for Info</i>	
City of Burlingame	105	554,400	Once every 125 years	<i>Via email from Kevin Okada on 05/24/23, they replace about 4,500 to 5,000 lf of pipe a year</i>
City of Redwood City	265	1,399,200	Once every 100 years	<i>Via email exchange Kurt and Phong Du on 06/13/23</i>

Westborough Water District  
2023 CIP Summary (Water Distribution)

Project Number	Project Name Programed Projects	2023 Dollars	2023-2024	105.0% 2024-2025	110.3% 2025-2026	115.8% 2026-2027	121.6% 2027-2028	127.6% 2028-2029	Total
W20-13	Skyline Tank No. 3 Improvements - <b>Remaining Work</b>	\$ 1,150,000	\$ 500,000	\$ 682,500					\$ 1,182,500
W20-01	Water and Sewer Rate Study	\$ 55,000	\$ 50,000						\$ 50,000
W20-03	King Drive Improvements	\$ 1,675,000		\$ 1,758,750					\$ 1,758,750
W20-28	Gellert Ct Z2 to Z1 PRV Improvements	\$ 570,000		\$ 50,000	\$ 573,300				\$ 623,300
W20-02	Christen Hill Tank Water Main Improvements	\$ 1,400,000		\$ 250,000	\$ 1,267,875				\$ 1,517,875
W20-11	Skyline Tank No. 1 Improvements	\$ 1,515,000		\$ 250,000	\$ 1,394,663				\$ 1,644,663
W20-14	Westborough Blvd Improvements	\$ 2,950,000			\$ 350,000	\$ 3,009,825			\$ 3,359,825
W20-38	Inline Water Valves	\$ 1,965,000				\$ 150,000	\$ 2,206,144		\$ 2,356,144
W20-27	Greendale Dr Z2 to Z1 PRV Improvements	\$ 570,000				\$ 50,000	\$ 632,063		\$ 682,063
W20-34	Avalon Drive / Seville Way Improvements	\$ 800,000				\$ 100,000	\$ 850,854		\$ 950,854
W20-26	Greendale Dr Z3 to Z2 PRV Improvements	\$ 525,000					\$ 50,000	\$ 606,234	\$ 656,234
W20-12	Skyline Tank No. 2 Improvements	\$ 2,340,000					\$ 250,000	\$ 2,667,428	\$ 2,917,428
Total Programed Projects		\$ 15,515,000	\$ 550,000	\$ 2,991,250	\$ 3,585,838	\$ 3,309,825	\$ 3,989,061	\$ 3,273,662	\$ 17,699,636
Average CIP per year		\$ 2,585,833							\$ 2,949,939

Unprogrammed Projects		
W20-04	Myrna Lane Improvements	\$ 390,000
W20-05	Callan Park Cross Country Abandonment	\$ 1,995,000
W20-07	Callan Blvd Pump Station	\$ 3,405,000
W20-08	Callan Blvd Improvements	\$ 2,600,000
W20-09	Daly City Emergency Intertie	\$ 445,000
W20-10	Skyline Tank Site Improvements	\$ 815,000
W20-15	Shannon Drive Development Improvements	\$ 195,000
W20-16	City of San Bruno Emergency Inter-Tie	\$ 770,000
W20-17	Wexford Avenue Abandonment	\$ 136,000
W20-18	Shannon Drive Abandonment	\$ 670,000
W20-19	Vista Court Fire Hydrants	\$ 56,000
W20-20	Callan Blvd Zone 2 Loop Closure	\$ 1,165,000
W20-21	Westborough Park Abandonments - Phase 1	\$ 2,040,000

Programed Projects	\$15,515,000
Unprogrammed Projects	\$25,697,000
2023 Total	\$41,212,000

ASSUMPTIONS

Assumed Inflation Rate:	5%
Linear foot Cost for 8" DIP	\$ 450
Linear foot Cost for 10" DIP	\$ 500
Linear foot Cost for 12" DIP	\$ 550
Cost per Service	\$ 5,000
Cost per Hydrant	\$ 15,000

Westborough Water District  
2023 CIP Summary (Water Distribution)

W20-22	Greendale Drive Area Cross Country Abandonments	\$ 1,855,000
W20-23	Greendale Drive Improvements - Phase 1	\$ 390,000
W20-24	Greendale Drive Improvements - Phase 2	\$ 960,000
W20-25	Palos Verdes Way Improvements	\$ 310,000
W20-29	Wexford Avenue Loop Closures	\$ 730,000
W20-30	Westborough Blvd Zone 2 Blow-Offs	\$ 380,000
W20-31	Westborough Blvd Transmission Blowoffs	\$ 1,090,000
W20-32	Westborough Blvd Z2 to Z1 PRV Improvements	\$ 1,590,000
W20-33	Westborough Park Abandonments - Phase 2	\$ 285,000
W20-35	Gellert Blvd Ridge Improvements	\$ 2,800,000
W20-36	Galway Drive Improvements	\$ 260,000
W20-37	Westborough Pump Station Improvements	\$ 310,000
W20-41	Office Remodel & Expansiom - Phase 1	\$ 55,000
Total Unprogrammed Projects		\$ 25,697,000

Westborough Water District  
2023 CIP Summary (Sewer Collection)

Project Number	Project Name Programed Projects	2023 Dollars	2023-2024	105.0% 2024-2025	110.3% 2025-2026	115.8% 2026-2027	121.6% 2027-2028	127.6% 2028-2029	Total
S23-03	Greendale Dr Easement Sanitary Sewer Improvements	\$ 310,000	\$ 310,000						\$ 310,000
S23-30	Westborough Pump Station Bypass	\$ 515,000		\$ 540,750					\$ 540,750
S17-01	Westborough Sewer Pump Station Improvement	\$ 545,000		\$ 572,250					\$ 572,250
S16-05	Westborough Pump Station Wet Well Improvements, Phase I	\$ 85,000		\$ 89,250					\$ 89,250
S16-06	Rowntree Pump Station Structural Analysis / Repair	\$ 80,000		\$ 84,000					\$ 84,000
S23-01	Appian-280 Easement Sanitary Sewer Improvements	\$ 1,700,000		\$ 1,785,000					\$ 1,785,000
S23-02	Gellert Blvd / Archdale Ct Sanitary Sewer Improvements	\$ 1,095,000			\$ 1,207,238				\$ 1,207,238
S17-03	Rowntree Sewer Pump Station Improvement	\$ 610,000			\$ 672,525				\$ 672,525
S21-01	Westborough Blvd Phase 1 Sanitary Sewer Improvements	\$ 1,255,000			\$ 1,383,638				\$ 1,383,638
S21-02	Westborough Blvd Phase 2 Sanitary Sewer Improvements	\$ 1,220,000				\$ 1,412,303			\$ 1,412,303
S21-03	Westborough Blvd Phase 3 Sanitary Sewer Improvements	\$ 1,690,000				\$ 1,956,386			\$ 1,956,386
S21-04	Shannon Dr Phase 1 Sanitary Sewer Improvements	\$ 1,565,000					\$ 1,902,267		\$ 1,902,267
S21-05	Shannon Dr Phase 2 Sanitary Sewer Improvements	\$ 1,515,000					\$ 1,841,492		\$ 1,841,492
S21-06	Shannon Dr Phase 3 Sanitary Sewer Improvements	\$ 1,670,000						\$ 2,131,390	\$ 2,131,390
S23-04	Galway Dr Sanitary Sewer Improvements	\$ 775,000						\$ 989,118	\$ 989,118
S23-07	Erin Pl Sanitary Sewer Improvements	\$ 850,000						\$ 1,084,839	\$ 1,084,839
Total Programed Projects		\$ 15,480,000	\$ 310,000	\$ 3,071,250	\$ 3,263,400	\$ 3,368,689	\$ 3,743,759	\$ 4,205,348	\$ 17,962,446
Average CIP per year		\$ 2,580,000							\$ 2,993,741

Unprogrammed Projects		
S21-07	Oakmont Dr Sanitary Sewer Improvements	\$ 860,000
S21-08	Bantry Ln Sanitary Sewer Improvements	\$ 1,000,000
S21-09	Ardee Ln Sanitary Sewer Improvements	\$ 970,000
S21-10	Tara Ln Sanitary Sewer Improvements	\$ 865,000
S23-05	Dublin Dr & Vicinity, Phase 1 Sanitary Sewer Improvements	\$ 1,415,000
S23-06	Dublin Dr & Vicinity, Phase 2 Sanitary Sewer Improvements	\$ 930,000
S23-08	Olympic Dr Sanitary Sewer Improvements	\$ 1,350,000
S23-09	Tipperary Av & Vicinity Phase 1 Sanitary Sewer Improvements	\$ 1,305,000
S23-10	Tipperary Av & Vicinity Phase 2 Sanitary Sewer Improvements	\$ 1,415,000

Programed Projects	\$15,480,000
Unprogrammed Projects	\$28,280,000
2023 Total	\$43,760,000

ASSUMPTIONS	
Assumed Inflation Rate:	5%
Pipe/LF	\$ 400
Laterals	\$ 3,500
Manhole	\$ 10,000

Westborough Water District  
2023 CIP Summary (Sewer Collection)

S23-11	Donegal Ave & Vicinity Phase 1 Sanitary Sewer Improvements	\$ 1,010,000
S23-12	Donegal Ave & Vicinity Phase 2 Sanitary Sewer Improvements	\$ 930,000
S23-13	Wexford Ave Phase 1 Sanitary Sewer Improvements	\$ 890,000
S23-14	Wexford Ave Phase 2 Sanitary Sewer Improvements	\$ 1,150,000
S23-15	Barrington Ct & Vicinity Sanitary Sewer Improvements	\$ 1,600,000
S23-16	Kenry Way Sanitary Sewer Improvements	\$ 1,155,000
S23-17	Derry Way Sanitary Sewer Improvements	\$ 635,000
S23-18	Delvin Way Sanitary Sewer Improvements	\$ 935,000
S23-19	Gellert Blvd South Phase 1 Sanitary Sewer Improvements	\$ 770,000
S23-20	Gellert Blvd South Phase 2 Sanitary Sewer Improvements	\$ 710,000
S23-21	Buena Vista Rd Sanitary Sewer Improvements	\$ 850,000
S23-22	Moonlight Ct Sanitary Sewer Improvements	\$ 590,000
S23-23	Vista Ct Sanitary Sewer Improvements	\$ 955,000
S23-24	Valeyview Way Phase 1 Sanitary Sewer Improvements	\$ 990,000
S23-25	Valeyview Way Phase 2 Sanitary Sewer Improvements	\$ 880,000
S23-26	Appian Way North Sanitary Sewer Improvments	\$ 720,000
S23-27	Appian Way South Sanitary Sewer Improvments	\$ 1,400,000
S23-28	Waverly and Canyon Ct Sanitary Sewer Improvements	\$ 870,000
S23-29	Carter Dr Sanitary Sewer Improvments	\$ 1,130,000
Total Unprogrammed Projects		\$ 28,280,000