



# **MONTARA WATER & SANITARY DISTRICT**

Serving the Communities of Montara and Moss Beach

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Mission Statement: This District will manage and care for the resources with which it is entrusted in an open and ethical manner with active public involvement; provide through local control, reliable, high-quality water, wastewater and solid waste services for the people of Montara and Moss Beach at an equitable price; and ensure the fiscal and environmental vitality of the district for current and future generations.

## **NOTICE OF SPECIAL MEETING**

**(Special Meeting begins at 6:30 p.m.; see Agenda for Special Meeting below)**

# **AGENDA**

Regular Meeting

## **District Board of Directors**

8888 Cabrillo Highway

Montara, California 94037

**March 6, 2014 at 7:30 p.m.**

**(Regular Meeting)**

**CALL TO ORDER**

**ROLL CALL**

**PRESIDENT'S STATEMENT**

**ORAL COMMENTS** (Items other than those on the agenda)

**PUBLIC HEARING**

**CONSENT AGENDA**

1. Approve Minutes for February 6, 2014.
2. Approve Financial Statements for January 2014.
3. Approve Warrants for March 1, 2014.
4. SAM Flow Report for January 2014.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for January 2014.
8. Rain Report.
9. Solar Energy Report.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. Review and Possible Action Concerning Award of Bids for 2014 Sewer Improvement Project and Spot Repairs.
2. Review and Possible Action Concerning Award of Bids for Pump Station Control Panel Upgrades – Phase 1 Project.
3. Review and Possible Action Concerning Additional Agreement with the San Francisco State University to Allow use of District Property for Fog Sampling Station.
4. Review and Possible Action Concerning Report from the CCWD-MWSD Joint Committee.
5. Review and Possible Action Concerning Nomination of Representative on the CSDA Board of Directors.
6. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting March 20, 2014.

## **REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. CCWD Committee Report (Harvey, Huber)
5. Attorney's Report (Schricker)
6. Directors' Reports
7. General Manager's Report (Heldmaier)

## **FUTURE AGENDAS**

## **ADJOURN**

# **AGENDA – SPECIAL MEETING**

**(6:30 p.m.)**

**CALL TO ORDER**

**ROLL CALL**

**ORAL COMMENTS** (Items other than those on the agenda)

**CONVENE IN CLOSED SESSION**

## **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov't. C. §54956.8)

Property: Wireless communications lease site

Agency Negotiators: Ad Hoc Committee (Dir. Slater-Carter, Boyd), General Manager, District Counsel

Negotiating party: STC Five, LLC (Sprint)

Under negotiation: Price and terms of payment

Property: Community water system, Pillar Ridge Mobile Home Park (APN 134-132-050)

Agency Negotiators: Ad Hoc Committee (Dir. Slater-Carter, Boyd), General Manager, District Counsel

Negotiating Party: Luhdorf Scalmanini

Under Negotiation: Acquisition price and terms of payment, var. terms and conditions of purchase

## **RECONVENE IN OPEN SESSION AND ADJOURN TO CONVENE FOR REGULAR MEETING**

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site ([www.mwsd.montara.org](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting



**MONTARA WATER & SANITARY**  
**DISTRICT**

**BOARD OF DIRECTORS SPECIAL MEETING**  
**February 6, 2014**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:30 P.M.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Directors Absent: None  
Staff Present: General Manager, Clemens Heldmaier,  
District Clerk, Judy Gromm  
Others Present: District Counsel, Dave Schricker  
District Water Engineer, Tanya Yurovsky

**PRESIDENT'S STATEMENT** – Director Boyd reported the State is going through a drought and even though the District has adequate supply we have asked our citizens to conserve. We are not imposing any restrictions at this time. Director Boyd noted we are in a community that is unlike most others in California. We have both the water supply that Montara Water & Sanitary District provides to both homes and homes on wells. We all draw from the same sources. I am asking we all keep in mind that we all share this resource. Let's be thoughtful and conservative with our water use as we go forward in 2014.

**ORAL COMMENTS** - None

**PUBLIC HEARING** – None

**CONSENT AGENDA** –

1. Approve Minutes for Meeting of January 16, 2014
2. Approve Financial Statements for December 2013.
3. Approve Warrants for February 1, 2014.
4. SAM Flow Report for November and December 2013.



5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for December 2013.
8. Rain Report
9. Solar Energy Report.

Director Huber asked for 3 revisions to the minutes for January 16.

With those revisions Director Slater-Carter moved to approve the Consent Agenda. Director Harvey seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

## **OLD BUSINESS –**

### **1. Review and Possible Action Concerning District Strategic Plan**

General Manager Heldmaier reported at the December 19 meeting the Board agreed to engage with Rauch Communications for the implementation of the Strategic Planning Process. The Board asked to receive a revised proposal from Martin Rauch that presents a variety of options for board selection focused on community outreach and further agencies and stakeholder interviews.

The Original proposal was received at \$15,740 which included two public meetings for the process. The attached revised proposal shows the basic cost for the strategic planning at \$13,870. The basic cost for the strategic planning decreased by 10 hours since the first public workshop is now listed as an option. The Options as outlined in the proposal are:

1. Additional 8 hours of interviews for \$1,870. This option is recommended by the consultant as a very effective information tool.
2. Public workshop early in the process for \$1,870.
3. Public Outreach for draft plan with 4 sub-selections at varying cost of strategic plan mailer, web based information, press release and associated additional Board review of material.
4. Under General Outreach the consultant listed further recommendations related and unrelated to the Strategic Plan to increase public information access and visibility for the District.

At the January 16<sup>th</sup> meeting, the Board decided to add option 1 & 2 and asked to add an additional day of interviews to complete the list of interviewees. CCWD, the Coastside Fire District, and the Montara & Moss Beach Water Improvement Association were on the originally submitted list and should be included. The Board also suggested to add Lou Wall.

Options 3 & 4 were both considered options that the District could decide to engage in at a later time.

A further suggestion was to include the rate payers and to augment the process with a customer survey. Martin Rauch will be available at the meeting to discuss how to implement effective tools for the strategic planning process and discuss pros and cons of customer surveys.

Director Huber asked for the pros and cons of a survey.

Mr. Rausch reported the District selected optimum opportunities for the public to participate both early and later in the planning process.

A survey could be on line and inexpensive starting with a mailer in with the bills, to an ad in the paper, or even hiring a survey expert to gather the information and statistically validate it. An expert gathering the information and statistically reporting back could run around \$13,000.00 Any survey below the statistically generated one, you don't know what you are getting. They are self-selected people. An unclear slice of the public.

Director Huber asked how would you get a broad cross section of voters and rate payers to come to a public work shop? Mr. Rausch explained that there were a variety of ways to do this, but he would have to have a discussion on this topic with the board.

There were no further options approved at this time with the Board.

## **NEW BUSINESS –**

### **1. Review and Possible Action Concerning Receipt of the Fiscal Year 2012-13 Audit.**

General Manager Heldmaier reported Vavrinek, Trine, Day & Co recently completed the audit for the Fiscal Year ending on June 30, 2013.

The treasurer reviewed the audit and recommended the presentation of the audit at this meeting.

AJ Major with VTD and Peter Medina with Maze are available to present the audit document to the full Board and answer any questions regarding the document.

Mr. Major gave a brief presentation on how an audit is prepared and what is required to do so. Mr. Major then reported based on all the procedures that were performed, the final result was a clean audit for Montara Water & Sanitary District for the Fiscal Year ending June 30, 2013.

Mr. Major noted they had worked very closely with the new accounts and felt comfortable with that transition and looked forward to an earlier audit process next year.

Directors Huber and Wilson had questions regarding the final audit in which Mr. Majors and staff answered to their satisfaction.

Director Huber moved to acknowledge receipt of the Annual Audit for the period ending June 30, 2013 and to direct the General Manager to send a copy to the County of San Mateo, the State Controller, Standard & Poor's, post on the District webpage and to make copies on file available to the public. Director Wilson seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

The Motion passed unanimously.

## **2. Review and Possible Action Concerning Resolution of Commendation for Bob Ptacek.**

General Manager Heldmaier reported the Board of Directors would like to adopt a Resolution and express its appreciation to Bob Ptacek for his unselfish commitment and dedication as a director on the Montara Water and Sanitary District Board for the past 20 years. His strong leadership in support of the mission and policy governance of the district served as a superior example to others and enabled him to make significant contributions to the many achievements of the district during his tenure on the Montara Water and Sanitary District Board of Directors.

General Manager Heldmaier noted several of the achievements made by the district during Bob Ptacek's tenure.

Director Boyd noted Bob Ptacek made a very positive mark on our community through his efforts. Our community would be well served to have more people like him putting in all the hard time and efforts in making good things happen on behalf of our community. Director Boyd then read and talked about the accomplishments mentioned in the resolution.

Director Slater-Carter moved to adopt a Resolution of the Montara Water and Sanitary District Commending Bob Ptacek for 20 years of Outstanding and Dedicated Service as Director to the Montara Water and Sanitary District. Director Harvey seconded the motion.

Dave Dickson wanted to come and add his expression of appreciation for all the years he and Bob had worked together. Mr. Dickson worked with Bob during very challenging times at SAM and Bob was a significant part of helping to solve important issues then. When Mr. Dickson arrived at the Water District 6 years ago, Bob was there and reached out to us at the Water District and that initiative led to our working on and finally successfully agreeing mutually to the Emergency Supply Agreement. Dave wanted to thank Bob for all his efforts, he has been a great representative for the Montara Water & Sanitary District and I wish him luck.

Bill Kehoe reported he had been observing Bob on the Board of Montara Water & Sanitary District and the rate payers of Montara and Moss Beach never had a better friend. You could always be sure that Bob would check every nickel and make you justify it. He was great at negotiations as was well noted earlier. For the 20 years Bill has lived on the coast, things have certainly improved during Bob's time on the Board. He is certainly the cornerstone of what this Board is all about. Bill wanted to thank Bob personally for all his hard work over the years.

Director Harvey reported Bill had just taken the words out of his mouth. Any time there was a financial discussion, Bob would look at every dime, nickel and penny and make sure it was spent properly and fairly. Bob was truly an advocate for the rate payers in our community. Bob's biggest mark on this community was how he protected it and it will always be remembered.

Director Slater-Carter had served on many committees with Bob and can say that he could stretch a dime into a mile of wire. He was impressive in how he was able to analysis numbers and stretch things out. We worked together with the Recology contract and the Water company acquisition. Those were tough and Bob always took the position of what was best for the rate payer. As Treasure, Director Slater-Carter looks forward to sitting down with Bob during the Budget process and hopes he will be part of the strategic planning process. Director Slater-Carter looks forward to Bob continuing to have influence and impact on this district. Director Slater-Carter can't express her gratitude enough to Bob for all the time he has put into the district.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

Bob thanked the Board for the Resolution and further noted how proud of what he has been able to accomplish. He wanted to thank the rate payers for letting him do the 20 years. Bob believes you can't put yourself above the rate payers. You do not have to have the rate payers agree with you, but you better be able to explain why you did what you did. Bob reported he would like to participate in the strategic plan process and again thanked the Board and rate payers.

### **3. Review and Possible Action Concerning Authorization to Bid the 2014 Sewer Improvement Project and Spot Repairs.**

General Manager Heldmaier reported in accordance with the revised 7 year Capital Improvement Plan, the 2014 Sewer Improvement Project and Spot Repairs is proposed for Bid. This current FY continues the rehabilitation of

Medium and high Priority Sewer Mains as well as miscellaneous maintenance and spot repairs for the purpose of reducing Sanitary Sewer Overflows and reducing Inflow and Infiltration in the District collection system with a budget of \$572,000. An additional \$15,000 was budgeted for CCTV of sewer mains. The District has combined budget for these activates of \$587,000 for the FY 2012/2013.

Pippin Cavagnaro, P.E. from Nute Engineering gave a brief explanation of the projects and the importance of these improvements and spot repairs.

Director Slater-Carter asked how the district will be informing people who have some of these pipes running through their property and under trees and what are we doing about the liability regarding these improvements and repairs in these very sensitive areas?

Mr. Cavagnaro explained the District is in a good position liability wise because many of the encroachments are legal. So, depending on the circumstances the contractor will have to investigate the situation. The resident would be notified of the investigation and outcome. Mild changes are included in the bid, significant changes which are unpredictable in which another solution included in the bid could be used, would then initiate another visit with the Board for approval of the solution and increase in price.

Director Slater-Carter asked about the certainty of the numbers presented in the Staff report?

Mr. Cavagnaro reported they have been receiving very aggressive bids in the past few years. Although we are seeing prices escalating in certain sectors, we are not seeing this in the sewer rehabilitation as we are in other sectors. As we look forward and reevaluate for the 7 year plan, this is certainly something we will need to discuss.

Director Harvey moved to authorize the General Manager to advertise for bids for the 2014 Sewer Improvement Project and Spot Repairs and adopt a Resolution of the Montara Water and Sanitary District Acknowledging and Authorizing the Filing of Notice of Exemption Under the California Environmental Quality Act. Director Slater-Carter seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

#### **4. Review and Possible Action Concerning Authorization to Bid the Pump Station control Panel Upgrades – Phase 1 Project.**



General Manager Heldmaier reported as a result of a recent pump station reliability review and in accordance with the revised 7 year Capital Improvement Plan, the Pump Station Control Panel Upgrades – Phase 1 project is proposed for Bid. This current FY continues the funding for of maintenance and reliability improvement for the District pump stations for the purpose of improving electrical reliability and communication to reduce Sanitary Sewer Overflows and maintenance in the District pumping system with a budget of \$245,000.

Pippin Cavagnaro, P.E. from Nute Engineering, gave a brief explanation of the Pump Station control Panel Upgrades – Phase I.

Director Slater-Carter moved to authorize the General Manager to advertise for bids for the Pump Station control Panel Upgrades – Phase 1 Project with a Resolution of the Montara Water and Sanitary District Acknowledging and Authorizing the Filing of Notice of Exemption Under the California Environmental Quality Act. Director Harvey seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

#### **5. Review and Possible Action Concerning Schoolhouse Tank II Ribbon Cutting Ceremony.**

General Manager Heldmaier reported the new Schoolhouse Tank East, or Tank II, has been put in service on February 28. Staff is currently working on a press release that will be sent local and regional newspapers.

The official ribbon cutting ceremony is scheduled for Friday, February 28<sup>th</sup> at 3:00 p.m. Invitations will be sent to neighboring agencies, local newspapers, public officials, and engaged community members.

#### **6. Review and Possible Action Concerning Authorization to Bid the Alta Vista Tank II Construction Project.**

General Manager Heldmaier reported the Montara Water and Sanitary District Alta Vista Tank #2 Project has been in planning stages since 2004, and District Staff is currently ready to construct a 0.5 million gallon (MG) prestressed concrete tank at the Alta Vista site with Board approval.

Tanya Yurovsky, District Water Engineer gave a thorough presentation of the project and welcomed questions from the Board.

Director Slater-Carter noted the importance of the keeping the path open, staging of the equipment, site and excavation materials. Director Slater-Carter stated her concerns for the consideration of the neighbors.

Director Slater-Carter requested a video tape of the road to protect the district.

General Manager Heldmaier reported he has had good communication with the neighbor group around the site. He further stated the communication will be on going throughout the project process.

Director Boyd directed attention to a page in the contract which specifically addresses these issues. Director Boyd asked that close attention be given to the contractor, to the road and to remediate any problems as soon as possible.

District Water Engineer, Tanya Yurovsky reported there would be significant outreach to the neighbors as part of the Coastal Commission requirements which include individual packets of information regarding the project, timing and who to call.

Director Huber moved to authorize the General Manager to advertise the Alta Vista Tank No. 2 Project for public bidding and initiate the NOID process. Director Wilson seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

#### **7. Review and Possible Action concerning Real Time Water Quality Monitoring Equipment for North Airport Well.**

General Manager Heldmaier reported since the District has determined that building and operating a new centralized water treatment facility for the three existing Airport Wells would not be fiscally feasible, staff has been working on finding other solutions that would address water quality concerns. As the first step towards a more cost-effective solution, in December 2013, the District completed successful rehabilitation of one of the wells, the North Airport Well (NAW), using mechanical cleaning. The District has then requested that the Department lift the operational restrictions for the NAW based on the success of the rehabilitation.

The District contacted Hach Company, the only supplier of the nitrate analyzer accepted by CDHP, to provide estimates for the purchase or rental of a new on-line nitrate analyzer. Based on the estimates, the District determined that replacing the existing analyzer is the best option. Hach Company has provided a quotation of \$41,443.36 for installation of a new Nitratax Analyzer with two sample probes, a new controller, and to provide bi-annual maintenance. Once the analyzer is installed and the Department has lifted the operational restrictions, the District will be able to operate the NAW as needed to provide water system reliability. The District is also

working with CDPH to reduce their requirements, which may result in a lower cost of the equipment.

This analyzer purchase of about \$42,000 is requested in lieu of construction an over \$1.5 million water treatment facility.

Director Slater-Carter moved to authorize the General Manager to Execute the purchase agreement with Hach Company for the Hach Nitratax Analyzer and Controller, for a not-to-exceed amount of \$42,000 and to wave bidding requirements on the finding that there is only a sole source to acquire the equipment. Director Huber seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

The Motion passed unanimously.

#### **8. Review and Possible Action Concerning Update of the District's Emergency Response and Recovery Plan (ERRP)**

General Manager Heldmaier reported it was at Director Huber's request to the Board for staff to consider the update of the Emergency Response Plan. The existing document required revision to include accurate water system information, staff roles and responsibilities, and emergency contact information. An updated version of the plan was drafted for board approval in association with the new Emergency Preparedness Policy.

Director Wilson asked to postpone this item based on the time needed to review the detail of this updated plan.

Director Boyd requested a red lined version.

Bill Kehoe, a Moss Beach resident, commented he did not see a plan to handle the public needs while the District is in transition. How would you deal with getting water to the public and how would you let the public know where and when to get the water?

Director Huber noted a few errors in the document and asked staff to review for corrections.

#### **9. Review and Possible Action Concerning Update of the District's Emergency Preparedness Policy.**

This Item was deferred to another meeting.

#### **10. Review and Possible Action Concerning Designation of District Representative to the Local Agency Formation Commission Special District Selection Committee.**

General Manager Heldmaier reported the Local Agency Formation Commission (LAFCo) has called a meeting of the Special District Selection Committee for Tuesday March 4, 2014 at 7:00 p.m. for the purpose of filing the vacancy created by the retirement of Dave Altsher. Voting members shall be the President or a Board appointed alternate.

Director Harvey moved to recommend Director Slater-Carter as alternate to vote on the District's behalf in the election of Special District Members to LAFCo. Director Huber seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The Motion passed unanimously.

#### **11. Review and Possible Action Concerning Cost of Living Increase for Non-Exempt Employees.**

General Manager Heldmaier reported since December 2010 the majority of district employees were represented by Stationary Engineers Local 39. The following three years of union negotiation did not result in the establishment of a Mutual Operating Agreement and associated Salary Range adjustments for employees. In late 2013 the union disclaimed interest in representing the employees in the bargaining unit.

During the Budget process the Board expected a 3% increase in payroll expenses. Therefore the General Manager suggests a cost of living increase of 3% effective February 1 for all non-exempt employees.

With the upcoming Budget approval for the next FY the General Manager anticipates to request Board authorization for a further cost of living increase.

Director Slater-Carter questioned what this would cost the district.

Director Boyd reported \$8259.78 yearly.

Director Wilson questioned when was the last time the employees got a raise? General Manager Heldmaier reported 2010-2011.

Director Wilson strongly recommends to accept the General Managers proposal.

Director Boyd appreciated the General Managers bringing this up and pointing out this has been discussed during the last FY budget process.

Director Harvey will recuse himself from the vote because his son is

employed as a temp.

Director Wilson moved to authorize a Cost of Living Increase for non-exempt employees of 3% effective February 1, 2014. Director Slater-Carter seconded the motion.

Ayes: Slater-Carter, Boyd, Wilson and Huber

Recluse: Harvey

Noes: None

The motion passed 4 to 0.

## **12. Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Meeting February 2, 2014.**

General Manager Heldmaier reported staff recommends cancelling the February 20, 2014 meeting due to lack of quorum.

Director Boyd reported during closed session earlier this evening, there was conference with legal counsel regarding existing litigation. There was another item agendaized for closed session, a Public Employee Evaluation which we were not able to get to. The Board will go back into closed session after tonight's meeting briefly to discuss the Public Employee Evaluation.

## REPORTS

- 1. Sewer Authority Mid-Coastside Meetings** – Director Harvey reported there had been a meeting regarding the election of SAM Officers. Director Harvey was elected Chair. There was a discussion on the selection of a general manager and hope to conclude this soon. We conducted a Public Hearing on a Proposed Waste Source Control Fee Schedule. The schedule was approved. We received information on the General Engineering Expenditures as compared to budget and they were over budget because of special projects. We authorized payment of the revised CDPP's for the annual weed abatements. A presentation by community members regarding the concept of relocating the Kehoe Water Course. There were a lot of many good comments by concerned residents who live on or around the course. We will be revisiting this issue. A budget workshop is being set up for the first of March.
- 2. MidCoast Community Council Meeting (Slater-Carter)** – Director Slater-Carter reported there had been a retreat last weekend in which Supervisor Horsley attended. Supervisor Horsley explained he had not really meant Consolidation, he just wanted MWSD and GSD to be able to work together. Director Slater-Carter reported GSD and MWSD have a good working relationship. Supervisor Horsley asked if MWSD was



interested in doing Parks and Recreation. Director Slater-Carter reported the Board has not taken a stand on that as of yet. It was left with a suggestion to write an opinion piece to the Review clarifying his position. Director Slater-Carter further reported other items discussed were regarding process, procedure, and public outreach.

Bill Kehoe reported Supervisor Horsley laid out his objectives for the coming year which would affect the mid-coast. Plan Princeton, funding to do part of the parallel trail basically from Coronado to the city line of HMB.

The Highway 1 Mobility Study and left hand turn lanes in Moss Beach and Montara with possible cross walks.

GGRNA Parking Plan from Montara Beach to Surfers Beach.

3. **CSDA Report (Slater-Carter)** –None
4. **CCWD Committee** – Director Huber reported there would be a meeting held on Feb 18<sup>th</sup> here at the District Office.
5. **Attorney’s Report (Schricker)** –There is more talk now about potential legislation that would provide for groundwater regulation. Other than that we have Ground Water Management Plans that can be activated locally or adjudicated use of ground water which is usually a 10 year process. This will be very interesting to see how this may develop particularly because of the current drought conditions.
6. **Directors Report** – None
7. **General Manager’s Report (Heldmaier)** – None

Director Slater-Carter moved to extend the meeting by one hour. Director Harvey seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber  
Noes: None

The motion passed unanimously.

### FUTURE AGENDAS-

**REGULAR MEETING ENDED at 10:56 P.M.**

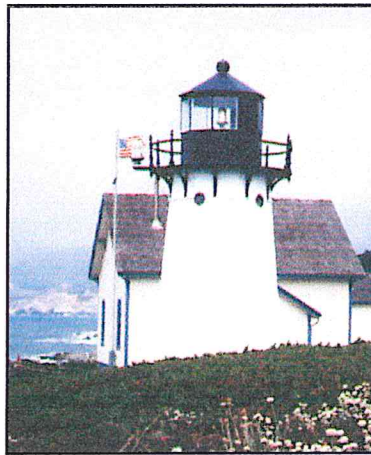
Respectfully Submitted,

Signed \_\_\_\_\_  
Secretary

Approved on the 6<sup>th</sup> March, 2014

Signed \_\_\_\_\_  
President

# **MONTARA WATER AND SANITARY DISTRICT**



**Unaudited Financial Statements for  
January 2014**

# Montara Water & Sanitary District

## Revenue & Expenditures Budget vs. Actual - Sewer

July 2013 through January 2014

	Jul '13 - Jan 14	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	19,490.33		
4330 · Engineering Review	4,878.00		
4400 · Fees			
4410 · Administrative Fee (New Constr)	450.00	1,316.00	-866.00
4420 · Administrative Fee (Remodel)	1,800.00	525.00	1,275.00
4430 · Inspection Fee (New Constr)	425.00	1,225.00	-800.00
4440 · Inspection Fee (Remodel)	2,965.00	497.00	2,468.00
4460 · Remodel Fees	3,253.00	1,281.00	1,972.00
<b>Total 4400 · Fees</b>	<b>8,893.00</b>	<b>4,844.00</b>	<b>4,049.00</b>
4610 · Property Tax Receipts		112,500.00	92,568.12
4710 · Sewer Service Charges	205,068.12	995,508.00	19,473.54
4720 · Sewer Service Refunds, Customer	1,014,981.54	-1,169.00	825.34
4760 · Waste Collection Revenues	-343.66	7,581.00	108.52
<b>Total Income</b>	<b>1,260,656.85</b>	<b>1,137,408.00</b>	<b>123,248.85</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	2,751.64	1,806.00	945.64
5200 · Board of Directors			
5210 · Board Meetings	3,151.16	1,169.00	1,982.16
5220 · Director Fees	0.00	1,456.00	-1,456.00
5230 · Election Expenses	0.00	5,831.00	-5,831.00
<b>Total 5200 · Board of Directors</b>	<b>3,151.16</b>	<b>8,456.00</b>	<b>-5,304.84</b>
5250 · Conference Attendance	0.00	1,169.00	-1,169.00
5270 · Information Systems	3,072.84	1,750.00	1,322.84
5300 · Insurance			
5310 · Fidelity Bond	0.00	525.00	-525.00
5320 · Property & Liability Insurance	1,582.75	875.00	707.75
<b>Total 5300 · Insurance</b>	<b>1,582.75</b>	<b>1,400.00</b>	<b>182.75</b>
5350 · LAFCO Assessment	1,548.00	756.00	792.00
5400 · Legal			
5420 · Meeting Attendance, Legal	6,927.50	5,831.00	1,096.50
5430 · General Legal	12,500.00	11,669.00	831.00
<b>Total 5400 · Legal</b>	<b>19,427.50</b>	<b>17,500.00</b>	<b>1,927.50</b>
5510 · Maintenance, Office	1,100.00	875.00	225.00
5520 · Meetings, Local	172.65	175.00	-2.35
5540 · Office Supplies	3,421.92	5,250.00	-1,828.08
5550 · Postage	1,102.62	2,331.00	-1,228.38
5560 · Printing & Publishing	3,427.81	1,169.00	2,258.81
5600 · Professional Services			
5610 · Accounting	16,804.75	14,581.00	2,223.75
5620 · Audit	5,500.00	7,581.00	-2,081.00
5630 · Consulting	0.00	6,706.00	-6,706.00
5640 · Data Services	0.00	3,206.00	-3,206.00
5660 · Payroll Services	87.45	469.00	-381.55
<b>Total 5600 · Professional Services</b>	<b>22,392.20</b>	<b>32,543.00</b>	<b>-10,150.80</b>

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2013 through January 2014

	Sewer		
	Jul '13 - Jan 14	Budget	\$ Over Budget
5710 · San Mateo Co. Tax Roll Charges		1,750.00	-1,750.00
5720 · Telephone & Internet, Admin	0.00	2,975.00	3,856.70
5730 · Travel, Local	6,831.70	875.00	-546.81
5740 · Reference Materials	328.19	119.00	-119.00
5800 · Labor	0.00		
5810 · CalPERS-457 Deferred Plan	7,191.65	4,781.00	2,410.65
5820 · Employee Benefits	20,856.22	21,840.00	-983.78
5830 · Disability Insurance	577.85	385.00	192.85
5840 · Payroll Taxes	7,934.90	5,222.00	2,712.90
5900 · Wages			
5910 · Management	42,196.44	42,427.00	-230.56
5920 · Staff	56,249.44	54,364.00	1,285.44
5930 · Staff Certification	1,050.00		
5940 · Staff Overtime	1,716.50		
5950 · Staff Standby	502.65		
<b>Total 5900 · Wages</b>	<b>101,715.03</b>	<b>97,391.00</b>	<b>4,324.03</b>
5960 · Worker's Comp Insurance	429.01	4,242.00	-3,812.99
<b>Total 5800 · Labor</b>	<b>138,704.66</b>	<b>133,861.00</b>	<b>4,843.66</b>
<b>Total 5000 · Administrative</b>	<b>209,015.64</b>	<b>214,760.00</b>	<b>-5,744.36</b>
6000 · Operations			
6170 · Claims, Property Damage	6,440.96	5,831.00	609.96
6195 · Education & Training	1,050.00	581.00	469.00
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	2,919.00	-2,919.00
6220 · General Engineering	14,743.00	14,581.00	162.00
<b>Total 6200 · Engineering</b>	<b>14,743.00</b>	<b>17,500.00</b>	<b>-2,757.00</b>
6320 · Equipment & Tools, Expensed	1,229.46		
6330 · Facilities			
6335 · Alarm Services	3,383.97	2,625.00	758.97
6337 · Landscaping	1,140.00	1,400.00	-260.00
<b>Total 6330 · Facilities</b>	<b>4,523.97</b>	<b>4,025.00</b>	<b>498.97</b>
6400 · Pumping			
6410 · Pumping Fuel & Electricity	14,909.21	20,419.00	-5,509.79
<b>Total 6400 · Pumping</b>	<b>14,909.21</b>	<b>20,419.00</b>	<b>-5,509.79</b>
6600 · Collection/Transmission			
6660 · Maintenance, Collection System			
<b>Total 6600 · Collection/Transmission</b>	<b>0.00</b>	<b>11,669.00</b>	<b>-11,669.00</b>
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	194,173.00		0.00
6920 · SAM Operations	383,362.00		-7.00
6930 · SAM Prior Year Adjustment	0.00		155,624.00

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2013 through January 2014

	Jul '13 - Jan 14	Sewer Budget	\$ Over Budget
6940 · SAM Maintenance, Collection Sys	15,550.34	23,331.00	-7,780.66
6950 · SAM Maintenance, Pumping	0.00	23,331.00	-23,331.00
<b>Total 6900 · Sewer Authority Midcoastside</b>	<b>593,085.34</b>	<b>468,580.00</b>	<b>124,505.34</b>
<b>Total 6000 · Operations</b>	<b>635,981.94</b>	<b>528,605.00</b>	<b>107,376.94</b>
<b>Total Expense</b>	<b>844,997.58</b>	<b>743,365.00</b>	<b>101,632.58</b>
<b>Net Ordinary Income</b>	<b>415,659.27</b>	<b>394,043.00</b>	<b>21,616.27</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees	0.00	65,100.00	-65,100.00
7110 · Connection Fees (New Constr)	50,600.00	8,169.00	42,431.00
7120 · Connection Fees (Remodel)			
<b>Total 7100 · Connection Fees</b>	<b>50,600.00</b>	<b>73,269.00</b>	<b>-22,669.00</b>
7200 · Interest Income - LAIF	5,587.27	4,669.00	918.27
7700 · Interest, Employee Loans	2,906.66	2,415.00	491.66
<b>Total 7000 · Capital Account Revenues</b>	<b>59,093.93</b>	<b>80,353.00</b>	<b>-21,259.07</b>
<b>Total Other Income</b>	<b>59,093.93</b>	<b>80,353.00</b>	<b>-21,259.07</b>
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	126,846.64	1,031,800.00	-904,953.36
<b>Total 8000 · Capital Improvement Program</b>	<b>126,846.64</b>	<b>1,031,800.00</b>	<b>-904,953.36</b>
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	13,420.12	13,307.00	113.12
9175 · Capital Assessment - SAM	0.00	106,169.00	-106,169.00
9200 · I-Bank Loan	27,593.81	27,594.00	-0.19
<b>Total 9000 · Capital Account Expenses</b>	<b>41,013.93</b>	<b>147,070.00</b>	<b>-106,056.07</b>
<b>Total Other Expense</b>	<b>167,860.57</b>	<b>1,178,870.00</b>	<b>-1,011,009.43</b>
<b>Net Other Income</b>	<b>-108,766.64</b>	<b>-1,098,517.00</b>	<b>989,750.36</b>
<b>Net Income</b>	<b>306,892.63</b>	<b>-704,474.00</b>	<b>1,011,366.63</b>



# Montara Water & Sanitary District

## Revenue & Expenditures Budget vs. Actual - Water

July 2013 through January 2014

	Water		
	Jul '13 - Jan 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	19,490.34		
4330 · Engineering Review	9,756.00		
4400 · Fees		18,144.00	1,346.34
4410 · Administrative Fee (New Constr)	1,350.00	1,316.00	34.00
4420 · Administrative Fee (Remodel)	900.00	525.00	375.00
4430 · Inspection Fee (New Constr)	1,275.00	1,225.00	50.00
4440 · Inspection Fee (Remodel)	850.00	497.00	353.00
4460 · Remodel Fees	315.00		
<b>Total 4400 · Fees</b>	4,690.00	3,563.00	1,127.00
4610 · Property Tax Receipts	205,068.16	112,500.00	92,568.16
4740 · Testing, Backflow	8,008.00	6,706.00	1,302.00
4810 · Water Sales, Domestic	781,728.75	936,075.00	-154,346.25
4850 · Water Sales Refunds, Customer	-7,255.49	-2,331.00	-4,924.49
4990 · Other Revenue	2,359.54		
<b>Total Income</b>	1,023,845.30	1,074,657.00	-50,811.70
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	4,057.45	5,250.00	-1,192.55
5200 · Board of Directors			
5210 · Board Meetings	3,151.17	1,169.00	1,982.17
5220 · Director Fees	0.00	1,456.00	-1,456.00
5230 · Election Expenses	0.00	5,831.00	-5,831.00
<b>Total 5200 · Board of Directors</b>	3,151.17	8,456.00	-5,304.83
5240 · CDPH Fees	5,590.94	11,669.00	-6,078.06
5250 · Conference Attendance	0.00	2,919.00	-2,919.00
5270 · Information Systems	0.00	3,500.00	-3,500.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	525.00	-525.00
5320 · Property & Liability Insurance	1,582.76	875.00	707.76
<b>Total 5300 · Insurance</b>	1,582.76	1,400.00	182.76
5350 · LAFCO Assessment	2,026.00	994.00	1,032.00
5400 · Legal			
5420 · Meeting Attendance, Legal	5,527.50	5,831.00	-303.50
5430 · General Legal	29,165.00	40,831.00	-11,666.00
<b>Total 5400 · Legal</b>	34,692.50	46,662.00	-11,969.50
5510 · Maintenance, Office	1,162.99	875.00	287.99
5520 · Meetings, Local	43.15	175.00	-131.85
5530 · Memberships	17,734.94	10,206.00	7,528.94
5540 · Office Supplies	5,276.14	5,250.00	26.14
5550 · Postage	2,666.94	4,669.00	-2,002.06
5560 · Printing & Publishing	2,171.02	1,169.00	1,002.02

# Montara Water & Sanitary District

## Revenue & Expenditures Budget vs. Actual - Water

July 2013 through January 2014

	Jul '13 - Jan 14	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	16,804.75	14,581.00	2,223.75
5620 · Audit	5,500.00	7,581.00	-2,081.00
5630 · Consulting	12,295.64	18,375.00	-6,079.36
5650 · Labor Representation	5,250.00	5,250.00	0.00
5660 · Payroll Services	279.45	469.00	-189.55
<b>Total 5600 · Professional Services</b>	<b>40,129.84</b>	<b>46,256.00</b>	<b>-6,126.16</b>
<b>5720 · Telephone &amp; Internet, Admin</b>			
5730 · Travel, Local	1,584.34	2,975.00	-1,390.66
5740 · Reference Materials	1,656.97	875.00	781.97
5800 · Labor	0.00	469.00	-469.00
<b>5810 · CalPERS 457 Deferred Plan</b>			
5820 · Employee Benefits	16,494.79	14,518.00	1,976.79
5830 · Disability Insurance	31,969.42	34,489.00	-2,519.58
5840 · Payroll Taxes	1,182.53	1,057.00	125.53
5900 · Wages	18,661.59	18,235.00	426.59
5910 · Management	44,206.46	42,427.00	1,779.46
5920 · Staff	169,061.70	165,837.00	3,224.70
5930 · Staff Certification	5,465.00	9,023.00	-3,558.00
5940 · Staff Overtime	15,205.15	35,224.00	-20,018.85
5950 · Staff Standby	6,310.75	9,751.00	-3,440.25
<b>Total 5900 · Wages</b>	<b>240,249.06</b>	<b>262,262.00</b>	<b>-22,012.94</b>
<b>5960 · Worker's Comp Insurance</b>	<b>9,806.65</b>	<b>15,085.00</b>	<b>-5,278.35</b>
<b>Total 5800 · Labor</b>	<b>318,364.04</b>	<b>345,646.00</b>	<b>-27,281.96</b>
<b>Total 5000 · Administrative</b>	<b>441,891.19</b>	<b>499,415.00</b>	<b>-57,523.81</b>
<b>6000 · Operations</b>			
6100 · Backflow Prevention	1,084.97	1,225.00	-140.03
6170 · Claims, Property Damage	0.00	5,831.00	-5,831.00
6180 · Communications	2,149.66	10,206.00	-8,056.34
6185 · Communications Equip, Expensed	492.50	1,869.00	-1,376.50
6187 · Telephone & Internet, Comm.	2,642.16	12,075.00	-9,432.84
<b>Total 6180 · Communications</b>	<b>1,280.78</b>	<b>28,006.00</b>	<b>-26,725.22</b>
<b>6195 · Education &amp; Training</b>			
6200 · Engineering	1,716.25	5,831.00	-4,114.75
6210 · Meeting Attendance, Engineering	23,919.82	14,581.00	9,338.82
6220 · General Engineering	5,635.63	58,331.00	-52,695.37
6230 · Water Quality Engineering	31,271.70	78,743.00	-47,471.30
<b>Total 6200 · Engineering</b>	<b>3,627.12</b>	<b>158,485.00</b>	<b>-154,857.88</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>7,581.00</b>	<b>7,581.00</b>	<b>-3,953.88</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2013 through January 2014

	Water		\$ Over Budget
	Jul '13 - Jan 14	Budget	
<b>6330 · Facilities</b>			
6335 · Alarm Services	0.00	175.00	-175.00
6337 · Landscaping	1,800.00	2,100.00	-300.00
6330 · Facilities - Other	238.00		
<b>Total 6330 · Facilities</b>	<b>2,038.00</b>	<b>2,275.00</b>	<b>-237.00</b>
<b>6370 · Lab Supplies &amp; Equipment</b>			
6380 · Meter Reading	290.25		
6400 · Pumping	5,787.11	1,169.00	4,618.11
6410 · Pumping Fuel & Electricity	14,170.85	26,250.00	-12,079.15
6420 · Pumping Maintenance, Generators	7,516.83	8,750.00	-1,233.17
6440 · Pumping Equipment, Expensed	3,385.83	14,581.00	-11,195.17
<b>Total 6400 · Pumping</b>	<b>25,073.51</b>	<b>49,581.00</b>	<b>-24,507.49</b>
<b>6500 · Supply</b>			
6510 · Maintenance, Supply Mains	15,246.62	2,919.00	12,327.62
6520 · Maintenance, Wells	2,883.96	581.00	2,302.96
6530 · Water Purchases	13,443.36	163,331.00	-149,887.64
<b>Total 6500 · Supply</b>	<b>31,573.94</b>	<b>166,831.00</b>	<b>-135,257.06</b>
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	0.00	1,169.00	-1,169.00
6620 · Maintenance, Mains	17,015.22	29,169.00	-12,153.78
6630 · Maintenance, Service Lines	2,910.62	17,500.00	-14,589.38
6640 · Maintenance, Tanks	73.02	3,794.00	-3,720.98
6650 · Maint., Transmission General	3,569.86	3,794.00	-224.14
6670 · Meters	0.00	2,919.00	-2,919.00
<b>Total 6600 · Collection/Transmission</b>	<b>23,568.72</b>	<b>58,345.00</b>	<b>-34,776.28</b>
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	5,409.36	12,250.00	-6,840.64
6720 · Maintenance, Treatment Equip.	4,049.43	4,375.00	-325.57
6730 · Treatment Analysis	14,436.74	13,419.00	1,017.74
<b>Total 6700 · Treatment</b>	<b>23,895.53</b>	<b>30,044.00</b>	<b>-6,148.47</b>
<b>6770 · Uniforms</b>			
6800 · Vehicles	5,050.99	4,956.00	94.99
6810 · Fuel	4,449.39	5,831.00	-1,381.61
6820 · Vehicular Equipment, Expensed	3,032.22	581.00	2,451.22
6830 · Vehicular Repairs	5,477.13	1,169.00	4,308.13
<b>Total 6800 · Vehicles</b>	<b>12,958.74</b>	<b>7,581.00</b>	<b>5,377.74</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2013 through January 2014

	Jul '13 - Jan 14	Water Budget	\$ Over Budget
6890 · Other Operations	4,718.34		
<b>Total 6000 · Operations</b>	174,861.86	426,237.00	-251,375.14
<b>Total Expense</b>	616,753.05	925,652.00	-308,898.95
Net Ordinary Income	407,092.25	149,005.00	258,087.25
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	21,845.00	42,469.00	-20,624.00
7120 · Connection Fees (Remodel)	0.00	1,694.00	-1,694.00
7130 · Conn. Fees, PFP (New Constr)	10,908.69	22,225.00	-11,316.31
7140 · Conn. Fees, PFP (Remodel)	-150.00	5,306.00	-5,456.00
<b>Total 7100 · Connection Fees</b>	32,603.69	71,694.00	-39,090.31
7600 · Bond Revenues, G.O.	622,290.10	671,090.00	-48,799.90
<b>Total 7000 · Capital Account Revenues</b>	654,893.79	742,784.00	-87,890.21
<b>Total Other Income</b>	654,893.79	742,784.00	-87,890.21
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	372,507.60	98,406.00	274,101.60
<b>Total 8000 · Capital Improvement Program</b>	372,507.60	98,406.00	274,101.60
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	178,346.36	206,955.00	-28,608.64
9125 · PNC Equipment Lease Interest	13,420.12	13,307.00	113.12
9150 · SRF Loan	3,938.86	4,186.00	-247.14
<b>Total 9000 · Capital Account Expenses</b>	195,705.34	224,448.00	-28,742.66
<b>Total Other Expense</b>	568,212.94	322,854.00	245,358.94
<b>Net Other Income</b>	86,680.85	419,930.00	-333,249.15
<b>Net Income</b>	<b>493,773.10</b>	<b>568,935.00</b>	<b>-75,161.90</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Unaudited Financial Statements – Executive  
Summary**

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## **Budget vs. Actual – Sewer July through January, 2014 Variances over \$2,000:**

- 4440 Inspection Fee (Remodel), \$2,468 above Budget – higher than anticipated remodel projects.
- 4610 Property Tax Receipts, \$92,568 above Budget –The District received an unanticipated ERAF Refund of \$98,359 into this account.
- 4710 Sewer Service Charges, \$19,474 above Budget – unequal cash flow throughout the fiscal year. Only two large checks deposits in December and April.
- **Overall Total Operating Income for the period ending January 31, 2014 was \$123,249 above budget.**
- 5230 Elections Expenses, \$5,831 below Budget – final bill expected.
- 5560 Printing & Publishing, \$2,259 above Budget - Water Quality Reports and other informational documents higher cost than anticipated.
- 5610 Accounting, \$2,224 above Budget – higher accounting cost at the beginning of fiscal year due to audit related work.
- 5620 Audit, \$2,081 below Budget – final bill expected.
- 5630 Consulting, \$6,706 below Budget – consulting work expected later this fiscal year.
- 5640 Data Services, \$3,206 below Budget – Higher cost anticipated later this FY.
- 5720 Telephone & Internet, Admin, \$3,857 above Budget – Higher cost on sewer lines than anticipated. Water line costs are lower than anticipated.
- 5800 Labor, \$4,844 above Budget - Sewer actual expenses exceeded the Budget by \$4,844. Conversely, Water actual expenses are \$27,282 below budget. The net impact on the sewer and water budget is \$22,438 below budget.
  - In just three line items in Water: Certification, Overtime, and Standby all have come in year to date under budget due to staff changes and increased operational efficiencies.
- 6210 Meeting Attendance, Engineering, \$2,919 below Budget – less Sewer Engineer attendance than anticipated.
- 6410 Pumping Fuel & Electricity, \$5,510 below Budget – less pumping, perhaps due to lack of rain.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6660 Maintenance, Collection System, \$11,669 below Budget – less repairs than anticipated.
- 6930 SAM Prior Year Adjustment, \$155,624 above Budget - expected payment from SAM to MWSD has not yet been received.
- 6940 SAM Maintenance, Collection System, \$7,781 below Budget – less repairs than anticipated.
- 6950 SAM Maintenance, Pumping, \$23,331 below Budget – less pump station repairs than anticipated.
- **Overall Total Operating Expenses for the period ending January 31, 2014 were \$101,633 above Budget.**
- 7100 Connection Fees, \$22,669 below Budget – increase in sewer connection fees expected later this fiscal year due to District's PWP approval.
- 8075 Sewer CIP, \$904,953 below Budget – Sewer Improvement Project will be implemented later this fiscal year.
- 9175 Capital Assessment - SAM, \$106,169 below Budget – SAM Draft CIP not yet approved.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July through January, 2014 Variances over \$2,000:**

- 4610 Property Tax Receipts, \$92,568 above Budget – The District received an unanticipated ERAF Refund of \$98,359 into this account.
- 4810 Water Sales Domestic, \$154,346 below Budget – less water sold than anticipated, possibly due to drought.
- 4850 Water Sales Refunds, Customer, \$4,924 below Budget – customer refunds higher than anticipated.
- 4990 Other Revenue, \$2,360 above budget – Old Work Truck Auctioned off.
- **Overall Total Operating Income for the period ending January 31, 2014 was \$50,812 below budget.**
- 5230 Elections Expenses, \$5,831 below Budget – final bill expected in the current fiscal year.
- 5240 CDPH Fees, \$6,078 below Budget – CDPH Sanitary Survey scheduled for later this fiscal year.
- 5250 Conference Attendance, \$2,919 below Budget - conference attendance anticipated later this fiscal year.
- 5270 Information Systems, \$3,500 below Budget – expenditures expected later this fiscal year.
- 5430 General Legal, \$11,666 below Budget – less legal reviews than anticipated.
- 5530 Memberships, \$7,529 above Budget – less Membership Fee payments anticipated later this fiscal year.
- 5550 Postage, \$2,002 below Budget – Less informational mailings than anticipated.
- 5610 Accounting, \$2,224 above Budget – higher accounting cost at the beginning of fiscal year due to audit related work.
- 5620 Audit, \$2,081 below Budget – final bill expected.
- 5630 Consulting, \$6,079 below Budget - consulting work expected later this fiscal year.
- 5800 Labor, \$27,282 below Budget - Sewer actual expenses exceeded the Budget by \$4,844. Conversely, Water actual expenses are \$27,282 below budget. The net impact on the sewer and water budget is \$22,438 below budget.
  - In just three line items in Water: Certification, Overtime, and Standby all have come in year to date under budget due to staff changes and increased operational efficiencies.
- 6170 Claims, Property Damage, \$5,831 below Budget – no claims to date.



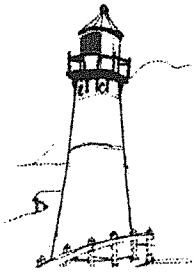
# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 6, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6180 Communications, \$9,433 below Budget - Strategic Plan and other expenditures expected later this fiscal year.
- 6200 Engineering, \$47,471 below Budget – less General Engineering and Water Quality Engineering services needed than anticipated to date. CDPH site survey, WQ report etc. expected to increase cost later this fiscal year.
- 6320 Equipment & Tools, Expensed, \$3,954 below Budget – less costs than anticipated.
- 6380 Meter Reading, \$4,618 above Budget – Less expenses anticipated later this FY.
- 6410 Pumping Fuel & Electricity, \$12,079 below Budget - less pumping perhaps due to less water production than anticipated.
- 6440 Pumping Equipment, Expensed, \$11,195 below Budget - less pump failure than anticipated to date.
- 6510 Maintenance Supply Mains, \$12,328 above Budget – valve repair and safety improvements at supply main.
- 6520 Maintenance Wells, \$2,303 above Budget - higher well maintenance than anticipated.
- 6530 Water Purchases, \$149,888 below Budget – the Budget was prepared with the expectation that the District would make payments in arrears to the County in fiscal year 13/14. However, the largest payment of \$200K was accrued to fiscal year end June 30, 2013. Current year payments will be calculated based on actual water purchases.
- 6600 Collection/Transmission, \$34,776 below Budget – less leak repairs than anticipated.
- 6700 Treatment, \$6,148 below Budget - North Airport Well 2 treatment cost expected to increase later this fiscal year.
- 6800 Vehicles, \$5,378 above Budget - higher maintenance costs than anticipated.
- **Overall Total Operating Expenses for the period ending January 31, 2014 were \$308,899 below Budget.**
- 7100 Connection Fees, \$39,090 below Budget - increase in water connection fees expected later this fiscal year due to District's PWP approval.
- 7600 Bond Revenues, G.O. \$48,800 below Budget – first payment less than expected.
- 8100 Water CIP, \$274,102 above Budget – Budgeted is only the transfer to the capital fund. Expenditures show all capital costs.
- 9100 Interest Expense GO Bonds, \$28,609 below Budget – Interest expense based on a twelve month breakout of the yearly expense.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

**For Meeting Of: March 6, 2014**

**TO: BOARD OF DIRECTORS**

**FROM: Clemens H. Heldmaier, General Manager**

**RECOMMENDATION:**

This is for Board information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 6, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

**SUBJECT: SAM Flow Report for January 2014**

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The Sewer Authority Mid-Coastside (SAM) has prepared the following attached reports for the SAM Board of Directors and the California Regional Water Quality Control Board:

- Flow Report for January 2014.
- Collection System Monthly Overflow Report – January 2014.

The Average Daily Flow for Montara was 0.275 MGD in January 2014. There was no reportable overflow in January in the Montara System. SAM indicates there were 0.21 inches of rain in January 2014.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2013-14

January 2013

	Total	Number		
		HMB	GSD	MWSD
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	1	0	1	0
<b>Total</b>	<b>1</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>

### 12 Month Moving Total

	Total	Number		
		HMB	GSD	MWSD
Roots	3	0	3	0
Grease	0	0	0	0
Mechanical	2	0	1	0
Wet Weather	0	0	0	0
Other	3	0	2	1
<b>Total</b>	<b>8</b>	<b>0%</b>	<b>75%</b>	<b>13%</b>

### Reportable SSOs

	Total	Number		
		HMB	GSD	MWSD
January 2013	1	0	1	0
<b>12 Month Moving Total</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>1</b>

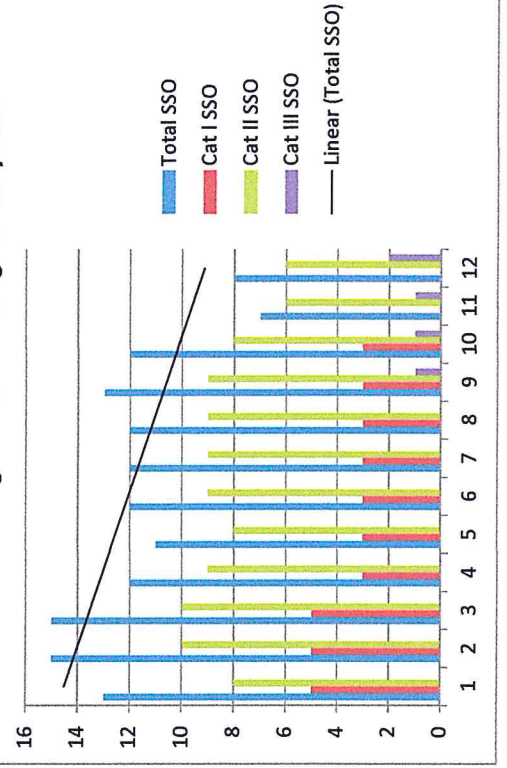
### SSOs / Year / 100 Miles

	Total	Number		
		HMB	GSD	MWSD
January 2013	1.0	0.0	3.0	0.0
<b>12 Month Moving Total</b>	<b>7.7</b>	<b>0.0</b>	<b>18.1</b>	<b>3.7</b>
Category 1	0.0	0.0	0.0	0.0
Category 2	5.7	0.0	12.0	3.7
Category 3	1.9	0.0	6.0	0.0
<b>Miles of Sewers</b>	<b>104.5</b>	<b>37.0</b>	<b>33.2</b>	<b>27.0</b>
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>
				<b>7.3</b>
				<b>7.0%</b>

### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Feb-13	2,904	12,821	19,669	35,394	6.7
Mar-13	3,368	17,328	25,272	45,968	8.7
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1
Aug-13	27,738	18,778	2,609	49,125	9.3
Sep-13	31,119	26,407	0	57,526	10.9
Oct-13	25,925	13,837	703	40,465	7.7
Nov-13	19,335	3,006	4,473	26,814	5.1
Dec-13	36,715	282	0	36,997	7.0
Jan-14	5,153	16,084	22,555	43,792	8.3
<b>Annual ft</b>	<b>208,542</b>	<b>184,946</b>	<b>133,571</b>	<b>527,059</b>	
<b>Annual Mi.</b>	<b>39</b>	<b>35</b>	<b>25</b>		<b>100</b>

12 Month Moving SSO Totals Through January 2014





Attachment A

Flow Distribution Report Summary For January 2013 <sup>14</sup>

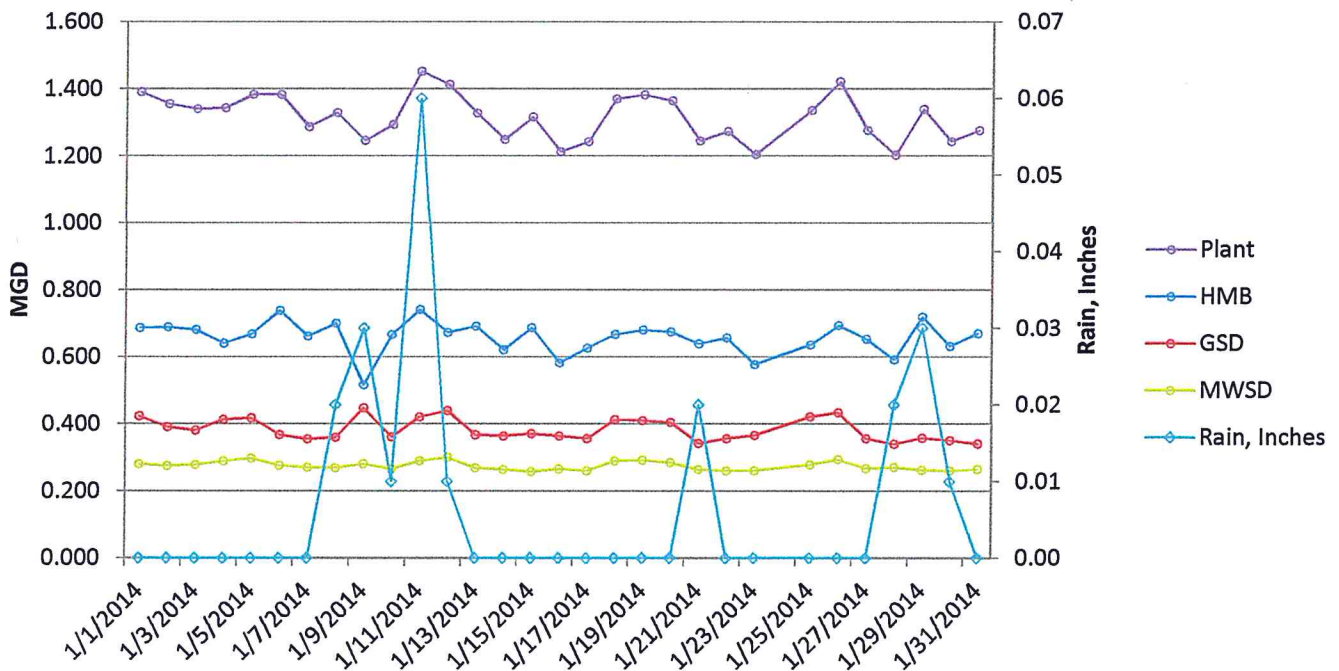
The daily flow report figures for the month of January 2013 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

\*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.660	50.1%
Granada Sanitary District	0.383	29.1%
Montara Water and Sanitary District	<u>0.275</u>	<u>20.8%</u>
Total	1.318	100.0%

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2013



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report

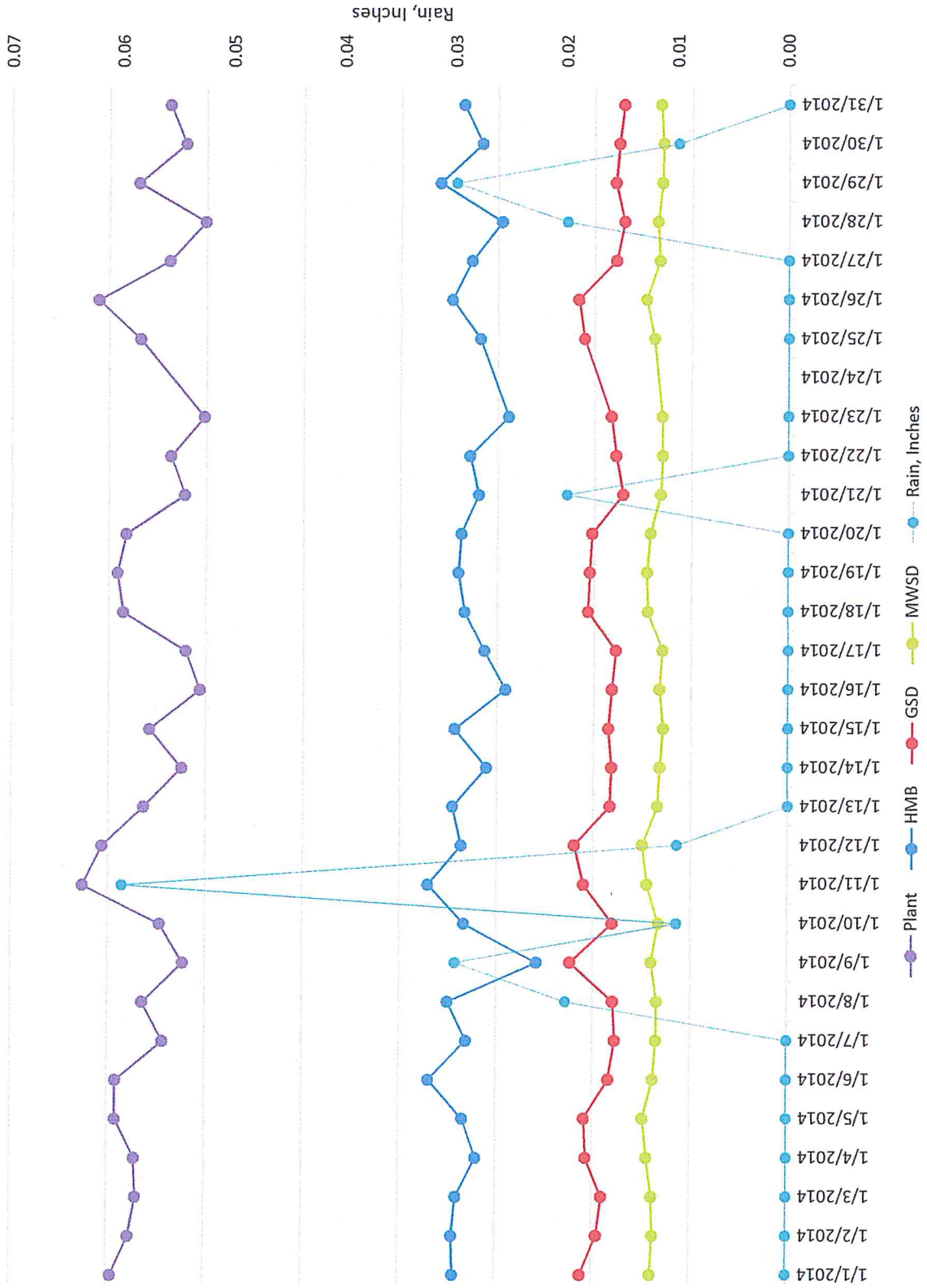
<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
1/1/2014	0.687	0.424	0.280	1.391	0.00	No Data	0.00
1/2/2014	0.690	0.391	0.275	1.356	0.00	No Data	0.00
1/3/2014	0.682	0.381	0.278	1.341	0.00	No Data	0.00
1/3/2014	0.682	0.381	0.278	1.341	0.00	No Data	0.00
1/4/2014	0.641	0.414	0.289	1.344	0.00	No Data	0.00
1/5/2014	0.669	0.418	0.297	1.384	0.00	No Data	0.00
1/6/2014	0.739	0.368	0.276	1.383	0.00	No Data	0.00
1/7/2014	0.662	0.355	0.270	1.287	0.00	No Data	0.00
1/8/2014	0.700	0.360	0.269	1.329	0.02	No Data	0.07
1/9/2014	0.517	0.448	0.281	1.246	0.03	No Data	0.05
1/10/2014	0.667	0.361	0.266	1.294	0.01	No Data	0.00
1/11/2014	0.742	0.421	0.290	1.453	0.06	No Data	0.00
1/12/2014	0.673	0.440	0.300	1.413	0.01	No Data	0.00
1/13/2014	0.692	0.367	0.269	1.328	0.00	No Data	0.00
1/14/2014	0.621	0.364	0.264	1.249	0.00	No Data	0.00
1/15/2014	0.687	0.371	0.258	1.316	0.00	No Data	0.00
1/16/2014	0.583	0.364	0.266	1.213	0.00	No Data	0.00
1/17/2014	0.627	0.356	0.260	1.243	0.00	No Data	0.00
1/18/2014	0.668	0.413	0.290	1.371	0.00	No Data	0.00
1/19/2014	0.681	0.410	0.292	1.383	0.00	No Data	0.00
1/20/2014	0.675	0.405	0.285	1.365	0.00	No Data	0.00
1/21/2014	0.639	0.342	0.264	1.245	0.02	No Data	0.00
1/22/2014	0.657	0.356	0.260	1.273	0.00	No Data	0.00
1/23/2014	0.578	0.366	0.261	1.205	0.00	No Data	0.00
1/25/2014	0.636	0.422	0.278	1.336	0.00	No Data	0.00
1/26/2014	0.694	0.434	0.294	1.422	0.00	No Data	0.00
1/27/2014	0.654	0.356	0.267	1.277	0.00	No Data	0.00
1/28/2014	0.592	0.340	0.271	1.203	0.02	No Data	0.01
1/29/2014	0.719	0.358	0.262	1.339	0.03	No Data	0.07
1/30/2014	0.632	0.351	0.260	1.243	0.01	No Data	0.01
1/31/2014	<u>0.670</u>	<u>0.341</u>	<u>0.265</u>	<u>1.276</u>	<u>0.00</u>	<u>No Data</u>	<u>0.00</u>
<b>Totals</b>	<b>20.451</b>	<b>11.878</b>	<b>8.515</b>	<b>40.844</b>	<b>0.21</b>	<b>No Data</b>	<b>0.21</b>

### Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.517	0.340	0.258	1.203
<b>Average</b>	<b>0.660</b>	<b>0.383</b>	<b>0.275</b>	<b>1.318</b>
Maximum	0.742	0.448	0.300	1.453
<b>Distribution</b>	<b>50.1%</b>	<b>29.1%</b>	<b>20.8%</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2014





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

A blue ink handwritten signature, appearing to be 'C. Heldmaier', written in a cursive style.

**SUBJECT: Review of Current Investment Portfolio**

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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for January 2014 was 0.244%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

## RECOMMENDATION:

District staff attempts to cash manage idle funds in LAIF as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

As of March 6 , 2014 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
02/24/2014	TDR Properties	1255 Birch Street	SFD
02/24/2014	TDR Properties	1265 Birch Street	SFD

As of March 6, 2014 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
02/11/2014	TDR Properties	1255 Birch Street	SFD
02/11/2014	TDR Properties	1265 Birch Street	SFD

As of March 6, 2014 the following new Water Connection Permit applications were received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
02/11/2014	TDR Properties	1255 Birch Street	SFD	Domestic
02/11/2014	TDR Properties	1265 Birch Street	SFD	Domestic

**RECOMMENDATION:**

No action is required. This is for Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6<sup>th</sup>, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A blue ink handwritten signature, appearing to be 'Clemens Heldmaier', written in a cursive style.

**SUBJECT: Monthly Water Production Report**

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The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

#### RECOMMENDATION:

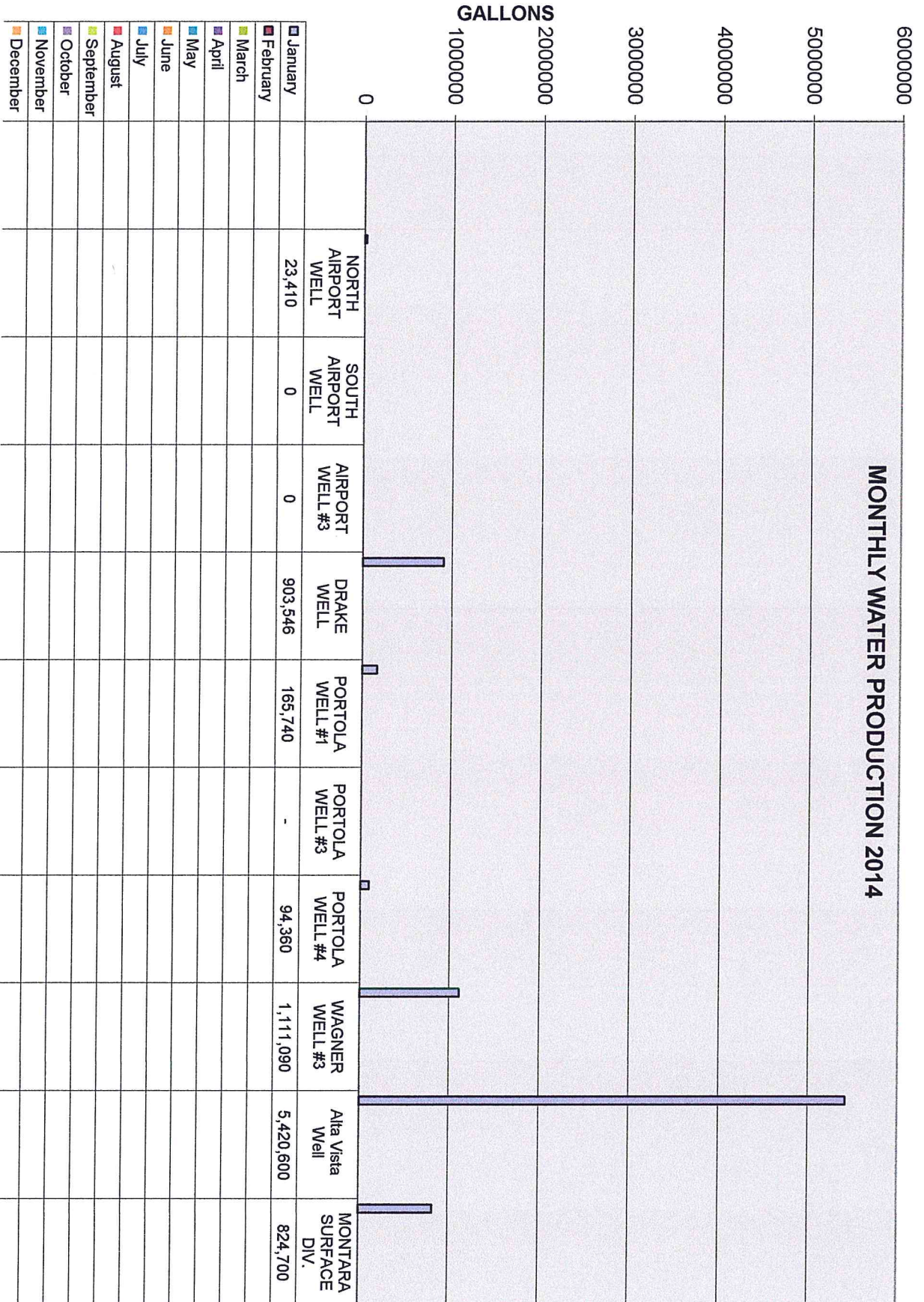
No action is required. This information is presented for the Board's information only.

Attachments





### MONTHLY WATER PRODUCTION 2014



GALLONS



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6<sup>th</sup> , 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Rain Report**

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The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

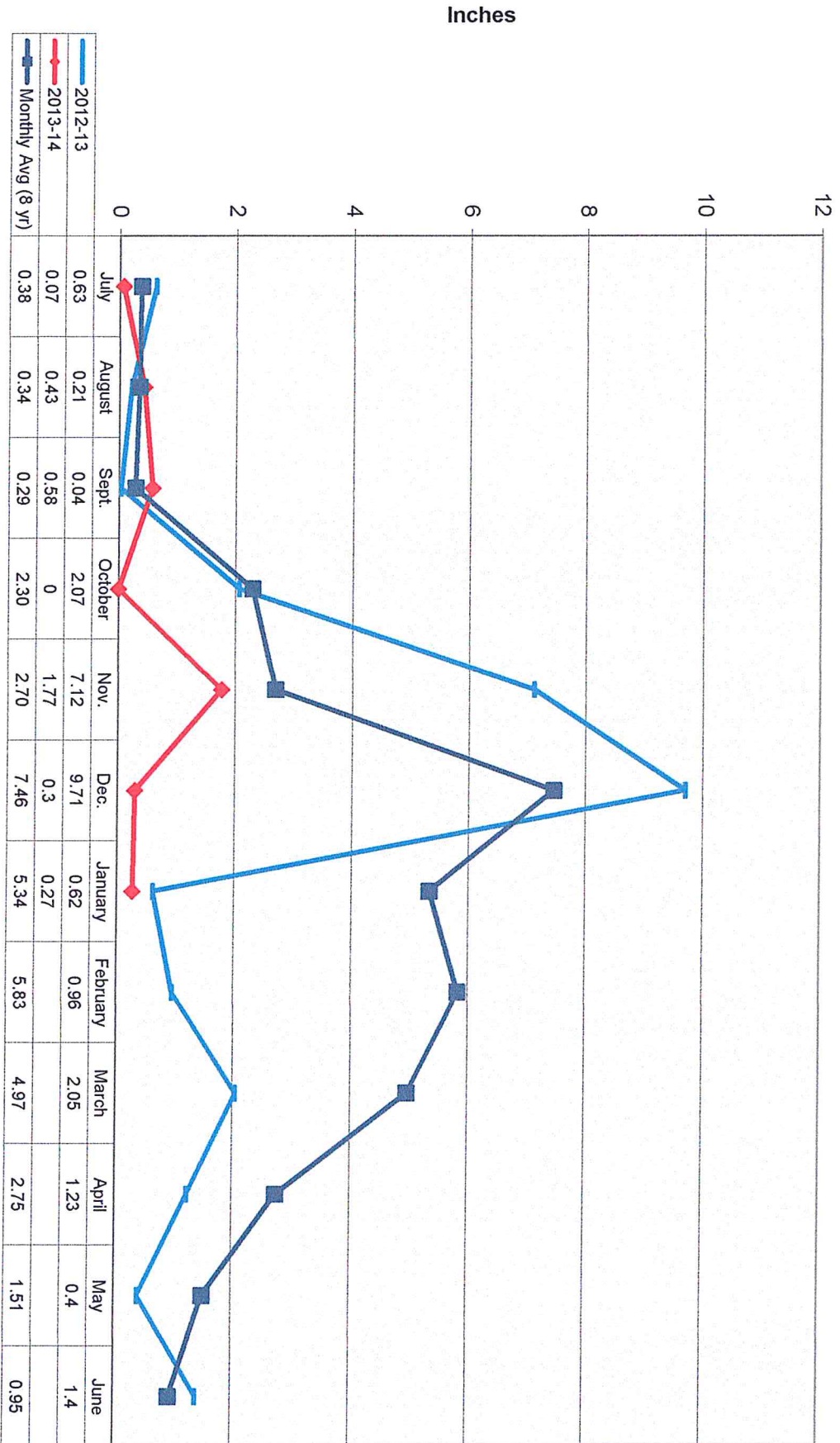
**RECOMMENDATION:**

No action is required. This is presented for the Board's information only.

Attachment



# RAIN REPORT







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6<sup>th</sup>, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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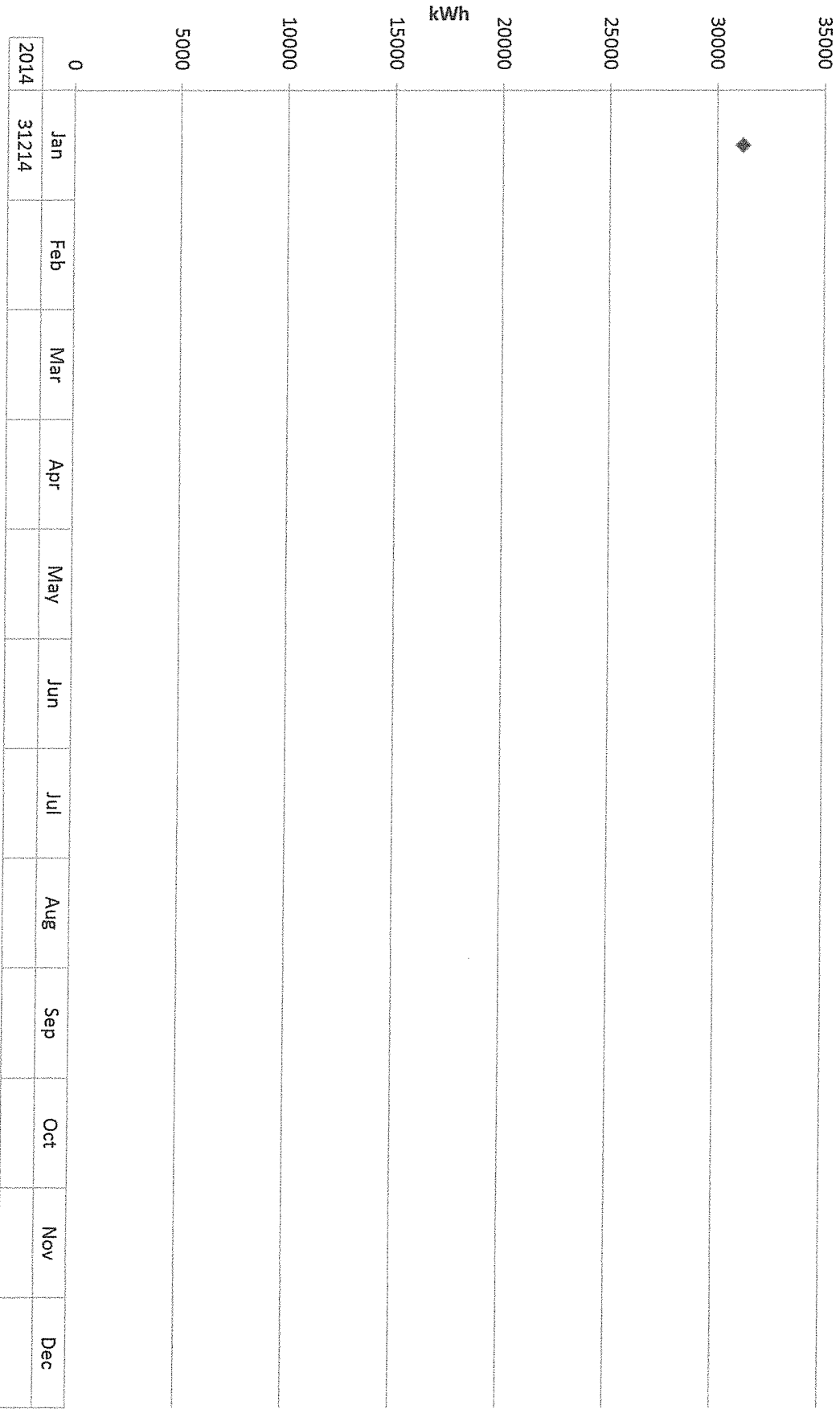
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 31214 kWh and saved 53065 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

No action is required. This information is presented for the Board's information only.

Attachments

# SOLAR ENERGY PRODUCED IN 2014 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Award of Bids for the 2014 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS**

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In fiscal year 2013-2014 the Board approved the Capital Improvement Plan for 2013-2014 which included the 2014 Sewer Improvement Project and Spot Repairs. At that time the Board also authorized a bid package to be prepared for a project to construct the sewer improvements.

The 2014 Sewer Improvement Project and Spot Repairs Project includes furnishing of all labor, materials and equipment for the construction and rehabilitation of sanitary sewer mains mostly by pipe bursting, lower laterals, CCTV and spot repairs as follows:

Acacia Street and Easement North of Franklin Street: Rehabilitate a 730 LF of 6" VCP, lower laterals and installation of a new manhole. The line is aging with cracks and root intrusions. The installation of a new manhole will improve cleaning access.

Le Conte Avenue Easement between 6<sup>th</sup> and 7<sup>th</sup> streets: There are two rear line 6" VCP sewers, 447 LF and 160 LF respectively which are very hard to access because they are rear line easement sewers. The end of line rod holes frequently become overgrown and lost. Work includes pipe and lower lateral rehabilitation, and raising access structures, some hand open trenching may be required.

Birch Street South of Harte Street: The Birch Street is steep sewer with cracks and tree roots. There is 331 LF of 6" VCP main as well as lower laterals in close proximity to a storm drain which will be rehabilitated.

Farallone Avenue Between 10<sup>th</sup> and 11<sup>th</sup> Streets: Farallone Avenue is a 6" VCP sewer serving a large portion of central Montara. The clay pipe is old and it at risk of stoppages due to roots and bad joints. Approximately 4 house lower laterals will be rehabilitated during this segment of work.

Farallone Avenue Easement Between 11<sup>th</sup> and 12<sup>th</sup> Streets: This rear line sewer is very difficult to access and has been compromised several times. It is a 507 LF 6" VCP pipe in a very congested easement. Some hand open trenching may be required around trees and plant roots which frequently enter the existing pipe.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Spot Repairs: In order to help reduce SSOs and infiltration, under the current budget there is a spot repair program for making targeted spot repairs on sewers. Three pipes with bad holes or offsets were selected in Montara.

CCTV: In order to help identify locations at risk SSOs and infiltration, targeted CCTV inspections of approximately 6900 LF of sewers including tributary and collector sewers from 6" to 12" in diameter.

The project was advertised twice in the Half Moon Bay Review as well as builders exchanges and the bids were received on March 4, 2014 at 2 PM. A table showing the individual bids is attached.

The engineers estimate for the base bid of this project was \$485,000.

Nute Engineering is reviewing the bids and the licenses of each bidder and will recommend awarding the bid to the lowest responsible bidder at the meeting.

The District budgeted a total of \$587,000 for this year's Sewer Improvement Project, and CCTV.

## RECOMMENDATION:

Authorize the 2014 Sewer Improvement Project and Spot Repairs and Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE 2014 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS.

Attachments will be provided at the meeting.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Award of Bids for the PUMP STATION CONTROL PANEL UPGRADES – PHASE 1**

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In fiscal year 2013-2014 the Board approved the Capital Improvement Plan for 2013-2014 which included the Pump Station Control Panel Upgrades – Phase 1. At that time the Board also authorized a bid package to be prepared for a project to construct the sewer improvements.

CONTROL PANEL IMPROVEMENTS: In order to increase reliability and redundancy six (6) District Pump Stations (Vallemar, California St, Seal Cove #1, #3, #4, and Date Harte) will receive an additional High-High level float, motor starter relays and other improvements to protect the pump station electronics in event of power surges or power failures.

CONTROL PANEL REPLACEMENT: Seal Cove Pump Station #2 will receive a new Motor Control Center (MCC) to run the pump station.

PUMP CORDS: The power cords for the Seal Cove #1 and #2 Flygt submersible pumps are showing signs of deterioration in the electrical insulation. The pumps will be pulled out of the stations and the power cords will be pulled and replaced.

The project was advertised twice in the Half Moon Bay Review as well as builders exchanges and the bids were received on March 4, 2012 at 1 PM. A table showing the individual bids is attached.

The \$245,000 was budgeted for this work, and the Engineers Estimate for Construction is \$225,000.

Nute Engineering is reviewing the bids and licenses of each bidder and will recommends awarding the bid to the lowest responsible bidder at the meeting.

## RECOMMENDATION:

Authorize the Pump Station Control Panel Upgrades – Phase 1 and Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE PUMP STATION CONTROL PANEL UPGRADES – PHASE 1, DECLARING LOWEST



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

**For Meeting Of: March 6, 2014**

**TO: BOARD OF DIRECTORS**

**FROM: Clemens Heldmaier, General Manager  
RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS,  
APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID  
WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS.**

Resolution will be provided at the meeting.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Additional Agreement with the San Francisco  
State University to Allow use of District Property  
for Fog Sampling Station.**

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The District has an agreement with Jim Pettigrew with the Romberg-Tiburon Center that allows the placement and maintenance of ocean current monitoring equipment. Our Property has been proven to be an excellent site to collect real time data that is used by NOAA and others for rescue operations and other naval purposes.

Professor Andrew Oliphant is interested in placing fog collection stations on the District property to research levels of methyl mercury along the California Coast. In a site visit the south west corner of the District property has been determined to be the ideal location for a sampling station that would not interfere with District operation

Legal counsel prepared an agreement that allows the placement of equipment and access to District property in regular intervals.

**RECOMMENDATION:**

Authorize the General Manager to engage in the agreement with the San Francisco State University to allow the placement of fog collection equipment and regular site visits.



## Monitoring Fog water deposition on MWSD property

### Objective of proposed project at MWSD:

The objective of the collaboration between San Francisco State University and MWSD is to deploy a fog monitoring station in the south-west corner of the property. This would be located near the HF radar antennas, which are currently operated by SFSU under an existing agreement. The research objective of the fog sampling is to better understand both the quantity and chemical composition of fog water deposited on the land surface in Northern and Central California. Montara will be one of 10 monitoring stations from Point Sur to Humboldt County.

### Background:

In a journal article published in 2012, Peter Weiss from U.C. Santa Cruz sampled relatively high concentrations of methyl mercury in fog water in and around Monterey Bay. Based on this evidence and the attention it received, he has gathered a team to investigate the spatial patterns of chemical composition of fog water along the California coast, which will also be compared with coastal fog water collected in Nova Scotia and South Africa. This network of fog collection stations (FogNet) will be used to try to understand the distribution of mercury forms and other chemical constituents in fog water along the coast and the mechanisms for their transport.

### The Montara WSD site:

The site at MWSD is ideal because it is very foggy and nicely exposed to marine air allowing collection of samples that are uncontaminated by land surface sources. The instruments to be mounted at the site are very similar to those shown in Figure 1.



Figure 1. (a) active fog collector CASCC2, which is similar to (larger and mounted higher than) the CASCC we aim to deploy at MWSD, (b) passive mesh collector and gauge.



#### Instruments:

The following instruments will be deployed. The system is monitored and controlled by a data logger and requires 110V AC power. It draws a few amps when active (fog detected) and a few mA when inactive.

- Caltech Active Strand Cloud Collector (CASCC), an active fog sampler designed for collection of bulk fog samples (Fig. 1a shows a slightly larger version, the CASCC2)
- Optical fog detector (white box mounted on side of mast in Fig. 1a)
- Passive mesh fog collector (Figure 1b)
- Standard meteorological instruments
- Data logger and control system

#### Deployment description:

The main instruments will be mounted on a standard tripod at about 5 ft. The tripod feet will be bolted to a plywood base, which will be held down by sand bags. Alongside, a guyed frame will hold the one-square-meter passive mesh collector and tipping bucket rain gauge.

#### Timing of deployment:

The initial deployment is planned for mid April 2014 and the frequency of site visits through the summer months following will depend on fog weather and include up to daily site visits during very foggy periods. Each site visit will include replacing sample bottles, cleaning equipment and checking on instruments (~30 minutes). Currently, we hope to be able to repeat the experimental work for the summer of 2015.

#### Project personnel:

Project coordinator: Andrew Oliphant, Professor, Dept. of Geography & Environment, San Francisco State University, [andrewo@sfsu.edu](mailto:andrewo@sfsu.edu), cell 415-812-3053.

Research assistant: yet to be hired

## Total and monomethyl mercury in fog water from the central California coast

Peter S. Weiss-Penzias,<sup>1</sup> Cruz Ortiz Jr.,<sup>1</sup> R. Paul Acosta,<sup>1</sup> Wesley Heim,<sup>2</sup> John P. Ryan,<sup>3</sup> Daniel Fernandez,<sup>4</sup> Jeffrey L. Collett Jr.,<sup>5</sup> and A. Russell Flegal<sup>1</sup>

Received 11 November 2011; revised 4 January 2012; accepted 10 January 2012; published 11 February 2012.

[1] Total mercury (HgT) and monomethyl mercury (MMHg) concentrations in fog collected from 4 locations in and around Monterey Bay, California during June–August of 2011 were  $10.7 \pm 6.8$  and  $3.4 \pm 3.8$  ng L<sup>-1</sup> respectively. In contrast, mean HgT and MMHg concentrations in rain water from March–June, 2011 were  $1.8 \pm 0.9$  and  $0.1 \pm 0.04$  ng L<sup>-1</sup> respectively. Using estimates of fog water deposition from 6 sites in the region using a standard fog water collector (SFC), depositions of HgT and MMHg via fog were found to range from 42–4600 and 14–1500 ng m<sup>-2</sup> y<sup>-1</sup>, which accounted for 7–42% of HgT and 61–99% of MMHg in total atmospheric deposition (fog, rain, and dry deposition), estimated for the coastal area. These initial measurements suggest that fog precipitation may constitute an important but previously overlooked input of MMHg to coastal environments. Preliminary comparisons of these data with associated chemical, meteorological and oceanic data suggest that biotically formed MMHg from coastal upwelling may contribute to the MMHg in fog water. **Citation:** Weiss-Penzias, P. S., C. Ortiz Jr., R. P. Acosta, W. Heim, J. P. Ryan, D. Fernandez, J. L. Collett Jr., and A. R. Flegal (2012), Total and monomethyl mercury in fog water from the central California coast, *Geophys. Res. Lett.*, 39, L03804, doi:10.1029/2011GL050324.

### 1. Introduction

[2] Mercury (Hg) is a heavy-metal neurotoxin that bio-accumulates and bio-concentrates, primarily as monomethyl mercury (MMHg), in aquatic food webs to levels that are unsafe for human consumption [Fitzgerald et al., 2007]. The sources (natural and industrial) of MMHg in aquatic organisms is a matter of considerable debate, but atmospheric deposition has been implicated as a pathway of available Hg to the water and sediments where bacteria convert it MMHg [Lindberg et al., 2007]. Presumably, this includes all forms of atmospheric Hg deposition: wet (rain, snow, fog/cloud) and dry (direct reaction of airborne Hg with the surface).

[3] The complex speciation of Hg further complicates understanding its atmospheric inputs to aquatic ecosystems. MMHg is present in wet deposition, although measurements in rainwater indicate that MMHg only accounts for ~5% of the HgT in rain [Bloom and Watras, 1989; Munthe et al., 2001; Conaway et al., 2010]. However, there have only been a few measurements of HgT in fog or cloud water [Malcolm et al., 2003; Ritchie et al., 2006] – and those studies did not report measurements of MMHg. Consequently, the contribution of fog deposition to Hg fluxes is essentially unknown in coastal areas where fog water inputs are relatively substantial, such as much of coastal California.

[4] The source of MMHg in atmospheric water has been the subject of considerable debate. One hypothesis suggests that dimethyl mercury (DMHg) formed in ocean sediments is brought to the surface and overlying atmosphere due to upwelling where it photodecomposes into MMHg [Black et al., 2009; Fitzgerald et al., 2007; Hammerschmidt et al., 2007; St. Louis et al., 2007]. DMHg has been observed in surface waters of the Arctic Ocean [St. Louis et al., 2007] and the Monterey Bay during times of upwelling [Conaway et al., 2009]. However, rainwater samples from the Pacific coast during time of upwelling [Conaway et al., 2010] and from the equatorial Pacific [Mason et al., 1992] were not enhanced in MMHg. Coastal fog would presumably have more connection with surface waters compared to rain, but there have been no measurements of MMHg in fog to date.

[5] The second hypothesis of MMHg formation in atmospheric water is an abiotic mechanism involving reactions between Hg(II) compounds and the acetate ion [Gardfeldt et al., 2003; Hammerschmidt et al., 2007]. However, recent work has called this mechanism into question [Bittrich et al., 2011b] as being too slow to compete with photo-demethylation in rain water.

[6] In this work HgT, MMHg, and ion concentrations were measured in fog water and those data were compared with meteorological and other indicators of oceanic upwelling in order to provide the first estimate of wet deposition flux of HgT and MMHg through fog precipitation to coastal California and a discussion of possible sources.

### 2. Methods

[7] Twenty-five fog water samples were collected between 13-June-11 and 28-August-11 using a single fog collector that was moved between four different locations near Santa Cruz, California (37°N, 122°W) (Table 1): (1) on the roof of a building at the University of California, Santa Cruz (UCSC), at 230 m above sea level near the top of the redwood forest canopy and 6 km inland; (2) on a bluff at UCSC's Long Marine Laboratory (LML), at 10 m above sea

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**Table 1.** Mean, Standard Deviation and Range of Blank Corrected HgT and MMHg Measurements in Fog and Rain Water

Sample Location	Sample Type	Sample Dates 2011	Samples (HgT, MMHg)	Mean HgT (ng L <sup>-1</sup> )	Range HgT (ng L <sup>-1</sup> )	Mean MMHg (ng L <sup>-1</sup> )	Range MMHg (ng L <sup>-1</sup> )	% MMHg
MLML	Fog	6/13	1, 0	7.2	–	–	–	–
Transit to mooring M1	Fog	6/14, 6/22	2, 0	13.3 ± 3.2	11.1–15.6	–	–	–
UCSC	Fog	6/26–8/8	13, 3	11.5 ± 7.9	2.6–28.7	6.9 ± 4.7	1.4–9.8	24–100
LML	Fog	8/18–8/28	9, 5	8.7 ± 5.4	3.6–19.0	1.3 ± 0.6	0.4–1.9	7–27
All Locations	Fog	6/13–8/28	25, 8	10.7 ± 6.8	2.6–28.7	3.4 ± 3.8	0.4–9.8	7–100
UCSC	Rain	3/17–6/4	5, 2	1.8 ± 0.9	1.1–3.3	0.1 ± 0.04	0.07–0.13	2–10

level in open chaparral and grassland; (3) on a research boat (Moss Landing Marine Laboratory's *RV John H. Martin*), at 5 m above sea level in the harbor at Moss Landing; and (4) in transit to and in the vicinity of the Monterey Bay Aquarium Research Institute (MBARI) mooring M1 in Monterey Bay, at 5 m above sea level and approx. 20 km offshore (Figure 1). Five rain water samples were also collected at UCSC in an open location between 17-March-2011 and 4-June-2011.

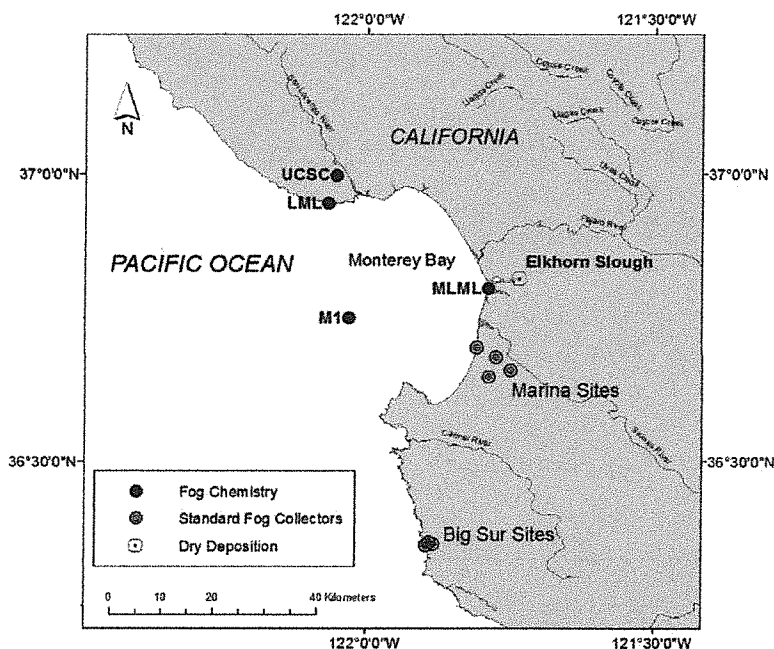
[8] The fog was collected using a Caltech Active Strand Cloudwater Collector version 2 (CASCC2) [Demoz *et al.*, 1996], which was connected with 1/4" Teflon tubing and fittings to an acid-cleaned 250 mL borosilicate glass jar (ICChem corp.) with a Teflon-lined lid. The CASCC2 was operated using an automatic timer between the local times of 22:00 to 09:00 and secured to a base 1 m off the ground. The exception was when the sampler was deployed on the boat, where it ran continuously and was approximately 5 m above the sea surface.

[9] Fog sample volumes ranged from 1 mL to 160 mL and samples with volumes <10 mL were not considered. Samples were refrigerated immediately after collection, and then acidified to 0.4% HCl (Trace Metal Grade, Fisher Sci.) within 48 hours. They were subsequently analyzed for HgT

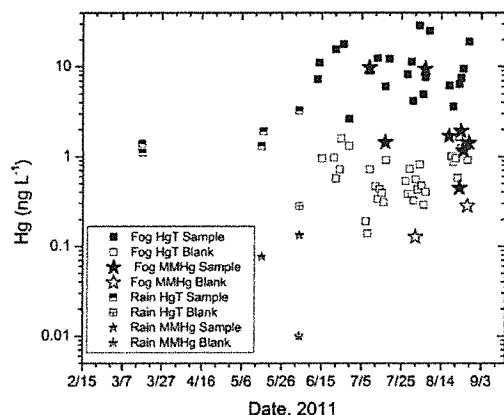
within 2 weeks and for MMHg within 60 days of sample collection, in line with accepted storage times [Parker and Bloom, 2005]. Due to low sample volumes and replicate HgT analyses, only a subset ( $n = 8$ ) of the total number of fog samples ( $n = 25$ ) could be analyzed for MMHg concentrations.

[10] Rain water was collected with an open glass funnel into an acid-cleaned Teflon bottle, as described by Conaway *et al.* [2010]. The funnels were protected from dry deposition of Hg by keeping them covered during dry periods. These samples were also acidified and stored in the refrigerator. They were then analyzed for HgT within 45 days and for MMHg within 180 days.

[11] HgT and MMHg were determined using EPA methods 1631 and 1630, respectively, described in detail by Conaway *et al.* [2010] and references therein. Fog water method blanks were obtained by spraying the collection strands with at least 500 mL of high purity (18.2 MΩ cm) water (Milli-Q) from a standard polyethylene wash bottle, and letting this water drain out. Then a sample jar was connected and ~200 mL of blank sample was obtained by spraying with more Milli-Q. Fog water method blanks were collected within 8 hours of sample collection, usually in the evening before nighttime fog collection. The mean HgT and



**Figure 1.** Map of study location in California near the Monterey Bay. Samples for HgT, MMHg and anion analysis were collected at the Fog Chemistry sites, fog water collection was done at the Standard Fog Collector sites, and Hg dry deposition was done at Elkhorn Slough.



**Figure 2.** HgT and MMHg concentrations and method blanks, from fog and rain water samples taken at 4 locations near Santa Cruz, California.

MMHg concentrations in fog water method blanks were  $0.7 \pm 0.4$  ( $n = 33$ ) and  $0.2 \pm 0.1$   $\text{ng L}^{-1}$  ( $n = 2$ ), respectively, which represented on average 7% and 6% of the HgT and MMHg concentrations in fog samples. Rain water method blanks were determined as described previously [Conaway *et al.*, 2010]. Compared to the rain water method blanks for HgT and MMHg, the fog water blanks were considerably larger, which could be due to non-glass and non-Teflon components and the large amount of surface area associated with the CASCC2. Reported values for HgT, MMHg and anion concentrations were blank corrected by subtracting from each sample the mean blank value, which contributes  $\sim 15\%$  to the inaccuracy in quantifying HgT and MMHg.

[12] Fog water was also collected during the summer of 2010 at four locations near the Monterey Bay (Figure 1) using a  $1.0 \text{ m}^2$  vertically-oriented standard fog collector (SFC) at 2 m height off the ground, connected to a tipping-bucket rain gauge (auxiliary material).<sup>1</sup>

[13] Dry deposition measurements of Hg at Elkhorn Slough (NADP site CA48) involved the deployment of downward-facing polysulfone cation-exchange membranes which selectively absorbed gaseous oxidized Hg from the air (auxiliary material).

[14] Meteorological and oceanographic data were retrieved from the M1 mooring operated by MBARI (Figure 1). Acetate and nitrate ion concentrations were determined on a subset of fog samples ( $n = 12$ ) using an ion chromatograph with suppressed conductivity detection.

### 3. Results

[15] Concentrations of HgT and MMHg in fog and rain water samples are shown in Figure 2. Mean (not volume-weighted) HgT and MMHg concentrations of the fog samples from all locations were  $10.7 \pm 6.8$  and  $3.4 \pm 3.8$   $\text{ng L}^{-1}$ , respectively; and mean HgT and MMHg concentrations for all rain samples were  $1.8 \pm 0.9$  and  $0.1 \pm 0.04$   $\text{ng L}^{-1}$ , respectively (Table 1). Six samples were simultaneously measured for MMHg and the acetate and nitrate ions

<sup>1</sup>Auxiliary materials are available in the HTML. doi:10.1029/2011GL050324.

(auxiliary material). There were variations in fog water HgT concentrations between the UCSC and LML sampling locations, however the differences were not significant ( $p > 0.05$ ; t-test). In contrast, two fog samples at the inland (6 km) station at UCSC had much higher MMHg concentrations (9.4 and 9.8  $\text{ng L}^{-1}$ ), than the third fog sample from UCSC (1.4  $\text{ng L}^{-1}$ ) and all five samples taken at the sea bluff site LML (mean =  $1.3 \pm 0.6$   $\text{ng L}^{-1}$ ). The two fog samples with the highest MMHg concentrations exceeded their corresponding HgT concentrations by up to 27%, which we presume is due to uncertainties associated with method blank corrections.

#### 3.1. Comparison With Previous Measurements

[16] Previous studies have shown that mean HgT in fog water at several coastal locations in New Brunswick, Canada was 25  $\text{ng L}^{-1}$  and ranged from 2–450  $\text{ng L}^{-1}$  [Ritchie *et al.*, 2006], while HgT in cloud water from Mt. Mansfield, Vermont had a mean concentration of 25  $\text{ng L}^{-1}$  and ranged from 8–72  $\text{ng L}^{-1}$  [Malcolm *et al.*, 2003]. A single sample from Fresno, California during a wintertime tule fog event revealed an HgT concentration of 11  $\text{ng L}^{-1}$  [Bittrich *et al.*, 2011a].

[17] Previously reported volume-weighted mean (and range) of HgT concentrations in rain water from Santa Cruz were 6 (2–18)  $\text{ng L}^{-1}$  [Conaway *et al.*, 2010] and 6 (1–17)  $\text{ng L}^{-1}$  [Steding and Flegal, 2002], which are higher than what we report here (2 (1–3)  $\text{ng L}^{-1}$ ). This disparity may be an artifact of the small number of samples analyzed or different sample or event sizes.

[18] MMHg concentrations in rain water from this work ( $0.1 \pm 0.04$   $\text{ng L}^{-1}$ ) were virtually identical to those previously measured in rain water in Santa Cruz ( $0.1 \pm 0.1$   $\text{ng L}^{-1}$ ) [Conaway *et al.*, 2010]. In contrast, the average MMHg concentration of our fog water samples is approximately 5-fold greater than the previously reported highest MMHg values in rain water [Munthe *et al.*, 2001; Kieber *et al.*, 2008; Conaway *et al.*, 2010]. Furthermore, since there are no reported MMHg measurements in fog water in the literature, the elevated MMHg concentrations reported here suggest that fog deposition could be a source of MMHg to coastal environments where it readily bioaccumulates.

#### 3.2. Fog Water Deposition of HgT and MMHg

[19] While the quantity of precipitation in rain water can be easily determined, this is not the case for the precipitation of fog water, which must be intercepted by vegetation or a surrogate surface in order to be quantified. A range of values for fog precipitation in coastal California have been reported in the literature, from 0.4–1.2  $\text{L m}^{-2} \text{ d}^{-1}$  [Fischer *et al.*, 2009; Dawson, 1998]. Fog water collections using a standard  $1.0 \text{ m}^2$  fog collector (SFC) in the Monterey Bay region revealed an even wider variation in fluxes depending on location (4–432 L during a 90-d campaign during June–August, 2010) (auxiliary material). While the actual deposition flux at any given location will vary according to vegetation characteristics, we assume that the range of fluxes measured by the SFCs was similar to that received per square meter of vegetated surface in an equivalent summertime period of 2011 when the fog chemistry was determined. Note that this equates to an average daily fog water flux range of 0.044 to 4.8  $\text{L m}^{-2} \text{ d}^{-1}$ , overlapping the literature values for California fog precipitation cited above.

**Table 2.** Deposition Estimates Via Fog, Rain, and Dry for HgT and MMHg Based on Measurements Taken in the Monterey Bay Region<sup>a</sup>

Deposition Type, Time Period	Hg Species	Deposition ng Hg m <sup>-2</sup>
Fog, June–August	HgT	42–4600
Rain, November–April	HgT	3610 ± 2400
Dry, Annual	HgT	2700 ± 1400
Fog, June–August	MMHg	14–1500
Rain, November–April	MMHg	9 ± 7

<sup>a</sup>The deposition via rain was obtained from *Conaway et al.* [2010]. Dry deposition was measured at site CA48 (Elkhorn Slough).

We then can calculate rough estimates of HgT and MMHg deposited to the Monterey Bay coastal area during the summer of 2011: 42–4600 and 14–1500 ng m<sup>-2</sup>, respectively.

[20] Putting the Hg flux from fog water values into context (Table 2), HgT and MMHg deposition via rain water in Santa Cruz were recently estimated at 3610 and 9 ng m<sup>-2</sup> over the rainy season of 2007–2008 (November–April) [*Conaway et al.*, 2010]. Mean Hg flux from dry deposition was also estimated from measurements at Elkhorn Slough at 2700 ng m<sup>-2</sup> y<sup>-1</sup> (auxiliary material). Thus, the relative contribution of fog water deposition of HgT and MMHg to total atmospheric deposition is estimated here to be 7–42% and 61–99%, respectively. These ratios suggest that fog water may constitute a large fraction of MMHg in that deposition. It is also important to emphasize the importance of this process to Hg loadings during the dry season, when fog is the main source of moisture and many coastal plant communities that have been observed to utilize fog water over ground water for metabolism [*Dawson*, 1998].

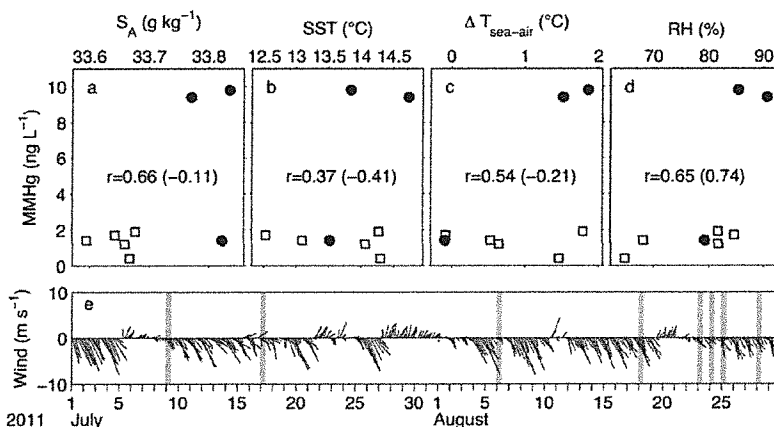
### 3.3. Upwelling as a Potential Source of MMHg in Coastal Fog

[21] To explore the hypothesis that high MMHg concentrations in fog could be a result of evasion of DMHg from coastal ocean upwelling, we compare the MMHg

measurements with oceanic and meteorological conditions at ocean mooring M1, which is located in the mean path of upwelling filaments that flow into the Monterey Bay. The plots in Figures 3a–3d show that the anomalously high MMHg values at UCSC coincided with M1 ocean surface conditions that were relatively saline yet warm and atmospheric conditions marked by a relatively high sea-air temperature difference and relatively high relative humidity. With recent upwelling, conditions at the surface are typically saline and cold, so saline and warm conditions indicate recent upwelling followed by the warming that occurs during wind relaxations and/or reversals. By examining wind directions and speeds during the entire sampling period (July 1–Aug. 31) (Figure 3e), we note that the times of lower MMHg fog concentrations (7/17, 8/18, 8/23–25, 8/28) coincided with periods of steady upwelling favorable winds (as indicated by relatively strong northwesterly winds), whereas the highest MMHg concentrations followed a sequence of strong upwelling/strong relaxation of upwelling. These data suggest that the typical cycles of upwelling and relaxation may act as an Hg pump. From the starting hypothesis that upwelling brings DMHg-bearing sediments in contact with the oceanic mixed layer and overlying atmosphere, our data suggest that 1) the presence of recently upwelled waters (high salinity) is required and 2) the transfer of Hg into fog and subsequent transport to land may be enhanced at a specific period in upwelling/relaxation cycles, when the surface ocean has warmed, the sea-air temperature gradient is enhanced, and atmospheric humidity is elevated. Measurements of DMHg in seawater and the overlying atmosphere in association with a knowledge of upwelling and relaxation cycles would be needed to verify this hypothesis.

### 4. Summary

[22] Twenty-five fog water and five rain water samples were collected during the spring and summer of 2011 at several locations in the Monterey Bay area. Mean HgT and



**Figure 3.** Relationships between MMHg in fog samples at UCSC (solid circles) and LML (open squares), and mean values of (a) absolute salinity ( $S_A$ ), (b) sea surface temperature, (c) the sea-air temperature difference, and (d) relative humidity at mooring M1 from the 24-h preceding the end of the fog sampling time. The first number on each plot is the correlation coefficient using all the data and the second number using LML samples only. (e) Stick plot showing 4-h mean wind direction and wind speed at mooring M1 over the duration of fog samples (shaded bars) analyzed for MMHg. Stick length indicates wind speed and the direction the stick is pointing indicates the direction the wind is blowing towards. Upwelling favorable winds are directed southeastward (alongshore/equatorward).

MMHg concentrations of fog water samples were  $10.7 \pm 6.8$  and  $3.4 \pm 3.8$  ng L<sup>-1</sup> respectively. MMHg as a percentage of HgT ranged from 7 to 100%. In contrast, mean HgT and MMHg concentrations in rain water were  $1.8 \pm 0.9$  and  $0.1 \pm 0.04$  ng L<sup>-1</sup>, or 2–10% MMHg. The MMHg concentrations in fog water were about a factor of five higher than those seen previously in rain water and appear to constitute an important, and previously unrecognized, source of MMHg to coastal ecosystems.

[23] Based on a range of regional fog water fluxes estimated using standard fog water collectors and our measured HgT and MMHg concentrations, it is estimated that fog deposition accounts for depositions of 42–4600 ng m<sup>-2</sup> for HgT and 14–1500 ng m<sup>-2</sup> for MMHg along the central California coastline during its foggy season. Those fog water fluxes would, therefore, account for 7–42% of HgT and 61–99% of MMHg in the total atmospheric deposition (rain, fog and dry) in that region.

[24] A source of MMHg in fog is thought to be degassing of DMHg from oceanic upwelling with subsequent conversion to MMHg and uptake by cloud droplets. The data presented here suggest that the highest MMHg concentrations in fog water coincided with upwelling followed by relaxation cycles, when the surface ocean had warmed, the sea-air temperature gradient was enhanced, and atmospheric humidity was elevated. However, the small sample size in this study and the potentially far reaching consequences of the results underscore the need to continue to collect fog water in various coastal environments to determine the spatio-temporal variations in HgT and MMHg concentrations along with more detailed measurements of fog water deposition fluxes to regional ecosystems.

[25] **Acknowledgments.** This research was funded by a grant from the Packard Endowment for Ocean Sciences and Technology through the Institute of Marine Sciences at UCSC. We acknowledge the Mae Gustin Lab at University of Nevada Reno with funding from the Electric Power Research Institute. Technical help was provided by Priya Ganguli, Christopher Conaway, Zachary Janatpour, and Robert Franks.

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# MONTARA WATER & SANITARY DISTRICT

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To: Romberg Tiburon Center, San Francisco State University  
Attention: Andrew Oliphant, Professor, Department of Geography and  
Environment

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From: Clemens Heldmaier, General Manager  
Montara Water and Sanitary District ("MWSD")

Subject: Revocable Permit to Enter Property

PERMISSION IS HEREBY GRANTED to the Romberg Tiburon Center, San Francisco State University ("Permittee"), to enter upon and use that portion of MWSD's property referenced hereinafter as the "Premises" to conduct activities related to Permittee's fog monitoring project ("Project") described in Exhibit "A", attached hereto and incorporated herein by reference, subject to the following terms and conditions.

1. Term. This permit ("Permit") shall be effective from the date set across from Permittee's signature hereinbelow and shall remain in effect for the duration of the Project, which is estimated to be completed on or before September 30, 2015; provided, that MWSD may extend the term of this Permit at MWSD's sole discretion upon Permittee's request for a reasonable period for completion of the Project. Notwithstanding the foregoing, this Permit is subject to MWSD's termination as hereinafter provided.

2. Premises. The Premises ("Premises") includes an unimproved portion of MWSD's property approximately ten (10) feet wide by ten (10) feet long to be located along the westerly portion of MWSD's property at 8888 Cabrillo Highway, Montara, CA 94037 at a place approved by MWSD. Permittee's activities shall be conducted solely on the Premises, except that Permittee shall have reasonable pedestrian ingress and egress privileges to and from the Premises and use of MWSD's vehicle parking area in conjunction with use of the Premises.

3. Permission Revocable. This Permit does not constitute a deed, grant of easement, lease, conveyance, or transfer of any property interest in or to the

Premises or any other portion of MWSD's property. This Permit is revocable, and may be terminated without cause at any time at the will of MWSD, effective upon not less than twenty four (24) hours' prior notice thereof. Notwithstanding the foregoing, this Permit may be terminated for cause immediately upon notice from MWSD to Permittee.

4. Notification Prior to Entry. Permittee shall notify MWSD in writing by mail, facsimile or e-mail of Permittee's commencement of its activities hereunder not less than three (3) business days prior to Permittee's initial entry upon the Premises. Permittee shall notify MWSD by telephone, e-mail or facsimile not less than twenty four hours prior to Permittee's subsequent entry upon the Premises; provided that, on occasions when Permittee intends to visit the Premises on an uninterrupted daily basis, Permittee may give a single notification of the estimated duration of those visits and Permittee's estimated time of arrival and departure on each day thereof.

Written notices required or convenient hereunder to MWSD shall be addressed to:

Montara Water and Sanitary District  
P.O. Box 370131  
Montara, CA 94037

Phone: (650) 728-3545  
Facsimile: (650) 728-8556  
E-mail: mwsd@coastside.net

and to Permittee, addressed to:

Romberg Tiburon Center, San Francisco State University  
Attention: Andrew Oliphant, Professor, Department of  
Geography and Environment

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

5. No Interference. Permittee shall conduct all activities permitted hereunder in an efficient and expeditious manner. Permittee's activities shall be conducted so as not to interfere in any manner with MWSD's activities, business and related operations conducted on and within MWSD's property and improvements.



6. Condition, Maintenance of Premises. Permittee hereby accepts the Premises in its "as is" condition, and assumes all risks associated therewith. Except for the instruments and associated structure described Exhibit "A," attached hereto and incorporated herein by reference, Permittee shall not construct, install or place any improvements, structures, supplies, materials or equipment in, upon, over or under the Premises, and shall not alter the Premises or otherwise change the configuration thereof. Permittee shall maintain the Premises in a clean, neat and orderly condition. Upon expiration of the duration of the use permitted hereunder or earlier expiration or termination of this Permit, Permittee shall restore the Premises to the condition substantially conforming to that existing upon commencement of Permittee's use thereof.

7. Hazardous Substances. Permittee shall not use, generate, store or dispose of any Hazardous Material on, under, over, about or within the Premises in violation of any law or regulation. Permittee agrees to defend, indemnify and hold harmless MWSD, its governing Board, officers, employees, and agents from and against any and all losses, liabilities, claims and/or costs (including reasonable attorneys, consultants, and experts fees and costs associated with litigation) arising from any breach of Permittee's agreement contained in the first sentence of this paragraph. The foregoing provisions shall not be deemed a limitation upon the provisions of paragraph 9 (Hold Harmless). As used in this paragraph, "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, any substance known by the State of California to cause cancer and/or reproductive toxicity, and/or any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation. The provisions of this paragraph shall survive the expiration or termination of this Permit.

8. Release. Permittee hereby acknowledges that MWSD's property is used for conducting the business and operation of its publicly owned water and sewerage systems and that portions of the property within which the Premises is located are unimproved, may contain vehicles, machines, equipment, materials and supplies used by MWSD for conducting the business and operation of those systems and that such operation is of an industrial or commercial nature involving risks of personal injury and property damage. Permittee further acknowledges that it is familiar with MWSD's operations and properties, and that Permittee has inspected the Premises. Permittee hereby assumes any and all risks associated with entering upon, occupying, and using the Premises and hereby releases MWSD, its governing Board, officers, employees, and agents (collectively, "Indemnitees") from any and all liabilities arising from Permittee's use and occupancy of the Premises and/or from entering upon MWSD's property, including, but not limited to, the Premises.

Permittee hereby expressly waives any rights which may accrue to Permittee under the provisions of California Civil Code Section 1542, which provides:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

9. Hold Harmless. Permittee hereby agrees to defend, indemnify, and save harmless MWSD, its governing Board, officers, employees and agents (collectively, “Indemnitees”) from and against any and all claims, suits, actions, liability, loss, damage, expense, or costs (including reasonable attorneys, consultants, and experts fees and costs associated with litigation) of every nature, kind, or description, which may be brought against, suffered, or sustained by Indemnitees arising out of or in connection with Permittee’s entry upon, use and occupancy of the Premises, or otherwise arising out of Permittee’s exercise of the privileges granted hereunder, except such loss or damage caused by the sole negligence or willful misconduct of MWSD.

The duty of Permittee to indemnify and save harmless as set forth herein includes the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein contained shall be construed to require Permittee to indemnify Indemnitees against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

10. Insurance. Permittee shall acquire and maintain under a policy or policies provided by an insurer or insurers admitted in California, or provide under a self-insurance program approved by MWSD, public liability insurance covering the activities of Permittee, its employees, volunteers, agents or representatives conducted pursuant to this Permit that provides a combined limit of not less than One Million Dollars (\$1,000,000) per occurrence and aggregate.

Prior to initial entry upon the Premises, Permittee shall furnish MWSD with:

(1) certificate(s) and (2) copy(ies) of information or declaration pages of the policy or policies of insurance required hereunder or (3) other evidence of coverage satisfactory to MWSD with original endorsements:

(a) Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after MWSD shall have received written notification of cancellation or reduction in coverage by first class mail;

(b) Providing that Permittee’s Insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability (cross liability endorsement);

(c) Naming MWSD, its governing Board, officers, employees, and agents, as additional insureds; and

(d) Providing that Permittee's Insurance shall be primary insurance with respect to MWSD, its its governing Board, officers, employees, and agents, and that any insurance or self-insurance maintained by them shall be in excess of Permittee's Insurance and not contributory with it.

11. Abandonment. In the event that Permittee fails to use the Premises for the use permitted hereunder, or otherwise shall fail to exercise its privileges hereunder, or shall fail to comply with any of the conditions herein contained, or in the event that this Permit shall be revoked, then all privileges of Permittee hereunder shall forthwith cease and terminate.

12. Non-Assignable. This Permit and the privileges granted to Permittee hereunder shall not be assigned by Permittee.

\_\_\_\_\_  
Clemens Heldmaier, General Manager

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The foregoing Permit and its terms and conditions are hereby acknowledged and accepted.

Dated: \_\_\_\_\_

ROMBERG TIBURON CENTER,  
Permittee

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

### Fog Monitoring Project

Permittee's Fog Monitoring Project ("Project") consists, in general, of the collection and analysis of water droplets contained in fog to determine the chemical composition of fog water observed along the California coast with particular reference to the distribution of mercury forms and other chemical constituents and the mechanisms for their transport. The California coastal fog water will also be compared with fog water collected in Nova Scotia and South Africa. Ultimately this research may result in determining the effect, if any, upon the environment and threats to the health of life forms.

The following instruments will be deployed for monitoring fog water collected on the Premises:

- Caltech Active Strand Cloud Collector, an active fog sampler designed for collection of bulk fog samples
- Optical fog detector
- Passive mesh fog collector
- Standard meteorology instruments
- Data logger and control system

#### Deployment Description:

The main instruments will be mounted on a standard tripod approximately 5 feet high. The tripod will be bolted to a plywood base, which will be secured by sand bags. A frame secured by guy wires will hold a one-square-meter passive mesh collector and tipping bucket rain gauge.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens H. Heldmaier', written in a cursive style.

**SUBJECT: Review and Possible Action Concerning Report  
from the CCWD-MWSD Joint Committee**

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The CCWD – MWSD Joint Committee met on February 18. This item has been placed on the agenda to allow the committee to report to the full Board.

## RECOMMENDATION:

This is for board information from the committee members and possible direction to staff by the full board.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 6, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Nomination of Representative on the CSDA Board of Directors**

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The California Special Districts Association (CSDA) is conducting a call for nominations for Seat C for the 2015-2017 term. Our district is part of Region 3 which includes the greater Bay Area (from Mendocino to Monterey Counties). A board member is expected to attend all Board meetings, usually eight per year, but is reimbursed for travel by CSDA. Any independent special district with current membership in CSDA is eligible to designate one person, such as a board member or managerial employee, for election as a director of CSDA. A copy of the District's resolution or minute action must accompany the nomination form. The deadline for receiving nominations is May 23, 2014.

CSDA will mail ballots on June 6. The ballots must be received by CSDA on August 1, 2014 and successful candidates will be notified before August 5.

In the past Director Slater-Carter has expressed interest in serving on the CSDA Board, therefore staff prepared an according resolution. Any Director serving on the MWSD Board is eligible to serve on CSDA Board as well.

## RECOMMENDATION:

Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING THE NOMINATION OF KATHRYN SLATER-CARTER AS REGION 3 REPRESENTATIVE TO THE CSDA BOARD OF DIRECTORS.

Attachment

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
AUTHORIZING THE NOMINATION OF KATHRYN SLATER-CARTER AS REGION  
3 REPRESENTATIVE TO THE CSDA BOARD OF DIRECTORS**

WHEREAS, the California Special Districts Association (CSDA) is soliciting nominations for Seat "C" on the Board of Directors; and

WHEREAS, any nominations of this District may be appointed by resolution; and

WHEREAS, District Board Member and Director Kathryn Slater-Carter is interested in serving on the CSDA Board of Directors and possesses all the skills and background necessary to perform in an exemplary manner;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, AS FOLLOWS:

1. Director Kathryn Slater-Carter is hereby nominated by this Board to serve on Seat C of Region 3 representative on the California Special District Association Board of Directors for a term which expires in 2017.
2. A copy of this resolution shall be presented to CSDA as a record of the Board's nomination.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 6<sup>th</sup> day of March 2014, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** February 21, 2014

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2015 - 2017 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy.
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).





**California Special  
Districts Association**  
*Districts Stronger Together*

## BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

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

Region: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 23, 2014***



California Special  
Districts Association  
*Districts Stronger Together*

## 2015 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

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

District/Company: \_\_\_\_\_

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

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 5, 2014 will not be included with the ballot mailing.**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 6, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Cancellation of the Next Regular Scheduled  
Meeting March 20, 2014.**

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At this time Staff recommends holding the January 2, 2014 meeting.

## RECOMMENDATION:

Authorize the Manger and President to confer if the next regular scheduled meeting be held.