



MONTARA WATER & SANITARY  
DISTRICT

**BOARD OF DIRECTORS MEETING**

November 3, 2016

MINUTES

**REGULAR SESSION BEGAN AT 7:35 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Slater-Carter, Boyd, Harvey, Wilson and Huber

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier,  
District Clerk, Judy Gromm

Others Present: District Counsel, Dave Schricker

**PRESIDENT'S STATEMENT – None**

**ORAL COMMENTS** - Director Slater-Carter noted the District's website now has information on the latest rainfall. This site gives you the rainfall information by the hour, day and month. Additionally, there is a link that will take you back to past data to 2001 and one that goes back to 1949 on the airport site. We are now up over 4-1/2 inches and we are hoping it continues to fall because as we all know, there are no guarantees.

General Manager Heldmaier reported the official NOAA weather site is up and running. It is the only site between San Francisco and Santa Cruz. This station produces raw data that NOAA uses in many different ways. Mr. Heldmaier further noted staff is currently working on graphs to add to our website.

**PUBLIC HEARING - None**

**CONSENT AGENDA**

1. Approve Minutes for September 1, 2016.
2. Approve Financial Statements for September 2016.
3. Approve Warrants for November 1, 2016.

4. SAM flow Report for September 2016.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for September 2016.
8. Rain Report.
9. Solar Energy Report.
10. Monthly Public Agency Retirement Service Report for August 2016.

Director Wilson moved to approve the Consent Agenda. Director Boyd seconded the motion.

All Directors were in favor and the motion passed 5 – 0.

## **OLD BUSINESS**

### **1. Review and Possible Action Concerning Approval of Road Improvement Agreement with Alta Vista Neighborhood Association.**

General Manager Heldmaier reported this item was first presented at the September 1, 2016 meeting. The Board of Directors asked legal counsel to prepare an agreement for the below described engagement with the AV neighborhood association.

Under Jim Sayre's leadership, the bordering property owners propose to improve the road to acceptable standards. The owners' contractor has received a Coastal Development Permit (CDP) for the work. A condition of the CDP is that the owners establish a homeowners association to maintain the road in the future. Mr. Sayre is spearheading formation of the homeowners association.

The AV Road improvement project will be a private project funded by the bordering owners. In that regard, the CDP acknowledges that the road is a private road. (Historically, the County has never maintained the road.) The proposed improvements include widening and paving the surface, adding turnouts to increase emergency access, and installing drainage features. MWSD is an incidental beneficiary of the improvements because they will substantially improve access to the AV site and vicinity.

District staff and Director Huber have been in contact with Mr. Sayre throughout the planning process. The estimated total project cost is over \$180,000. At this time the AV neighborhood is asking the District to indicate that it would participate financially with one-time contribution of \$40,000 payable after completion of the project.

The payment would equate to the value received by the District in the form of the improved access to the AV site and elimination of the periodic and uncertain costs of maintenance historically undertaken by the District.

Director Huber moved to approve the draft agreement and adopt the next resolution in line authorizing execution of agreement at appropriate time. Director Boyd seconded the motion.

A roll call vote was called for and all were in favor. The motion passed 5 – 0.

## **2. Review and Possible Action Concerning Unveiling of OpenGov Online Platform.**

General Manager Heldmaier reported in an effort to continue the Districts history of transparency with its rate payers, the District has decided to join the 1,200 plus public agencies in utilizing the services of OpenGov. OpenGov's premise is to drive operational excellence and build trust through the development of a platform that powers the budget process, drives accurate management reporting across the organization, and informs elected officials and citizens with open data.

Since engaging the services of OpenGov, District staff has begun the process of uploading historical data as well as current fiscal year data in order to further access accurate financial and performance data. Peter Medina with Maze and Associates will provide a presentation of the District's custom platform developed by OpenGov.

Mr. Medina briefly discussed the background on the work that has been going on behind the scenes for this new online project for the District. Mr. Medina has been working with the staff to provide the information needed to implement the program on the District's website. Currently F/Y 13/14, 14/15 and 15/16 are online ready for public viewing. Mr. Medina noted this helps track expenditures and gives the public information for transparency. Mr. Medina further noted he was not quite comfortable with working the program but is progressing well.

Liz Leon of Open.Gov took over the presentation and walked the Board, staff and public through some of the reports that will be available very soon online. Ms. Leon explained that this is a web based tool that will help agencies better plan, operate and communicate throughout the management life cycle. Our products arm you all with reports that you can use internally for data driven decision making as well as communicate operations and spending externally to your citizens as well.

Ms. Leon reviewed a couple of reports as well as the navigation techniques and built in guides for the Board to review, question and comment on.

Director Wilson questioned the clarity of the information. Mr. Medina agreed there needed to be some adjustments for better clarity.

Director Slater-Carter suggested working with PCTV and video a training session to put on utube and the District Website. Ms. Leon was happy to help with this request.

General Manager Heldmaier suggests how the information is put into the system will be how one interprets the data. Mr. Heldmaier suggests internally spending time before we go online to make sure all our groupings are all ok. We will need better clarification on how we are going to present this information.

Director Huber questioned the time that has been involved thus far and how accurate is the data being presented. Mr. Medina reported the information is taken from a monthly data report. Mr. Medina was not sure how much time to date has been spent on this project.

Director Huber questioned how this would help the yearly audit. Mr. Medina answered it would not.

Director Huber questioned who would determine what is posted on OpenGov. Mr. Medina suggested this would be a Finance Committee determination.

Director Boyd questioned when will the information be uploaded to site for the public to view? Mr. Medina suggested he needed more time for fine tuning the way we will display the information.

Director Wilson questioned when Mr. Medina would be willing to bring this to the Finance Committee for a review. General Manager Heldmaier suggested before the next Board Meeting to have a Finance Committee meeting and review the information that will be online.

Director Huber would like to have access to the site to review the information and display. Ms. Leon will make sure Director Huber is set up for access to the site.

Director Slater-Carter questioned how many agencies OpenGov is serving right now. Ms. Leon answered 1200 across 48 states. Director Slater-Carter questioned if OpenGov has had any problems visually representing the data that has been presented to them. Ms. Leon noted they take data integrity very seriously. Before we uploaded any data we went through the chart of accounts very carefully with Mr. Medina. We have had no issues with any data being misrepresented.

### **3. Receive Update on Diversion Structure Improvement Project.**

General Manager Heldmaier reported he was pleased to announce the completion of the announced access improvements at the Districts surface water diversion line. Despite encountering a few environmental obstacles the District staff was able to assist with the staging and installation of the walkways and staircase keeping the project within budget. Due to the before mentioned wildlife encounters a bio-monitor was required during the term of the contract, however those costs were able to be significantly augmented by District staff. Before the project began, an in house training provided by GGNRA allowed for a member of staff to become deputized and bio-monitor for portions of the project.

### **NEW BUSINESS - None**

## REPORTS

### 1. Sewer Authority Mid-Coastside Meeting (Boyd) –

- Director Boyd reported all 3 agencies have agreed to move forward on the Recycled Water Project and fund the engineering design work.
- We authorized spending an additional amount for bringing in some outsourced resources to clean lines.
- We are updating some minor things at the treatment plant that are well past their end of life.
- The second digester is scheduled to be cleaned.

### 2. MidCoast Community Council Meeting (Slater-Carter) –

- Director Slater-Carter reported the development at the Vallemar Bluffs is being discussed.
- MCC is working closely with the County regarding the issues with La Costanera.
- The next meeting is scheduled for November 9<sup>th</sup>.

### 3. CSDA Report (Slater-Carter) – None

### 4. CCWD, NCCWD Committee Report – (Harvey, Huber) None

### 5. Attorney's Report (Schricker) – None

### 6. Directors Report – None

7. **General Manager's Report (Heldmaier)** – reported there was street damage on Kanoff between Le Conte and Tamarind. We recently had sewer work done there and are watching and working very closely with the county to resolve this issue. General Manager Heldmaier reported this was not a water or sewer issue, it seems to be a drainage issue. Safety precautions have been made for safety issues.

## FUTURE AGENDAS-

**REGULAR MEETING ENDED at 8:36 P.M.**

Respectfully Submitted,

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

Approved on the 19th, January 2017

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 19, 2017

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 thru November, 2016 Variances over  
\$2,000:**

- 4610 Property Tax Receipts, \$94,612 below Budget – 1<sup>st</sup> large property tax assessment was received in December.
- **Overall Total Operating Income for the period ending November 30, 2016 was \$91,587 below budget. Total revenue received to date is \$54,247.**
- 5270 Information Systems, \$2,373 below Budget – Minimal activity to date. Budget is spread evenly between twelve months.
- 5400 Legal, \$4,548 above Budget- General legal line item impacted due to on-going general sewer legal issues.
- 5610 Accounting, \$4,850 below Budget – Difference due to timing in the billing.
- 5620 Audit, \$2,700 below Budget – Full cost of audit has yet to be billed.
- 5630 Consulting, \$3,070 below Budget – District's Strategic Plan is still being developed.
- 5640 Data Services, \$2,110 below Budget – Minimal activity to date.
- 6170 Claims, Property Damage, \$4,167 below Budget – No claims to date.
- 6200 Engineering, \$10,794 below Budget – District has worked with Nute to keep expenditures in a manageable range.
- 6600 Collection/Transmission, \$ 4,167 below Budget - No activity to-date.
- 6940 & 6950 SAM Maintenance, Collection Sys, \$16,667 below Budget & 6950 SAM Maintenance, Pumping, \$20,833 below Budget (respectively) – No activity to-date.
- **Overall Total Operating Expenses for the period ending November 30, 2016 were \$59,563 below Budget.**
- **Total overall Expenses for the period ending November 30, 2016 were \$70,017 below budget. For a net ordinary loss of \$21,569, budgeted vs. actual. Actual net ordinary loss is (\$588,053).**
- 7100 Connection Fees, \$16,953 above Budget – One New Construction connections and no Remodel connections sold in November.
- 7200 Interest Income, LAIF – 1<sup>st</sup> FY quarter interest income has not yet been booked.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

**For Meeting Of: January 19, 2017**

**TO: BOARD OF DIRECTORS**

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

- 8000 CIP, \$77,264 below Budget – SIP repairs, 25% recycle water payment to determine feasibility of project, and emergency Repair at Moss Beach Distillery paid for in November.
- 9200 I-Bank Loan, \$10,674 below Budget – Variance due to timing.

**RECOMMENDATION:**

This is for Board information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 19, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July thru November, 2016 Variances over \$2,000:**

- 4610 Property Tax Receipts, \$94,612 below Budget – 1<sup>st</sup> large property tax assessment was received in December.
- 4810 Water Sales, \$52,785 above Budget – Increase in sales and related payments received.
- **Overall Total Operating Income for the period ending November 30, 2016 was \$33,215 below budget. Total revenue received to date is \$856,764.**
- 5240 CDPH Fees, \$6,458 below Budget – To date, no invoices have been paid.
- 5400 Legal, \$10,832 below Budget – Legal costs has been held below expectation.
- 5530 Memberships, \$8,390 above Budget – Traditionally, Membership dues are paid at the end and beginning of the calendar year.
- 5610 Accounting, \$4,850 below Budget – Difference due to timing in the billing.
- 5620 Audit, \$10,200 below Budget – Audit cost expected to be below budget to Federal Expenditures being below \$750K, thus not making the District responsible for a single audit.
- 5630 Consulting, \$2,719 below Budget – District's Strategic Plan is still being developed.
- 6170 Claims, Property Damage, \$3,992 below Budget – No claims over the District's deductible have been incurred.
- 6180 Communications, \$3,068 above Budget – Anticipated capitalized costs currently booked as an expenditure.
- 6200 Engineering, \$ 5,909 below Budget – General Engineering costs have been held below budget.
- 6400 Pumping, \$20,902 below Budget – PG&E costs have been less than expected to date. A large catch up bill is typically received near the end of the calendar year.
- 6500 Supply, \$5,310 below Budget – Minimal activity in November.
- 6600 Collection/Transmission, \$11,284 below Budget – Water Main maintenance has been held well below budget.
- 6700 Treatment, \$7,992 below Budget – Chemicals and Filtering charges held in check.
- 6800 Vehicles, \$2,560 below Budget – Indicative of lower fuel costs.
- **Overall Total Operating Expenses for the period ending November 30, 2016 were \$55,345 below budget.**





# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: January 19, 2017**

**TO: BOARD OF DIRECTORS**

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

- **Total overall Expenses for the period ending November 30, 2016 were \$83,560 below budget. For a net ordinary income of \$50,345, budgeted vs. actual. Actual net ordinary income is \$322,148.**
- 7100 Connection Fees, \$3,947 above Budget – No new connections sold in November.
- 7600 Bond Revenues, G.O. \$409,410 below Budget – County remitted first payment in November, more payments to follow in December and January to pay debt service.
- 8000 CIP, \$247,963 above Budget – Majority of large invoices paid in connection with the 4<sup>th</sup> street main replacement project.
- 9100 Interest Expense- GO Bonds, \$124,713 below Budget – Variance due to timing.
- 9150 SRF Loan, \$18,992 below Budget – Variance due to timing.

## RECOMMENDATION:

This is for Board information only

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through November 2016

	Jul - Nov 16	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	14,286.50	13,958.35	328.15
4400 · Fees			
4410 · Administrative Fee (New Constr)	487.00	1,250.00	-763.00
4420 · Administrative Fee (Remodel)	1,448.00	625.00	823.00
4430 · Inspection Fee (New Constr)	460.00	1,041.65	-581.65
4440 · Inspection Fee (Remodel)	2,464.00	1,458.35	1,005.65
4460 · Remodel Fees	3,071.90	2,916.65	155.25
<b>Total 4400 · Fees</b>	7,930.90	7,291.65	639.25
4610 · Property Tax Receipts	22,887.64	117,500.00	-94,612.36
4720 · Sewer Service Refunds, Customer	-667.68	-1,666.65	998.97
4760 · Waste Collection Revenues	9,800.94	8,750.00	1,050.94
4990 · Other Revenue	8.49		
<b>Total Income</b>	54,246.79	145,833.35	-91,586.56
<b>Gross Profit</b>	54,246.79	145,833.35	-91,586.56
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	4,051.75	2,291.65	1,760.10
5200 · Board of Directors			
5210 · Board Meetings	1,421.58	1,250.00	171.58
5220 · Director Fees	825.00	1,375.00	-550.00
5230 · Election Expenses	819.68	1,666.65	-846.97
<b>Total 5200 · Board of Directors</b>	3,066.26	4,291.65	-1,225.39
5250 · Conference Attendance	0.00	833.35	-833.35
5270 · Information Systems	126.87	2,500.00	-2,373.13
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	1,918.47	708.35	1,210.12
<b>Total 5300 · Insurance</b>	1,918.47	916.70	1,001.77
5350 · LAFCO Assessment	1,526.00	833.35	692.65
5400 · Legal			
5420 · Meeting Attendance, Legal	2,145.00	3,958.35	-1,813.35
5430 · General Legal	14,695.00	8,333.35	6,361.65
<b>Total 5400 · Legal</b>	16,840.00	12,291.70	4,548.30
5510 · Maintenance, Office	3,111.39	3,333.35	-221.96
5540 · Office Supplies	2,432.01	3,333.35	-901.34
5550 · Postage	177.85	1,041.65	-863.80
5560 · Printing & Publishing	162.69	1,250.00	-1,087.31
5600 · Professional Services			
5610 · Accounting	7,650.00	12,500.00	-4,850.00
5620 · Audit	10,300.00	13,000.00	-2,700.00
5630 · Consulting	8,596.89	11,666.65	-3,069.76
5640 · Data Services	390.00	2,500.00	-2,110.00
5650 · Labor & HR Support	1,511.25	937.50	573.75
5660 · Payroll Services	374.73	333.35	41.38
<b>Total 5600 · Professional Services</b>	28,822.87	40,937.50	-12,114.63

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through November 2016

	Jul - Nov 16	Sewer Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	0.00	1,041.65	-1,041.65
5720 - Telephone & Internet	5,427.24	4,583.35	843.89
5730 - Mileage Reimbursement	536.74	625.00	-88.26
5740 - Reference Materials	0.00	83.35	-83.35
5790 - Other Administrative	119.00		
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	6,484.34	6,298.75	185.59
5820 - Employee Benefits	14,325.70	14,325.85	-0.15
5830 - Disability Insurance	453.46	616.25	-162.79
5840 - Payroll Taxes	5,157.24	6,883.75	-1,726.51
5850 - PARS	5,973.63	5,736.65	236.98
5900 - Wages			
5910 - Management	42,953.10	38,905.40	4,047.70
5920 - Staff	48,963.32	49,351.65	-388.33
5930 - Staff Certification	750.00	750.00	0.00
5940 - Staff Overtime	1,112.03	974.60	137.43
5950 - Staff Standby	0.00		
Total 5900 - Wages	93,778.45	89,981.65	3,796.80
5960 - Worker's Comp Insurance	604.48	1,520.40	-915.92
Total 5800 - Labor	126,777.30	125,363.30	1,414.00
<b>Total 5000 - Administrative</b>	<b>195,096.44</b>	<b>205,550.90</b>	<b>-10,454.46</b>
6000 - Operations			
6170 - Claims, Property Damage	0.00	4,166.65	-4,166.65
6195 - Education & Training	0.00	416.65	-416.65
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	833.35	-833.35
6220 - General Engineering	10,873.09	20,833.35	-9,960.26
Total 6200 - Engineering	10,873.09	21,666.70	-10,793.61
6320 - Equipment & Tools, Expensed	0.00	416.65	-416.65
6330 - Facilities			
6335 - Alarm Services	2,318.04	2,225.00	93.04
6337 - Landscaping	760.00	1,000.00	-240.00
Total 6330 - Facilities	3,078.04	3,225.00	-146.96
6400 - Pumping			
6410 - Pumping Fuel & Electricity	9,860.93	11,250.00	-1,389.07
Total 6400 - Pumping	9,860.93	11,250.00	-1,389.07
6600 - Collection/Transmission			
6660 - Maintenance, Collection System	0.00	4,166.65	-4,166.65
Total 6600 - Collection/Transmission	0.00	4,166.65	-4,166.65
6800 - Vehicles			
6810 - Fuel	0.00	333.35	-333.35
6820 - Truck Equipment, Expensed	0.00	66.65	-66.65
6830 - Truck Repairs	0.00	166.65	-166.65
Total 6800 - Vehicles	0.00	566.65	-566.65

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July through November 2016

	Jul - Nov 16	Sewer Budget	\$ Over Budget
<b>6900 - Sewer Authority Midcoastside</b>			
6910 - SAM Collections	134,003.35	134,003.35	0.00
6920 - SAM Operations	289,387.90	289,387.90	0.00
6940 - SAM Maintenance, Collection Sys	0.00	16,666.65	-16,666.65
6950 - SAM Maintenance, Pumping	0.00	20,833.35	-20,833.35
<b>Total 6900 - Sewer Authority Midcoastside</b>	<b>423,391.25</b>	<b>460,891.25</b>	<b>-37,500.00</b>
<b>Total 6000 - Operations</b>	<b>447,203.31</b>	<b>506,766.20</b>	<b>-59,562.89</b>
<b>Total Expense</b>	<b>642,299.75</b>	<b>712,317.10</b>	<b>-70,017.35</b>
<b>Net Ordinary Income</b>	<b>-588,052.96</b>	<b>-566,483.75</b>	<b>-21,569.21</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	78,394.27	58,440.00	19,954.27
7120 - Connection Fees (Remodel)	17,832.10	20,833.35	-3,001.25
<b>Total 7100 - Connection Fees</b>	<b>96,226.37</b>	<b>79,273.35</b>	<b>16,953.02</b>
7200 - Interest Income - LAIF	0.00	2,500.00	-2,500.00
<b>Total 7000 - Capital Account Revenues</b>	<b>96,226.37</b>	<b>81,773.35</b>	<b>14,453.02</b>
<b>Total Other Income</b>	<b>96,226.37</b>	<b>81,773.35</b>	<b>14,453.02</b>
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8075 - Sewer	650,132.34	727,395.85	-77,263.51
<b>Total 8000 - Capital Improvement Program</b>	<b>650,132.34</b>	<b>727,395.85</b>	<b>-77,263.51</b>
<b>9000 - Capital Account Expenses</b>			
9125 - PNC Equipment Lease Interest	7,478.80	8,319.18	-840.38
9175 - Capital Assessment - SAM	64,045.85	64,045.85	0.00
9200 - I-Bank Loan	2,134.81	12,808.84	-10,674.03
<b>Total 9000 - Capital Account Expenses</b>	<b>73,659.46</b>	<b>85,173.87</b>	<b>-11,514.41</b>
<b>Total Other Expense</b>	<b>723,791.80</b>	<b>812,569.72</b>	<b>-88,777.92</b>
<b>Net Other Income</b>	<b>-627,565.43</b>	<b>-730,796.37</b>	<b>103,230.94</b>
<b>Net Income</b>	<b>-1,215,618.39</b>	<b>-1,297,280.12</b>	<b>81,661.73</b>

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July through November 2016

	Water		
	Jul - Nov 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	14,286.45	13,958.35	328.10
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,948.00	1,875.00	73.00
4420 · Administrative Fee (Remodel)	0.00	375.00	-375.00
4430 · Inspection Fee (New Constr)	1,840.00	1,770.85	69.15
4440 · Inspection Fee (Remodel)	460.00	333.35	126.65
<b>Total 4400 · Fees</b>	4,248.00	4,354.20	-106.20
4610 · Property Tax Receipts	22,887.61	117,500.00	-94,612.39
4740 · Testing, Backflow	6,548.00	5,416.65	1,131.35
4810 · Water Sales, Domestic	802,785.84	750,000.00	52,785.84
4850 · Water Sales Refunds, Customer	-499.56	-1,250.00	750.44
4990 · Other Revenue	6,507.51		
<b>Total Income</b>	856,763.85	889,979.20	-33,215.35
<b>Gross Profit</b>	856,763.85	889,979.20	-33,215.35
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	3,066.56	4,166.65	-1,100.09
5200 · Board of Directors			
5210 · Board Meetings	1,421.57	1,250.00	171.57
5220 · Director Fees	825.00	1,375.00	-550.00
5230 · Election Expenses	819.67	1,666.65	-846.98
<b>Total 5200 · Board of Directors</b>	3,066.24	4,291.65	-1,225.41
5240 · CDPH Fees	0.00	6,458.35	-6,458.35
5250 · Conference Attendance	0.00	1,666.65	-1,666.65
5270 · Information Systems	126.87	625.00	-498.13
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	1,918.46	1,125.00	793.46
<b>Total 5300 · Insurance</b>	1,918.46	1,333.35	585.11
5350 · LAFCO Assessment	2,048.00	1,041.65	1,006.35
5400 · Legal			
5420 · Meeting Attendance, Legal	2,142.50	3,541.65	-1,399.15
5430 · General Legal	15,567.50	25,000.00	-9,432.50
<b>Total 5400 · Legal</b>	17,710.00	28,541.65	-10,831.65
5510 · Maintenance, Office	4,341.16	3,333.35	1,007.81
5530 · Memberships	15,890.21	7,500.00	8,390.21
5540 · Office Supplies	4,593.00	3,333.35	1,259.65
5550 · Postage	2,008.46	2,500.00	-491.54
5560 · Printing & Publishing	236.14	833.35	-597.21
5600 · Professional Services			
5610 · Accounting	7,650.00	12,500.00	-4,850.00
5620 · Audit	10,300.00	20,500.00	-10,200.00
5630 · Consulting	7,697.45	10,416.65	-2,719.20
5640 · Data Services	390.00		
5650 · Labor & HR Support	1,511.25	833.35	677.90
5660 · Payroll Services	374.71	354.15	20.56
<b>Total 5600 · Professional Services</b>	27,923.41	44,604.15	-16,680.74

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through November 2016

	Water		
	Jul - Nov 16	Budget	\$ Over Budget
5720 - Telephone & Internet	7,406.68	7,083.35	323.33
5730 - Mileage Reimbursement	854.41	833.35	21.06
5740 - Reference Materials	0.00	333.35	-333.35
5790 - Other Administrative	1,231.00		
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	14,145.14	14,154.15	-9.01
5820 - Employee Benefits	28,903.55	28,903.35	0.20
5830 - Disability Insurance	1,121.99	1,217.10	-95.11
5840 - Payroll Taxes	15,088.31	16,905.85	-1,817.54
5850 - PARS	11,429.72	11,252.10	177.62
5900 - Wages			
5910 - Management	42,955.00	38,905.40	4,049.60
5920 - Staff	147,523.37	146,162.90	1,360.47
5930 - Staff Certification	3,750.00	3,750.00	0.00
5940 - Staff Overtime	19,509.54	21,813.75	-2,304.21
5950 - Staff Standby	9,886.33	10,357.10	-470.77
<b>Total 5900 - Wages</b>	<b>223,624.24</b>	<b>220,989.15</b>	<b>2,635.09</b>
5960 - Worker's Comp Insurance	4,998.73	8,046.65	-3,047.92
<b>Total 5800 - Labor</b>	<b>299,311.68</b>	<b>301,468.35</b>	<b>-2,156.67</b>
<b>Total 5000 - Administrative</b>	<b>391,732.28</b>	<b>419,947.55</b>	<b>-28,215.27</b>
6000 - Operations			
6160 - Backflow Prevention	0.00	416.65	-416.65
6170 - Claims, Property Damage	175.00	4,166.65	-3,991.65
6180 - Communications			
6185 - SCADA Maintenance	0.00	6,250.00	-6,250.00
6180 - Communications - Other	9,318.00		
<b>Total 6180 - Communications</b>	<b>9,318.00</b>	<b>6,250.00</b>	<b>3,068.00</b>
6195 - Education & Training	3,489.19	2,500.00	989.19
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	833.35	-833.35
6220 - General Engineering	1,445.00	8,333.35	-6,888.35
6230 - Water Quality Engineering	28,895.72	27,083.35	1,812.37
<b>Total 6200 - Engineering</b>	<b>30,340.72</b>	<b>36,250.05</b>	<b>-5,909.33</b>
6320 - Equipment & Tools, Expensed	695.63	2,083.35	-1,387.72
6330 - Facilities			
6335 - Alarm Services	359.04	312.50	46.54
6337 - Landscaping	1,763.53	2,500.00	-736.47
<b>Total 6330 - Facilities</b>	<b>2,122.57</b>	<b>2,812.50</b>	<b>-689.93</b>
6370 - Lab Supplies & Equipment	0.00	416.65	-416.65
6400 - Pumping			
6410 - Pumping Fuel & Electricity	20,571.46	41,666.65	-21,095.19
6420 - Pumping Maintenance, Generators	4,934.49	3,333.35	1,601.14
6430 - Pumping Maintenance, General	466.63	1,041.65	-575.02
6440 - Pumping Equipment, Expensed	0.00	833.35	-833.35
<b>Total 6400 - Pumping</b>	<b>25,972.58</b>	<b>46,875.00</b>	<b>-20,902.42</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through November 2016

	Water		
	Jul - Nov 16	Budget	\$ Over Budget
<b>6500 - Supply</b>			
6510 - Maintenance, Raw Water Mains	49.47		
6520 - Maintenance, Wells	1,391.52	4,166.65	-2,775.13
6530 - Water Purchases	14,082.76	16,666.65	-2,583.89
<b>Total 6500 - Supply</b>	15,523.75	20,833.30	-5,309.55
<b>6600 - Collection/Transmission</b>			
6610 - Hydrants	3,818.95	416.65	3,402.30
6620 - Maintenance, Water Mains	14,373.28	22,916.65	-8,543.37
6630 - Maintenance, Water Svc Lines	176.73	10,416.65	-10,239.92
6640 - Maintenance, Tanks	2.78	416.65	-413.87
6650 - Maint., Distribution General	627.81	4,166.65	-3,538.84
6670 - Meters	9,090.65	1,041.65	8,049.00
<b>Total 6600 - Collection/Transmission</b>	28,090.20	39,374.90	-11,284.70
<b>6700 - Treatment</b>			
6710 - Chemicals & Filtering	6,542.54	12,500.00	-5,957.46
6720 - Maintenance, Treatment Equip.	707.67	1,666.65	-958.98
6730 - Treatment Analysis	11,424.41	12,500.00	-1,075.59
<b>Total 6700 - Treatment</b>	18,674.62	26,666.65	-7,992.03
6770 - Uniforms	5,102.41	3,750.00	1,352.41
<b>6800 - Vehicles</b>			
6810 - Fuel	2,234.65	3,333.35	-1,098.70
6820 - Truck Equipment, Expensed	185.19	416.65	-231.46
6830 - Truck Repairs	853.43	2,083.35	-1,229.92
<b>Total 6800 - Vehicles</b>	3,273.27	5,833.35	-2,560.08
6890 - Other Operations	105.94		
<b>Total 6000 - Operations</b>	142,883.88	198,229.05	-55,345.17
<b>Total Expense</b>	534,616.16	618,176.60	-83,560.44
<b>Net Ordinary Income</b>	322,147.69	271,802.60	50,345.09
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	55,311.04	53,333.35	1,977.69
7120 - Connection Fees (Remodel)	106.00	1,250.00	-1,144.00
7130 - Conn. Fees, PFP (New Constr)	30,197.00	27,083.35	3,113.65
<b>Total 7100 - Connection Fees</b>	85,614.04	81,666.70	3,947.34
7600 - Bond Revenues, G.O.	69,437.88	479,348.35	-409,910.47
<b>Total 7000 - Capital Account Revenues</b>	155,051.92	561,015.05	-405,963.13
<b>Total Other Income</b>	155,051.92	561,015.05	-405,963.13
<b>Other Expense</b>			
8000 - Capital Improvement Program			
8100 - Water	505,879.24	257,916.65	247,962.59
<b>Total 8000 - Capital Improvement Program</b>	505,879.24	257,916.65	247,962.59

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Accrual Basis

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July through November 2016

	Jul - Nov 16	Water Budget	\$ Over Budget
<b>9000 - Capital Account Expenses</b>			
<b>9100 - Interest Expense - GO Bonds</b>	24,942.50	149,655.02	-124,712.52
<b>9125 - PNC Equipment Lease Interest</b>	7,478.80	8,319.18	-840.38
<b>9150 - SRF Loan</b>	0.00	18,991.52	-18,991.52
<b>9210 - Conservation Program/Rebates</b>	500.00		
<b>Total 9000 - Capital Account Expenses</b>	32,921.30	176,965.72	-144,044.42
<b>Total Other Expense</b>	538,800.54	434,882.37	103,918.17
<b>Net Other Income</b>	-383,748.62	126,132.68	-509,881.30
<b>Net Income</b>	<b>-61,600.93</b>	<b>397,935.28</b>	<b>-459,536.21</b>



## Montara Water & Sanitary District Funds Balance Sheet As of November 30, 2016

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	1,859,469.58	0.00	1,859,469.58
<b>LAIF Investment Fund</b>			
Capital Reserve	3,853,967.15	0.00	3,853,967.15
Connection Fees Reserve	152,756.00	0.00	152,756.00
Operating Reserve	281,893.00	0.00	281,893.00
<b>Total LAIF Investment Fund</b>	<u>4,288,616.15</u>	<u>0.00</u>	<u>4,288,616.15</u>
<b>Total Sewer - Bank Accounts</b>	6,148,085.73	0.00	6,148,085.73
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	654,933.70	654,933.70
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	190,251.00	190,251.00
<b>Restricted Cash</b>			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	157,000.00	157,000.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	796,526.91	796,526.91
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>954,085.98</u>	<u>954,085.98</u>
<b>Total Water - Bank Accounts</b>	<u>0.00</u>	<u>2,197,519.68</u>	<u>2,197,519.68</u>
<b>Total Checking/Savings</b>	6,148,085.73	2,197,519.68	8,345,605.41
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	17,802.46	0.00	17,802.46
<b>Total Sewer - Accounts Receivable</b>	<u>17,802.46</u>	<u>0.00</u>	<u>17,802.46</u>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-555.53	-555.53
Accounts Rec. - Backflow	0.00	9,647.59	9,647.59
Accounts Rec. - Water Residents	0.00	118,493.46	118,493.46
Unbilled Water Receivables	0.00	222,714.27	222,714.27
<b>Total Water - Accounts Receivable</b>	<u>0.00</u>	<u>350,299.79</u>	<u>350,299.79</u>
<b>Total Accounts Receivable</b>	17,802.46	350,299.79	368,102.25
<b>Other Current Assets</b>			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<u>232.31</u>	<u>43,038.63</u>	<u>43,270.94</u>
<b>Total Current Assets</b>	6,166,120.50	2,590,858.10	8,756,978.60
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	2,335,210.98	0.00	2,335,210.98
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>
<b>Seal Cove Collection System</b>	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
**As of November 30, 2016**

Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-7,394,155.00	0.00	-7,394,155.00
<b>Total Sewer - Fixed Assets</b>	<u>4,776,817.72</u>	<u>0.00</u>	<u>4,776,817.72</u>
<b>Water - Fixed Assets</b>			
General Plant	0.00	25,889,935.10	25,889,935.10
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-8,896,821.00	-8,896,821.00
<b>Total Water - Fixed Assets</b>	<u>0.00</u>	<u>19,134,770.88</u>	<u>19,134,770.88</u>
<b>Total Fixed Assets</b>	<u>4,776,817.72</u>	<u>19,134,770.88</u>	<u>23,911,588.60</u>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	13,495.00	0.00	13,495.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	<u>2,701,042.08</u>	<u>0.00</u>	<u>2,701,042.08</u>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	26,821.00	26,821.00
Due from Sewer	0.00	146,418.50	146,418.50
Bond Acquisition Cost OID	0.00	57,636.40	57,636.40
Bond Issue Cost	0.00	61,691.45	61,691.45
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>292,567.35</u>	<u>292,567.35</u>
<b>Total Other Assets</b>	<u>2,701,042.08</u>	<u>292,567.35</u>	<u>2,993,609.43</u>
<b>TOTAL ASSETS</b>	<u><b>13,643,980.30</b></u>	<u><b>22,018,196.33</b></u>	<u><b>35,662,176.63</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
<b>Sewer - Current Liabilities</b>			
Accrued Payables - Sewer	-75.00	0.00	-75.00
Accrued Vacations	6,911.83	0.00	6,911.83
Deposits Payable	11,275.00	0.00	11,275.00
PNC Equip. Loan - S/T	25,226.34	0.00	25,226.34
<b>Total Sewer - Current Liabilities</b>	<u>43,338.17</u>	<u>0.00</u>	<u>43,338.17</u>
<b>Water - Current Liabilities</b>			
Accrued Payables - Water	0.00	978.90	978.90
Accrued Vacations	0.00	10,719.62	10,719.62
Deposits Payable	0.00	11,031.85	11,031.85
GO Bonds - S/T	0.00	429,138.70	429,138.70
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	25,226.32	25,226.32
SRF Loan Payable X102 - Current	0.00	81,026.93	81,026.93
SRF Loan Payable X109 - Current	0.00	158,287.99	158,287.99
<b>Total Water - Current Liabilities</b>	<u>0.00</u>	<u>720,712.81</u>	<u>720,712.81</u>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	2,592.03	7,506.34	10,098.37
<b>Total Payroll Liabilities</b>	<u>2,592.03</u>	<u>7,506.34</u>	<u>10,098.37</u>
<b>Total Other Current Liabilities</b>	<u>45,930.20</u>	<u>728,219.15</u>	<u>774,149.35</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
 As of November 30, 2016

<b>Total Current Liabilities</b>	45,930.20	728,219.15	774,149.35
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	146,418.50	0.00	146,418.50
Accrued Vacations	9,853.51	0.00	9,853.51
I-Bank Loan	812,574.49	0.00	812,574.49
PNC Equip. Loan - L/T	640,930.10	0.00	640,930.10
<b>Total Sewer - Long Term Liabilities</b>	<u>1,609,776.60</u>	<u>0.00</u>	<u>1,609,776.60</u>
<b>Water - Long Term Liabilities</b>			
Accrued Vacations	0.00	9,969.14	9,969.14
Deferred on Refunding	0.00	-224,756.00	-224,756.00
GO Bonds - L/T	0.00	11,479,503.08	11,479,503.08
PNC Equip. Loan - L/T	0.00	640,930.13	640,930.13
SRF Loan Payable - X102	0.00	210,105.41	210,105.41
SRF Loan Payable - X109	0.00	3,541,174.66	3,541,174.66
<b>Total Water - Long Term Liabilities</b>	<u>0.00</u>	<u>15,656,926.42</u>	<u>15,656,926.42</u>
<b>Total Long Term Liabilities</b>	<u>1,609,776.60</u>	<u>15,656,926.42</u>	<u>17,266,703.02</u>
<b>Total Liabilities</b>	1,655,706.80	16,385,145.57	18,040,852.37
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	-209,739.55	0.00	-209,739.55
<b>Total Sewer - Equity Accounts</b>	<u>11,844,805.52</u>	<u>0.00</u>	<u>11,844,805.52</u>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	209,739.55	209,739.55
<b>Total Water - Equity Accounts</b>	<u>0.00</u>	<u>2,900,794.56</u>	<u>2,900,794.56</u>
<b>Equity Adjustment Account</b>	1,359,086.37	2,793,857.13	4,152,943.50
<b>Net Income</b>	-1,215,618.39	-61,600.93	-1,277,219.32
<b>Total Equity</b>	<u>11,988,273.50</u>	<u>5,633,050.76</u>	<u>17,621,324.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>13,643,980.30</u></u>	<u><u>22,018,196.33</u></u>	<u><u>35,662,176.63</u></u>



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL				
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
4220 - Cell Tower Lease	2,857.30	2,857.30	2,857.30	2,857.30	2,857.30								14,286.50	33,500.00	-19,213.50	42.65%	
<b>4400 - Fees</b>																	
4410 - Administrative Fee (New Constr)		487.00											487.00	3,000.00	-2,513.00	16.23%	
4420 - Administrative Fee (Remodel)	487.00	487.00		474.00									1,448.00	1,500.00	-52.00	96.53%	
4430 - Inspection Fee (New Constr)		460.00											460.00	2,500.00	-2,040.00	18.4%	
4440 - Inspection Fee (Remodel)	566.00	460.00	530.00	908.00									2,464.00	3,500.00	-1,036.00	70.4%	
4460 - Remodel Fees	341.00	682.00	106.00	1,942.90									3,071.90	7,000.00	-3,928.10	43.88%	
<b>Total 4400 - Fees</b>	1,394.00	2,576.00	636.00	3,324.90									7,930.90	17,500.00	-9,569.10	45.32%	
4610 - Property Tax Receipts				521.37	22,366.27								22,887.64	235,000.00	-212,112.36	9.74%	
4710 - Sewer Service Charges														1,969,726.00	-1,969,726.00		
4720 - Sewer Service Refunds, Customer					-667.68								-667.68	-4,000.00	3,332.32	16.69%	
4760 - Waste Collection Revenues	1,344.31	2,571.11	1,169.43	2,771.41	1,944.68								9,800.94	21,000.00	-11,199.06	46.67%	
4990 - Other Revenue		4.01			4.48								8.49				
<b>Total Income</b>	5,595.61	8,008.42	4,662.73	9,474.98	26,505.05								54,246.79	2,272,726.00	-2,218,479.21	2.39%	
<b>Gross Profit</b>	5,595.61	8,008.42	4,662.73	9,474.98	26,505.05								54,246.79	2,272,726.00	-2,218,479.21	2.39%	
<b>Expense</b>																	
<b>5000 - Administrative</b>																	
5190 - Bank Fees	2,803.19	350.36	306.87	283.42	307.91								4,051.75	5,500.00	-1,448.25	73.67%	
<b>5200 - Board of Directors</b>																	
5210 - Board Meetings		167.00	125.00	1,004.58	125.00								1,421.58	3,000.00	-1,578.42	47.39%	
5220 - Director Fees		112.50	262.50	450.00									825.00	3,300.00	-2,475.00	25.0%	
5230 - Election Expenses			819.68										819.68	4,000.00	-3,180.32	20.49%	
<b>Total 5200 - Board of Directors</b>		279.50	1,207.18	1,454.58	125.00								3,066.26	10,300.00	-7,233.74	29.77%	
5250 - Conference Attendance														2,000.00	-2,000.00		
5270 - Information Systems		126.87											126.87	6,000.00	-5,873.13	2.12%	
<b>5300 - Insurance</b>																	
5310 - Fidelity Bond														500.00	-500.00		
5320 - Property & Liability Insurance	1,918.47												1,918.47	1,700.00	218.47	112.85%	
<b>Total 5300 - Insurance</b>	1,918.47												1,918.47	2,200.00	-281.53	87.2%	
5350 - LAFCO Assessment					1,526.00								1,526.00	2,000.00	-474.00	76.3%	
5400 - Legal																	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5420 · Meeting Attendance, Legal		500.00	587.50	1,057.50									2,145.00	9,500.00	-7,355.00	22.58%
5430 · General Legal		4,457.50	5,162.50	1,487.50	3,587.50								14,695.00	20,000.00	-5,305.00	73.48%
<b>Total 5400 · Legal</b>		4,957.50	5,750.00	2,545.00	3,587.50								16,840.00	29,500.00	-12,660.00	57.09%
5510 · Maintenance, Office		391.98	2,136.78	32.63	550.00								3,111.39	8,000.00	-4,888.61	38.89%
5530 · Memberships																
5540 · Office Supplies		1,488.07	361.58	375.61	206.75								2,432.01	8,000.00	-5,567.99	30.4%
5550 · Postage		100.00		77.85									177.85	2,500.00	-2,322.15	7.11%
5560 · Printing & Publishing		37.91	40.35		84.43								162.69	3,000.00	-2,837.31	5.42%
5600 · Professional Services																
5610 · Accounting			1,900.00	4,200.00	1,550.00								7,650.00	30,000.00	-22,350.00	25.5%
5620 · Audit			2,800.00		7,500.00								10,300.00	13,000.00	-2,700.00	79.23%
5630 · Consulting		375.00	3,961.50	1,370.34	2,890.05								8,596.89	28,000.00	-19,403.11	30.7%
5640 · Data Services					390.00								390.00	6,000.00	-5,610.00	6.5%
5650 · Labor & HR Support	187.50		187.50	761.25	375.00								1,511.25	2,250.00	-738.75	67.17%
5660 · Payroll Services	73.94	74.95	75.94	74.95	74.95								374.73	800.00	-425.27	46.84%
<b>Total 5600 · Professional Services</b>	261.44	449.95	8,924.94	6,406.54	12,780.00								28,822.87	80,050.00	-51,227.13	36.01%
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet	29.98	1,347.12	1,292.60	1,289.46	1,468.08								5,427.24	11,000.00	-5,572.76	49.34%
5730 · Mileage Reimbursement			23.03	513.71									536.74	1,500.00	-963.26	35.78%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Administrative					119.00								119.00			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,134.69	1,254.27	1,627.78	1,230.60	1,237.00								6,484.34	15,117.00	-8,632.66	42.89%
5820 · Employee Benefits	2,865.14	2,865.14	2,865.14	2,865.14	2,865.14								14,325.70	34,382.00	-20,056.30	41.67%
5830 · Disability Insurance		113.37	113.37	113.36	113.36								453.46	1,479.00	-1,025.54	30.66%
5840 · Payroll Taxes	1,327.53	1,101.00	973.67	873.78	881.26								5,157.24	16,521.00	-11,363.76	31.22%
5850 · PARS	1,087.07	1,144.84	1,498.30	1,107.10	1,136.32								5,973.63	13,768.00	-7,794.37	43.39%
5900 · Wages																
5910 · Management	7,391.78	7,391.78	12,988.30	7,590.62	7,590.62								42,953.10	93,373.00	-50,419.90	46.0%
5920 · Staff	9,332.41	10,221.20	10,076.11	9,441.60	9,892.00								48,963.32	118,444.00	-69,480.68	41.34%
5930 · Staff Certification	150.00	150.00	150.00	150.00	150.00								750.00	1,800.00	-1,050.00	41.67%
5940 · Staff Overtime	478.96	155.35	39.81	398.10	39.81								1,112.03	2,339.00	-1,226.97	47.54%
5950 · Staff Standby																
<b>Total 5900 · Wages</b>	17,353.15	17,918.33	23,254.22	17,580.32	17,672.43								93,778.45	215,956.00	-122,177.55	43.43%
5960 · Worker's Comp Insurance				604.48									604.48	3,649.00	-3,044.52	16.57%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Total 5800 · Labor</b>	23,767.58	24,396.95	30,332.48	24,374.78	23,905.51								126,777.30	300,872.00	-174,094.70	42.14%
<b>Total 5000 · Administrative</b>	28,780.66	33,926.21	50,375.81	37,353.58	44,660.18								195,096.44	475,122.00	-280,025.56	41.06%
<b>6000 · Operations</b>																
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6210 · Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 · General Engineering	1,253.00	5,519.00	0.09		4,101.00								10,873.09	50,000.00	-39,126.91	21.75%
<b>Total 6200 · Engineering</b>	1,253.00	5,519.00	0.09		4,101.00								10,873.09	52,000.00	-41,126.91	20.91%
6320 · Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 · Facilities																
6335 · Alarm Services	444.30	518.82	391.80	444.30	518.82								2,318.04	5,340.00	-3,021.96	43.41%
6337 · Landscaping		190.00	190.00	190.00	190.00								760.00	2,400.00	-1,640.00	31.67%
<b>Total 6330 · Facilities</b>	444.30	708.82	581.80	634.30	708.82								3,078.04	7,740.00	-4,661.96	39.77%
6400 · Pumping																
6410 · Pumping Fuel & Electricity		2,368.80	2,723.57	2,490.01	2,278.55								9,860.93	27,000.00	-17,139.07	36.52%
<b>Total 6400 · Pumping</b>		2,368.80	2,723.57	2,490.01	2,278.55								9,860.93	27,000.00	-17,139.07	36.52%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>														10,000.00	-10,000.00	
6800 · Vehicles																
6810 · Fuel														800.00	-800.00	
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs														400.00	-400.00	
<b>Total 6800 · Vehicles</b>														1,360.00	-1,360.00	
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	26,800.67	26,800.67	26,800.67	26,800.67	26,800.67								134,003.35	321,608.00	-187,604.65	41.67%
6920 · SAM Operations	57,877.58	57,877.58	57,877.58	57,877.58	57,877.58								289,387.90	694,531.00	-405,143.10	41.67%
6940 · SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 · SAM Maintenance, Pumping														50,000.00	-50,000.00	
<b>Total 6900 · Sewer Authority Midcoastside</b>	84,678.25	84,678.25	84,678.25	84,678.25	84,678.25								423,391.25	1,106,139.00	-682,747.75	38.28%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Total 6000 - Operations</b>	86,375.55	93,274.87	87,983.71	87,802.56	91,766.62								447,203.31	1,216,239.00	-769,035.69	36.77%
<b>Total Expense</b>	115,156.21	127,201.08	138,359.52	125,156.14	136,426.80								642,299.75	1,691,361.00	-1,049,061.25	37.98%
<b>Net Ordinary Income</b>	-109,560.60	-119,192.66	-133,696.79	-115,681.16	-109,921.75								-588,052.96	581,365.00	-1,169,417.96	-101.15%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)		-433.57	79,040.00		-212.16								78,394.27	140,256.00	-61,861.73	55.89%
7120 - Connection Fees (Remodel)	1,927.60	963.80	8,676.00	6,264.70									17,832.10	50,000.00	-32,167.90	35.66%
<b>Total 7100 - Connection Fees</b>	1,927.60	530.23	87,716.00	6,264.70	-212.16								96,226.37	190,256.00	-94,029.63	50.58%
7200 - Interest Income - LAIF														10,000.00	-10,000.00	
7700 - Interest, Employee Loans																
<b>Total 7000 - Capital Account Revenues</b>	1,927.60	530.23	87,716.00	6,264.70	-212.16								96,226.37	200,256.00	-104,029.63	48.05%
<b>Total Other Income</b>	1,927.60	530.23	87,716.00	6,264.70	-212.16								96,226.37	200,256.00	-104,029.63	48.05%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
8075 - Sewer	6,845.00	13,941.91	328.00	573,170.68	55,846.75								650,132.34	1,745,750.00	-1,095,617.66	37.24%
<b>Total 8000 - Capital Improvement Program</b>	6,845.00	13,941.91	328.00	573,170.68	55,846.75								650,132.34	1,745,750.00	-1,095,617.66	37.24%
<b>9000 - Capital Account Expenses</b>																
9125 - PNC Equipment Lease Interest	840.38	1,672.69	1,663.98	1,655.25	1,646.50								7,478.80	19,598.00	-12,119.20	38.16%
9175 - Capital Assessment - SAM	12,809.17	12,809.17	12,809.17	12,809.17	12,809.17								64,045.85	153,710.00	-89,664.15	41.67%
9200 - I-Bank Loan	2,134.81												2,134.81	25,201.00	-23,066.19	8.47%
<b>Total 9000 - Capital Account Expenses</b>	15,784.36	14,481.86	14,473.15	14,464.42	14,455.67								73,659.46	198,509.00	-124,849.54	37.11%
<b>Total Other Expense</b>	22,629.36	28,423.77	14,801.15	587,635.10	70,302.42								723,791.80	1,944,259.00	-1,220,467.20	37.23%
<b>Net Other Income</b>	-20,701.76	-27,893.54	72,914.85	-581,370.40	-70,514.58								-627,565.43	-1,744,003.00	1,116,437.57	35.98%
<b>Net Income</b>	<b>-130,262.36</b>	<b>-147,086.20</b>	<b>-60,781.94</b>	<b>-697,051.56</b>	<b>-180,436.33</b>								<b>-1,215,618.39</b>	<b>-1,162,638.00</b>	<b>-52,980.39</b>	<b>104.56%</b>



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL				
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
4220 - Cell Tower Lease	2,857.29	2,857.29	2,857.29	2,857.29	2,857.29								14,286.45	33,500.00	-19,213.55	42.65%	
4330 - Engineering Review																	
<b>4400 - Fees</b>																	
4410 - Administrative Fee (New Constr)		974.00			974.00								1,948.00	4,500.00	-2,552.00	43.29%	
4420 - Administrative Fee (Remodel)														900.00	-900.00		
4430 - Inspection Fee (New Constr)		920.00			920.00								1,840.00	4,250.00	-2,410.00	43.29%	
4440 - Inspection Fee (Remodel)				460.00									460.00	800.00	-340.00	57.5%	
<b>Total 4400 - Fees</b>		1,894.00		460.00	1,894.00								4,248.00	10,450.00	-6,202.00	40.65%	
4610 - Property Tax Receipts				521.35	22,366.26								22,887.61	235,000.00	-212,112.39	9.74%	
4740 - Testing, Backflow			6,548.00										6,548.00	13,000.00	-6,452.00	50.37%	
4810 - Water Sales, Domestic	148,457.14	150,557.73	181,904.17	164,285.68	157,581.12								802,785.84	1,800,000.00	-997,214.16	44.6%	
4850 - Water Sales Refunds, Customer		-499.56											-499.56	-3,000.00	2,500.44	16.65%	
4990 - Other Revenue		152.50	1,350.54		5,004.47								6,507.51				
<b>Total Income</b>	151,314.43	154,961.96	192,660.00	168,124.32	189,703.14								856,763.85	2,088,950.00	-1,232,186.15	41.01%	
<b>Gross Profit</b>	151,314.43	154,961.96	192,660.00	168,124.32	189,703.14								856,763.85	2,088,950.00	-1,232,186.15	41.01%	
<b>Expense</b>																	
<b>5000 - Administrative</b>																	
5190 - Bank Fees	1,256.24	502.91	429.66	452.15	425.60								3,066.56	10,000.00	-6,933.44	30.67%	
<b>5200 - Board of Directors</b>																	
5210 - Board Meetings		166.99	125.00	1,004.58	125.00								1,421.57	3,000.00	-1,578.43	47.39%	
5220 - Director Fees		112.50	262.50	450.00									825.00	3,300.00	-2,475.00	25.0%	
5230 - Election Expenses			819.67										819.67	4,000.00	-3,180.33	20.49%	
<b>Total 5200 - Board of Directors</b>		279.49	1,207.17	1,454.58	125.00								3,066.24	10,300.00	-7,233.76	29.77%	
5240 - CDPH Fees														15,500.00	-15,500.00		
5250 - Conference Attendance														4,000.00	-4,000.00		
5270 - Information Systems		126.87											126.87	1,500.00	-1,373.13	8.46%	
<b>5300 - Insurance</b>																	
5310 - Fidelity Bond														500.00	-500.00		
5320 - Property & Liability Insurance	1,918.46												1,918.46	2,700.00	-781.54	71.05%	
<b>Total 5300 - Insurance</b>	1,918.46												1,918.46	3,200.00	-1,281.54	59.95%	
5350 - LAFCO Assessment					2,048.00								2,048.00	2,500.00	-452.00	81.92%	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2016 through June 2017

												TOTAL				
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>5400 · Legal</b>																
<b>5420 · Meeting Attendance, Legal</b>		500.00	587.50	1,055.00									2,142.50	8,500.00	-6,357.50	25.21%
<b>5430 · General Legal</b>		4,017.50	4,300.00	3,275.00	3,975.00								15,567.50	60,000.00	-44,432.50	25.95%
<b>Total 5400 · Legal</b>		4,517.50	4,887.50	4,330.00	3,975.00								17,710.00	68,500.00	-50,790.00	25.85%
<b>5510 · Maintenance, Office</b>		391.98	2,151.45	32.63	1,765.10								4,341.16	8,000.00	-3,658.84	54.27%
<b>5530 · Memberships</b>		255.00			15,635.21								15,890.21	18,000.00	-2,109.79	88.28%
<b>5540 · Office Supplies</b>		1,488.06	361.59	2,536.61	206.74								4,593.00	8,000.00	-3,407.00	57.41%
<b>5550 · Postage</b>		570.00	318.17	989.77	130.52								2,008.46	6,000.00	-3,991.54	33.47%
<b>5560 · Printing &amp; Publishing</b>		111.36	40.35		84.43								236.14	2,000.00	-1,763.86	11.81%
<b>5600 · Professional Services</b>																
<b>5610 · Accounting</b>			1,900.00	4,200.00	1,550.00								7,650.00	30,000.00	-22,350.00	25.5%
<b>5620 · Audit</b>			2,800.00		7,500.00								10,300.00	20,500.00	-10,200.00	50.24%
<b>5630 · Consulting</b>		375.00	3,961.49	1,370.34	1,990.62								7,697.45	25,000.00	-17,302.55	30.79%
<b>5640 · Data Services</b>					390.00								390.00			
<b>5650 · Labor &amp; HR Support</b>	187.50		187.50	761.25	375.00								1,511.25	2,000.00	-488.75	75.56%
<b>5660 · Payroll Services</b>	73.95	74.94	75.94	74.94	74.94								374.71	850.00	-475.29	44.08%
<b>Total 5600 · Professional Services</b>	261.45	449.94	8,924.93	6,406.53	11,880.56								27,923.41	78,350.00	-50,426.59	35.64%
<b>5720 · Telephone &amp; Internet</b>	29.97	1,732.10	2,109.52	1,662.18	1,872.91								7,406.68	17,000.00	-9,593.32	43.57%
<b>5730 · Mileage Reimbursement</b>		45.05	96.74	655.29	57.33								854.41	2,000.00	-1,145.59	42.72%
<b>5740 · Reference Materials</b>													800.00		-800.00	
<b>5790 · Other Administrative</b>	1,112.00				119.00								1,231.00			
<b>5800 · Labor</b>																
<b>5810 · CalPERS 457 Deferred Plan</b>	2,529.45	2,883.96	3,144.65	2,769.39	2,817.69								14,145.14	33,970.00	-19,824.86	41.64%
<b>5820 · Employee Benefits</b>	5,780.71	5,780.71	5,780.71	5,780.71	5,780.71								28,903.55	69,368.00	-40,464.45	41.67%
<b>5830 · Disability Insurance</b>		280.45	280.52	280.51	280.51								1,121.99	2,921.00	-1,799.01	38.41%
<b>5840 · Payroll Taxes</b>	3,131.43	3,208.58	2,941.70	2,897.95	2,908.65								15,088.31	40,574.00	-25,485.69	37.19%
<b>5850 · PARS</b>	2,052.14	2,315.19	2,617.77	2,180.06	2,264.56								11,429.72	27,005.00	-15,575.28	42.32%
<b>5900 · Wages</b>																
<b>5910 · Management</b>	7,391.76	7,391.76	12,990.28	7,590.60	7,590.60								42,955.00	93,373.00	-50,418.00	46.0%
<b>5920 · Staff</b>	26,704.42	31,295.80	30,285.26	29,268.13	29,969.76								147,523.37	350,791.00	-203,267.63	42.05%
<b>5930 · Staff Certification</b>	750.00	750.00	750.00	750.00	750.00								3,750.00	9,000.00	-5,250.00	41.67%
<b>5940 · Staff Overtime</b>	4,082.98	4,020.68	3,049.19	4,480.72	3,875.97								19,509.54	52,353.00	-32,843.46	37.27%
<b>5950 · Staff Standby</b>	2,003.78	2,010.97	1,933.58	1,951.52	1,986.48								9,886.33	24,857.00	-14,970.67	39.77%
<b>Total 5900 · Wages</b>	40,932.94	45,469.21	49,008.31	44,040.97	44,172.81								223,624.24	530,374.00	-306,749.76	42.16%
<b>5960 · Worker's Comp Insurance</b>				4,998.73									4,998.73	19,312.00	-14,313.27	25.88%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2016 through June 2017

												TOTAL				
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Total 5800 · Labor</b>	54,426.67	59,938.10	63,773.66	62,948.32	58,224.93								299,311.68	723,524.00	-424,212.32	41.37%
<b>Total 5000 · Administrative</b>	59,004.79	70,408.36	84,300.74	81,468.06	96,550.33								391,732.28	979,174.00	-587,441.72	40.01%
<b>6000 · Operations</b>																
6160 · Backflow Prevention														1,000.00	-1,000.00	
6170 · Claims, Property Damage				175.00									175.00	10,000.00	-9,825.00	1.75%
6180 · Communications														15,000.00	-15,000.00	
6185 · SCADA Maintenance																
6180 · Communications - Other		222.12		9,095.88									9,318.00			
<b>Total 6180 · Communications</b>		222.12		9,095.88									9,318.00	15,000.00	-5,682.00	62.12%
6195 · Education & Training		1,184.68	1,330.00	304.23	670.28								3,489.19	6,000.00	-2,510.81	58.15%
6200 · Engineering																
6210 · Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 · General Engineering		165.00	797.50	482.50									1,445.00	20,000.00	-18,555.00	7.23%
6230 · Water Quality Engineering		12,442.37	6,952.50	9,500.85									28,895.72	65,000.00	-36,104.28	44.46%
<b>Total 6200 · Engineering</b>		12,607.37	7,750.00	9,983.35									30,340.72	87,000.00	-56,659.28	34.87%
6320 · Equipment & Tools, Expensed		16.99	613.28		65.36								695.63	5,000.00	-4,304.37	13.91%
6330 · Facilities																
6335 · Alarm Services	52.50	127.02		52.50	127.02								359.04	750.00	-390.96	47.87%
6337 · Landscaping		420.00	437.73	420.00	485.80								1,763.53	6,000.00	-4,236.47	29.39%
6330 · Facilities - Other																
<b>Total 6330 · Facilities</b>	52.50	547.02	437.73	472.50	612.82								2,122.57	6,750.00	-4,627.43	31.45%
6370 · Lab Supplies & Equipment														1,000.00	-1,000.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity		5,182.01	5,080.12	5,343.54	4,965.79								20,571.46	100,000.00	-79,428.54	20.57%
6420 · Pumping Maintenance, Generators					4,934.49								4,934.49	8,000.00	-3,065.51	61.68%
6430 · Pumping Maintenance, General				466.63									466.63	2,500.00	-2,033.37	18.67%
6440 · Pumping Equipment, Expensed														2,000.00	-2,000.00	
<b>Total 6400 · Pumping</b>		5,182.01	5,080.12	5,810.17	9,900.28								25,972.58	112,500.00	-86,527.42	23.09%
6500 · Supply																
6510 · Maintenance, Raw Water Mains					49.47								49.47			
6520 · Maintenance, Wells		89.73	3.49		1,298.30								1,391.52	10,000.00	-8,608.48	13.92%
6530 · Water Purchases				14,082.76									14,082.76	40,000.00	-25,917.24	35.21%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2016 through June 2017

												TOTAL				
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Total 6500 - Supply</b>		89.73	3.49	14,082.76	1,347.77								15,523.75	50,000.00	-34,476.25	31.05%
<b>6600 - Collection/Transmission</b>																
6610 - Hydrants				5,691.91	-1,872.96								3,818.95	1,000.00	2,818.95	381.9%
6620 - Maintenance, Water Mains		255.19	1,417.69	260.45	12,439.95								14,373.28	55,000.00	-40,626.72	26.13%
6630 - Maintenance, Water Svc Lines			108.35		68.38								176.73	25,000.00	-24,823.27	0.71%
6640 - Maintenance, Tanks		2.78											2.78	1,000.00	-997.22	0.28%
6650 - Maint., Distribution General		349.24			278.57								627.81	10,000.00	-9,372.19	6.28%
6670 - Meters			4,136.05	1,463.59	3,491.01								9,090.65	2,500.00	6,590.65	363.63%
6600 - Collection/Transmission - Other																
<b>Total 6600 - Collection/Transmission</b>		607.21	5,662.09	7,415.95	14,404.95								28,090.20	94,500.00	-66,409.80	29.73%
<b>6700 - Treatment</b>																
6710 - Chemicals & Filtering		388.92	2,950.54	1,571.80	1,631.28								6,542.54	30,000.00	-23,457.46	21.81%
6720 - Maintenance, Treatment Equip.			69.18	638.49									707.67	4,000.00	-3,292.33	17.69%
6730 - Treatment Analysis		1,043.42	473.94	7,742.30	2,164.75								11,424.41	30,000.00	-18,575.59	38.08%
<b>Total 6700 - Treatment</b>		1,432.34	3,493.66	9,952.59	3,796.03								18,674.62	64,000.00	-45,325.38	29.18%
<b>6770 - Uniforms</b>		65.39	1,262.41	2,097.12	1,677.49								5,102.41	9,000.00	-3,897.59	56.69%
<b>6800 - Vehicles</b>																
6810 - Fuel		598.21	461.63	558.82	615.99								2,234.65	8,000.00	-5,765.35	27.93%
6820 - Truck Equipment, Expensed		104.06	9.04	45.79	26.30								185.19	1,000.00	-814.81	18.52%
6830 - Truck Repairs					853.43								853.43	5,000.00	-4,146.57	17.07%
<b>Total 6800 - Vehicles</b>		702.27	470.67	604.61	1,495.72								3,273.27	14,000.00	-10,726.73	23.38%
<b>6890 - Other Operations</b>		105.94											105.94			
<b>Total 6000 - Operations</b>	52.50	22,763.07	26,103.45	59,994.16	33,970.70								142,883.88	475,750.00	-332,866.12	30.03%
<b>Total Expense</b>	59,057.29	93,171.43	110,404.19	141,462.22	130,521.03								534,616.16	1,454,924.00	-920,307.84	36.75%
<b>Net Ordinary Income</b>	92,257.14	61,790.53	82,255.81	26,662.10	59,182.11								322,147.69	634,026.00	-311,878.31	50.81%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)			55,966.00		-654.96								55,311.04	128,000.00	-72,688.96	43.21%
7120 - Connection Fees (Remodel)				106.00									106.00	3,000.00	-2,894.00	3.53%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2016 through June 2017

												TOTAL				
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
7130 · Conn. Fees, PFP (New Constr)		-5,160.00	35,357.00										30,197.00	65,000.00	-34,803.00	46.46%
<b>Total 7100 · Connection Fees</b>		-5,160.00	91,323.00	106.00	-654.96								85,614.04	196,000.00	-110,385.96	43.68%
7600 · Bond Revenues, G.O.				1,616.33	67,821.55								69,437.88	1,150,436.00	-1,080,998.12	6.04%
<b>Total 7000 · Capital Account Revenues</b>		-5,160.00	91,323.00	1,722.33	67,166.59								155,051.92	1,346,436.00	-1,191,384.08	11.52%
<b>Total Other Income</b>		-5,160.00	91,323.00	1,722.33	67,166.59								155,051.92	1,346,436.00	-1,191,384.08	11.52%
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8100 · Water		37,701.72	377,765.15	27,895.70	62,516.67								505,879.24	619,000.00	-113,120.76	81.73%
<b>Total 8000 · Capital Improvement Program</b>		37,701.72	377,765.15	27,895.70	62,516.67								505,879.24	619,000.00	-113,120.76	81.73%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		24,942.50											24,942.50	295,734.00	-270,791.50	8.43%
9125 · PNC Equipment Lease Interest	840.37	1,672.69	1,663.98	1,655.26	1,646.50								7,478.80	19,598.00	-12,119.20	38.16%
9150 · SRF Loan														37,247.00	-37,247.00	
9210 · Conservation Program/Rebates			200.00	200.00	100.00								500.00			
<b>Total 9000 · Capital Account Expenses</b>	840.37	26,615.19	1,863.98	1,855.26	1,746.50								32,921.30	352,579.00	-319,657.70	9.34%
<b>Total Other Expense</b>	840.37	64,316.91	379,629.13	29,750.96	64,263.17								538,800.54	971,579.00	-432,778.46	55.46%
<b>Net Other Income</b>	-840.37	-69,476.91	-288,306.13	-28,028.63	2,903.42								-383,748.62	374,857.00	-758,605.62	-102.37%
<b>Net Income</b>	<b>91,416.77</b>	<b>-7,686.38</b>	<b>-206,050.32</b>	<b>-1,366.53</b>	<b>62,085.53</b>								<b>-61,600.93</b>	<b>1,008,883.00</b>	<b>-1,070,483.93</b>	<b>-6.11%</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for November 2017**

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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 November 2016.
- Collection System Monthly Overflow Report – November 2016.

The Average Daily Flow for Montara was 0.267 MGD in November 2016. There was no reportable overflow in November in the Montara System. SAM indicates there were 2.29 inches of rain in November 2016.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2016

## November 2016

Total	Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 12 Month Moving Total

Total	12 month rolling Number			
	HMB	GCSD	MWSD	SAM
Roots	2	4	4	0
Grease	0	0	0	0
Mechanical	0	0	0	2
Wet Weather	0	0	0	0
Other	0	2	1	0
<b>Total</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>2</b>
	<b>13%</b>	<b>40%</b>	<b>33%</b>	<b>13%</b>

## Reportable SSOs

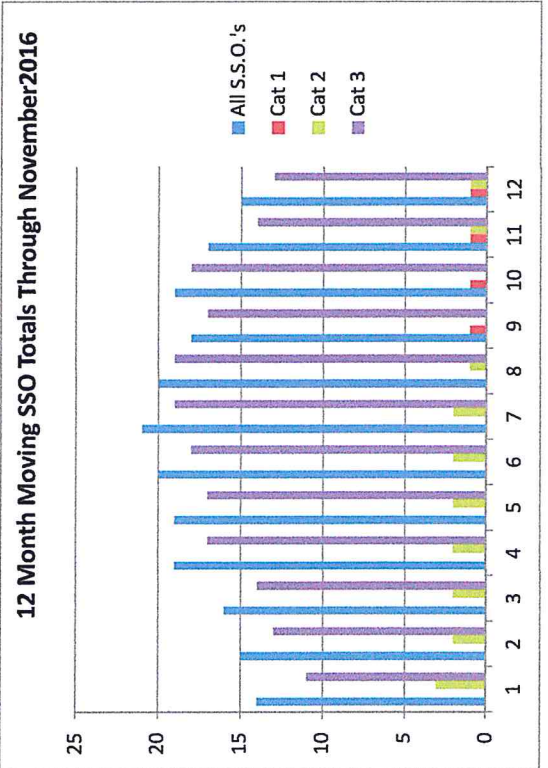
Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
November 2016	0	0	0	0
12 Month Moving Total	2	6	5	2

## SSOs / Year / 100 Miles

Total	Number of S.S.O.'s / Year / 100 Miles			
	HMB	GCSD	MWSD	SAM
November 2016	0.0	0.0	0.0	0.0
12 Month Moving Total	5.4	18.1	18.5	27.4
Category 1	0.0	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	13.7
Category 3	5.4	18.1	14.8	13.7
Miles of Sewers	37.0	33.2	27.0	7.3
	35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Dec-15	24,177	2,740	2,029	28,946	5.5
Jan-16	6,806	16,774	10,598	34,178	6.5
Feb-16	8,952	7,014	10,830	26,796	5.1
Mar-16	12,396	17,919	11,725	42,040	8.0
Apr-16	8,468	10,816	12,705	31,989	6.1
May-16	11,530	15,123	11,652	38,305	7.3
June-16	9,762	2,161	7,367	19,290	3.7
July-16	34,037	28,984	8,192	71,213	13.5
Aug -16	31,070	5,694	16,714	53,478	10.1
Sep - 16	13,228	35,432	11,406	60,066	11.4
Oct - 16	27,226	7,389	15,283	49,898	9.5
Nov - 16	25,535	33,638	10,436	69,609	13.2
<b>Annual ft</b>	<b>213,187</b>	<b>183,684</b>	<b>128,937</b>	<b>525,808</b>	
<b>Annual Mi.</b>	<b>40.4</b>	<b>34.8</b>	<b>24.4</b>		<b>99.6</b>



## Attachment A

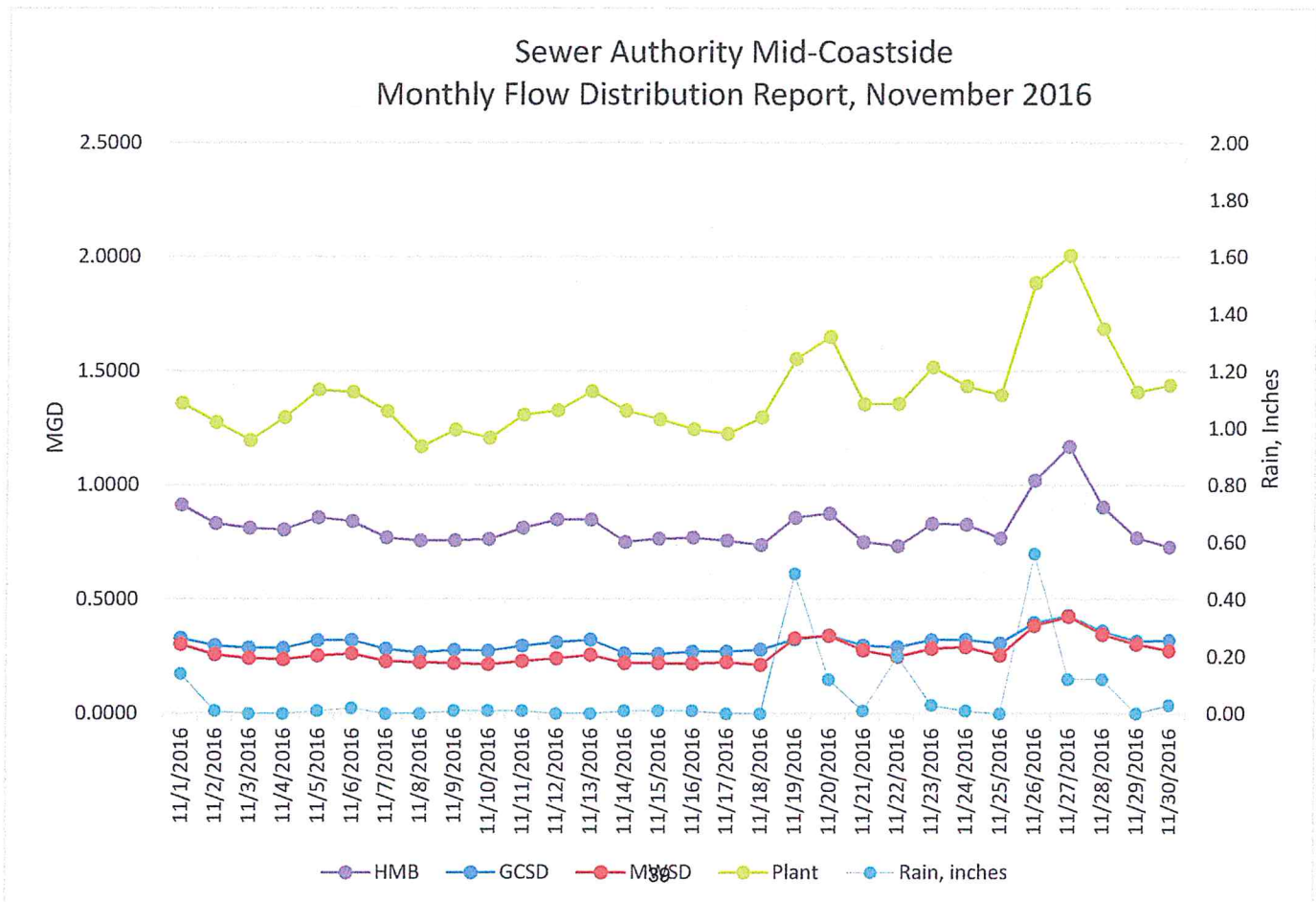
### Flow Distribution Report Summary For November 2016

The daily flow report figures for the month of November 2016 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	0.821	58.8%
Granada Community Services District	0.308	22.1%
Montara Water and Sanitary District	<u>0.267</u>	<u>19.1%</u>
<b>Total</b>	<b>1.397</b>	<b>100.0%</b>





# Sewer Authority Mid-Coastside

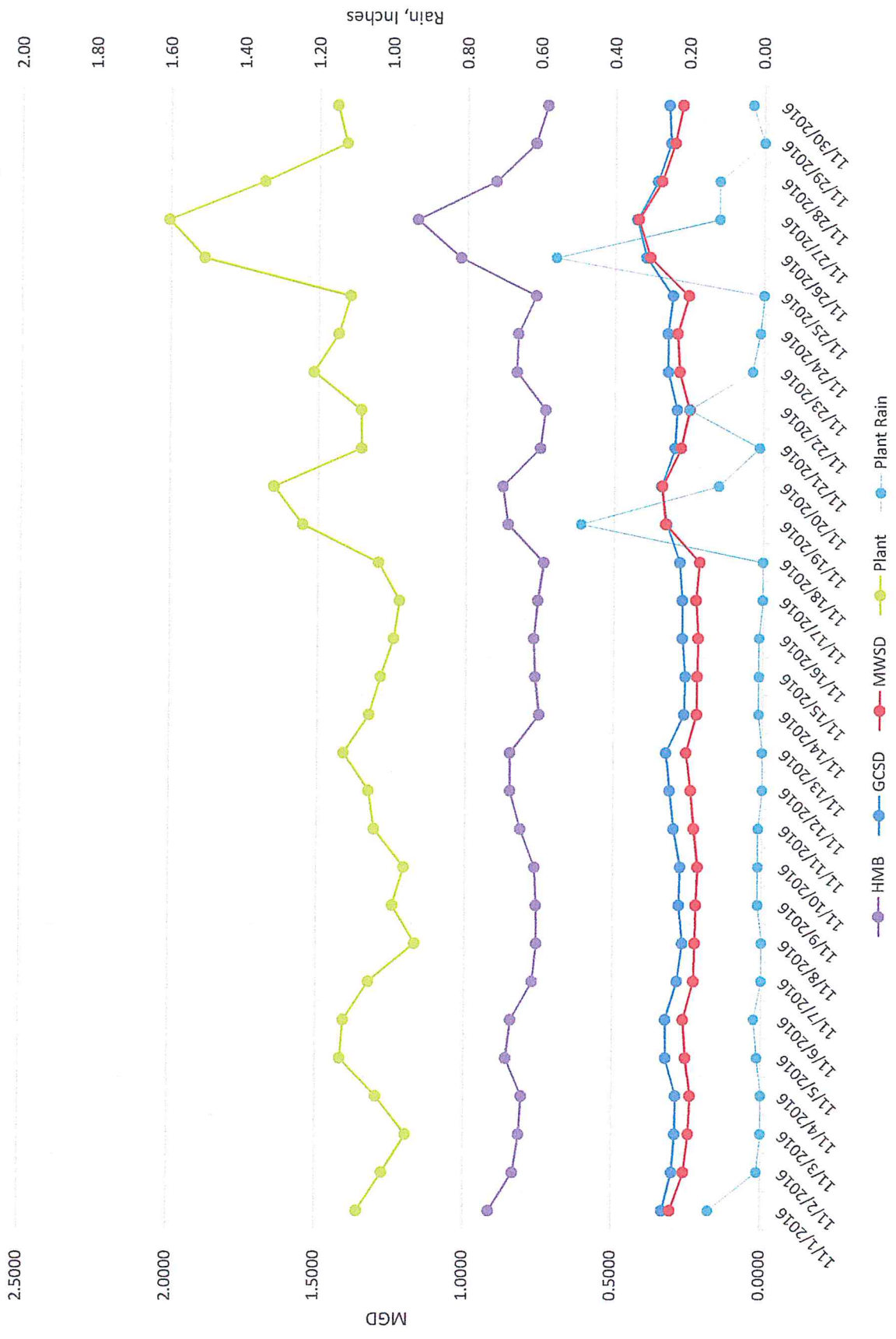
## Monthly Flow Distribution Report for November 2016

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
11/1/2016	0.9128	0.3293183	0.303	1.358	0.14	0.09	0.09
11/2/2016	0.8322	0.2981023	0.258	1.274	0.01	0.01	0.00
11/3/2016	0.8129	0.2876823	0.242	1.196	0.00	0.00	0.00
11/4/2016	0.8047	0.2859333	0.237	1.297	0.00	0.00	0.00
11/5/2016	0.8581	0.3198023	0.253	1.418	0.01	0.00	0.00
11/6/2016	0.8420	0.3214893	0.262	1.408	0.02	0.01	0.06
11/7/2016	0.7702	0.2831743	0.228	1.323	0.00	0.00	0.00
11/8/2016	0.7567	0.2662693	0.224	1.168	0.00	0.00	0.00
11/9/2016	0.7582	0.2776113	0.22	1.243	0.01	0.00	0.00
11/10/2016	0.7639	0.2743333	0.215	1.206	0.01	0.00	0.00
11/11/2016	0.8127	0.2965143	0.229	1.307	0.01	0.01	0.00
11/12/2016	0.8482	0.3111913	0.241	1.326	0.00	0.00	0.00
11/13/2016	0.8488	0.3234043	0.256	1.411	0.00	0.00	0.00
11/14/2016	0.7516	0.2634203	0.221	1.326	0.01	0.00	0.00
11/15/2016	0.7657	0.2602743	0.22	1.288	0.01	0.04	0.05
11/16/2016	0.7705	0.2706323	0.218	1.244	0.01	0.00	0.00
11/17/2016	0.7575	0.2708483	0.224	1.224	0.00	0.00	0.00
11/18/2016	0.7381	0.2801513	0.213	1.296	0.00	0.00	0.00
11/19/2016	0.8584	0.3247193	0.329	1.553	0.49	0.40	0.70
11/20/2016	0.8767	0.3428363	0.34	1.651	0.12	0.33	0.25
11/21/2016	0.7513	0.2974573	0.277	1.355	0.01	0.00	0.00
11/22/2016	0.7339	0.2913703	0.249	1.357	0.20	0.27	0.20
11/23/2016	0.8318	0.3220873	0.284	1.517	0.03	0.01	0.01
11/24/2016	0.8278	0.3235043	0.291	1.434	0.01	0.00	0.00
11/25/2016	0.7674	0.3077903	0.254	1.394	0.00	0.00	0.00
11/26/2016	1.0215	0.3964323	0.384	1.887	0.56	0.82	0.66
11/27/2016	1.1686	0.4280523	0.424	2.006	0.12	0.28	0.11
11/28/2016	0.9038	0.3598223	0.346	1.685	0.12	0.18	0.11
11/29/2016	0.7693	0.3154783	0.302	1.408	0.00	0.00	0.00
11/30/2016	0.7296	0.3212833	0.275	1.440	0.03	0.04	0.05
<b>Totals</b>	<b>24.645</b>	<b>9.251</b>	<b>8.019</b>	<b>41.999</b>	<b>1.93</b>	<b>2.49</b>	<b>2.29</b>

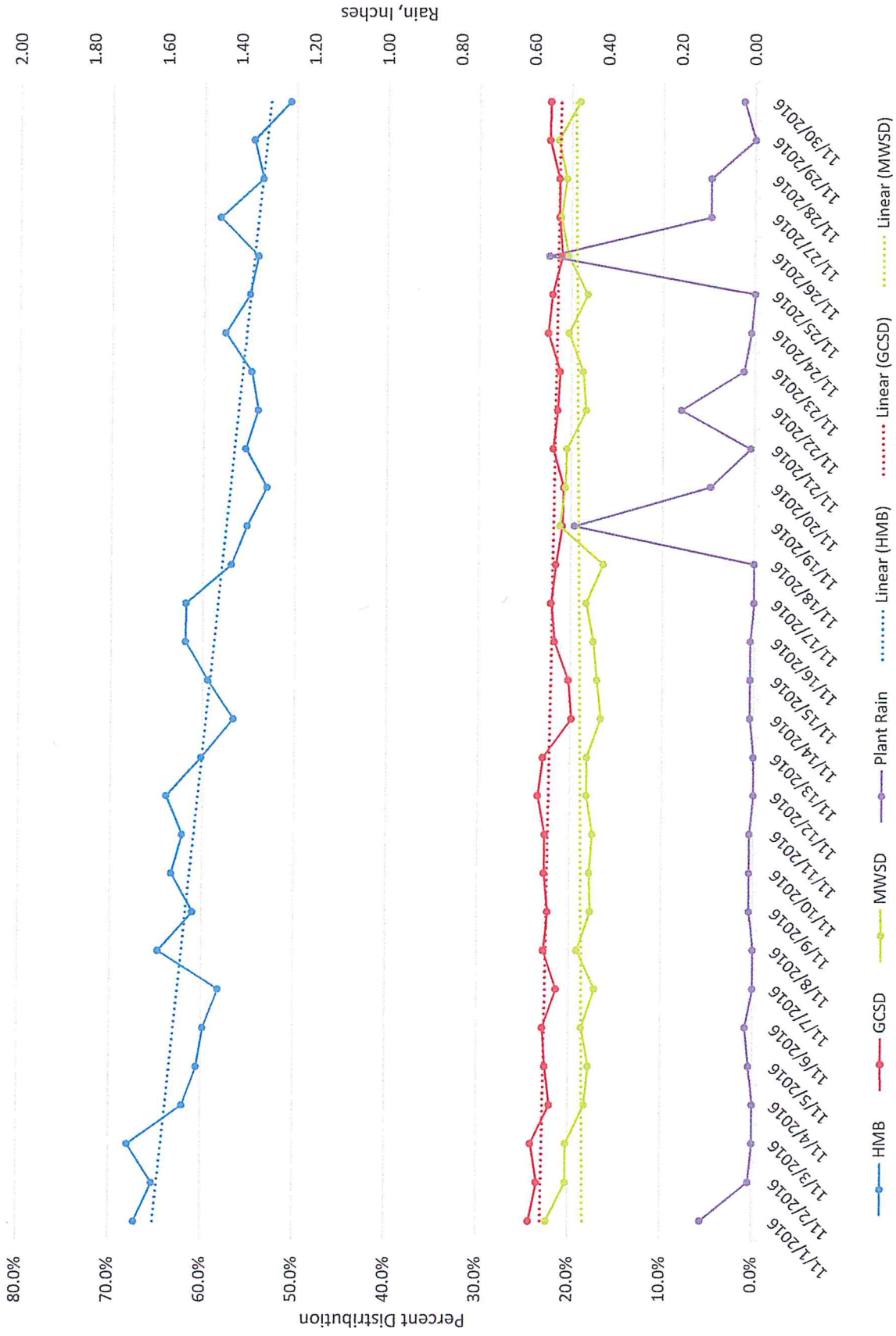
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.730	0.260	0.213	1.168
<b>Average</b>	<b>0.821</b>	<b>0.308</b>	<b>0.267</b>	<b>1.397</b>
Maximum	1.169	0.428	0.424	2.006
<b>Distribution</b>	<b>58.8%</b>	<b>22.1%</b>	<b>19.1%</b>	<b>100.0%</b>

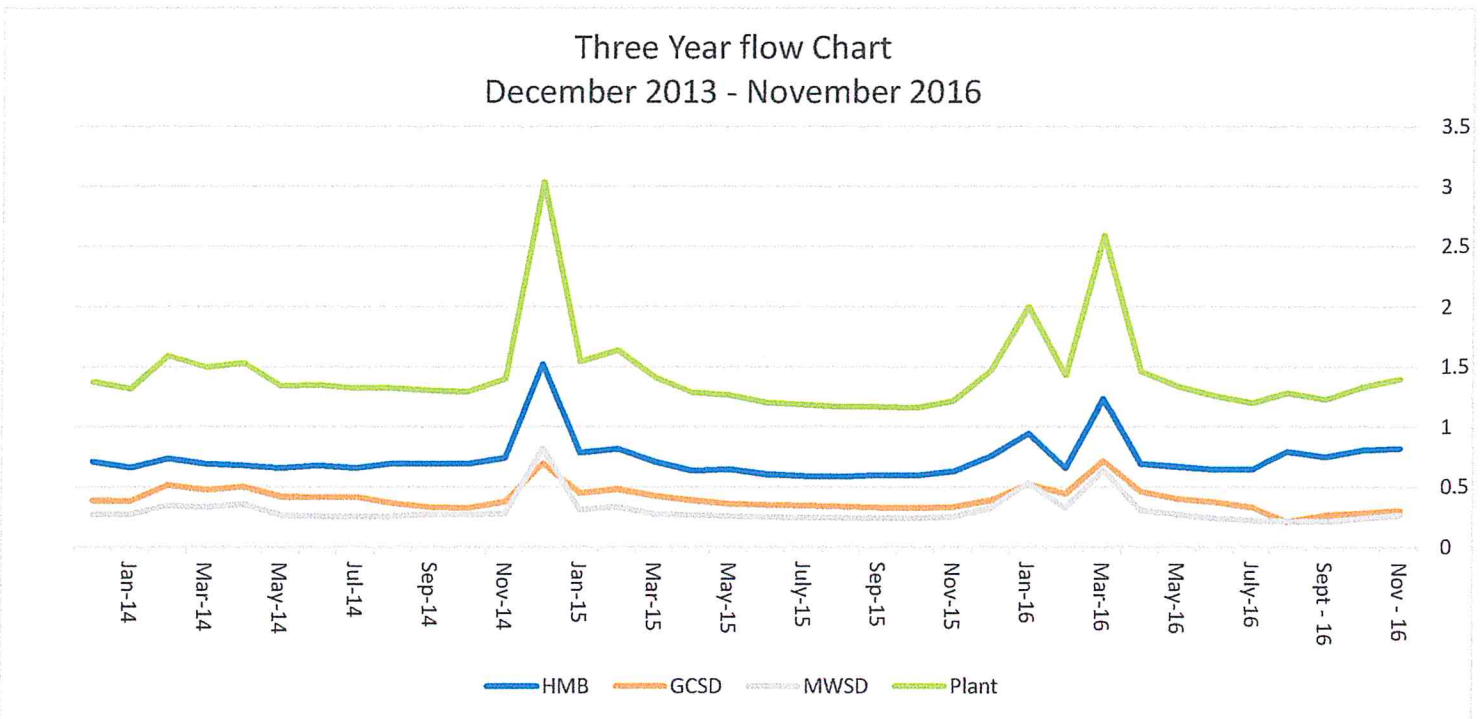
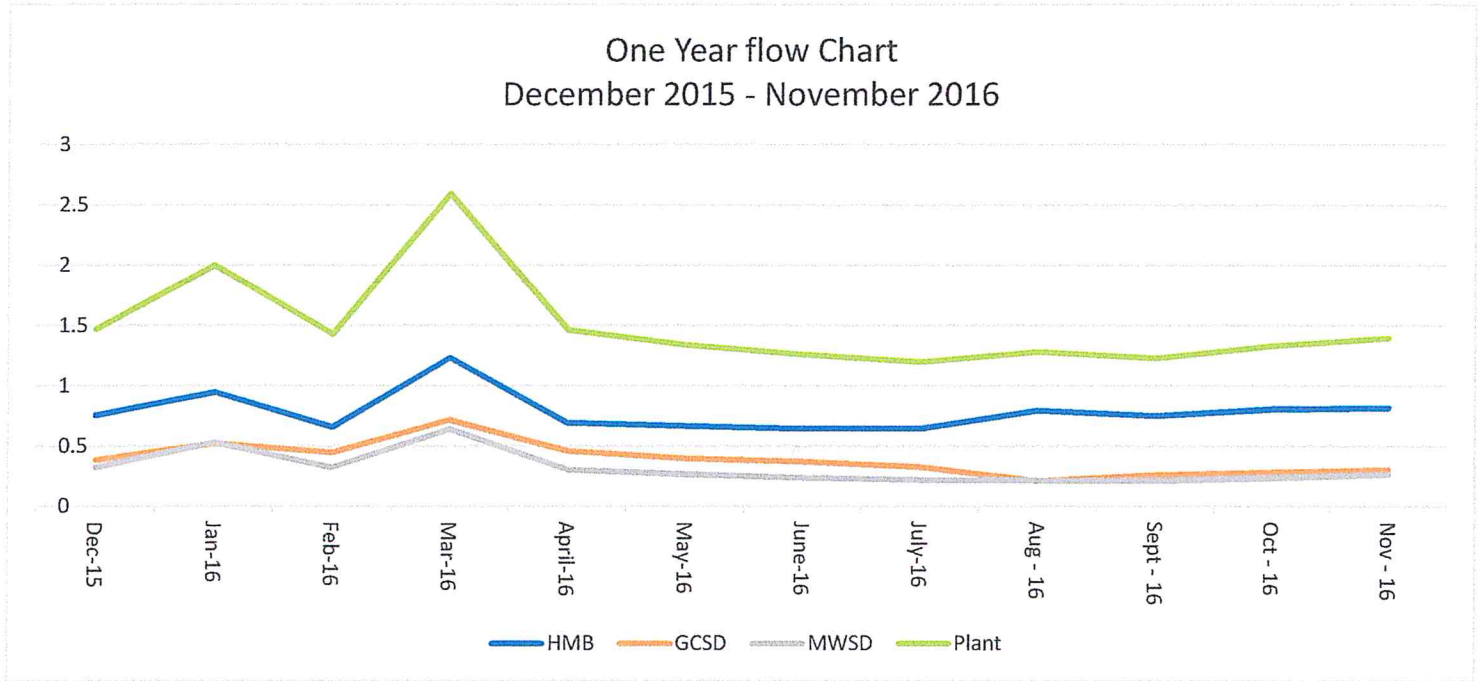
### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2016



# Percent Distribution November 2016



Most recent flow calibration June 2016 PS, November Plant





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 19, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**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 November 2016 was 0.678, for December 2016 the rate was 0.719.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## 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: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Connection Permit Applications Received**

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As of January 1, 2017 the following new **Sewer Connection Permit** applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
12/09/2016	Kelly Linscott	1158 Cedar Street	SFD
12/01/2016	Elizabeth Festejo	1060 Date Street	SFD

As of January 1, 2017 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
12/09/2016	Kelly Linscott	1158 Cedar Street	SFD

As of January 1, 2017 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
12/09/2016	Kelly Linscott	1158 Cedar Street	SFD	Domestic

**RECOMMENDATION:**

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



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 19th, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C. 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 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.

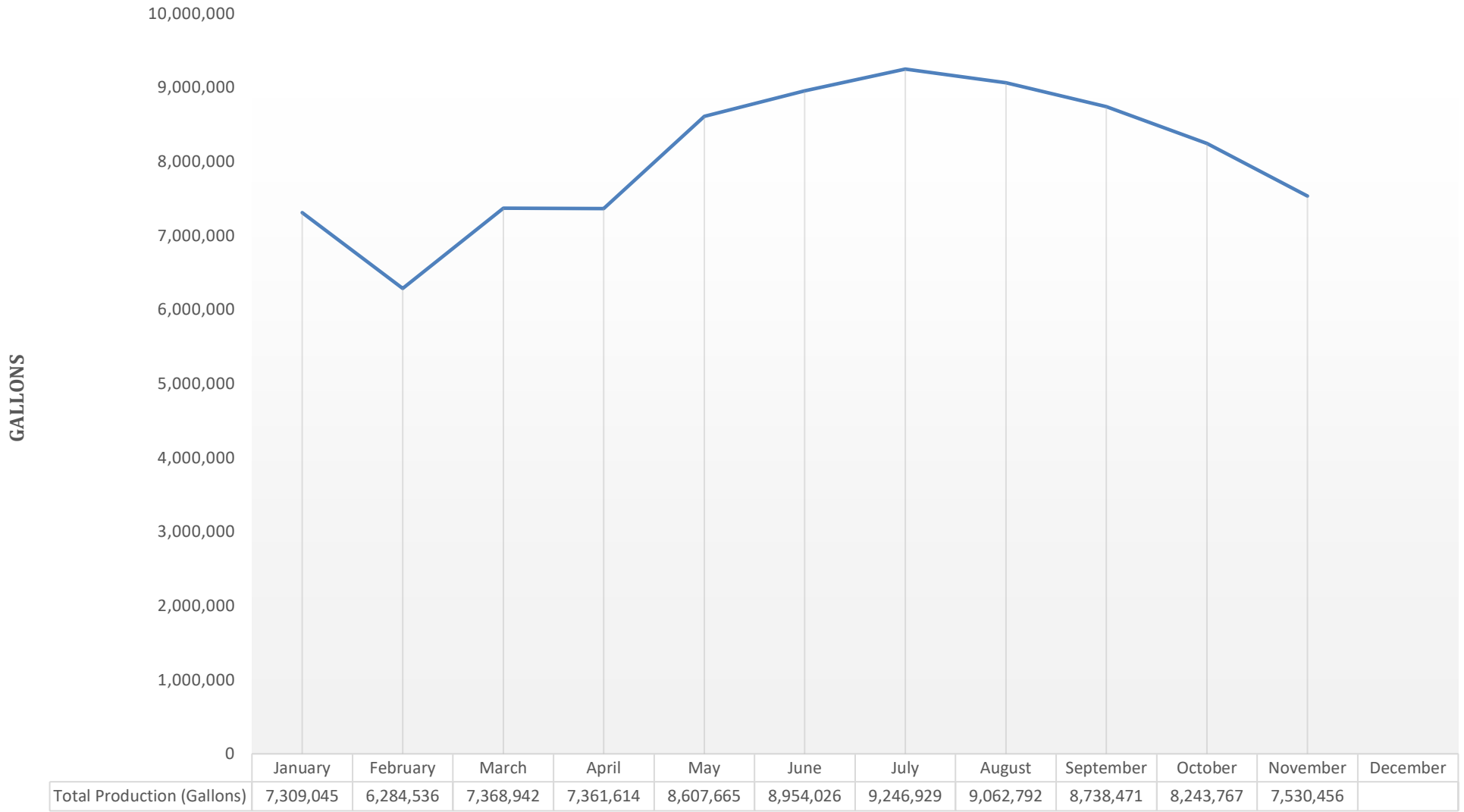
## RECOMMENDATION:

No action is required. These reports are provided for the Board's information only.

Attachments: 2

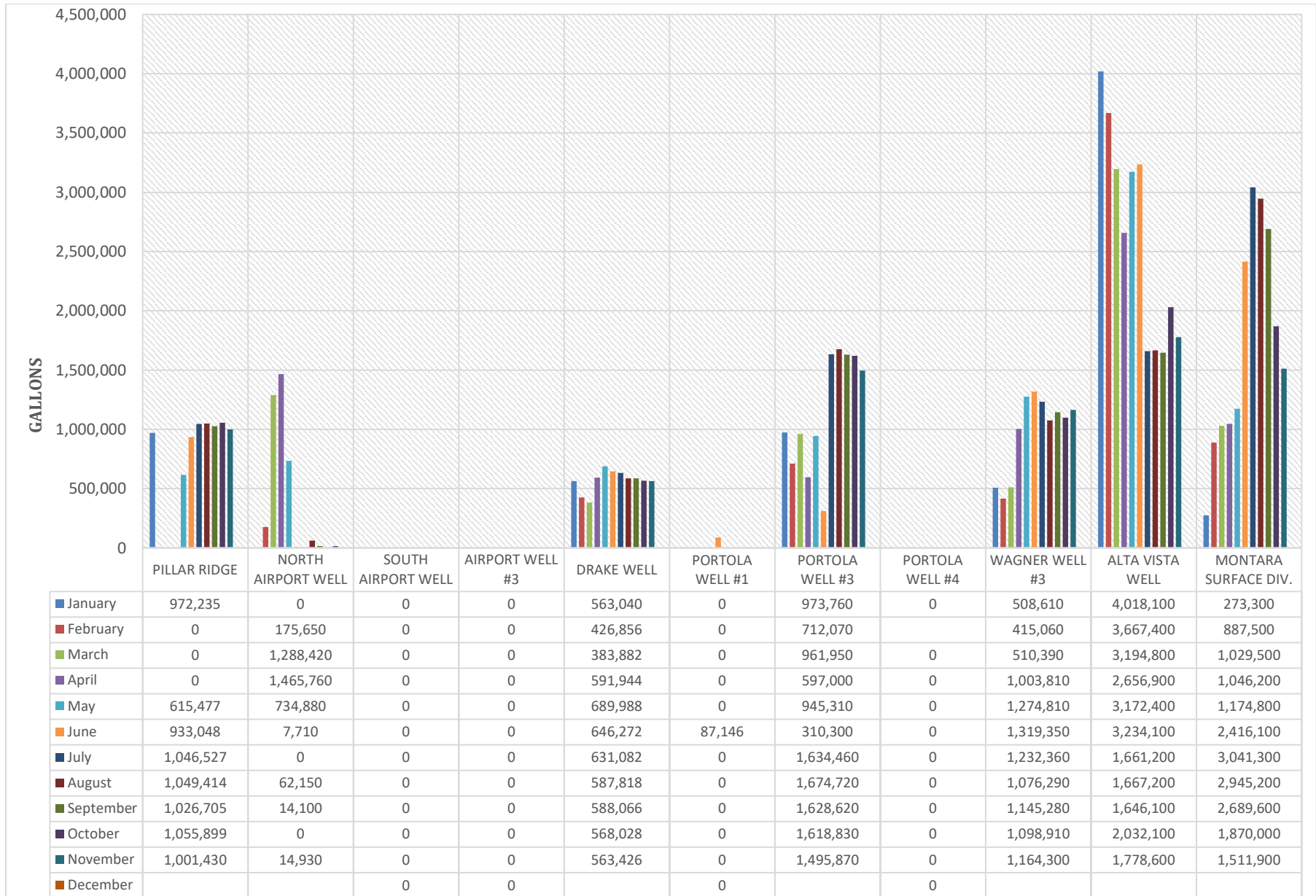


# TOTAL PRODUCTION 2016 (Gallons)



MONTH

# MONTHLY WATER PRODUCTION 2016






# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: January 19th, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Rain Report**

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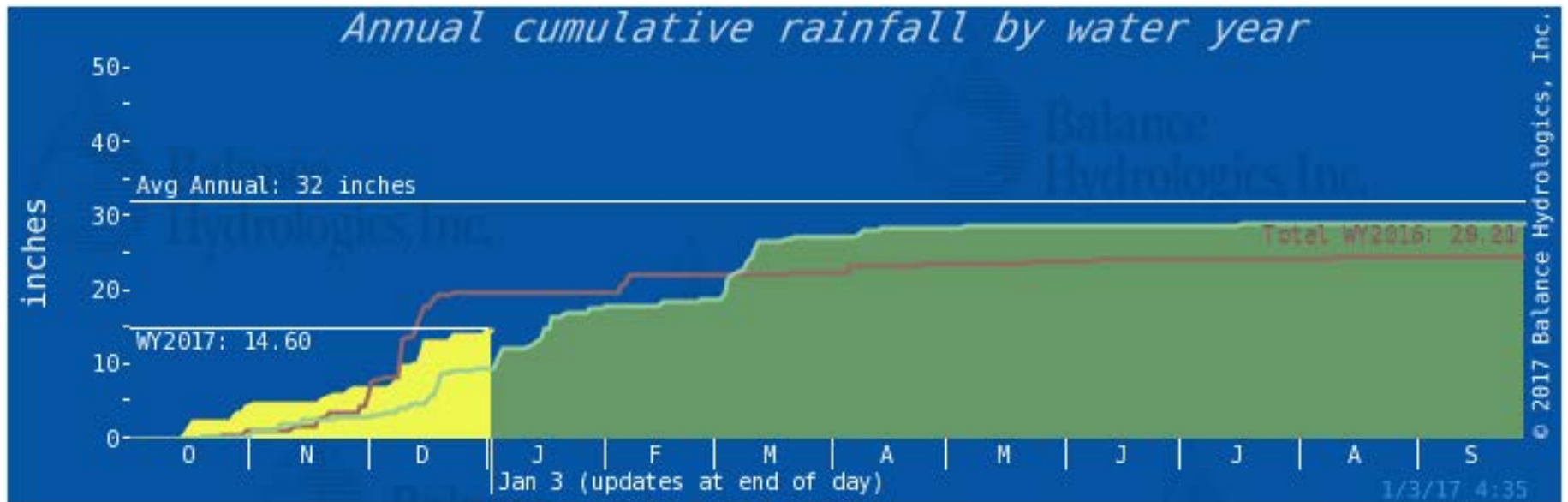
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

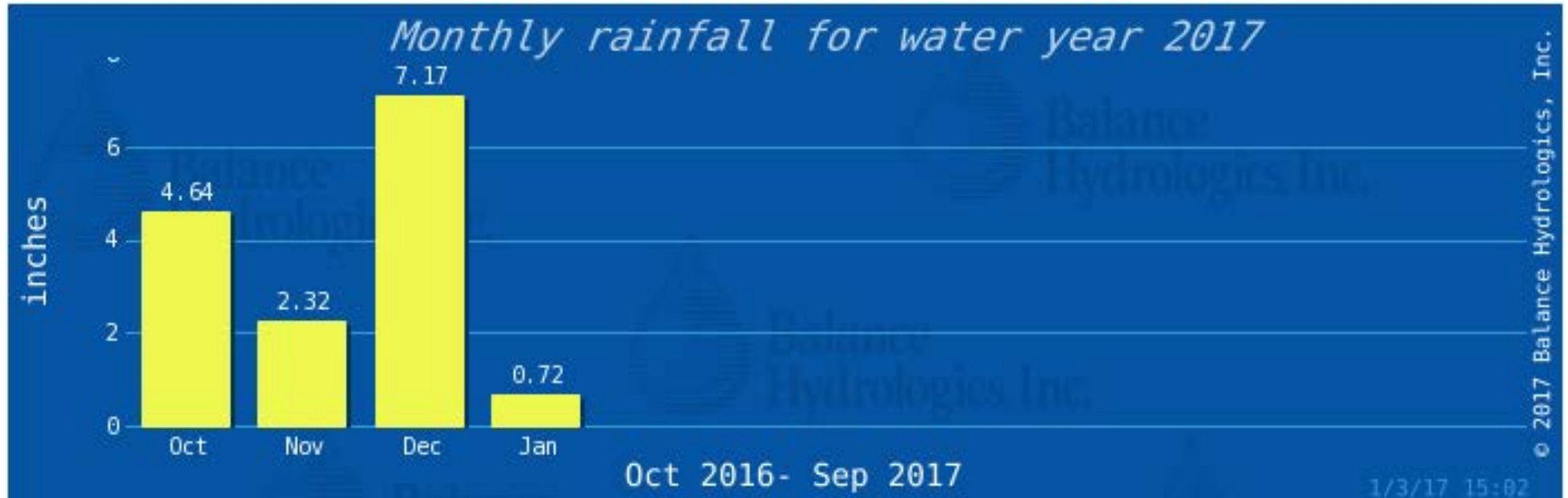
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Annual Cumulative Rainfall



# Monthly Rainfall Report Oct 2016 – Sept 2017





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 19<sup>th</sup>, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Monthly Solar Energy Report**

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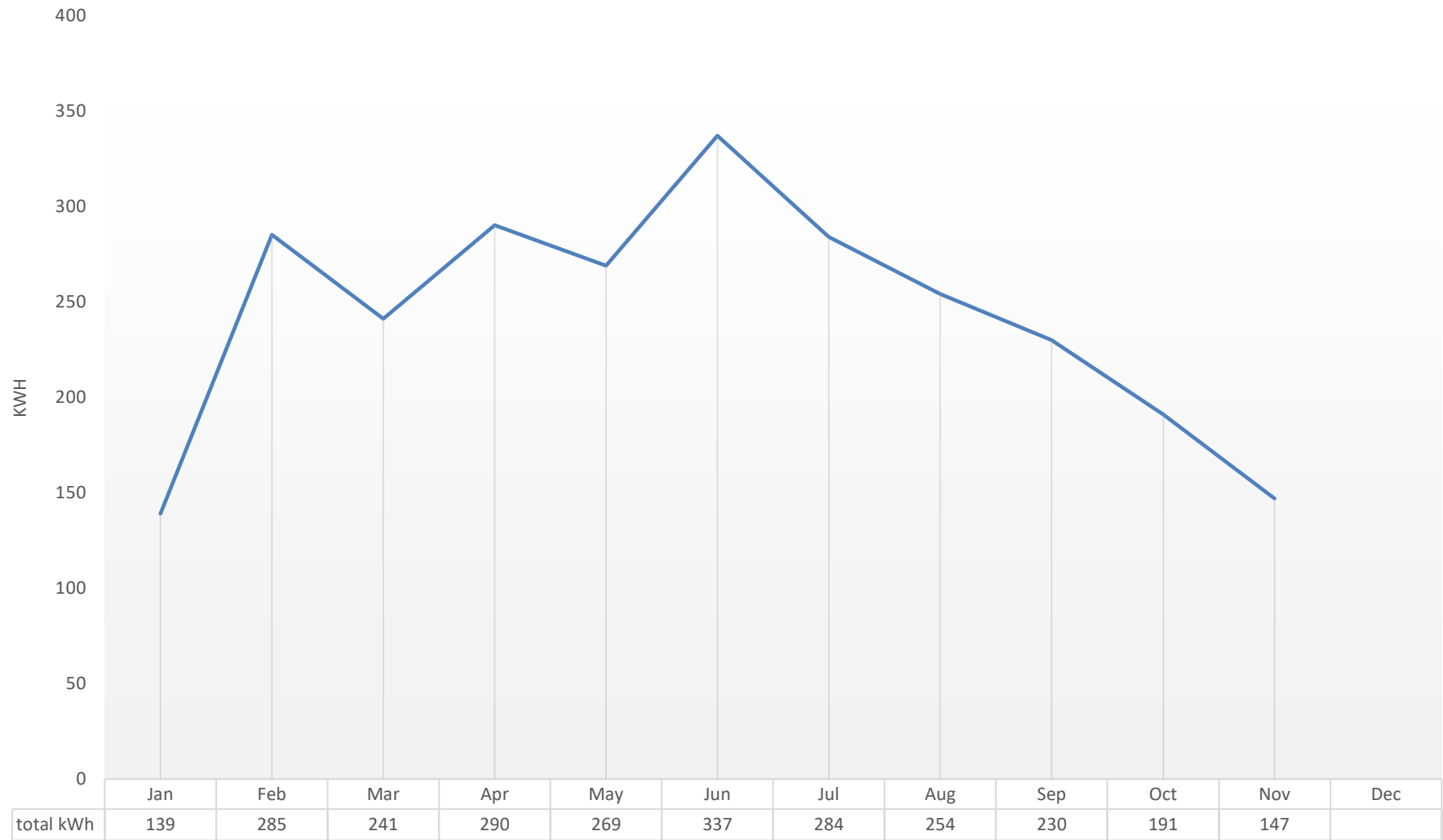
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 38684 kWh and saved 65761 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2016 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Multi-Year Water Connection Fee Payment Program.**

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The Board has previously indicated interest in supporting existing homes currently served by wells to voluntarily connect to the public water supply. A Multi-Year Water Connection Fee Payment Program can offset the financial hurdle of connecting to the District.

Staff has developed a program that allows home owners to pay the connection fee and other associated costs over up to ten years through the property tax bill. The Board has asked that property owners applying for the program in 2017 would receive the program interest free.

Staff will provide a detailed presentation of the planned program, cost and reasoning, and provide an overview over relevant existing MWSD, San Mateo County, and Coastal Commission regulations.

Available water supply may be utilized to serve existing development that is within the LCP urban area that is currently served by private wells. Those properties would be generally eligible to participate in the program and connect at their own desire to the District's water system. Premises located outside the urban area can, depending on individual circumstances, also receive certain services from the District.

Interested parties have been invited by mailing and additional public notice to receive detailed information and provide comments to the Payment Program.

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt Ordinance No.\_\_\_\_, Ordinance of the Montara Water and Sanitary District Adding Section 5-3.104 to the Montara Water and Sanitary District Code Relating to the Conversion of Private Well Water Sources to the District's Water System.

Attachments



# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL WATER SOURCES TO THE DISTRICT'S WATER SYSTEM

### THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:

**Section 1.** The Board of the Montara Water and Sanitary District hereby finds and declares:

a. Section 5-3.103 of the Montara Water and Sanitary District Code ("MWSD Code") requires, subject to certain exceptions, that Premises located within the urban area (therein defined), that are capable of being served by the District's water system shall be connected to that system for permanent Domestic Service (as defined in MWSD Code §5-2.106) and that irrespective of location within or outside of the urban area, Premises that are capable of being served by the District's water system shall be connected to that system for Fire Protection Service.

b. Numerous parcels of property capable of being served by the District's water system for Domestic Service are served by wells located on or in the vicinity of such parcels.

c. Private wells draw from aquifers that also supply the District's water system, thereby affecting the supply available to all residents and businesses within the District.

d. MWSD Code Section 5-3.103 was enacted to alleviate the adverse effects on the public health, welfare and necessity arising from intensive use of private wells within the District.

e. The District issued general obligation bonds for the acquisition of its water system and levies a tax upon all property within the District for the bond debt service, including properties served by wells.

f. Properties served by wells do not directly receive the benefit of the aforesaid tax, but are benefitted generally by the fact that the District's water system is available to serve such property.

g. Owners of property served by wells frequently are reluctant to convert from well service to the District's water system due to associated costs.

# ORDINANCE NO. \_\_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL WATER SOURCES TO THE DISTRICT'S WATER SYSTEM

h. The burden of such "up-front" connection costs can be reduced by providing for payment over time, i.e., in installments.

i. The amendment to the MWSD Code enacted hereby addresses the aforesaid economic burden and serves to encourage and expedite conversion of well service to District service in furtherance of the public health, welfare and necessity.

**Section 2.** Section 5-3.104 is hereby added to the Montara Water and Sanitary District Code to read as follows:

### **"Section 5-3.104. Conversion of Private Well Water Sources to the District's Water System.**

(a) Notwithstanding the provisions of Section 5-3.103, Premises located within the urban area (therein defined), that are capable of being served by the District's water system and that receive potable water for consumption from privately-owned wells located on or in the vicinity of such Premises, may be connected to the system pursuant to an agreement between the District and the owner of record of the Premises providing for payment of the applicable Connection Fees, Service Charges and deposits in installments. The terms and conditions of such agreements shall include, without limitation, that:

(1) the Connection Fees, Service Charges and deposits (collectively, "Costs") shall be payable in equal annual installments for a specified term, not to exceed ten (10) years;

(2) the Costs shall be subject to interest at the rate of two percent (2%) per annum; provided, that for such agreements executed by Owners on or after January, 19, 2017 through December 31, 2017, no interest shall be charged;

(3) the balance due plus accrued interest may be paid at any time during the term of the agreement without surcharge or penalty;

(4) if a water main extension is necessary to provide service to the Premises, the costs associated therewith shall not be included in the installments, but shall be paid at the time of application for service pursuant to Section 5-3.203;

(5) upon commencement of service from the District's water system, the well or wells which provided water to the Premises shall be placed out of service, capped and secured in accordance with pertinent regulations of the County of San Mateo under the supervision of the County Health Officer;

(6) upon sale of the Premises any remaining balance of the Costs plus accrued interest shall be due and payable;

(7) the agreement shall be submitted to the San Mateo County Clerk-Recorder for recordation in the County's Official Records.

(b) The owner of the Premises shall be the Applicant for service pursuant to this Section and all provisions pertaining to applications for new service under this

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT  
ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY  
DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL  
WATER SOURCES TO THE DISTRICT'S WATER SYSTEM**

Chapter V. shall govern the processing of the application except for payment of the Costs in installments pursuant to an agreement authorized hereunder. The District Manager is hereby authorized to execute such agreements for and on behalf of the District.

(c) The installments plus accrued interest may be collected on the tax roll pursuant to Section 5-7.100.

(d) This Section pertains only to Residential Service.”

**Section 3.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District and shall become effective immediately upon expiration of one week following said posting.

\_\_\_\_\_  
President

COUNTERSIGNED:

\_\_\_\_\_  
Secretary

\* \* \*

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 19<sup>th</sup> day of January 2017, by the following vote of the members thereof:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary



**Montara Water  
and Sanitary District**  
*Serving the Community of Montara and Moss Beach*

P.O. Box 370131  
8888 Cabrillo Hwy  
Montara, CA 94037-0131  
t: 650.728.3545 • f: 650.728.8556  
email: mwsd@coastside.net  
web: mwsd.montara.org

December 16, 2016

## **DISTRICT SEEKING YOUR INPUT**

### **On a Proposal that Customers on Wells Who Convert to District Supplies Can Pay the Costs of Connecting to the District Water System in Installments**

**PLEASE JOIN US AT A PUBLIC HEARING. DETAILS ON FLIP SIDE OF PAGE**

Dear Property Owner:

*The Montara Water and Sanitary District is evaluating a proposal to make it more affordable for property owners that rely on private wells to connect to the District's water system. We are reaching out to you because your property has been identified as being within the urban zone, has a well, and would be eligible for the proposed program, if it is approved.*

#### **KEY POINTS ABOUT THE PROPOSED WELL CONVERSION PROGRAM.**

For additional detail, please see the enclosed copy of the draft well conversion ordinance.

How The District is Proposing to Make Connecting to the Water System More Affordable. The proposed program would provide for the connection fee and associated costs of connecting to the District's water system to be paid in installments over a 10-year or shorter period. The installments, plus interest, would be paid via collection on the tax roll. Agreements completed before December 31, 2017 would be interest free.

What it Costs to Connect to the District's Water Supply. The current connection fee for the standard 5/8-inch x 3/4-inch residential water meter is **\$15,729.00**, which covers the new user's share of the capital cost to the District for its water facilities (treatment plant, pipelines, pumps, etc.) and the cost of maintaining a long-term supply. There are additional related costs, including construction and installation of the pipe connecting each property to the District's main as well as installation of a water meter. These related costs vary, but are typically about \$4,000.

Benefits of Connecting to the District Water Supply. For the well owner, aside from eliminating payment of the full amount for a connection up-front, connecting to the public water system ensures a permanent supply of high quality water that is overseen by a full-time, state-certified staff of water supply and quality professionals. Receiving service from the District also eliminates the potential liability of having a well break down unexpectedly or encountering problems with well water. For the District, converting wells reduces draw-down on underground aquifers improving the District's ability to manage the over-all water supply for its customers.

## DETAILS ABOUT THE PUBLIC HEARING AND ON PROVIDING INPUT

Before adopting the ordinance, the District Board is seeking input from eligible property owners as well as the general public.

Customers are encouraged to come to the public hearing to learn more, have their questions answered and to provide input. Alternatively, comments may be mailed or emailed to the addresses below. To be considered, your comments must arrive before the public hearing on **January 19, 2017**. Please RSVP to [mwsd@coastside.net](mailto:mwsd@coastside.net).

ATTEND THE HEARING ON, JANUARY 19, 2017 AT 7:30 pm:  
Montara Water and Sanitary District Board Room, District Administrative Offices,  
8888 Cabrillo Hwy (State Route 1), Montara

MAIL IN COMMENTS ATTN: General Manager, Montara Water and Sanitary District  
P.O. Box 370131, Montara, CA 94037-0131

EMAIL COMMENTS AND RSVP: [mwsd@coastside.net](mailto:mwsd@coastside.net).

Very truly yours,



Clemens Heldmaier, General Manager

Encl. Draft Ordinance



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DATE: December 16, 2015

TO: Clemens Heldmaier, General Manager  
Montara Water & Sanitary District

FROM: Alex Handlers, Bartle Wells Associates

RE: Multi-Year Water Connection Fee Payment Program for Well Conversions

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## **Background**

The District's service area includes a number of properties that are served by private wells. These properties draw water from the same aquifer that provides water supply to the District, yet do not contribute toward efforts to improve long-term water supply reliability. At the same time, the owners of these properties also have to pay for operating, maintenance, repair and replacement costs for their wells. In a number of cases, both the District and property owner would benefit if the property were connected to the District's water system.

Over the years, a number of property owners have indicated that they would like to connect to the District's water system, but have not done so because the District's connection fees pose too high a financial hurdle. Some of these property owners have further indicated that it is the upfront nature of the fees that makes them unaffordable, and that they could better afford to pay the fees if they were spread out over a number of years.

## **Water Connection Fees**

The District levies connection fees to recover the costs of infrastructure and assets benefitting new connections to the District's water system. The District currently requires payment of its connection fees – and related administration, inspection, engineering review, and service line/meter construction fees – up front, typically as a condition of development. Current Water Connection Fees and related charges for a typical new home with a base 5/8" x 3/4" meter are listed below. Domestic Water Connection Fees are higher for larger meter sizes that place more demand on the water system.

- Domestic Water Connection Fee (5/8" x 3/4" meter): \$15,259
- Admin/Inspection/Engineering Review Fees: \$3,490

- Construction costs for installation of the water service line from the water main to the customer's property line including installing the meter box and water meter. The District bids out these construction costs to a list of District-certified contractors and awards the bid to the low bidder. These costs are passed through to the customer. This cost is determined on a case-by-case basis and is typically in the \$4,000 range for a new connection.
- Private Fire Service Connection: \$4,791 (if warranted, typically does not apply to conversions of existing homes served by private wells)

The District's water service connection fees and related charges for conversion of a home with a private well can total in the \$22,750 range for a typical connection a base 5/8" x 3/4" meter. This cost excludes a) the potential Private Fire Service Connection Fee (which typically applies only to new homes required to install fire sprinklers), b) the homeowner's costs for installing the service line from the water meter to their home, and c) any costs related to well abandonment including costs for construction and/or any related fees charged by San Mateo County.

### **Multi-Year Connection Fee Repayment Program for Private Well Conversions**

In order to facilitate and incentivize property owners with private wells to connect to the District's water system, it is proposed that the District adopt a multi-year water connection fee payment program for property owners with private wells, who would otherwise be discouraged from connecting to the system due to the high up-front cost. BWA recommends that use of a multi-year fee payment program only be applicable for properties currently served by private wells.

Some alternatives for a multi-year water connection fee payment program include:

- **Term of Repayment:** The District can opt to allow repayment of its connection fees over a set period of time (e.g. 5 – 10 years) or over a time period selected by the property-owner not to exceed some maximum repayment term. While BWA generally recommends deferred fee repayment terms not to exceed 10 years, the repayment term is a policy decision for the District's Board of Directors.
- **Potential Charges for Interest:** Since the allowance of a multi-year repayment term essentially represents a loan from the District to the property owner, the District can opt to include some form of interest repayment. For example, the annual payments can include 3% interest repayment. Again, the decisions regarding a) potential recovery of interest repayment, b) the interest rate itself, and c) how interest would be applied, are all policy decisions for the District's Board of Directors.

## **Legal Authorization**

Based on initial legal review by the District's legal counsel, the costs associated with well conversions can be collected on the tax roll pursuant to California Health & Safety Code Section 5471, which gives the District authority to levy connection fees and other charges for services and facilities in connection with its water and sewer facilities, and Section 5473, which authorizes such charges to be collected on the property tax rolls.

Section 5473 includes the requirements for collection via the tax rolls, including:

- The District must adopt an ordinance or resolution authorizing the collection of charges on the tax rolls by a two-thirds vote of the Board of Directors. The ordinance or resolution shall remain in effect for the time specified, or, if no time is specified, until repealed or until a change is made in the rates charged by the entity. The District previously provided for collection of sewer service charges, delinquent water charges, and refuse collection and recycling charges via the tax rolls in compliance with this requirement.
- Each year, the District must prepare and file with its clerk a written report that contains a) a description of each parcel for which the deferred payments will be applied, and b) the amount of the annual charge or payment.

To ensure ongoing collection, regardless of any potential changes in property ownership, the District can put a lien on the property for collection of the charges.

## **Contractual Agreement with Property-Owner**

Based on input from the District's legal counsel, the District should require a signed agreement from each property owner who opts to take advantage of the multi-year repayment program.<sup>1</sup> The agreement should document the charges and repayment terms that apply to each property and indicate property-owner acknowledgment and consent. The agreement should allow for optional prepayment under which the property owner or their successor can elect to fully prepay outstanding amounts due.

## **Financial Impact to District**

Assuming the multi-year water connection fee payment program only applies to properties currently served by private wells, the net financial impacts to the District are estimated to be positive. Although a multi-year payment program spreads the District's collection of fees over time, the program is expected to generate new connections that otherwise might not connect due to the current up-front cost of the District's water connection fees. The District also generally benefits from economies of scale as new customers join the system.

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<sup>1</sup> District Counsel also advises that the District Code must be amended to include provision for such agreements.



**Montara Water & Sanitary District**  
**Water Connection Fee Payment Program Alternatives**

Draft Alternatives

**Water Connection Fees & Related Charges**

Domestic Water Connection Fee (5/8" x 3/4" meter):	\$15,259
Admin/Inspection/Engineering Review Fees:	3,490
Est. Construction Cost for Service Line & Meter	<u>4,000</u>
<b>Total</b>	<b>22,749</b>

*Excludes Private Fire Service Connection Fee of \$4,791*

**Alternative Fee Payment Programs**

Rate	5-Year Payment Program				10-Year Payment Program				15-Year Payment Program				20-Year Payment Program			
	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%
1	\$4,550	\$4,826	\$4,967	\$5,110	\$2,275	\$2,533	\$2,667	\$2,805	\$1,517	\$1,770	\$1,906	\$2,046	\$1,137	\$1,391	\$1,529	\$1,674
2	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
3	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
4	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
5	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
6					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
7					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
8					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
9					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
10					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
11									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
12									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
13									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
14									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
15									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
16													1,137	1,391	1,529	1,674
17													1,137	1,391	1,529	1,674
18													1,137	1,391	1,529	1,674
19													1,137	1,391	1,529	1,674
20													1,137	1,391	1,529	1,674
<b>Total</b>	<b>22,749</b>	<b>24,132</b>	<b>24,837</b>	<b>25,550</b>	<b>22,749</b>	<b>25,326</b>	<b>26,669</b>	<b>28,047</b>	<b>22,749</b>	<b>26,557</b>	<b>28,584</b>	<b>30,691</b>	<b>22,749</b>	<b>27,825</b>	<b>30,582</b>	<b>33,478</b>

4

## NOTICE OF PUBLIC HEARING

### CONSIDERATION OF ORDINANCE PROVIDING FOR PAYMENT OF WATER CONNECTION AND RELATED FEES IN INSTALLMENTS FOR PROPERTIES SERVED BY PRIVATE WELLS

#### MONTARA WATER AND SANITARY DISTRICT

**NOTICE IS HEREBY GIVEN** that the Board of the Montara Water and Sanitary District will hold a public hearing on the date and time and at the place hereinafter specified to consider the adoption of an ordinance to allow for the payment by installments of fees for the required connection to the District's water system of properties that currently depend upon private wells for potable water service and that are located within 250 feet of a District water main ("Eligible Property"). The District Board has determined that payment of the full amount of such fees at the time of issuance of a water connection permit imposes a financial burden that discourages some owners of Eligible Property from converting from well water usage to the District's water system. The Board has further determined that conversion to the District's water system should be encouraged and facilitated in order to ensure that all residents within the District's water service area have a reliable source of high quality water that meets the State's strict drinking water standards and to promote efficient ground water management for the benefit of all service area residents. The intent of the ordinance is to advance those goals.

By letter dated December 16, 2016 from the District to owners of Eligible Property, personal notice was given of the public hearing. This published notice is in addition to the personal notice and is intended to provide notice to all District residents.

The public hearing is informational and for the purpose of obtaining input regarding the proposed ordinance from owners of Eligible Property and from members of the public in general. A copy of the ordinance is available at the District Administrative Offices for review. Copies may also be obtained upon payment of the District's copying fee.

At the hearing all persons interested in the matter will be given the opportunity to be heard on the subject of adoption of the ordinance. Written comments may also be submitted in advance of the hearing, delivered or sent by mail to the below-specified address or may be submitted in person at the hearing.

**NOTICE IS HEREBY FURTHER GIVEN** that the public hearing will be held on and at the following date, time and place:

Date: January 19, 2017

Time: 7:30 p. m., or as soon thereafter as the matter may be heard

Place: Boardroom

District Administrative Offices

Montara Water and Sanitary District

8888 Cabrillo Highway (State Route 1)

Montara, California

Clemens Heldmaier, General Manager

## Clemens

---

**From:** cthollaug@gmail.com  
**Sent:** Friday, January 13, 2017 8:47 AM  
**To:** Clemens Heldmaier; Clemens Heldmaier  
**Subject:** RE: Packet Materials  
**Attachments:** Reference Documents, MWSD Well Conversion 2017-01-13.pdf; Well Conversion Policy Recommendations 2017-01-13.pdf

Clemens,

Review of the PWP raised more questions than answers, so I'm going to hold off on incorporating any further comments related to that document. Here are the two docs with the watermarks removed.

Thanks,

Chris

---

**From:** [Clemens](#)  
**Sent:** Thursday, January 12, 2017 1:22 PM  
**To:** [cthollaug@gmail.com](mailto:cthollaug@gmail.com)  
**Subject:** RE: Packet Materials

Chris,

I'd need the documents by 10:00 am tomorrow morning to get them in the packet.

Thanks,

Clemens

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**From:** cthollaug@gmail.com [mailto:[cthollaug@gmail.com](mailto:cthollaug@gmail.com)]  
**Sent:** Thursday, January 12, 2017 1:15 PM  
**To:** Clemens Heldmaier <[cheldmaier@coastside.net](mailto:cheldmaier@coastside.net)>  
**Subject:** Packet Materials

Clemens,

I'm tied up today with a client, but want to go through the Public Works Plan before finalizing the docs I'm sending you for inclusion in the packet. When are you planning on sending the packet out?

Thanks for your time yesterday.

Best,

Chris

## Clemens

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**From:** Clemens <mwsd@coastside.net>  
**Sent:** Wednesday, January 11, 2017 11:54 AM  
**To:** 'Chris Thollaug'; 'Clemens Heldmaier'  
**Subject:** RE: Draft Discussion Documents  
**Attachments:** Connection Fee Program for Well Conversions - Revised 12-16-15.pdf

Chris,

The background document for the well conversion program that I mentioned in our conversation today is attached.

Thanks,

Clemens

**From:** Chris Thollaug [mailto:cthollaug@gmail.com]  
**Sent:** Wednesday, January 11, 2017 11:24 AM  
**To:** Clemens Heldmaier <CHeldmaier@coastside.net>; Clemens Heldmaier <mwsd@coastside.net>  
**Subject:** Draft Discussion Documents

Clemens,

The documents I mentioned are attached. See you at 2.

Best,

Chris

## Well Conversion Policy Recommendations

Chris Thollaug, PO Box 371018, Montara CA 94037

The Montara Water and Sanitary District has located sufficient water to permit new connections, and is beginning to address the issue of well conversion for property owners located in the district's service area. Despite being unable to connect in the past, well owners without service connections for water have been, nevertheless, obligated to participate fully in repayment of the bonds issued for purchase of the water system by the district. The rationale has been the benefit they receive from the fire hydrant system.

The district has circulated to property owners with wells a proposal to permit payment of connection fees by well owners connecting and abandoning their wells. They offer a 10-year payment period at no interest (first year only). However, the proposal offered no policy recommendations on well conversions. The district manager asserts that the financing proposal is addressing voluntary well conversions, although nothing in the letter received by well owners indicated the program is voluntary, and it requires wells be capped.

Now that connections are available, there is a need to have well conversion policy and practices articulated and publicly commented on, and current district ordinances modified to conform with newly adopted policies in this area. For example, while the district asserts that at this time well conversion is voluntary, the language of Ordinance 5-3.103 states quite the opposite—it states that *properties which are capable of being served by the water system shall connect*. Given this inconsistency and the district's recent communication to well owners, it is important to have a full and public discussion of the related policies—certainly before it proposes financing incentives.

To stimulate public comment and discussion, here is a proposed policy structure for consideration by property owners and the district that addresses the full range of situations under which a well conversion is being considered, either by MWSD or the property owner.

	<u>When Connection Requested by MWSD</u>	<u>When Connection Requested by Property Owner</u>
	Offered to property owners as part of a district initiative to reduce private wells in the service area	To deal with failing well, when connection is personal preference, or when required by San Mateo County for building permit or environmental health reasons.
Water Main Extension	Full cost Paid by district	Cost allocated between district and property owner per current policies
Construction Costs to Connect	Paid by property owner	Paid by property owner
District Fees to Connect	If well capped, waived by district If well maintained, paid by property owner	Paid by property owner
Discussion Points	<ul style="list-style-type: none"> <li>• The district, in taking the initiative to reduce private wells, benefits from increased water connection charges.</li> <li>• Property owners on wells have paid a full share of the general bond indebtedness for purchase of the system, but have benefited only by the improved fire protection, not potable water delivery.</li> <li>• Current bonds include significant capital improvement funds authorized when bonds were refinanced.</li> </ul>	<ul style="list-style-type: none"> <li>• Property owner seeking connection to address a situation where the primary benefit is immediate and to the landowner. This includes new residential construction.</li> <li>• Property owners with wells who were offered the opportunity to connect under the well conversion initiative, but declined that offer, can connect under these terms.</li> <li>• Includes property owners who built or expanded homes after September 12<sup>th</sup>, 1987 and are being required to connect as a condition of their building permit.</li> </ul>

## Reference Documents

### Montara Water & Sanitary District Well Conversion Proposal

Now that water connections are available, MWSD has circulated a proposal to assist property owners with private wells as their primary water source finance connection to the district water system. However there are significant open issues regarding the district's policies regarding private wells. Is connection mandatory or voluntary? Section 5-3.103 of the MWSD code states connection to the water system is mandatory, within the urban area. A public hearing needs to address underlying policy as well as the financing assistance being proposed.

Part of the difficulty in understanding connection policy is to understand the term definitions:

- urban area
- urban boundary
- urban zone
- urban rural boundary
- rural residential areas
- rural areas
- rural zone

To aid in the discussion of policy, here are extracts from two documents that control connection policy, the MWSD Code and the San Mateo County LCP, and a map from the LCP showing the rural residential area within the MWSD district. Italics have been added to the language extracted for emphasis.

### MWSD Code

Reference	Language	Comments
Section 5-3.103	<p>Subject to the requirements of any moratorium upon Service Connections, water shortage emergency, drought or other conditions limiting the District's available water supply as determined by the Board, <i>Premises located within the urban area (hereinafter defined), that are capable of being served by the District's water system shall be connected</i> to that system for permanent Domestic Service. Irrespective of location within or outside of the urban area, Premises that are capable of being served by the District's water system shall be connected to that system for Fire Protection Service.</p>	<p>Properties in the "urban area" that are "capable of being served" <b>shall</b> be connected. Implication is that when water capacity permits, connection is mandatory.</p>
	<p>Premises shall be deemed '<i>capable of being served by the District's water system</i>' if a District water main is located two hundred fifty (250) feet or less measured at ground level from any point on the property line of the Parcel to be served by the main, <i>taking into consideration that a main extension may be necessary to provide water service to the Premises.</i></p>	<p>"capable of being served" defined as property within 250ft of the district's system.</p> <p>However, what does, "taking into consideration that a main extension may be necessary" mean? Within 250' after main extension?</p>
	<p>'Urban area' means the area or areas delineated as such by the <b>Urban/Rural Boundary</b> on land use plan maps adopted by the Board of Supervisors of the County of San Mateo and approved by the California Coastal Commission as a part of the San Mateo County Local Coastal Program pursuant to the California Coastal Act of 1976.</p>	<p>Defines "urban area" as the area delineated by the SMC LCP Urban/Rural boundary.</p> <p>Reference LCP Section 1.14 for definition of the boundary.</p>

## San Mateo County LCP

<u>Reference</u>	<u>Language</u>	<u>Comments</u>
Section 1.3 a	<p><u>Definition of Urban Areas</u></p> <p>Define <b>urban areas</b> as those lands suitable for urban development because the area is either: (1) developed, (2) subdivided and zoned for development at densities greater than one dwelling unit/5 acres, (3) served by sewer and water utilities, and/or (4) designated as an affordable housing site in the Housing Component.</p>	Per the definition, rural residential is not included.
Section 1.4	<p><u>Designation of Urban Areas</u></p> <p>Designate as <b>urban</b> those lands shown inside the <b>urban/rural boundary</b> on the Land Use Plan Maps. Such areas include Montara, Moss Beach, El Granada, Princeton and Miramar.</p>	Designation of urban areas as those lands inside the urban/rural boundary. Consistent with MWSD's definition of urban area in Code Section 5-3.103
Section 1.13	<p><u>Definition of Rural Residential Area</u></p> <p>Define <b>rural residential areas</b> as rural lands outside the outside the <b>urban/rural boundary</b> which are: (1) subdivided and developed with residential uses at densities less than one dwelling unit/5 acres, (2) adjacent to <b>urban areas</b>, and (3) partially or entirely served with utility lines.</p>	States that rural residential areas are <i>rural</i> lands.
Section 1.14	<p><u>Designation of Rural Residential Areas</u></p> <p>Designate the following recorded subdivisions as <b>rural residential areas</b>: (1) Montara, First Addition; (2) Montara, Second Addition; (3) Montara, Hotel Addition; and (4) Montara, Wienke Addition.</p>	Rural residential properties represent a significant portion of the private wells in the district.
Section 1.16	<p><u>Definition &amp; Establishment of Urban/Rural Boundary</u></p> <p>Define <b>urban/rural boundary</b> as a stable line separating <b>urban areas</b> and rural service centers from <b>rural areas</b> in the Coastal Zone and establish this line on the LCP Land Use Plan Map.</p>	Urban/Rural Boundary divides urban and rural, period.
Section 1.19 f	<p><u>Ensure Adequate Public Services and Infrastructure for New Development in Urban Areas</u></p> <p>If a public water supply is available, major remodels or expansions of existing development, or new development on vacant lots, served by private wells constructed after September 12, 1989, are not permitted unless the project will connect to the public water system and abandon the well. For purposes of this policy, major remodels or expansions include all projects where new construction has a value equal or greater to 50% of the value of the existing structure.</p>	<p>Homes developed or significantly expanded with wells after this date are required to connect. That requirement was an explicit condition of the building permit.</p> <p>In urban areas, future expansions/remodels over 50% trigger the requirement to connect and abandon well.</p>

Section 2.11 a.	<p><u>Establishing Service Area Boundaries</u> Confine urban level services provided by governmental agencies, special districts and public utilities to <b>urban areas</b>, rural service centers and <b>rural residential areas</b> as designated by the Local Coastal Program on March 25, 1986.</p>	Authorizes provision of “urban level services” beyond urban to include rural residential areas.
	b. Redraft the boundaries of special districts or public utilities providing urban level services to correspond to the boundaries of <b>urban areas</b> , rural service centers and <b>rural residential areas</b> established by the Local Coastal Program.	Addresses MWSD boundaries, however this section does not authorize what services may be provided to the designated areas by MWSD within that overall boundary.
	d. Require, when a special district or public agency maintains rural lands within their boundaries that the special district or public agency divide the districts into <b>rural and urban zones</b> . Make boundaries of the <b>urban zone</b> , where urban level services are provided, correspond to the boundaries of <b>urban areas</b> and rural service centers established by the Local Coastal Program. Include the rest of the district in the <b>rural zone</b> . Restrict the activities in <b>rural zones</b> to those which are consistent with the maintenance of the rural nature of the area and all other policies of the Local Coastal Program. Lower the user costs in the <b>rural zone</b> to reflect the lower level of service and minimize growth inducement.	<p>Requires division of the MWSD service area into rural and urban zones.</p> <p>Urban zone includes urban areas and rural service centers—not rural residential.</p> <p>The remainder of the MWSD district falling outside the urban zone as rural—the rural residential.</p> <p>Lower user costs in the rural zone to reflect lower level of service.</p>
Section 2.17 a.	<p><u>Establishing Service Area Boundaries (sewer)</u> Require, as a condition of granting a permit for expansion of sewage treatment facilities, that sanitary sewer connections be limited to the <b>urban areas</b> and <b>rural residential areas</b> as shown on the Land Use Plan Map 1.3 and the zoning map. Exclude property located outside the <b>urban boundary</b> and <b>rural residential areas</b> from assessment for sewage treatment facilities by SAM or its member agencies.</p>	Restricts sewer connections to urban and rural residential areas.
	c. Redraw the boundaries of the sewer districts to correspond to all lands inside the <b>urban/rural boundary</b> and the boundary of <b>rural residential areas</b> .	Consistent with Section 2.11b, with respect to MWSD boundaries.
Section 2.31 c.	<p><u>Service Area Boundaries (water)</u> (1) Make the boundaries of the <b>urban zone</b> correspond to the <b>urban boundary</b> and the boundary of <b>rural residential areas</b> established by the LCP.  (2) Allow water connections for all types of users within <b>urban zone</b>.</p>	<p>Urban zone is a new definition which includes rural residential. Therefore, water connections permitted in rural residential.</p> <p>Mandates that connections are allowed—not that they are required.</p>





Rural Residential Area

## Clemens

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**From:** Glen Eastman <geastman@sbcglobal.net>  
**Sent:** Thursday, January 12, 2017 5:02 PM  
**To:** Clemens  
**Subject:** Re: January 19th meeting

Clemens,

Thank you for your reply. I look forward to hearing the Districts presentation of the ordinance details. I appreciate the opportunity to call you with questions prior to the meeting.

Glen Eastman

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**From:** Clemens <[mwsd@coastside.net](mailto:mwsd@coastside.net)>  
**Date:** Thursday, January 12, 2017 4:16 PM  
**To:** Glen Eastman <[geastman@sbcglobal.net](mailto:geastman@sbcglobal.net)>  
**Subject:** RE: January 19th meeting

Mr. Eastman

Thank you for letting us know that you and your wife will attend the Public Hearing next Thursday. There will be an opportunity for all participants to address the Board of Directors.

I also repeat my offer to call with any questions you may have in advance of the meeting. I can be reached at 650-728-3545.

Thanks,

*Clemens Heldmaier*

General Manager

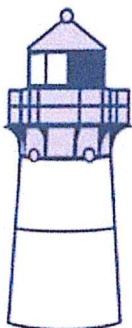
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Glen Eastman [<mailto:geastman@sbcglobal.net>]

**Sent:** Thursday, January 12, 2017 3:33 PM

**To:** [mwsd@coastside.net](mailto:mwsd@coastside.net)

**Subject:** January 19th meeting

Clemens Heldmaier, General Manager,

This to inform you of my intention along with my wife to attend the January 19th meeting. I also ask the opportunity to speak in order to address my views on this incomplete draft ordinance which fails to address the needs of myself and I believe many others in similar circumstances in our community.

Glen and Judi Eastman  
P.O. Box 193  
1619 Sunshine Valley Rd.  
Moss Beach, Ca. 94038  
(650) 728 3495  
[geastman@sbcglobal.net](mailto:geastman@sbcglobal.net)

## Clemens

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**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 11:26 AM  
**To:** 'Kelsey Guntren'  
**Subject:** RE: RSVP to Hearing

Thanks Kelsey.

*Clemens Heldmaier*

General Manager

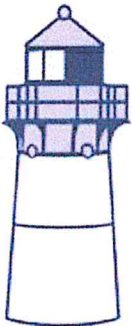
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Kelsey Guntren [mailto:kguntren@gmail.com]  
**Sent:** Tuesday, December 27, 2016 9:29 AM  
**To:** mwsd@coastside.net  
**Subject:** RSVP to Hearing

Hello,

I am RSVP'ing for3 to the public hearing on January 19th.

Thank you,

Kelsey Guntren

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:59 AM  
**To:** 'David McCann'  
**Cc:** 'Lisa McCann'  
**Subject:** RE: Public Hearing Customers on Wells

Mr. McCann,

Thank you for letting us know that you will be attending the Public Hearing on January 19. I'll try to answer some of the questions you have below:

*What would be my incentive to do this work, will Montara Water District give me a credit on my water bill for the cost of doing this work myself?*

One incentive that is offered with the suggested program is the pay structure over several years, and the collection through the property tax bill. The advantages to be connected to the public water supply are many and depend often on individual circumstances. Guaranteed high water quality and quantity, avoidance of maintenance cost, increased property value, are some that come to mind immediately. Others, like the reduction of potential groundwater contamination, or overdraft, are others that haven't been discussed enough.

Existing users aren't asked to pay for the connection of new users. The cost for new connections are to be paid by the new users. There is no additional credit for new users besides the suggested program.

*Why should I cap my well?*

The decision to cap your well or not lies with the agency that permitted your well, the San Mateo County Health Department. In short, wells permitted before December 1989 are grandfathered in and can remain, newer wells have to be abandoned upon connection to the public system. This is described in detail in the SMC LCP for the unincorporated Mid-Coast.

*Is the Montara Water District going to pay for the work to cap my well and connect the house water to the existing water service and meter?*

No. See above.

If you have further questions I encourage you to call me at 650-728-3545 to discuss.

Thanks,

*Clemens Heldmaier*

General Manager

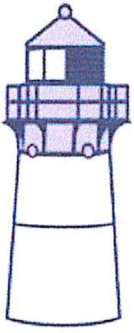
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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-----Original Message-----

From: David McCann [mailto:david.mccann@me.com]  
Sent: Tuesday, January 03, 2017 10:21 PM  
To: mwsd@coastside.net  
Cc: Lisa McCann <lisamccann1@me.com>  
Subject: Public Hearing Customers on Wells

Hello Clemens Heldmaier,

I will be attending the January 19th Public Hearing at 7:30 P.M. My name is David & Lisa McCann at 460 7th Street, after reading your letter and your encouragement to give my comments, one comes to mind and that is why should I cap my well. I have a fairly new home (7years old) with well and equipment that works fine. I have a Montara Water Meter and Service to my home for the fire sprinklers in the home, is the Montara Water District going to pay for the work to cap my well and connect the house water to the existing water service and meter? What would be my incentive to do this work, will Montara Water District give me a credit on my water bill for the cost of doing this work myself?

Thank you in advance

David J. McCann  
460 7th Street  
Montara, CA 94037  
Cell: (650) 465-2635  
david.mccann@mac.com=

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:06 AM  
**To:** 'Angelique Felgentreff'  
**Subject:** RE: RSVP for Jan 19 meeting

Thanks Angelique.

Clemens Heldmaier  
General Manager  
Montara Water & Sanitary District  
8888 Cabrillo Hwy.  
Montara, CA 94037  
PHONE: 650-728-3545  
mwsd@coastside.net

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-----Original Message-----

From: Angelique Felgentreff [mailto:angelique@felgentreff.com]  
Sent: Wednesday, January 04, 2017 9:39 AM  
To: mwsd@coastside.net  
Subject: RSVP for Jan 19 meeting

Hi,

I plan to attend the Jan. 19 meeting.

Thanks,  
Angelique Felgentreff

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:02 AM  
**To:** 'Rebecca Michael'  
**Subject:** RE: RSVP January 19 Meeting

Thanks Rebecca.

*Clemens Heldmaier*

General Manager

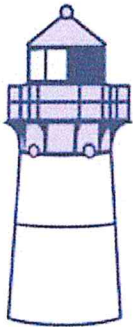
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Rebecca Michael [mailto:rmichael10@gmail.com]  
**Sent:** Wednesday, January 04, 2017 3:13 PM  
**To:** mwsd@coastside.net  
**Subject:** RSVP January 19 Meeting

Hello,

I am RSVP'ing the meeting being held on January 19 at 7:30 for well owners.

Thank you,

Rebecca Michael



## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 8:30 AM  
**To:** 'Christine Mendonca'  
**Subject:** RE: RSVP

Thanks Christine,

Clemens

---

**From:** Christine Mendonca [mailto:[christine@themendoncas.net](mailto:christine@themendoncas.net)]  
**Sent:** Saturday, January 07, 2017 11:28 AM  
**To:** mwsd@coastside.net  
**Subject:** RSVP

Hi Clemens,

I plan to attend the hearing on January 19th

Christine Mendonca

General Manager  
Montara Water and Sanitary District  
P. O. Box 370131  
Montara, CA 94037-0131



Thank you for your consideration. I am grateful that you will provide a 2% loan to pay an expense that I do not owe. I have paid for repairs to my well and related equipment already. I do not presently require your assistance. I find your effort a little arrogant actually. I am currently paying more than my share for the establishment of the District. True I am connected to the water main system and sewer system, but not the water system; and hopefully my home will not burn to the ground as a nearby neighbor's home.

I can understand the \$4,000 to connect to the District water system, but I do not understand the benefit derived from destroying any existing water well, unless it is non-functional. Actually you would be better to consider buying the well and then selling the water back to me. You could pay, oh say, \$16,000. Then all the water rights would be under your control and we could expand the population willy nilly.

In short, I do not think that I will be making use of your offer, as I would prefer to direct the funds to educate my granddaughter.

Sincerely,



General Manager  
Montara Water &  
Sanitary District  
P.O. Box 370131  
Montara, Ca. 94037-0131

## Clemens

---

**From:** Larry De Young <larrydeyo@gmail.com>  
**Sent:** Friday, December 30, 2016 8:17 AM  
**To:** mwsd@coastside.net  
**Cc:** wlhuber@gmail.com  
**Subject:** clarification on urban rural zone

I have read both Mr. Heldmaier's December 1 memo to the board and the corresponding proposed ordinance regarding well conversion. I am particularly concerned about the memo that talks about wells within the urban rural zone. As far as I know there is no such thing as an urban rural zone. If there is please explain what wells are within the district and outside the urban rural zone. There is an urban zone and rural zone separated by the urban/rural boundary. At best the term urban rural zone in the memo is a typo, but at worst it appears that the MWSD may have made up its own terminology and own zoning regulations. This is consistent with the letter I received about well conversions where the MWSD has determined my property is in the urban zone (no mention of an urban rural zone). I am very concerned that either because of the original typo or because the district wishes to reclassify my property, the district has arbitrarily decided I live in the urban zone.

This is not to say that I am indifferent about drought and water supply issues. We have dug up two of our irrigated lawns and covered them in wood chips and planted drought tolerant plants. Our remaining lawn has never been irrigated. Please clarify what zone the district believes my property to be in and if the ordinance would indeed pertain to my property.

--

Larry De Young, Ph.D

Home: [650-728-5346](tel:650-728-5346)

Cell: [650-224-2579](tel:650-224-2579)

ly

TC ATTEND JAN. 19 MEETING

DANIEL + Dawn PAGE

PO BOX 371624

MENIARA, CA 94037

650-263-5068

RECORDING REQUESTED BY AND )  
WHEN RECORDED MAIL TO: )  
 )  
Montara Water and Sanitary District )  
c/o David E. Schricker, Attorney )  
Law Offices of David E. Schricker )  
563 S. Murphy Ave. )  
Sunnyvale, CA 94086 )

\_\_\_\_\_  
Space above this line for Recorder's Use

Exempt from recording fees (Gov. Code Sec. 6103)

**[Form] AGREEMENT<sup>1</sup>**  
**for**  
**Water Service Connection Payment**  
**(APN \_\_\_ - \_\_\_ - \_\_\_)**

This Agreement, made and entered as of \_\_\_\_\_, 201\_ by and between \_\_\_\_\_ ("Owners"), jointly and severally, and the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in San Mateo County, California ("District");

**WITNESSETH:**

**WHEREAS**, Owners own all that certain residential real property located in the unincorporated Montara community of San Mateo County, California, described in Exhibit "A" hereof, incorporated herein by reference, also described by San Mateo County Assessor's Parcel Number ("APN") \_\_\_ - \_\_\_ - \_\_\_ ("Property"); and

**WHEREAS**, Owners have relied upon a privately-owned well on the Property for their source of potable water; and

**WHEREAS**, Owners have applied to District for a connection to District's public water system; and

**WHEREAS**, owners have elected to pay for the costs of the connection in installments pursuant to Montara Water and Sanitary District Code ("MWSD Code") Section 5-3.104;

**NOW THEREFORE**, the parties hereto agree as follows:

\_\_\_\_\_  
<sup>1</sup> Terms and conditions may vary depending upon individual circumstances.

**1. Connection Charges.** Owners hereby agree to pay District the total amount of \_\_\_\_\_ and \_\_\_ One Hundredths Dollars (\$ \_\_\_\_\_.) plus simple interest of two percent (2%) per annum<sup>2</sup> in \_\_\_\_\_ equal annual installments for connection of the Property to District's public water system pursuant to District Code Section 5-3.104. Said amount represents the connection fees, service charges and deposits referenced in said Section and does not include such other fees charges and deposits that may be applicable to the connection under the District Code.

**2. Initial Payment on Execution; Subsequent Payments Collected on Tax Roll.** Except for the initial installment in the amount of \$\_\_\_\_\_, payable upon execution of this Agreement by Owners, receipt of which is hereby acknowledged by District, the second through \_\_\_\_\_ installments in the amount of \$\_\_\_\_\_ (including interest) shall be collected on the San Mateo County tax roll. District shall notify the San Mateo County Treasurer-Tax Collector of said amount in conjunction with District's annual notification for collection of its other charges and fees so collected for District.

**3. Early Payment.** Owners may pay the balance due plus accrued interest without surcharge or penalty at any time prior to payment of the final installment, upon receipt of which by District Owners' obligations hereunder shall be extinguished.

**4. Balance Due On Sale, Change of Use.** If at any time prior to payment of the final installment Owners sell the Property, or title to the Property is otherwise transferred to another person or entity (including, without limitation, a corporation, limited liability company, partnership, association or other entity howsoever described), including transfers by operation of law, but excluding a transfer solely for the purpose of financing or refinancing a debt payable by Owners secured by the Property and pursuant to which Owners retain beneficial use of the Property, the balance then due shall become immediately payable. Likewise, if at any time prior to payment of the final installment, the Property is rezoned to non-residential use or is put to non-residential use, the balance then due shall become immediately payable.

**5. Well Capped.** Upon commencement of water service by District to the Property, Owners shall cause the well or wells that served the Property to be placed out

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<sup>2</sup> No interest shall be included if the Agreement is executed on or before \_\_\_\_\_, 2017.

of service, capped and secured in accordance with pertinent regulations of the County of San Mateo under supervision of the County Health Officer.

**6. Additional Fees, Charges.** Nothing herein contained shall be deemed to relieve or excuse Owners from the payment of such other fees and charges duly established by District which pertain to the issuance of permits, other entitlements, or services provided by District regarding water service to the Property.

**7. Successors.** Subject to the provisions of Paragraph 8, this Agreement shall be binding upon, and inure to the benefit of, the parties, their respective executors, administrators, heirs, and successors.

**8. Assignment Prohibited.** This Agreement or any interest therein shall not be assigned by Owners.

**9. Recovery of Litigation Costs.** If any legal action, arbitration or other proceeding is brought for the enforcement of this Agreement, the prevailing party or parties shall be entitled to recover reasonable attorneys fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

**10. Integration.** This Agreement constitutes the complete and entire agreement between the parties regarding the subject matter thereof, and supersedes and replaces any and all prior agreements, whether written or oral.

**11. Governing Law.** This Agreement is entered into in the State of California and shall be construed and interpreted in accordance with the laws of that State.

**12. Rule of Construction.** Owners agree that they have reviewed or had the opportunity to review this Agreement with counsel of their own selection, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to interpretation of this Agreement.

**13. Notices.** All notices required to be given hereunder, or convenient to the performance of the parties hereunder, shall be written and delivered personally, or by mail, first class (or equivalent) postage prepaid, or by facsimile and mail, addressed to the parties as follows:

District:           General Manager  
                          Montara Water and Sanitary District

P.O. Box 370131  
Montara, CA 94037

Facsimile: (650) 728-8556

copy to: David E. Schricker, Attorney  
Law Offices of David E. Schricker  
563 S. Murphy Ave.  
Sunnyvale, CA 94086

Facsimile: (408) 252-5906

Owners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facsimile: \_\_\_\_\_

**14. Original Counterparts.** This Agreement shall be executed in duplicate original counterparts, each of which shall be deemed an original Agreement.

**15. Paragraph Headings.** Paragraph headings as used herein are for convenience, only, and shall not be deemed to amend or revise the paragraphs headed thereby.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date(s) hereinafter stated and effective as of the date hereinabove written.

(Signatures on following page)



Owners

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

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

**MONTARA WATER AND SANITARY  
DISTRICT, a public entity**

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

\_\_\_\_\_

General Manager

Attach Acknowledgement

**Legal Description**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C Heldmaier'.

**SUBJECT: Review and Possible Action Concerning Multi-Year Water Connection Fee Payment Program.**

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The Board has previously indicated interest in supporting existing homes currently served by wells to voluntarily connect to the public water supply. A Multi-Year Water Connection Fee Payment Program can offset the financial hurdle of connecting to the District.

Staff has developed a program that allows home owners to pay the connection fee and other associated costs over up to ten years through the property tax bill. The Board has asked that property owners applying for the program in 2017 would receive the program interest free.

Staff will provide a detailed presentation of the planned program, cost and reasoning, and provide an overview over relevant existing MWSD, San Mateo County, and Coastal Commission regulations.

Available water supply may be utilized to serve existing development that is within the LCP urban area that is currently served by private wells. Those properties would be generally eligible to participate in the program and connect at their own desire to the District's water system. Premises located outside the urban area can, depending on individual circumstances, also receive certain services from the District.

Interested parties have been invited by mailing and additional public notice to receive detailed information and provide comments to the Payment Program.

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt Ordinance No.\_\_\_\_, Ordinance of the Montara Water and Sanitary District Adding Section 5-3.104 to the Montara Water and Sanitary District Code Relating to the Conversion of Private Well Water Sources to the District's Water System.

Attachments

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL WATER SOURCES TO THE DISTRICT'S WATER SYSTEM

### THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:

**Section 1.** The Board of the Montara Water and Sanitary District hereby finds and declares:

a. Section 5-3.103 of the Montara Water and Sanitary District Code ("MWSD Code") requires, subject to certain exceptions, that Premises located within the urban area (therein defined), that are capable of being served by the District's water system shall be connected to that system for permanent Domestic Service (as defined in MWSD Code §5-2.106) and that irrespective of location within or outside of the urban area, Premises that are capable of being served by the District's water system shall be connected to that system for Fire Protection Service.

b. Numerous parcels of property capable of being served by the District's water system for Domestic Service are served by wells located on or in the vicinity of such parcels.

c. Private wells draw from aquifers that also supply the District's water system, thereby affecting the supply available to all residents and businesses within the District.

d. MWSD Code Section 5-3.103 was enacted to alleviate the adverse effects on the public health, welfare and necessity arising from intensive use of private wells within the District.

e. The District issued general obligation bonds for the acquisition of its water system and levies a tax upon all property within the District for the bond debt service, including properties served by wells.

f. Properties served by wells do not directly receive the benefit of the aforesaid tax, but are benefitted generally by the fact that the District's water system is available to serve such property.

g. Owners of property served by wells frequently are reluctant to convert from well service to the District's water system due to associated costs.

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL WATER SOURCES TO THE DISTRICT'S WATER SYSTEM

h. The burden of such "up-front" connection costs can be reduced by providing for payment over time, i.e., in installments.

i. The amendment to the MWSD Code enacted hereby addresses the aforesaid economic burden and serves to encourage and expedite conversion of well service to District service in furtherance of the public health, welfare and necessity.

**Section 2.** Section 5-3.104 is hereby added to the Montara Water and Sanitary District Code to read as follows:

### **"Section 5-3.104. Conversion of Private Well Water Sources to the District's Water System.**

(a) Notwithstanding the provisions of Section 5-3.103, Premises located within the urban area (therein defined), that are capable of being served by the District's water system and that receive potable water for consumption from privately-owned wells located on or in the vicinity of such Premises, may be connected to the system pursuant to an agreement between the District and the owner of record of the Premises providing for payment of the applicable Connection Fees, Service Charges and deposits in installments. The terms and conditions of such agreements shall include, without limitation, that:

(1) the Connection Fees, Service Charges and deposits (collectively, "Costs") shall be payable in equal annual installments for a specified term, not to exceed ten (10) years;

(2) the Costs shall be subject to interest at the rate of two percent (2%) per annum; provided, that for such agreements executed by Owners on or after January, 19, 2017 through December 31, 2017, no interest shall be charged;

(3) the balance due plus accrued interest may be paid at any time during the term of the agreement without surcharge or penalty;

(4) if a water main extension is necessary to provide service to the Premises, the costs associated therewith shall not be included in the installments, but shall be paid at the time of application for service pursuant to Section 5-3.203;

(5) upon commencement of service from the District's water system, the well or wells which provided water to the Premises shall be placed out of service, capped and secured in accordance with pertinent regulations of the County of San Mateo under the supervision of the County Health Officer;

(6) upon sale of the Premises any remaining balance of the Costs plus accrued interest shall be due and payable;

(7) the agreement shall be submitted to the San Mateo County Clerk-Recorder for recordation in the County's Official Records.

(b) The owner of the Premises shall be the Applicant for service pursuant to this Section and all provisions pertaining to applications for new service under this

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT  
ADDING SECTION 5-3.104 TO THE MONTARA WATER AND SANITARY  
DISTRICT CODE RELATING TO THE CONVERSION OF PRIVATE WELL  
WATER SOURCES TO THE DISTRICT'S WATER SYSTEM**

Chapter V. shall govern the processing of the application except for payment of the Costs in installments pursuant to an agreement authorized hereunder. The District Manager is hereby authorized to execute such agreements for and on behalf of the District.

(c) The installments plus accrued interest may be collected on the tax roll pursuant to Section 5-7.100.

(d) This Section pertains only to Residential Service.”

**Section 3.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District and shall become effective immediately upon expiration of one week following said posting.

\_\_\_\_\_  
President

COUNTERSIGNED:

\_\_\_\_\_  
Secretary

\* \* \*

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 19<sup>th</sup> day of January 2017, by the following vote of the members thereof:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary



**Montara Water  
and Sanitary District**  
*Serving the Community of Montara and Moss Beach*

P.O. Box 370131  
8888 Cabrillo Hwy  
Montara, CA 94037-0131  
t: 650.728.3545 • f: 650.728.8556  
email: mwsd@coastside.net  
web: mwsd.montara.org

December 16, 2016

## **DISTRICT SEEKING YOUR INPUT**

### **On a Proposal that Customers on Wells Who Convert to District Supplies Can Pay the Costs of Connecting to the District Water System in Installments**

**PLEASE JOIN US AT A PUBLIC HEARING. DETAILS ON FLIP SIDE OF PAGE**

Dear Property Owner:

*The Montara Water and Sanitary District is evaluating a proposal to make it more affordable for property owners that rely on private wells to connect to the District's water system. We are reaching out to you because your property has been identified as being within the urban zone, has a well, and would be eligible for the proposed program, if it is approved.*

#### **KEY POINTS ABOUT THE PROPOSED WELL CONVERSION PROGRAM.**

For additional detail, please see the enclosed copy of the draft well conversion ordinance.

How The District is Proposing to Make Connecting to the Water System More Affordable. The proposed program would provide for the connection fee and associated costs of connecting to the District's water system to be paid in installments over a 10-year or shorter period. The installments, plus interest, would be paid via collection on the tax roll. Agreements completed before December 31, 2017 would be interest free.

What it Costs to Connect to the District's Water Supply. The current connection fee for the standard 5/8-inch x 3/4-inch residential water meter is **\$15,729.00**, which covers the new user's share of the capital cost to the District for its water facilities (treatment plant, pipelines, pumps, etc.) and the cost of maintaining a long-term supply. There are additional related costs, including construction and installation of the pipe connecting each property to the District's main as well as installation of a water meter. These related costs vary, but are typically about \$4,000.

Benefits of Connecting to the District Water Supply. For the well owner, aside from eliminating payment of the full amount for a connection up-front, connecting to the public water system ensures a permanent supply of high quality water that is overseen by a full-time, state-certified staff of water supply and quality professionals. Receiving service from the District also eliminates the potential liability of having a well break down unexpectedly or encountering problems with well water. For the District, converting wells reduces draw-down on underground aquifers improving the District's ability to manage the over-all water supply for its customers.

## DETAILS ABOUT THE PUBLIC HEARING AND ON PROVIDING INPUT

Before adopting the ordinance, the District Board is seeking input from eligible property owners as well as the general public.

Customers are encouraged to come to the public hearing to learn more, have their questions answered and to provide input. Alternatively, comments may be mailed or emailed to the addresses below. To be considered, your comments must arrive before the public hearing on **January 19, 2017**. Please RSVP to [mwsd@coastside.net](mailto:mwsd@coastside.net).

ATTEND THE HEARING ON, JANUARY 19, 2017 AT 7:30 pm:  
Montara Water and Sanitary District Board Room, District Administrative Offices,  
8888 Cabrillo Hwy (State Route 1), Montara

MAIL IN COMMENTS ATTN: General Manager, Montara Water and Sanitary District  
P.O. Box 370131, Montara, CA 94037-0131

EMAIL COMMENTS AND RSVP: [mwsd@coastside.net](mailto:mwsd@coastside.net).

Very truly yours,



Clemens Heldmaier, General Manager

Encl. Draft Ordinance





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DATE: December 16, 2015

TO: Clemens Heldmaier, General Manager  
Montara Water & Sanitary District

FROM: Alex Handlers, Bartle Wells Associates

RE: Multi-Year Water Connection Fee Payment Program for Well Conversions

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## **Background**

The District's service area includes a number of properties that are served by private wells. These properties draw water from the same aquifer that provides water supply to the District, yet do not contribute toward efforts to improve long-term water supply reliability. At the same time, the owners of these properties also have to pay for operating, maintenance, repair and replacement costs for their wells. In a number of cases, both the District and property owner would benefit if the property were connected to the District's water system.

Over the years, a number of property owners have indicated that they would like to connect to the District's water system, but have not done so because the District's connection fees pose too high a financial hurdle. Some of these property owners have further indicated that it is the upfront nature of the fees that makes them unaffordable, and that they could better afford to pay the fees if they were spread out over a number of years.

## **Water Connection Fees**

The District levies connection fees to recover the costs of infrastructure and assets benefitting new connections to the District's water system. The District currently requires payment of its connection fees – and related administration, inspection, engineering review, and service line/meter construction fees – up front, typically as a condition of development. Current Water Connection Fees and related charges for a typical new home with a base 5/8" x 3/4" meter are listed below. Domestic Water Connection Fees are higher for larger meter sizes that place more demand on the water system.

- Domestic Water Connection Fee (5/8" x 3/4" meter): \$15,259
- Admin/Inspection/Engineering Review Fees: \$3,490

- Construction costs for installation of the water service line from the water main to the customer's property line including installing the meter box and water meter. The District bids out these construction costs to a list of District-certified contractors and awards the bid to the low bidder. These costs are passed through to the customer. This cost is determined on a case-by-case basis and is typically in the \$4,000 range for a new connection.
- Private Fire Service Connection: \$4,791 (if warranted, typically does not apply to conversions of existing homes served by private wells)

The District's water service connection fees and related charges for conversion of a home with a private well can total in the \$22,750 range for a typical connection a base 5/8" x 3/4" meter. This cost excludes a) the potential Private Fire Service Connection Fee (which typically applies only to new homes required to install fire sprinklers), b) the homeowner's costs for installing the service line from the water meter to their home, and c) any costs related to well abandonment including costs for construction and/or any related fees charged by San Mateo County.

### **Multi-Year Connection Fee Repayment Program for Private Well Conversions**

In order to facilitate and incentivize property owners with private wells to connect to the District's water system, it is proposed that the District adopt a multi-year water connection fee payment program for property owners with private wells, who would otherwise be discouraged from connecting to the system due to the high up-front cost. BWA recommends that use of a multi-year fee payment program only be applicable for properties currently served by private wells.

Some alternatives for a multi-year water connection fee payment program include:

- **Term of Repayment:** The District can opt to allow repayment of its connection fees over a set period of time (e.g. 5 – 10 years) or over a time period selected by the property-owner not to exceed some maximum repayment term. While BWA generally recommends deferred fee repayment terms not to exceed 10 years, the repayment term is a policy decision for the District's Board of Directors.
- **Potential Charges for Interest:** Since the allowance of a multi-year repayment term essentially represents a loan from the District to the property owner, the District can opt to include some form of interest repayment. For example, the annual payments can include 3% interest repayment. Again, the decisions regarding a) potential recovery of interest repayment, b) the interest rate itself, and c) how interest would be applied, are all policy decisions for the District's Board of Directors.

## **Legal Authorization**

Based on initial legal review by the District's legal counsel, the costs associated with well conversions can be collected on the tax roll pursuant to California Health & Safety Code Section 5471, which gives the District authority to levy connection fees and other charges for services and facilities in connection with its water and sewer facilities, and Section 5473, which authorizes such charges to be collected on the property tax rolls.

Section 5473 includes the requirements for collection via the tax rolls, including:

- The District must adopt an ordinance or resolution authorizing the collection of charges on the tax rolls by a two-thirds vote of the Board of Directors. The ordinance or resolution shall remain in effect for the time specified, or, if no time is specified, until repealed or until a change is made in the rates charged by the entity. The District previously provided for collection of sewer service charges, delinquent water charges, and refuse collection and recycling charges via the tax rolls in compliance with this requirement.
- Each year, the District must prepare and file with its clerk a written report that contains a) a description of each parcel for which the deferred payments will be applied, and b) the amount of the annual charge or payment.

To ensure ongoing collection, regardless of any potential changes in property ownership, the District can put a lien on the property for collection of the charges.

## **Contractual Agreement with Property-Owner**

Based on input from the District's legal counsel, the District should require a signed agreement from each property owner who opts to take advantage of the multi-year repayment program.<sup>1</sup> The agreement should document the charges and repayment terms that apply to each property and indicate property-owner acknowledgment and consent. The agreement should allow for optional prepayment under which the property owner or their successor can elect to fully prepay outstanding amounts due.

## **Financial Impact to District**

Assuming the multi-year water connection fee payment program only applies to properties currently served by private wells, the net financial impacts to the District are estimated to be positive. Although a multi-year payment program spreads the District's collection of fees over time, the program is expected to generate new connections that otherwise might not connect due to the current up-front cost of the District's water connection fees. The District also generally benefits from economies of scale as new customers join the system.

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<sup>1</sup> District Counsel also advises that the District Code must be amended to include provision for such agreements.

**Montara Water & Sanitary District**  
**Water Connection Fee Payment Program Alternatives**

Draft Alternatives

**Water Connection Fees & Related Charges**

Domestic Water Connection Fee (5/8" x 3/4" meter):	\$15,259
Admin/Inspection/Engineering Review Fees:	3,490
Est. Construction Cost for Service Line & Meter	<u>4,000</u>
<b>Total</b>	<b>22,749</b>

*Excludes Private Fire Service Connection Fee of \$4,791*

**Alternative Fee Payment Programs**

Rate	5-Year Payment Program				10-Year Payment Program				15-Year Payment Program				20-Year Payment Program			
	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%
1	\$4,550	\$4,826	\$4,967	\$5,110	\$2,275	\$2,533	\$2,667	\$2,805	\$1,517	\$1,770	\$1,906	\$2,046	\$1,137	\$1,391	\$1,529	\$1,674
2	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
3	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
4	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
5	4,550	4,826	4,967	5,110	2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
6					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
7					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
8					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
9					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
10					2,275	2,533	2,667	2,805	1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
11									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
12									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
13									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
14									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
15									1,517	1,770	1,906	2,046	1,137	1,391	1,529	1,674
16													1,137	1,391	1,529	1,674
17													1,137	1,391	1,529	1,674
18													1,137	1,391	1,529	1,674
19													1,137	1,391	1,529	1,674
20													1,137	1,391	1,529	1,674
<b>Total</b>	<b>22,749</b>	<b>24,132</b>	<b>24,837</b>	<b>25,550</b>	<b>22,749</b>	<b>25,326</b>	<b>26,669</b>	<b>28,047</b>	<b>22,749</b>	<b>26,557</b>	<b>28,584</b>	<b>30,691</b>	<b>22,749</b>	<b>27,825</b>	<b>30,582</b>	<b>33,478</b>

4

## NOTICE OF PUBLIC HEARING

### CONSIDERATION OF ORDINANCE PROVIDING FOR PAYMENT OF WATER CONNECTION AND RELATED FEES IN INSTALLMENTS FOR PROPERTIES SERVED BY PRIVATE WELLS

#### MONTARA WATER AND SANITARY DISTRICT

**NOTICE IS HEREBY GIVEN** that the Board of the Montara Water and Sanitary District will hold a public hearing on the date and time and at the place hereinafter specified to consider the adoption of an ordinance to allow for the payment by installments of fees for the required connection to the District's water system of properties that currently depend upon private wells for potable water service and that are located within 250 feet of a District water main ("Eligible Property"). The District Board has determined that payment of the full amount of such fees at the time of issuance of a water connection permit imposes a financial burden that discourages some owners of Eligible Property from converting from well water usage to the District's water system. The Board has further determined that conversion to the District's water system should be encouraged and facilitated in order to ensure that all residents within the District's water service area have a reliable source of high quality water that meets the State's strict drinking water standards and to promote efficient ground water management for the benefit of all service area residents. The intent of the ordinance is to advance those goals.

By letter dated December 16, 2016 from the District to owners of Eligible Property, personal notice was given of the public hearing. This published notice is in addition to the personal notice and is intended to provide notice to all District residents.

The public hearing is informational and for the purpose of obtaining input regarding the proposed ordinance from owners of Eligible Property and from members of the public in general. A copy of the ordinance is available at the District Administrative Offices for review. Copies may also be obtained upon payment of the District's copying fee.

At the hearing all persons interested in the matter will be given the opportunity to be heard on the subject of adoption of the ordinance. Written comments may also be submitted in advance of the hearing, delivered or sent by mail to the below-specified address or may be submitted in person at the hearing.

**NOTICE IS HEREBY FURTHER GIVEN** that the public hearing will be held on and at the following date, time and place:

Date: January 19, 2017

Time: 7:30 p. m., or as soon thereafter as the matter may be heard

Place: Boardroom

District Administrative Offices

Montara Water and Sanitary District

8888 Cabrillo Highway (State Route 1)

Montara, California

Clemens Heldmaier, General Manager

## Clemens

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**From:** cthollaug@gmail.com  
**Sent:** Friday, January 13, 2017 8:47 AM  
**To:** Clemens Heldmaier; Clemens Heldmaier  
**Subject:** RE: Packet Materials  
**Attachments:** Reference Documents, MWSD Well Conversion 2017-01-13.pdf; Well Conversion Policy Recommendations 2017-01-13.pdf

Clemens,

Review of the PWP raised more questions than answers, so I'm going to hold off on incorporating any further comments related to that document. Here are the two docs with the watermarks removed.

Thanks,

Chris

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**From:** [Clemens](#)  
**Sent:** Thursday, January 12, 2017 1:22 PM  
**To:** [cthollaug@gmail.com](mailto:cthollaug@gmail.com)  
**Subject:** RE: Packet Materials

Chris,

I'd need the documents by 10:00 am tomorrow morning to get them in the packet.

Thanks,

Clemens

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**From:** cthollaug@gmail.com [mailto:cthollaug@gmail.com]  
**Sent:** Thursday, January 12, 2017 1:15 PM  
**To:** Clemens Heldmaier <cheldmaier@coastside.net>  
**Subject:** Packet Materials

Clemens,

I'm tied up today with a client, but want to go through the Public Works Plan before finalizing the docs I'm sending you for inclusion in the packet. When are you planning on sending the packet out?

Thanks for your time yesterday.

Best,

Chris

## Clemens

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**From:** Clemens <mwsd@coastside.net>  
**Sent:** Wednesday, January 11, 2017 11:54 AM  
**To:** 'Chris Thollaug'; 'Clemens Heldmaier'  
**Subject:** RE: Draft Discussion Documents  
**Attachments:** Connection Fee Program for Well Conversions - Revised 12-16-15.pdf

Chris,

The background document for the well conversion program that I mentioned in our conversation today is attached.

Thanks,

Clemens

**From:** Chris Thollaug [mailto:cthollaug@gmail.com]  
**Sent:** Wednesday, January 11, 2017 11:24 AM  
**To:** Clemens Heldmaier <CHeldmaier@coastside.net>; Clemens Heldmaier <mwsd@coastside.net>  
**Subject:** Draft Discussion Documents

Clemens,

The documents I mentioned are attached. See you at 2.

Best,

Chris

## Well Conversion Policy Recommendations

Chris Thollaug, PO Box 371018, Montara CA 94037

The Montara Water and Sanitary District has located sufficient water to permit new connections, and is beginning to address the issue of well conversion for property owners located in the district's service area. Despite being unable to connect in the past, well owners without service connections for water have been, nevertheless, obligated to participate fully in repayment of the bonds issued for purchase of the water system by the district. The rationale has been the benefit they receive from the fire hydrant system.

The district has circulated to property owners with wells a proposal to permit payment of connection fees by well owners connecting and abandoning their wells. They offer a 10-year payment period at no interest (first year only). However, the proposal offered no policy recommendations on well conversions. The district manager asserts that the financing proposal is addressing voluntary well conversions, although nothing in the letter received by well owners indicated the program is voluntary, and it requires wells be capped.

Now that connections are available, there is a need to have well conversion policy and practices articulated and publicly commented on, and current district ordinances modified to conform with newly adopted policies in this area. For example, while the district asserts that at this time well conversion is voluntary, the language of Ordinance 5-3.103 states quite the opposite—it states that *properties which are capable of being served by the water system shall connect*. Given this inconsistency and the district's recent communication to well owners, it is important to have a full and public discussion of the related policies—certainly before it proposes financing incentives.

To stimulate public comment and discussion, here is a proposed policy structure for consideration by property owners and the district that addresses the full range of situations under which a well conversion is being considered, either by MWSD or the property owner.

	<u>When Connection Requested by MWSD</u>	<u>When Connection Requested by Property Owner</u>
	Offered to property owners as part of a district initiative to reduce private wells in the service area	To deal with failing well, when connection is personal preference, or when required by San Mateo County for building permit or environmental health reasons.
Water Main Extension	Full cost Paid by district	Cost allocated between district and property owner per current policies
Construction Costs to Connect	Paid by property owner	Paid by property owner
District Fees to Connect	If well capped, waived by district If well maintained, paid by property owner	Paid by property owner
Discussion Points	<ul style="list-style-type: none"> <li>• The district, in taking the initiative to reduce private wells, benefits from increased water connection charges.</li> <li>• Property owners on wells have paid a full share of the general bond indebtedness for purchase of the system, but have benefited only by the improved fire protection, not potable water delivery.</li> <li>• Current bonds include significant capital improvement funds authorized when bonds were refinanced.</li> </ul>	<ul style="list-style-type: none"> <li>• Property owner seeking connection to address a situation where the primary benefit is immediate and to the landowner. This includes new residential construction.</li> <li>• Property owners with wells who were offered the opportunity to connect under the well conversion initiative, but declined that offer, can connect under these terms.</li> <li>• Includes property owners who built or expanded homes after September 12<sup>th</sup>, 1987 and are being required to connect as a condition of their building permit.</li> </ul>



## Reference Documents

### Montara Water & Sanitary District Well Conversion Proposal

Now that water connections are available, MWSD has circulated a proposal to assist property owners with private wells as their primary water source finance connection to the district water system. However there are significant open issues regarding the district's policies regarding private wells. Is connection mandatory or voluntary? Section 5-3.103 of the MWSD code states connection to the water system is mandatory, within the urban area. A public hearing needs to address underlying policy as well as the financing assistance being proposed.

Part of the difficulty in understanding connection policy is to understand the term definitions:

- urban area
- urban boundary
- urban zone
- urban rural boundary
- rural residential areas
- rural areas
- rural zone

To aid in the discussion of policy, here are extracts from two documents that control connection policy, the MWSD Code and the San Mateo County LCP, and a map from the LCP showing the rural residential area within the MWSD district. Italics have been added to the language extracted for emphasis.

#### MWSD Code

Reference	Language	Comments
Section 5-3.103	<p>Subject to the requirements of any moratorium upon Service Connections, water shortage emergency, drought or other conditions limiting the District's available water supply as determined by the Board, <i>Premises located within the urban area (hereinafter defined), that are capable of being served by the District's water system shall be connected</i> to that system for permanent Domestic Service. Irrespective of location within or outside of the urban area, Premises that are capable of being served by the District's water system shall be connected to that system for Fire Protection Service.</p>	<p>Properties in the "urban area" that are "capable of being served" <b>shall</b> be connected. Implication is that when water capacity permits, connection is mandatory.</p>
	<p>Premises shall be deemed '<i>capable of being served by the District's water system</i>' if a District water main is located two hundred fifty (250) feet or less measured at ground level from any point on the property line of the Parcel to be served by the main, <i>taking into consideration that a main extension may be necessary to provide water service to the Premises.</i></p>	<p>"capable of being served" defined as property within 250ft of the district's system.</p> <p>However, what does, "taking into consideration that a main extension may be necessary" mean? Within 250' after main extension?</p>
	<p>'Urban area' means the area or areas delineated as such by the <b>Urban/Rural Boundary</b> on land use plan maps adopted by the Board of Supervisors of the County of San Mateo and approved by the California Coastal Commission as a part of the San Mateo County Local Coastal Program pursuant to the California Coastal Act of 1976.</p>	<p>Defines "urban area" as the area delineated by the SMC LCP Urban/Rural boundary.</p> <p>Reference LCP Section 1.14 for definition of the boundary.</p>

## San Mateo County LCP

<u>Reference</u>	<u>Language</u>	<u>Comments</u>
Section 1.3 a	<p><u>Definition of Urban Areas</u></p> <p>Define <b>urban areas</b> as those lands suitable for urban development because the area is either: (1) developed, (2) subdivided and zoned for development at densities greater than one dwelling unit/5 acres, (3) served by sewer and water utilities, and/or (4) designated as an affordable housing site in the Housing Component.</p>	Per the definition, rural residential is not included.
Section 1.4	<p><u>Designation of Urban Areas</u></p> <p>Designate as <b>urban</b> those lands shown inside the <b>urban/rural boundary</b> on the Land Use Plan Maps. Such areas include Montara, Moss Beach, El Granada, Princeton and Miramar.</p>	Designation of urban areas as those lands inside the urban/rural boundary. Consistent with MWSD's definition of urban area in Code Section 5-3.103
Section 1.13	<p><u>Definition of Rural Residential Area</u></p> <p>Define <b>rural residential areas</b> as rural lands outside the outside the <b>urban/rural boundary</b> which are: (1) subdivided and developed with residential uses at densities less than one dwelling unit/5 acres, (2) adjacent to <b>urban areas</b>, and (3) partially or entirely served with utility lines.</p>	States that rural residential areas are <i>rural</i> lands.
Section 1.14	<p><u>Designation of Rural Residential Areas</u></p> <p>Designate the following recorded subdivisions as <b>rural residential areas</b>: (1) Montara, First Addition; (2) Montara, Second Addition; (3) Montara, Hotel Addition; and (4) Montara, Wienke Addition.</p>	Rural residential properties represent a significant portion of the private wells in the district.
Section 1.16	<p><u>Definition &amp; Establishment of Urban/Rural Boundary</u></p> <p>Define <b>urban/rural boundary</b> as a stable line separating <b>urban areas</b> and rural service centers from <b>rural areas</b> in the Coastal Zone and establish this line on the LCP Land Use Plan Map.</p>	Urban/Rural Boundary divides urban and rural, period.
Section 1.19 f	<p><u>Ensure Adequate Public Services and Infrastructure for New Development in Urban Areas</u></p> <p>If a public water supply is available, major remodels or expansions of existing development, or new development on vacant lots, served by private wells constructed after September 12, 1989, are not permitted unless the project will connect to the public water system and abandon the well. For purposes of this policy, major remodels or expansions include all projects where new construction has a value equal or greater to 50% of the value of the existing structure.</p>	<p>Homes developed or significantly expanded with wells after this date are required to connect. That requirement was an explicit condition of the building permit.</p> <p>In urban areas, future expansions/remodels over 50% trigger the requirement to connect and abandon well.</p>

Section 2.11 a.	<p><u>Establishing Service Area Boundaries</u>  Confine urban level services provided by governmental agencies, special districts and public utilities to <b>urban areas</b>, rural service centers and <b>rural residential areas</b> as designated by the Local Coastal Program on March 25, 1986.</p>	<p>Authorizes provision of “urban level services” beyond urban to include rural residential areas.</p>
b.	<p>Redraft the boundaries of special districts or public utilities providing urban level services to correspond to the boundaries of <b>urban areas</b>, rural service centers and <b>rural residential areas</b> established by the Local Coastal Program.</p>	<p>Addresses MWSD boundaries, however this section does not authorize what services may be provided to the designated areas by MWSD within that overall boundary.</p>
d.	<p>Require, when a special district or public agency maintains rural lands within their boundaries that the special district or public agency divide the districts into <b>rural and urban zones</b>. Make boundaries of the <b>urban zone</b>, where urban level services are provided, correspond to the boundaries of <b>urban areas</b> and rural service centers established by the Local Coastal Program. Include the rest of the district in the <b>rural zone</b>. Restrict the activities in <b>rural zones</b> to those which are consistent with the maintenance of the rural nature of the area and all other policies of the Local Coastal Program. Lower the user costs in the <b>rural zone</b> to reflect the lower level of service and minimize growth inducement.</p>	<p>Requires division of the MWSD service area into rural and urban zones.</p> <p>Urban zone includes urban areas and rural service centers—not rural residential.</p> <p>The remainder of the MWSD district falling outside the urban zone as rural—the rural residential.</p> <p>Lower user costs in the rural zone to reflect lower level of service.</p>
Section 2.17 a.	<p><u>Establishing Service Area Boundaries (sewer)</u>  Require, as a condition of granting a permit for expansion of sewage treatment facilities, that sanitary sewer connections be limited to the <b>urban areas</b> and <b>rural residential areas</b> as shown on the Land Use Plan Map 1.3 and the zoning map. Exclude property located outside the <b>urban boundary</b> and <b>rural residential areas</b> from assessment for sewage treatment facilities by SAM or its member agencies.</p>	<p>Restricts sewer connections to urban and rural residential areas.</p>
c.	<p>Redraw the boundaries of the sewer districts to correspond to all lands inside the <b>urban/rural boundary</b> and the boundary of <b>rural residential areas</b>.</p>	<p>Consistent with Section 2.11b, with respect to MWSD boundaries.</p>
Section 2.31 c.	<p><u>Service Area Boundaries (water)</u>  (1) Make the boundaries of the <b>urban zone</b> correspond to the <b>urban boundary</b> and the boundary of <b>rural residential areas</b> established by the LCP.  (2) Allow water connections for all types of users within <b>urban zone</b>.</p>	<p>Urban zone is a new definition which includes rural residential. Therefore, water connections permitted in rural residential.</p> <p>Mandates that connections are allowed—not that they are required.</p>



Rural Residential Area

## Clemens

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**From:** Glen Eastman <geastman@sbcglobal.net>  
**Sent:** Thursday, January 12, 2017 5:02 PM  
**To:** Clemens  
**Subject:** Re: January 19th meeting

Clemens,

Thank you for your reply. I look forward to hearing the Districts presentation of the ordinance details. I appreciate the opportunity to call you with questions prior to the meeting.

Glen Eastman

---

**From:** Clemens <[mwsd@coastside.net](mailto:mwsd@coastside.net)>  
**Date:** Thursday, January 12, 2017 4:16 PM  
**To:** Glen Eastman <[geastman@sbcglobal.net](mailto:geastman@sbcglobal.net)>  
**Subject:** RE: January 19th meeting

Mr. Eastman

Thank you for letting us know that you and your wife will attend the Public Hearing next Thursday. There will be an opportunity for all participants to address the Board of Directors.

I also repeat my offer to call with any questions you may have in advance of the meeting. I can be reached at 650-728-3545.

Thanks,

*Clemens Heldmaier*

General Manager

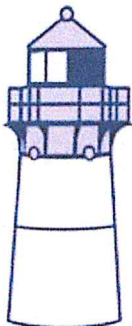
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Glen Eastman [<mailto:geastman@sbcglobal.net>]

**Sent:** Thursday, January 12, 2017 3:33 PM

**To:** [mwsd@coastside.net](mailto:mwsd@coastside.net)

**Subject:** January 19th meeting

Clemens Heldmaier, General Manager,

This to inform you of my intention along with my wife to attend the January 19th meeting. I also ask the opportunity to speak in order to address my views on this incomplete draft ordinance which fails to address the needs of myself and I believe many others in similar circumstances in our community.

Glen and Judi Eastman  
P.O. Box 193  
1619 Sunshine Valley Rd.  
Moss Beach, Ca. 94038  
(650) 728 3495  
[geastman@sbcglobal.net](mailto:geastman@sbcglobal.net)

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 11:26 AM  
**To:** 'Kelsey Guntren'  
**Subject:** RE: RSVP to Hearing

Thanks Kelsey.

*Clemens Heldmaier*

General Manager

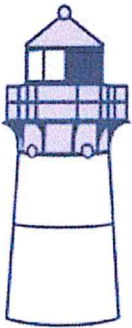
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Kelsey Guntren [mailto:kguntren@gmail.com]  
**Sent:** Tuesday, December 27, 2016 9:29 AM  
**To:** mwsd@coastside.net  
**Subject:** RSVP to Hearing

Hello,

I am RSVP'ing for3 to the public hearing on January 19th.

Thank you,

Kelsey Guntren

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:59 AM  
**To:** 'David McCann'  
**Cc:** 'Lisa McCann'  
**Subject:** RE: Public Hearing Customers on Wells

Mr. McCann,

Thank you for letting us know that you will be attending the Public Hearing on January 19. I'll try to answer some of the questions you have below:

*What would be my incentive to do this work, will Montara Water District give me a credit on my water bill for the cost of doing this work myself?*

One incentive that is offered with the suggested program is the pay structure over several years, and the collection through the property tax bill. The advantages to be connected to the public water supply are many and depend often on individual circumstances. Guaranteed high water quality and quantity, avoidance of maintenance cost, increased property value, are some that come to mind immediately. Others, like the reduction of potential groundwater contamination, or overdraft, are others that haven't been discussed enough.

Existing users aren't asked to pay for the connection of new users. The cost for new connections are to be paid by the new users. There is no additional credit for new users besides the suggested program.

*Why should I cap my well?*

The decision to cap your well or not lies with the agency that permitted your well, the San Mateo County Health Department. In short, wells permitted before December 1989 are grandfathered in and can remain, newer wells have to be abandoned upon connection to the public system. This is described in detail in the SMC LCP for the unincorporated Mid-Coast.

*Is the Montara Water District going to pay for the work to cap my well and connect the house water to the existing water service and meter?*

No. See above.

If you have further questions I encourage you to call me at 650-728-3545 to discuss.

Thanks,

*Clemens Heldmaier*

General Manager

**Montara Water & Sanitary District**

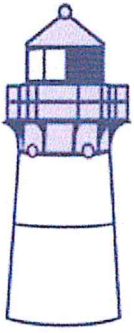
8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)





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-----Original Message-----

From: David McCann [mailto:david.mccann@me.com]  
Sent: Tuesday, January 03, 2017 10:21 PM  
To: mwsd@coastside.net  
Cc: Lisa McCann <lisamccann1@me.com>  
Subject: Public Hearing Customers on Wells

Hello Clemens Heldmaier,

I will be attending the January 19th Public Hearing at 7:30 P.M. My name is David & Lisa McCann at 460 7th Street, after reading your letter and your encouragement to give my comments, one comes to mind and that is why should I cap my well. I have a fairly new home (7years old) with well and equipment that works fine. I have a Montara Water Meter and Service to my home for the fire sprinklers in the home, is the Montara Water District going to pay for the work to cap my well and connect the house water to the existing water service and meter? What would be my incentive to do this work, will Montara Water District give me a credit on my water bill for the cost of doing this work myself?

Thank you in advance

David J. McCann  
460 7th Street  
Montara, CA 94037  
Cell: (650) 465-2635  
david.mccann@mac.com=

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:06 AM  
**To:** 'Angelique Felgentreff'  
**Subject:** RE: RSVP for Jan 19 meeting

Thanks Angelique.

Clemens Heldmaier  
General Manager  
Montara Water & Sanitary District  
8888 Cabrillo Hwy.  
Montara, CA 94037  
PHONE: 650-728-3545  
mwsd@coastside.net

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-----Original Message-----

From: Angelique Felgentreff [mailto:angelique@felgentreff.com]  
Sent: Wednesday, January 04, 2017 9:39 AM  
To: mwsd@coastside.net  
Subject: RSVP for Jan 19 meeting

Hi,

I plan to attend the Jan. 19 meeting.

Thanks,  
Angelique Felgentreff

## Clemens

---

**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 10:02 AM  
**To:** 'Rebecca Michael'  
**Subject:** RE: RSVP January 19 Meeting

Thanks Rebecca.

*Clemens Heldmaier*

General Manager

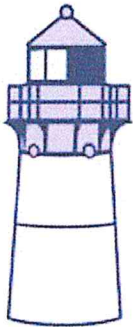
**Montara Water & Sanitary District**

8888 Cabrillo Hwy.

Montara, CA 94037

PHONE: 650-728-3545

[mwsd@coastside.net](mailto:mwsd@coastside.net)



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**From:** Rebecca Michael [mailto:rmichael10@gmail.com]  
**Sent:** Wednesday, January 04, 2017 3:13 PM  
**To:** mwsd@coastside.net  
**Subject:** RSVP January 19 Meeting

Hello,

I am RSVP'ing the meeting being held on January 19 at 7:30 for well owners.

Thank you,

Rebecca Michael

## Clemens

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**From:** Clemens <mwsd@coastside.net>  
**Sent:** Monday, January 09, 2017 8:30 AM  
**To:** 'Christine Mendonca'  
**Subject:** RE: RSVP

Thanks Christine,

Clemens

---

**From:** Christine Mendonca [mailto:[christine@themendoncas.net](mailto:christine@themendoncas.net)]  
**Sent:** Saturday, January 07, 2017 11:28 AM  
**To:** mwsd@coastside.net  
**Subject:** RSVP

Hi Clemens,

I plan to attend the hearing on January 19th

Christine Mendonca

General Manager  
Montara Water and Sanitary District  
P. O. Box 370131  
Montara, CA 94037-0131



Thank you for your consideration. I am grateful that you will provide a 2% loan to pay an expense that I do not owe. I have paid for repairs to my well and related equipment already. I do not presently require your assistance. I find your effort a little arrogant actually. I am currently paying more than my share for the establishment of the District. True I am connected to the water main system and sewer system, but not the water system; and hopefully my home will not burn to the ground as a nearby neighbor's home.

I can understand the \$4,000 to connect to the District water system, but I do not understand the benefit derived from destroying any existing water well, unless it is non-functional. Actually you would be better to consider buying the well and then selling the water back to me. You could pay, oh say, \$16,000. Then all the water rights would be under your control and we could expand the population willy nilly.

In short, I do not think that I will be making use of your offer, as I would prefer to direct the funds to educate my granddaughter.

Sincerely,



General Manager  
Montara Water &  
Sanitary District  
P.O. Box 370131  
Montara, Ca. 94037-0131

## Clemens

---

**From:** Larry De Young <larrydeyo@gmail.com>  
**Sent:** Friday, December 30, 2016 8:17 AM  
**To:** mwsd@coastside.net  
**Cc:** wlhuber@gmail.com  
**Subject:** clarification on urban rural zone

I have read both Mr. Heldmaier's December 1 memo to the board and the corresponding proposed ordinance regarding well conversion. I am particularly concerned about the memo that talks about wells within the urban rural zone. As far as I know there is no such thing as an urban rural zone. If there is please explain what wells are within the district and outside the urban rural zone. There is an urban zone and rural zone separated by the urban/rural boundary. At best the term urban rural zone in the memo is a typo, but at worst it appears that the MWSD may have made up its own terminology and own zoning regulations. This is consistent with the letter I received about well conversions where the MWSD has determined my property is in the urban zone (no mention of an urban rural zone). I am very concerned that either because of the original typo or because the district wishes to reclassify my property, the district has arbitrarily decided I live in the urban zone.

This is not to say that I am indifferent about drought and water supply issues. We have dug up two of our irrigated lawns and covered them in wood chips and planted drought tolerant plants. Our remaining lawn has never been irrigated. Please clarify what zone the district believes my property to be in and if the ordinance would indeed pertain to my property.

--  
Larry De Young, Ph.D  
Home: [650-728-5346](tel:650-728-5346)  
Cell: [650-224-2579](tel:650-224-2579)  
ly

TC ATTEND JAN. 19 MEETING

DANIEL + Dawn PAGE

PO BOX 371624

MENIARA, CA 94037

650-263-5068

RECORDING REQUESTED BY AND )  
WHEN RECORDED MAIL TO: )  
 )  
Montara Water and Sanitary District )  
c/o David E. Schricker, Attorney )  
Law Offices of David E. Schricker )  
563 S. Murphy Ave. )  
Sunnyvale, CA 94086 )

\_\_\_\_\_  
Space above this line for Recorder's Use

Exempt from recording fees (Gov. Code Sec. 6103)

**[Form] AGREEMENT<sup>1</sup>**  
**for**  
**Water Service Connection Payment**  
**(APN \_\_\_ - \_\_\_ - \_\_\_)**

This Agreement, made and entered as of \_\_\_\_\_, 201\_ by and between \_\_\_\_\_ ("Owners"), jointly and severally, and the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in San Mateo County, California ("District");

**WITNESSETH:**

**WHEREAS**, Owners own all that certain residential real property located in the unincorporated Montara community of San Mateo County, California, described in Exhibit "A" hereof, incorporated herein by reference, also described by San Mateo County Assessor's Parcel Number ("APN") \_\_\_ - \_\_\_ - \_\_\_ ("Property"); and

**WHEREAS**, Owners have relied upon a privately-owned well on the Property for their source of potable water; and

**WHEREAS**, Owners have applied to District for a connection to District's public water system; and

**WHEREAS**, owners have elected to pay for the costs of the connection in installments pursuant to Montara Water and Sanitary District Code ("MWSD Code") Section 5-3.104;

**NOW THEREFORE**, the parties hereto agree as follows:

\_\_\_\_\_  
<sup>1</sup> Terms and conditions may vary depending upon individual circumstances.



**1. Connection Charges.** Owners hereby agree to pay District the total amount of \_\_\_\_\_ and \_\_\_ One Hundredths Dollars (\$ \_\_\_\_\_.) plus simple interest of two percent (2%) per annum<sup>2</sup> in \_\_\_\_\_ equal annual installments for connection of the Property to District's public water system pursuant to District Code Section 5-3.104. Said amount represents the connection fees, service charges and deposits referenced in said Section and does not include such other fees charges and deposits that may be applicable to the connection under the District Code.

**2. Initial Payment on Execution; Subsequent Payments Collected on Tax Roll.** Except for the initial installment in the amount of \$\_\_\_\_\_, payable upon execution of this Agreement by Owners, receipt of which is hereby acknowledged by District, the second through \_\_\_\_\_ installments in the amount of \$\_\_\_\_\_ (including interest) shall be collected on the San Mateo County tax roll. District shall notify the San Mateo County Treasurer-Tax Collector of said amount in conjunction with District's annual notification for collection of its other charges and fees so collected for District.

**3. Early Payment.** Owners may pay the balance due plus accrued interest without surcharge or penalty at any time prior to payment of the final installment, upon receipt of which by District Owners' obligations hereunder shall be extinguished.

**4. Balance Due On Sale, Change of Use.** If at any time prior to payment of the final installment Owners sell the Property, or title to the Property is otherwise transferred to another person or entity (including, without limitation, a corporation, limited liability company, partnership, association or other entity howsoever described), including transfers by operation of law, but excluding a transfer solely for the purpose of financing or refinancing a debt payable by Owners secured by the Property and pursuant to which Owners retain beneficial use of the Property, the balance then due shall become immediately payable. Likewise, if at any time prior to payment of the final installment, the Property is rezoned to non-residential use or is put to non-residential use, the balance then due shall become immediately payable.

**5. Well Capped.** Upon commencement of water service by District to the Property, Owners shall cause the well or wells that served the Property to be placed out

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<sup>2</sup> No interest shall be included if the Agreement is executed on or before \_\_\_\_\_, 2017.

of service, capped and secured in accordance with pertinent regulations of the County of San Mateo under supervision of the County Health Officer.

**6. Additional Fees, Charges.** Nothing herein contained shall be deemed to relieve or excuse Owners from the payment of such other fees and charges duly established by District which pertain to the issuance of permits, other entitlements, or services provided by District regarding water service to the Property.

**7. Successors.** Subject to the provisions of Paragraph 8, this Agreement shall be binding upon, and inure to the benefit of, the parties, their respective executors, administrators, heirs, and successors.

**8. Assignment Prohibited.** This Agreement or any interest therein shall not be assigned by Owners.

**9. Recovery of Litigation Costs.** If any legal action, arbitration or other proceeding is brought for the enforcement of this Agreement, the prevailing party or parties shall be entitled to recover reasonable attorneys fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

**10. Integration.** This Agreement constitutes the complete and entire agreement between the parties regarding the subject matter thereof, and supersedes and replaces any and all prior agreements, whether written or oral.

**11. Governing Law.** This Agreement is entered into in the State of California and shall be construed and interpreted in accordance with the laws of that State.

**12. Rule of Construction.** Owners agree that they have reviewed or had the opportunity to review this Agreement with counsel of their own selection, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to interpretation of this Agreement.

**13. Notices.** All notices required to be given hereunder, or convenient to the performance of the parties hereunder, shall be written and delivered personally, or by mail, first class (or equivalent) postage prepaid, or by facsimile and mail, addressed to the parties as follows:

District:           General Manager  
                          Montara Water and Sanitary District

P.O. Box 370131  
Montara, CA 94037

Facsimile: (650) 728-8556

copy to: David E. Schricker, Attorney  
Law Offices of David E. Schricker  
563 S. Murphy Ave.  
Sunnyvale, CA 94086

Facsimile: (408) 252-5906

Owners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facsimile: \_\_\_\_\_

**14. Original Counterparts.** This Agreement shall be executed in duplicate original counterparts, each of which shall be deemed an original Agreement.

**15. Paragraph Headings.** Paragraph headings as used herein are for convenience, only, and shall not be deemed to amend or revise the paragraphs headed thereby.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date(s) hereinafter stated and effective as of the date hereinabove written.

(Signatures on following page)

Owners

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

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

**MONTARA WATER AND SANITARY  
DISTRICT, a public entity**

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

\_\_\_\_\_

General Manager

Attach Acknowledgement

**Legal Description**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 19, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'Clemens Heldmaier'.

**SUBJECT: Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to Reduce Solid Waste Rates by 3.56%**

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The agreed upon rate formulas with Recology of the Coast resulted to a rate decrease for the solid waste rates in Montara and Moss Beach of 3.56%. The decrease is mainly based on cost reductions in fuel, lease costs and disposal fees.

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and ADOPT ORDINANCE NO. \_\_\_\_\_ . ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE.

Attachments

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**WHEREAS**, the Montara Water and Sanitary District Code (“Code”) includes regulations governing connections to and use of the District’s water and sewerage facilities, the construction, operation and maintenance thereof and for the establishment and collection of all fees and charges pertaining thereto; and

**WHEREAS**, the Code further provides for the establishment and collection of monthly rates to be charged for the collection, removal, and disposal of refuse and for recycling services performed by the District’s franchisee under agreement with the District; and

**WHEREAS**, the Code provides that such fees and charges may be set forth in a Master Fee Schedule; and

**WHEREAS**, periodically such fees and charges are reviewed and adjusted to conform to the costs corresponding to the services, commodities and facilities to which they pertain; and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein and for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District do not exceed the corresponding maximum amounts heretofore approved in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein are restated, having heretofore been established by ordinance duly adopted; and

**WHEREAS**, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing to consider adoption of revised fees or charges effective January 1, 2017 for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

**WHEREAS**, all persons present at the aforesaid hearing interested in the adoption of the fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearings; and

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

NOW, THEREFORE, THE BOARD OF THE MONTARA WATER AND  
SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO,  
CALIFORNIA, DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The following provisions of the Master Fee Schedule are hereby  
restated:

### SEWER SERVICE CHARGE RATES

The annual sewer service charge for property occupancy uses corresponding to the  
categories specified hereinafter, shall be, and is hereby established as an amount  
equal to the applicable rate hereinafter specified times the cubic feet of water  
consumption attributable to such property per annum divided by one hundred  
(MWSD Code §4-2.100).

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$41.73	\$667.68
Restaurants	\$75.69	\$1,211.04
Motels	\$44.87	\$717.92
Offices	\$36.88	\$590.08
General Commercial	\$39.96	\$639.36
All other Commercial	\$43.48	\$695.68
Schools	\$37.55	\$600.80
Hospitals	\$41.98	\$671.68

\*Hundred cubic feet

Upon new connection to the District's sewerage system, the applicant shall pay the  
pro-rated amount of sewer service charges for the remainder of the fiscal year in  
which connection is made based upon the average annual sewer service charge of  
all users within the applicant's user classification.  
(MWSD Code §4-2.100(f))



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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**SECTION 2.** The following provisions of the Master Fee Schedule are hereby restated:

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$24,096.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$964.00
Fixture Unit Charge – addition of Fixture Units to, or within, an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$481.90
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$15,308.00
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$612.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$612.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$487.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$460.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$341.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$157.00 minimum)

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,727.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$487.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$460.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$487.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$487.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$460.00 minimum)
Second Unit Connection Fee - Studio Unit (10 fixture units) (MWSD Code §3-10.200)	\$9,640.00
Second Unit Connection Fee - One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$10,605.00
Second Unit Connection Fee - Additional Fixture Units (MWSD Code §3-10.200)	\$964.00
Second Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$487.00 minimum)

# O R D I N A N C E N O. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Developer Service Fee: \$2,637.00 minimum deposit against which all District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Administrative Charge for Processing                      \$42.00 per account  
Collection of Delinquent Refuse and Water  
Charges On Tax Roll  
(MWSD Code §1-5.200)

Charge to Photocopy Documents                      \$1.40 per page for first four  
pages; \$0.36 for each page  
over four.

Charge for Failure to Obtain Permit                      Double amount of Permit Fee,  
(MWSD Code §1-5.200)                      minimum (actual collection costs,  
if in excess of minimum)

\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 3.** The following provisions of the Master Fee Schedule are hereby restated:

(a) WATER QUANTITY AND METER SERVICE CHARGES  
(MWSD Code §§ 5-5.102, 103)

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$7.88 per HCF
Tier 2 7 – 13 HCF	\$10.52 per HCF
Tier 3 14 – 27 HCF	\$13.14 per HCF
Tier 4 over 27 HCF	\$18.41 per HCF
Meter Service Charge-5/8" (standard residential size)	\$27.15 per month

# O R D I N A N C E N O. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Meter Service Charge-3/4"	\$29.86 per month
Meter Service Charge-1"	\$38.01 per month
Meter Service Charge-1 1/2"	\$48.86 per month
Meter Service Charge-2"	\$78.73 per month
Meter Service Charge-3"	\$298.63 per month
Meter Service Charge-4"	\$380.08 per month

\*HCF=Hundred Cubic Feet (1 cubic foot ≈ 7.4805 gal.; 1 HCF = 748 gal.)

### (b) FIRE PROTECTION WATER SYSTEM CHARGES

Private Fire Protection Service Per Meter Per Month:  
(MWSD Code §5-5.106)

4-inch connection or smaller:	\$16.38
6-inch connection:	\$23.23
8-inch connection:	\$30.95
10-inch connection:	\$65.22
12-inch connection:	\$91.03

Private Fire Protection Administrative Fee:\*      \$487.00 minimum  
(MWSD Code §5-3.208)

Installation of Private Fire Protection Service from Meter to District Main:*	Cost invoiced to District by contractor; estimated cost to be deposited
(MWSD Code §5-5.204)	

Private Fire Protection Connection Charge (3/4" to 5/8" meter):	\$4,939.00
Private Fire Protection Connection Charge (1" meter):	\$8,248.00
Private Fire Protection Connection Charge (1 1/2 " meter):	\$16,445.00
Private Fire Protection Connection Charge (2" meter):	\$26,323.00
Private Fire Protection Connection Charge (3" meter):	\$49,384.00
Private Fire Protection Connection Charge (4" meter):	\$82,328.00
Private Fire Protection Connection Charge (6" meter):	\$137,233.00

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Private Fire Protection Connection Charge (8" meter): \$228,770.00  
Private Fire Protection Connection Charge (10" meter): \$381,356.00  
(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee\* \$460.00  
(MWSD Code §5-3.210)

### (c) WATER SYSTEM CONNECTION METER CHARGES (MWSD Code §§5-3.204, 5-3.205)

Charge determined by District's cost of purchase corresponding to meter size.

### (d) WATER SYSTEM CONNECTION CAPACITY CHARGES (MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$15,729.00
3/4 inch meter	\$17,302.00
1 inch meter	\$22,020.00
1-1/2 inch meter	\$28,315.00
2 inch meter	\$45,613.00
3 inch meter	\$173,014.00
4 inch meter	\$220,201.00

Above 4 inch meter: charge determined by General Manager  
Based on estimated water usage

### (e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:\*

Check not honored by bank: \$28.00  
(MWSD Code §§1-5.200, 5-5.122)

Poor credit history deposit: Twice estimated first payment  
(MWSD Code §§1-5.200, 5-3.210)

Reconnection Charge due to Non-Payment: \$67.00  
(MWSD Code §§5-3.210, 5-5.120)

Developer Service Fee: \$2,637.00 minimum deposit against which all  
District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Hydrant Meter Deposit: \$1,192.00 against which water use charged.  
(MWSD Code §5-4.227)

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$532.08
Connection Administrative Fee minimum deposit applied to actual hourly costs to process application (MWSD Code §§5-3.202, 5-3.203)	\$487.00
Connection Inspection Fee (MWSD Code §5-3.210)	\$460.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,637.00
Service Charge for Posting Door Tag for Delinquent Account: \$31.00 per customer per incident. (MWSD Code §§1-5.200, 5-3.210)	
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.09 per bill.
Service Charge for Unauthorized Use of Fire Hydrant: incident plus actual water used plus damages. (MWSD Code §5-5.202)	\$141.00 per
Service Charge for Cross Connection Control Device Test: tested device. (MWSD Code §5-6.400)	\$106.00 per

\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 4.** The following provisions of the Master Fee Schedule are hereby amended:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2017 and until thereafter revised are:

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

(MWSD Code §2-7.100)

### RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$23.02
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$28.31
  - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$93.01
  
2. Special Services (charges added to above, basic changes):
  - a. Container placed at side or rear of dwelling - per container \$7.07
  - b. Container not placed at specified collection point and return call required- per container \$14.42
  - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$7.64
  - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate
  
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only inc. w/service
  
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) inc. w/service
  
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers inc. w/service
  
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags inc. w/service
  
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials inc. w/service
  
8. Christmas trees free of charge thru January 31st of each year inc. w/service
  - a. After January 31st charge is \$20 per tree for removal \$20.00

### MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar

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## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

places of business, factories, schools and institutions, wet and dry garbage-  
container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs

a. Regular collections:

1-64 gallon collection once per week	\$111.69
1-96 gallon collection once per week	\$182.77

b. Additional 64 or 96 gallon commercial carts picked up more than once a week  
will be original charge times the number of pickups Will vary by  
size

2. Commercial Container Rental:

a. 1 cubic yard box - per mo.	\$50.81
b. 2 cubic yard box - per mo.	\$65.88

3. Commercial Container Collections:

a. 1 cubic yard box - per collection	\$42.94
b. 2 cubic yard box - per collection	\$85.43

4. Compacted Commercial Container Service:

a. 1 cubic yard box - per collection	\$83.81
b. 2 cubic yard box - per collection	\$169.30

5. Recyclable material collection up to five times a week inc. w/service

### DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

a. Container rental, delivery and pickup charge	\$337.54
b. \$67 per ton confirmed by disposal site weight slip	Tonnage based

### SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$24.11
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**ORDINANCE NO. \_\_\_\_**

**ORDINANCE OF THE MONTARA WATER AND  
SANITARY DISTRICT RESTATING AND AMENDING  
MASTER FEE SCHEDULE**

**SECTION 5.** All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

**SECTION 6.** Upon adoption, this ordinance shall be entered in the minutes of the Board and posted in three (3) places in the District and shall become effective immediately upon the expiration of one week following said posting.

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

COUNTERSIGNED:

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

\* \* \*

I HEREBY CERTIFY that the foregoing Ordinance No. \_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 19<sup>th</sup> day of January 2017, by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

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

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED UPON PROCEDURES FOR  
MONTARA WATER AND SANITARY DISTRICT  
FRANCHISE AGREEMENT  
WITH  
RECOLOGY OF THE COAST  
FOR  
SOLID WASTE AND RECYCLING SERVICES**

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED UPON PROCEDURES FOR  
MONTARA WATER AND SANITARY DISTRICT  
FRANCHISE AGREEMENT  
WITH  
RECOLOGY OF THE COAST  
FOR SOLID WASTE AND RECYCLING SERVICES**

Honorable Members  
of the Board of Directors  
Montara, California

We have performed the procedures described below, which were agreed to by the Montara Water and Sanitary District (District) solely to assist you with respect to verifying the accuracy of the calculation of the new rates for providing solid waste and recycling services. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures, results, findings, and recommendations are as follows:

1. We obtained the *Franchise Agreement between The Montara Water and Sanitary District (Montara) and Recology of the Coast for Solid Waste and Recycling Services, effective October 1, 2013* (Agreement), in order to gain an understanding of the terms, fees, services and reporting requirements outlined.

**Result:** We reviewed the Franchise Agreement between the District and Recology of the Coast (Recology) and noted that service rates are to change annually. We also noted that commencing January 1, 2017, service rates are to be determined by using "index-based method" calculation, versus the previous "cost-based method" calculation.

2. We obtained the outline for the calculation utilized to determine the Index Based Rate Adjustment Calculation.

**Results:** We noted that the specified calculations and formulas were in alignment with the Franchise Agreement; No variances were found.

3. We obtained from Recology the necessary indices used to determine the rate the year 2017. The indices appear to have been downloaded from the US Bureau of Labor and Statistics.

**Result:** We re-calculated all 2017 indices used in the determination of the 2017 rate; no variances were found.

**Conclusion:** By applying the procedures identified above, we detected no deviations between the calculations prepared by Recology and the terms of the Franchise Agreement.

**Recommendations:** Factors which represent a critical component of the rate calculations were not audited, and are based on good faith disclosures by Recology. The District may consider having the following data subjected to more thorough testing:

1. CBA Labor Costs, Health & Welfare as well as Pension figures were provided by Recology Staff. However, the supporting documentation for these factors was not provided.
2. RY 2016 Costs used as the basis in which to increase rates was not a figure that was verified by the availability of Recology's audited financial statements.

\*\*\*\*\*

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the calculation of the new rates for providing solid waste and recycling services. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and District Board and is not intended to be and should not be used by anyone other than those specified parties.

*Maye & Associates*

January 11, 2017