



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

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To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.

NOTICE OF SPECIAL MEETING

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

July 2, 2019 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for May 18, June 6, and June 20, 2019.](#)
2. [Approve Financial Statements for May 2019.](#)
3. Approve Warrants for July 1, 2019.
4. [SAM Flow Report for May 2019.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for May 2019.](#)

8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for April 2019.](#)

OLD BUSINESS NEW BUSINESS

1. [Review and Possible Action Concerning Filing Notice of Completion for the 2017-18 Sewer Improvement Project and Spot Repairs.](#)

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).
5. Attorney's Report (Schricker).
6. Directors' Reports.
7. [General Manager's Report \(Heldmaier\).](#)

FUTURE AGENDAS

1. Collections Contract Status Update

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4))

Initiation of litigation

Number of cases: 1

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION

(Government Code §54956.9(d)(1))

Case Names: *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (USDC ND Case No. 3:18-cv-04413-VC)

City of Half Moon Bay v. Granada Community Services District, et al.

(Santa Clara County Super, Cr. No. 17CV316927)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

The District has a curfew of 10:30 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

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



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
May 18, 2019

MINUTES

SPECIAL SESSION BEGAN AT 1:00 p.m.
CALL TO ORDER
ROLL CALL

Directors Present: Boyd, Harvey, Lohman, Marshall and Slater-Carter

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier
District Clerk, Tracy Beardsley

Others Present: District Counsel, David Schricker
Martin Rauch, Rauch Communication Consultants

PRESIDENT'S STATEMENT –

Director Slater-Carter said this is the second or third Strategic meeting, outreach to the community. And given the weather and the rain, she hoped people will be watching from the comfort of their homes, so they have an idea of the philosophy of the new Board and the direction that they will probably be heading.

ORAL COMMENTS

Gregg Dieguez, Montara resident, wanted to make a comment, and asked what the protocol is for this Strategic meeting.

Director Slater Carter said that since this is a workshop and a strategic plan meeting, he can make his comments as they come to the topics.

PUBLIC HEARING CONSENT AGENDA

NEW BUSINESS

1. Review and Possible Action Concerning Strategic Planning. (format: Board Workshop)

Director Slater-Carter introduced Martin Rauch who will be coordinating and leading them along with General Manager Heldmaier.

Martin Rauch: In terms of public participation, since we have so few people, I feel we should handle this casually, and if there is a comment, we will just incorporate it. He added that if a lot more people come in then they would allow the public to speak at intervals, as the primary goal is for the Board to have a long discussion. He passed out his Agenda and went over the topics.

Martin Rauch stated that he wanted to share what they are doing, so they have an idea of the flow of the meeting. They will be starting with what he calls *Getting Started*, with a brief history of the Strategic planning, a review of the mission, vision, and values already established, and a review of what was and wasn't accomplished in the 2016 update of the Strategic plan, followed by a brief summary of the interviews he did with the entire Board, and Clemens, and will summarize what he heard. Then they will move on to *How are We Doing and What are we Facing*. They will do an exercise rating the District today, and this is how the district is today as a starting point, and then it will be followed by two exercises that focus on the future, one to identify challenges and opportunities that may be coming up in the future. Then they will talk about what can be done to respond to those. After that, they will talk about *Priorities* and wants the Board to know that it will only be identifying and setting them, and not committing to them. Then if time allows, they will deal with any of the issues that have been brought up. Otherwise, they will identify them as issues, and if it should be followed up by Board meetings—the Board will have a list of issues that will be put into the work plan, or if they need to meet again. He said normally a half day workshop was sufficient for an update, but noted that they had last met in 2015—four years ago, and have two new Board members.

Martin Rauch turned on the projector and began a short PowerPoint presentation. He said that strategic planning is a systematic process of envisioning a desired future for the District and defining goals and objectives. How are we going to get

there, and how are we going to get to where you want to go? He said that they will set priorities and evaluate what they come up with, there will be a plan to monitor progress over time. It has waned over time, and it was suggested to the Board to re-dedicate itself and staff to building it back in to the work structure of the Board and staff. Resources are limited and they have a very small staff. The most important things they are going to ask is “what are they going to do for sure,” and they will tell themselves specifically what they are not going to do if they run out of resources. He noted that they will not be discussing everything in the Strategic Plan; this is the above and beyond to do better. One of Martin’s favorite statements is from a famous expert on governance for non-profits and local governments, and it is “what is the job of the Board? It is to determine what results (meaning what services or benefits) for whom, and what cost?” That is the fundamental job. What are we going to achieve for the people you serve and what is the cost? He then went over the history of the strategic plan, and the District mission statement, vision, and values. He suggested making a poster of those ideals and hanging it next to the poster of Paul in the Board room.

The Strategic Plan was passed out, and General Manager Heldmaier explained that he will be going through the Strategic Plan for the benefit of the audience. The numbers on the far left identify the topics, each Action item is the second column. The second colored column are items highlighted in orange and items that he thought needed to be noted. The next column is a lead for the goal. Since they are working as a team, there is often more than one person listed. The Status line is the original idea of the timing, and the next column reflects the timing of the Feb 16th assessment, with the final column indicating the current comments (May 19th). Under Action, larger goals are then fanned out to direct action items. General Manager Heldmaier proceeded to go over the Strategic Plan for the benefit of the audience (see attached).

Director Slater-Carter mentioned under Goal 1 (1.3.0-1.3.1) that she had just reviewed the new LAFCo Municipal Review Standards and they highlighted that climate change and sea level rise is something they will be examining for all the agencies that they examine, and this will be something they will need to incorporate in their discussions on Caltrans.

Director Slater-Carter mentioned under Goal 5-Additional Services, that they have added services requested by the community, such as adding credit cards and on-line payments.

General Manager explained that it was additional services beyond water and sewer.

Director Slater-Carter said she felt that it is how people pay and how they live. This was in response to community requests.

Director Boyd added that perhaps that could be added as a line item. The notion of that line item evokes that. He thought the community asks them to step in because they are the only local elected body that has any legislative authority and they can budget and ask what else can they do for the community. Everyone is thinking recreation, but there are other people talking about community wi-fi, solar, or phone service. Our experience as a utility district puts us in a good position for additional financing and if there is community interest, they might be able to provide something. They haven't acted on any of those things, although they've taken a look at some of those things. But the desire is probably still exists.

Director Slater-Carter said they could put together a list, and cited the cell towers. She said they should look at the full spectrum of community service in that regard.

Director Slater-Carter commented that items listed under Goal 8: Governance, that they should calendar these things under the long-term agenda. This was a line item mentioned earlier.

Director Slater-Carter commented under Goal 8 (8.2.3) suggested an executive meeting (due to the litigation) in reference to a Board discussion about SAM with goals and the direction for SAM, especially with all the changes that are happening.

General Manager Heldmaier suggested talking to District Counsel, whether or not to have a SAM strategic session in closed session.

Director Slater-Carter said that whether it be in open or closed session, they need to have a strategic session about SAM.

General Manager concluded his presentation of the Strategic Plan, and said Martin will continue the facilitation of the meeting.

Martin Rauch said given the amount of time remaining, and the nature of the interviews, he didn't hear anything that would surprise anybody, and will skip the interviews, in order to give the Board time to discuss. He introduced the first exercise called *Rating the District* to help identify items that may need attention. There may be things in a current situation that need to be fixed before thinking about the future. He passed out a guide of topics to consider. However, he told the Board and the General Manager to think about any aspect of the District now, and highlight a few things to rate. He noted that in selecting the things you want to rate, it sends a message to the others the things you want to talk about, whether it be good or bad. He said to pick any aspect of the District and rate 3-5 things to talk about. A few things you want to highlight, 1 is horrible, and 10 is excellent. Rate it from 1-10 and include a few words why you gave it these rankings.

Director Slater-Carter ratings and comments:

- *Community outreach* was given a rating of 5. She wants to see a newsletter a couple of times a year, a press release to the paper to correct misconceptions about the District, and would like to explore ways to communicate to the public about these upcoming rate requirements. Once this litigation has ended, there will be rate impacts. Also, she would like to find out what the community concerns are. They talked about being open to services, and but she would like to find out what people want, perhaps through a third party.
- *Water*, a rating of 9 or 10. She said the water is great, but the financial reserves need improvement. They need larger financial reserves for emergencies.
- *Sustainability* was given a rating of 7, as they need to work harder to get the Caltrans Right of Way to acquire more water and develop more recreation for the community.
- *Training* was given a rating of 7, stating that a transparency certificate would be nice, and improved communication of the Board. Perhaps a direct link to the CSDA would be good, so they can see what is coming up in classes and so on.

General Manager Heldmaier commented that they have been talking about community outreach for a while and what they are doing now is not working.

Director Boyd: We need support.

Director Harvey ratings and comments:

- *Boards involvement and setting agendas*, and gave it a 5 or 6. He thinks that the Board needs to do more in discussing the agenda items.
- *Technical operations management* was given a rating of 9, because District staff is doing a good job in updating, replacing and repairing things.

Director Marshall ratings and comments:

- *Financial viability*, with a rating of 4. He gave that rating because he feels they do not have any context of the long-term viability based on the things he has seen. He feels the District is focused on short term thinking and would like to see something that is tied more into a long-term viability, and then it will become clearer to the public and themselves the enormous challenges they face.

- *Operational optimization* but really more transparency, with a rating of 7. He explained that he would like to see more transparency between tactical events tied to this plan, whatever is done. He would like to see it on a more consistent basis. In other words, when they have discussion of things, it would be great to be able to see what they are talking about in that meeting or past meetings that tie to the Strategic Plan. It could be a digital number listed that can be referenced and tracked through its progress.

General Manager Heldmaier ratings and comments:

- *Work force*, giving it a rating of 8. He said this is with a perspective of where they were in 2015, with an unstable work force and high turnover. Now, with the current staff, there is hardly any turnover and the turnover they have had transitioned smoothly. He didn't give it a 10, because they still need to address employee retention.
- *Finance and rates*, with a rating of 5. He explained that he has a different perspective than Eric and Gregg, because the District does consider future needs, and actually had conducted 100-year outlooks in certain instances. However, with factors out of their control, such as the litigation and increased financing needs at SAM—with no way to prepare for—there are issues now that clearly need to be addressed.
- *SAM and Regional*, was given a rating of 2, due to how unhappy he is about the lawsuits and the result, and the communication with the neighboring agencies. Clarity is really needed.

Gregg Dieguez, Montara resident passed out a list of items he prepared and said: We need three things in terms of our strategic plan. You have to have a financial framework to support it. I would like to see three things done: a sustainability analysis as part of the rate study, and would like to revisit the connection fee math, as I don't think the fees presented currently are sustainable, and re-assess the reserve policy. I will skip the details.

Director Boyd ratings and comments:

- *Water quality and reliability*—it's not perfect, but he gave it a 10. They never think about it except when they talk about how good it is.
- *Collaboration/partnership with other agencies*, in particular, SAM. Under here he has a variety of scores under different categories. Board dedication to this is a 10, but their traction with the different agencies are a 3 and an 8, with progress there being a 5 on maintenance, on recycled water a 2, and on improvements a 3.

- *Leveraging our municipal strengths that go beyond our current portfolio*, with a rating of 5. Their strengths: finance operations, legal and legislative frameworks, community awareness, and he is measuring this whether they are making valuable additions that impact the quality of life for our community. For example, the Caltrans Right-of-way can be put into local hands that knows how to offer municipal services, and if nothing else do a little maintenance on the existing trails. This would be in addition to what they are doing, and they need the water. It is a tangible where it would be something that would not be a big extension of what they are doing, and it would provide tangible benefit to the community.

Director Lohman ratings and comments:

- *Basic required operations*. Are we doing well with water? Are we doing well with sewer? The water is incredible, and was given a rating of 10, and on sewer, a rating of 9, as they are able to provide safe, reliable service, don't have spills, and are doing a good job.
- *Recycled water* with a rate of 5. With past failed attempts, he wants to make this a top priority, looking at a completely independent system with no discharge to the ocean. He would like to get the pricing process going so they know the costs for a system that has no discharge to the ocean.
- *Protection of the watershed* and acquisition of the Caltrans Right-of-way. They needed to decide what to do, and go with it. It is an important and urgent item.

Martin Rauch went on to the next exercise in which the Board members and the General Manager were asked to think about the future 5-10 years (or 50 years if they want to think that far), and develop a brief list (3-4 items) of the most critical challenges coming up and/or opportunities that they would like to take advantage of, and why they chose those.

Director Lohman's list of challenges and/or opportunities:

- *Recycled water*, as he is concerned about the progress made with SAM. The original project was 100% Half Moon Bay they got all the water benefit, and they can't be trusted to think of them in Phase II. He wants a recycled water program that could be independent of SAM 100%.

Director Boyd's list of challenges and/or opportunities:

- *Securing the independence of the District itself*. As a governmental entity, they have the ability to serve the interests of this community without being hamstrung by the entanglements with nefarious agencies to the South. If they are strong, independent, and secure, they can build on the relationship

they already have (with Granada), and possibly find a way to collaborate with Half Moon Bay. As long as they are entangled in the way they are, it hampers them, and they spend an enormous amount of time, energy, and money dealing with the consternation. The lawsuit has taxed the energy and patience of everyone on staff and the Board, and has squandered the volunteer efforts of the people that work with the agency and staff. The cost is tremendous. And the things that they could have done, and the things they have done in the past, in which they were serving the interests of our community and focused on those things, are outstanding. He wants to do more of those things.

General Manager Heldmaier's list of challenges and/or opportunities:

- *SAM management replacement.* He said the position is very important for the Coastside. He had heard the notion of a contract manager, and understands there will be interim phase. However, he stressed his concern about this process and the importance of that position.
- *independence*
- *recycled water.* He mentioned under finance, there will be rate increase beyond inflation.
- *outreach challenge* to explain the rate increase.
- *Future water supply,* and that is going in the Caltrans direction.

Director Marshall's list of challenges and/or opportunities:

- *recycled water* He wants it to become a norm not a concept. It should be a normal part of our daily lives.
- *independence* this is needed to maintain and control their direction and said it goes back to what he stated previously, that they need to have the financial wherewithal. From a cash basis, they look fine, but they are not thinking far enough out to consider what the consequences are from an infrastructural standpoint to maintain any of it, even with just what they have today, regardless of what they want to do in the future to add to their services.
- *Infrastructure replacement.* Although they talked about it from a financial perspective, it will also be a long-term challenge—kind of like the painting of the Golden Gate bridge, you start painting it on one side, finish it, only to start over again.

Director Harvey's list of challenges and/or opportunities:

- *Survive the lawsuit financially*, and other districts on the Peninsula making a demand for our water
- *Surviving independently as a water source.*
- *Acquisition of the Caltrans-Right-of-Way.* They need to make sure they get control of that. It is critical.

Director Slater-Carter's list of challenges and/or opportunities:

- *Money*, in regards to staff, water supply, SAM and independence. If they don't have money, they aren't strong.
- *Community support*, one of the biggest challenges will be to maintain community support.

Gregg Dieguez, Montara resident added sewer capacity as in reliable, and sustainable. It is the same issues: independence and making it affordable.

District Counsel Schricker: For clarification, reference has been made to "the lawsuit." That general reference I interpret it to be Half Moon Bay versus Granada Community Services and Montara. However, there is also an existing lawsuit pending against SAM, which has financial ramifications for Montara because we are a member agency of SAM. So, there are two lawsuits pending that I think the Board recognizes that, and lumps them together because they do have ramifications.

District Counsel Schricker: From the legal point on finances, the Board fully understands the rates must be cost-based under the law. It is not abstract matter; it is a cost relationship between the rates.

Martin Rauch said it is really evident that this Board and staff have a consensus already around these issues. They heard a lot of things and a lot has revolved around limits. They want to improve their finances but they are stretched already. There was also talk of needs, such as securing the water supply, stuff to do at SAM, disagreements with their neighbors/partners. There is a lot of things to do, so the question is what do we do? We are trying to get an overall strategic consensus. So, Martin guided the Board to proceed with the next exercise and pretend he or she is the king, queen, czar, or whatever he or she wants to be of the District, recognizing the realities and challenges they are facing and the things they want to achieve. What couple of things would they focus on that is critical to be successful in the future, recognizing that they would not be able to do everything? What would they do differently, better, even things that they might not do? He said try not to frame their answer as just a goal or an object, but rather a strategy. For example, it would be better to say "we need to make sure our

customers understand why our costs are rising and what we are going to do about it,” rather than “we need a newsletter.” He stressed talking about what they want to achieve today, and staff will worry about what action to take to resolve the issue. So, what are the couple of things, 2-3-4, most critical things needed to do differently or better or more of if you could do it your way?

Director Harvey stated for the survival of the District they need to communicate effectively to the community the struggles with the lawsuit, and prepare them for the financial consequences. He also stressed that it is critical that the District survive independently, and they need to secure the Caltrans-Right-of-Way.

Director Marshall that he looks at this as supply and demand, and this will tie into revenue and costs. Taking sewer out for a minute, their water supply is tied to what they can do infrastructurally. If they look at the total water rights that they can obtain on their geographical location, there is a potential for revenue outracing costs. So, if they have excess water, they have the opportunity to sell it to the other local districts which then helps us with long term financial sustainability. If they are able to acquire Caltrans Rights, and obtain that water source they could do two things. They would have an excess supply that they can do with it what they want. They could supply the water to El Granada, replacing CCWD, and that allows CCWD to talk to Half Moon Bay without involving us. In turn, ideally what they would do with that additional revenue, anything that exceeds costs can then be applied to better planning and long-term preparation for infrastructure. MWSD is a cost center with limited resources, and right now they are talking about potentially increasing those resources which gives us the flexibility of looking at things in the long-term. The second one he brought up in similar fashion is they are talking about increasing rates, but in reality, each time when the bond comes down, that instead should be when they look at replacing that with rates. This keeps the customer out-of-pocket dollars the same. So, if they were to keep everything even, flat as they are, what they pay in taxes, the bond, then the minute that rate goes down, that then becomes a margin that they are allowed to work with that can be explainable to the community, saying you are already paying X amount between those various revenue sources for the District or paying off debt. To the community, it is the same dollar, and they probably don't care where that dollar is going. Those are two things that could be planned and prepared, and can prepare the community. Right now, he believes their long-term future projections of cost are far higher than projections for revenue.

General Manager Heldmaier said he is thinking from a staff prospective and its going to be about the inter-agency collaboration which he thinks the Board should focus more on. Director Lohman is involved with CSDA, on LAFCo, and has established connections that he brings to this Board, and Director Slater-Carter has done this in the past. He feels that collaboration needs to increase further and perhaps it might have prevented the lawsuit. They definitely need to do a better job in reaching out to our neighbors. The second is going in the direction of outreach, starting with the highest priorities, and looking around at the boards, he saw a lot

of check marks on independence, and they should start explaining why this is their highest goal to the community. They need support explaining the increased financial needs, and help with the Caltrans acquisition, etc.

Director Boyd: I will build on that. Where we have done our best work is when we go in and study an issue hard, figure out what the facts on the ground are, we explore a bunch of alternatives, and then we share our work and findings with the community because we build support because it demonstrates that we understand it, they gain comprehension about the issues, they understand that a lot of thought and work went into it, a bunch of alternatives have been explored, and the best alternatives formed is pursued. It is how we got the tunnel and how the community got local ownership of water. And those were gigantic issues that wound up with a lot of consensus and support for doing expensive things. As we look at some of the things we have to do, especially with our sewer infrastructure, if people understand the facts on and under the ground, here's everything we've done, prioritize and understand, and organize things in a logical fashion, explores new treatment technologies, or whatever we have done to come up with our plan. When we communicate that well, we get tons of support. When we are talking about what people are willing to pay for, and Eric mentioned the water bond, we know why we are doing it. And because we know why we are doing it, we all teamed up and said "let's do this thing." As we look at increases, communication that builds understanding so that we get the natural level of support is very important. We know when we don't communicate well, rumors develop, and it takes a lot of work to try to win back the trust that we could have had by communicating better. If I were king, I would resolve the lawsuit post haste. I know we are working very hard on that, but it is a big priority. Another thing we have to do is what I call a "quiet title" on SAM. Establish an understanding of what SAM is, who owns it, how we are supposed to work together, and is it a partnership or not. So quiet that title, get a manager in there to operate under those conditions because it is never any good with all that foment there. We have to get that quieted down.

Director Lohman: To me it is the issue of independence. The two big things are getting that Caltrans-right-of-way done and the recycled water issue. I love the concept that we keep talking about, which is the outreach to the community. I know when you voted to take over the water, you had a huge percent—81% of people voted to suck up a whole bunch of money. I think that Montara and Moss beach communities are different from the South. People are more independent, active, people complain when they are angry about something, and the idea of taking the message to them, and I think they will commit to anything that is reasonable and gives us these goals of independence.

Director Slater-Carter said she thought communication is important, but it is more important in a small community in government outreach to our constituents. With water, to Ric's point, they are in an interesting situation. Typically, when thinking commercially and financially, increased sales means increased revenue. However, they are under strict mandates by the state to reduce water sales. Meanwhile the

costs are going up. She feels they need to talk to people about the costs and components of what the rates are and the importance of our local staff and so on. The other thing is their choice is often not dictated by them, but by regulators, and SAM is a really good case in point on that. She is in agreement with everyone else about communication, independence and everything else, and thinks it is a matter of the long run, as Clemens said with staff. They have reached a point of comfort, and they need to remember it takes work to stay there.

Martin Rauch: This runs us nearly to the end of what I think we should do today. Normally, I would have some action to vote on these. But it is so narrowed down to a consensus, you are already in agreement. Outreach is obviously important, and finance, we talked about, and there seems to be strong agreement. This is also bound up in infrastructure. Do you have any comments or any thoughts?

Director Lohman: When I arrived here months ago, I wanted more of a sense of urgency and talking here, I've seen that sense of urgency. I think this discussion has helped us to focus and I would like to see us prioritize this sense of urgency. This isn't something that we can just toss to the next meeting. We need to start planning. This to me is what is important right now.

Martin Rauch: Can I raise a question on urgency on all of this? Of course, all of this stuff is important and urgent to some degree. You are in budget season right now, so some of the financial stuff is urgent. But from my perspective, it seems like the Caltrans thing, if that gets settled in the wrong way, it gets settled forever. Whereas infrastructure is a struggle and that will go on forever, and maybe SAM may go on forever. But it doesn't have a time line like this does. It's either going to go your way, or some other way, and that is probably it forever, essentially. So, I wonder if this is the thing when you are talking about time urgency. There are lots of important things, but you have to win this in the near term, or it's just going to be some other way.

Director Lohman: In terms of recycled water, there are things we can do to start planning, but that is long-term. The Caltrans thing needs to be done now—you don't get a second chance. But we can start recycled water and other things too now on the side.

Director Slater-Carter: The other thing I would like to see, and Dave will have to decide if it will be open or closed session, the direction of SAM. We need wait on the complaint from the FPPC so we can include all the Board members and we need to look at options and alternatives.

Director Boyd: I think we have an opportunity with wrapping up the lawsuit. We had a peaceful arrangement for a very long time at SAM, and if a decision could happen, we can go back to having general peace and we can go back to working together about the problem with spills and costs, instead of each other.

District Counsel Schricker: Closed session is limited by law-employment relations, property acquisition, litigation and so on. The other comment for perspective, the reference to settling Caltrans, there are many facets to the Caltrans properties as you are well aware of. Not the least of which you have an interplay of other regulatory bodies—the Coastal Commission, San Mateo County and Caltrans itself. In terms of settling Caltrans, we don't have a lawsuit right now, but we do have legal authority as we have discussed to satisfy certain of our wants, without going into detail. But water supply and watershed are paramount District purposes and goals.

Director Marshall: I'm going to make a comment because the theme is independence obviously. Each one of these things have a direct or indirect effect on them—I think it is overall saying-- and it is a matter of which one can we achieve most urgently to protect that.

District Counsel Schricker: That is a good way to focus on a policy decision.

Director Marshall: I believe that Caltrans, by virtue of whatever you can do there, and we gain our expected goals, that changes a lot of these other items as far as how we go about those. In the grander scheme of things, that sets the tone politically, and the goals that we talked about.

Director Schricker: Again, at the risk of putting my foot over the line between legal and policy, I would recommend giving serious thought to an outreach program for your community to get a better understanding of the mixture and layers of regulatory agencies that seem to be advancing goals that go beyond their own purpose.

Martin Rauch: I think we achieved substantial progress. We will put this together and convert it, updating goals and objectives. They will probably look very similar. We will present these back to you and then develop a new work plan that fills out the new goals and objectives. But for something like this (Caltrans), I don't think there is a need to wait. Whatever planning is necessary, whatever activities are under way, I think we have heard the message that this has to proceed with all energy, even if something else is not going to get done in the near term. This is very important.

REPORTS none

The meeting adjourned at 3:41 p.m.

ADJOURNMENT

Respectfully Submitted,

Approved on the 2nd, July 2019

Signed _____
President

No.	P.	Action	Lead	Status	Feb. 16 Assessment
1.0.0		Goal 1.0 - Water Supply Planning and Source Water Protection: Protect, maintain, and develop existing and new water sources for best quality, cost and productivity, while ensuring the permanent sustainability of the District's water supply and quality.	Goal		
1.1.0		The District will proactively protect and improve water quality and supply, where needed.	Obj		
1.1.1	1	Track development plans of public and private landowners (County, GGNRA, POST, etc.) for potential impacts to watershed, such as septic systems etc.	Clemens	When received	Ongoing
1.1.2		See 1.2.1	NA		Planned progress underway. See 1.2.1
1.1.3	2	Continue to establish groundwater level and stream-gauging programs to improve understanding of District's hydrology.	Clemens	Annually	Completed, new timing Dec-16
1.1.4	3	Develop an integrated regional water management plan for watershed protection, increased knowledge base and increased funding opportunities.	Clemens		Not Completed, new timing (NT) Dec. 16
1.1.5	3	Develop regional groundwater sustainability agency.	Clemens		Not Completed, NT Dec. 16
1.2.0		The District will ensure permanent water independence.	Obj		
1.2.1	1	Continue Renewal and Rehabilitation Program for existing groundwater and surface water sources to protect sustainability, water quality, and supply availability	Clemens	Minimum of one well per annum	Portola 3 and Portola 4 Well rehab completed. This year's focus on Wagner Well reconstruction, approval of additional funds in CIP. New timing Feb. 17
1.2.2	1	Proceed with Water Source Exploration on Caltrans Right of Way to ensure water supply reliability, source protection, and continued sustainability	Clemens	Deadline 2015	2 Boreholes successfully completed.
1.2.3	2	Negotiate extension to drill further exploratory boreholes after April 2015.	Clemens	Start negotiations before	Change to: Negotiate property acquisition, NT Feb 17
1.2.4	2	Continue developing a Supply and Demand Analysis on an annual basis to understand customer demands and plan future water supply, as necessary.	Tanya	Annually	Completed. NT Dec. 16
1.2.5	2	Prepare Master Plan Update	Clemens/Tanya		New Action introduced Feb 2016
1.3.0		The District will incorporate phenomena such as seawater rise and weather extremes, and any other identified challenges in its planning and implementation of water programs.	Obj		
1.3.1	3	Work with neighboring agencies to ensure secure long-term regional water supplies that aren't affected by climate change. See 1.1.4 and 1.4.5.	Clemens	Ongoing as needed	Ongoing
1.3.2	2	Support SAM's Recycled Water Project Phase 1 and later, coast-wide, phases that offset use of local water sources, prevent seawater intrusion, creek restoration and improve long term water security.	Board	Ongoing as needed. Evaluate annually	Ongoing Support, regular Board updates through committee reports. NT Sep 17

2.0.0	Goal 2 - Communication: Actively communicate with all stakeholders in a clear, factual, timely, two-way manner to foster understanding and alignment between the District and those it serves and works with.	Goal	Goal	
2.1.0	Staff will develop core messages and obtain board approval for them.	Obj	Martin	PARTIALLY COMPLETED
2.1.1	NA See 2.2.1 and 2.2.2			Partially completed through Strategic Plan. NT September 16
2.2.0	Staff will design and implement communication that is consistent with Board-approved messaging.	Obj		
2.2.1	1 Develop an Outreach Plan and budget for Board approval.	Martin	Start in March	Not Completed. Proceed with Plan presentation and budget approval in conjunction with District Budget. NT July 16
2.2.2	2 Implement Outreach Plan.	Clemens	See Plan	Not Completed. See 2.2.1 NT August 16
2.2.3	2 Prepare and distribute initial newsletter, future editions depending on Outreach Plan.	Martin	Start Now?	2 Newsletters completed, NT ongoing
2.3.0	Staff will develop and follow an outreach plan and budget, and will consider and select among all outreach tools for cost-effectiveness and practicality (e.g. open houses, newsletters, press, social media, radio interviews, etc.)	Obj		
2.3.1	NA See 2.2.1 and 2.2.2 above	Clemens		NOT COMPLETED
2.4.3	3 Complete under construction areas of website	Martin	April	Completed. Change Action to: Keep website up to date and increase online information services. NT ongoing
				ON TARGET. ONGOING WITH INCREASED FREQUENCY.

3.0.0	Goal 3 - Rates and Finance: Use the longest possible outlook for planning revenue needs, finance and rates. Base planning and decisions will be based on a long-term, proactive understanding of finances, capital facility planning, and operational and regulatory needs.	Goal			
3.1.0	Costs will be allocated through rates that are fair by class and customer; and will be developed after evaluating all reasonable options beyond tiers, including how well connection options will influence rates.	Obj			
3.1.1	1 Complete Water Rate Study.	Clemens	Effective July-15	Completed. Change to Evaluate Water Rates and implement necessary rate increases. NT June '16	COMPLETED. NEED AGAIN, however, need for water rate study arises, NT August 19
3.2.0	Add and update new rates.	Obj			
3.2.1	1 Implement annual solid waste rate changes in accordance with the franchise	Clemens		Completed. NT Dec 16	COMPLETED, additionally new 10 year contract negotiated, NT Dec 19
3.2.2	1 Evaluate Sewer Service Charges and implement necessary rate increases or proposition 218 processes.	Clemens	Annually. Effective July-15	Completed, NT Apr 16	COMPLETED. NEED AGAIN, however, need for sewer rate study arises, NT MAY 2020
3.3.0	Rates will be sustainable, steady, defensible, understandable and fair.	Obj			
3.3.1	2 See 3.1.1 , 3.2.2, and 3.2.1.	Board	NA	NA	CHALLENGING, Rising sewer and water rates
3.3.2	2 Prepare Connection Fee Review	Clemens/Ale x			COMPLETED. Completed on water. Not needed on sewer.
3.4.0	Use the longest reasonable outlook for planning infrastructure replacement needs, while recognizing that infrastructure planning is in flux.	Obj			
3.4.1	3 Include in the Capital Improvement Program (CIP) future anticipated replacement cost for the upcoming 10 years and evaluate funding possibilities.	Tanya + Pippin		Completed. NT Jun 16	COMPLETED. REPEATS ANNUALLY NT June 19
3.5.0	Enable effective Board and public oversight of finances through effective and understandable financial reporting.	Obj			
3.5.1	2 Complete bi-annual finance review by Finance Committee and Board.	Clemens		Completed. NT Mar-16	COMPLETED. REPEATS BI-ANNUALLY, NY Mar20
3.5.2	2 Identify key financial highlights and summarize for Board review.	Clemens	Based on Board Input	Completed. NT May-16	COMPLETED. ONGOING. NT June 19
3.6.0	Develop a well conversion program that will promote voluntary conversions and the necessary incentives and communication tools to make it happen.	Obj			
3.6.1	2 Evaluate the possibility of well conversion loan program based on existing models.	Clemens	Share with public	In progress. NT Oct 16	COMPLETED
3.6.2	3 Consider other strategies to increase voluntary well conversions.	Clemens	Share with public	In progress. NT Oct 16	COMPLETED (2 OF 300)
4.0.0	Goal 4 - Government Relations: Promote collaborative relationships and partnerships.				
4.1.0	Enhance Board and staff relationships with other agencies (Board Work Plan).	Obj			
4.1.1	3 General Manager will develop tangible opportunities for Directors to assist with inter-agency collaboration.	Clemens		Ongoing	ONGOING.
4.1.2	3 Create the opportunity for the Board to discuss importance of Director engagement by including the item on future Board Agendas.	Pres.		Not Completed NT August 16	NOT COMPLETED

4.1.3	3	Promote staff-level collaboration on inter-agency projects by setting up meetings with local agencies that are critical to project success.	Clemens	Ongoing	ONGOING
4.2.0		Enhance dialog with other agencies about collaborative opportunities for local parks, etc.	Obj		
4.2.1	1	Seek to make the Caltrans Public Right of Way accessible for groundwater supply and community recreation.	Clemens	Underway. Evaluate progress biannually	INITIATED, MADE PROGRESS. STALLED. in progress NT Feb 20 (see 1.2.2)
4.2.2	3	See 5.1.2 and 5.3.1	NA	NA	
5.0.0		Goal 5 - Additional Services: Be open to providing additional services that are needed and desired within our service area.			
5.1.0		Be responsive to community desires for new services and take a leadership role in considering whether to provide additional services.			
5.1.2	3	Research and track opportunities to collaborate with San Mateo County on providing energy to the Montara and Moss Beach communities.	Clemens	Ongoing. Annual Board discussion	COMPLETED. County did not include special districts
5.2.0		Examine each opportunity on a case-by-case basis. Evaluate and make clear any impact on quality, availability or cost of existing services.	Obj		

5.2.1	2	When opportunities for providing additional services are presented or discovered, each will be considered by a case-by-case basis.	Clemens	Ongoing	ONGOING.
5.3.0		Seek to provide services collaboratively when mutually beneficial partnerships can be found.	Obj		
5.3.1	3	Continue to seek opportunities to collaborate and develop partnerships with local agencies and present viable opportunities to the Board.	Clemens Annual Board discussion	Ongoing, completed several Board discussions	ONGOING 4.4.1.
6.0.0		Goal 6 – Operations and Administration: Develop and maintain an organizational structure and management policies that foster a high performing, stable and productive organization that learns and improves over time.			
6.1.0		Develop and implement a plan for retaining institutional knowledge.	Obj		
6.1.1	1	Complete Salary Study and evaluate implementation strategies for retaining staff, including implementation of effective qualitative strategies, including employee incentives.	IEDA	Partially completed, NT Dec 16	COMPLETED, new need for salary study arises due to significant compensation changes in surrounding agencies, as well as the need for a public study for CSDA transparency certificate, NT Dec 19
6.1.3	2	Assess staffing levels in terms of stress and reliability to meet District needs. Include succession planning and ability to deal with major personnel interruptions.	Clemens	Partially completed, NT Dec 16	COMPLETED. NEED TO DO AGAIN. NT Dec 19
6.2.0		Develop, follow and appropriately update procedures for Administration, Human Resources, and Management.	Obj		
6.2.1	2	Review and update Employee Manual.	IEDA	Not Completed, NT Mar 16	NOT COMPLETED, NT Dec 19
6.2.2	3	Review and update all District policies and procedures and suggest additions and updates.	Clemens	Ongoing, NT Aug 17	ONGOING. Made some changes. Significant work needed. NT Aug 19
6.2.3	2	Assess field staff levels to improve system reliability in conjunction with sewer collection system maintenance agreement.	Pippin	In progress, NT May 16	INITIAL STUDY PRESENTED TO BOARD. More work to be done. NT Dec 19
6.3.0		Emergency planning should be appropriately updated with documented procedures and methods in place for coordinating with others.	Obj		
6.3.1	2	Update the existing Emergency Response and Recovery Plan (ERRP) to maintain a relevant emergency planning document.	Clemens	Completed.	COMPLETED NT, Aug 21
6.3.2	3	Become a leader and a hub for local utility emergency planning.	Clemens	Ongoing NT Nov 16	INITIATED. Participating in regional actions. Real leader is the county. Not a practical action. Should be removed.
6.3.3	2	Update drought contingency plan.	Clemens	Not completed NT Dec 16	COMPLETED, NT Aug 21
7.0.0		Goal 7 - Build and Maintain Facilities that are Reliable, Environment. and Efficient: Plan, provide for, and maintain District facilities and other physical assets to achieve long-term reliable, environmentally sound and efficient District operations.			
7.1.0		Manage the wastewater system with the objective of zero spills and zero permit violations.			
7.1.1	1	Continue the implementation of a mainline replacement program, focused on areas prone to leaking and/or overflow.	Tanya	Completed, NT Jun 16	COMPLETED, NT Jun 19
7.1.2	2	Implement improvements at wastewater lift stations to improve reliability and mitigate overflows.	Pippin	Completed, NT Jun 16	COMPLETED, NT Jun 19

7.1.3	3	Evaluate other methods for the reduction of inflow and infiltration (I&I).	Pippin	Annually. Review with budget	Completed. NT Jun 16	COMPLETED, NT Jun 19
7.2.0		Asset Management - Consider lifecycle costs in all facility construction, upgrades, maintenance and management decisions and activities. Continue with water and focus attention on sewer.	Obj			
7.2.1	3	Include lifecycle cost analysis in the Feasibility Studies for new facilities, facility upgrades, and/or maintenance activities.	Tanya	Annually. Review with budget	Completed. NT Jun 16	COMPLETED NT Jun 19
7.3.0		Creatively seek opportunities to maintain or improve quality while lowering costs.	Obj			
7.3.1	3	Research grant opportunities for installation of energy efficient technologies.	Tanya	Annually. Review with budget	Completed NT Jun 16	COMPLETED NT Jun 19

8.0.0	Goal 8: Governance. The Board will govern lawfully, with an emphasis on (a) outward vision rather than internal preoccupation; (b) encouragement of diversity in viewpoints; (c) strategic leadership more than administrative detail; (d) clear distinction of Board and general manager roles; (e) collective rather than individual decision-making; (f) future rather than past or present; and (g) proactivity rather than reactivity	Goal			
8.1.0	The Board will invest in itself and its members' training and governance capacity.	Obj			
8.1.1	2 Board consider need for additional training	Board	Not Completed. NT Oct 16	NOT COMPLETED, NT Oct 19	
8.2.0	Continued Board development is to include orientation of new board members, and periodic consideration of Board governance effectiveness, including enhancing communication between Board members and between the Board and general manager	Obj			
8.2.1	2 Board will evaluate its own governance effectiveness, including its communication with the GM and consider changes.	Board	Annually	Not Completed. NT May 2016	NOT COMPLETED, NT Oct 19
8.2.2	2 Initiate discussion about selection and preparation of officers early in the year.	Board	Annually	Not Completed. NT Oct 2016	NOT COMPLETED NT Oct 19
8.2.3	2 Board will review strategic Plan Annually	Board	Annually	Completed. NT March 2016	NOT COMPLETED, NT May 20

TOPIC AREAS TO CONSIDER

Effective Utility Management Checklist (short)

Customer Satisfaction. Provides reliable, responsive, and affordable services in line with explicit, customer-accepted service levels. Receives timely customer feedback to maintain responsiveness to customer needs and emergencies.

Employee and Leadership Development. Recruits and retains a workforce that is competent, motivated, adaptive, and safe-working. Establishes a participatory, collaborative organization dedicated to continual learning and improvement. Ensures employee institutional knowledge is retained and improved upon over time. Provides a focus on and emphasizes opportunities for professional and leadership development and strives to create an integrated and well-coordinated senior leadership team.

Operational Optimization. Ensures ongoing, timely, cost-effective, reliable, and sustainable performance improvements in all facets of its operations. Minimizes resource use, loss, and impacts from operations. Maintains awareness of information and operational technology developments to anticipate and support timely adoption of improvements.

Financial Viability. Understands the full life-cycle cost and establishes and maintains an effective balance between long-term debt, asset values, operations and maintenance expenditures, and operating revenues. Establishes predictable rates—consistent with community expectations and acceptability—adequate to recover costs, provide for reserves, maintain strong bond ratings, and plan and invest for future needs.

Operational Resiliency. Ensures utility leadership and staff collaboratively anticipate and avoid problems. Proactively identifies, assesses, establishes tolerance levels for, and effectively manages a full range of business risks (including legal regulatory, financial, environmental, safety, security, and natural disaster).

Infrastructure Stability. Understands the condition of and costs associated with critical infrastructure assets. Maintains and enhances the condition of all assets over the long-term at the lowest possible life-cycle cost and acceptable risk. Assures asset repair, rehabilitation, and replacement efforts minimize disruptions and other negative consequences.

Community Sustainability. Is cognizant of the impacts its decisions have on current and long-term future community and environmental health and welfare. Manages operations, infrastructure, and investments to protect, restore, and enhance the natural environment; efficiently uses water and energy resources; promotes economic vitality and community improvement. Considers pollution prevention, to enhance ecological and community sustainability.

Stakeholder Understanding and Support. Engenders understanding and support from oversight bodies, community interests, and regulatory bodies. Actively involves stakeholders in the decisions that will affect them.

Forecasts and Manages Change:

People, Tools and Technology
Business processes, Management, and Operations
Political
Financial and Economic
Social
Legislative / Regulatory
Environmental
Customer Benefits or Impacts

**Montara Water and Sanitary District
Strategic Planning Workshop #1
Agenda for May 18, 2019**

1 Welcome and Introduction

2 Getting Started

- History of Strategic Planning
- Mission, Vision and Values
- Review of the 2016 Strategic Plan
- Summary of the Interviews

3 How We Are Doing and What We are Facing

- Rating the District Today
- Challenges and Opportunities Coming Down the Road
- Are We on the Right Path? Do We Need to Make Changes?

4 Priorities

- First Pass at Identifying Priority Issues
- Initial Consensus on Priorities

5 Begin Formulating Goals and Objectives

6 What's Next

Strategic Plan Development – Tasks To Include 5/18/2019

I am requesting that the Strategic Plan consider the financial viability of MWSD. To that end, below are some tasks which I believe should be included in an assessment thereof:

1. Sustainability Analysis as part of Rate Study

Nationally, water and sewer assets are being recognized as decaying and in need of replacement. In public works, "Once An Asset, Always An Asset". So we need to do financial analysis of MWSD (and SAM, for our share) over the long term to ensure the rates, fees, and taxes we establish for all aspects of the District will sustain MWSD in an ongoing manner ("Continuous Asset Replenishment"). We should also consider new technologies which might lower the costs of operation, rather than simply continuing our current approach. Finally, we should consider alternative funding and grants such as the USDA [rural development grant assistance program](#), where our location might be eligible for funding, and membership in agencies such as the [Calif. Rural Water Assoc.](#) which might offer assistance in this sustainability analysis.

2. Connection Fee Analysis

Need to revisit the details of the calculations used. Some potential issues:

1. Was interest on the funds invested for new joiner capacity considered in the calculations?
2. What is the life of the incremental assets procured?
3. Who is funding the replacement/replenishment of those assets after their life?
4. How long before new joiners fully utilize the new capacity created? Who funds the slack capacity before it is used?
5. Are the new joiners paying their pro rata share for the foundational infrastructure (tanks, HQ offices, etc.) upon which they rely for services?
6. Are fees based on "yesterday's prices", or upon future asset replacement costs, or the current replacement cost in the year they join?
7. Are connection or impact fees indexed to construction cost indices to account for inflation of future replacement costs?
8. Robustness Test: If the fee approach used is continued in perpetuity, is the district sustainably funded, or do the new joiner fees fail to keep the district whole? Do they shift more burden to existing ratepayers?
9. Where financial viability conflicts with existing regulations, what is our coping action?

3. Reserve Policy Re-assessment

I suggest our Reserve Policy is incomplete and too short term. Some considerations:

1. A partial SAM capital improvement analysis went out 20 years. Pipes last how long? 50 years? Ours are how old? Is their replacement in the capital funding horizon we consider? If not, why not? *[Note that the SAM CIP analysis did include inflation going forward]*
2. A reserve policy must include ALL assets over their expected lifetimes to avoid surprises when older assets fail.
3. What are the remaining lifetimes of all assets at MWSD and SAM?
4. What are their expected replacement costs? And renewed lifetimes upon replacement?

The reserve policy blends into the Sustainability Analysis mentioned above and is included in the Robustness Test. Rates, Reserves, and all fees blend into a long term financial assessment.

Gregg Dieguez
360 7th Street
Montara, CA 94037

Strategic Planning

A systematic process of envisioning a desired future and translating this vision into broadly defined goals and objectives.

It includes setting priorities, ensuring ample resources, as well as a plan for implementing the direction and monitoring progress over time.

It is a tool to help focus our limited resources to ensure we achieve our selected priorities.

These are extra strategic goals and priorities above and beyond the myriad activities undertaken daily to operate the District.



**Our Task is to Answer These
Fundamental Strategic Questions:**

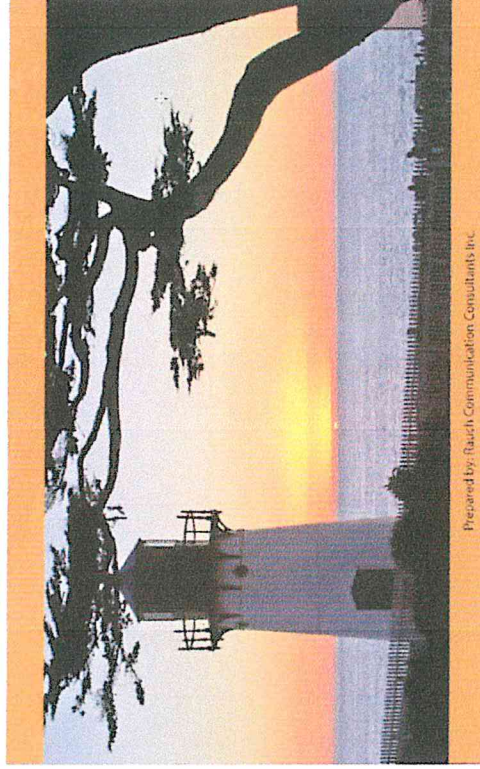
***What Results (Services or Benefits)
For Whom
At What Cost***

A History of Long-Term Planning

- Strategic Plans in**
- 2014 (Published in 2015)**
- 2016 Update**
- 2019 Second Update**



2015 STRATEGIC PLAN



Prepared by: Raich Communication Consultants Inc.

DIRECTORS

Scott Boyd, President
Jim Harvey, President pro tem
Kathryn Slater-Carter, Treasurer
Dwight Wilson, Secretary
Bill Hubert, Director

GENERAL MANAGER

Clemens Holdmaier

8888 Caballo Hwy • Montara, CA 94027 • 650 728-3345 • mwsd.montara.org

Mission

MISSION

To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high-quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations.

Be open to providing other services desired by our community.

Vision

VISION

Trusted and proven to cost-effectively provide our customers with the services they need.

Values

Values

To be trusted by the community

Represent and serve our community

Local control

To provide quality services

To be responsive to the community and its changing needs

To be open and available to the public we serve

To use customer funds sustainably



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
June 6, 2019

MINUTES

REGULAR SESSION BEGAN AT 7:30 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Lohman, Slater-Carter, Harvey, and Marshall

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier
District Clerk, Tracy Beardsley

Others Present: District Counsel, Dave Schricker
District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovsky
District Accountant Peter Medina
District Sewer Engineer, Pippin Cavagnaro

PRESIDENT'S STATEMENT – None

ORAL COMMENTS - None

PUBLIC HEARING - None

CONSENT AGENDA

1. Approve Minutes for May 2, and May 23, 2019 with a note that the May 23rd meeting was using the May 16th agenda
2. Approve Financial Statements for April 2019
3. Approve Warrants for June 1, 2019
4. SAM Flow Report for April 2019
5. Monthly Review of Current Investment Portfolio
6. Connection Permit Applications Received
7. Monthly Water Production Report for April 2019
8. Rain Report
9. Solar Energy Report
10. Monthly Public Agency Retirement Service Report for March 2019

Director Boyd made a motion to approve the consent agenda and was seconded by Director Harvey. All were in favor and the motion passes 5-0

OLD BUSINESS –

1. Review and Possible Action Concerning Draft Water and Sewer Budget

General Manager Heldmaier stated that District Accountant Peter Medina was present to explain the draft budget, and wanted to talk about the highlights beforehand. The draft budgets were presented at the May 2nd and May 23rd Board meetings, and after meeting with the Finance Committee on May 29th, some changes were recommended to the draft budget listed on the first page of the draft in the budget. On the Sewer side, there is a Prop 218 approved sewer rate increase of 20% that is applied for the fiscal year 2019-2020. This will result in a sewer service charge increase of approximately \$500,000 dollars. However, the Montara Water and Sanitary District (MWSD) is experiencing increased financial needs due to the existing lawsuit with Half Moon Bay and increased needs from the Sewer Authority Mid-Coastside (SAM), as well as continued need for improvements to the existing infrastructure at MWSD, which will be presented for the next agenda item tonight by District Sewer Engineer Pippin Cavanaro about this particular topic. The result is a significant cash flow deficit. On the Sewer side, MWSD has reserves that can offset some of the increased financial needs for the upcoming fiscal year. When the last rate study was done in 2017, the need to assess the rates was already identified for the fiscal year 2020-2021. So, it is known another sewer rate study will be coming up in the next fiscal year. For the Sewer side, the Board is being asked to review the draft budget and refer it once more to the Finance Committee and staff to work on it further. He stated that they would like to reduce the CIP amount for the coming fiscal year. Later a presentation will be given indicating that MWSD is not spending enough money for improvements and for good reasons that will be explained. General Manager Heldmaier is also requesting authorization to initiate a sewer rate study that will be implemented in the next fiscal year. The outstanding funds needed in cash flow, can be paid through Sewer reserves. And of course, those reserves will need to be replenished, and thus the need for a sewer rate study. On the Water side, a 3%

rate increase was approved for the next fiscal year, which is applied in the draft budget. That covers inflation, but is usually offset by water conservation. So, there is a slight increase in income through water sales in the budget, but not significant. The District Water engineer made a presentation at the last meeting (May 23rd) highlighting capital needs on the Water side. MWSD recognizes the need to spend money for improving infrastructure. When going through the 5-year Prop 218 the last time, there were some assumptions that didn't turn out to be true--the number of connections, for example. So, reserves were not replenished during those five years. That was noted in last year's budget, and the decision was to continue with the 3% increase for one year with the understanding that they would probably need a water rate increase in this coming fiscal year. He requested to do a water rate study to begin sooner than the sewer rate study, considering a 45-day notification period with time for the consultant and staff to prepare the study. Around September or October, he will be asking for a further rate increase. Additionally, the cash flow on the Water side needs support from the Sewer side. Thus, he is requesting for a rate increase essentially like on the sewer side, with a deferment of a capital project until next year. There will be a reduction of the CIP in combination with a loan from Sewer to Water. In summary, he requests that it be referred to the Finance Committee, authorization for District Counsel to prepare paperwork for an interfund loan not to exceed \$500,000 from the Sewer to Water fund. Additionally, he is requesting authorization for the General Manager to initiate a water rate study to be implemented in the fiscal year 2019-2020 as well as authorization to initiate a sewer rate study for the fiscal year 2020-2021. He would like to get together with the Finance Committee as soon as possible, then bring finalized budgets and capital improvement programs for adoption of the June 20th meeting.

District Accountant Peter Medina: Clemens covered all the highlights regarding operations and capital needs. My piece is talking about the process.

Director Lohman: How much have we spent on the Half Moon Bay lawsuit and what is our projection? We are talking about raising rates, the public ought to know.

General Manager Heldmaier: This past fiscal year it was approximately \$150,000 dollars.

Director Accountant Peter Medina: \$137,000 dollars through April.

General Manager Heldmaier: So, it will probably be \$150,000 dollars this fiscal year, and we are anticipating a similar amount next fiscal year.

District Accountant Peter Medina: That is the anticipation and the budget currently reflects that anticipation.

Director Harvey: On the Sewer budget, under employee benefits, the increase of 36%.

District Account Peter Medina: Yes, we saw that. With the departure of staff last year both on the Administrative side and the Operators, their replacements had a different family structure, from a single to family, so the benefit package and the costs changed. That is why we saw those costs go up tremendously.

Director Harvey: Will that be every year?

District Account Peter Medina: It will be that every year.

Director Slater-Carter: It won't be a 35% increase every year.

District Account Peter Medina: No, if staff stays put, it should be consistent.

Director Harvey: The Conference attendance 67% increase for Sewer.

District Account Peter Medina: This has to do with the new board members attending more and the General Manager attending more conferences and be more of a presence.

Director Slater-Carter: It was also discussed that we wanted this District to have every Board member attend enough to get the transparency award from CSDA.

Director Harvey: Under Water Quality Engineering a 250% increase.

District Account Peter Medina: Clemens would be better to explain this. We've seen a significant increase this past fiscal year. It is something that we did not anticipate. The cause being...

General Manager Heldmaier: We talked about this at the last meeting during the Capital improvement presentation at length about the increase regulatory requirements that also results in required capital improvements through the State. We talked about the high staff turnover—2 years with 4 different staff that needed guidance that came up with all kinds of requirements, for example, and that is reflected. We also anticipate additional work on the Water side that is related potentially to the Caltrans right-of-way acquisition.

Director Harvey: How much of the Water Quality Engineering of the 250% increase is due to the State regulators?

General Manager Heldmaier: So, it is the year-to-date cost plus \$50,000 dollars. The other costs that I just mentioned, \$150,000 dollars. It is listed in the changes in the first page.

Director Harvey: How much of that is due to the State regulators?

General Manager Heldmaier: All of it, except the \$150,000 dollars.

District Account Peter Medina: As of April 30th, we had \$322,000 dollars expended thus far, and coming in the year we had a budget of \$100,000 dollars. So, it is something we were not prepared for and did not anticipate. Next year, it is expected to be equivalent.

Director Harvey: Under Water, Maintenance and Treatment, 400% increase.

General Manager Heldmaier: Without looking at the line item, that is the addition of nitrogen removal plant for the Airport Well 3, and the associated maintenance and treatment costs. We have to run two treatment plants out there right now.

District Account Peter Medina: The budget for last year we saw it come up this year. We budgeted \$4,000 dollars and it is currently at \$20,000 dollars. We are just trying to get ahead of it this year with this budget.

Director Harvey: Will this be a one-time operation or will it be every year?

General Manager Heldmaier: No, this will be every year. And, this \$20,000 dollars is if we do not run the wells, which we plan to do. If there is an emergency and we need to run the wells, you will see this cost go up significantly.

Director Marshall: For Clemens and everybody, I'll give you a little analysis that I've done. I took 2013 as the baseline, to give you a perspective of certain categories where our biggest increases are. Your two largest dollar amounts in the Operating side, for Water, not Sewer, is Personnel and Engineering. For example, the change from 2013 to today for Personnel is about 49% increase, and Engineering has moved 581%, so that will give you a sense of where the money is going. So, I tried to do a quick analysis more at a categorical level to give us a sense of where our larger dollar items are going. And based on Clemens and Peter's comment, it will give us a better sense of this. Some of the smaller categories, like treatment, have increased significantly, but those are not big dollar amounts. Treatment went up 155% from 2013 to where we are today. This is a year-over-year change.

General Manager: And for Personnel cost, a large percentage of that is the addition of a fourth water System Operator, which hasn't happened yet.

District Account Peter Medina: That was discussed last year and adopted as far as hiring a fourth Operator. It hasn't happened this fiscal year. The budget actuals for all personnel costs on the Water side are much lower because of that, but it is still the hope of hiring that fourth operator.

Director Marshall: The last thing I want to point out is on the revenue stream on the Operations side, the change is only 16%. So, revenue has only gone up 16%, and overall, we have some large ticket items or categories that are moving at a much faster rate. We can see that categorically. Sometimes you don't see that when you are looking at individual line items. It is good to look at it from that perspective.

Director Slater-Carter: In comparing the rates from Half Moon Bay, et.al, Clemens, Beverli, Eric, and I ran some very loose numbers. Half Moon Bay, in 2017-2018, 2018-2019, 2019-2020 budget has protested its payments in the SAM budgets, saying they want to keep those items as a negotiating or lawsuit item, comes to about 6 million dollars total for the budget. If we divided it into 60-40, we are looking at 2.4 million dollars and 3.6 million dollars for Granada.

Director Lohman: This is assuming that Half Moon Bay pays nothing, like they did once.

Director Slater-Carter: Like they have done in the past, and we have no idea what is going on with that. I think we need to do some forward planning, so we are not hit with a shock. We need to talk about the Sewer and Water reserves. Also given the numbers for starting our own Collections service, I would think that looking at the numbers looking at this lawsuit and other needs, we would do better to keep our cost low on Collections for the foreseeable future. This means not investing in large equipment and staff training, etc. In the future I would like to have this as an agenda item; otherwise we gave direction in April to continue on for the status quo for the next year and that would continue on as that. One of the things I was looking at that I was a little concerned about for Water is our Workers Comp had gone up—it's not a huge number, and I wondered what happened. I know you said that our crew is doing a superior job. Is this a problem with the State?

General Manager: This is not due to injuries; it is a general rate increase. I would have to look into it and see what the reason is for the rate increase.

District Account Peter Medina: In tracking the numbers it stayed the same this year, but it is quite a bit higher than what we anticipated.

Director Slater-Carter: So, the mod rate is the same but the cost is higher.

District Accountant Peter Medina and General Manager Heldmaier: Yes.

General Manager stated that this was the opportunity to ask questions or request changes before going to the Finance Committee and hopefully bring it back in final form.

District Accountant Peter Medina: The goal is to adopt the budget on June 20th. We will meet tomorrow to smooth over any questions that you have, comments that came up at the last Finance Committee meeting, comments from this meeting,

and hopefully get a very solid draft tomorrow for me to clean up and get into the packet for the next Board meeting.

Director Harvey: How much are we going to transferring from reserves in this budget?

General Manager Heldmaier: So, on the Sewer side, it currently suggests we would transfer 2 million dollars to finance our Operations and Capital Improvement program. However, we will get this number down tomorrow, during our Finance Committee meeting. The idea is to defer one project. On the sewer side, it is significant, and we are going to look at that with Pippin in the upcoming agenda item, to reduce that significantly. We are looking at a budget shortfall of one-million-dollars. We are going to take out of reserves to cover next year.

Director Harvey: How much do we have in Sewer reserves?

District Account Peter Medina: Approximately 4.4 million dollars in sewer and 1 million in water.

General Manager Heldmaier: This is Operations reserves. We need to be clear...

District Account Peter Medina: Sorry, in Operations, \$46,000 dollars.

Director Harvey: What do you mean, Operations vs regular? Can you please explain that please?

General Manager Heldmaier: We need money in the account to pay bills. We have to offset variances in the cash flow, and we need money to do that. That is money that is not available for use for emergencies, for example, or for capital projects. That is simply money we need to run the District.

Director Marshall: Can you please explain to him the minimum that you have in Operations, high water mark versus the low water mark?

District Account Peter Medina: Two months is the minimum and 10 months is the high end of it. For Water, we have never been there, and for sewer we do have sufficient reserves based on these calculations.

General Manager Heldmaier: This is for Operations reserves. The capital reserve requirement is the minimum year and the maximum year of the 5-year CIP.

District Account Peter Medina: For the five-year window, the highest year being the maximum and the lowest year being the floor.

District Account Peter Medina: We have three reserves: Operations reserves, Capital reserves, and Connection reserves for both Sewer and Water. This doesn't

cover all the money in the District treasury, as there are chunks that are restricted for debt service.

The Directors discussed what was to be approved and authorized.

Director Boyd said he would read the recommendation for clarification: Referring to the Finance Committee—that has been done. The notion of reducing the CIP funds, we already understand the Committee will do that. I move that we authorize the District Counsel to prepare an Interfund-loan not to exceed \$500,000 from the Sewer to the Water Fund. Also, we authorize the General Manager to initiate a water rate study to be implemented for the fiscal year 2019-2020 and authorize the General Manger to initiate a sewer rate study for the fiscal year 2020-2021 and finalize the budget and CIPs at the June 20th meeting.

Director Lohman made a motion for the above, and Director Marshall seconded it. The motion passed unanimously 5-0.

NEW BUSINESS -

1. Review and Possible Action Concerning Draft Sewer Capital Improvement Plan.

General Manager Heldmaier: Pippin is here to make a presentation. I think the highlights are already mentioned. We need to increase the spending even though we have run a deficit, on the Sewer side, to keep the system in good shape.

District Sewer Engineer Pippin Cavagnaro passed out high level graphs looking at the District from the stereotypical term 50,000 ft or so. There have been questions in the past and discussions we have had about, “what does the District look like, in terms of asset value, and is depreciation something that the District considers, and how does that look like in the world of capital improvement?” We have a staff report here that Clemens took the highlights from and I can fill in the numbers to give you a perspective. Over the last 5 years or so, we have been seeing construction costs outpace inflation to some degree. Clemens mentioned a water rate increase of 3% and that is about what inflation is, but we have seen construction costs climbing between 4-6% varying year to year. With that in mind, over the years we had a look ahead on the capital program, and incrementally have been increasing the scope of the projects. A simple description is we often have a neighborhood project with the smaller pipes, but there are occasional times in the budget where we would like to plan for flat spending but when we have a bigger project, we need to save a couple years for. We had spending for the large Highway project for example or maybe a pump station needs to be rebuilt and that is kind of done all at once. Last year, our budget was over 3 million dollars and this year we have projected and are targeting a drop of about 20%, and asked for about 2.5 million dollars, which would cover capital work, pump station repairs, and radio communications general categories of electronic improvements as well as targeted video inspections and spot repair

program. But as Clemens mentioned, there are various factors affecting the District's expenses this year. Also, there is a regulatory challenge we find periodically. Every time we work on the highway, Caltrans is extremely slow in doing their reviews. It so happens that this is the situation with the next phase of the Cabrillo Highway project which we have been planning incrementally since 2012 to rehabilitate and replace the pipe from Montara pump station to First street or the Kanoff pump station. Caltrans this year said they wouldn't extend the existing permit, and the next segment of pipe would have to start with a fresh permit. So, that takes 6-9 months for that process usually, so it works well with the coincidental needs of the District. We would prefer to spend funds on other aspects this year. We would hope then try to target about a \$975,000 dollars capital as our project range for next year. This would include some pump station repairs and a much more scaled back pipe line project. We have to then offset some of those pipes that weren't being fixed. When you delay them, sometimes you have repairs may come up more often, so we will probably have to increase our spot repair rate. These graphs that I handed out are a visual of the next paragraph, which addresses the questions that were asked before " how does the District look on the big picture what is worth, asset value in today's dollars if you were to buy it new and does depreciation work as a budgeting tactic for sewers—it is a broad level approach. It has a merit to discuss. I want to point out here it is a little bit of a mathematical exercise. The first bar graph shows the major categories of the District. We have about 27 miles of gravity sewer, 575 individual structures, 5 miles of force main, 13 major pump stations and 29 smaller grinder stations. The graph shows the relative dollar value of 60 million dollars of assets for the pipelines in today's dollars. There is several million dollars for structures, 17 million for force mains, 16 million for pump stations and just less than a million for the small grinder pump systems. Some years ago, the District set a really broad, long-range goal. It's kind of consistent with the ages of how long these types of infrastructures last of probably 100 years which is a good outside life span for some of these systems. So, if the District was largely built in the 1950's, this is an arbitrary number, not an exact date. I think it was built in the late 1950s. But for discussion purposes, if the District was largely built in 1950 or 1960, and to have a long-range goal of replacing most of the pipe infrastructure in place by the year 2050 or 2060 would be a long-range goal. Now, if the District was taking today's dollars and dividing it evenly every year, we would be spending about one million and a quarter or a million and a half per year. This graph with the zig zag line on it versus the straight line represents the first 20,30,40 years of the infrastructure life, particularly pipes, you don't have to spend much on it—just a few bucks every year. In today's dollars, maybe minimum operations for repairs, etc. would be about \$100,000--\$150,000 dollars. Then your pump stations start needing repairs after about 15-20 years—that is the first thing that breaks down. Then starting 30-40-50 years the pipe lines start needing to be upgraded and in doing that, that delay in spending where you are not spending in the first years means that the remaining asset still a 100 million total value, has to be divided over 50 years, not 100. So, when you look at that—pump stations are even less, because they only last maybe 15-30 years—that shows 2.5 million dollars would be our goal, our target of where we would like to see the CIP for a

complete infrastructure replacement and keeping everything in good shape by the year 2060. So, that is where we were targeting, but as Clemens mentions, some years you need to spend more and some years you can spend less, so the combination of the District's desire to spend less on sewer projects compounded by the fact that we do have this regulatory permit, the time line that we are working on with the Cabrillo Highway, we can push the Cabrillo Highway off until the spring. This last graph is a visual, the same concept of how money looks over time. If you were to spend money every year on the system, your 100-million-dollar asset, would cost about 130 million dollars. But that first 20, 30 years you are not investing much in the system, so all the time that you are not putting in money in the beginning, you have to make it up at the end. And in the end, you will have to spend more, than if you were to spend it consistently. So, the summary on the concept of depreciation loss is it is a valuable tool to judge life, we really have to look at the individual infrastructure, and work with the operations crew to see what makes sense and you can balance repairs versus full replacements which is what we will be doing this year.

General Manager Heldmaier: I have a clarification question. With the reduction of the Capital Highway Express Sewer Phase 1B, we will be looking at a total of CIP \$973,000 dollars, but we still have to complete Phase 1A at \$110,000 and we are also looking at spending \$330,000 dollars plus for the Vallemar system upgrades, so we are subtracting a million...

District Sewer Engineer Pippin Cavagnaro: We are subtracting a million. I think this being a draft, we will see what the Finance Committee recommends tomorrow. Based on the fact that we do have some residual money to still pay out on the current highway crossing project which could be—I'm putting in here as a placeholder- about \$110,000 dollars and I have some permit and design money going into the next phase which I have here at \$50,000 dollars which is going to be some preliminary investigation for the Caltrans permit. What we will have to do to hold that \$970,000 dollars we will have to work on reductions on the other piper projects. So, the high priority sewer mains we will have to transfer some of that effort listed at \$630,000 dollars we would probably lower that to \$400,000 project and put \$50,000--\$100,000 dollars in spot repairs to try to keep under that budget. I think this being a draft we have targeted projects.

District Sewer Engineer Pippin Cavagnaro: I can hand out these maps, you have seen this before. I actually didn't make changes from last time, because it is still relevant. This is a map that shows targeted work for the District in different areas and when we might get to it. Some of the work that is on here. There is one line that is hard to see, for example, Virginia Avenue is a project that has been on our radar to do for a long time, there are different types of rehabilitation methods, and that particular one we are going to have to dig up the street as opposed to a pipe bursting because we want to improve some flow performance. But there is nothing inherently wrong with the majority of that pipeline, it just needs to be cleaned more often. So this is an example where if we don't do this, this is currently in the blue

year, our current targeted time, I will be probably removing that from our goal this year, and focusing on the SAM crew and telling them it is a hot spot and it will need cleaning 2-3 times versus once a year. So, it is a tradeoff—less capital, but more operational maintenance. This is a guideline for discussion purposes, I put it on here up to show the long range working up Cabrillo Highway, there is some fairly extensive work and for discussion purposes we put some of these out, 2026-2028 for example, we are still 5-10 years away, but we are trying to have that long range look so we have an idea when we talk about a rate study, that looking forward, we recognize that we have these projects that we need to save for and build up those reserves.

Director Boyd: On the legend, on the pipes you have the orange, what is that suggesting?

District Sewer Engineer Pippin Cavagnaro: It is one of the downfalls of GIS, you can spend a lot of time filling in the blanks. If a pipe has already been rehabilitated then we should enhance the map to show recently rehabilitated or they are just not in the capital program. We don't have a targeted date to replace the Airport force main. There was a little bit of repair done on it. About 10-15 years ago there was a problem on the discharge end and it and we replaced about 300 feet of it. But at that point when it was televised, there was no other obvious damage or stress on the pipe, so some pipes are just not yet categorized. For an exercise, we could put every pipe on there sometime between now and 2060, but things change. After 5-10 years in the future, sometimes pipes are damaged by activities by another contractor or earth movements. So, it is hard to know all those details, but the information we have here is based on several factors that we have been looking at over time: infiltration—known areas where we battle extra rain water, particularly in the very wet regions. Every 6 months or a year we get good information back from the SAM crew with changes they find, when they can no longer clean a pipe line. So, we will put it on the list, or go out and specifically do a spot repair. Then other information, we have a historical problem with the development that must have happened very quickly. As Clemens pointed out tonight, the majority of the District the sewers were built just in a couple of years. So, some of that early construction may not have been as careful with the back filling, and we have found a lot of the homes in the Moss Beach area their connections to the main sewer, the pipes have dropped. This has been a problem that has come up for 30 years. Since the 1980s the District has had capital projects to fix these offset joints in the sewers over there. So those are factors that we try to address.

Director Boyd: It is that kind of detail I get for asking “what does the orange mean?” that I don't have to ask a lot of questions. The command that you and Clemens have of the details of what is in the ground and the prioritization looking at what the right order of operations is, and understanding the places where we can make the trade-offs for fixing replacing, and putting a little more attention into maintenance to try to juggle all that stuff-- that is the kind of thing that the District has been good at for a long time, thanks to you guys. Thank you.

Director Marshall: I agree with him, and depreciation. I get what you are referring to how it doesn't jive with actual life span. I do think that when it comes to budgeting there are some things that can be done to bring those lines together but we are also limited by regulatory requirements as well, so sometimes what looks easy in the math doesn't always come out when you look at all the rules. I think it puts all the Districts in almost a negative territory, because of all the regulatory requirements. When you look at it from a finance perspective if you can project that out and save money accordingly, you might be able to guess to get a little closer, but you probably would never get it right.

Director Slater-Carter: This is all simply for the District—none of this has to do with SAM needs, right?

District Sewer Engineer Pippin Cavagnaro: That is correct. This is District specific. So, from a rate study standpoint, this would be one part of several layers.

Director Slater-Carter: When I came on this Board there was a huge concern about the pipe on the ocean side at Vallemar bluffs. That was a while back. How is that doing?

District Sewer Engineer Pippin Cavagnaro: It has grit this year. Staff has asked for a more detailed look at it. Some of the grit could have come from the manhole lids and the heavy rains. We don't have information that anything has significantly moved. But it is a very challenging place for the crews to clean. At this point we haven't seen a significant change. It is something that we have in the back of our minds. There is a long-term engineering solution from my perspective which would be to either all at once or one-by-one move those houses on a grinder pump system up to the pipe in the street.

Director Slater-Carter: Something that we might want to look at is as people start remodeling their houses...

General Manager Heldmaier: That is what we are doing. But removing the line also removes the flexibility that it provides to drain the Vallemar pump station into the Montara pump station. That would be something that we would lose at that point. Erosion hasn't progressed at the rate we were concerned about.

Director Slater-Carter: For the public, I would note that some years ago when LAFCo and the State decided every agency needed to have its municipal services review every area and every agency in the area needed to be part of that. There was quite a bit of discussion at the agency level, that the State would actually take reserve funds if they weren't specifically allocated. So, when you look at this graph, the easy solution is "we should be saving money here, so we have it to spend here," that's a common sense thing to do. However, if the District saves money here, the State comes in and says "we will reduce your property tax dollars that the

people in the District are paying for.” This would not reduce rates. The State would send it off to what they think is a more important use for that money... So what makes common sense in the regulatory vein of things, doesn't seem to work at State level government. That is part of the conundrum that we have to work under.

Director Boyd made a motion to refer the draft sewer CIP to the Finance Committee and staff to adjust as needed to accommodate cash flow in the coming fiscal year. Director Harvey seconded the motion, and the motion passed unanimously 5-0.

REPORTS

1. Sewer Authority Mid-Coastside Meeting (Slater-Carter) –

Director Slater-Carter: The General Manager, Beverli Marshall has decided to move on to another job at a larger agency. We wish her well. We tentatively hired an interim General Manager, who sent a note out today that he would like to withdraw his application. This is due to the CalPERS regulation that he can't work so many hours over the course of any particular job. So, we have Kishen who has kindly offered to be the acting General Manager for as long as needed. Other than that, SAM budget is moving forward, although I don't think Granada has approved it.

2. Mid-Coast Community Council Meeting (Slater-Carter) – none

3. CSDA Report (Lohman) – none

4. LAFCo Report (Lohman) -- none

5. Attorney's Report (Schricker) – none

6. Directors' Report –

Director Slater-Carter: Yesterday one of our staff members was involved in a terrible accident on Highway One. He was able to walk away, and we are very thankful. There was a resident who actually witnessed the accident. Our staff person was involved but had no fault in it. It was someone I think was making a lazy turn from the street onto Highway One. The Board members and the community are very thankful that our staff member was not injured and wish him well.

7. General Manager's Report (Heldmaier) –

General Manager Heldmaier: This could result in a worker's comp situation. It is very important to us to ensure everyone involved is safe, and we will take every step as it comes. We definitely sent him to the hospital for evaluation.

8. Collections Contract Status Report (Heldmaier, Schricker)

General Manager Heldmaier: There is a short brief report. In addition to that, I was asked to give a status of the Collections contract. This is in the works. We have a two-prong approach to that right now. First of all, there are a number of uncertainties that have arisen since the last time. One of them being that General Manager Beverli is leaving for example. I understand that we can talk to Kishen Prathivadi, but we need to see who is running SAM and at what level. The second change that we have seen since then is the City has changed its mind, and is approaching Sewer Authority Mid-Coastside with a request to at least get a portion of their services back from SAM. The situation that we had when we talked about the Collections contract last where the City was removed from that situation and only Montara and Granada were receiving services. That seems to change and is something that is evolving. That said, we started looking with Pippin at a little bit of that problem, "what services are we asking from SAM?" So, we need to get clarity on that, and that is something we are reviewing right now. We are also working with legal counsel of our review of the drafts that we have to look at right now and see what changes we would like to see implemented from our end. So, that is where we are right now.

Director Lohman: Do we have any feel for when Half Moon Bay is going to make a final decision? We are already past budget time. They have been doing this for a year.

General Manager Heldmaier: I almost want to refer this question back to you, Ric, as the SAM representative. It is my understanding that there is going to be a discussion coming up at the next SAM meeting on Monday. I haven't seen the agenda yet, but I believe it is on Monday. There may even be a second meeting this month. I expect that this question be discussed before July 1, 2019 the beginning the fiscal year, and there should be a decision made. So hopefully, we will get clarity on that very soon.

Director Lohman: I feel like we are being held hostage two or three times by Half Moon Bay on all this. We are trying to budget and they won't budget, and we have all these problems with "under protest," and we have no idea where the money is going to go and this is getting very tiring.

Bob Ptacek, Montara resident: Concerning the Half Moon Bay flip-flopping, I would like to know—no one is going to have the answer—but I would like to have the cost to Granada and Montara that has caused this--their leaving. So, we've had to go through, I'm sure, contracts and legal expenses and whatever, and that is a cost that needs to be recuperated from Half Moon Bay in one form or another. The other thing is, I am assuming they want a contract, and I strongly suggest that contract be a minimum of three years because this dance is ridiculous. I prefer to see it five years, but I know most likely they will balk at that. We need to know what they have cost us and they need to pay us back for

that since they are interested in self-serving and I would like to see a five-year contract.

Director Slater-Carter: I would also like to mention in interest to the SAM situation, as of June 30th SAM will no longer have an attorney. We sent out two requests for proposals, first to nearby, then statewide, and have received no responses. So, SAM will only have an acting General Manager and no attorney and we might be able to beg the current attorney to stay on a month-to-month basis. But it is unfortunate that the way things are working out at SAM right now. Part of the problem was we had an agenda item to renew the contract with the current attorney and Half Moon Bay refused to address it.

Bob Ptacek: Is that the reason they are leaving?

Director Boyd: No. On a number of occasions, the payment to the attorney was held up by Half Moon Bay raising objections and demanding to know precisely whether or not any of the attorney work had been, if he had billed anything at all against the lawsuit. He had to do an enormous amount of work to draw that bright line...

Director Slater-Carter interjected: uncompensated...

Director Boyd: And it is ridiculous what Half Moon Bay did. It was services rendered. They can read through the bills and the kind of gyrations they put him through. Carl Nelson is an extremely patient man and I think we are all grateful for his service, and I hope we can extend his service by a little bit while we try to make arrangements. But it was shameful how they treated him.

Bob Ptacek: Well, maybe we don't need to sign a contract with them, and they can go flush their own pipes until they straighten everything out with us.

Director Slater-Carter: The SAM Board members here may need to get specific direction from our Board. You know my nature inclination, so if you want me to change them you need to give me direction.

Director Harvey: I have a question. So, a couple of meetings ago, Clemens, you were given direction to work with SAM to get a new contract. And Ric and Kathryn were asked to participate with you. Have you been able to work with them? Any progress on the new contract?

General Manager Heldmaier: That was my current report. We first need to understand our situation, our desires, and need to get clarity on what we actually want. That is what we are doing right now. Once we have a grasp of that, we will work with the Committee.

Director Harvey: So, Ric and Kathryn, have you been working with Clemens?

Director Lohman: I think our problem is that we are stuck in the middle. It is my understanding...I don't know if we can even create the cost of a contract without knowing what Half Moon Bay's participation is. That is just my thought. I don't know if that is true, if we can proceed without Half Moon Bay. Completely.

Director Slater-Carter: We can't. The way General Manager Marshall has set it up was looking at what each District was requesting and then figuring the cost for that. Unfortunately, you can't compare the cost between Half Moon Bay and Montara and Granada, because Half Moon Bay wanted their costs quoted in a cost per foot. And Montara and Granada has a much more straight forward way of looking at the costs. But first we need to figure out at this point what we need to do and so Clemens and Pippin are working on that first. As you mentioned there are some pipes like on Virginia Street that need further attention, more frequent cleanings. And then with General Manager Marshall leaving and having only an acting General Manager, unfortunately Keshin is the engineer so it is going to take him away from the work he really needs to be getting done. So, Keshin does a lot of fine engineering work for SAM and so it what my husband calls a soup sandwich, which means a big mess that is not easily sorted. So, SAM is going to be fun. For those of you that aren't from the Midwest, it took me a few years to figure it out. I kept thinking he was saying soup and sandwich. But anyway, that is where we are. Moving on to future agendas...

FUTURE AGENDAS

Vallemar

Collections in regards to Half Moon Bay and SAM

Director Slater Carter requested that Director Lohman make a list to keep track of the work load put on the General Manager.

General Manager stated that there are two future agenda items from Ric for the next meeting. He also requested that the Board inform him at this time during the meetings to request future agenda items, to allow him time to prepare the necessary information for the next meeting.

Director Lohman confirmed that his two items were the ACWA nomination and the recycled water.

General Manager Heldmaier confirmed this.

BRIEF RECESS

REGULAR MEETING ENDED at 8:45 P.M.

CONVENE IN CLOSED SESSION

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code §54956.9(d)(4))**

Initiation of litigation

Number of cases: 1

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code § 54956.9(d)(1))**

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. No. 17CV316927)*

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT

The District has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

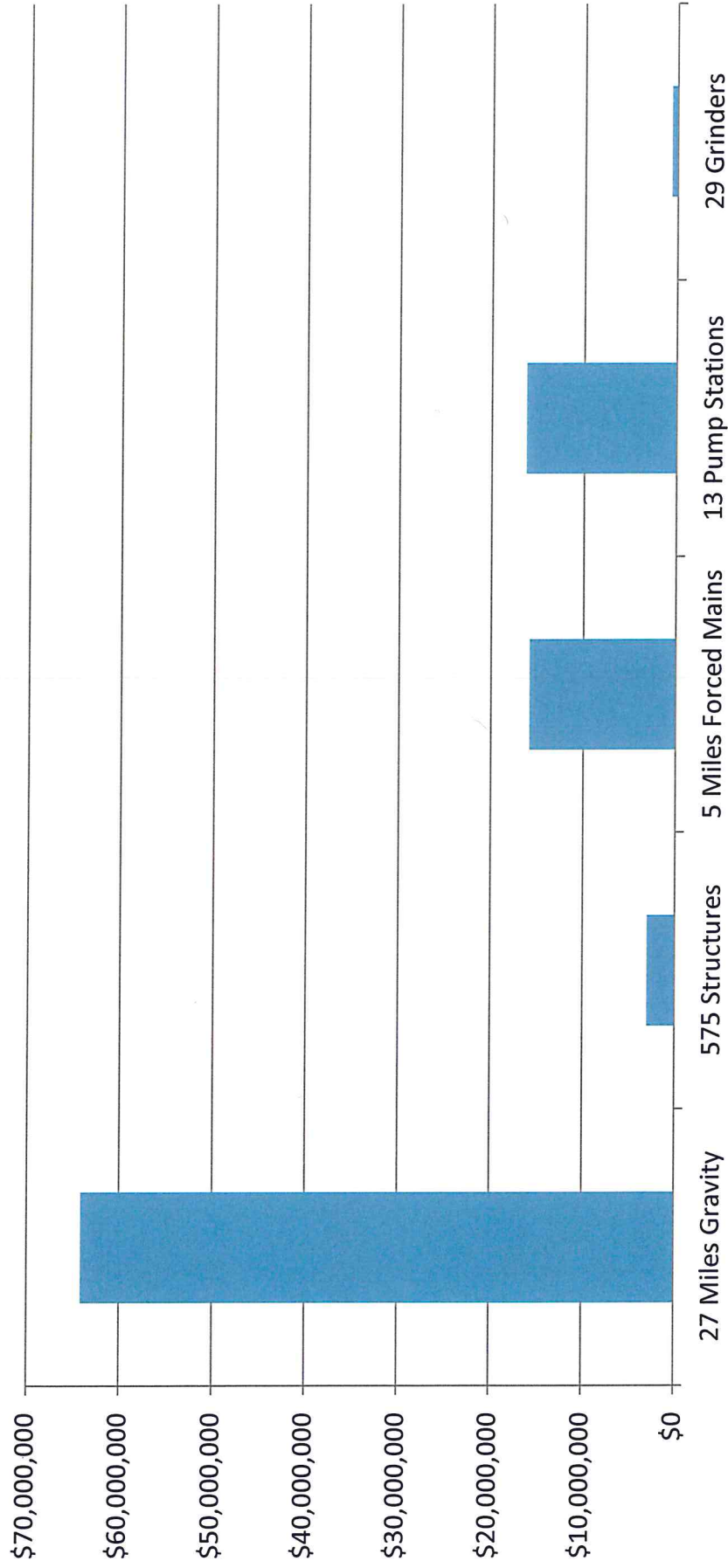
Respectfully Submitted,

Signed _____
Secretary

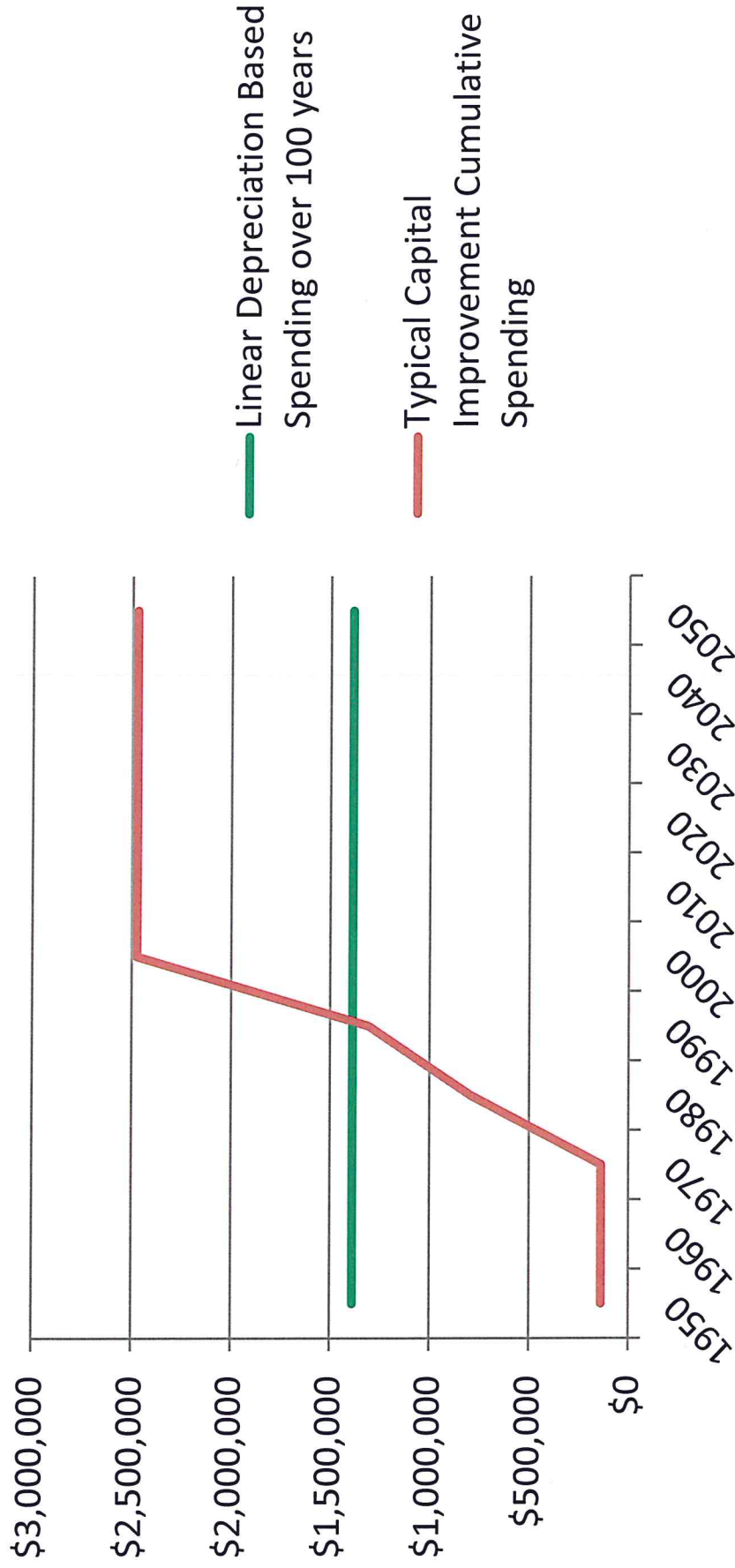
Approved on the 2nd, July 2019

Signed _____
President

MWSD SEWER Asset Value, 2019 Dollars



MWSD CIP Spending Rate, Annual Spending in 2019 Dollars



MWSD Sewer Estimated Cumulative Spending, 2019 Dollars

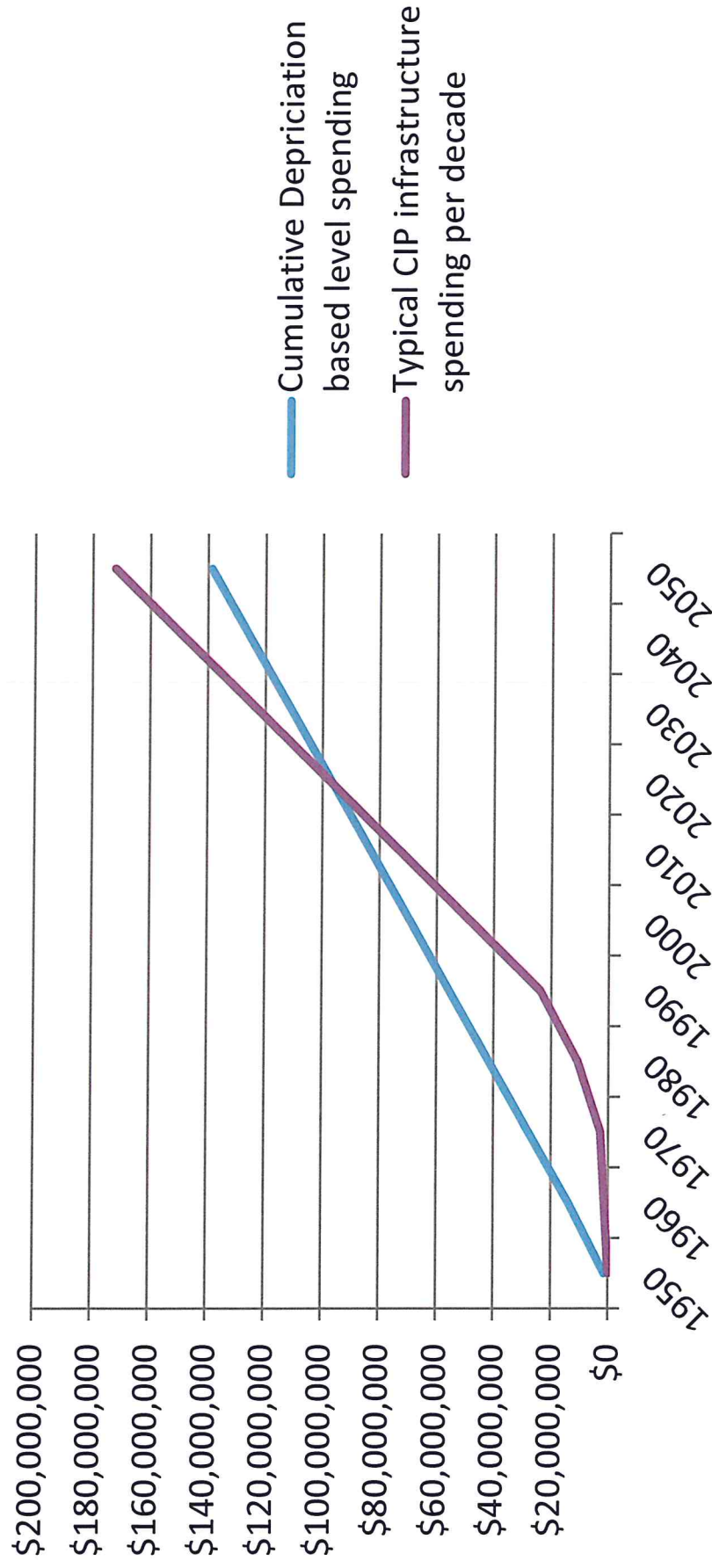


EXHIBIT : CIP



NOTE:

PROPOSAL FOOTAGES MAY EXCEED F.Y. BUDGETS.
REPLACEMENT PIPES MAY BE POSTPONED AND
SPOT REPAIRS MADE.

Legend	
	Other Pipes
	FY-17/18
	FY-18/19
	FY-19/20
	FY-20/21
	FY-21/22
	FY-22/23
	FY-23/24
	FY-24/26
	FY-26/28



NOTE
Route Engineering
907 Mission Avenue
San Rafael, California
TEL: 415-453-4480
FAX: 415-453-0343



Montara Water and Sanitary District

CAPITAL IMPROVEMENT PLAN

Job No. :

SCALE: 1,000 500 0 1,000 Feet

Date: 5/23/2018



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
June 20, 2019

MINUTES

REGULAR SESSION BEGAN AT 7:32 p.m.
CALL TO ORDER
ROLL CALL

Directors Present: Boyd, Lohman, Slater-Carter, and Marshall

Directors Absent: Harvey will be attending the Closed Session via teleconference, but is not available to attend the Open Session.

Staff Present: General Manager, Clemens Heldmaier
District Clerk, Tracy Beardsley

Others Present: District Counsel, Dave Schricker
District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovsky
District Accountant Peter Medina

PRESIDENT'S STATEMENT – None

ORAL COMMENTS - None

PUBLIC HEARING –

1. Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer

Service Charges, Delinquent Refuse Collection Charges, and Delinquent Water Charges for FY 2019-2020.

General Manager Heldmaier: This is a standard item we have every year. The Health and Safety code requires that for us in order for the sewer service charges to be placed on the property tax roll, we must hold a public hearing. We are proposing here to set the sewer service rate at \$21.07 dollars and will confirm this at the next public hearing coming up right now setting it into the Master Fee Schedule. We are also providing for collection of the delinquent water service and garbage collection charges under the tax roll. We went through the regular notification process, and we are recommending to open the public hearing, allow pertinent public testimony, close the public hearing, and adopt resolution of the Montara Water and Sanitary District overruling protests and confirming reports on sewer service charges for fiscal year 2019-2020 and delinquent sewer service, refuse collection and water service charges for fiscal year 2018-2019, certifying list of lots or parcels of land and corresponding charges against said lots or parcels and directing transmittal of said certified list and charges to County Controller for entry on the current assessment roll. This document is here, on file, anyone can see it, as stated in the public notices and take a look inside and see what their sewer service charge is going to be.

General Manager Heldmaier handed the Tax Roll list to the Board for review.

Director Slater-Carter opened the public hearing. Seeing no one to speak Director Boyd made a motion to close the public hearing. Director Marshall seconded it and the motion passed.

Director Boyd made a motion to adopt the resolution of the Montara Water and Sanitary District overruling protests and confirming reports on sewer service charges for fiscal year 2019-2020 and delinquent sewer service, refuse collection and water service charges for fiscal year 2018-2019, certifying list of lots or parcels of land and corresponding charges against said lots or parcels and directing transmittal of said certified list and charges to County Controller for entry on the current assessment roll. Director Marshall seconded the motion and the motion passed unanimously 4-0.

2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.

General Manager Heldmaier: This is also a standard item. In June we set new rates for the coming fiscal year starting July 1, 2019 and this year we are increasing the sewer service charge to \$21.07 dollars, and we are also adjusting all connection charges and other related fees, at a rate of 3.71% in accordance with the California Construction Cost Index. So, everything that is construction related is increased by 3.71 % and everything that is staff worked-based is

increased by 4.01% (application fees, misc. fees) in accordance with SF Bay All Urban Consumer Price index. It is the recommendation to open the public hearing, consider relevant public testimony, close the public hearing, and adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule.

Director Slater-Carter opened the public hearing.

Gregg Dieguez, Montara resident: I think that the District needs more money, I can't say how much more it needs but I think you are doing the right thing. It is just a question of analyzing it further.

Director Lohman made a motion to close the public hearing, and Director Boyd seconded it, and the motion passed.

Director Slater-Carter: Now we are going to review the adoption of the revised Master Fee Schedule.

Director Lohman: I've had some credit card issues. They have been hacked and I canceled credit cards. With the garbage collection, is there any way we can ask for some kind of alert if your bill doesn't get paid for a month? Get an email from Recology or other people, saying "by the way, you missed a payment." It goes like three months before--I'm on autopay for everything--then I realize that something went wrong and I have to scramble and reset up. It just seems like we should be able to have some kind of alert thing.

General Manager Heldmaier: We will check with Recology. If you are not paying with us, you should get a letter from us.

Director Lohman: I got a letter saying that I'm \$386.00 dollars short. I haven't paid. It was on AutoPay, and I assumed everything was working great. And it is going on the tax roll. If you could have some earlier notification, like "oh, by the way, something is wrong with your account, call us" or something. I don't look to make sure that every single bill is paid when I'm on AutoPay.

General Manager Heldmaier: I will check with the Accounts Specialist and get back to you on that. As with every year, if we receive the delinquent charges...the tax roll will be transferred to San Mateo County in July. The last day is July 30th, and that is when we confirm that everything is set. So, if we should receive delinquent charges before then we may have a chance to revise that document accordingly.

Director Slater-Carter: I think it would be nice to be able to tell people when they are overdue on their payments.

General Manager Heldmaier: If payments are missing you are notified from us.

Director Boyd: on this table, the column header: Pre-Water and Water, do you know the difference between those two?

General Manager Heldmaier: I would have to take a look at it, but I think it is the water consumption.

Director Boyd: I'm wondering if it is the previous water consumption for the 4 months? That's my guess.

General Manager Heldmaier: That is what I'm thinking.

Director Boyd: I'm trying to get a correlation. The minimum charge, whether it is 9 or 36 units. I don't quite understand, so I'm not sure it is scaled on the numbers I'm seeing.

General Manager Heldmaier: if you see 9, the minimum sewer service charge is 16 HCF. So, you might see a water consumption of 9, but it is calculated at 16.

Director Boyd: But, the one below it is 36. So, I don't think I'm comparing what I think I'm comparing. It's okay. I will figure this out later. Just curious. No, I think we need to do this. We've done a lot, especially through the hard years really constraining spending, so it's time.

Director Slater-Carter: If we don't fix it now, it will cost more to fix it later.

Director Boyd: We are doing a measured approach to this rather than trying to do it all at once.

Director Boyd made a motion to adopt the ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule and Director Marshall seconded it. A roll call vote was taken, and the motion passed unanimously 4-0.

There was some confusion whether a roll call vote was needed to adopt the resolution for the first agenda item, and under guidance of District Counsel Dave Schrickler, the Board re-took the vote with a roll call vote. Thus, Director Boyd made a motion to adopt the resolution of the Montara Water and Sanitary District overruling protests and confirming reports on sewer service charges for fiscal year 2019-2020 and delinquent sewer service, refuse collection, and water service charges for fiscal year 2018-2019, certifying list of lots or parcels of land and corresponding charges against said lots or parcels and directing transmittal of said certified list and charges to County Controller for entry on the current assessment roll. Director Marshall seconded the motion, a roll call vote was called, and the motion passed unanimously 4-0.

**CONSENT AGENDA
OLD BUSINESS –**

1. Review and Possible Action Concerning Approval of Water and Sewer Budgets and Capital Improvement Plans.

General Manager Heldmaier: So, we presented the draft budget, May 2nd, May 23rd, and on June 6th. We met with the Finance Committee twice and reviewed the budget. The Finance Committee suggested some changes at the first meeting and for the second meeting there were some changes, but they were minor. I think I can state that the Finance Committee recommends approval of the budget at this time. Peter Medina is here to present a brief overview of the numbers. I want to say that the budget contains the sewer service charge increase. We talked about this already and it is prop 218-based and already authorized. The Board also authorized a water rate study that will be implemented as soon as possible and the resulting rates will be approved in a separate process—that's coming up. I also need to mention a 4.01% cost-of-living increase that is index based from April to April is built into the budget for all non-exempt employees. The staff recommendation is to authorize a 4.01% cost of living increase for all non-exempt employees, and adopt the resolution of the Montara Water and Sanitary District approving budget for the fiscal year 2019-2020. Here is Peter Medina to give us a brief overview, mainly over the cash flow of Sewer and Water.

District Accountant Peter Medina: Just to step back a little bit. The process for this fiscal year 2019-2020 budget really begins about February or March time frame when we do mid-year-budget-to-actual review and see how we are tracking so far through the fiscal year at the half way point. At that point, we then produce a pro-forma budget which really doesn't capture anything—we don't have enough data to extrapolate for the full fiscal year at that point, so it is really a matter of mid-year pro-forma. Then we let some more data accumulate to when we come back in April and have 9 months' worth of data. Then from there, we extrapolate the last three months, and then it is a lot of back and forth between myself and the General Manager, and he is letting me know what is on the horizon, what the District needs are, and things that he would like to see and we start modeling at that point. Then, we get into meetings with the Finance Committee and this year...before I go further, I want to thank you guys for being as involved as you were, and making yourselves available to meet with Clemens and I. Going through that process, and identifying what the COLA increase are going to be for the labor and benefits portion and then guiding operations to quantify and identify what is out there and what our expectations are, and try to think, not necessarily on a worst case scenario but what we anticipate to occur. At that point, we do our best to... Sewer rates are set with Prop 2018, water is a bit more challenging because we cannot ascertain what the water consumption will be. So, with the 3% rate increase that we hoped to put into place, then okay, we were not quite sure, and then we really need to look at a rate study going forward, and that is currently what is in place as far as we expected consumption to go up. We are hoping to have the new rate in

place relatively soon to get to the revenue points that we are expecting that we are hoping to make this all work. Even if it were all to happen, we see through the cash flow for both Water and Sewer, that we are both in negative. It is just kind of the way it is at this point. Operations are what they are. We are pretty bare bones in that regard, but the capital projects that are slated to happen, that have been slated to happen for a number of years, they are ready to happen. So, getting those put in place, and listening to our engineers putting the plan in place for five years and seeing what can be juggled. So what you have in front of you is the Operations and CIP budget.

Director Slater-Carter opened it up to public comment, closed public comment, and opened it up to the Board.

General Manager Heldmaier stated that there was a typo in the staff report regarding the fiscal year for the budget. The budget is for the fiscal year 2019-2020, not 2018-2019.

Director Slater-Carter: I want to know why you think water consumption will be going up for a community that typically prides itself on having our water reused.

General Manager Heldmaier: It simply has to do with what we have seen--a slight increase in connections and that offsets somewhat the conservation that we have seen in recent years. We are coming out of a very severe drought situation with the wettest year on record for California, but not for this area. I want to be very specific. This area barely received--we are approaching 100% but we are not over our usual rainfalls. It seems like a lot of water was coming down, but that is a perception issue. But with that, we will probably see a lot more outdoor water usage this year. That is what we are expecting.

District Accountant Peter Medina: I was going to point to the connections as well, along with in the budget we have a \$34,000 dollar increase from where we are projecting this fiscal year end to end. So, without having the increase rate in place at this point, I would have to point to consumption to make up that. It is a small difference, but it is something.

Director Lohman made a motion to authorize a 4.01% cost of living increase for all non-exempt employees, and adopt the resolution of the Montara Water and Sanitary District approving budget for the fiscal year 2019-2020. It was seconded by Director Boyd, a roll-call vote was called, and the motion passed unanimously 4-0.

NEW BUSINESS -

1. Review and Possible Action Concerning Inter-Fund Loan from Sewer to Water.

General Manager Heldmaier: At the last meeting, we had a discussion about this and asked the Board for authorization to prepare this resolution that allows MWSD to utilize \$500,000 dollars from the Sewer reserves for Water projects. This has to do with the cash flow issues that Peter pointed out—we are hoping to increase the rate very soon and offset some of this. Dave prepared a resolution of the Montara Water and Sanitary District approving and authorizing conditional inter-fund transfer of \$500,000 dollars for construction and acquisition of certain water system capital improvements. It allows us to borrow this money, and is supposed to be repaid within ten years as soon as the Board determines that we can repay it.

Director Boyd: We have the resource, and it is the cheapest loan we can get.

The other Directors agreed.

Director Boyd made a motion to adopt the resolution of the Montara Water and Sanitary District approving and authorizing conditional inter-fund transfer of \$500,000 dollars for construction and acquisition of certain water system capital improvements. Director Marshall seconded it, a roll call vote was called, and the motion passed unanimously 4-0.

2. Review and Possible Action Concerning District's Proposed Tracer Study.

General Manager Heldmaier: I asked Tanya to go this route of the tracer study. There are some requirements from the State or a lot of pressure from the State that is asking for an addition of a tank at the Alta Vista plant as a clearwell for the Alta Vista treatment plant or for a repurposing of the Alta Vista tank One as a clearwell which would take away from our fire flow. This is not a route we want to go, operationally. This is why I asked to look into the possibility of the tracer study.

Director Slater-Carter: And a new tank separate from the ones we already have would be \$750,000 dollars?

General Manager Heldmaier: No, it would be a clearwell. We would have to...

District Water Engineer Tanya Yurovsky: For a 50,000-gallon tank, it would still be substantially hundreds of thousands. Maybe, not \$750,000 dollars but a few hundred. What the General Manager just described is a study that we are proposing to avoid unnecessary capital improvements. We strongly believe they are unnecessary. We can't guarantee that the study will prove it, but we are very confident and hopeful that it will. The State has been kind of after us ever since we developed the ground water source at the Alta Vista site. And it is a question of mixing chlorinated ground water with chlorinated surface water. They assigned the lowest mixing factor to the tank unless we can prove—the only proof that the mixing is happening at a better rate than they think it is on paper, and which we believe it is. The way staff decided to configure this tank in the new tank and how it is

connected with the old tank and where the water enters the tanks is very conducive to mixing. So, we trust this study will prove that. Then we will be off the hook of building this additional clearwell which we believe we don't need, and the State will be off our backs. We have been fighting this for years, so this is not something we are taking lightly. There is a risk that the results will be inconclusive, but we hope that is not the case. We have put everything in place in this proposal to make sure it is a sure win for the District. There is equipment that needs to be leased, and some of it is expensive--\$1,400.00 dollars per day and chemicals. The tracer chemical is fluoride, so it is a safe grade chemical. So, we will be injecting into the water to prove that the tank is fully mixed and the contact time for the Alta Vista treatment plant is meeting the requirements. I would be happy to answer any questions.

Director Boyd: The tracer is fluoride; we already have naturally occurring fluoride. I presume we are looking at a level change?

District Water Engineer Tanya Yurovsky: Yes.

Director Marshall: How long does it typically take for the actual testing to happen? What is the period?

District Water Engineer Tanya Yurovsky: We think it will take a couple of weeks, but not to prep, set-up, do it, and finish. We won't be running the equipment for two weeks—it will be less than that. We are still kind of figuring this out. We are basing the equipment costs on one week of rental.

General Manager Heldmaier: That makes sense of course. It depends on the usage and the distribution system.

District Water Engineer Tanya Yurovsky: It has to be done in summer, in the worst conditions, when there is maximum day demand. We will be turning off Drake and Wagner wells while we are doing that. So, there is a lot of operations staff participation and we will have a person here watching the instrumentation as well. So, it will be a joint effort between Engineering and Operations and we think we will succeed. One thing that has to happen, provided this Board approves, we will have to get concurrence from the State for our plan.

Director Boyd: I'm a little confused by the first sentence—*the Division understands groundwater from the distribution system can at times enter the Alta Vista tank 1*—“ground water from the distribution system”—is the phrase I'm stuck on. We have water in the distribution system, and presumably it is the distribution system. It's already treated.

District Water Engineer Tanya Yurovsky: Yes, it is poorly worded. I apologize for that. There is a possibility...

Director Boyd: is this a backflow concern?

District Water Engineer Tanya Yurovsky: It's a backflow from say Drake and Wagner, or Alta Vista the system is doing this, filling and draining. It's a possibility, so that is why we are going to cut off all the sources to prove to them that it's not happening. But the main concern is the Alta Vista well ground water.

Director Boyd; And what we are demonstrating is regardless of what happens we are getting good contact time?

District Water Engineer Tanya Yurovsky: Yes, we are meeting the contact time requirements for the chlorine and contact time for the surface water.

Director Boyd: And you can't test it based on things like contaminate level because you can't put a contaminate to test it. Your belief it is going to be dealt with.

District Water Engineer Tanya Yurovsky: Yes, and chlorine deteriorate over time, fluoride not so much. And we have checked the chemistry of the water and think fluoride is the best chemical and safest.

Director Slater-Carter: Do we need to notify the public that we are going to be increasing the level of fluoride, assuming it will not be an appreciable increase. We will probably be adding less fluoride in this water than people get in fluoridated water in other communities.

District Water Engineer Tanya Yurovsky: No, this is not a contaminate. We are not introducing a contaminant.

Director Boyd made a motion to authorize the General Manager to direct the District Water Engineer to conduct the tracer study at the Alta Vista Tank number One. Director Lohman seconded the motion, a roll call vote was taken, and the motion passed unanimously 4-0.

3. Receipt of Customer Confidence Report.

General Manager Heldmaier: This is also something we do every year. We are required to release our Customer Confidence report, which is summary of our testing results. I want to point out that we test for many things in the water, some daily, looking at certain contaminants, making sure that nothing is in the water, on a daily basis. Others are looked at on a monthly basis, semi-annually, etc. So, this is a summary of our water quality. Since we just talked about this, I want to point out that we've never seen water quality issues related to the CT time—so that is why this doesn't make any sense. There is no issue when it comes to chlorination in the system. I also want to point out that our surface water is so pristine that we have never seen any chlorination disinfection byproducts issue. So, our surface water is of high quality, and our ground water is exceptional by now. So, we have really good water quality. So, this is announcing that 2018 Customer Confidence report

has now been published and is on our website. It is always a little confusing that we are now putting up the 2018. This is being looked at in calendar years. The State requires that it be posted by July 1st—six months after the end of the calendar year. They allow six months of preparation for the Customer Confidence report. You might see this now throughout the news, East Bay MUD is coming out with their Customer Confidence reports and so are we. This is for Board information only.

Director Slater-Carter: I would like to make the comment that if you are on your own well, this report has nothing to do with your water. And if you are in the urban area you can connect if you want to—for a certain amount of money.

General Manager Heldmaier: And you can also get assistance from MWSD for water testing if you have concerns about your well. We have a program that allows us to help you take advantage of District prices with our established connections with the lab, etc. If anyone has issues with their wells, or wants to know what is in it, please contact us.

Director Slater-Carter: This is for wells in the urban area and outside. For any well in the District.

General Manager Heldmaier: Yes, any well in the District.

Director Slater-Carter: I will comment that one year I had some fellow come out and he asked if we were on a well, and I said yes, and he said he could test the water. I said “sure, why not.” And he started telling me all this nonsense, and I was not nice when I asked him to leave. He was trying to scare me. I’m mentioning this to people, in case this happens to you, come down to the District, contact us and we will help you get a legitimate water test. Not that the others are illegitimate, but they might not be as well informed as ours are. Thank you very much.

4. Review and Possible Action Concerning Nomination of Representative for ACWA Region 5 Board.

General Manager Heldmaier: There is an open position for the 2020-2021 term in ACWA region 5 and Director Lohman has already indicated his interest for a prior position that opened up and he would like to do it again. We are asked to adopt a resolution of support for Ric to run for this open position.

Director Lohman: If nominated I will run, and if elected I will serve.

Director Boyd made a motion to adopt the resolution of the Board of Directors of the Montara Water and Sanitary District placing in nomination Ric Lohman as a member of the Association of California Water Agencies Region 5 Board member. Director Marshall seconded the motion, a roll call vote was taken, and the motion passed unanimously 4-0.

5. Review and Possible Action Concerning Designation of Director Marshall as Sewer Authority Mid-Coastside Alternate Representative for MWSD.

Director Marshall is the only Director not designated as an alternate for Sewer Authority mid-Coastside yet. At the next meeting on Monday, only one representative can attend. So, the recommendation is to designate Director Marshall as SAM alternate so he can sit in at the next SAM meeting or any other meeting that we need someone to sit in.

Director Boyd: So, the prior manager has departed?

Director Marshall: Yes.

Director Boyd: I'm sorry to hear that, but given that, it opens up possibilities.

Director Lohman made a motion to designate Director Marshall to be a SAM alternate for MWSD, and Director Boyd seconded it, a roll call vote was taken, and the motion passed unanimously 4-0.

6. Review and Possible Action Concerning Recycled Water.

General Manager Heldmaier: This was an agenda item that was requested by Director Lohman. I'm just going to hand this over to you, Ric.

Director Lohman: It's been a while since we got updated costs. We've been talking about looking at the Princeton Pump station as one potential location. There's always been the thought that if Half Moon Bay finally does the one with SAM that it's pretty much hard to pump any of that water north. So, we might need our own recycled water station here. I would like to get an update of the current costs and possibly look at RO. If we have excessive water, we would like to put it in the ground or in streams. So, I would like to get a current update of costs of what that would do, and then possibly look at bringing the bid up to the 25% design level where we could look for grants, etc. I know we have done several studies in the past and it wouldn't be too expensive, I hope, to update it to a RO level and see where we are on that, and I don't know if we want to ask at the same time to bring it up to the 25% design level.

Director Slater-Carter: Let's hear back from our consultants on this.

Director Lohman: And see what our options are?

Director Slater-Carter: And see what our options are, because at SAM we were talking... I've been thinking that recycled water project with the Princeton pump station that is in such disastrous shape that that might be with a package treatment plant and so on. That might be worth looking at for both Montara and Granada and

SAM actually. It would be nice if SAM were to run it. Why don't you and I work with staff on this?

Director Lohman: Just one more quick comment. In all of our discussions with CCWD, SAM, Half Moon Bay, etc. there was always a memo of understanding as soon as the original plan got launched to feed the golf course and some of the farmers that we would immediately embark on a Phase Two plan for the north. I don't have a lot of strong feelings that would have ever occurred. I would like to get the costs running, and see if SAM could pick it up which would be the best thing—push it to the south, push it to the north.

Director Slater-Carter: I was just talking to a friend about pot agriculture and in 2020 the big growers are going to be moving in the Cargills. And the biggest concern for the State of California is water, and I know Half Moon Bay was thinking about water from SAM, but there is also potential to have small boutique warehouses showing up, for instance, in Princeton, or maybe agricultural areas of Montara. I think it would be worthwhile. So, you and I should work with staff on this. Is that okay with everyone?

All directors agreed.

7. Review and Possible Action Concerning Direction for Sewer Authority Mid-Coastside Representatives in Regard to Upcoming Half Moon Bay Collections Contract.

General Manager Heldmaier: The City of Half Moon Bay, in 2018, engaged in a one-year contract with SAM for a portion of their sewer collection services. And that agreement expires June 30th and the City asked SAM to extend the contract for an additional term. Director Slater-Carter requested an agenda item at the last meeting to discuss and possibly direct the SAM representatives for the upcoming meeting and the discussion that will probably happen there with the contract renewal.

Director Lohman: I'm upset that they are doing this piece meal one year contract. It created chaos this year and will create chaos next year. I would like to press them for a multi-year contract at a minimum. How much time have we started budgets, trampling budgets, starting over again, arguing. Is this going to happen every year? And are they going to hold us hostage on the budgets? I'd like to press them to do a multi-year contract if possible.

Director Slater-Carter: I think they are holding the SAM staff hostage as well. And we have young people who need a level of security for their jobs. I think that is a good thing to do.

Director Lohman: All the agencies talked about difficulties, holding employees, hiring new employees, and if you don't have stability it's not going to help on any of

that. If you can see three year or five-year contract in the future, you can see a little more stability and that might help us to keep and hire people.

Gregg Dieguez, Montara resident: I agree with Ric. I'm wondering if you can phrase it as a fiduciary responsibility that the Board has and a responsible fiduciary management wouldn't leave these uncertainties and variabilities dangling because it is putting financial risk on the other member agencies. To me it is irresponsible, financially, and I think that point should be brought up.

Director Boyd: Well said, thank you. Ric referenced a lot of arguing. The arguing has been Montara and Granada saying "we have to get this work done," and Half Moon Bay finding excuse after excuse to delay and sow seeds of confusion saying "we are going to pull out, we are only going to pull out a little bit, we are going to pull out all the way." It has been a source of tremendous chaos and grief, and frankly, it is time that it ends.

Director Slater-Carter: And costs. It has been hugely expensive for everyone.

Director Boyd: I somehow thought I was going to make that point...

Director Slater-Carter: It makes me so mad...

Director Boyd: We have been patient, we have been working hard to urge, and persuade. It hasn't been about fighting per say, but it is about trying to get the work done. We have a job. It is very clear what SAM' s job is, and by and large, it is about scaring up just enough money to do the job just well enough that it gets done—to keep the beaches clean and the people safe. And we don't spend any more than we need to, but we get that job done, and the regulators should say "yes, you guys are doing a good job." That's the job, and getting that job done has been extraordinarily hard by one partner. So, to Ric's comment, I strongly support this.

Director Slater-Carter: Direction has been given, and you will be there, Eric?

Director Marshall: I will.

8. Review and Possible Action Concerning MWSD Collections Contract with the Sewer Authority Mid-Coastside.

General Manager Heldmaier: So, this item was requested by Director Marshall to be on the agenda. We brought a report to the last Board meeting, and in short, we were directed to negotiate a new Collections contract over the coming year with the Sewer Authority Mid-Coastside. So, we asked our Sewer Engineer to review the scope of services and we want to get an understanding of what services we really want. And we also asked legal counsel to look at the aspects of the agreement so we want to understand what we want in the agreement from a legal aspect. We have an existing agreement dated 1988 and we have some changes in the recent

months. The City approached the Sewer Authority Mid-Coastside with the idea that they are going to extend the contract. The original idea was to leave the Sewer Authority Mid-Coastside for Collection services entirely. So that seems to have changed very clearly. So, the City is asking to continue that contract. It looks like it will be a longer-term solution for the City and we have also seen the departure of General Manager Marshall. I want to say I had a chance to talk to the acting manager on this topic, and I think there is a clear openness to work through this in the coming months from the Sewer Authority Mid-Coastside. So, we bounced around some ideas on that.

Director Marshall: I would like to see if we keep getting a status on this until it gets done, and would also like to see its progress along the way. I'm a little disappointed that it took two months to get started on this, but I kind of think I know why, the reason behind it. I already talked to the acting general manager and he let me know that they do have a discussion. So, I would like it to continue forward and also ideally get a draft done in the next month or so.

General Manager Heldmaier: Okay, alright. I'm going to need input from legal counsel and will push for that in the coming months and see that we are moving this is along.

Director Lohman: Do we have a plan, or thoughts on, since we are on the prior agenda item, asking Half Moon Bay to come up with longer term contracts? What is our goal or thoughts on the length of the contract?

Director Marshall: My opinion on this, and I have stated this to Clemens, and I'm going to say it again. While there is concern about the overall participation of the other agencies and the longer term they can go the steadiness of the costs will come about. I also believe it is a contract. It is a contract with an outside service and while you can interact with them because it is SAM, it's still going to be a budget that is going to be set in front of us. So, it is more about services, what services we want, and what can SAM do with that? And overall, I think we should be pushing for across the Board five years for all three agencies. What it does is steady out our expectations, set the right tone with the staff there, but also it does a couple other things. It shows that we can maintain the risk within SAM and share it across all three agencies. The problem I have with Half Moon Bay is that they are only doing half with SAM, and we've shown through the initial study that you have done Clemens, no matter who does the service, it is going to take the other agencies to make this work. So, with that, my whole struggle with this has been Montara taking this on is not the best for Montara because we take on all the risk. And no matter how much you can show me in dollars that it looks like a cheaper expense to us, it's actually a greater risk. And I can tell you when it comes to investments and all, that I'm not going to go after the greater risk if I don't see the rewards that comes with it. I think that is what people don't see. They just see the bottom line and so when we get back to this, I think that is the type of communication I want to make at SAM, and let not only the staff know this but also

let Half Moon Bay and El Granada recognize the fact that this is a benefit to all of them and the risk gets shared there. It doesn't make any sense, otherwise. I get the politics and all of that. But when you get down to dollars and cents and the risk that comes away with that, there is a reason why SAM is there, there is a reason why SAM is providing that service so that we can share those costs but also share those risks.

Director Lohman: My hope is that we can use phrases like that on the prior agenda item. If we tell Half Moon Bay, we are currently negotiating for a five-year contract, I would like to be able to say that.

Director Marshall: Yes, I think we should. We should be able to show that, look, we are trying to...we are doing this more than just for Montara, we are doing this for the entire Coastside. There is more to it than just the dollar amount that we see in the budget.

General Manager Heldmaier: I just want to share with you that I fully agree that providing Collection services on the Coastside makes sense in my view only if all three agencies fully participate and that is really a goal that we have had all along through whatever happened. The disappointment that the City is splitting up is such that it clearly increases costs for the other agencies. So that is definitely something that I think should also be considered in these negotiations that we look at finding solutions that the City can also join in and join in a larger percentage in so that we are getting to a unified collection service provision on the Coastside. I am not so sure about the five years. We now have a repetitive contract that has been in existence since 1988, and I understand the year 1988 is something that scares people but the longer the term, the better for all involved. So, I actually want to see much longer than five years. If we go ten years, or if we go with following a model we have right now...

Director Boyd: I thought when I read the JPA it was in perpetuity, right? This whole notion of well we are going to slowly back away from this thing wasn't really contemplated and the manner in which they went about it isn't the matter which the JPA describes. I want to remind everybody that the reason that we started talking about this had primarily to do with risk management. If the City's action so thoroughly destabilized SAM's ability to do Collections efficiently than we needed to consider what are we going to do if that somehow breaks apart. So, a good part of that is understanding what are our options? If we can get everybody back to the table it has always been plan one and we have reiterated that at every turn. Plan one is to keep the band together. If the band is going to break up, then we have to think what is best for Montara. But it is interesting that what is best for Montara comes back to how we can work together with the Coastside.

Director Slater-Carter: Unfortunately, this is my concern about us having a separate agreement do Collections or any other kind of work for Half Moon Bay is that we had an agreement that we were going to be working on and we had money in the

budget that we were going to be working towards, modifying the JPA, we had a wonderful strategic plan in which we all stood around and held hands and sang kumbaya and had plans for the future and I believe two weeks later we got hit with the lawsuit. So, I don't want to put this District at risk with someone with the City, I quote "partner" would not take on a partner who had a history of suing people particularly its other partners. That is one of the biggest risks there is. And us having our own Collections service for other agencies leaves ultimately the people of Montara, the smallest of all the agencies, holding the biggest amount of risk. So, I would like to see this moving forward. It is particularly prickly for me right now with this lawsuit going on. I will re-phrase it but what I have learned the hard way is when somebody sues you, you never trust them again. It is a cultural behavior and solution, and I think we need to be working making SAM a strong and very viable agency right now. Maybe that will help us get through this lawsuit, and maybe in ten years, we can show some trust, but I won't be here—but I may be in the audience with Lou.

Director Marshall: The challenge, I think we have here, is if we go after a ten year, and not that I don't agree with that, but it is ten years for everybody. It has to be a consensus with everyone. All three. If you don't, then what ends up happening...say we go to a ten year and Half Moon Bay stays with the one year. Well, what do you think is going to happen? We have to have some legal way to get out of that if Half Moon Bay all of a sudden walks away, right? So, I think that is the challenge. So, in my mind, it is about negotiating and moving forward and that is why I say five. If we can move forward with five as well, and you were saying that as well, Ric, then it makes it a little easier to then maybe talk about a longer term. The current contract we have is in perpetuity which means you get out of it any time.

Director Boyd: That is not what perpetuity means. There is an option that you can exercise but it's "until things change, this is what we intend to do going forward."

Director Marshall: My point is there is a way to get out of it. You have a 90-day way to get out of it. If you don't do...

Director Slater-Carter: Which is short term.

Director Boyd: Which has a much brighter line on what it means than the weaselly business about we are out, whatever. Its activating that clause would have given us a more clear and certain way to cope with their request to come back in.

Director Marshall: I agree.

Director Slater-Carter: It looks like we are done with this.

9. Review and Possible Active Concerning Cancellation of Next Regular Scheduled Meeting July 4 and Scheduling of Special Meeting July 2, 2019.

This is an announcement to the public. The Board and staff already know that we won't be holding the meeting on July 4th and we are scheduling a special meeting in lieu of the July 4th meeting for July 2nd. So, we will meet Tuesday, week after next.

All directors were in agreement.

REPORTS

1. Sewer Authority Mid-Coastside Meeting (Slater-Carter) –

Director Slater-Carter: Other than saying goodbye to General Manager Marshall, it was a low-key agenda and routine business.

Director Lohman: They did the non-domestic water source thing, and did extend the legal services and consulting services. Those were two good things.

Director Slater-Carter: That is the good news. The legal services with Carl Nelson, Polisner, Maddow, Nelson & Judson have been extended through December 31st and it was unanimous vote.

2. Mid-Coast Community Council Meeting (Slater-Carter) –

Director Slater-Carter: A notice was made in the Coast Council by the Design Review at the County in the Planning Department that they are examining and possibly amending the Design Review Ordinance. They are looking for members of the public to volunteer on this Committee I believe to sit in and comment. It is a very important thing. People should contact Dennis who is in charge of Design Review at the County.

3. CSDA Report (Lohman) – none

4. LAFCo Report (Lohman) -- none

5. Attorney's Report (Schricker) – none

6. Directors' Report – none

7. General Manager's Report (Heldmaier) – (there is a report attached to the agenda).

FUTURE AGENDAS

Director Slater-Carter: I would like to see a list of our future agendas. I'm not asking for potential dates, but if we could just for the public and Board member keep a list and it could just be attached to the back of the agenda it would help us.

General Manager Heldmaier: I understand there was a request for the Collections contract. Can I say that we do this once per month? Or do you want to do this every other week?

Director Marshall: Even if it is just “hey this is where we are at...” Clemens, I don’t want it to be elaborate. Just tell us how the status is going.

Director Slater-Carter: Let’s just put it on the last meeting of the month, because our first meeting has so much business as a rule.

General Manager Heldmaier: Okay.

BRIEF RECESS

REGULAR MEETING ENDED at 8:45 P.M.

CONVENE IN CLOSED SESSION

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code §54956.9(d)(4))**

Initiation of litigation

Number of cases: 1

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code § 54956.9(d)(1))**

Case Names: *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (USDC ND Case No. 3:18-cv-04413-VC)

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al.* (Santa Clara County Super, Crt. No. 17CV316927)

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT

The District has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 2nd, July 2019

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July thru May 2019 Variances over \$2,000:

- 4400 Fees, \$4,760 below Budget – No Remodel Inspection fees, nor Remodel administration fees collected from customers in the fiscal year.
- 4610 Property Tax Receipts, \$130,795 above Budget – District received a \$284,537 ERAF apportionment in January.
- 4710 Sewer Service Charges, \$9,511 above Budget – In April, District received \$939,481 in apportionments from the County.
- 4720 Sewer Service Refunds, customer, \$3,667 below Budget – no refunds issued to date.
- **Overall Total Operating Income for the period ending May 31, 2019 was \$142,211 above budget. Total revenue received to date is \$2,799,375.**
- 5270 Information Systems, \$2,265 below Budget – Services are on an as needed basis.
- 5400 Legal, \$5,106 above Budget – April legal expenses increased from various on-going issues.
- 5540 Office Supplies, \$2,130 below Budget – Office supply requirements have been held below expected levels.
- 5560 Printing & Publishing, \$2,316 below Budget – Dependence on printed materials has become less necessary due to online production.
- 5610 Accounting, \$7,348 below Budget – Differences due to timing in billing.
- 5620 Audit, \$3,917 below Budget – Differences due to timing in billing.
- 5800 Labor, \$31,027 above Budget – Employee benefits expenses are larger than expected due to the family composition of staff.
- 6170 Claims, Property Damage, \$2,181 above Budget – Payment made to the State Water Pollution Cleanup & Abatement.
- 6200 Engineering, \$29,732 below Budget – Majority of costs have been capital in nature.
- 6600 Collection/Transmission \$8,617 below Budget – Minimal activity in current year.
- 6910 SAM Collections, \$25,408 below Budget – Collections bill for May has not yet been posted.
- 6920 SAM Operations, \$36,528 below Budget – Mid-year budget amendment request of \$67,568 paid.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6940 SAM Maintenance, Collection Sys, \$36,667 below Budget – No activity to date.
- 6950 SAM Maintenance, Pumping, \$3,175 above Budget – Payment for the maintenance of pump and lift stations. Costs to be capitalized at fiscal year-end.
- **Overall Total Operating Expenses for the period ending May 31, 2019 were \$133,584 above Budget.**
- **Total overall Expenses for the period ending May 31, 2019 were \$119,043 below budget. For a net ordinary income of \$261,254, budget vs. actual. Actual net ordinary income is \$680,567.**
- 7100 Connection Fees, \$60,407 above Budget – Two Connections (new construction) and one remodel connection sold in May.
- 7200 Interest Income, LAIF, \$74,074 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$1,319,982 below Budget – No invoices for capital expenditures paid in May.
- 9200 I-Bank Loan – \$10,698 below Budget – Difference due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru May 2019 Variances over \$2,000:**
- 4610 Property Tax Receipts, \$130,795 above Budget – District received a \$284,537 ERAF apportionment in January.
- 4740 Testing, Backflow, \$3,753 above Budget – additional collections in April.
- 4810 Water Sales, Domestic, \$13,218 below budget – Decrease due to increased conservation efforts as well as timing differences.
- **Overall Total Operating Income for the period ending May 31, 2019 was \$126,536 above budget. Total revenue received to date is \$2,189,995.**
- 5200 Board of Directors, \$ 2,274 above Budget – Elections expense actual was more than budgeted by \$4,265.
- 5240 CDPH Feeds, \$ 3,679 below Budget – Minimal activity year to date.
- 5250 Conference Attendance, \$3,723 below Budget – Fees for ACWA and CSDA conferences paid.
- 5400 Legal, \$45,466 below Budget – Majority of resources spent on the Sewer enterprise.
- 5530 Memberships, \$3,444 above Budget – ACWA dues were higher than expected.
- 5610 Accounting, \$7,348 below Budget – Differences due to timing in billing.
- 5620 Audit, \$3,916 below Budget – Differences due to timing in billing.
- 5630 Consulting, \$8,575 below Budget – Budgeted projects (actuaries & rate studies) have yet to occur.
- 5720 Telephone & Internet, \$3,110 above Budget – Cost of various services higher than expected.
- 5800 Labor, \$113,125 below Budget – The District budgeted to have a 4th water operator in the current fiscal year. This has not yet happened.
- 6170 Claims, property Damage, \$9,144 below Budget – Minimal activity in this fiscal year.
- 6180 Communications, \$2,894 above Budget – SCADA system maintenance and purchase of additional equipment.
- 6195 Education & Training, \$4,245 below Budget – Expenses have been held in check through the fiscal year.
- 6200 Engineering, \$246,218 above Budget – Water Quality engineering costs are higher than anticipated due to changes at the State Water Board.
- 6320 Equipment & Tools, Expensed, \$6,840 above Budget – Project taken on by District staff required the acquisition of specialty tools.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6400 Pumping, \$14,289 below Budget – True-up bill paid; however, it was not as much as anticipated.
- 6500 Supply, \$31,499 below Budget – Less water purchases than anticipated.
- 6600 Collection/Transmission, \$10,500 above Budget – a number of well maintenance projects are in process.
- 6700 Treatment, \$4,593 below budget – Chemicals & Filtering budget and treatment analysis costs held below expectations.
- 6800 Vehicles, \$5,350 below budget – Fuel costs and repair costs have been held below expected.
- **Overall Total Operating Expenses for the period ending May 31, 2019 were \$182,674 above Budget.**
- **Total overall Expenses for the period ending May 31, 2019 were \$7,512 above budget. For a net ordinary income of \$119,024, budgeted vs. actual. Actual net ordinary income is \$654,884.**
- 7100 Connection Fees, \$24,018 above Budget – Two PFP connections sold in May.
- 7600 Bond Revenues, GO Bond, \$7,453 below Budget – Two deposits made in May.
- 8000 CIP, \$69,804 below Budget – \$38,592 of project expenses paid for in April.
- 9100 Interest Expense – GO Bonds \$107,350 below Budget – Difference due to timing.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2018 through May 2019

	Jul '18 - May 19	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	33,598.38	32,541.63	1,056.75
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,126.00	3,208.37	-82.37
4420 · Administrative Fee (Remodel)	0.00	1,833.37	-1,833.37
4430 · Inspection Fee (New Constr)	2,956.00	3,208.37	-252.37
4440 · Inspection Fee (Remodel)	0.00	3,666.63	-3,666.63
4460 · Remodel Fees	4,741.00	3,666.63	1,074.37
Total 4400 · Fees	10,823.00	15,583.37	-4,760.37
4610 · Property Tax Receipts	382,878.17	252,083.37	130,794.80
4710 · Sewer Service Charges	2,349,050.36	2,339,539.62	9,510.74
4720 · Sewer Service Refunds, Customer	0.00	-3,666.63	3,666.63
4760 · Waste Collection Revenues	20,200.07	21,083.37	-883.30
4990 · Other Revenue	2,825.32		
Total Income	2,799,375.30	2,657,164.73	142,210.57
Gross Profit	2,799,375.30	2,657,164.73	142,210.57
Expense			
5000 · Administrative			
5190 · Bank Fees	6,511.60	5,958.37	553.23
5200 · Board of Directors			
5210 · Board Meetings	2,975.54	2,291.63	683.91
5220 · Director Fees	1,725.00	3,666.63	-1,941.63
5230 · Election Expenses	4,265.36	4,583.37	-318.01
Total 5200 · Board of Directors	8,965.90	10,541.63	-1,575.73
5250 · Conference Attendance	1,776.32	2,750.00	-973.68
5270 · Information Systems	1,402.00	3,666.63	-2,264.63
5300 · Insurance			
5310 · Fidelity Bond	437.50	458.37	-20.87
5320 · Property & Liability Insurance	2,215.00	1,833.37	381.63
Total 5300 · Insurance	2,652.50	2,291.74	360.76
5350 · LAFCO Assessment	1,794.00	1,833.37	-39.37
5400 · Legal			
5420 · Meeting Attendance, Legal	13.50	8,708.37	-8,694.87
5430 · General Legal	18,159.50	137,500.00	-119,340.50
5440 · Litigation	133,141.02		
Total 5400 · Legal	151,314.02	146,208.37	5,105.65
5510 · Maintenance, Office	6,842.73	7,333.37	-490.64
5540 · Office Supplies	5,203.06	7,333.37	-2,130.31
5550 · Postage	1,899.52	2,291.63	-392.11
5560 · Printing & Publishing	2,267.06	4,583.37	-2,316.31

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2018 through May 2019

	Jul '18 - May 19	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	20,152.50	27,500.00	-7,347.50
5620 · Audit	8,000.00	11,916.63	-3,916.63
5630 · Consulting	20,297.68	18,333.37	1,964.31
5640 · Data Services	6,079.02	5,500.00	579.02
5650 · Labor & HR Support	2,035.00	2,291.63	-256.63
5660 · Payroll Services	872.19	916.63	-44.44
Total 5600 · Professional Services	57,436.39	66,458.26	-9,021.87
5710 · San Mateo Co. Tax Roll Charges	119.00	2,291.63	-2,172.63
5720 · Telephone & Internet	20,539.77	22,000.00	-1,460.23
5730 · Mileage Reimbursement	1,385.08	1,375.00	10.08
5740 · Reference Materials	87.00	183.37	-96.37
5790 · Other Administrative	-47.90		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	17,694.46	14,586.00	3,108.46
5820 · Employee Benefits	48,663.12	32,665.38	15,997.74
5830 · Disability Insurance	1,133.60	1,406.13	-272.53
5840 · Payroll Taxes	14,197.89	15,940.87	-1,742.98
5850 · PARS	14,628.07	14,131.37	496.70
5900 · Wages			
5910 · Management	103,366.80	95,081.25	8,285.55
5920 · Staff	116,198.81	109,126.38	7,072.43
5930 · Staff Certification	1,650.00	1,650.00	0.00
5940 · Staff Overtime	1,434.84	2,515.37	-1,080.53
Total 5900 · Wages	222,650.45	208,373.00	14,277.45
5960 · Worker's Comp Insurance	1,405.48	2,243.12	-837.64
Total 5800 · Labor	320,373.07	289,345.87	31,027.20
Total 5000 · Administrative	590,521.12	576,445.98	14,075.14
6000 · Operations			
6170 · Claims, Property Damage	20,514.24	18,333.37	2,180.87
6195 · Education & Training	558.96	916.63	-357.67
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	1,833.37	-1,833.37
6220 · General Engineering	27,101.20	55,000.00	-27,898.80
Total 6200 · Engineering	27,101.20	56,833.37	-29,732.17
6320 · Equipment & Tools, Expensed	0.00	916.63	-916.63
6330 · Facilities			
6335 · Alarm Services	4,583.58	5,225.00	-641.42
6337 · Landscaping	2,152.00	2,200.00	-48.00
Total 6330 · Facilities	6,735.58	7,425.00	-689.42

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through May 2019

	Jul '18 - May 19	Sewer Budget	\$ Over Budget
6400 · Pumping			
6410 · Pumping Fuel & Electricity	38,977.42	37,583.37	1,394.05
Total 6400 · Pumping	38,977.42	37,583.37	1,394.05
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	550.00	9,166.63	-8,616.63
Total 6600 · Collection/Transmission	550.00	9,166.63	-8,616.63
6800 · Vehicles			
6810 · Fuel	737.95	916.63	-178.68
6820 · Truck Equipment, Expensed	18.30	146.63	-128.33
6830 · Truck Repairs	269.79	916.63	-646.84
Total 6800 · Vehicles	1,026.04	1,979.89	-953.85
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	275,291.88	300,699.63	-25,407.75
6920 · SAM Operations	1,108,523.80	1,145,051.38	-36,527.58
6940 · SAM Maintenance, Collection Sys	0.00	36,666.63	-36,666.63
6950 · SAM Maintenance, Pumping	49,008.35	45,833.37	3,174.98
Total 6900 · Sewer Authority Midcoastside	1,432,824.03	1,528,251.01	-95,426.98
Total 6000 · Operations	1,528,287.47	1,661,405.90	-133,118.43
Total Expense	2,118,808.59	2,237,851.88	-119,043.29
Net Ordinary Income	680,566.71	419,312.85	261,253.86
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	180,038.00	132,550.00	47,488.00
7120 · Connection Fees (Remodel)	58,465.50	45,833.37	12,632.13
7130 · Conn. Fees, PFP (New Constr)	286.40		
Total 7100 · Connection Fees	238,789.90	178,383.37	60,406.53
7200 · Interest Income - LAIF	99,072.73	25,000.00	74,072.73
Total 7000 · Capital Account Revenues	337,862.63	203,383.37	134,479.26
Total Other Income	337,862.63	203,383.37	134,479.26
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	2,234,392.71	3,554,375.00	-1,319,982.29
Total 8000 · Capital Improvement Program	2,234,392.71	3,554,375.00	-1,319,982.29

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through May 2019

	Jul '18 - May 19	Sewer Budget	\$ Over Budget
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	15,483.25	15,483.29	-0.04
9200 - I-Bank Loan	12,782.62	23,481.00	-10,698.38
Total 9000 - Capital Account Expenses	28,265.87	38,964.29	-10,698.42
Total Other Expense	2,262,658.58	3,593,339.29	-1,330,680.71
Net Other Income	-1,924,795.95	-3,389,955.92	1,465,159.97
Net Income	-1,244,229.24	-2,970,643.07	1,726,413.83

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through May 2019

	Jul '18 - May 19	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	33,598.49	32,541.63	1,056.86
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,605.00	5,041.63	-2,436.63
4420 · Administrative Fee (Remodel)	0.00	825.00	-825.00
4430 · Inspection Fee (New Constr)	2,464.00	4,583.37	-2,119.37
4440 · Inspection Fee (Remodel)	0.00	595.87	-595.87
4450 · Mainline Extension Fees	3,119.20		
4460 · Remodel Fees	1,899.72		
4470 · Other Fees	2,811.52		
Total 4400 · Fees	12,899.44	11,045.87	1,853.57
4510 · Grants	280.00		
4610 · Property Tax Receipts	382,878.12	252,083.37	130,794.75
4740 · Testing, Backflow	18,420.00	14,666.63	3,753.37
4810 · Water Sales, Domestic	1,742,653.21	1,755,871.37	-13,218.16
4850 · Water Sales Refunds, Customer	-4,670.43	-2,750.00	-1,920.43
4990 · Other Revenue	3,936.32		
Total Income	2,189,995.15	2,063,458.87	126,536.28
Gross Profit	2,189,995.15	2,063,458.87	126,536.28
Expense			
5000 · Administrative			
5190 · Bank Fees	2,404.31	3,208.37	-804.06
5200 · Board of Directors			
5210 · Board Meetings	2,975.49	3,666.63	-691.14
5220 · Director Fees	1,725.00	3,025.00	-1,300.00
5230 · Election Expenses	4,265.35		
Total 5200 · Board of Directors	8,965.84	6,691.63	2,274.21
5240 · CDPH Fees	10,529.50	14,208.37	-3,678.87
5250 · Conference Attendance	1,776.33	5,500.00	-3,723.67
5270 · Information Systems	1,402.00	2,750.00	-1,348.00
5300 · Insurance			
5310 · Fidelity Bond	437.50	458.37	-20.87
5320 · Property & Liability Insurance	2,215.00	2,475.00	-260.00
Total 5300 · Insurance	2,652.50	2,933.37	-280.87
5350 · LAFCO Assessment	2,520.00	2,291.63	228.37
5400 · Legal			
5420 · Meeting Attendance, Legal	13.50	7,791.63	-7,778.13
5430 · General Legal	17,312.50	55,000.00	-37,687.50
Total 5400 · Legal	17,326.00	62,791.63	-45,465.63

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through May 2019

	Jul '18 - May 19	Water Budget	\$ Over Budget
5510 · Maintenance, Office	8,381.81	7,333.37	1,048.44
5530 · Memberships	22,236.00	18,791.63	3,444.37
5540 · Office Supplies	6,766.09	6,416.63	349.46
5550 · Postage	7,905.13	6,416.63	1,488.50
5560 · Printing & Publishing	2,478.09	1,833.37	644.72
5600 · Professional Services			
5610 · Accounting	20,152.50	27,500.00	-7,347.50
5620 · Audit	8,000.00	11,916.63	-3,916.63
5630 · Consulting	23,507.91	32,083.37	-8,575.46
5650 · Labor & HR Support	2,035.00	2,291.63	-256.63
5660 · Payroll Services	872.20	916.63	-44.43
5690 · Other Professional Services	480.00		
Total 5600 · Professional Services	55,047.61	74,708.26	-19,660.65
5710 · San Mateo Co. Tax Roll Charges	119.00		
5720 · Telephone & Internet	26,026.88	22,916.63	3,110.25
5730 · Mileage Reimbursement	2,002.75	1,833.37	169.38
5740 · Reference Materials	0.00	733.37	-733.37
5790 · Other Administrative	780.98		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	35,459.31	39,443.25	-3,983.94
5820 · Employee Benefits	72,589.56	73,386.50	-796.94
5830 · Disability Insurance	2,805.10	3,930.63	-1,125.53
5840 · Payroll Taxes	35,811.04	44,696.63	-8,885.59
5850 · PARS	28,485.59	32,756.13	-4,270.54
5900 · Wages			
5910 · Management	103,366.72	95,081.25	8,285.47
5920 · Staff	328,968.57	391,237.00	-62,268.43
5930 · Staff Certification	8,425.00	10,450.00	-2,025.00
5940 · Staff Overtime	41,765.57	63,556.13	-21,790.56
5950 · Staff Standby	22,650.24	23,946.12	-1,295.88
Total 5900 · Wages	505,176.10	584,270.50	-79,094.40
5960 · Worker's Comp Insurance	6,405.76	21,373.88	-14,968.12
Total 5800 · Labor	686,732.46	799,857.52	-113,125.06
Total 5000 · Administrative	866,053.28	1,041,215.78	-175,162.50
6000 · Operations			
6160 · Backflow Prevention	576.26	916.63	-340.37
6170 · Claims, Property Damage	21.75	9,166.63	-9,144.88
6180 · Communications			
6185 · SCADA Maintenance	12,060.65	9,166.63	2,894.02
Total 6180 · Communications	12,060.65	9,166.63	2,894.02
6195 · Education & Training	4,005.00	8,250.00	-4,245.00

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through May 2019

	Jul '18 - May 19	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	458.37	-458.37
6220 - General Engineering	24,988.05	41,250.00	-16,261.95
6230 - Water Quality Engineering	354,605.28	91,666.63	262,938.65
Total 6200 - Engineering	379,593.33	133,375.00	246,218.33
6320 - Equipment & Tools, Expensed	11,423.66	4,583.37	6,840.29
6330 - Facilities			
6335 - Alarm Services	665.58	733.37	-67.79
6337 - Landscaping	4,844.95	5,500.00	-655.05
Total 6330 - Facilities	5,510.53	6,233.37	-722.84
6370 - Lab Supplies & Equipment	2,111.85	1,833.37	278.48
6400 - Pumping			
6410 - Pumping Fuel & Electricity	65,594.64	82,500.00	-16,905.36
6420 - Pumping Maintenance, Generators	13,742.56	9,166.63	4,575.93
6430 - Pumping Maintenance, General	2,787.60	4,583.37	-1,795.77
6440 - Pumping Equipment, Expensed	477.71	641.63	-163.92
Total 6400 - Pumping	82,602.51	96,891.63	-14,289.12
6500 - Supply			
6510 - Maintenance, Raw Water Mains	1,857.02	1,925.00	-67.98
6520 - Maintenance, Wells	7,621.12	9,166.63	-1,545.51
6530 - Water Purchases	6,781.42	36,666.63	-29,885.21
Total 6500 - Supply	16,259.56	47,758.26	-31,498.70
6600 - Collection/Transmission			
6610 - Hydrants	0.00	916.63	-916.63
6620 - Maintenance, Water Mains	46,011.81	45,833.37	178.44
6630 - Maintenance, Water Svc Lines	2,155.83	18,333.37	-16,177.54
6640 - Maintenance, Tanks	108.61	916.63	-808.02
6650 - Maint., Distribution General	7,340.57	6,416.63	923.94
6660 - Maintenance, Collection System	413.98		
6670 - Meters	8,177.42	2,291.63	5,885.79
Total 6600 - Collection/Transmission	64,208.22	74,708.26	-10,500.04
6700 - Treatment			
6710 - Chemicals & Filtering	14,748.98	27,500.00	-12,751.02
6720 - Maintenance, Treatment Equip.	22,242.91	3,666.63	18,576.28
6730 - Treatment Analysis	37,268.08	38,500.00	-1,231.92
Total 6700 - Treatment	74,259.97	69,666.63	4,593.34
6770 - Uniforms	8,897.39	11,000.00	-2,102.61

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through May 2019

	Jul '18 - May 19	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	5,437.23	7,333.37	-1,896.14
6820 - Truck Equipment, Expensed	103.69	916.63	-812.94
6830 - Truck Repairs	1,942.56	4,583.37	-2,640.81
Total 6800 - Vehicles	7,483.48	12,833.37	-5,349.89
6890 - Other Operations	43.48		
Total 6000 - Operations	669,057.64	486,383.15	182,674.49
Total Expense	1,535,110.92	1,527,598.93	7,511.99
Net Ordinary Income	654,884.23	535,859.94	119,024.29
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	112,692.00	158,601.63	-45,909.63
7130 - Conn. Fees, PFP (New Constr)	141,228.70	73,333.37	67,895.33
7140 - Conn. Fees, PFP (Remodel)	2,032.40		
Total 7100 - Connection Fees	255,953.10	231,935.00	24,018.10
7600 - Bond Revenues, G.O.	1,047,113.21	1,054,566.37	-7,453.16
Total 7000 - Capital Account Revenues	1,303,066.31	1,286,501.37	16,564.94
Total Other Income	1,303,066.31	1,286,501.37	16,564.94
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	371,109.48	440,916.63	-69,807.15
Total 8000 - Capital Improvement Program	371,109.48	440,916.63	-69,807.15
9000 - Capital Account Expenses			
9075 - PFP Connection Expenses	6,135.00		
9100 - Interest Expense - GO Bonds	145,171.26	252,521.00	-107,349.74
9125 - PNC Equipment Lease Interest	15,483.26	15,483.29	-0.03
9150 - SRF Loan	39,938.40	39,917.44	20.96
9210 - Conservation Program/Rebates	1,500.00	1,833.37	-333.37
Total 9000 - Capital Account Expenses	208,227.92	309,755.10	-101,527.18
Total Other Expense	579,337.40	750,671.73	-171,334.33
Net Other Income	723,728.91	535,829.64	187,899.27
Net Income	1,378,613.14	1,071,689.58	306,923.56

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2018 through June 2019

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	2,527,401.70	2,272,516.58	2,196,490.71	1,364,083.77	1,531,356.14	2,510,774.87	2,079,956.56	1,948,543.50	646,069.41	1,995,242.22	1,364,911.52				
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,786,797.70	3,786,797.70	3,786,797.70	3,810,640.78	3,810,640.78	3,810,640.78	3,810,640.78	3,837,302.34	3,837,302.34	3,865,146.05	3,865,146.05		2,589,500.00	1,197,297.70	146%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00		194,600.00	-	100%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00		406,882.00	-	100%
Sub-total	4,388,279.70	4,388,279.70	4,388,279.70	4,412,122.78	4,412,122.78	4,412,122.78	4,412,122.78	4,438,784.34	4,438,784.34	4,466,628.05	4,466,628.05	-			
Water - Operations															
Wells Fargo Operating - Water	886,304.60	900,197.83	915,718.26	930,168.60	945,981.14	960,107.69	974,995.09	988,257.51	1,000,982.20	1,013,623.35	1,025,705.01				
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00		945,817.00	(547,568.00)	42%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00		253,020.00	-	100%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00		48,222.00	-	100%
Operating Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00		277,745.00	(231,736.00)	17%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	376.13	346.13	316.13	286.13	346.13	316.13	-	-	-	-	-				
Cost of issuance	62.94	32.94	2.94	-	-	-	-	-	-	-	-				
GO Bonds Fund	1,514,515.09	939,297.05	940,709.77	940,709.77	940,709.77	959,237.50	1,517,717.30	998,775.44	999,647.28	1,405,134.78	1,405,134.78				
Sub-total	1,514,954.16	939,676.12	941,028.84	940,995.90	941,055.90	959,553.63	1,517,717.30	998,775.44	999,647.28	1,405,134.78	1,405,134.78	-			
Total Cash and equivalents	10,062,440.16	9,246,170.23	9,187,017.51	8,392,871.05	8,576,015.96	9,588,058.97	9,730,291.73	9,119,860.79	7,830,983.23	9,626,128.40	9,007,879.36	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,091.29	3,091.29		33,598.38	35,500.00	-1,901.62	94.64%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,563.00			521.00		521.00				521.00		3,126.00	3,500.00	-374.00	89.31%
4420 · Administrative Fee (Remodel)														2,000.00	-2,000.00	
4430 · Inspection Fee (New Constr)		1,480.00			492.00		492.00				492.00		2,956.00	3,500.00	-544.00	84.46%
4440 · Inspection Fee (Remodel)														4,000.00	-4,000.00	
4460 · Remodel Fees	532.00	114.00	1,042.00	114.00	114.00	1,095.00	365.00			1,251.00	114.00		4,741.00	4,000.00	741.00	118.53%
Total 4400 · Fees	532.00	3,157.00	1,042.00	114.00	1,127.00	1,095.00	1,378.00			1,251.00	1,127.00		10,823.00	17,000.00	-6,177.00	63.67%
4610 · Property Tax Receipts			635.07	227.05	24,855.28	111,582.72	143,262.88	18,011.22	589.57	82,556.37	1,158.01		382,878.17	275,000.00	107,878.17	139.23%
4710 · Sewer Service Charges		909.70				1,305,969.41		102,690.09		939,481.16			2,349,050.36	2,552,225.00	-203,174.64	92.04%
4720 · Sewer Service Refunds, Customer														-4,000.00	4,000.00	
4760 · Waste Collection Revenues	1,054.27	3,013.27	1,067.16	2,616.64	1,008.41	2,556.69	983.35	3,113.36	861.78	2,955.00	970.14		20,200.07	23,000.00	-2,799.93	87.83%
4810 · Water Sales, Domestic																
4990 · Other Revenue		512.29	1,100.00	1,000.00	139.01	13.07		44.64			16.31		2,825.32			
Total Income	4,632.47	10,638.46	6,890.43	7,003.89	30,175.90	1,424,263.09	148,670.43	126,905.51	4,497.55	1,029,334.82	6,362.75		2,799,375.30	2,898,725.00	-99,349.70	96.57%
Gross Profit	4,632.47	10,638.46	6,890.43	7,003.89	30,175.90	1,424,263.09	148,670.43	126,905.51	4,497.55	1,029,334.82	6,362.75		2,799,375.30	2,898,725.00	-99,349.70	96.57%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,741.45	348.18	388.21	368.24	383.39	343.48	405.12	405.02	381.43	360.37	386.71		6,511.60	6,500.00	11.60	100.18%
5200 · Board of Directors																
5210 · Board Meetings	20.92	125.00		148.73		135.64	1,715.36	294.92	139.65	350.00	45.32		2,975.54	2,500.00	475.54	119.02%
5220 · Director Fees		187.50	262.50	375.00		187.50	187.50	225.00		300.00			1,725.00	4,000.00	-2,275.00	43.13%
5230 · Election Expenses										4,265.36			4,265.36	5,000.00	-734.64	85.31%
Total 5200 · Board of Directors	20.92	312.50	262.50	523.73		323.14	1,902.86	519.92	139.65	4,915.36	45.32		8,965.90	11,500.00	-2,534.10	77.96%
5250 · Conference Attendance	111.63							1,025.00		247.50	392.19		1,776.32	3,000.00	-1,223.68	59.21%
5270 · Information Systems	1,079.50						60.00			262.50			1,402.00	4,000.00	-2,598.00	35.05%
5300 · Insurance																
5310 · Fidelity Bond		437.50											437.50	500.00	-62.50	87.5%
5320 · Property & Liability Insurance			2,215.00										2,215.00	2,000.00	215.00	110.75%
Total 5300 · Insurance		437.50	2,215.00										2,652.50	2,500.00	152.50	106.1%
5350 · LAFCO Assessment								1,794.00					1,794.00	2,000.00	-206.00	89.7%
5400 · Legal																
5420 · Meeting Attendance, Legal				13.50									13.50	9,500.00	-9,486.50	0.14%
5430 · General Legal				5,900.00		7,334.50	2,212.50		712.50	2,000.00			18,159.50	150,000.00	-131,840.50	12.11%
5440 · Litigation	2,450.00		24,430.00	22,780.00		19,844.57	11,925.00		6,045.00	31,996.45	13,670.00		133,141.02			
Total 5400 · Legal	2,450.00		24,430.00	28,693.50		27,179.07	14,137.50		6,757.50	33,996.45	13,670.00		151,314.02	159,500.00	-8,185.98	94.87%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

													TOTAL			
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5510 - Maintenance, Office		528.74	100.00	160.00		2,586.21	160.00	2,277.15	342.63	478.00	210.00		6,842.73	8,000.00	-1,157.27	85.53%
5540 - Office Supplies	234.38	354.80	170.75	652.04		1,003.32	505.58	1,685.88	154.78	431.77	9.76		5,203.06	8,000.00	-2,796.94	65.04%
5550 - Postage	77.67	100.50	94.81	741.00	406.44	300.93			77.67	100.50			1,899.52	2,500.00	-600.48	75.98%
5560 - Printing & Publishing	86.83	45.44	549.38	53.77	834.52	545.10	42.24	55.93		53.85			2,267.06	5,000.00	-2,732.94	45.34%
5600 - Professional Services																
5610 - Accounting		2,050.00		8,400.00		2,250.00	3,700.00	1,602.50	2,150.00				20,152.50	30,000.00	-9,847.50	67.18%
5620 - Audit				5,000.00			3,000.00						8,000.00	13,000.00	-5,000.00	61.54%
5630 - Consulting	1,338.25	375.00		3,385.56		386.25	7,962.60	617.50	3,158.75	3,073.77			20,297.68	20,000.00	297.68	101.49%
5640 - Data Services		6,079.02											6,079.02	6,000.00	79.02	101.32%
5650 - Labor & HR Support	203.50	203.50	203.50	203.50		407.00	203.50	203.50	203.50	203.50			2,035.00	2,500.00	-465.00	81.4%
5660 - Payroll Services	71.08	73.30	73.30	73.30	72.19	72.19	139.22	72.19	73.30	75.14	76.98		872.19	1,000.00	-127.81	87.22%
Total 5600 - Professional Services	1,612.83	8,780.82	276.80	17,062.36	72.19	3,115.44	15,005.32	2,495.69	5,585.55	3,352.41	76.98		57,436.39	72,500.00	-15,063.61	79.22%
5710 - San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 - Telephone & Internet	1,440.07	1,496.77	154.48	3,974.09	233.36	2,082.20	2,093.78	4,119.47	165.65	4,458.03	321.87		20,539.77	24,000.00	-3,460.23	85.58%
5730 - Mileage Reimbursement				878.91		154.02		70.38		197.95	83.82		1,385.08	1,500.00	-114.92	92.34%
5740 - Reference Materials								87.00					87.00	200.00	-113.00	43.5%
5790 - Other Administrative						448.24	-496.14						-47.90			
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,293.41	1,337.49	1,235.40	1,348.41	1,315.65	1,013.60	4,892.71	1,264.04	1,312.15	1,324.82	1,356.78		17,694.46	15,912.00	1,782.46	111.2%
5820 - Employee Benefits	7,618.22	3,809.11	6,167.81	3,809.11	3,809.11	3,908.29	3,908.29	3,908.30	3,908.30	3,908.29	3,908.29		48,663.12	35,635.00	13,028.12	136.56%
5830 - Disability Insurance	113.36	113.36	113.36	113.36		113.36	113.36	226.72		226.72			1,133.60	1,534.00	-400.40	73.9%
5840 - Payroll Taxes	1,352.50	981.57	877.41	1,011.95	1,029.84	910.65	2,115.40	1,426.44	1,468.02	1,488.04	1,536.07		14,197.89	17,390.00	-3,192.11	81.64%
5850 - PARS	1,265.24	1,301.24	1,210.88	1,305.65	1,274.08	1,287.04	1,849.89	1,236.12	1,267.72	1,299.31	1,330.90		14,628.07	15,416.00	-787.93	94.89%
5900 - Wages																
5910 - Management	9,584.73	8,381.34	8,381.34	8,381.34	8,381.34	9,025.51	16,246.24	8,746.24	8,746.24	8,746.24	8,746.24		103,366.80	103,725.00	-358.20	99.66%
5920 - Staff	10,472.97	11,003.05	9,730.60	11,244.04	11,142.76	10,043.07	11,100.04	9,705.60	10,018.08	10,555.56	11,183.04		116,198.81	119,047.00	-2,848.19	97.61%
5930 - Staff Certification	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00		1,650.00	1,800.00	-150.00	91.67%
5940 - Staff Overtime	43.56	89.28		245.52	580.32		156.24	44.64	275.28				1,434.84	2,744.00	-1,309.16	52.29%
Total 5900 - Wages	20,251.26	19,623.67	18,261.94	20,020.90	20,254.42	19,218.58	27,652.52	18,646.48	19,189.60	19,451.80	20,079.28		222,650.45	227,316.00	-4,665.55	97.95%
5960 - Worker's Comp Insurance							679.73			725.75			1,405.48	2,447.00	-1,041.52	57.44%
Total 5800 - Labor	31,893.99	27,166.44	27,866.80	27,609.38	27,683.10	26,451.52	41,211.90	26,708.10	27,145.79	28,424.73	28,211.32		320,373.07	315,650.00	4,723.07	101.5%
Total 5000 - Administrative	41,749.27	39,571.69	56,508.73	80,836.02	29,613.00	64,532.67	75,028.16	41,243.54	40,750.65	77,279.42	43,407.97		590,521.12	628,850.00	-38,328.88	93.91%
6000 - Operations																
6170 - Claims, Property Damage	339.30				16,050.00	893.72	731.22	2,500.00					20,514.24	20,000.00	514.24	102.57%
6195 - Education & Training						408.96					150.00		558.96	1,000.00	-441.04	55.9%
6200 - Engineering																
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 - General Engineering		2,184.00		6,784.70		1,001.00		7,196.00		9,935.50			27,101.20	60,000.00	-32,898.80	45.17%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

													TOTAL			
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 6200 - Engineering		2,184.00		6,784.70		1,001.00		7,196.00		9,935.50			27,101.20	62,000.00	-34,898.80	43.71%
6320 - Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 - Facilities																
6335 - Alarm Services	518.82	391.80	444.30	518.82		836.10	391.80	518.82	444.30	518.82			4,583.58	5,700.00	-1,116.42	80.41%
6337 - Landscaping		190.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00		2,152.00	2,400.00	-248.00	89.67%
Total 6330 - Facilities	518.82	581.80	662.30	736.82	218.00	1,054.10	609.80	736.82	662.30	736.82	218.00		6,735.58	8,100.00	-1,364.42	83.16%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	3,313.73	3,759.06	5.26	6,043.52	332.02	3,126.59	3,307.90	12,564.26	10.19	3,548.54	2,966.35		38,977.42	41,000.00	-2,022.58	95.07%
Total 6400 - Pumping	3,313.73	3,759.06	5.26	6,043.52	332.02	3,126.59	3,307.90	12,564.26	10.19	3,548.54	2,966.35		38,977.42	41,000.00	-2,022.58	95.07%
6600 - Collection/Transmission																
6660 - Maintenance, Collection System								550.00					550.00	10,000.00	-9,450.00	5.5%
Total 6600 - Collection/Transmission								550.00					550.00	10,000.00	-9,450.00	5.5%
6800 - Vehicles																
6810 - Fuel	117.48		89.21					531.26					737.95	1,000.00	-262.05	73.8%
6820 - Truck Equipment, Expensed								18.30					18.30	160.00	-141.70	11.44%
6830 - Truck Repairs	31.45		207.61					30.73					269.79	1,000.00	-730.21	26.98%
Total 6800 - Vehicles	148.93		296.82					580.29					1,026.04	2,160.00	-1,133.96	47.5%
6900 - Sewer Authority Midcoastside																
6910 - SAM Collections				83,937.57		54,672.66	27,336.33	54,672.66	27,336.33	27,336.33			275,291.88	328,036.00	-52,744.12	83.92%
6920 - SAM Operations	104,095.58	104,095.58	104,095.58	104,095.58		104,095.58	104,095.58	208,191.16	104,095.58	171,663.58			1,108,523.80	1,249,147.00	-140,623.20	88.74%
6940 - SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 - SAM Maintenance, Pumping				12,025.16			8,024.43	26,423.25	2,535.51				49,008.35	50,000.00	-991.65	98.02%
Total 6900 - Sewer Authority Midcoastside	104,095.58	104,095.58	104,095.58	200,058.31		158,768.24	139,456.34	289,287.07	133,967.42	198,999.91			1,432,824.03	1,667,183.00	-234,358.97	85.94%
Total 6000 - Operations	108,416.36	110,620.44	105,059.96	213,623.35	16,600.02	165,252.61	144,105.26	312,864.44	135,189.91	213,220.77	3,334.35		1,528,287.47	1,812,443.00	-284,155.53	84.32%
Total Expense	150,165.63	150,192.13	161,568.69	294,459.37	46,213.02	229,785.28	219,133.42	354,107.98	175,940.56	290,500.19	46,742.32		2,118,808.59	2,441,293.00	-322,484.41	86.79%
Net Ordinary Income	-145,533.16	-139,553.67	-154,678.26	-287,455.48	-16,037.12	1,194,477.81	-70,462.99	-227,202.47	-171,443.01	738,834.63	-40,379.57		680,566.71	457,432.00	223,134.71	148.78%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	24,913.00	24,913.00		5,085.00			64,089.00		33,570.00		27,468.00		180,038.00	144,600.00	35,438.00	124.51%
7120 - Connection Fees (Remodel)	21,188.50	498.50	28,422.00			1,017.00	1,017.00			508.50	5,814.00		58,465.50	50,000.00	8,465.50	116.93%
7130 - Conn. Fees, PFP (New Constr)	286.40												286.40			
Total 7100 - Connection Fees	46,387.90	25,411.50	28,422.00	5,085.00		1,017.00	65,106.00		33,570.00	508.50	33,282.00		238,789.90	194,600.00	44,189.90	122.71%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
7200 - Interest Income - LAIF	20,724.38			23,843.08			26,661.56			27,843.71			99,072.73	25,000.00	74,072.73	396.29%
Total 7000 - Capital Account Revenues	67,112.28	25,411.50	28,422.00	28,928.08		1,017.00	91,767.56		33,570.00	28,352.21	33,282.00		337,862.63	219,600.00	118,262.63	153.85%
Total Other Income	67,112.28	25,411.50	28,422.00	28,928.08		1,017.00	91,767.56		33,570.00	28,352.21	33,282.00		337,862.63	219,600.00	118,262.63	153.85%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer		164,486.00		464,869.52		587,590.09		32,639.75	961,452.35	23,355.00			2,234,392.71	3,877,500.00	-1,643,107.29	57.63%
Total 8000 - Capital Improvement Program		164,486.00		464,869.52		587,590.09		32,639.75	961,452.35	23,355.00			2,234,392.71	3,877,500.00	-1,643,107.29	57.63%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	1,460.18	2,890.09		2,847.57		1,407.77	1,397.05	1,386.32	1,375.55	1,364.77	1,353.95		15,483.25	16,826.00	-1,342.75	92.02%
9200 - I-Bank Loan	1,263.57						11,519.05						12,782.62	23,481.00	-10,698.38	54.44%
Total 9000 - Capital Account Expenses	2,723.75	2,890.09		2,847.57		1,407.77	12,916.10	1,386.32	1,375.55	1,364.77	1,353.95		28,265.87	40,307.00	-12,041.13	70.13%
Total Other Expense	2,723.75	167,376.09		467,717.09		588,997.86	12,916.10	34,026.07	962,827.90	24,719.77	1,353.95		2,262,658.58	3,917,807.00	-1,655,148.42	57.75%
Net Other Income	64,388.53	-141,964.59	28,422.00	-438,789.01		-587,980.86	78,851.46	-34,026.07	-929,257.90	3,632.44	31,928.05		-1,924,795.95	-3,698,207.00	1,773,411.05	52.05%
Net Income	-81,144.63	-281,518.26	-126,256.26	-726,244.49	-16,037.12	606,496.95	8,388.47	-261,228.54	-1,100,700.91	742,467.07	-8,451.52		-1,244,229.24	-3,240,775.00	1,996,545.76	38.39%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 - Cell Tower Lease	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,091.30	3,091.30		33,598.49	35,500.00	-1,901.51	94.64%	
4400 - Fees																	
4410 - Administrative Fee (New Constr)		521.00		521.00	521.00		521.00				521.00		2,605.00	5,500.00	-2,895.00	47.36%	
4420 - Administrative Fee (Remodel)														900.00	-900.00		
4430 - Inspection Fee (New Constr)		496.00		492.00	492.00		492.00				492.00		2,464.00	5,000.00	-2,536.00	49.28%	
4440 - Inspection Fee (Remodel)														650.00	-650.00		
4450 - Mainline Extension Fees							3,119.20						3,119.20				
4460 - Remodel Fees	354.00				1,180.72		365.00						1,899.72				
4470 - Other Fees		570.00								570.00	1,671.52		2,811.52				
Total 4400 - Fees	354.00	1,587.00		1,013.00	2,193.72		4,497.20			570.00	2,684.52		12,899.44	12,050.00	849.44	107.05%	
4510 - Grants		280.00											280.00				
4610 - Property Tax Receipts			635.08	227.05	24,855.26	111,582.71	143,262.88	18,011.21	589.56	82,556.36	1,158.01		382,878.12	275,000.00	107,878.12	139.23%	
4740 - Testing, Backflow					3,372.00	3,990.00	3,876.00	4,218.00		2,964.00			18,420.00	16,000.00	2,420.00	115.13%	
4760 - Waste Collection Revenues																	
4810 - Water Sales, Domestic	137,894.95	219,361.79	180,259.41	153,393.09	164,406.51	149,854.70	178,648.23	120,737.76	139,344.40	143,764.13	154,988.24		1,742,653.21	1,915,496.00	-172,842.79	90.98%	
4850 - Water Sales Refunds, Customer		-818.04	-1,416.61				-1,027.88	-1,342.99	-64.91				-4,670.43	-3,000.00	-1,670.43	155.68%	
4990 - Other Revenue		512.30	1,100.00	1,570.00	139.01	13.07	570.00	15.64			16.30		3,936.32				
Total Income	141,295.16	223,969.26	183,624.09	159,249.35	198,012.71	268,486.69	332,872.64	144,685.83	142,915.26	232,945.79	161,938.37		2,189,995.15	2,251,046.00	-61,050.85	97.29%	
Gross Profit	141,295.16	223,969.26	183,624.09	159,249.35	198,012.71	268,486.69	332,872.64	144,685.83	142,915.26	232,945.79	161,938.37		2,189,995.15	2,251,046.00	-61,050.85	97.29%	
Expense																	
5000 - Administrative																	
5190 - Bank Fees	1,057.50	60.00	61.57	32.94	-60.00	30.00		137.03	997.50		87.77		2,404.31	3,500.00	-1,095.69	68.7%	
5200 - Board of Directors																	
5210 - Board Meetings	20.92	125.00		148.71		135.63	1,715.36	294.91	139.65	350.00	45.31		2,975.49	4,000.00	-1,024.51	74.39%	
5220 - Director Fees		187.50	262.50	375.00		187.50	187.50	225.00		300.00			1,725.00	3,300.00	-1,575.00	52.27%	
5230 - Election Expenses										4,265.35			4,265.35				
Total 5200 - Board of Directors	20.92	312.50	262.50	523.71		323.13	1,902.86	519.91	139.65	4,915.35	45.31		8,965.84	7,300.00	1,665.84	122.82%	
5240 - CDPH Fees						2,286.00		8,243.50					10,529.50	15,500.00	-4,970.50	67.93%	
5250 - Conference Attendance	111.63							1,025.00		247.50	392.20		1,776.33	6,000.00	-4,223.67	29.61%	
5270 - Information Systems	1,079.50						60.00			262.50			1,402.00	3,000.00	-1,598.00	46.73%	
5300 - Insurance																	
5310 - Fidelity Bond		437.50											437.50	500.00	-62.50	87.5%	
5320 - Property & Liability Insurance			2,215.00										2,215.00	2,700.00	-485.00	82.04%	
Total 5300 - Insurance		437.50	2,215.00										2,652.50	3,200.00	-547.50	82.89%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5350 · LAFCO Assessment								2,520.00					2,520.00	2,500.00	20.00	100.8%
5400 · Legal																
5420 · Meeting Attendance, Legal				13.50									13.50	8,500.00	-8,486.50	0.16%
5430 · General Legal				3,850.00		7,312.50	2,412.50		1,612.50	2,125.00			17,312.50	60,000.00	-42,687.50	28.85%
Total 5400 · Legal				3,863.50		7,312.50	2,412.50		1,612.50	2,125.00			17,326.00	68,500.00	-51,174.00	25.29%
5510 · Maintenance, Office		880.60	220.85	201.51	56.63	3,403.22	160.00	2,277.15	342.62	629.23	210.00		8,381.81	8,000.00	381.81	104.77%
5530 · Memberships		269.00		6,740.00		15,227.00							22,236.00	20,500.00	1,736.00	108.47%
5540 · Office Supplies	234.37	979.73	170.75	1,590.24		1,003.31	505.57	1,685.88	154.77	431.72	9.75		6,766.09	7,000.00	-233.91	96.66%
5550 · Postage	698.47	615.66	94.80	1,943.05	406.43	804.87	517.35	1,595.15	77.67	486.24	665.44		7,905.13	7,000.00	905.13	112.93%
5560 · Printing & Publishing	86.82	45.43	549.37	53.78	834.52	545.10	42.25	263.94		56.88			2,478.09	2,000.00	478.09	123.91%
5600 · Professional Services																
5610 · Accounting		2,050.00		8,400.00		2,250.00	3,700.00	1,602.50	2,150.00				20,152.50	30,000.00	-9,847.50	67.18%
5620 · Audit				5,000.00			3,000.00						8,000.00	13,000.00	-5,000.00	61.54%
5630 · Consulting	1,923.25	375.00		3,385.56		386.25	7,962.59	617.50	3,158.75	5,699.01			23,507.91	35,000.00	-11,492.09	67.17%
5650 · Labor & HR Support	203.50	203.50	203.50	203.50		407.00	203.50	203.50	203.50	203.50			2,035.00	2,500.00	-465.00	81.4%
5660 · Payroll Services	71.08	73.30	73.30	73.30	72.19	72.19	139.23	72.19	73.30	75.14	76.98		872.20	1,000.00	-127.80	87.22%
5690 · Other Professional Services											480.00		480.00			
Total 5600 · Professional Services	2,197.83	2,701.80	276.80	17,062.36	72.19	3,115.44	15,005.32	2,495.69	5,585.55	5,977.65	556.98		55,047.61	81,500.00	-26,452.39	67.54%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00			
5720 · Telephone & Internet	2,085.07	2,637.72	154.49	4,378.96	233.35	2,488.94	2,093.78	6,134.46	165.64	4,857.27	797.20		26,026.88	25,000.00	1,026.88	104.11%
5730 · Mileage Reimbursement				974.85		154.01		396.91		197.95	279.03		2,002.75	2,000.00	2.75	100.14%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Administrative				176.00		448.23				136.06	20.69		780.98			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,994.72	2,955.32	2,708.19	2,981.44	3,052.06	2,564.63	6,567.58	2,796.58	2,891.69	2,901.60	3,045.50		35,459.31	43,029.00	-7,569.69	82.41%
5820 · Employee Benefits	12,335.62	6,167.81	3,809.11	6,167.81	6,167.81	6,323.57	6,323.57	6,323.56	6,323.56	6,323.57	6,323.57		72,589.56	80,058.00	-7,468.44	90.67%
5830 · Disability Insurance	280.51	280.51	280.51	280.51		280.51	280.51	561.02		561.02			2,805.10	4,288.00	-1,482.90	65.42%
5840 · Payroll Taxes	3,386.07	2,947.62	2,695.50	3,001.50	3,108.64	2,804.33	4,114.23	3,335.01	3,418.21	3,421.57	3,578.36		35,811.04	48,760.00	-12,948.96	73.44%
5850 · PARS	2,499.83	2,591.96	2,333.24	2,596.38	2,560.04	2,514.60	3,194.36	2,405.25	2,506.08	2,596.65	2,687.20		28,485.59	35,734.00	-7,248.41	79.72%
5900 · Wages																
5910 · Management	9,584.72	8,381.32	8,381.32	8,381.32	8,381.33	9,025.51	16,246.24	8,746.24	8,746.24	8,746.24	8,746.24		103,366.72	103,725.00	-358.28	99.66%
5920 · Staff	29,431.49	31,019.87	27,262.39	31,063.11	30,047.42	28,826.40	31,481.20	27,969.94	29,398.48	30,635.65	31,832.62		328,968.57	426,804.00	-97,835.43	77.08%
5930 · Staff Certification	600.00	650.00	650.00	650.00	950.00	800.00	800.00	800.00	825.00	850.00	850.00		8,425.00	11,400.00	-2,975.00	73.9%
5940 · Staff Overtime	5,183.35	3,200.36	3,770.54	3,853.31	5,927.44	3,367.40	3,485.39	3,785.32	3,563.31	2,458.82	3,170.33		41,765.57	69,334.00	-27,568.43	60.24%
5950 · Staff Standby	2,034.26	2,072.54	1,964.04	2,080.21	2,122.46	1,953.37	1,767.96	2,293.49	2,149.55	2,035.86	2,176.50		22,650.24	26,123.00	-3,472.76	86.71%
Total 5900 · Wages	46,833.82	45,324.09	42,028.29	46,027.95	47,428.65	43,972.68	53,780.79	43,594.99	44,682.58	44,726.57	46,775.69		505,176.10	637,386.00	-132,209.90	79.26%
5960 · Worker's Comp Insurance							3,193.27			3,212.49			6,405.76	23,317.00	-16,911.24	27.47%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

												TOTAL				
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 5800 - Labor	68,330.57	60,267.31	53,854.84	61,055.59	62,317.20	58,460.32	77,454.31	59,016.41	59,822.12	63,743.47	62,410.32		686,732.46	872,572.00	-185,839.54	78.7%
Total 5000 - Administrative	75,902.68	69,207.25	57,860.97	98,715.49	63,860.32	95,602.07	100,153.94	86,311.03	68,898.02	84,066.82	65,474.69		866,053.28	1,135,872.00	-269,818.72	76.25%
6000 - Operations																
6160 - Backflow Prevention							464.95		111.31				576.26	1,000.00	-423.74	57.63%
6170 - Claims, Property Damage		21.75											21.75	10,000.00	-9,978.25	0.22%
6180 - Communications																
6185 - SCADA Maintenance		6,300.00		2,503.19		3,257.46							12,060.65	10,000.00	2,060.65	120.61%
Total 6180 - Communications		6,300.00		2,503.19		3,257.46							12,060.65	10,000.00	2,060.65	120.61%
6195 - Education & Training	1,498.58	200.00	166.09	522.55		200.00		720.00		112.79	584.99		4,005.00	9,000.00	-4,995.00	44.5%
6200 - Engineering																
6210 - Meeting Attendance, Engineering														500.00	-500.00	
6220 - General Engineering		1,785.00	2,033.75	4,149.30		2,625.00	1,035.00	2,410.00	2,127.50	4,760.00	4,062.50		24,988.05	45,000.00	-20,011.95	55.53%
6230 - Water Quality Engineering		38,201.29	21,065.50	39,120.00		79,243.11	38,053.76	32,944.02	22,060.36	51,478.08	32,439.16		354,605.28	100,000.00	254,605.28	354.61%
Total 6200 - Engineering		39,986.29	23,099.25	43,269.30		81,868.11	39,088.76	35,354.02	24,187.86	56,238.08	36,501.66		379,593.33	145,500.00	234,093.33	260.89%
6320 - Equipment & Tools, Expensed	1,525.40	1,001.58	305.35	1,013.20	207.68	1,024.08	1,846.93	960.10	336.35	2,442.49	760.50		11,423.66	5,000.00	6,423.66	228.47%
6330 - Facilities																
6335 - Alarm Services	127.02		52.50	127.02		52.50			127.02	52.50	127.02		665.58	800.00	-134.42	83.2%
6337 - Landscaping		497.95	483.00	483.00	483.00	483.00	483.00	483.00	483.00	483.00	483.00		4,844.95	6,000.00	-1,155.05	80.75%
6330 - Facilities - Other																
Total 6330 - Facilities	127.02	497.95	535.50	610.02	483.00	535.50	483.00	610.02	535.50	610.02	483.00		5,510.53	6,800.00	-1,289.47	81.04%
6370 - Lab Supplies & Equipment		460.08		493.92		733.44			424.41				2,111.85	2,000.00	111.85	105.59%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	6,089.22	6,538.30	1,571.22	10,330.63	1,937.73	5,707.95	4,472.38	15,045.61	2,409.57	5,838.47	5,653.56		65,594.64	90,000.00	-24,405.36	72.88%
6420 - Pumping Maintenance, Generators		185.82	428.62			4,732.49	124.31	207.57		8,063.75			13,742.56	10,000.00	3,742.56	137.43%
6430 - Pumping Maintenance, General		207.57									2,580.03		2,787.60	5,000.00	-2,212.40	55.75%
6440 - Pumping Equipment, Expensed								477.71					477.71	700.00	-222.29	68.24%
Total 6400 - Pumping	6,089.22	6,931.69	1,999.84	10,330.63	1,937.73	10,440.44	4,596.69	15,730.89	2,409.57	13,902.22	8,233.59		82,602.51	105,700.00	-23,097.49	78.15%
6500 - Supply																
6510 - Maintenance, Raw Water Mains				1,445.65	35.85	187.98	187.54						1,857.02	2,100.00	-242.98	88.43%
6520 - Maintenance, Wells		2,189.25		192.25		1,891.00	815.00	2,533.62					7,621.12	10,000.00	-2,378.88	76.21%
6530 - Water Purchases				6,781.42									6,781.42	40,000.00	-33,218.58	16.95%
Total 6500 - Supply		2,189.25		8,419.32	35.85	2,078.98	1,002.54	2,533.62					16,259.56	52,100.00	-35,840.44	31.21%
6600 - Collection/Transmission																
6610 - Hydrants														1,000.00	-1,000.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
6620 · Maintenance, Water Mains		6,313.73	6,374.76			25.99	6,526.61	1,581.78		25,188.94			46,011.81	50,000.00	-3,988.19	92.02%
6630 · Maintenance, Water Svc Lines						36.87		1,218.20	900.76				2,155.83	20,000.00	-17,844.17	10.78%
6640 · Maintenance, Tanks										108.61			108.61	1,000.00	-891.39	10.86%
6650 · Maint., Distribution General						27.45	398.37		6,885.41	29.34			7,340.57	7,000.00	340.57	104.87%
6660 · Maintenance, Collection System						413.98							413.98			
6670 · Meters			2,214.89				2,603.46		3,359.07				8,177.42	2,500.00	5,677.42	327.1%
Total 6600 · Collection/Transmission		6,313.73	8,589.65			504.29	9,528.44	2,799.98	11,145.24	25,326.89			64,208.22	81,500.00	-17,291.78	78.78%
6700 · Treatment																
6710 · Chemicals & Filtering		1,453.52	1,552.50	1,830.92	1,260.00	1,746.02	1,564.50	1,453.52	310.50	3,099.89	477.61		14,748.98	30,000.00	-15,251.02	49.16%
6720 · Maintenance, Treatment Equip.	7.16	10.09	9,686.80	696.40		243.21	307.43	1,966.84	2,060.48	4,391.28	2,873.22		22,242.91	4,000.00	18,242.91	556.07%
6730 · Treatment Analysis	61.80	374.60	6,598.10	602.60		7,787.10	5,861.80	2,240.78	9,927.99	2,597.21	1,216.10		37,268.08	42,000.00	-4,731.92	88.73%
Total 6700 · Treatment	68.96	1,838.21	17,837.40	3,129.92	1,260.00	9,776.33	7,733.73	5,661.14	12,298.97	10,088.38	4,566.93		74,259.97	76,000.00	-1,740.03	97.71%
6770 · Uniforms	1,024.15	814.00	905.15	829.35		1,618.62	716.67	741.30	688.65	1,626.58	-67.08		8,897.39	12,000.00	-3,102.61	74.15%
6800 · Vehicles																
6810 · Fuel	665.72	594.74	-89.21	1,218.67		543.59	770.13	478.05		615.02	640.52		5,437.23	8,000.00	-2,562.77	67.97%
6820 · Truck Equipment, Expensed				108.64				-4.95					103.69	1,000.00	-896.31	10.37%
6830 · Truck Repairs	178.20	595.30	581.16	42.88				131.25			413.77		1,942.56	5,000.00	-3,057.44	38.85%
Total 6800 · Vehicles	843.92	1,190.04	491.95	1,370.19		543.59	770.13	604.35		615.02	1,054.29		7,483.48	14,000.00	-6,516.52	53.45%
6890 · Other Operations				43.48									43.48			
Total 6000 · Operations	11,177.25	67,744.57	53,930.18	72,535.07	3,924.26	112,580.84	66,231.84	65,715.42	52,137.86	110,962.47	52,117.88		669,057.64	530,600.00	138,457.64	126.1%
Total Expense	87,079.93	136,951.82	111,791.15	171,250.56	67,784.58	208,182.91	166,385.78	152,026.45	121,035.88	195,029.29	117,592.57		1,535,110.92	1,666,472.00	-131,361.08	92.12%
Net Ordinary Income	54,215.23	87,017.44	71,832.94	-12,001.21	130,228.13	60,303.78	166,486.86	-7,340.62	21,879.38	37,916.50	44,345.80		654,884.23	584,574.00	70,310.23	112.03%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)		17,457.00		19,203.00			55,863.00	17,457.00	2,712.00				112,692.00	173,020.00	-60,328.00	65.13%
7130 · Conn. Fees, PFP (New Constr)		8,706.00	11,910.73	8,706.00			66,539.31	13,920.87	17,357.00	7,519.02	6,569.77		141,228.70	80,000.00	61,228.70	176.54%
7140 · Conn. Fees, PFP (Remodel)		2,032.40											2,032.40			
Total 7100 · Connection Fees		28,195.40	11,910.73	27,909.00			122,402.31	31,377.87	20,069.00	7,519.02	6,569.77		255,953.10	253,020.00	2,933.10	101.16%
7600 · Bond Revenues, G.O.			1,412.72	1,349.22	17,178.51	556,471.28	4,256.18	53,712.39	871.84	405,487.50	6,373.57		1,047,113.21	1,150,436.00	-103,322.79	91.02%
Total 7000 · Capital Account Revenues		28,195.40	13,323.45	29,258.22	17,178.51	556,471.28	126,658.49	85,090.26	20,940.84	413,006.52	12,943.34		1,303,066.31	1,403,456.00	-100,389.69	92.85%
Total Other Income		28,195.40	13,323.45	29,258.22	17,178.51	556,471.28	126,658.49	85,090.26	20,940.84	413,006.52	12,943.34		1,303,066.31	1,403,456.00	-100,389.69	92.85%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
Other Expense																	
8000 - Capital Improvement Program																	
8100 - Water		4,077.50	10,424.01	32,793.37		45,501.10	148,806.79	66,782.76	19,677.85	43,046.10			371,109.48	481,000.00	-109,890.52	77.15%	
Total 8000 - Capital Improvement Program		4,077.50	10,424.01	32,793.37		45,501.10	148,806.79	66,782.76	19,677.85	43,046.10			371,109.48	481,000.00	-109,890.52	77.15%	
9000 - Capital Account Expenses																	
9075 - PFP Connection Expenses				6,135.00									6,135.00				
9100 - Interest Expense - GO Bonds		20,593.81						124,577.45					145,171.26	252,521.00	-107,349.74	57.49%	
9125 - PNC Equipment Lease Interest	1,460.19	2,890.10		2,847.56		1,407.77	1,397.06	1,386.32	1,375.56	1,364.76	1,353.94		15,483.26	16,826.00	-1,342.74	92.02%	
9150 - SRF Loan						39,938.40							39,938.40	78,455.00	-38,516.60	50.91%	
9210 - Conservation Program/Rebates		300.00		400.00		600.00	100.00	100.00					1,500.00	2,000.00	-500.00	75.0%	
Total 9000 - Capital Account Expenses	1,460.19	23,783.91		9,382.56		41,946.17	1,497.06	126,063.77	1,375.56	1,364.76	1,353.94		208,227.92	349,802.00	-141,574.08	59.53%	
Total Other Expense	1,460.19	27,861.41	10,424.01	42,175.93		87,447.27	150,303.85	192,846.53	21,053.41	44,410.86	1,353.94		579,337.40	830,802.00	-251,464.60	69.73%	
Net Other Income	-1,460.19	333.99	2,899.44	-12,917.71	17,178.51	469,024.01	-23,645.36	-107,756.27	-112.57	368,595.66	11,589.40		723,728.91	572,654.00	151,074.91	126.38%	
Net Income	52,755.04	87,351.43	74,732.38	-24,918.92	147,406.64	529,327.79	142,841.50	-115,096.89	21,766.81	406,512.16	55,935.20		1,378,613.14	1,157,228.00	221,385.14	119.13%	

Montara Water & Sanitary District Funds Balance Sheet As of May 31, 2019

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,364,911.52	0.00	1,364,911.52
LAIF Investment Fund			
Capital Reserve	3,865,146.05	0.00	3,865,146.05
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,466,628.05	0.00	4,466,628.05
Total Sewer - Bank Accounts	5,831,539.57	0.00	5,831,539.57
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	1,025,705.01	1,025,705.01
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	1,405,134.78	1,405,134.78
Total Restricted Cash	0.00	1,658,154.78	1,658,154.78
Total Water - Bank Accounts	0.00	3,176,339.79	3,176,339.79
Total Checking/Savings	5,831,539.57	3,176,339.79	9,007,879.36
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-1,733.73	0.00	-1,733.73
Sewer - Accounts Receivable - Ot...	8,403.21	0.00	8,403.21
Total Sewer - Accounts Receivable	6,669.48	0.00	6,669.48
Water - Accounts Receivable			
Accounts Receivable	0.00	-2,767.73	-2,767.73
Accounts Rec. - Backflow	0.00	15,249.11	15,249.11
Accounts Rec. - Water Residents	0.00	173,889.51	173,889.51
Unbilled Water Receivables	0.00	259,634.72	259,634.72
Total Water - Accounts Receivable	0.00	446,005.61	446,005.61
Total Accounts Receivable	6,669.48	446,005.61	452,675.09
Other Current Assets			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Prepaid Refuse Charges	16,968.67	0.00	16,968.67
Total Other Current Assets	17,200.98	43,038.63	60,239.61
Total Current Assets	5,855,410.03	3,665,384.03	9,520,794.06
Fixed Assets			
Sewer - Fixed Assets			
General Plant	3,690,152.50	0.00	3,690,152.50
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57

Montara Water & Sanitary District Funds Balance Sheet As of May 31, 2019

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
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
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-8,463,505.00	0.00	-8,463,505.00
Total Sewer - Fixed Assets	5,062,409.24	0.00	5,062,409.24
Water - Fixed Assets			
General Plant	0.00	26,866,754.62	26,866,754.62
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	-10,818,472.00	-10,818,472.00
Total Water - Fixed Assets	0.00	18,189,939.40	18,189,939.40
Total Fixed Assets	5,062,409.24	18,189,939.40	23,252,348.64
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	101,367.00	0.00	101,367.00
Due from Water Fund	-450,349.95	0.00	-450,349.95
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
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,338,564.13	0.00	2,338,564.13
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	190,536.00	190,536.00
Bond Acquisition Cost OID	0.00	47,864.40	47,864.40
Bond Issue Cost	0.00	51,409.55	51,409.55
Total Water - Other Assets	0.00	289,809.95	289,809.95
Total Other Assets	2,338,564.13	289,809.95	2,628,374.08
TOTAL ASSETS	13,256,383.40	22,145,133.38	35,401,516.78
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	-157,212.09	0.00	-157,212.09
Accounts Payable - Water	0.00	281,171.49	281,171.49
Total Accounts Payable	-157,212.09	281,171.49	123,959.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-52,155.00	-52,155.00
Sewer - Net Pension Liability	-27,826.00	0.00	-27,826.00
Sewer - Current Liabilities			
Accrued Vacations	5,532.92	0.00	5,532.92
Deposits Payable	24,930.73	0.00	24,930.73
PNC Equip. Loan - S/T	4,421.91	0.00	4,421.91
Total Sewer - Current Liabilities	34,885.56	0.00	34,885.56

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2019

Water - Current Liabilities			
Accrued Vacations	0.00	14,310.99	14,310.99
Deposits Payable	0.00	42,062.93	42,062.93
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	4,421.89	4,421.89
SRF Loan Payable X102 - Current	0.00	42,456.30	42,456.30
SRF Loan Payable X109 - Current	0.00	84,479.41	84,479.41
Temporary Construction Meter	0.00	6,541.22	6,541.22
Total Water - Current Liabilities	0.00	198,575.24	198,575.24
Payroll Liabilities			
Employee Benefits Payable	21,776.68	0.00	21,776.68
Total Payroll Liabilities	21,776.68	0.00	21,776.68
Total Other Current Liabilities	28,836.24	146,420.24	175,256.48
Total Current Liabilities	-128,375.85	427,591.73	299,215.88
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	8,801.76	0.00	8,801.76
I-Bank Loan	755,347.13	0.00	755,347.13
PNC Equip. Loan - L/T	541,886.32	0.00	541,886.32
Total Sewer - Long Term Liabilities	1,306,035.21	0.00	1,306,035.21
Water - Long Term Liabilities			
Accrued Vacations	0.00	10,041.80	10,041.80
Deferred on Refunding	0.00	-187,712.00	-187,712.00
Due to Sewer Fund	0.00	-450,349.95	-450,349.95
GO Bonds - L/T	0.00	9,705,129.52	9,705,129.52
PNC Equip. Loan - L/T	0.00	541,886.37	541,886.37
SRF Loan Payable - X102	0.00	42,900.63	42,900.63
SRF Loan Payable - X109	0.00	3,214,657.45	3,214,657.45
Total Water - Long Term Liabilities	0.00	12,876,553.82	12,876,553.82
Deferred Inflows (Pensions)			
Sewer	21,452.00	0.00	21,452.00
Water	0.00	40,208.00	40,208.00
Total Deferred Inflows (Pensions)	21,452.00	40,208.00	61,660.00
Total Long Term Liabilities	1,327,487.21	12,916,761.82	14,244,249.03
Total Liabilities	1,199,111.36	13,344,353.55	14,543,464.91
Equity			
Sewer - Equity Accounts			
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	89,119.27	0.00	89,119.27
Total Sewer - Equity Accounts	12,143,664.34	0.00	12,143,664.34
Water - Equity Accounts			
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	-89,119.27	-89,119.27
Total Water - Equity Accounts	0.00	2,601,935.74	2,601,935.74
Equity Adjustment Account	1,157,836.94	4,820,230.95	5,978,067.89
Net Income	-1,244,229.24	1,378,613.14	134,383.90
Total Equity	12,057,272.04	8,800,779.83	20,858,051.87
TOTAL LIABILITIES & EQUITY	13,256,383.40	22,145,133.38	35,401,516.78



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: SAM Flow Report for May 2019

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 May 2019.
- Collection System Monthly Overflow Report – May 2019.

The Average Daily Flow for Montara was 0.326 MGD in May 2019. There was no reportable overflow in May in the Montara System. SAM indicates there were 2.72 inches of rain in May 2019.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, May 2019

May 2019

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
Total	0	0	0	0

12 Month Moving Total

Total	12 month rolling Number			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	1	0	0	1
Wet Weather	0	0	0	0
Other	0	0	0	0
Total	1	0	0	1
	0%	0%	0%	100%

Reportable SSOs

Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
May 2019	0	0	0	0
12 Month Moving Total	1	0	0	1

SSOs / Year / 100 Miles

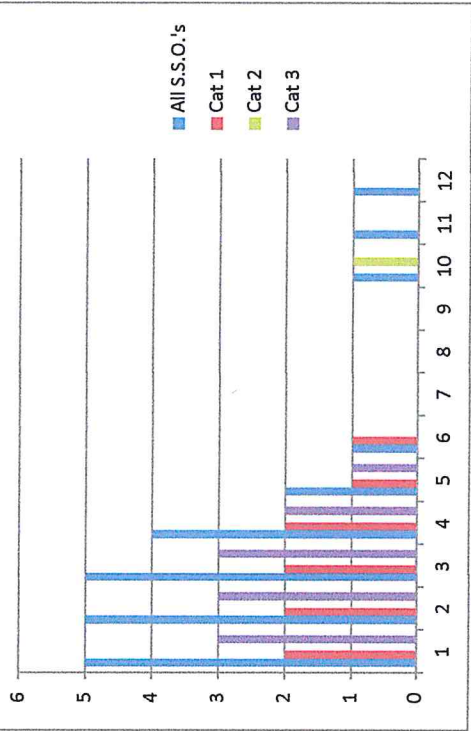
Total	Number of S.S.O.'s / Year/100 Miles			
	HMB	GCSD	MWSD	SAM
May 2019	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	13.7
Category 3	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0
		35.4%	31.8%	25.8%
				7.3
				7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
Annual ft.	217,932	185,983	134,890	538,805	

Annual Mi.	41.3	35.2	25.5	102.0
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12 Month Moving SSO Totals Through May 2019



Attachment A

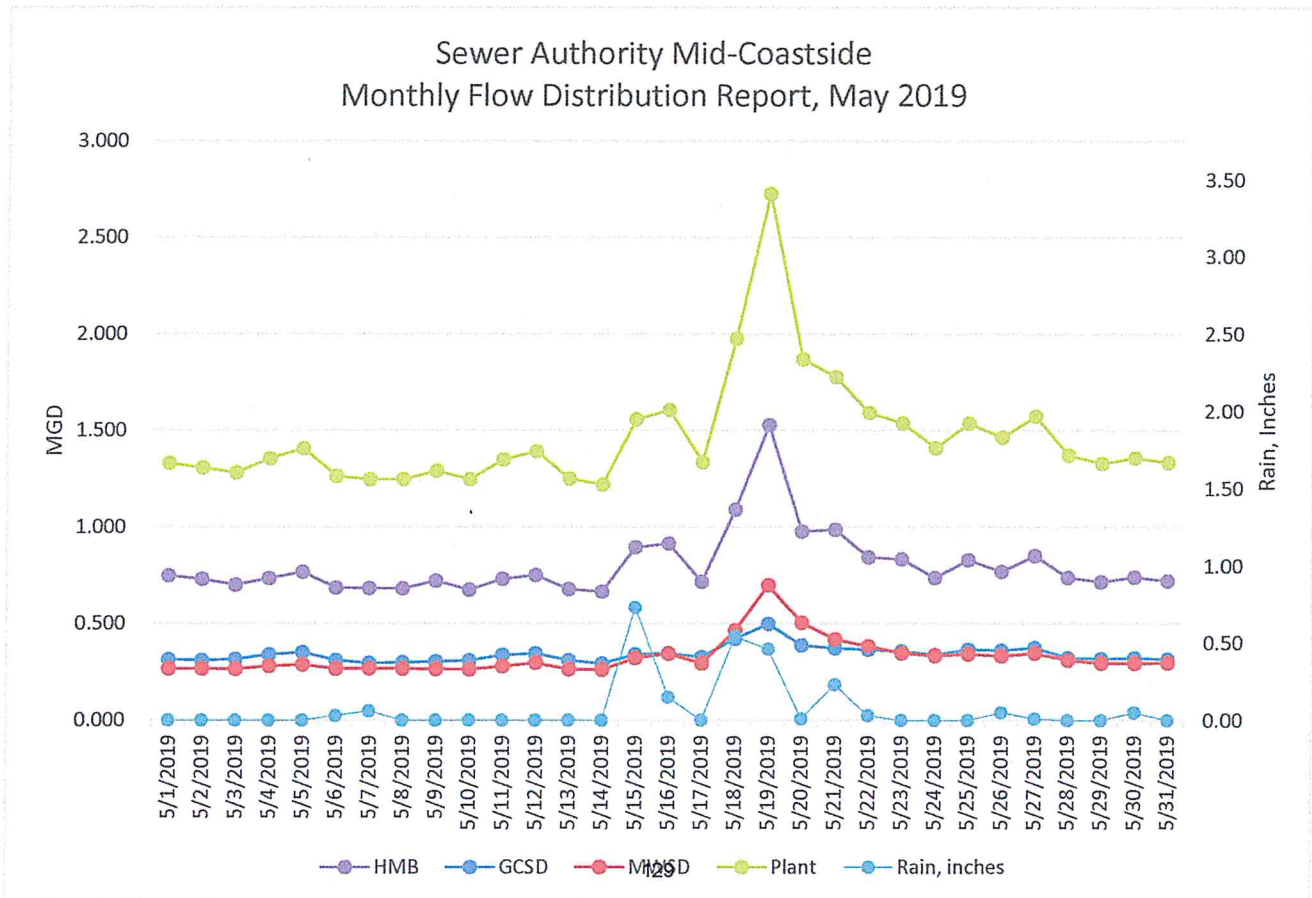
Flow Distribution Report Summary for May 2019

The daily flow report figures for the month of May 2019
have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.802	54.6%
Granada Community Services District	0.341	23.2%
Montara Water and Sanitary District	<u>0.326</u>	<u>22.2%</u>
Total	1.468	100.0%



Sewer Authority Mid-Coastside

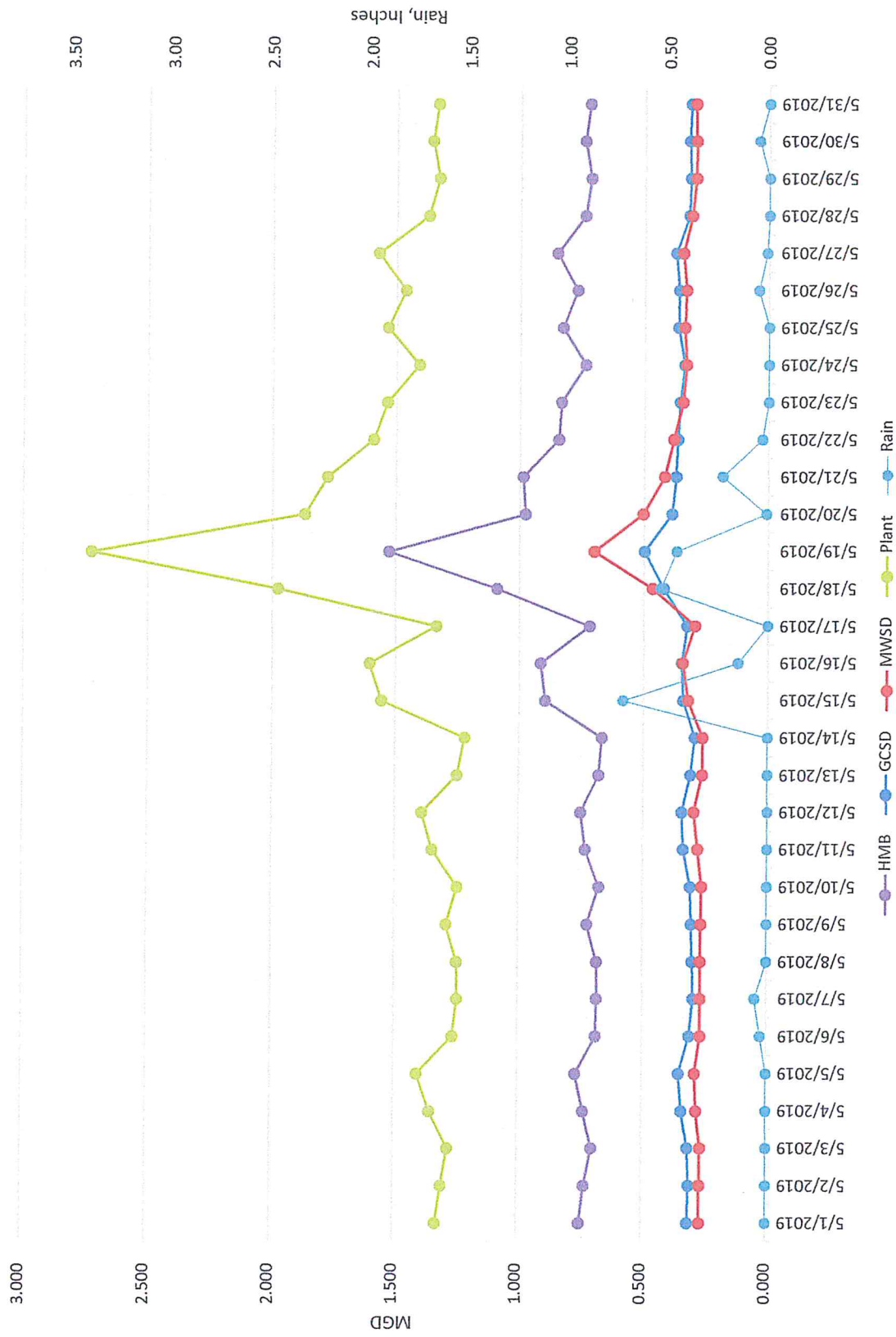
Monthly Flow Distribution Report for May 2019

<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>
5/1/2019	0.749	0.314	0.266	1.329	0.00	0.00	0.00
5/2/2019	0.731	0.309	0.266	1.306	0.00	0.00	0.00
5/3/2019	0.701	0.315	0.264	1.281	0.00	0.00	0.00
5/4/2019	0.735	0.339	0.280	1.354	0.00	0.00	0.00
5/5/2019	0.768	0.351	0.287	1.406	0.00	0.00	0.00
5/6/2019	0.686	0.310	0.266	1.263	0.03	0.04	0.05
5/7/2019	0.684	0.295	0.267	1.246	0.06	0.06	0.06
5/8/2019	0.682	0.298	0.266	1.247	0.00	0.00	0.00
5/9/2019	0.722	0.303	0.264	1.290	0.00	0.00	0.01
5/10/2019	0.676	0.308	0.262	1.246	0.00	0.00	0.00
5/11/2019	0.732	0.337	0.279	1.348	0.00	0.00	0.00
5/12/2019	0.751	0.344	0.296	1.392	0.00	0.00	0.00
5/13/2019	0.678	0.309	0.262	1.250	0.00	0.00	0.00
5/14/2019	0.666	0.292	0.261	1.219	0.00	0.00	0.00
5/15/2019	0.896	0.340	0.321	1.557	0.73	0.68	0.64
5/16/2019	0.915	0.346	0.344	1.605	0.15	0.06	0.16
5/17/2019	0.717	0.325	0.293	1.335	0.00	0.00	0.00
5/18/2019	1.090	0.420	0.465	1.976	0.54	1.36	1.01
5/19/2019	1.528	0.498	0.699	2.725	0.46	0.36	0.50
5/20/2019	0.978	0.387	0.504	1.869	0.01	0.02	0.02
5/21/2019	0.987	0.372	0.418	1.777	0.23	0.10	0.12
5/22/2019	0.844	0.365	0.382	1.591	0.03	0.01	0.00
5/23/2019	0.834	0.356	0.346	1.537	0.00	0.00	0.00
5/24/2019	0.737	0.338	0.333	1.409	0.00	0.00	0.00
5/25/2019	0.829	0.365	0.341	1.536	0.00	0.00	0.00
5/26/2019	0.770	0.361	0.332	1.463	0.05	0.05	0.05
5/27/2019	0.852	0.374	0.346	1.573	0.01	0.00	0.00
5/28/2019	0.739	0.322	0.310	1.371	0.00	0.00	0.00
5/29/2019	0.717	0.317	0.295	1.329	0.00	0.00	0.00
5/30/2019	0.741	0.321	0.294	1.357	0.05	0.08	0.10
5/31/2019	0.722	0.315	0.297	1.334	0.00	0.00	0.00
Totals	24.857	10.557	10.106	45.520	2.35	2.82	2.72

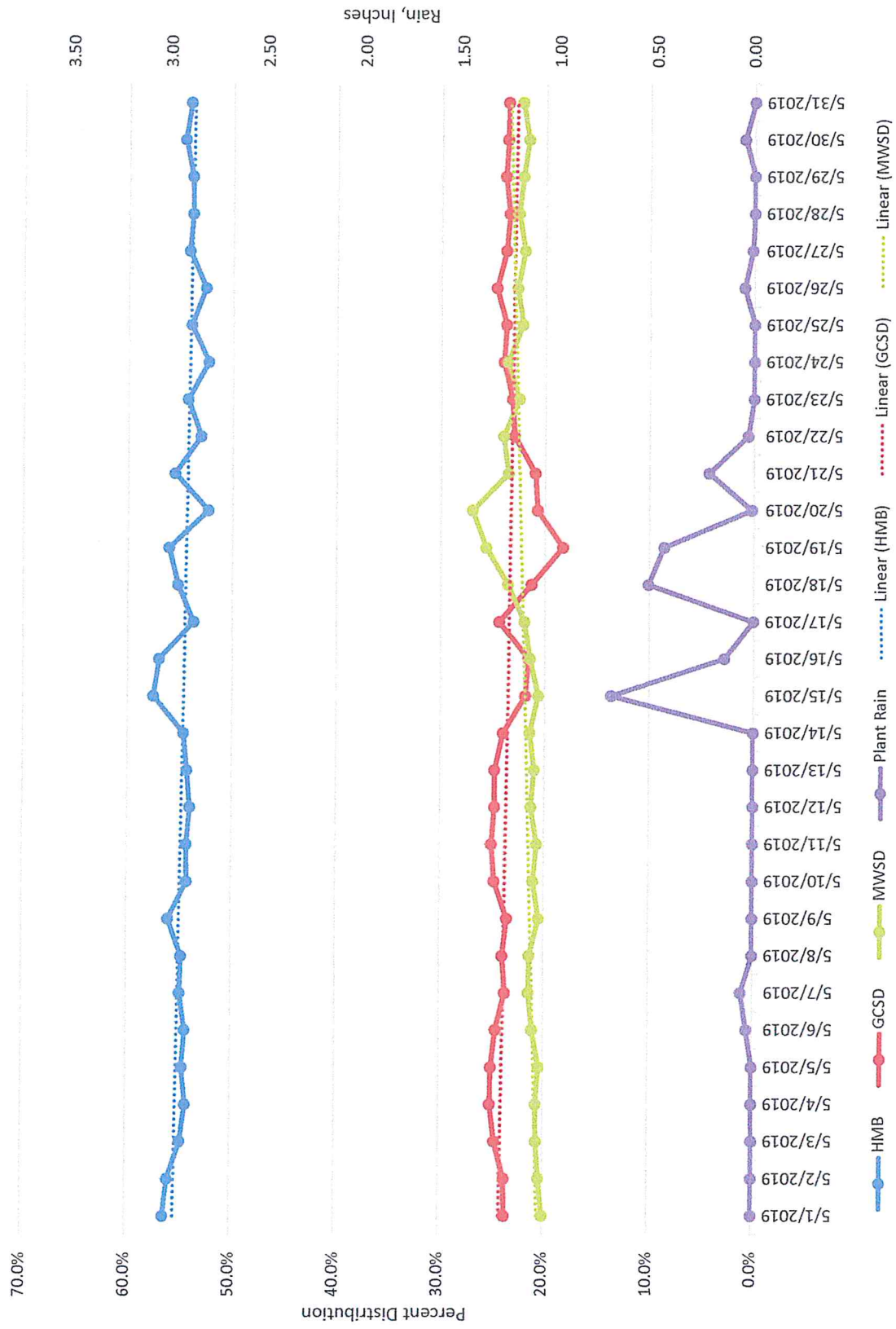
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.666	0.292	0.261	1.219
Average	0.802	0.341	0.326	1.468
Maximum	1.528	0.498	0.699	2.725
Distribution	54.6%	23.2%	22.2%	100.0%

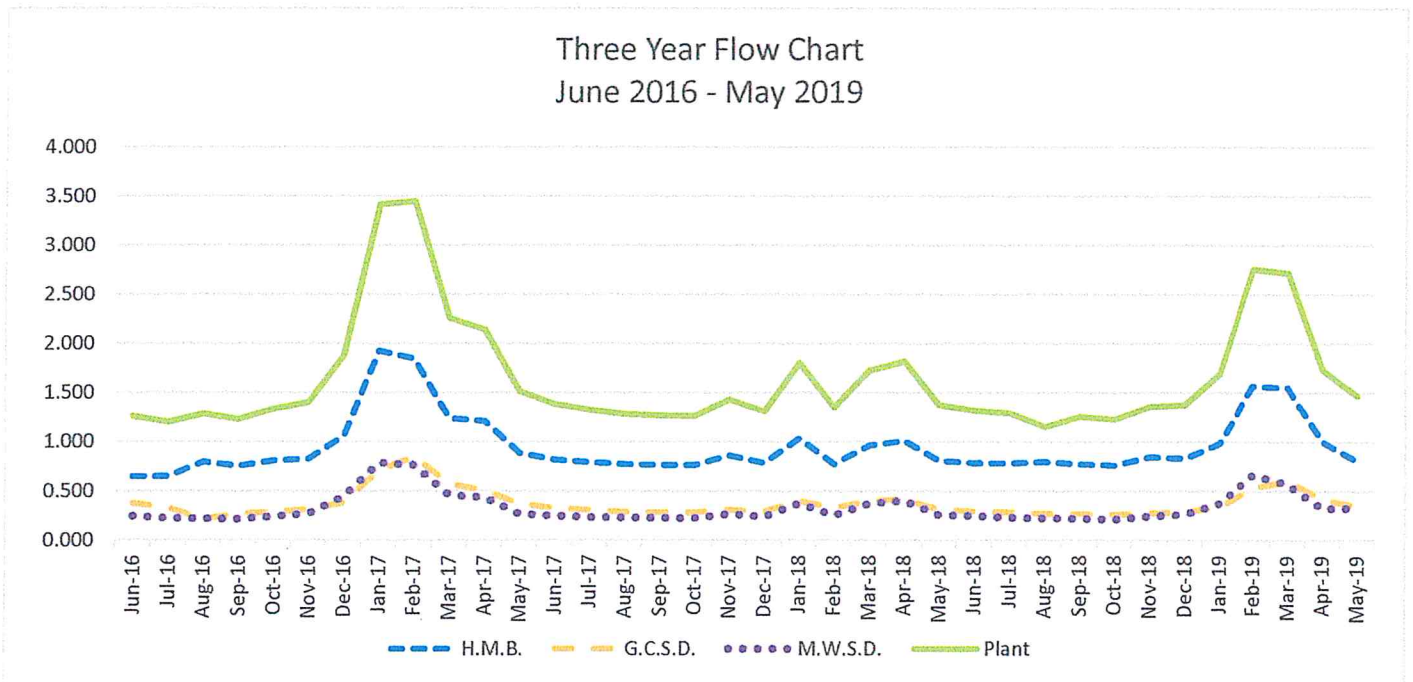
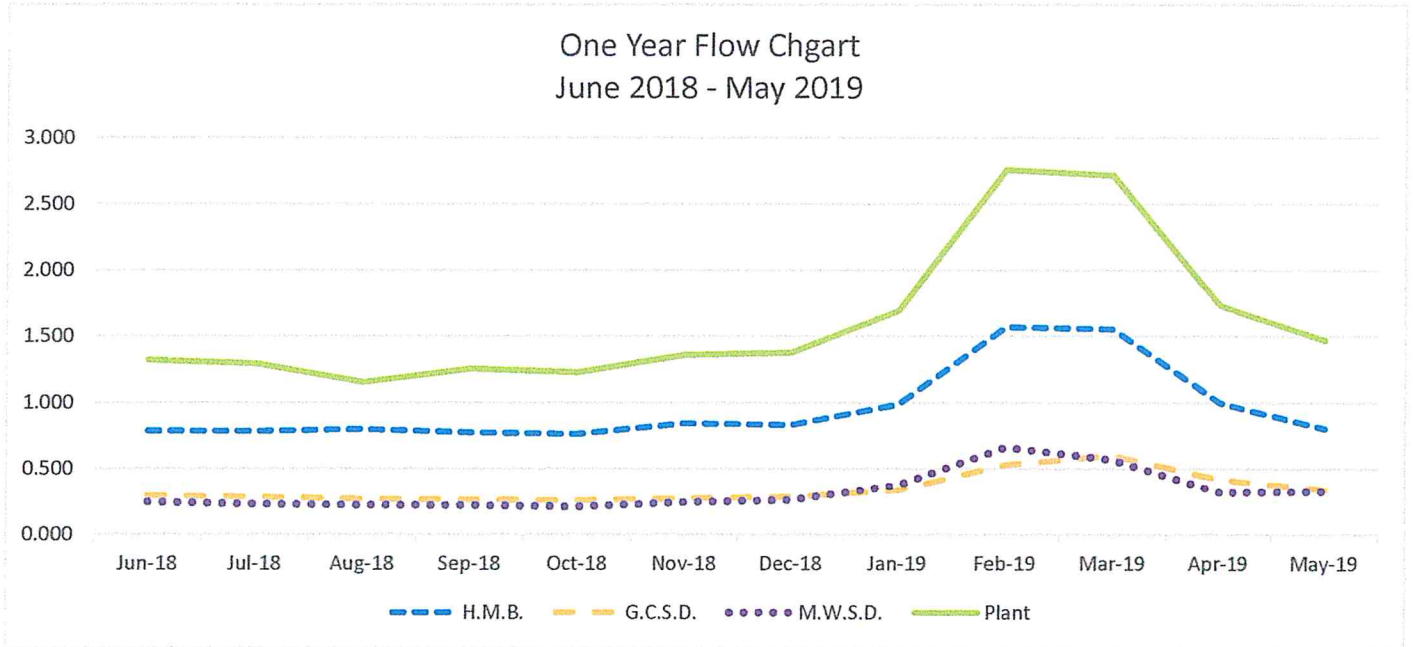
Sewer Authority Mid-Coastside
 Monthly Flow Distribution Report, May 2019



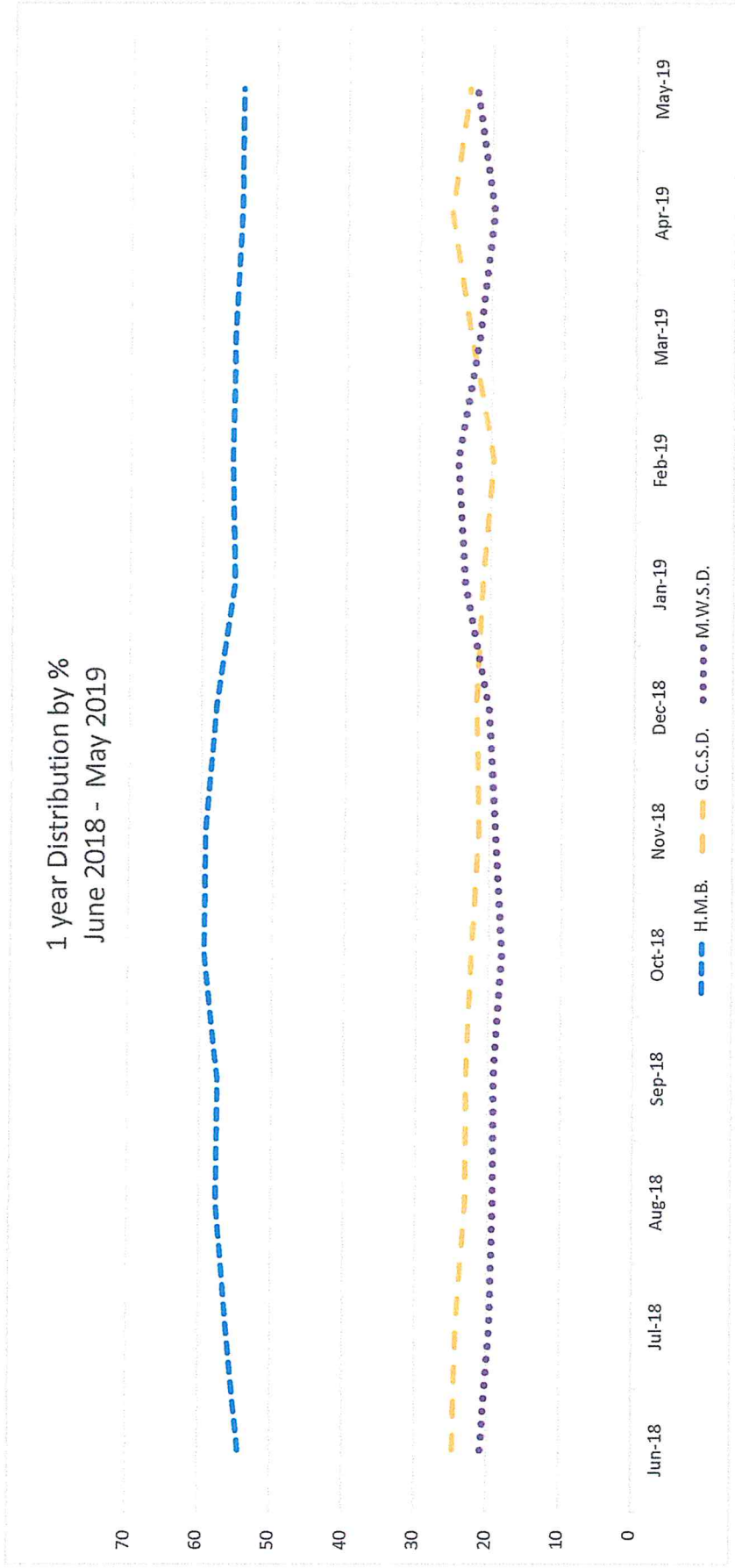
Percent Distribution May 2019



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

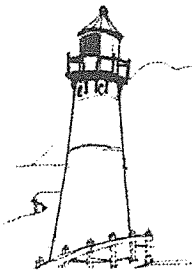
SUBJECT: Review of Current Investment Portfolio

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 May 2019 the rate was 2.449.
- 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: July 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of July 2, 2019 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of July 2, 2019 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of July 2, 2019 the following new Water Connection Permit application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 2nd, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Water Production Report

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.

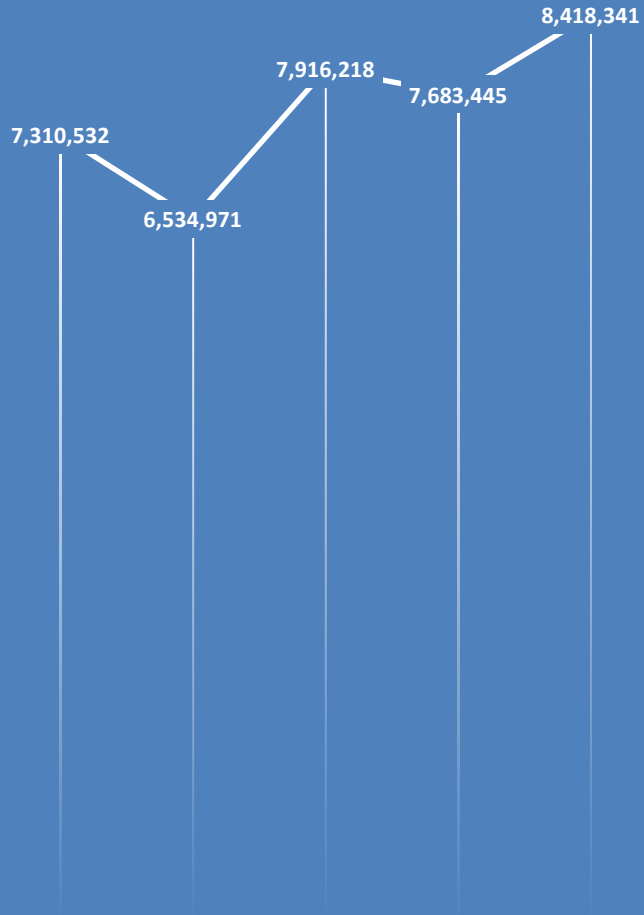
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2019(GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,310,532	6,534,971	7,916,218	7,683,445	8,418,341							

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: July 2nd, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

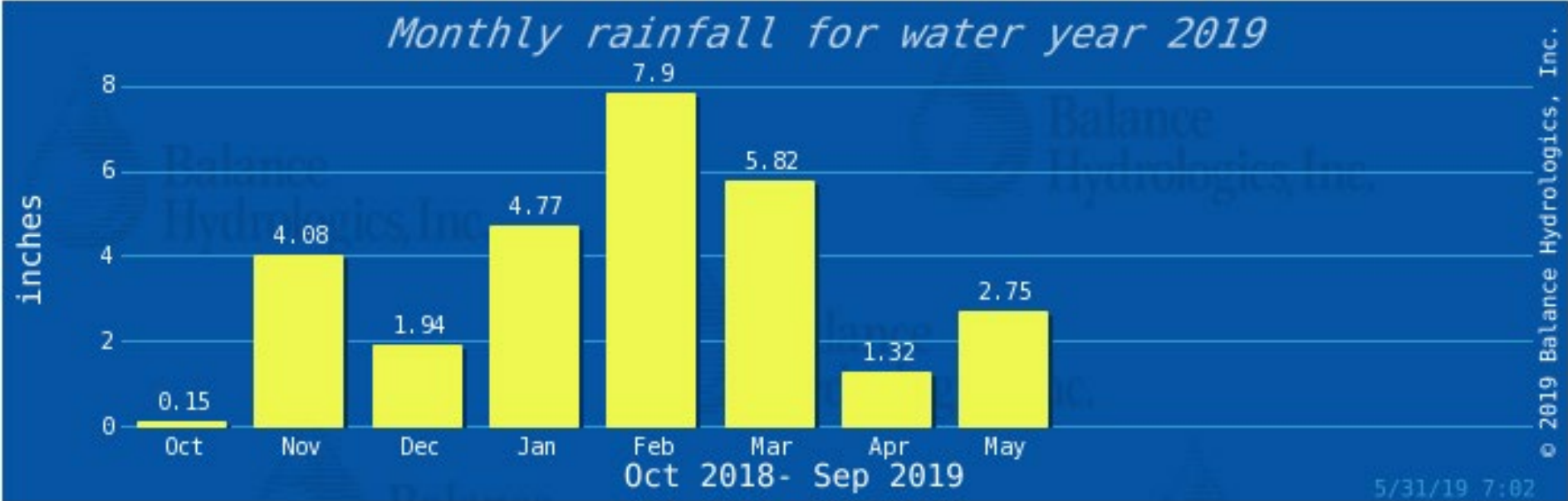
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

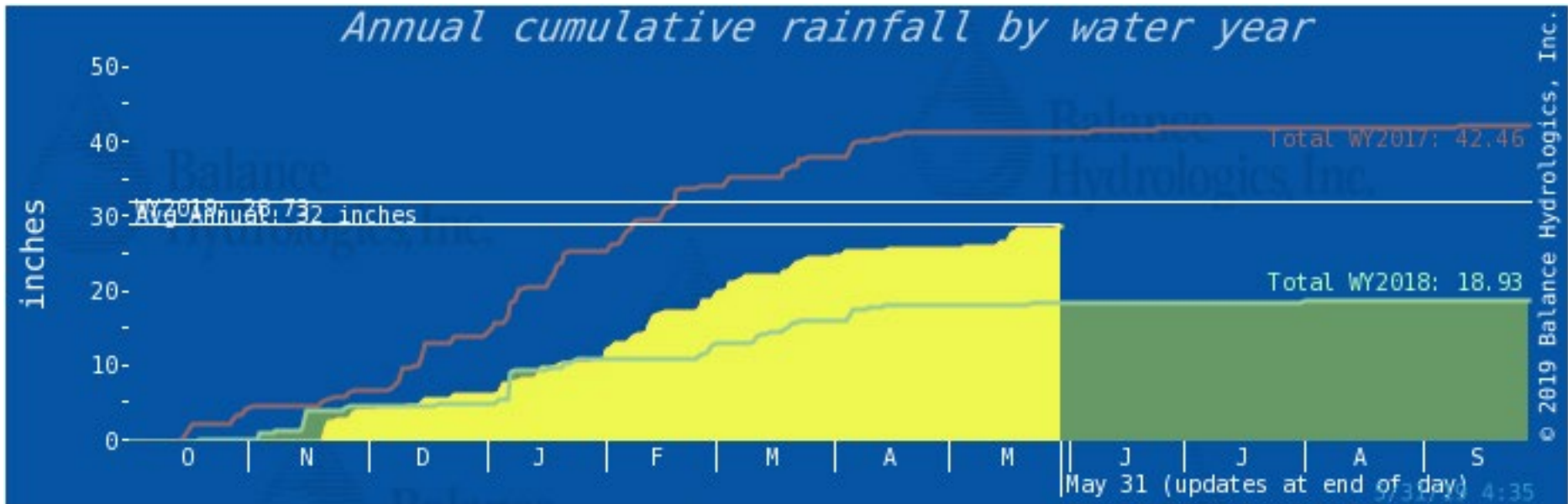
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Monthly Cumulative Rainfall



Annual Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 2nd, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'CH' or similar initials.

SUBJECT: Monthly Solar Energy Report

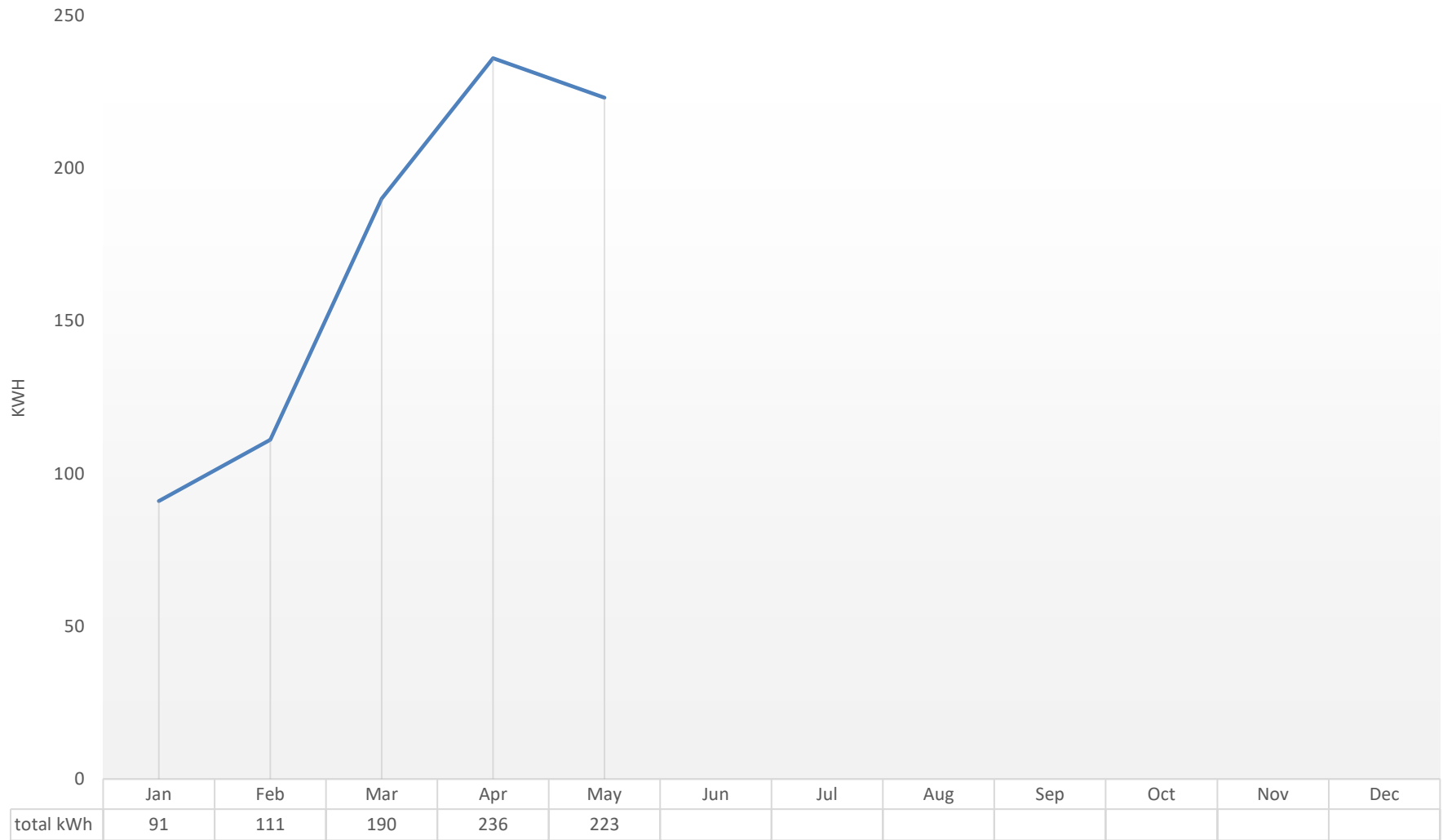
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 42853 kWh and saved 73014 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2019 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement Service
Report for April 2019.**

The District has received the monthly PARS report for April 2019.

Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

The following monthly reports are submitted as consent agenda items on a monthly basis.

RECOMMENDATION:

This is for Board information only.

Attachment



**Montara Water and San
Retirement Enhancement Plan**

**Monthly Account Report for the Period
4/1/2019 to 4/30/2019**

Clemens H. Heldmaier
General Manager
Montara Water and San
P.O. Box 370131
Montara, CA 94037

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 4/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 4/30/2019
Contributions	\$715,743.57	\$8,000.28	\$18,373.64	\$326.90	\$1,073.74	\$0.00	\$740,716.85
TOTAL	\$715,743.57	\$8,000.28	\$18,373.64	\$326.90	\$1,073.74	\$0.00	\$740,716.85

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

The primary goal of the Capital Appreciation objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
General	0%	3.68%	4.8%	8.86%	-	-	03/08/16

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value.

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Filing
Notice of Completion for the 2017-18 SEWER
IMPROVEMENT PROJECT AND SPOT REPAIRS.**

On June 6th, 2018 Pacific Trenchless, Inc, of Oakland, entered into an agreement with the District for the construction of certain improvements to main lines in Montara and Moss Beach. The attached letter, dated June 28th 2019, from the District Engineer indicates that the work has now been successfully completed. Pippin Cavagnaro with Nute Engineering recommends a Notice of Completion be filed with the County Recorder. After expiration of a 35-day lien period, the 5% retention will be paid to the contractor.

RECOMMENDATION:

Authorize the General Manager to file the attached Notice of Completion with the County Recorder.

Attachments



Civil & Sanitary Consultants

June 28, 2019

Mr. Clemens Heldemaier
Montara Water & Sanitary District
8888 Cabrillo Highway
P.O. Box 370131
Montara, CA 94037

Re: 2017-2018 Sewer Improvement Project and Spot Repairs
Statement of Completion

Dear Clemens:

Pacific Trenchless, Inc. has completed their work on the above referenced project and we recommend that the project be accepted and that the Notice of Completion be filed after the thirty-five (35) day waiting period.

Very truly yours,

NUTE ENGINEERING

By:



Pippin Cavagnaro, PE

cc: Alan Casserly, PTI

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

THIS SPACE FOR RECORDER'S USE ONLY

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(Additional Recording Fee Applies)
(Govt. Code 27361.6)

Recorded at the Request of:
Montara Water & Sanitary District

When Recorded Mail to:
Montara Water & Sanitary District
8888 Cabrillo Highway
P.O. Box 370131
Montara, CA 94037

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION

MONTARA WATER & SANITARY DISTRICT

2017-2018 Sewer Improvement Project
and Spot Repairs

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Clemens Heldmaier, General Manager for and on behalf of Montara Water & Sanitary District, San Mateo County, California, on the 28th day of June, 2019, did file with the Secretary of said District a Statement of Completion of the following described work, the 2017-2018 Sewer Improvement Project And Spot Repairs, the contract for doing which was awarded to Pacific Trenchless, Inc. and entered into on June 6, 2018.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on May 31, 2019. Acceptance of completion of said work was ordered by the District Board of the Montara Water & Sanitary District on the 2nd day of July, 2019 and the name of the surety on the contractor's faithful performance bond for said project is Fidelity and Deposit Company of Maryland.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the 2017-2018 Sewer Improvement Project and Spot Repairs, all as more particularly described in the plans and specifications approved by the Board of Directors of said District.

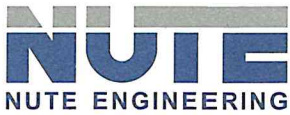
The site of the construction and improvements was in and around Date and Harte Streets.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

OWNER: Montara Water & Sanitary District
8888 Cabrillo Highway
P.O. Box 370131
Montara, CA 94037

Dated: June 28, 2019

Mr. Clemens Heldmaier
General Manager
Montara Water & Sanitary District



Civil & Sanitary Consultants
June 27, 2019

Mr. Clemens Heldmaier
Montara Water & Sanitary District
P.O. Box 370131
Montara, CA 94037

Re: 2017-2018 Sewer Improvement Project and Spot Repairs
Progress Payment No. 2

Dear Clemens:

Pacific Trenchless has requested Progress Payment No.2 for the above referenced project for work through June 26, 2019.

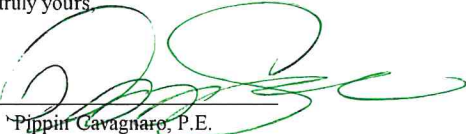
BASE BID PLUS ADDITIVE ALTERNATE

No.	Bid Item Description	Quant	Unit	Unit Price	Complete	Amount
1	Mobilization, Demobilization, SWPPP, Permits & Licenses, and Install Project Signs	1	LS	14,644.00	100%	\$14,644.00
2	Preconstruction Cleaning and Televising and Location of Existing Sewer Mains	4,006	LF	3.00	5,460	\$16,380.00
3	Pipeburst (E) 6" VCP Sewer With 6.63" Od Dr17 HDPE	2,776	LF	191.00	3,313	\$632,783.00
4	Remove (E) Sewer Rodhole	5	EA	455.00	5	\$2,275.00
5	Install New Rodhole and Raise to Grade	5	EA	1,795.00	5	\$8,975.00
6	Connect to (E) Manhole and Rebuild Manhole Channel(S)	27	EA	315.00	17	\$5,355.00
7	Replace Manhole Frame & Cover and Raise to Grade	12	EA	2,795.00	17	\$47,515.00
8	Field Locate and Pothole (E) Sewer Laterals	42	EA	745.00	60	\$44,700.00
9	Install New 4" Lateral Two Way Cleanout, Sewer Relief Valve and Cleanout Box	42	EA	805.00	51	\$41,055.00
10	Replace 4" Lower Laterals to House	1,230	LF	1.00	1,470	\$1,470.00
11	Remove and Replace Concrete Road or Concrete Driveway	600	SF	11.00		\$0.00
12	Asphalt Concrete Trench Repair and Restoration	45	TON	395.00	45	\$17,775.00
13	Replace Pavement Markings	1	LS	7,910.00	1	\$7,910.00
14	Shoring for All Excavations	1	LS	13,470.00	1	\$13,470.00
15	Traffic Control and Public Notifications	1	LS	10,270.00	1	\$10,270.00
16	Excavate and Spot Repair Sewer Pipe	8	EA	8,665.00	14	\$121,310.00
17	Pothole Utility Mains	16	EA	1,035.00	15	\$15,525.00
18	Internal Televising of New Sewer Mains and Additional Sewers, PACP	17,341	EA	3.00	17,162	\$51,486.00
19	Internal Televising of New Sewer Laterals	79	EA	15.00	41	\$615.00
20	Permits and Licenses	1	LS	2,335.00	1	\$2,335.00
21	Record Drawing	1	LS	7,500.00	1	\$7,500.00
PR#1	Repair Proposal #1: accepted for MH M822.07	1	LS	7,255.00	1	\$7,255.00
PR#4	Repair Proposal #4: New MH and Repairs at M821.07	1	LS	7,255.00	1	\$7,255.00
CO#1	Pipeburst Extra 500 LF of Pipe (actual footage 530 LF posted in Bid Item 3)					see Bid Item 3
CO#2	Remove (E) 6" Water Main (in-progress)					\$21,792.50

SUBTOTAL \$1,099,650.50
Less Previous Payment (\$961,452.34)
TOTAL AMOUNT DUE \$138,198.16

We have reviewed the above payment request and recommend payment to Pacific Trenchless.

Very truly yours,

By 
Pippin Cavagnaro, P.E.

cc: PTI Inc.

PACIFIC TRENCHLESS INC.
 1776 11TH STREET, OAKLAND CA 94607
 TEL: 510-986-0244

PAYMENT REQUEST: 2 (final)

BILLING PERIOD: 2/13/19 - 6/26/19

PROJECT TITLE: 2017-18 Sewer Improvement Project and Spot Repairs
 Montara Water & Sanitary District

Job NO:

INVOICE DATE: 6/26/2019

CONTRACT AMOUNT		APPROV. C. O.	PENDING C.O.	FORECAST TOTAL	IN PLACE TO DATE	%	IN PLACE THIS MONTH	START DATE	ORIG. COMPL.	REV. COMPL.	EST. COMPL.
\$881,451.00		\$36,302.50	\$0.00	\$917,753.50	\$1,099,650.50	120%	\$87,595.40				
NO.	BID ITEM DESCRIPTION	CONTRACT AMOUNT	QUANTITY	UNIT PRICE	PREVIOUS QUANTITY		CURRENT QUANTITY		TOTAL TO DATE		% REMAINING
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1	Mobilization, Demobilization, SWPPP & Project Signs	\$ 14,644.00	1	LS \$ 14,644.00	0.90	\$ 13,179.60	0.10	\$ 1,464.40	1.00	\$ 14,644.00	100.00%
2	Pre-construction Cleaning & CCTV	\$ 12,018.00	4006	LF \$ 3.00	5,460	\$ 16,380.00		\$ -	5,460.00	\$ 16,380.00	136.30%
3	6" HDPE Pipebursting	\$ 530,216.00	2776	LF \$ 191.00	3,313	\$ 632,783.00		\$ -	3,313	\$ 632,783.00	119.34%
4	Remove Existing Rodhole	\$ 2,275.00	5	EA \$ 455.00	5	\$ 2,275.00		\$ -	5	\$ 2,275.00	100.00%
5	Install New Rodhole	\$ 8,975.00	5	EA \$ 1,795.00	5	\$ 8,975.00		\$ -	5	\$ 8,975.00	100.00%
6	Connect to (e) Manhole Rebuild Channels	\$ 8,505.00	27	EA \$ 315.00	17	\$ 5,355.00		\$ -	17	\$ 5,355.00	62.96%
7	Replace Manhole F&C and Raise to Grade	\$ 33,540.00	12	EA \$ 2,795.00	15	\$ 41,925.00	2	\$ 5,590.00	17	\$ 47,515.00	141.67%
8	Locate & Pothole Sewer Laterals	\$ 31,290.00	42	EA \$ 745.00	60	\$ 44,700.00		\$ -	60	\$ 44,700.00	142.86%
9	Install New Two-way Cleanout	\$ 33,810.00	42	EA \$ 805.00	51	\$ 41,055.00		\$ -	51	\$ 41,055.00	121.43%
10	Replace 4" Sewer Lateral	\$ 1,230.00	1230	LF \$ 1.00	1,470	\$ 1,470.00		\$ -	1,470	\$ 1,470.00	119.51%
11	Remove and Replace Concrete Driveway	\$ 6,600.00	600	SF \$ 11.00	-	\$ -		\$ -	0	\$ -	0.00%
12	AC Trench Repair	\$ 17,775.00	45	TON \$ 395.00	-	\$ -		\$ 17,775.00	45	\$ 17,775.00	100.00%
13	Replacement Pavement Markings	\$ 7,910.00	1	LS \$ 7,910.00	0.90	\$ 7,119.00	0.10	\$ 791.00	1.00	\$ 7,910.00	100.00%
14	Shoring for All Excavations	\$ 13,470.00	1	LS \$ 13,470.00	0.90	\$ 12,123.00	0.10	\$ 1,347.00	1.00	\$ 13,470.00	100.00%
15	Traffic Control & PR	\$ 10,270.00	1	LS \$ 10,270.00	0.90	\$ 9,243.00	0.10	\$ 1,027.00	1.00	\$ 10,270.00	100.00%
16	Spot Repair on Sewer Pipe	\$ 69,320.00	8	EA \$ 8,665.00	14	\$ 121,310.00		\$ -	14	\$ 121,310.00	175.00%
17	Pothole Utility Mains	\$ 16,560.00	16	EA \$ 1,035.00	15	\$ 15,525.00		\$ -	15	\$ 15,525.00	93.75%
18	CCTV on Newly Installed Mains and Addt Mainlines (PACP)	\$ 52,023.00	17341	LF \$ 3.00	-	\$ -	17,162	\$ 51,486.00	17,162	\$ 51,486.00	98.97%
19	CCTV of New Sewer Laterals	\$ 1,185.00	79	EA \$ 15.00	-	\$ -	41	\$ 615.00	41	\$ 615.00	51.90%
20	Permits & Licences	\$ 2,335.00	1	LS \$ 2,335.00	1	\$ 2,335.00		\$ -	1	\$ 2,335.00	100.00%
21	Record Drawing	\$ 7,500.00	1	LS \$ 7,500.00	-	\$ -	1	\$ 7,500.00	1	\$ 7,500.00	100.00%
		\$881,451.00				\$ 975,752.60		\$ 87,595.40		\$ 1,063,348.00	

CHANGE ORDERS										
PR#1	Install New MH in Horse Ranch (M822.07)	\$ 7,255.00	1	EA \$ 7,255.00	1			\$ -	1	\$ 7,255.00
PR#4	Install New MH at M821.07	\$ 7,255.00	1	EA \$ 7,255.00	1			\$ -	1	\$ 7,255.00
CCO#1	Waterline Relocation Hawthorne Ave (Andreini Bros.)	\$ 21,792.50	1	LS \$ 21,792.50	1			\$ -	1	\$ 21,792.50
TOTAL BID INCLUDING CHANGE ORDERS		\$36,302.50				\$ -		\$ -		\$ 36,302.50

PERCENT COMPLETE TO DATE
 120%

Gross Earnings
 subcontractor payments
 Retention 5%
 Returned Retention
Net Amount Due

TOTALS		
This Month		To Date
\$ 87,595.40		\$ 1,099,650.50
\$ 50,602.76		
\$ 138,198.16		\$ 1,099,650.50

PAYMENT

REQUESTED BY: Pacific Trenchless, Inc
 David King - Project Manager



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations: The General Manager supervised operations in the absence of the District Superintendent June 10-28.

Projects: Construction of the new Airport 3 Treatment Plant is close to completion. Pressure rated UV resistant flex hoses are currently being made to accommodate tight fit.

The Highway 1 crossing Sewer Project is also close to completion. Compaction issues on MWSD property were addressed by the contractor and runoff catch basins constructed.

The Wagner Well site and pipeline replacement project will commence soon, field surveys are in the process and notice to proceed was issued.

Meetings: The General Manager met with the District's auditors on 25, 26, and 26.

Manager Leave: The General Manager will be out of the office on July 5, and July 23 - August 6, 2019.

RECOMMENDATION:

This is for Board information only.

Attachment