



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**February 4, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

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

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

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

Others Present: District Counsel, Christine Fitzgerald  
District Accountant, Peter Medina  
Kastama Consulting, Alison Kastama  
Boucher Law, Christopher Boucher

**PRESIDENT'S STATEMENT – none**

**ORAL COMMENTS**

Director Slater-Carter said she saw on Next Door there was comment that this is one of the three driest years in the last 150 years. It is something they are going to have to pay attention to and plan for. The cumulative rain fall in our area can be seen on the Montara Water and Sanitary District (MWSD) website (<http://mwsd.montara.org/>). Click on local weather, then on the link for Balance Hydrologics, and you can see the various rainfall charts. This helps us understand that this year we are living in a desert. Please conserve water. We need to take care of our watershed.

## **PUBLIC HEARING**

### **CONSENT AGENDA**

- 1. Approve Minutes for Regularly Scheduled Board Meetings January 7 and January 21, 2021.**
- 2. Approve Financial Statements for December 2020**
- 3. Approve Warrants for February 1, 2021**
- 4. SAM Flow Report for December 2020**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for November 2020**
- 11. Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 30 Bernal Avenue, Moss Beach, APN 037-279-060.**

Director Slater-Carter made a motion to approve the Consent Agenda and Director Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

## **OLD BUSINESS**

### **NEW BUSINESS**

- 1. Review and Possible Review Concerning Mid-Year Budget Review.**

General Manager Clemens Heldmaier stated that the mid-year budget review is a comparison of the budget vs. actual and has been done for a number of years to review the variances so far. Our District Accountant Peter Medina will be presenting this review.

District Accountant Peter Medina said this is the halfway point to see how the District is performing, and also leads into the fiscal year 2020-2021 budget season. After February, they begin to project out the rest of the fiscal

year and start building the budget based on the information they have and what they know is on the horizon. The first two pages are the most important. What they are looking for is about 50% all the way down. On the expenditures, the District is tracking well; on the sewer revenue side, the District is above in some categories, like fees. The main line extension was the big blip. The sewer service charges and property taxes are higher, and this has to do with the timing of the County. MWSD gets a very large distribution in December. So, from July to December the District relies on their budgeting and water receipts to get through the months until the big payment comes in December. On the water side, the same for the revenue-- property taxes are split 50-50, and the ERAF funds which are not really budgeted for was \$137,000 (which is split) this year. Expenditure side is down--engineering is down, partly due to some of it being capitalized, and partly due to last year's engineering costs being much higher and they budgeted based on those numbers. There was an increase in Collections work, as there was a large project and unforeseen maintenance work. They are over budget now, but will get more in line with the budget as the year moves on. The next few pages are comparisons at the mid way point to last year followed by the GL details and some comparative numbers for all accounts that they budget.

General Manager Clemens Heldmaier added that water sales were slightly higher than expected due to COVID-19.

District Accountant Peter Medina commented that this was projected pre-COVID.

Director Dekker asked about the Water Reliability Charge.

District Accountant Peter Medina replied that they haven't heard anything from the County yet.

Director Dekker requested that the restricted and non-restricted cash assets be included in his reporting. He also requested to be updated periodically with the status of the loans. The last update was 6/30/2020 and he would like another update as of 12/31/2020.

Director Boyd commented that the restricted and non-restricted cash are in the Funds Balance Sheet in the packet. Is he asking that it be presented somewhere else in addition?

Director Dekker replied that he would like District Accountant Peter Medina to present it separately as he has in the past.

Director Harvey asked what the current interest rate for the GO Bond that was recently refinanced.

General Manager Clemens Heldmaier replied that it is 1.14%

District Account Peter Medina said they will see the full impact after the fiscal year. This budget was based on the previous amortization schedule which was at a higher interest rate.

Director Dekker suggested they refinance their other loans.

General Manager Clemens Heldmaier replied they discussed this when they were refinancing the GO Bonds, but decided against it. The GO-Bond loan has very specific conditions, and is on an eight year timeline. He will bring it up again with the District Financial Advisor.

## **2. Strategic Discussion about the Future of MWSD's Sewer System on February 17 and Water System on March 3, 2021**

General Manager Clemens Heldmaier stated that MWSD will be hosting two separate strategic meetings to discuss the water and sewer systems. This is an outlook of the water and sewer systems, its infrastructure, etc. and encourages public participation. Discussion of the Sewer System will be February 17<sup>th</sup> at 6:30pm and discussion of the Water System will be March 3<sup>rd</sup> at 6:30pm. Both meetings include the system background (how the systems are set up and operating today), regulatory framework, and a guided discussion. They are Board meetings, and all Board members are expected to attend and participate. Notification was mailed out to all residents today via postcards and on the newsletter.

Director Slater-Carter commented that, at MWSD's request, the Sewer Authority Mid-Coastside (SAM) formed a new committee to look at the future of SAM. A lot has changed, and rather than just looking at rebuilding the old plant, new technologies and alternatives should be explored. She requested that a portion of the February 17<sup>th</sup> meeting be reserved for ideas and comments from the public.

Gregg Dieguez said he posted the information of the meetings on Next Door along with comment. He requested a copy of a map or chart of the IPS connected to SAM. He is looking for a one image chart that he can attach to an article.

## **3. Review and Possible Action Concerning Nomination of Representative to the CSDA Board of Directors.**

General Manager Clemens Heldmaier stated that Director Lohman is already our local representative, and is interested in joining the CSDA Board of Directors. Seat A, for the Bay Network, formally Region 3, is open.



Staff recommends adopting the resolution to support Director Lohman's candidacy for seat A of the CSDA Board.

Director Lohman said if he is elected, as a Coastside member from a smaller district, he can bring a more balanced view of the world.

Director Dekker inquired about the CSDA's progress on COVID-19 support for special districts at the State level.

Director Lohman replied that CSDA is still discussing that. He will bring it up at the Chapter meeting. There are some funds available for reimbursement of COVID related items, and MWSD can apply for grants. There isn't a lot of funding, but MWSD can try.

General Manager Clemens Heldmaier commented that they have applied everywhere and haven't seen a dime. The eligibility for grants is geared towards large agencies.

Director Boyd added that federal funds are beginning to flow, and are being back-dated to the start of the pandemic. He is going to be optimistic about it and hopes additional relief will come through. Is there any action that can be taken to improve their odds?

General Manager Clemens Heldmaier replied that he has been in contact with CAL-OES and the sewer pump replacement was ineligible, as was the costs for additional laptops. It is mostly for hand sanitizers and masks. The elevated cost minimums tend to sort out the small agencies.

Director Slater-Carter suggested they contact their local electives at the state level. Awarding of funds should be based on percentage of budget instead of an absolute dollar amount to make it equitable.

Director Slater-Carter made a motion to adopt the resolution of the Montara Water and Sanitary District authorizing the nomination of Ric Lohman as Bay Network representative to the CSDA Board of Directors. Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

#### **4. Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.**

General Manager Clemens Heldmaier stated that the Association of California Water Agencies Joint Powers Authority (ACWA JPIA) provides the District's workers compensation insurance and has recognized that the District has not had a worker's compensation claim for a specific period of

time. This is the fifth recognition award, so five years without a claim. There was an issue with workers comp at one point, but staff has worked hard to get the numbers down and be safe.

Director Slater-Carter congratulated General Manager Clemens Heldmaier and staff. She suggested something appropriate to thank them. Being safe is intentional.

Director Lohman suggested mentioning it at the strategic meetings.

Director Boyd and the other directors congratulated and thanked General Manager Clemens Heldmaier and staff. He added that he is really glad ACWA JPIA called this out because it is something that doesn't give any reason for the community to pay attention to, which would happen if it went the other way. The absence of news is great news.

Director Slater-Carter commented it should be included in the next newsletter.

## **REPORTS**

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

Director Lohman said there was Capital Improvement Workshop on Friday in which they were evaluating five years of CIP. At the time, they agreed on the first year and moving forward with adding it to the SAM agenda on Monday, then evaluate the rest of it as they go, including looking at loans for the heavy-duty items, which would distribute costs to the future residents. However, some things have come up that may have changed the situation. He wasn't sure if it made the agenda for Monday.

Director Slater-Carter added that Granada had some questions, and requested that it not be agendized for the meeting. She asked District Accountant Peter Medina if a rate study includes looking at the capital improvement program in a JPA for the JPA.

District Accountant Peter Medina replied that although Maze does not perform any rate studies, it would be taken into account.

General Manager Clemens Heldmaier concurred and said it is taken into account.

Director Slater-Carter said that doing a CIP year to year is not good for projecting what your costs are going to be more than one year out. It is not fair to the public, nor transparent. There should be an on-going five-year CIP for doing rate studies. She is hoping to get more than a one-year CIP for SAM because each project is

approved independently of the CIP. It is simply a planning tool to help with budgets and project expenses.

Director Boyd asked if there was a misunderstanding among some that the CIP is somehow approving spending?

Director Slater-Carter said it appears to be a problem for some agencies to commit to beyond a year. And given the size of some of the projects, SAM is going to need two-three million a year. For MWSD, at 20% of that, it is a significant amount of our Sewer budget.

Director Lohman said it is possible that Half Moon Bay is reluctant to commit to anything beyond the lawsuit. With the intensity of the meeting, he was impressed that they were able to get a one year approval; and then Granada had some questions, so now it will be put off a couple of weeks.

Director Boyd commented that if they are not able to get a longer view from SAM on CIP, he suggested they consider assembling what information they have into some understanding of what they believe the SAM CIP might look ought to look like, so they can do some planning for their own budgeting, assuming those needs are going to be met and sooner or later it will be due. They should be doing whatever forecasting they can, so that if someone disagrees at a SAM meeting, they might have to get specific how they see it and where they might put the numbers.

Director Lohman said the five-year CIP wasn't ignored. They agreed to approve the first year to get something going this year. There is a plan in place--it is just not locked in for all five years. They also talked about long term financing for the big projects to spread some costs out for the future.

Director Boyd commented that financing is kicking the can down the road. CIP should be funded out of reserves and revenues, and financed as a last resort. You are charging the future for what we need to do today, and we should be planning today.

General Manager Clemens Heldmaier commented that this is a process issue. In the five-year CIP, year one is always approved with expenditures and the rest of the years is a summary of anticipated expenditures. Every year the 5 year CIP plan is changed, and another year one is prepared, another year 5 is prepared, and everything scoots one year. He attended the SAM Board meeting, and the issue with Granada is something that can be resolved and worked out.

Director Dekker said he received via email the 2017 CIP Project Summary, and then later a CIP spreadsheet from General Manager Clemens Heldmaier. He asked for clarification of what he is looking at.

Director Slater-Carter said what he is looking at is a set of charts that she worked on with Keshin. The chart for 2017 with the three colors, shows yellow completed projects, grey are deferred projects, and green are the projected projects put on the 2020-2021 CIP.

Director Dekker replied that he looked at the chart, and the current projects come out to 1.67 million, the 5-year CIP that Clemens sent shows a total of 14 million, but it doesn't specify how much is for 2020-2021. Then looking at the MWSD Sewer CIP, it shows 1.985 for the year 2020-2021. He is confused.

Director Slater-Carter said that the chart she sent were for SAM.

General Manager Heldmaier added that MWSD's CIP is completely removed from SAM's CIP.

Director Dekker said it appears that some of the same items appear on both documents.

Director Boyd said that there will be some of the same words, but they are in different locations and different ownership.

Director Lohman said flow distribution will become more controversial. There are some general studies coming out about evaluating all the flow meters that determine the flows at the SAM plant—which means how much money we pay. Half Moon Bay is going up, Granada going down, and MWSD is about the same. The Wastewater Management Group will not have an open-ended contract this year. They will become like a normal consultant. The Ameresco project started out as a massive project, but with constant changes and cutbacks it looks like it collapsed over time. Ameresco made another proposal, and they would like to make a proposal for the next meeting. If the project gets canceled, there is a \$60,000 fee for all the work already done.

Director Boyd asked if MWSD committed to this expense.

Director Lohman replied that it was part of the initial contract.

Director Boyd asked if that was contingent on them providing something that would return more for the agency.

Director Lohman replied that he doesn't think so.

Director Boyd requested that the contract be reviewed. He can't believe they would sign a contract without a caveat that they provide something of material value; otherwise, they can come in and spend a bunch of billable hours and walk away doing nothing.

Director Slater-Carter commented that they did an analysis of the needs of the wastewater treatment plant. SAM has one fine aeration basin and one not usable. The Fine basin has not been cleaned for 24 years nor can it be worked on. They don't have the capacity for the BOD problems with the aeration basin configuration they have. Kishen recommended that they get four aeration basins, two with large bubbles and two with fine bubbles. Having these basins will eliminate BOD incidents. SAM has been exceeding the regulatory agency levels and will probably face regulatory action.

Director Boyd asked for a summary of the tangible results that they might think that justifies paying this amount.

Director Harvey asked about the status of the wet weather project.

Director Lohman replied that it is moving forward and they will be breaking ground very soon.

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

Gregg Dieguez, said he received a written report from Horsley's assistant and forwarded it to everyone regarding how to get the vaccine and/or register for the waiting list. They have a new child care ordinance coming to foster the creation of more child care facilities. Connect-the-Coastside came out with a 200-page report and it needs to be reviewed soon. The planning group were responsive to the community, but the entire effort was created for a world that no longer exists given COVID-19. The traffic studies are not the same, and should be re-done. There is too much light coming out of the new El Granada fire station. They violated some review process and people are complaining about that. The Medio bridge analysis will be coming out at the next meeting and go to the Coastal Commission. The County will be breaking ground soon on the Pump Track.

Director Lohman said he might want to comment about Horsely's comments about consolidation into Half Moon Bay.

Gregg Dieguez replied that he is writing an article about. He also asked the MCC why they haven't taken a position on the lawsuit. He also brought that up at the Strategic Planning workshop. Half Moon Bay came to the meeting and announced a Coastside Recover meeting. His comment was that HMB is still suing MWSD. They (MWSD and Granada) should think about what they are going to say and do before (or maybe after) the meeting. He can't see not dealing with the lawsuit in the context of this. Also, he pointed out that by giving Half Moon Bay a waiver on the library debt service, Horsley is essentially funding the lawsuit against MWSD.

Director Lohman added that the County also saved Half Moon Bay with the Beechwood lawsuit. They saved Half Moon Bay twice.

Gregg Dieguez replied that he thought it was the insurance.

Director Lohman said it was both.

Director Slater-Carter commented that the word “assessment” was used for this extravagant highway project, which includes a lot of stop signs and sidewalks. The project documents do not explain how it will be paid for and has absurdly low costs. She said that the community should demand to know how much it will cost in today's and future dollars and how it is going to be paid. Grants will not cover that much money.

Gregg Dieguez requested that she come to the MCC meeting to discuss this. He brought this up months ago, and they did listen. They removed from the current draft the concept of charging the new joiners X and the existing residents Y. The only thing left is charging the new joiners. It is a lot of money and not realistic that it will come from grants, but at least they heard the community doesn't want to pay for it. Keeping them from doing that is another problem. Horsely has mentioned special assessment districts for residents around the Medio Bridge and something else. The County is aware that certain regions have unique vulnerabilities and they ought to be paying those.

General Manager Clemens Heldmaier stated that he had a utility meeting with the planning department staff in charge of the Connect-the-Coastside, and they said the community will not pay for any relocation of facilities. It will be paid for with grants and other means. They were assured that this will be written in the report. There will also be a utilities section, and will detail some of the costs. They are supposed to work more closely with them when plans become available and cost estimates are possible.

Gregg Dieguez said that the County may cancel projects as they discover the real costs involved. This means the roundabouts may be abandoned if it involves too much water and sewer work.

### **3. CSDA Report (Lohman)**

### **4. LAFCo Report (Lohman)**

They elected Katie Martin as Chapter President. The big item on the agenda was the situation with the East Palo Alto Sanitary District. In summary, the Municipal Services Review (MSR) for their region was accelerated. This was requested by the developers of a large project, and will be paid for by them. This is believed to be in retaliation of the sanitary district's refusal to pass on the developer's massive infrastructure costs to their customers. Director Lohman demanded that the MSR include the legal sanitary district codes. Things have become complicated and nasty. The developers and the City seem to be planning to take the District out. He hopes the MSR is balanced. MSRs, in his opinion, tends toward dissolving or

consolidating special districts. Also, RCD's sphere of influence absorbed the small holes in the area, and expanded to include the watershed down to Highway 280.

Director Slater-Carter commented that the East Palo Alto income and demographics suggest an environmental justice concern that should be brought up.

Director Boyd said it sounds like the gift of public funds.

Director Lohman said yes.

Director Boyd said that is illegal.

Director Lohman said during the vote, he voiced his displeasure about moving the MSR up at the meeting and said that a legal analysis of California Sanitary law should be included. They begin voting, and Harvey Rarback, the newly elected member, stated he is voting against it because the legal issues are not important.

**5. Attorney's Report (Fitzgerald) – none**

**6. Directors' Report**

Director Slater-Carter said that she has been working with Kishen in creating graphs for the CIP. She thinks it is important for planning purposes to revisit the CIP every year or two so the districts can plan and budget for necessary expenses.

**7. General Manager's Report (Heldmaier) – none**

**FUTURE AGENDAS**

**BRIEF RECESS**

**REGULAR MEETING ENDED AT 9:05 pm**

**CONVENE IN CLOSED SESSION**

**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)*

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**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 4th, March 2021.

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





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

**SPECIAL BOARD OF DIRECTORS MEETING**  
**February 11, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

**SPECIAL SESSION BEGAN AT 7:34 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Lohman, and Slater-Carter;  
Harvey (joined during Closed Session)

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

Others Present: District Counsel, Christine Fitzgerald  
Boucher Law, Christopher Boucher

**PRESIDENT'S STATEMENT – none**

**ORAL COMMENTS - none**

**PUBLIC HEARING - none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

**NEW BUSINESS - none**  
**REPORTS - none**

**FUTURE AGENDAS**

**BRIEF RECESS**

**SPECIAL MEETING ENDED AT 7:36 PM**

**CONVENE IN CLOSED SESSION**

**Director Harvey joined the meeting shortly after the Board entered into closed session.**

**Director Boyd reported after coming out of closed session that Director Harvey joined shortly after the start of closed session, and the Board took no action in closed session.**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**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 4th, March 2021

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



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

**SPECIAL BOARD OF DIRECTORS MEETING**  
**February 17, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

**SPECIAL SESSION BEGAN AT 6:34 p.m.**  
**CALL TO ORDER**  
**ROLL CALL**

Directors Present: Boyd, Harvey, Lohman, and Slater-Carter;  
Dekker (joined at 6:43pm)

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

Others Present: District Counsel, Christine Fitzgerald  
District Sewer Engineer, Pippin Cavagnaro  
District Water Engineer, Tanya Yurovski

**PRESIDENT'S STATEMENT**

Director Boyd welcomed everyone and gave a brief outline of the format of the meeting and how to ask questions. This is part of the planning process and getting public involvement is key to that. He thanked everyone and is eager to hear questions and feedback.

**ORAL COMMENTS - none**  
**PUBLIC HEARING - none**  
**CONSENT AGENDA - none**  
**OLD BUSINESS - none**  
**NEW BUSINESS**

### **1. Strategic Discussion Sewer: Treatment & Environmental Protection**

General Manager Clemens Heldmaier talked about the formation of the Montara Sanitary District (MSD), the acquisition of the Water System, and garbage collection. He gave a brief Board and staff overview. He mentioned an award received for their safe working conditions and being accident free. They also have not had any cases of COVID. The Sewer Authority Mid-Coastside (SAM) staff takes care of their collections system. They are not shown in this presentation, but are appreciated. He talked briefly about the enclosed water cycle. From the water collection, distribution to the sewage collection, treatment, and discharge, the District locally manages every step of the water cycle. This is a unique benefit to our community. Being close to the ocean, they have confined aquifers. Precipitation falls on Montara Mountain and drain towards the ocean in various aquifers. All wastewater receives some type of treatment. They are regulated by the Federal Clean Water Act. A sewer system overview was explained--sewer management (collection, separation, treatment, discharge, and disposal). Primary treatment is the removal of solids. Secondary treatment, which our sewage currently receives, is a further biological process to further separate solids from water and chemical treatment to kill pathogens. Tertiary treatment describes recycled water or re-usable water for irrigation and possibly potable purposes. The District's wastewater system was described and how the complex topography of Montara and Moss Beach affects it, unlike the other agencies. Treatment was done at the District at one point, but the space still provides storage for flow equalization for wet weather events or plant maintenance. He talked of the Sewer Authority Mid-Coastside (SAM), and the three agencies that own it. He explained the treatment process at SAM, and collection system through the Intertie Pipeline system. The MWSD sewer system history overview was given including why Montara Sanitary District had to join the centralized treatment plant (SAM) in the 1970s when they had their own active sanitary district. He described the 2017 SAM lawsuit, which is on-going. Regulatory oversight was summarized. Over the next 10-15 years, the aging infrastructure will need significant investment. They need to consider climate change, regulator changes coming.

Climate change may impact the water supply, sea level rise, groundwater level rise. The current location of the SAM plant may be unsuitable in the future. He explained the potential California regulatory changes on the horizon—100% recycling, zero ocean discharge, no ocean outfall, etc. One option is effluent polishing retention ponds, and sewer treatment package plants.

The State has indicated that they will issue new regulations allowing groundwater augmentation and indirect potable reuse for irrigation. This is not an easy process, as there are some contaminants that are difficult to remove even with tertiary treatment (i.e., hormones). Should recycled water be centralized or decentralized, and how would it be used (sold to customers or environmental)? The highest recycled water flows would be in the winter time, and what would they do with the water in the winter? The costs are very high. MWSD produces approximately 200,000 gallons dry weather sewage flow, which would be suitable for a package plant. Local considerations were discussed—needs and potential benefits. MWSD would need an effluent discharge solution and solids solution. They can't recycle 100% of the sewage. There is a third product that comes out of that process and it is called brine. They must have a brine solution (for disposal). The current sewer treatment and flow allocation were discussed, as well as the options for future treatment if Montara or Montara & El Granada were to build their own plant and utilize the IPS for treated effluent; they would still need a solution for the solids and what to do with the effluent recycled water. Cost and feasibility are important factors. He also reviewed the MWSD and adjacent watersheds and how recycled water could benefit the aquifers, community uses, and creeks and marshes. This is a process that will take time. Studies and analysis will be done. Whatever they decide to do it will cost millions of dollars and be a lengthy process.

Alison Kastama said she would convey community questions from Chat. There was a request for clarification of the brine. From the diagrams of the current treatment, the combined northern treatment and the SAM plant, it wasn't clear where that brine might go.

General Manager Clemens Heldmaier replied that one option is to utilize the existing IPS for ocean outfall.

Alison Kastama asked if the recycled water can be stored and used for firefighting?

General Manager Clemens Heldmaier replied that a storage tank could be built, but would require a distribution system separate from the potable water, and it would be cost prohibitive for a distribution system for recycled water for this purpose. Laying pipe currently costs \$400 per linear foot.

Alison Kastama asked if General Manager Clemens Heldmaier can explain the difference between the technical processing and the policy definition of 100%

recycled water. There are two definitions and they may differ. Some legislation mentions zero discharge and other 100% recycling.

District Sewer Engineer Pippin Cavagnaro replied that the regulators don't have a clear picture on all the processes when they use this language. In the context of recycled water when you have zero discharge, there are various reuses when you have enough space. When you have ponds, there is evaporation, reducing flow. Hotter places can just evaporate some of their brine in evaporation ponds. However, that is not feasible for MWSD. There are different types of levels of treatment for recycled water. In Marin County, Las Gallinas has zero discharge for part of the year. During the summer, they use the ponds, and irrigate alfalfa fields. During the winter, they have to chemically treat a portion of that sewage in the conventional way and put it out into a discharge path to the ocean. Good recycled water is useful in the community and the extra brine would generally be combined with the other treated sewage and put out in some kind of ocean discharge.

Alison Kastama asked about Assembly Bill 377 requires waterways to be compliant regardless of whether a point effluent is identified. Is this an imminent bill?

District Sewer Engineer Pippin Cavagnaro replied that he would have to do some research to answer the question in the context of this discussion. When they look deeper into the feasibility of these options there are lots of details to consider. At various times of the year, different amounts of water are produced and they can't all go to the same sources. For example, if MWSD wants to do surface creek injection as a possibility, the biological impacts are closely studied to ensure the habitat remains the same. As they explore these options more, they can look at the assembly bills at the time, and get a biological research team on board to help prepare a study for the California Environmental Quality Act requirement (CEQA) that is suitable.

Ann Rothman commented that it sounds like there is significant build out that is going to occur. Have you taken that into consideration and how does that compare to the options being put forth right now?

General Manager Clemens Heldmaier replied that there is a 1% growth limit set by the planning agencies and there are mechanisms in place to prevent depletion of resources. MWSD will not run out of capacity in this scenario. Any project approved by the planning agency can and must be served by this agency.

TJ Glauthier said he needs clarification between the short vs. the long term. Recycled water, for example, seems like something in the long term. He understands that they are facing some very serious short-term problems—the aging SAM plant, costs from the lawsuit, etc. How should he think of the short term in context of the long-term discussions? And what are we doing to mitigate the short-term issues?

General Manager Clemens Heldmaier replied that the short-term issues certainly need to be addressed. He believes that they will have the current set-up with SAM in place for probably the next ten years, and understands there are significant investments that need to be made now. This means spending significant amounts of money to keep the plant running for the short-midterm. But in the long term, the future of this plant may be different. If they decide to focus on different solutions, it helps them to determine how much to invest in the existing system and how much to build up a new scenario.

Director Boyd commented that they know they have to spend. And by being aware of the kind of spending that is needed to keep the system running, it is apparent that if they are going to have to spend that kind of money it behooves them to ask “can they spend some or all of that money in a different way to give them a better result?” That is why they want input from the community. They think there are some options that are worth considering, and they want everyone one to understand the challenge and opportunity that this presents.

Alison Kastama asked about current and proposed regulatory changes or actions and how we track them. The California Special District Association tracks, the Association of CA Water Districts, both represent a certain side and a valuable watch dog effort on behalf of districts like Montara, and the consultants as well.

General Manager Clemens Heldmaier added that they have legal counsel that monitors these changes as well. MWSD are members in various organizations, which inform them of potential changes within the industry.

Gregg Dieguez asked how they can get this message out to the rest of the community. Is GCSD or SAM doing this presentation?

General Manager Clemens Heldmaier replied that SAM formed a committee to look at similar questions. SAM will probably reach out to the community. This is the first of several outreach efforts for MWSD.

Harald Herrmann asked if the Connect-the-Coast traffic measures were attributed to anticipated traffic by the new proposed development. There are high pressure water and sewer lines along the highway that would have to be re-routed to accommodate the roundabouts, and the expansion of the road from Carlos to 16<sup>th</sup> would require the sewer box to be moved. Who pays for that and how much is it going to cost?

General Manager Clemens Heldmaier said while he doesn't know what the costs are, they did spend over a million dollars a few years ago on the 16<sup>th</sup> street project. He spoke with the County planners recently, and they will be including utility relocation costs in their project costs, and that it will be paid, not by the residents, but by the funds for Connect-the-Coastside. Additionally, this is all conceptual right

now—there are no plans. So, if conflicts arise, that part of the plan will be altered or canceled. They stated that they would prepare an amendment that describes exactly that.

TJ Glauthier said that as they look towards long term scenario, they should also consider regional consolidation on water and sewage on the Coast, and the benefits or disadvantages of each.

Director Boyd asked Mr. Gauthier what options might he be thinking of that a larger group may be able to tackle what they wouldn't be able to consider on the smaller.

TJ Glauthier replied that perhaps combining the water system and utilizing the different water resources would give them more versatility. On the sewer side, they may need to relocate the sewer plant, and find more possibilities and benefits in the way they do it. He is not advocating a particular solution, but they ought to be discussing this coast wide and not as separate entities.

Director Lohman commented that he is part of the SAM 20/40 Committee which is looking at both options. They will be looking at refurbishing or relocating the SAM plant. All the technology seems to be in the smaller plants, and if they go with the larger plant, they will continue to have a problem with the IPS. This is the point of the lawsuit with Half Moon Bay—they have said they don't want to pay for it. If they have a consolidated plant, they will still need to pump sewage to Half Moon Bay. Right now, the plant is 40 years old and moving or replacing it is really expensive too.

JQ Oeswein asked about the recycling initiatives for here. How cost effective would it be for a small community? He encouraged the District to look into the packaged plant idea more, especially if it eliminates the need for the IPS and gives them more independence.

General Manager Clemens Heldmaier replied that they have the ideal district for environmental use of recycled water. The Pillar Point Marsh is the biggest marsh on the Coastside and there are other marshes in the District.

JQ Oeswein asked if the capacity of the marshes would justify the cost of recycled water just for that use? During high flow times during the winter, you wouldn't be able to pump as much water into the recycled water.

General Manager Clemens Heldmaier replied that is why it is probably has to be a multitude. They have to investigate and find out. Pillar Point Marsh could handle larger flows. It could benefit the marsh and the Harbor.

Alison Kastama said a question was asked about the capacity of storage for recycled water during periods when they can produce it and hold it.



General Manager Clemens Heldmaier replied that a retention pond could provide some of this storage. The water flow could also be introduced into the environment without overwhelming the drainage system.

Alison Kastama asked if MWSD has investigated other innovative processes utilized by other communities or countries in considering cost and sustainability?

General Manager Clemens Heldmaier replied that they are continuously looking at new and evolving technologies. Package plants are being utilized around the world and where the sewer industry is going. Smaller plants are better able to protect the environment than larger agencies.

Director Slater-Carter stated that repairs for the SAM system will be very costly. It is important to start planning, if the community wants them to protect their own local watershed and environment. They need to have a solid basis for making decisions. For recycled water, she would like to re-charge the groundwater. This district has a lot of wells in the area. Perhaps they could work with the State, El Granada, RCD and the Harbor District to use the recycled water to supplement the marsh. She encouraged the public to attend upcoming meetings, including SAM meetings.

Alison Kastama said that someone commented that he/she liked the idea of a storage pond for recycled water, especially if they are in areas that would recharge the aquifer. Someone asked for the environmental benefits of putting recycled water into the streams.

General Manager Clemens Heldmaier commented that another benefit of introducing water into the creek would be that it replenishes the aquifer. Montara also has marshes that are drier now due to all of us living here. This will also help to replenish the marsh and support new habitats. Recycled water is being used in this way worldwide to benefit the environment.

District Sewer Engineer Pippin Cavagnaro added that the goal of the state is to rehabilitate all of California's surface waters in the next 20-30 years. In his community they are trying to improve the salmon run, and in Southern California where there are very dry and damaged creeks, communities are being asked to put their recycled water in the creeks. There are various different ways that can be developed to meet that particular community's needs.

Gregg Dieguez asked how the environmental benefit gets turned into revenue. He also stated that there is a district in Sonoma where they pumped their recycled water back up the hill and put it back into their geysers. That might be a good idea given that there is a large aquifer here, but he is aware pumping would be expensive. What are the cost dynamics?

General Manager Clemens Heldmaier replied that they are investigating that. They could combine environmental use and providing water for customers. Potential buyers would be the school (for their fields), ranches, agriculture.

Alison Kastama commented that the producing recycled water would result in less sewage flow and treatment at SAM, and may offset some of the costs involved.

General Manager Clemens Heldmaier said that recycled water requires a bit more energy to produce, but there would be some pumping costs that would be saved. If the state mandates this, this community will be burdened with the extra costs, but they must think about how to best spend their money for the best solution as they review their options. Right now, they are at the very beginning of this process.

Alison Kastama said there was a question about the water discharged into the groundwater, and how are contaminants handled, as this can impact the wildlife and humans?

District Sewer Engineer Pippin Cavagnaro replied that there are various options to improve water quality. The reconstructed marshes in the Mountain View Sanitary plant in Martinez for example, are one of the few marshes receiving and benefitting from treated effluent. It uses a standard secondary treatment, but uses UV light instead of chlorine, and a series of polishing ponds that further improve the water quality naturally. It is permitted as part of the plant and approved by the State for bird habitat etc. If the requirements would have to be higher for certain applications, each case would require a completed analysis.

Alison Kastama stated a question was asked where the historic marsh was in Montara.

General Manager Clemens Heldmaier replied it is the Kanoff creek watershed, close to the Daffodil Creek.

Director Boyd added there is also the restoration area just north of Kanoff and east off Highway One. It was an area reestablished as part of mitigation for the tunnel project. There is a richness of resources where they might put things.

Director Lohman said they will be looking at grants for ocean outfall. But with the situation with on-going droughts, they may need to restore the aquifers to save the water supply. Montara is independent, the community bought this, and part of this program is saving our water supply.

Director Slater-Carter said they have several earthquake faults running through the District—Seal Cove for example. Continuing to pump sewage all the way to Half Moon Bay makes SAM vulnerable to sewer spills if there is break resulting from an earthquake. Having a smaller plant locally would be more contained, and possibly safer.

Alison Kastama explained the prop 218 process, and limitations of rate setting and how they are always based on costs to serve the community.

Director Dekker stated as the Treasure he is fully aware of the costs of the system and how they manage those costs. They are trying to control costs, keeping an eye on developments, to make them as equitable as possible.

Director Harvey stated that this is a very complex situation, and it is crucial that they look at alternatives, and continue developing plans and moving forward.

Director Lohman said that during their 20/40 Committee meeting, it was reiterated to include the costs of refurbishing SAM plant and/or moving it. He feels that having smaller plants would reduce transportation costs. Half Moon Bay has already stated that they won't pay for anything north of Half Moon Bay, which is the crux of the lawsuit. Until this lawsuit is settled and they change their attitude, it is uncertain if they will cooperate with the other agencies. Having a smaller plant would give us more control independently and allow us to possibly help our own water supply.

Director Slater-Carter stated that this meeting will be recorded on the MWSD website. Please tell others to watch it. In October 2020 a consultant was hired by the SAM Board to look at the costs of maintaining the plant and keep it running, and he reported that it would cost 65 million dollars over 5-10 years. If Montara were to take their 15-17 million dollars (their share) they could do a whole lot with it. That is why they are encouraging community input and support. Please email her with any comments [Kathryn@mwsd.net](mailto:Kathryn@mwsd.net).

Director Boyd stated that a question was raised of how can environmental benefit lead to revenue. It may not. They have expenses in front of them. In operations research you take a whole bunch of variables, constraint equations and create an objective function where you find the best combination of all the variables to give you the best outcome on the thing you are trying to optimize. If they had a number of small boxes for treatment, they might be able to discharge with gravity. We now have 13 pump stations 21 grinder pumps. Anything they do to eliminate a pump saves the capital expenses of replacing that pump when it wears out, daily maintenance, staff time, electricity, etc. they are going to look at all these pieces and try to come up with the best solution.

People talk about consolidation, but they have been doing that for 40 years with SAM. The consolidated body is considering what options the consolidated body has, and Montara is doing the same. They are looking at what can they do together and what they can do on own. If our partners want to borrow from some of the work of our investigations and they each do things that are informed by decisions based on shared information, that's fantastic. Remember that the wastewater that they are treating is a resource. They have to spend money on it to

clean it and send it somewhere. They are looking at all options. As was mentioned earlier there are more stringent requirements coming down the road for water treatment, so this is a forcing function that they can't control and we want to get ready for that. In reference to package plants, the level of treatment has a lot to do with what you intend to do with that water for discharge. If it is going to a nursery, you have to treat it well. If they are doing discharge in open bodies of water using nature, they don't have to spend a lot of time and money in the package plant. Those things have multiple stages and you don't need to get that quality needed if they were to sell for open irrigation. There are a lot of variables to this. Please reach out to any director for questions, comments, concerns via email. It is their first name + mwsd.net (i.e., [Kathryn@mwsd.net](mailto:Kathryn@mwsd.net)).

**REPORTS - none**

**FUTURE AGENDAS**

**March 3, 2021: Strategic Discussion Water: Supply & Watershed Protection**

**SPECIAL MEETING ENDED AT 8:36 PM**

**CONVENE IN CLOSED SESSION (none)**

**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 4th, March 2021

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**February 18, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

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

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

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

Others Present: District Counsel, Christine Fitzgerald  
District Sewer Engineer, Pippin Cavagnaro

**PRESIDENT'S STATEMENT**

Director Boyd commended staff and all involved in an informative and successful meeting last night covering some of the notions about some of the coming challenges and some of the opportunities those challenges present. They received

great input from the community. They pulled together some great ideas and they need to work together with their collaborators at the Sewer Authority Mid-Coastside (SAM) as they explore possibilities how they might go forward with dealing with some of these challenges. The member agencies have individually these same challenges. There was some really interesting groundwork, reflecting years of keeping an eye on this and weighing the possibilities. The time is now and they are doing it. He is grateful the public is joining them.

General Manager Clemens Heldmaier stated the next session is March 3<sup>rd</sup>, and that a recording of the sewer presentation will be on the Montara website as well as Coastside Buzz.

Director Boyd encouraged people to watch the video and to tell their friends and neighbors.

**ORAL COMMENTS - none**  
**PUBLIC HEARING - none**  
**CONSENT AGENDA - none**  
**OLD BUSINESS - none**  
**NEW BUSINESS - none**

## **REPORTS**

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

Director Slater-Carter said there will be SAM Board meeting on Monday and they will be discussing the Capital Improvement Project (CIP) report for the Sewer Authority Mid-Coastside. There are a couple of issues. It is nice to have a running project list. That hasn't been able to be produced by SAM because of some questions raised by the other agencies. They haven't had one for years because of the lawsuit, and they are trying to get one going now.

Director Dekker said he noticed the letter from John Doughty, the Public Works Director from Half Moon Bay, recommending half of the projects that they suggested. This does not bode well, although he doesn't have any authority at SAM for approval of projects; he only makes suggestions.

Director Boyd commented that what is on the Capital Improvement Project list is a list of projects recommended by staff—the General Manager, engineers, and the crew—in terms of what needs repair and/or replacement. The items on the list are necessary. If someone wants to talk about half of them, then it is a spending question and not a necessity question.

Director Slater-Carter said that she requested the 2009 list sent to all the Board members as well as the most recent 5 year CIP and a list of all the ones that have been completed. There is nothing extensively new on this. They haven't been able

to have a CIP the last few years because they have had so many million-dollar projects that needed to be done that weren't recognized. What bothers her most about this particular one this particular time is the Biological Oxygen Demand (BOD) problems they've experienced this year. SAM staff wants to get all four tanks running, but the other two agencies don't think it is necessary although the staff does, and there are fines associated with these things. It is painfully reminiscent of the sewer spill in 2017, which costs multi-millions of dollars.

Director Dekker said he was impressed by the CIP presentation; it was very extensive and informative.

Director Boyd commented that the spill that happened was entirely preventable. SAM had plans to fix it, and Half Moon Bay stopped them from doing it, and disaster ensued. It cost far more to deal with the disaster than the cost of the maintenance that they didn't want to pay for.

Ann Rothman commented that they should divest in Half Moon Bay. They have invested so much into the system and Half Moon Bay doesn't have the same commitment to the system. With so many new developments it is important to get it right. She also had a question from yesterday's discussion and asked if the District does go to a recycled water system and they have any storage, is it possible to get money from CA Fire to have some of the water saved for fire-fighting—something they can fill their fire trucks with?

Director Boyd replied it was an interesting idea, and they should give it some thought and see what it stirs up.

General Manager Clemens Heldmaier said it was an interesting idea and he has seen some models where home owners can pick up water for their use as well. He thinks it may be possible.

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

Gregg Dieguez stated that the Connect-the-Coast final draft came out and the planners were unaware of some of the infrastructure costs of some of their alternatives. General Manager Clemens Heldmaier talked to them, and updated their final draft. They did listen to a bunch of things, and feels that they did a good job under impossible circumstances. He feels that with COVID-19, the old traffic data, and political pressure, he doesn't think it a viable document. However maybe it will secure some funding. The Pump Track is moving ahead. Lena Silverman, Horsley's assistant prepared some reports in reference to COVID which has been helpful. For disaster preparedness which was brought up at the Board of Supervisors October 2020, the reporting on any progress has been fragmented and unclear. He expects he will have a lot more to say more about wildfire and emergency preparedness in the coming meetings.

### **3. CSDA Report (Lohman)**

Director Lohman said that he saw an email from the state group in reference to becoming a District of Distinction and if it is not too onerous, they might want to try to shoot for it. He would like to agendize it for a meeting.

### **4. LAFCo Report (Lohman)**

Director Lohman stated that the big thing is the situation with the East Palo Alto Sanitary District where the developers and the City want the special district to pay for all the development costs of infrastructure enhancement.

Director Boyd stated that it is the long standing policy and practice of this agency that development costs are born by the developer, not by the agency or the community that they serve.

Director Lohman said that this was the response of every special districts in the Chapter that has this kind of an issue.

Director Slater-Carter asked if it would be helpful if people made public comment about this. She is concerned about the general philosophy that is being taken and she does not want to see it spread.

Director Lohman said that they would probably appreciate comments. He will let them know more about it as it evolves—probably in May. That would be the appropriate time.

Director Slater-Carter added that these things are done in the shadows, and when people find out about it, it is too late.

### **5. Attorney's Report (Fitzgerald) – none**

### **6. Directors' Report –**

Director Boyd reported that the video from yesterday's meeting is on Pacifica Community Television and will be on Coastside Buzz tomorrow.

### **7. General Manager's Report (Heldmaier) – none**

## **FUTURE AGENDAS**

**March 3, 2021: Strategic Discussion Water: Supply & Watershed Protection**

**REGULAR MEETING ENDED AT 7:56 PM**

**CONVENE IN CLOSED SESSION**



**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)*

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Paragraph (2) of subdivision (d) of Gov. Code §54956.9 (1 potential case)

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**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 4th, March 2021

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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**Budget vs. Actual – Sewer July 2020 thru January 2021 - Variances over  
\$2,000:**

- 4220 Cell Tower Lease, \$4,136 below Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$10,990 above budget – Mainline extension fee collected in October.
- 4610 Property Tax Receipts, \$145,736 above Budget – Received higher property tax apportionment than anticipated.
- 4710 Sewer Service Charges, \$297,909 above Budget – Received higher sewer service charges than anticipated.
- 4720 Sewer Service Refunds, Customers, \$24,633 above budget - Sewer adjustment for outside Urban Boundaries occurred in previous months.
- **Overall Total Operating Income for the period ending January 31, 2021 was \$426,819 above budget. Total income received to date is \$2,522,203.**
- 5200 Board of Directors, \$3,733 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5300 Insurance, \$4,893 above Budget – Annual CSRMA renewal was paid in October. Variance will decrease as fiscal year moves forward.
- 5400 Legal, \$26,195 below Budget – additional expenses expected as fiscal year moves forward.
- 5510 Maintenance, Office, \$2,813 below Budget – Planned work on District offices has been delayed.
- 5620 Audit, \$5,567 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$16,863 above Budget – Payments made for Bartel for pension valuations as well as Kastama Strategic for public relations.
- 5640 Data Services, \$2,770 above Budget – Payment of the sewer service program was made in August, variance will decrease as the fiscal year moves forward.
- 5720 Telephone & Internet, \$6,374 above Budget – Increased operational costs.
- 5800 Labor, \$11,530 below Budget – Variance to decrease as merit increases occur further in fiscal year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$11,667 below Budget – No activity to date.
- 6200 Engineering, \$20,684 below Budget – Engineering costs capitalized in December due to continued project development.
- 6330 Facilities, \$4,484 below budget – Landscaping services have been reduced.
- 6400 Pumping, \$4,085 below Budget – Large “catch-up” bill expected later in fiscal year.
- 6600 Collection/transmission, \$5,833 below Budget - No activity in current fiscal year.
- 6940 SAM Maintenance, Collection Sys, \$27,363 above Budget – One large bill received-to-date. Variance to decrease as fiscal year progresses. Budget was split evenly over 12 months.
- 6950 SAM Maintenance, Pumping, \$7,694 above Budget – One expenditure made to SAM for work performed at 873 Ocean.
- **Overall Total Operating Expenses for the period ending January 31, 2021 were \$13,610 below Budget.**
- **Total overall Expenses for the period ending January 31, 2021 were \$23,586 below budget. For a net ordinary Income of \$450,405, budget vs. actual. Actual net ordinary Income is \$951,165.**
- 7100 Connection Fees, \$18,199 above Budget – Two new connections sold in December.
- 7200 Interest Income, LAIF, \$11,305 below budget – Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$896,742 below Budget – Major projects deferred to later in fiscal year.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2020 Thru January 31, 2021 - Variances over \$2,000:**

- 4220 Cell Tower Lease, \$4,183 under Budget – Decrease due to application of additional revenue for FY 19/20.
- 4610 Property Tax Receipts, \$145,736 above Budget - Received higher property tax apportionment than anticipated..
- 4810 Water Sales, Domestic, \$278,545 above Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending January 31, 2021 was \$421,192 above budget. Total revenue received to date is \$1,726,984.**
- 5200 Board of Directors, \$3,733 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5240 CDPH Fees, \$5,588 above Budget – Annual fees paid in the amount of \$9,156. Variance to decrease as year moves forward.
- 5300 Insurance, \$3,208 below Budget – Premiums paid at beginning of calendar year.
- 5400 Legal, \$20,573 above Budget – Large legal bill received in January.
- 5530 Memberships, \$8,331 above Budget – Annual ACWA and CRWA dues were paid in November.
- 5550 Postage, \$4,619 above Budget – additional mailings going to rate payers, including prop. 218 notice.
- 5560 Printing & Publishing, \$2,975 below Budget – Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$5,567 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$3,611 above Budget – Payment for rate study and related public relations.
- 5640 Data Services, \$4,636 above Budget – Engineering data software received in August. Budget is divided evenly over 12 months.
- 5720 Telephone & Internet, \$11,097 above Budget – Increased operational costs.
- 5800 Labor, \$23,605 below Budget – Difference due to timing in payment of workers compensation premiums. The invoice is paid on a quarterly basis. In addition, merit increases will eventually get included and increase costs.
- 6170 Claims, Property Damage \$5,833 below Budget – No claims have been paid in current fiscal year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6195 Education & Training, \$4,999 below Budget – One recertification in current fiscal year.
- 6200 Engineering, \$100,397 below Budget – Majority of costs have been capitalized during the fiscal year. In addition, water quality engineering costs are lower than in prior year.
- 6320 Equipment & Tools, Expensed, \$4,566 below Budget – Minimal needs thus far in the fiscal year.
- 6330 Facilities, \$6,260 below Budget - Landscaping services have been reduced.
- 6370 Lab Supplies & Equipment, \$2,303 below Budget – Minimal expenses paid to date.
- 6400 Pumping, \$20,039 below Budget – Large PG&E “catch-up” bill expected later in fiscal year.
- 6500 Supply, \$7,527 below Budget – One payment for water purchases have been made in November.
- 6600 Collection/transmission, \$22,670 above Budget – Over \$20K paid in December for various water leaks.
- 6700 Treatment, \$9,459 below Budget – Minimal activity in the current fiscal year.
- 6800 Vehicles, \$6,401 below budget – Fuel expense has been kept under budget in current fiscal year.
- **Overall Total Operating Expenses for the period ending January 31, 2021 were \$147,317 below Budget.**
- **Total overall Expenses for the period ending January 31, 2021 were \$118,401 below budget. For a net ordinary income of \$539,593, budgeted vs. actual. Actual net ordinary income is \$745,581.**
- 7100 Connection Fees, \$89,979 above Budget – Two new construction connections sold in December.
- 7600 Bond Revenues, G.O. \$85,342 below Budget – Additional funds received as bond payment nears.
- 7650 Water System Reliability, \$583,333 below Budget – First assessment was not received in December.
- 8000 CIP, \$453,036 below Budget – Larger projects expected later in fiscal year.
- 9100 GO Bond interest expense \$190,845, below Budget - Difference due to timing.
- 9150 SRF Loan, \$35,766 above Budget – Due to timing.

## RECOMMENDATION:

This is for Board information only

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer

July 2020 through January 2021

	Jul '20 - Jan 21	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	17,738.90	21,875.00	-4,136.10
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,384.00	2,100.00	2,284.00
4420 · Administrative Fee (Remodel)	0.00	583.31	-583.31
4430 · Inspection Fee (New Constr)	3,108.00	2,041.69	1,066.31
4440 · Inspection Fee (Remodel)	0.00	583.31	-583.31
4460 · Remodel Fees	3,640.00	2,333.31	1,306.69
4470 · Other Fees	7,500.00		
<b>Total 4400 · Fees</b>	<b>18,632.00</b>	<b>7,641.62</b>	<b>10,990.38</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	306,152.27	160,416.69	145,735.58
4710 · Sewer Service Charges	2,191,693.52	1,893,784.06	297,909.46
4720 · Sewer Service Refunds, Customer	-26,966.57	-2,333.31	-24,633.26
4760 · Waste Collection Revenues	14,778.44	14,000.00	778.44
4990 · Other Revenue	38.31		
<b>Total Income</b>	<b>2,522,202.87</b>	<b>2,095,384.06</b>	<b>426,818.81</b>
<b>Gross Profit</b>	<b>2,522,202.87</b>	<b>2,095,384.06</b>	<b>426,818.81</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	5,804.26	3,937.50	1,866.76
5200 · Board of Directors			
5210 · Board Meetings	1,800.00	1,750.00	50.00
5220 · Director Fees	300.00	1,166.69	-866.69
5230 · Election Expenses	0.00	2,916.69	-2,916.69
<b>Total 5200 · Board of Directors</b>	<b>2,100.00</b>	<b>5,833.38</b>	<b>-3,733.38</b>
5250 · Conference Attendance	0.00	1,458.31	-1,458.31
5270 · Information Systems	2,666.50	2,333.31	333.19
5300 · Insurance			
5310 · Fidelity Bond	0.00	291.69	-291.69
5320 · Property & Liability Insurance	9,851.00	4,666.69	5,184.31
<b>Total 5300 · Insurance</b>	<b>9,851.00</b>	<b>4,958.38</b>	<b>4,892.62</b>
5350 · LAFCO Assessment	2,460.00	1,458.31	1,001.69
5400 · Legal			
5430 · General Legal	16,403.00	58,333.31	-41,930.31
5440 · Litigation	15,735.00		
<b>Total 5400 · Legal</b>	<b>32,138.00</b>	<b>58,333.31</b>	<b>-26,195.31</b>
5510 · Maintenance, Office	1,853.92	4,666.69	-2,812.77
5540 · Office Supplies	2,567.52	3,500.00	-932.48
5550 · Postage	218.50	1,166.69	-948.19
5560 · Printing & Publishing	1,107.93	2,916.69	-1,808.76

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2020 through January 2021

	Jul '20 - Jan 21	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	19,377.50	18,666.69	710.81
5620 · Audit	13,150.00	7,583.31	5,566.69
5630 · Consulting	37,279.80	20,416.69	16,863.11
5640 · Data Services	6,386.28	3,616.69	2,769.59
5650 · Labor & HR Support	1,494.50	1,458.31	36.19
5660 · Payroll Services	589.85	583.31	6.54
<b>Total 5600 · Professional Services</b>	<b>78,277.93</b>	<b>52,325.00</b>	<b>25,952.93</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>119.00</b>	<b>583.31</b>	<b>-464.31</b>
<b>5720 · Telephone &amp; Internet</b>	<b>18,040.92</b>	<b>11,666.69</b>	<b>6,374.23</b>
<b>5730 · Mileage Reimbursement</b>	<b>0.00</b>	<b>875.00</b>	<b>-875.00</b>
<b>5740 · Reference Materials</b>	<b>0.00</b>	<b>116.69</b>	<b>-116.69</b>
<b>5790 · Other Administrative</b>	<b>478.45</b>		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	10,029.87	10,213.00	-183.13
5820 · Employee Benefits	26,292.46	28,639.31	-2,346.85
5830 · Disability Insurance	1,012.27	1,094.31	-82.04
5840 · Payroll Taxes	7,875.75	11,161.50	-3,285.75
5850 · PARS	9,742.11	9,952.81	-210.70
<b>5900 · Wages</b>			
5910 · Management	62,999.62	67,789.75	-4,790.13
5920 · Staff	77,209.41	78,111.25	-901.84
5930 · Staff Certification	1,300.00	1,050.00	250.00
5940 · Staff Overtime	1,914.96	1,026.69	888.27
<b>Total 5900 · Wages</b>	<b>143,423.99</b>	<b>147,977.69</b>	<b>-4,553.70</b>
<b>5960 · Worker's Comp Insurance</b>	<b>1,283.22</b>	<b>2,151.31</b>	<b>-868.09</b>
<b>Total 5800 · Labor</b>	<b>199,659.67</b>	<b>211,189.93</b>	<b>-11,530.26</b>
<b>Total 5000 · Administrative</b>	<b>357,343.60</b>	<b>367,319.19</b>	<b>-9,975.59</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	11,666.69	-11,666.69
6195 · Education & Training	0.00	583.31	-583.31
<b>6200 · Engineering</b>			
6220 · General Engineering	14,316.00	35,000.00	-20,684.00
<b>Total 6200 · Engineering</b>	<b>14,316.00</b>	<b>35,000.00</b>	<b>-20,684.00</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>0.00</b>	<b>583.31</b>	<b>-583.31</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	3,649.62	5,833.31	-2,183.69
6337 · Landscaping	1,200.00	3,500.00	-2,300.00
<b>Total 6330 · Facilities</b>	<b>4,849.62</b>	<b>9,333.31</b>	<b>-4,483.69</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	22,164.57	26,250.00	-4,085.43
<b>Total 6400 · Pumping</b>	<b>22,164.57</b>	<b>26,250.00</b>	<b>-4,085.43</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2020 through January 2021

	Jul '20 - Jan 21	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	5,833.31	-5,833.31
<b>Total 6600 · Collection/Transmission</b>	<b>0.00</b>	<b>5,833.31</b>	<b>-5,833.31</b>
6800 · Vehicles			
6810 · Fuel	436.09	583.31	-147.22
6820 · Truck Equipment, Expensed	30.54	93.31	-62.77
6830 · Truck Repairs	45.88	583.31	-537.43
<b>Total 6800 · Vehicles</b>	<b>512.51</b>	<b>1,259.93</b>	<b>-747.42</b>
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	148,255.94	148,255.94	0.00
6920 · SAM Operations	924,371.56	924,371.56	0.00
6940 · SAM Maintenance, Collection Sys	50,696.42	23,333.31	27,363.11
6950 · SAM Maintenance, Pumping	48,527.22	40,833.31	7,693.91
<b>Total 6900 · Sewer Authority Midcoastside</b>	<b>1,171,851.14</b>	<b>1,136,794.12</b>	<b>35,057.02</b>
<b>Total 6000 · Operations</b>	<b>1,213,693.84</b>	<b>1,227,303.98</b>	<b>-13,610.14</b>
<b>Total Expense</b>	<b>1,571,037.44</b>	<b>1,594,623.17</b>	<b>-23,585.73</b>
<b>Net Ordinary Income</b>	<b>951,165.43</b>	<b>500,760.89</b>	<b>450,404.54</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	70,428.00	58,333.31	12,094.69
7120 · Connection Fees (Remodel)	35,271.36	29,166.69	6,104.67
<b>Total 7100 · Connection Fees</b>	<b>105,699.36</b>	<b>87,500.00</b>	<b>18,199.36</b>
7200 · Interest Income - LAIF	33,694.54	45,000.00	-11,305.46
<b>Total 7000 · Capital Account Revenues</b>	<b>139,393.90</b>	<b>132,500.00</b>	<b>6,893.90</b>
<b>Total Other Income</b>	<b>139,393.90</b>	<b>132,500.00</b>	<b>6,893.90</b>
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	261,333.30	1,158,075.31	-896,742.01
<b>Total 8000 · Capital Improvement Program</b>	<b>261,333.30</b>	<b>1,158,075.31</b>	<b>-896,742.01</b>
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	6,290.00	7,852.25	-1,562.25
9200 · I-Bank Loan	12,436.06	21,655.00	-9,218.94
<b>Total 9000 · Capital Account Expenses</b>	<b>18,726.06</b>	<b>29,507.25</b>	<b>-10,781.19</b>
<b>Total Other Expense</b>	<b>280,059.36</b>	<b>1,187,582.56</b>	<b>-907,523.20</b>
<b>Net Other Income</b>	<b>-140,665.46</b>	<b>-1,055,082.56</b>	<b>914,417.10</b>
<b>Net Income</b>	<b>810,499.97</b>	<b>-554,321.67</b>	<b>1,364,821.64</b>



## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July 2020 through January 2021

	Jul '20 - Jan 21	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	17,692.46	21,875.00	-4,182.54
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,384.00	2,916.69	1,467.31
4430 · Inspection Fee (New Constr)	4,144.00	2,333.31	1,810.69
4440 · Inspection Fee (Remodel)	0.00	583.31	-583.31
4450 · Mainline Extension Fees	548.00	1,750.00	-1,202.00
4460 · Remodel Fees	0.00	1,166.69	-1,166.69
4470 · Other Fees	488.81		
<b>Total 4400 · Fees</b>	<b>9,564.81</b>	<b>8,750.00</b>	<b>814.81</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	306,152.24	160,416.69	145,735.55
4740 · Testing, Backflow	11,028.00	10,500.00	528.00
4810 · Water Sales, Domestic	1,384,545.01	1,106,000.00	278,545.01
4850 · Water Sales Refunds, Customer	-2,652.24	-1,750.00	-902.24
4990 · Other Revenue	517.30		
<b>Total Income</b>	<b>1,726,983.58</b>	<b>1,305,791.69</b>	<b>421,191.89</b>
<b>Gross Profit</b>	<b>1,726,983.58</b>	<b>1,305,791.69</b>	<b>421,191.89</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	1,277.92	875.00	402.92
5200 · Board of Directors			
5210 · Board Meetings	1,800.00	1,750.00	50.00
5220 · Director Fees	300.00	1,166.69	-866.69
5230 · Election Expenses	0.00	2,916.69	-2,916.69
<b>Total 5200 · Board of Directors</b>	<b>2,100.00</b>	<b>5,833.38</b>	<b>-3,733.38</b>
5240 · CDPH Fees	12,004.40	6,416.69	5,587.71
5250 · Conference Attendance	0.00	1,750.00	-1,750.00
5270 · Information Systems	2,666.50	2,916.69	-250.19
5300 · Insurance			
5310 · Fidelity Bond	0.00	291.69	-291.69
5320 · Property & Liability Insurance	0.00	2,916.69	-2,916.69
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>3,208.38</b>	<b>-3,208.38</b>
5350 · LAFCO Assessment	2,716.00	1,458.31	1,257.69
5400 · Legal			
5430 · General Legal	78,905.90	58,333.31	20,572.59
<b>Total 5400 · Legal</b>	<b>78,905.90</b>	<b>58,333.31</b>	<b>20,572.59</b>
5510 · Maintenance, Office	4,403.69	4,666.69	-263.00
5530 · Memberships	24,081.00	15,750.00	8,331.00
5540 · Office Supplies	5,289.86	3,500.00	1,789.86
5550 · Postage	6,951.93	2,333.31	4,618.62
5560 · Printing & Publishing	1,107.94	4,083.31	-2,975.37

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2020 through January 2021

	Jul '20 - Jan 21	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	19,377.50	18,666.69	710.81
5620 · Audit	13,150.00	7,583.31	5,566.69
5630 · Consulting	35,693.90	32,083.31	3,610.59
5640 · Data Services	6,386.27	1,750.00	4,636.27
5650 · Labor & HR Support	1,494.50	1,458.31	36.19
5660 · Payroll Services	589.85	583.31	6.54
<b>Total 5600 · Professional Services</b>	<b>76,692.02</b>	<b>62,124.93</b>	<b>14,567.09</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	1,750.00	-1,631.00
5720 · Telephone & Internet	22,763.37	11,666.69	11,096.68
5730 · Mileage Reimbursement	30.00	1,166.69	-1,136.69
5740 · Reference Materials	0.00	466.69	-466.69
5790 · Other Administrative	294.44	583.31	-288.87
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	25,890.25	26,219.69	-329.44
5820 · Employee Benefits	58,711.23	62,774.81	-4,063.58
5830 · Disability Insurance	2,331.56	2,772.00	-440.44
5840 · Payroll Taxes	26,109.36	29,905.75	-3,796.39
5850 · PARS	22,544.37	22,572.06	-27.69
<b>5900 · Wages</b>			
5910 · Management	62,999.76	67,789.75	-4,789.99
5920 · Staff	266,818.74	271,111.19	-4,292.45
5930 · Staff Certification	6,300.00	6,650.00	-350.00
5940 · Staff Overtime	29,926.76	31,955.56	-2,028.80
5950 · Staff Standby	15,723.84	13,418.44	2,305.40
<b>Total 5900 · Wages</b>	<b>381,769.10</b>	<b>390,924.94</b>	<b>-9,155.84</b>
5960 · Worker's Comp Insurance	7,300.80	13,092.31	-5,791.51
<b>Total 5800 · Labor</b>	<b>524,656.67</b>	<b>548,261.56</b>	<b>-23,604.89</b>
<b>Total 5000 · Administrative</b>	<b>766,060.64</b>	<b>737,144.94</b>	<b>28,915.70</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	573.51	583.31	-9.80
6170 · Claims, Property Damage	0.00	5,833.31	-5,833.31
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	4,815.71	7,583.31	-2,767.60
6180 · Communications - Other	393.63		
<b>Total 6180 · Communications</b>	<b>5,209.34</b>	<b>7,583.31</b>	<b>-2,373.97</b>
6195 · Education & Training	251.12	5,250.00	-4,998.88
<b>6200 · Engineering</b>			
6220 · General Engineering	600.00	11,666.69	-11,066.69
6230 · Water Quality Engineering	27,336.25	116,666.69	-89,330.44
<b>Total 6200 · Engineering</b>	<b>27,936.25</b>	<b>128,333.38</b>	<b>-100,397.13</b>
6320 · Equipment & Tools, Expensed	2,433.75	7,000.00	-4,566.25

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2020 through January 2021

	Jul '20 - Jan 21	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	907.01	2,916.69	-2,009.68
6337 · Landscaping	4,500.00	8,750.00	-4,250.00
<b>Total 6330 · Facilities</b>	5,407.01	11,666.69	-6,259.68
<b>6370 · Lab Supplies &amp; Equipment</b>	30.59	2,333.31	-2,302.72
<b>6380 · Meter Reading</b>	120.94		
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	39,240.55	52,500.00	-13,259.45
6420 · Pumping Maintenance, Generators	4,578.00	8,750.00	-4,172.00
6430 · Pumping Maintenance, General	38.22	2,916.69	-2,878.47
6440 · Pumping Equipment, Expensed	12.94	408.31	-395.37
6400 · Pumping - Other	665.89		
<b>Total 6400 · Pumping</b>	44,535.60	64,575.00	-20,039.40
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	0.00	1,458.31	-1,458.31
6520 · Maintenance, Wells	7,578.22	2,916.69	4,661.53
6530 · Water Purchases	6,769.30	17,500.00	-10,730.70
<b>Total 6500 · Supply</b>	14,347.52	21,875.00	-7,527.48
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	3,351.11	583.31	2,767.80
6620 · Maintenance, Water Mains	19,896.05	29,166.69	-9,270.64
6630 · Maintenance, Water Svc Lines	30,089.44	8,750.00	21,339.44
6640 · Maintenance, Tanks	3,229.59	2,333.31	896.28
6650 · Maint., Distribution General	3,305.46	4,666.69	-1,361.23
6660 · Maintenance, Collection System	830.00		
6670 · Meters	5,060.95	1,458.31	3,602.64
6600 · Collection/Transmission - Other	3,865.87		
<b>Total 6600 · Collection/Transmission</b>	69,628.47	46,958.31	22,670.16
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	13,212.40	11,666.69	1,545.71
6720 · Maintenance, Treatment Equip.	4,703.28	11,666.69	-6,963.41
6730 · Treatment Analysis	22,209.20	26,250.00	-4,040.80
<b>Total 6700 · Treatment</b>	40,124.88	49,583.38	-9,458.50
<b>6770 · Uniforms</b>	1,191.96	1,166.69	25.27
<b>6800 · Vehicles</b>			
6810 · Fuel	3,082.43	5,833.31	-2,750.88
6820 · Truck Equipment, Expensed	173.07	1,166.69	-993.62
6830 · Truck Repairs	259.96	2,916.69	-2,656.73
<b>Total 6800 · Vehicles</b>	3,515.46	9,916.69	-6,401.23

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July 2020 through January 2021

	Jul '20 - Jan 21	Water Budget	\$ Over Budget
6890 · Other Operations	35.23		
<b>Total 6000 · Operations</b>	<b>215,341.63</b>	<b>362,658.38</b>	<b>-147,316.75</b>
<b>Total Expense</b>	<b>981,402.27</b>	<b>1,099,803.32</b>	<b>-118,401.05</b>
<b>Net Ordinary Income</b>	<b>745,581.31</b>	<b>205,988.37</b>	<b>539,592.94</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	60,744.00	58,333.31	2,410.69
7130 · Conn. Fees, PFP (New Constr)	102,735.85	29,166.69	73,569.16
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
<b>Total 7100 · Connection Fees</b>	<b>177,479.22</b>	<b>87,500.00</b>	<b>89,979.22</b>
<b>7600 · Bond Revenues, G.O.</b>	<b>585,745.45</b>	<b>671,087.69</b>	<b>-85,342.24</b>
<b>7650 · Water System Reliability</b>	<b>0.00</b>	<b>583,333.31</b>	<b>-583,333.31</b>
<b>Total 7000 · Capital Account Revenues</b>	<b>763,224.67</b>	<b>1,341,921.00</b>	<b>-578,696.33</b>
<b>Total Other Income</b>	<b>763,224.67</b>	<b>1,341,921.00</b>	<b>-578,696.33</b>
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	193,734.78	646,770.81	-453,036.03
<b>Total 8000 · Capital Improvement Program</b>	<b>193,734.78</b>	<b>646,770.81</b>	<b>-453,036.03</b>
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	17,765.69	208,611.00	-190,845.31
9125 · PNC Equipment Lease Interest	6,290.02	7,852.25	-1,562.23
9150 · SRF Loan	34,797.83	70,564.00	-35,766.17
9210 · Conservation Program/Rebates	550.00	1,750.00	-1,200.00
<b>Total 9000 · Capital Account Expenses</b>	<b>59,403.54</b>	<b>288,777.25</b>	<b>-229,373.71</b>
<b>Total Other Expense</b>	<b>253,138.32</b>	<b>935,548.06</b>	<b>-682,409.74</b>
<b>Net Other Income</b>	<b>510,086.35</b>	<b>406,372.94</b>	<b>103,713.41</b>
<b>Net Income</b>	<b>1,255,667.66</b>	<b>612,361.31</b>	<b>643,306.35</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2020 through June 2021**

**Assets and Reserves Information**

Year to Date Cash Information	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Target Reserves</b>	<b>\$ Over/(Under) Targets</b>	<b>% Over/Under Targets</b>	
<b>Sewer - Operations</b>																
Wells Fargo Operating - Sewer	1,775,920.55	1,643,549.38	1,546,367.03	1,316,959.67	1,169,724.02	3,832,413.04	3,542,900.72									
<b>Sewer - Reserve Accounts</b>																
LAIF -																
Capital Reserve	3,970,253.27	3,970,253.27	3,970,253.27	3,970,253.27	3,996,677.54	3,996,677.54	4,003,947.81							3,162,272.00	807,981.27	126%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00							150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00							455,607.00	(48,725.00)	89%
Sub-total	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,598,159.54</u>	<u>4,598,159.54</u>	<u>4,605,429.81</u>	-	-	-	-	-				
<b>Water - Operations</b>																
Wells Fargo Operating - Water	723,431.14	739,953.42	757,180.73	773,986.51	789,133.92	805,523.74	820,089.57							314,230.00	409,201.14	230%
<b>Water - Reserve Accounts</b>																
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							1,858,750.00	(1,460,501.00)	21%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00							150,000.00	103,020.00	169%
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	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00									
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	-	-	-	-	-				
<b>Water - Restricted accounts</b>																
First Republic Bank - Water																
GO Bonds Fund	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	<u>4,093.92</u>	<u>4,063.92</u>									
Sub-total	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	<u>4,093.92</u>	<u>4,063.92</u>	-	-	-	-	-				
Total Cash and equivalents	<u><b>9,293,340.53</b></u>	<u><b>8,614,224.18</b></u>	<u><b>8,541,003.55</b></u>	<u><b>8,328,401.97</b></u>	<u><b>7,306,641.40</b></u>	<u><b>9,985,690.24</b></u>	<u><b>9,717,984.02</b></u>	-	-	-	-	-				

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL			
								Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
4220 · Cell Tower Lease	-1,566.14	3,217.50	3,217.50	3,217.51	3,217.51	3,217.51	3,217.51	17,738.90	37,500.00	-19,761.10	47.3%
4400 · Fees											
4410 · Administrative Fee (New Constr)			1,096.00	548.00	1,644.00	1,096.00		4,384.00	3,600.00	784.00	121.78%
4420 · Administrative Fee (Remodel)									1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)			518.00	518.00	1,036.00	1,036.00		3,108.00	3,500.00	-392.00	88.8%
4440 · Inspection Fee (Remodel)									1,000.00	-1,000.00	
4460 · Remodel Fees				932.00	1,700.00	504.00	504.00	3,640.00	4,000.00	-360.00	91.0%
4470 · Other Fees				7,500.00				7,500.00			
<b>Total 4400 · Fees</b>			1,614.00	9,498.00	4,380.00	2,636.00	504.00	18,632.00	13,100.00	5,532.00	142.23%
4510 · Grants		136.00						136.00			
4610 · Property Tax Receipts		59.41	51,647.64	17,973.24	26,530.77	125,148.01	84,793.20	306,152.27	275,000.00	31,152.27	111.33%
4710 · Sewer Service Charges					872.48	2,190,166.68	654.36	2,191,693.52	3,246,487.00	-1,054,793.48	67.51%
4720 · Sewer Service Refunds, Customer			-166.60	-1,660.74	-23,554.99		-1,584.24	-26,966.57	-4,000.00	-22,966.57	674.16%
4760 · Waste Collection Revenues	1,454.35	3,806.28	1,383.63	2,955.50	1,176.49	2,929.67	1,072.52	14,778.44	24,000.00	-9,221.56	61.58%
4990 · Other Revenue		9.51				28.80		38.31			
<b>Total Income</b>	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	2,522,202.87	3,592,087.00	-1,069,884.13	70.22%
<b>Gross Profit</b>	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	2,522,202.87	3,592,087.00	-1,069,884.13	70.22%
<b>Expense</b>											
5000 · Administrative											
5190 · Bank Fees	2,634.56	528.05	564.02	463.68	574.11	463.56	576.28	5,804.26	6,750.00	-945.74	85.99%
5200 · Board of Directors											
5210 · Board Meetings		300.00	150.00	300.00	450.00	300.00	300.00	1,800.00	3,000.00	-1,200.00	60.0%
5220 · Director Fees							300.00	300.00	2,000.00	-1,700.00	15.0%
5230 · Election Expenses									5,000.00	-5,000.00	
<b>Total 5200 · Board of Directors</b>		300.00	150.00	300.00	450.00	300.00	600.00	2,100.00	10,000.00	-7,900.00	21.0%
5250 · Conference Attendance									2,500.00	-2,500.00	
5270 · Information Systems		50.00		300.00	2,016.50		300.00	2,666.50	4,000.00	-1,333.50	66.66%
5300 · Insurance											
5310 · Fidelity Bond									500.00	-500.00	
5320 · Property & Liability Insurance				9,851.00				9,851.00	8,000.00	1,851.00	123.14%
<b>Total 5300 · Insurance</b>				9,851.00				9,851.00	8,500.00	1,351.00	115.89%
5350 · LAFCO Assessment						2,460.00		2,460.00	2,500.00	-40.00	98.4%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL			
								Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>5400 · Legal</b>											
<b>5430 · General Legal</b>		1,291.00	4,424.00	2,424.00	4,354.00	3,910.00		16,403.00	100,000.00	-83,597.00	16.4%
<b>5440 · Litigation</b>		6,000.00	495.00	2,055.00	4,755.00	2,430.00		15,735.00			
<b>Total 5400 · Legal</b>		7,291.00	4,919.00	4,479.00	9,109.00	6,340.00		32,138.00	100,000.00	-67,862.00	32.14%
<b>5510 · Maintenance, Office</b>		260.00	453.92	310.00	260.00	260.00	310.00	1,853.92	8,000.00	-6,146.08	23.17%
<b>5540 · Office Supplies</b>	108.03	235.76	402.55	435.15	352.48	477.26	556.29	2,567.52	6,000.00	-3,432.48	42.79%
<b>5550 · Postage</b>			78.03	19.80	78.03		42.64	218.50	2,000.00	-1,781.50	10.93%
<b>5560 · Printing &amp; Publishing</b>		233.80	202.50	492.70	24.36	19.24	135.33	1,107.93	5,000.00	-3,892.07	22.16%
<b>5600 · Professional Services</b>											
<b>5610 · Accounting</b>		2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	19,377.50	32,000.00	-12,622.50	60.56%
<b>5620 · Audit</b>		4,000.00			9,150.00			13,150.00	13,000.00	150.00	101.15%
<b>5630 · Consulting</b>	8,925.00	1,994.72	515.52	15,194.61	6,027.28	445.40	4,177.27	37,279.80	35,000.00	2,279.80	106.51%
<b>5640 · Data Services</b>		6,386.28						6,386.28	6,200.00	186.28	103.01%
<b>5650 · Labor &amp; HR Support</b>		427.00	213.50	213.50	213.50	213.50	213.50	1,494.50	2,500.00	-1,005.50	59.78%
<b>5660 · Payroll Services</b>	72.32	74.13	75.94	75.94	75.94	75.94	139.64	589.85	1,000.00	-410.15	58.99%
<b>Total 5600 · Professional Services</b>	8,997.32	15,382.13	6,054.96	17,534.05	17,566.72	4,084.84	8,657.91	78,277.93	89,700.00	-11,422.07	87.27%
<b>5710 · San Mateo Co. Tax Roll Charges</b>					119.00			119.00	1,000.00	-881.00	11.9%
<b>5720 · Telephone &amp; Internet</b>	2,528.07	2,611.86	2,577.39	2,627.61	2,639.53	2,430.89	2,625.57	18,040.92	20,000.00	-1,959.08	90.21%
<b>5730 · Mileage Reimbursement</b>									1,500.00	-1,500.00	
<b>5740 · Reference Materials</b>									200.00	-200.00	
<b>5790 · Other Administrative</b>					378.45	100.00		478.45			
<b>5800 · Labor</b>											
<b>5810 · CalPERS 457 Deferred Plan</b>	1,450.81	1,400.09	1,460.70	1,442.30	1,402.98	1,471.84	1,401.15	10,029.87	17,508.00	-7,478.13	57.29%
<b>5820 · Employee Benefits</b>	3,972.16	3,972.16	3,972.16	3,972.16	3,972.16	2,886.11	3,545.55	26,292.46	49,096.00	-22,803.54	53.55%
<b>5830 · Disability Insurance</b>	144.61	144.61		289.22	144.61	144.61	144.61	1,012.27	1,876.00	-863.73	53.96%
<b>5840 · Payroll Taxes</b>	1,481.29	972.22	1,039.98	1,019.87	976.89	852.70	1,532.80	7,875.75	19,134.00	-11,258.25	41.16%
<b>5850 · PARS</b>	1,415.89	1,355.47	1,390.36	1,390.37	1,373.11	1,443.80	1,373.11	9,742.11	17,062.00	-7,319.89	57.1%
<b>5900 · Wages</b>											
<b>5910 · Management</b>	8,998.16	8,998.16	8,998.16	8,998.16	8,998.16	9,010.66	8,998.16	62,999.62	116,211.00	-53,211.38	54.21%
<b>5920 · Staff</b>	11,553.04	10,589.88	11,114.15	11,114.15	10,609.87	11,618.44	10,609.88	77,209.41	133,905.00	-56,695.59	57.66%
<b>5930 · Staff Certification</b>	200.00	200.00	200.00	200.00	200.00	200.00	100.00	1,300.00	1,800.00	-500.00	72.22%
<b>5940 · Staff Overtime</b>		213.69	575.31	312.31	254.78	230.12	328.75	1,914.96	1,760.00	154.96	108.81%
<b>Total 5900 · Wages</b>	20,751.20	20,001.73	20,887.62	20,624.62	20,062.81	21,059.22	20,036.79	143,423.99	253,676.00	-110,252.01	56.54%
<b>5960 · Worker's Comp Insurance</b>				640.89			642.33	1,283.22	3,688.00	-2,404.78	34.79%

## Montara Water & Sanitary District

### Revenue & Expenditures Budget vs. Actual - Sewer

July 2020 through June 2021

								TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Total 5800 · Labor</b>	29,215.96	27,846.28	28,750.82	29,379.43	27,932.56	27,858.28	28,676.34	199,659.67	362,040.00	-162,380.33	55.15%
<b>Total 5000 · Administrative</b>	43,483.94	54,738.88	44,153.19	66,192.42	61,500.74	44,794.07	42,480.36	357,343.60	629,690.00	-272,346.40	56.75%
<b>6000 · Operations</b>											
<b>6170 · Claims, Property Damage</b>									20,000.00	-20,000.00	
<b>6195 · Education &amp; Training</b>									1,000.00	-1,000.00	
<b>6200 · Engineering</b>											
<b>6210 · Meeting Attendance, Engineering</b>											
<b>6220 · General Engineering</b>	3,705.00		2,470.00	1,330.00	2,185.00	3,866.00	760.00	14,316.00	60,000.00	-45,684.00	23.86%
<b>Total 6200 · Engineering</b>	3,705.00		2,470.00	1,330.00	2,185.00	3,866.00	760.00	14,316.00	60,000.00	-45,684.00	23.86%
<b>6320 · Equipment &amp; Tools, Expensed</b>									1,000.00	-1,000.00	
<b>6330 · Facilities</b>											
<b>6335 · Alarm Services</b>	391.80	391.80	682.06	518.82	391.80	496.80	776.54	3,649.62	10,000.00	-6,350.38	36.5%
<b>6337 · Landscaping</b>		500.00	500.00		200.00			1,200.00	6,000.00	-4,800.00	20.0%
<b>6330 · Facilities - Other</b>											
<b>Total 6330 · Facilities</b>	391.80	891.80	1,182.06	518.82	591.80	496.80	776.54	4,849.62	16,000.00	-11,150.38	30.31%
<b>6400 · Pumping</b>											
<b>6410 · Pumping Fuel &amp; Electricity</b>	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	22,164.57	45,000.00	-22,835.43	49.26%
<b>Total 6400 · Pumping</b>	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	22,164.57	45,000.00	-22,835.43	49.26%
<b>6600 · Collection/Transmission</b>											
<b>6660 · Maintenance, Collection System</b>									10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>									10,000.00	-10,000.00	
<b>6800 · Vehicles</b>											
<b>6810 · Fuel</b>								436.09	1,000.00	-563.91	43.61%
<b>6820 · Truck Equipment, Expensed</b>								30.54	160.00	-129.46	19.09%
<b>6830 · Truck Repairs</b>								45.88	1,000.00	-954.12	4.59%
<b>Total 6800 · Vehicles</b>								512.51	2,160.00	-1,647.49	23.73%
<b>6900 · Sewer Authority Midcoastside</b>											
<b>6910 · SAM Collections</b>	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	148,255.94	254,153.00	-105,897.06	58.33%
<b>6920 · SAM Operations</b>	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	924,371.56	1,584,637.00	-660,265.44	58.33%
<b>6940 · SAM Maintenance, Collection Sys</b>							50,696.42	50,696.42	40,000.00	10,696.42	126.74%
<b>6950 · SAM Maintenance, Pumping</b>	2,171.92		19,108.27		9,879.87	8,506.33	8,860.83	48,527.22	70,000.00	-21,472.78	69.33%
<b>Total 6900 · Sewer Authority Midcoastside</b>	155,404.42	153,232.50	172,340.77	153,232.50	163,112.37	161,738.83	212,789.75	1,171,851.14	1,948,790.00	-776,938.86	60.13%
<b>Total 6000 · Operations</b>	162,770.74	157,456.33	179,421.35	158,358.20	169,122.33	169,520.87	217,044.02	1,213,693.84	2,103,950.00	-890,256.16	57.69%
<b>Total Expense</b>	206,254.68	212,195.21	223,574.54	224,550.62	230,623.07	214,314.94	259,524.38	1,571,037.44	2,733,640.00	-1,162,602.56	57.47%



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2020 through June 2021

								TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Net Ordinary Income</b>	-206,366.47	-204,966.51	-165,878.37	-192,567.11	-218,000.81	2,109,811.73	-170,867.03	951,165.43	858,447.00	92,718.43	110.8%
<b>Other Income/Expense</b>											
<b>Other Income</b>											
<b>7000 · Capital Account Revenues</b>											
<b>7100 · Connection Fees</b>											
7110 · Connection Fees (New Constr)		177.00			27,337.00	42,914.00		70,428.00	100,000.00	-29,572.00	70.43%
7120 · Connection Fees (Remodel)				22,518.36		12,753.00		35,271.36	50,000.00	-14,728.64	70.54%
<b>Total 7100 · Connection Fees</b>		177.00		22,518.36	27,337.00	55,667.00		105,699.36	150,000.00	-44,300.64	70.47%
7200 · Interest Income - LAIF	16,680.86			9,743.41			7,270.27	33,694.54	60,000.00	-26,305.46	56.16%
<b>Total 7000 · Capital Account Revenues</b>	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	139,393.90	210,000.00	-70,606.10	66.38%
<b>Total Other Income</b>	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	139,393.90	210,000.00	-70,606.10	66.38%
<b>Other Expense</b>											
<b>8000 · Capital Improvement Program</b>											
8075 · Sewer	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	261,333.30	1,985,272.00	-1,723,938.70	13.16%
<b>Total 8000 · Capital Improvement Program</b>	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	261,333.30	1,985,272.00	-1,723,938.70	13.16%
<b>9000 · Capital Account Expenses</b>											
9125 · PNC Equipment Lease Interest	583.84		1,166.88	1,154.09	1,141.26	1,128.41	1,115.52	6,290.00	13,461.00	-7,171.00	46.73%
9200 · I-Bank Loan	1,843.77						10,592.29	12,436.06	21,655.00	-9,218.94	57.43%
<b>Total 9000 · Capital Account Expenses</b>	2,427.61		1,166.88	1,154.09	1,141.26	1,128.41	11,707.81	18,726.06	35,116.00	-16,389.94	53.33%
<b>Total Other Expense</b>	8,820.61		27,683.43	13,824.09	9,391.76	7,169.91	213,169.56	280,059.36	2,020,388.00	-1,740,328.64	13.86%
<b>Net Other Income</b>	7,860.25	177.00	-27,683.43	18,437.68	17,945.24	48,497.09	-205,899.29	-140,665.46	-1,810,388.00	1,669,722.54	7.77%
<b>Net Income</b>	<b>-198,506.22</b>	<b>-204,789.51</b>	<b>-193,561.80</b>	<b>-174,129.43</b>	<b>-200,055.57</b>	<b>2,158,308.82</b>	<b>-376,766.32</b>	<b>810,499.97</b>	<b>-951,941.00</b>	<b>1,762,440.97</b>	<b>-85.14%</b>

## Montara Water & Sanitary District

### Revenue & Expenditures Budget vs. Actual - Water

July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL			
								Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>4220 · Cell Tower Lease</b>	-1,612.56	3,217.51	3,217.51	3,217.50	3,217.50	3,217.50	3,217.50	17,692.46	37,500.00	-19,807.54	47.18%
<b>4400 · Fees</b>											
<b>4410 · Administrative Fee (New Constr)</b>		548.00	548.00	548.00	1,644.00	1,096.00		4,384.00	5,000.00	-616.00	87.68%
<b>4430 · Inspection Fee (New Constr)</b>		518.00	518.00	518.00	1,554.00	1,036.00		4,144.00	4,000.00	144.00	103.6%
<b>4440 · Inspection Fee (Remodel)</b>									1,000.00	-1,000.00	
<b>4450 · Mainline Extension Fees</b>		548.00						548.00	3,000.00	-2,452.00	18.27%
<b>4460 · Remodel Fees</b>									2,000.00	-2,000.00	
<b>4470 · Other Fees</b>						488.81		488.81			
<b>Total 4400 · Fees</b>		1,614.00	1,066.00	1,066.00	3,198.00	2,620.81		9,564.81	15,000.00	-5,435.19	63.77%
<b>4510 · Grants</b>		136.00						136.00			
<b>4610 · Property Tax Receipts</b>		59.38	51,647.64	17,973.23	26,530.78	125,148.01	84,793.20	306,152.24	275,000.00	31,152.24	111.33%
<b>4740 · Testing, Backflow</b>	1,913.00	3,355.00	1,680.00	1,800.00	1,200.00	1,080.00		11,028.00	18,000.00	-6,972.00	61.27%
<b>4810 · Water Sales, Domestic</b>	385,849.40	-29,524.82	386,903.98	-13,418.45	354,601.75	-36,984.64	337,117.79	1,384,545.01	1,896,000.00	-511,454.99	73.03%
<b>4850 · Water Sales Refunds, Customer</b>	-1,037.10			-277.92	745.73	-1,861.17	-221.78	-2,652.24	-3,000.00	347.76	88.41%
<b>4990 · Other Revenue</b>		40.52				28.80	447.98	517.30			
<b>Total Income</b>	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,354.69	1,726,983.58	2,238,500.00	-511,516.42	77.15%
<b>Gross Profit</b>	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,354.69	1,726,983.58	2,238,500.00	-511,516.42	77.15%
<b>Expense</b>											
<b>5000 · Administrative</b>											
<b>5190 · Bank Fees</b>	146.01	123.25	177.54	171.45	205.30	209.05	245.32	1,277.92	1,500.00	-222.08	85.2%
<b>5200 · Board of Directors</b>											
<b>5210 · Board Meetings</b>		300.00	150.00	300.00	450.00	300.00	300.00	1,800.00	3,000.00	-1,200.00	60.0%
<b>5220 · Director Fees</b>							300.00	300.00	2,000.00	-1,700.00	15.0%
<b>5230 · Election Expenses</b>									5,000.00	-5,000.00	
<b>Total 5200 · Board of Directors</b>		300.00	150.00	300.00	450.00	300.00	600.00	2,100.00	10,000.00	-7,900.00	21.0%
<b>5240 · CDPH Fees</b>					2,848.00	9,156.40		12,004.40	11,000.00	1,004.40	109.13%
<b>5250 · Conference Attendance</b>									3,000.00	-3,000.00	
<b>5270 · Information Systems</b>		50.00		300.00	2,016.50		300.00	2,666.50	5,000.00	-2,333.50	53.33%
<b>5300 · Insurance</b>											
<b>5310 · Fidelity Bond</b>									500.00	-500.00	

## Montara Water & Sanitary District

### Revenue & Expenditures Budget vs. Actual - Water

July 2020 through June 2021

								TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5320 · Property & Liability Insurance									5,000.00	-5,000.00	
<b>Total 5300 · Insurance</b>									5,500.00	-5,500.00	
5350 · LAFCO Assessment						2,716.00		2,716.00	2,500.00	216.00	108.64%
5400 · Legal											
5430 · General Legal		8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	38,288.40	78,905.90	100,000.00	-21,094.10	78.91%
<b>Total 5400 · Legal</b>		8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	38,288.40	78,905.90	100,000.00	-21,094.10	78.91%
5510 · Maintenance, Office		2,809.77	453.92	310.00	260.00	260.00	310.00	4,403.69	8,000.00	-3,596.31	55.05%
5530 · Memberships	445.00			7,253.00	15,701.00	682.00		24,081.00	27,000.00	-2,919.00	89.19%
5540 · Office Supplies	108.01	235.77	402.51	435.14	352.50	477.26	3,278.67	5,289.86	6,000.00	-710.14	88.16%
5550 · Postage	1,210.48	1,534.07	809.28	1,158.39	1,104.62	1,092.46	42.63	6,951.93	4,000.00	2,951.93	173.8%
5560 · Printing & Publishing		233.81	202.50	492.71	24.36	19.24	135.32	1,107.94	7,000.00	-5,892.06	15.83%
5600 · Professional Services											
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	19,377.50	32,000.00	-12,622.50	60.56%
5620 · Audit		4,000.00			9,150.00			13,150.00	13,000.00	150.00	101.15%
5630 · Consulting	7,339.11	1,994.71	515.53	15,194.61	6,027.27	445.40	4,177.27	35,693.90	55,000.00	-19,306.10	64.9%
5640 · Data Services		6,386.27						6,386.27	3,000.00	3,386.27	212.88%
5650 · Labor & HR Support		427.00	213.50	213.50	213.50	213.50	213.50	1,494.50	2,500.00	-1,005.50	59.78%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	589.85	1,000.00	-410.15	58.99%
<b>Total 5600 · Professional Services</b>	7,411.43	15,382.11	6,054.97	17,534.05	17,566.71	4,084.84	8,657.91	76,692.02	106,500.00	-29,807.98	72.01%
5710 · San Mateo Co. Tax Roll Charges					119.00			119.00	3,000.00	-2,881.00	3.97%
5720 · Telephone & Internet	3,204.25	2,729.67	3,036.27	3,391.29	2,827.15	3,151.46	4,423.28	22,763.37	20,000.00	2,763.37	113.82%
5730 · Mileage Reimbursement		6.00	6.00	6.00	6.00	6.00		30.00	2,000.00	-1,970.00	1.5%
5740 · Reference Materials									800.00	-800.00	
5790 · Other Administrative					-5.56	300.00		294.44	1,000.00	-705.56	29.44%
5800 · Labor											
5810 · CalPERS 457 Deferred Plan	3,810.16	3,573.68	3,748.25	3,732.53	3,522.70	3,799.16	3,703.77	25,890.25	44,948.00	-19,057.75	57.6%
5820 · Employee Benefits	7,270.47	8,262.44	7,270.47	7,270.47	8,948.68	11,009.38	8,679.32	58,711.23	107,614.00	-48,902.77	54.56%
5830 · Disability Insurance	333.08	333.08		666.16	333.08	333.08	333.08	2,331.56	4,752.00	-2,420.44	49.07%
5840 · Payroll Taxes	4,178.76	3,469.02	3,647.61	3,650.30	3,458.00	3,516.73	4,188.94	26,109.36	51,267.00	-25,157.64	50.93%
5850 · PARS	3,324.35	3,093.86	3,211.54	3,211.54	3,154.25	3,394.58	3,154.25	22,544.37	38,695.00	-16,150.63	58.26%
5900 · Wages											
5910 · Management	8,998.18	8,998.18	8,998.18	8,998.18	8,998.18	9,010.68	8,998.18	62,999.76	116,211.00	-53,211.24	54.21%

## Montara Water & Sanitary District

### Revenue & Expenditures Budget vs. Actual - Water

July 2020 through June 2021

								TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>5920 · Staff</b>	39,625.96	36,300.35	37,985.83	38,100.77	37,018.65	39,989.91	37,797.27	266,818.74	464,762.00	-197,943.26	57.41%
<b>5930 · Staff Certification</b>	900.00	900.00	900.00	900.00	900.00	900.00	900.00	6,300.00	11,400.00	-5,100.00	55.26%
<b>5940 · Staff Overtime</b>	3,789.68	4,208.91	4,956.95	4,838.34	3,464.77	3,788.85	4,879.26	29,926.76	54,781.00	-24,854.24	54.63%
<b>5950 · Staff Standby</b>	2,698.60	2,231.74	2,132.81	2,171.37	2,113.62	2,193.25	2,182.45	15,723.84	23,003.00	-7,279.16	68.36%
<b>Total 5900 · Wages</b>	56,012.42	52,639.18	54,973.77	55,008.66	52,495.22	55,882.69	54,757.16	381,769.10	670,157.00	-288,387.90	56.97%
<b>5960 · Worker's Comp Insurance</b>				3,648.01			3,652.79	7,300.80	22,444.00	-15,143.20	32.53%
<b>Total 5800 · Labor</b>	74,929.24	71,371.26	72,851.64	77,187.67	71,911.93	77,935.62	78,469.31	524,656.67	939,877.00	-415,220.33	55.82%
<b>Total 5000 · Administrative</b>	87,454.42	102,834.71	88,823.63	120,590.70	122,918.51	108,687.83	134,750.84	766,060.64	1,263,677.00	-497,616.36	60.62%
<b>6000 · Operations</b>											
<b>6160 · Backflow Prevention</b>						573.51		573.51	1,000.00	-426.49	57.35%
<b>6170 · Claims, Property Damage</b>									10,000.00	-10,000.00	
<b>6180 · Communications</b>											
<b>6185 · SCADA Maintenance</b>		196.26				4,619.45		4,815.71	13,000.00	-8,184.29	37.04%
<b>6180 · Communications - Other</b>							393.63	393.63			
<b>Total 6180 · Communications</b>		196.26				4,619.45	393.63	5,209.34	13,000.00	-7,790.66	40.07%
<b>6195 · Education &amp; Training</b>			65.35			185.77		251.12	9,000.00	-8,748.88	2.79%
<b>6200 · Engineering</b>											
<b>6210 · Meeting Attendance, Engineering</b>											
<b>6220 · General Engineering</b>				600.00				600.00	20,000.00	-19,400.00	3.0%
<b>6230 · Water Quality Engineering</b>		3,442.50	3,060.00	7,095.00	11,698.75		2,040.00	27,336.25	200,000.00	-172,663.75	13.67%
<b>Total 6200 · Engineering</b>		3,442.50	3,060.00	7,695.00	11,698.75		2,040.00	27,936.25	220,000.00	-192,063.75	12.7%
<b>6320 · Equipment &amp; Tools, Expensed</b>	52.52	236.94	204.25	667.03	377.93	77.86	817.22	2,433.75	12,000.00	-9,566.25	20.28%
<b>6330 · Facilities</b>											
<b>6335 · Alarm Services</b>			290.26	127.02		105.00	384.73	907.01	5,000.00	-4,092.99	18.14%
<b>6337 · Landscaping</b>		350.00	550.00	850.00	850.00	850.00	1,050.00	4,500.00	15,000.00	-10,500.00	30.0%
<b>6330 · Facilities - Other</b>											
<b>Total 6330 · Facilities</b>		350.00	840.26	977.02	850.00	955.00	1,434.73	5,407.01	20,000.00	-14,592.99	27.04%
<b>6370 · Lab Supplies &amp; Equipment</b>		30.59						30.59	4,000.00	-3,969.41	0.77%
<b>6380 · Meter Reading</b>	22.94	63.00	35.00					120.94			
<b>6400 · Pumping</b>											
<b>6410 · Pumping Fuel &amp; Electricity</b>	4,652.82	6,356.95	5,064.76	7,524.55	5,493.10	5,062.25	5,086.12	39,240.55	90,000.00	-50,759.45	43.6%
<b>6420 · Pumping Maintenance, Generators</b>					2,888.00	1,690.00		4,578.00	15,000.00	-10,422.00	30.52%

## Montara Water & Sanitary District

### Revenue & Expenditures Budget vs. Actual - Water

July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL			
								Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6430 · Pumping Maintenance, General						38.22		38.22	5,000.00	-4,961.78	0.76%
6440 · Pumping Equipment, Expensed						12.94		12.94	700.00	-687.06	1.85%
6400 · Pumping - Other			665.89					665.89			
<b>Total 6400 · Pumping</b>	4,652.82	6,356.95	5,730.65	7,524.55	8,381.10	6,803.41	5,086.12	44,535.60	110,700.00	-66,164.40	40.23%
<b>6500 · Supply</b>											
6510 · Maintenance, Raw Water Mains									2,500.00	-2,500.00	
6520 · Maintenance, Wells	255.16		270.00	183.49		6,869.57		7,578.22	5,000.00	2,578.22	151.56%
6530 · Water Purchases					6,769.30			6,769.30	30,000.00	-23,230.70	22.56%
<b>Total 6500 · Supply</b>	255.16		270.00	183.49	6,769.30	6,869.57		14,347.52	37,500.00	-23,152.48	38.26%
<b>6600 · Collection/Transmission</b>											
6610 · Hydrants	593.00		2,758.11					3,351.11	1,000.00	2,351.11	335.11%
6620 · Maintenance, Water Mains			5,361.11			14,413.21	121.73	19,896.05	50,000.00	-30,103.95	39.79%
6630 · Maintenance, Water Svc Lines				13,499.71	1,015.72	12,640.65	2,933.36	30,089.44	15,000.00	15,089.44	200.6%
6640 · Maintenance, Tanks	2,129.18					985.76	114.65	3,229.59	4,000.00	-770.41	80.74%
6650 · Maint., Distribution General			37.10		28.36	3,240.00		3,305.46	8,000.00	-4,694.54	41.32%
6660 · Maintenance, Collection System							830.00	830.00			
6670 · Meters						4,421.45	639.50	5,060.95	2,500.00	2,560.95	202.44%
6600 · Collection/Transmission - Other					3,865.87			3,865.87			
<b>Total 6600 · Collection/Transmission</b>	2,722.18		8,156.32	13,499.71	4,909.95	35,701.07	4,639.24	69,628.47	80,500.00	-10,871.53	86.5%
<b>6700 · Treatment</b>											
6710 · Chemicals & Filtering	817.82	7.16	905.36	2,503.00	8,309.88	311.19	357.99	13,212.40	20,000.00	-6,787.60	66.06%
6720 · Maintenance, Treatment Equip.		965.69	1,725.10	72.72	1,939.77			4,703.28	20,000.00	-15,296.72	23.52%
6730 · Treatment Analysis	4,889.00	967.55	3,580.90	4,502.30	886.40	6,373.05	1,010.00	22,209.20	45,000.00	-22,790.80	49.35%
<b>Total 6700 · Treatment</b>	5,706.82	1,940.40	6,211.36	7,078.02	11,136.05	6,684.24	1,367.99	40,124.88	85,000.00	-44,875.12	47.21%
6770 · Uniforms			800.00	214.05		177.91		1,191.96	2,000.00	-808.04	59.6%
<b>6800 · Vehicles</b>											
6810 · Fuel	484.10	630.00	417.01	704.22	671.92	175.18		3,082.43	10,000.00	-6,917.57	30.82%
6820 · Truck Equipment, Expensed		181.91		10.80		-19.64		173.07	2,000.00	-1,826.93	8.65%
6830 · Truck Repairs		66.26			239.58	-45.88		259.96	5,000.00	-4,740.04	5.2%
<b>Total 6800 · Vehicles</b>	484.10	878.17	417.01	715.02	911.50	109.66		3,515.46	17,000.00	-13,484.54	20.68%
6890 · Other Operations						35.23		35.23			
<b>Total 6000 · Operations</b>	13,896.54	13,494.81	25,790.20	38,553.89	45,034.58	62,792.68	15,778.93	215,341.63	621,700.00	-406,358.37	34.64%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL			
								Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Total Expense</b>	101,350.96	116,329.52	114,613.83	159,144.59	167,953.09	171,480.51	150,529.77	981,402.27	1,885,377.00	-903,974.73	52.05%
<b>Net Ordinary Income</b>	283,761.78	-137,431.93	329,901.30	-148,784.23	221,540.67	-78,231.20	274,824.92	745,581.31	353,123.00	392,458.31	211.14%
<b>Other Income/Expense</b>											
<b>Other Income</b>											
<b>7000 · Capital Account Revenues</b>											
<b>7100 · Connection Fees</b>											
<b>7110 · Connection Fees (New Constr)</b>					18,407.00	42,337.00		60,744.00	100,000.00	-39,256.00	60.74%
<b>7130 · Conn. Fees, PFP (New Constr)</b>		40,727.18	11,659.02	19,209.24	21,018.85	9,831.20	290.36	102,735.85	50,000.00	52,735.85	205.47%
<b>7140 · Conn. Fees, PFP (Remodel)</b>	13,999.37							13,999.37			
<b>Total 7100 · Connection Fees</b>	13,999.37	40,727.18	11,659.02	19,209.24	39,425.85	52,168.20	290.36	177,479.22	150,000.00	27,479.22	118.32%
<b>7600 · Bond Revenues, G.O.</b>			6,734.41	7,120.97	18,776.69	553,113.38		585,745.45	1,150,436.00	-564,690.55	50.92%
<b>7650 · Water System Reliability</b>									1,000,000.00	-1,000,000.00	
<b>Total 7000 · Capital Account Revenues</b>	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	763,224.67	2,300,436.00	-1,537,211.33	33.18%
<b>Total Other Income</b>	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	763,224.67	2,300,436.00	-1,537,211.33	33.18%
<b>Other Expense</b>											
<b>8000 · Capital Improvement Program</b>											
<b>8075 · Sewer</b>											
<b>8100 · Water</b>	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01	51,365.33	15,525.92	193,734.78	1,108,750.00	-915,015.22	17.47%
<b>Total 8000 · Capital Improvement Program</b>	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01	51,365.33	15,525.92	193,734.78	1,108,750.00	-915,015.22	17.47%
<b>9000 · Capital Account Expenses</b>											
<b>9100 · Interest Expense - GO Bonds</b>		17,765.69						17,765.69	208,611.00	-190,845.31	8.52%
<b>9125 · PNC Equipment Lease Interest</b>	583.84		1,166.88	1,154.09	1,141.27	1,128.41	1,115.53	6,290.02	13,461.00	-7,170.98	46.73%
<b>9150 · SRF Loan</b>						35,246.85	-449.02	34,797.83	70,564.00	-35,766.17	49.31%
<b>9210 · Conservation Program/Rebates</b>		150.00			100.00	300.00		550.00	3,000.00	-2,450.00	18.33%
<b>Total 9000 · Capital Account Expenses</b>	583.84	17,915.69	1,166.88	1,154.09	1,241.27	36,675.26	666.51	59,403.54	295,636.00	-236,232.46	20.09%
<b>Total Other Expense</b>	14,890.84	22,601.94	20,318.05	53,747.19	37,347.28	88,040.59	16,192.43	253,138.32	1,404,386.00	-1,151,247.68	18.03%
<b>Net Other Income</b>	-891.47	18,125.24	-1,924.62	-27,416.98	20,855.26	517,240.99	-15,902.07	510,086.35	896,050.00	-385,963.65	56.93%
<b>Net Income</b>	<b>282,870.31</b>	<b>-119,306.69</b>	<b>327,976.68</b>	<b>-176,201.21</b>	<b>242,395.93</b>	<b>439,009.79</b>	<b>258,922.85</b>	<b>1,255,667.66</b>	<b>1,249,173.00</b>	<b>6,494.66</b>	<b>100.52%</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2021

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,542,900.72	0.00	3,542,900.72
LAIIF Investment Fund			
Capital Reserve	4,003,947.81	0.00	4,003,947.81
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
<b>Total LAIF Investment Fund</b>	<b>4,605,429.81</b>	<b>0.00</b>	<b>4,605,429.81</b>
<b>Total Sewer - Bank Accounts</b>	<b>8,148,330.53</b>	<b>0.00</b>	<b>8,148,330.53</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	820,089.57	820,089.57
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
<b>Restricted Cash</b>			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	4,063.92	4,063.92
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>257,083.92</b>	<b>257,083.92</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>1,569,653.49</b>	<b>1,569,653.49</b>
<b>Total Checking/Savings</b>	<b>8,148,330.53</b>	<b>1,569,653.49</b>	<b>9,717,984.02</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-1,878.01	0.00	-1,878.01
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-11,939.80</b>	<b>0.00</b>	<b>-11,939.80</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	2,968.94	2,968.94
Accounts Rec. - Backflow	0.00	18,476.11	18,476.11
Accounts Rec. - Water Residents	0.00	365,401.33	365,401.33
Unbilled Water Receivables	0.00	264,854.59	264,854.59
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>651,700.97</b>	<b>651,700.97</b>
<b>Total Accounts Receivable</b>	<b>-11,939.80</b>	<b>651,700.97</b>	<b>639,761.17</b>
<b>Other Current Assets</b>			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>6,292.31</b>	<b>49,098.63</b>	<b>55,390.94</b>
<b>Total Current Assets</b>	<b>8,142,683.04</b>	<b>2,270,453.09</b>	<b>10,413,136.13</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
<b>Total Sewer - Fixed Assets</b>	<b>7,039,878.45</b>	<b>0.00</b>	<b>7,039,878.45</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2021

<b>Water - Fixed Assets</b>			
General Plant	0.00	28,221,310.18	28,221,310.18
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	-12,791,924.00	-12,791,924.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>17,571,042.96</b>	<b>17,571,042.96</b>
<b>Total Fixed Assets</b>	<b>7,039,878.45</b>	<b>17,571,042.96</b>	<b>24,610,921.41</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>2,776,569.08</b>	<b>0.00</b>	<b>2,776,569.08</b>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
Bond Acquisition Cost OID	0.00	38,092.40	38,092.40
Bond Issue Cost	0.00	41,127.65	41,127.65
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>535,010.05</b>	<b>535,010.05</b>
<b>Total Other Assets</b>	<b>2,776,569.08</b>	<b>535,010.05</b>	<b>3,311,579.13</b>
<b>TOTAL ASSETS</b>	<b>17,959,130.57</b>	<b>20,376,506.10</b>	<b>38,335,636.67</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
<b>Total Accounts Payable</b>	<b>190,940.47</b>	<b>71,216.93</b>	<b>262,157.40</b>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	19,002.93	0.00	19,002.93
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	31,335.17	0.00	31,335.17
<b>Total Sewer - Current Liabilities</b>	<b>56,740.67</b>	<b>0.00</b>	<b>56,740.67</b>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-33,894.14	-33,894.14
GO Bonds - S/T	0.00	473,200.98	473,200.98
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	31,335.15	31,335.15
SRF Loan Payable X109 - Current	0.00	86,736.93	86,736.93
Temporary Construction Meter	0.00	21,942.85	21,942.85
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>602,774.91</b>	<b>602,774.91</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,900.56	0.00	-1,900.56
<b>Total Payroll Liabilities</b>	<b>-1,900.56</b>	<b>0.00</b>	<b>-1,900.56</b>
<b>Total Other Current Liabilities</b>	<b>26,356.11</b>	<b>549,707.91</b>	<b>576,064.02</b>
<b>Total Current Liabilities</b>	<b>217,296.58</b>	<b>620,924.84</b>	<b>838,221.42</b>



**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2021

<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
<b>Total Sewer - Long Term Liabilities</b>	<b>1,416,594.02</b>	<b>0.00</b>	<b>1,416,594.02</b>
<b>Water - Long Term Liabilities</b>			
GO Bond Refinance - NEW	0.00	-916,096.60	-916,096.60
Accrued Vacations	0.00	21,526.17	21,526.17
Deferred on Refunding	0.00	-150,668.00	-150,668.00
GO Bonds - L/T	0.00	7,843,407.24	7,843,407.24
PNC Equip. Loan - L/T	0.00	422,013.48	422,013.48
SRF Loan Payable - X109	0.00	2,875,134.12	2,875,134.12
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>10,095,316.41</b>	<b>10,095,316.41</b>
<b>Deferred Inflows (Pensions)</b>			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
<b>Total Deferred Inflows (Pensions)</b>	<b>19,149.00</b>	<b>35,547.00</b>	<b>54,696.00</b>
<b>Total Long Term Liabilities</b>	<b>1,435,743.02</b>	<b>10,130,863.41</b>	<b>11,566,606.43</b>
<b>Total Liabilities</b>	<b>1,653,039.60</b>	<b>10,751,788.25</b>	<b>12,404,827.85</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	854,097.07	0.00	854,097.07
<b>Total Sewer - Equity Accounts</b>	<b>12,908,642.14</b>	<b>0.00</b>	<b>12,908,642.14</b>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-854,097.07	-854,097.07
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>1,836,957.94</b>	<b>1,836,957.94</b>
Equity Adjustment Account	2,586,948.86	6,532,092.25	9,119,041.11
Net Income	810,499.97	1,255,667.66	2,066,167.63
<b>Total Equity</b>	<b>16,306,090.97</b>	<b>9,624,717.85</b>	<b>25,930,808.82</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>17,959,130.57</u></b>	<b><u>20,376,506.10</u></b>	<b><u>38,335,636.67</u></b>

## Montara Water & Sanitary District Check Detail

February 22 - 26, 2021

Date	Num	Name	Paid Amount	
<b>SPLIT</b>				
02/18/2021	12079	ACWA/JPIA Insurance Authority	-12,224.87	PAID
02/18/2021	12081	Aztec Gardens	-850.00	PAID
02/18/2021	12084	Cintas	-219.53	PAID
02/03/2021	12066	CoastsideNet, Inc.	-81.33	PAID
02/18/2021	12087	Fitzgerald Law Offices	-36,786.42	PAID
02/18/2021	12088	Half Moon Bay Review	-243.00	PAID
02/03/2021	12071	Huntington National Bank	-12,740.00	PAID
02/04/2021	12076	IEDA	-427.00	PAID
02/03/2021	12072	Rauch Communication Consultants, Inc	-70.00	PAID
02/04/2021	12078	Tech Solutions	-525.00	PAID
02/03/2021	12074	White Glove Housekeeping	-520.00	PAID
02/26/2021	12090	A-B Communications	-164.30	
02/26/2021	12094	CalPERS 457 Plan	-5,649.07	
02/26/2021	12095	Evergreen Tree Service	-7,350.00	
02/26/2021	12097	Kastama Strategic Consulting	-17,611.77	
02/26/2021	12098	KBA Document Solutions	-30.70	
02/26/2021	12099	Maze & Associates	-5,900.00	
02/26/2021	12102	Office Depot	-331.31	
02/26/2021	12103	Pacific Gas & Electric	-31,271.75	
02/26/2021	12104	PARS	-819.55	
02/26/2021	12105	PCT	-600.00	
02/26/2021	12108	Standard Insurance Co.	-477.69	
02/26/2021	12109	U.S. Bank PARS	-9,205.21	

## Montara Water & Sanitary District Check Detail

February 22 - 26, 2021

Date	Num	Name	Paid Amount	
<b>WATER</b>				
02/18/2021	12080	AmeriGas	-102.70	PAID
02/03/2021	12064	Andreini Brothers, Inc.	-4,697.56	PAID
02/18/2021	12082	BSK Lab	-312.80	PAID
02/03/2021	12065	CAL Inc	-3,889.00	PAID
02/18/2021	12083	CD & Power	-843.92	PAID
02/03/2021	12067	County of San Mateo Dept Public Work	-7,816.60	PAID
02/18/2021	12085	Esbro Chemical	-300.79	PAID
02/18/2021	12086	Evoqua Water Technologies	-2,503.00	PAID
02/03/2021	12068	Greg Jones Roofing	-540.00	PAID
02/03/2021	12069	Half Moon Bay Building & Garden, Inc.	-38.22	PAID
02/03/2021	12070	Hassette Ace Hardware	-117.87	PAID
02/04/2021	12077	Pacific Gas & Electric	-1,282.74	PAID
02/03/2021	12075	Reeson Blevins	-91.85	PAID
02/18/2021	12089	Sabre Backflow, LLC	-139.05	PAID
02/03/2021	12073	SRT Consultants	-26,527.63	PAID
02/26/2021	12091	AT&T Mobility	-316.42	
02/26/2021	12092	BSK Lab	-312.80	
02/26/2021	12093	Calcon Systems, Inc.	-15,615.28	
02/26/2021	12112	Derek Dye	-61.30	
02/26/2021	12100	North Coast County Water District	-450.00	
02/26/2021	12111	Robert & Kristie Jonsen	-164.77	
02/26/2021	12110	Wells Fargo Remittance Center	-3,346.78	

# Montara Water & Sanitary District Check Detail

February 22 - 26, 2021

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
02/26/2021	12113	David Morris	-1,515.36	
02/26/2021	12096	Hue & Cry Security Systems, Inc.	-391.79	
02/26/2021	12115	Jeffrey Gray	-2,617.44	
02/26/2021	12101	Nute Engineering	-9,338.25	
02/26/2021	12106	Sewer Authority Mid-Coastside	-21,179.42	
02/26/2021	12107	Sewer Authority Mid-Coastside	-132,053.08	
02/26/2021	12114	William Johnston	-2,617.44	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: SAM Flow Report for January 2021**

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

- Flow Report for January 2021.
- Collection System Monthly Overflow Report – January 2021.

The Average Daily Flow for Montara was 0.288 MGD in January 2021. There was no reportable overflow in November in the Montara System. SAM indicates there were 3.65 inches of rain in December 2021.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2021

January 2021

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

**12 Month Moving Total**

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>
		<b>20%</b>	<b>40%</b>	<b>20%</b>	<b>20%</b>

**Reportable SSOs**

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
January 2021	0	0	0	0	0
12 Month Moving Total	5	1	2	1	1

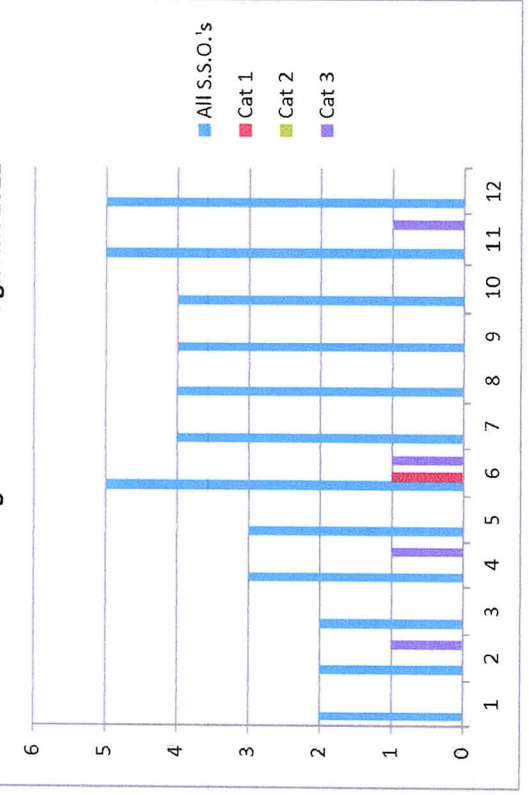
**SSOs / Year / 100 Miles**

	Total	Number of S.S.O.'s / Year/100 Miles			
		HMB	GCSD	MWSD	SAM
January 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	2.7	6.0	3.7	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

**12 Month Rolling Total Sewer Cleaning Summary**

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
<b>Annual ft</b>	<b>144,109</b>	<b>184,064</b>	<b>99,859</b>	<b>428,032</b>	
<b>Annual Mi.</b>	<b>27.3</b>	<b>34.9</b>	<b>18.9</b>		<b>81.1</b>

**12 Month Moving SSO Totals Through Jan 2021**



# Attachment A

## Flow Distribution Report Summary for January 2021

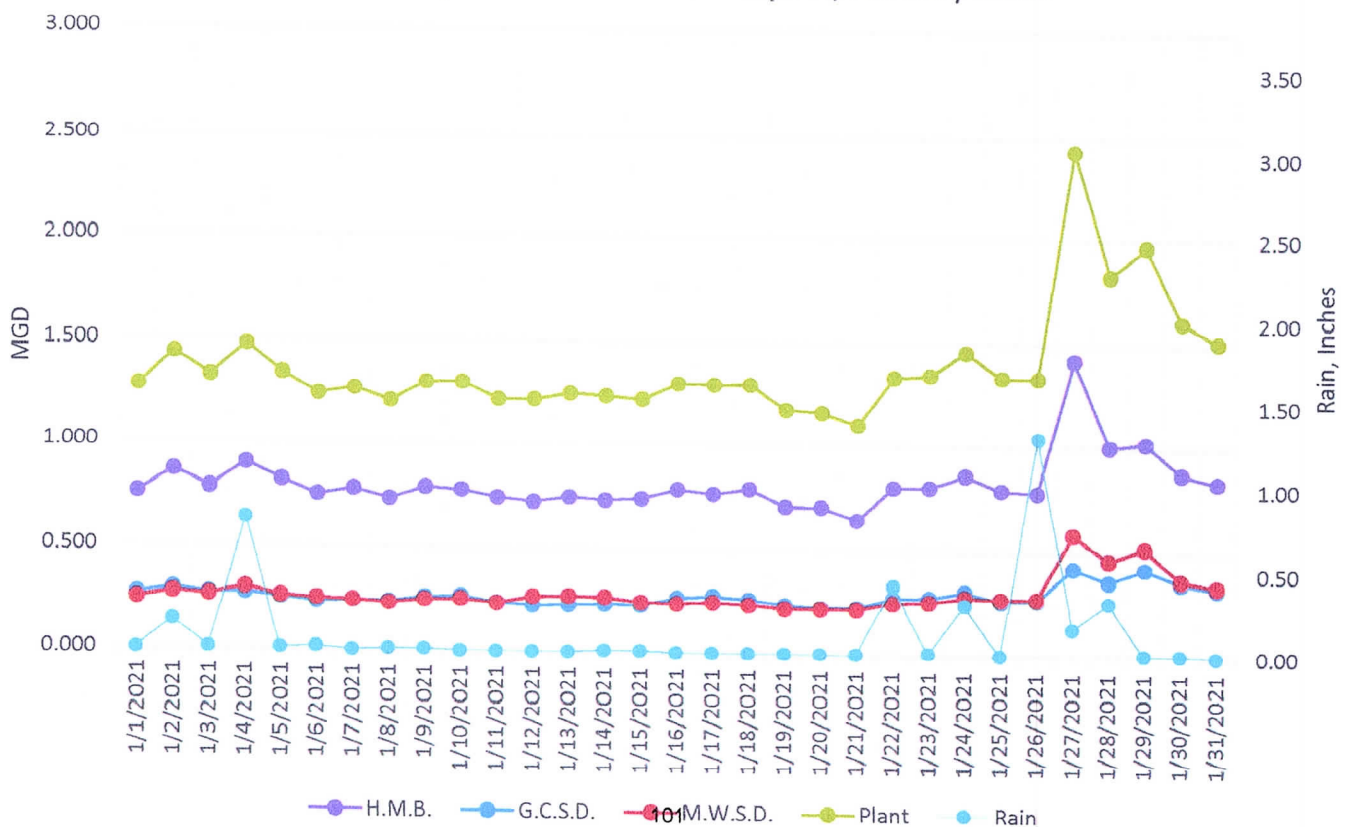
The daily flow report figures for the month of January 2021 have been converted to an Average

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	0.816	59.02%
Granada Community Services District	0.278	20.15%
Montara Water and Sanitary District	<u>0.288</u>	<u>20.84%</u>
Total	1.382	100.0%

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2021





# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report for January 2021

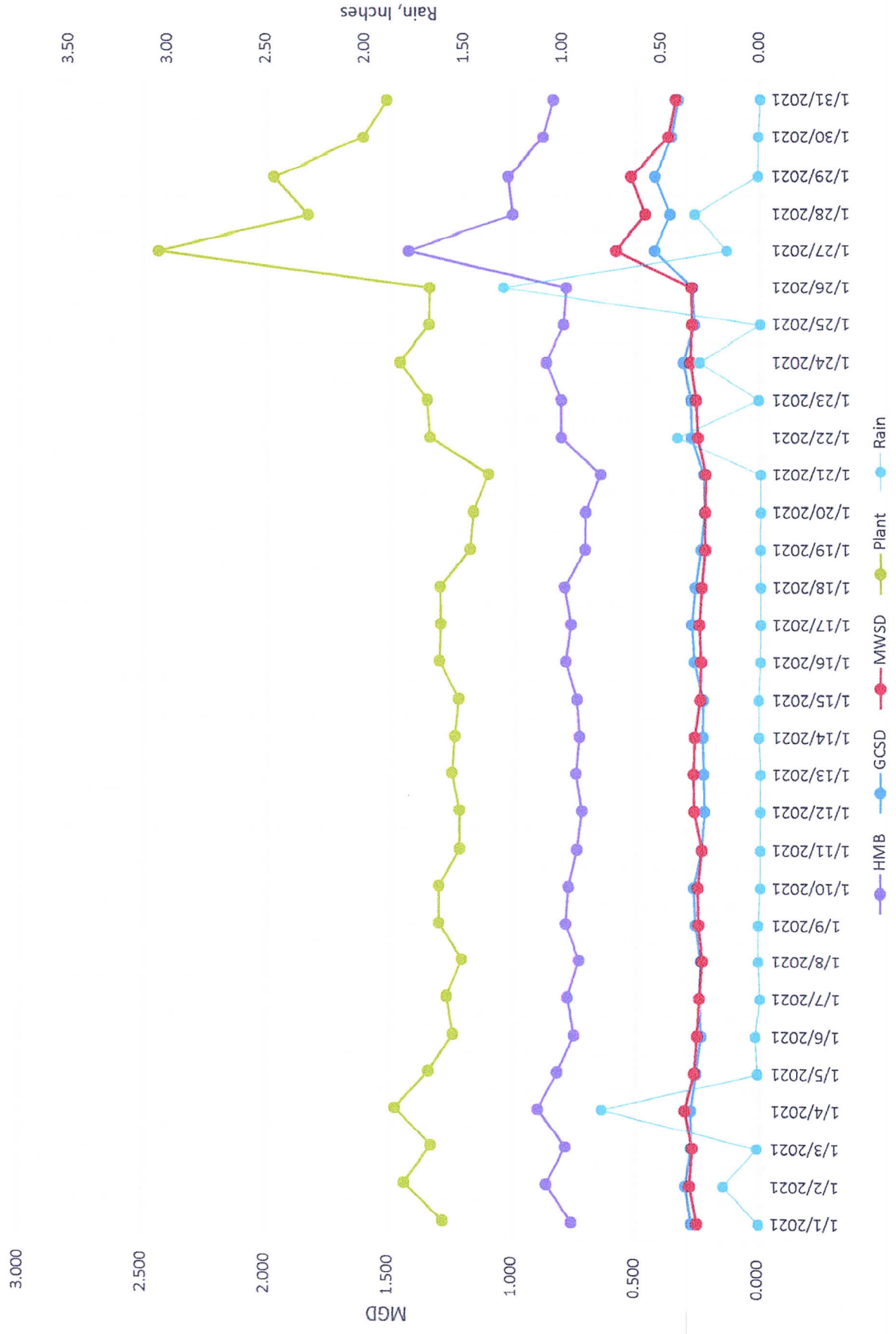
<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
1/1/2021	0.758	0.272	0.250	1.280	0.00	0.00	0.01
1/2/2021	0.861	0.297	0.279	1.437	0.18	0.17	0.34
1/3/2021	0.784	0.276	0.268	1.328	0.01	0.00	0.00
1/4/2021	0.897	0.278	0.303	1.478	0.80	0.17	0.48
1/5/2021	0.819	0.258	0.264	1.341	0.01	0.00	0.00
1/6/2021	0.752	0.237	0.253	1.242	0.02	0.02	0.02
1/7/2021	0.780	0.244	0.245	1.269	0.00	0.00	0.00
1/8/2021	0.733	0.241	0.234	1.208	0.01	0.00	0.00
1/9/2021	0.788	0.262	0.250	1.301	0.01	0.00	0.00
1/10/2021	0.778	0.270	0.254	1.302	0.00	0.00	0.00
1/11/2021	0.743	0.238	0.237	1.218	0.00	0.00	0.00
1/12/2021	0.724	0.227	0.268	1.219	0.00	0.00	0.00
1/13/2021	0.748	0.231	0.271	1.250	0.00	0.00	0.00
1/14/2021	0.735	0.236	0.268	1.239	0.01	0.00	0.00
1/15/2021	0.744	0.233	0.246	1.223	0.01	0.00	0.00
1/16/2021	0.789	0.269	0.242	1.300	0.00	0.00	0.00
1/17/2021	0.769	0.279	0.249	1.297	0.00	0.00	0.00
1/18/2021	0.794	0.265	0.239	1.298	0.00	0.00	0.00
1/19/2021	0.711	0.241	0.224	1.177	0.00	0.00	0.00
1/20/2021	0.710	0.228	0.225	1.164	0.00	0.00	0.00
1/21/2021	0.649	0.231	0.223	1.103	0.00	0.00	0.00
1/22/2021	0.806	0.278	0.254	1.339	0.42	0.37	0.39
1/23/2021	0.808	0.282	0.260	1.350	0.01	0.00	0.00
1/24/2021	0.865	0.312	0.283	1.460	0.31	0.29	0.35
1/25/2021	0.797	0.267	0.277	1.341	0.00	0.00	0.00
1/26/2021	0.785	0.274	0.279	1.338	1.30	0.90	0.74
1/27/2021	1.424	0.428	0.585	2.437	0.17	0.13	0.89
1/28/2021	1.002	0.364	0.464	1.830	0.33	0.19	0.37
1/29/2021	1.020	0.425	0.522	1.968	0.01	0.00	0.04
1/30/2021	0.878	0.358	0.371	1.607	0.01	0.01	0.02
1/31/2021	0.838	0.332	0.342	1.512	0.00	0.00	0.00
<b>Totals</b>	<b>25.290</b>	<b>8.633</b>	<b>8.929</b>	<b>42.853</b>	<b>3.62</b>	<b>2.25</b>	<b>3.65</b>

### Summary

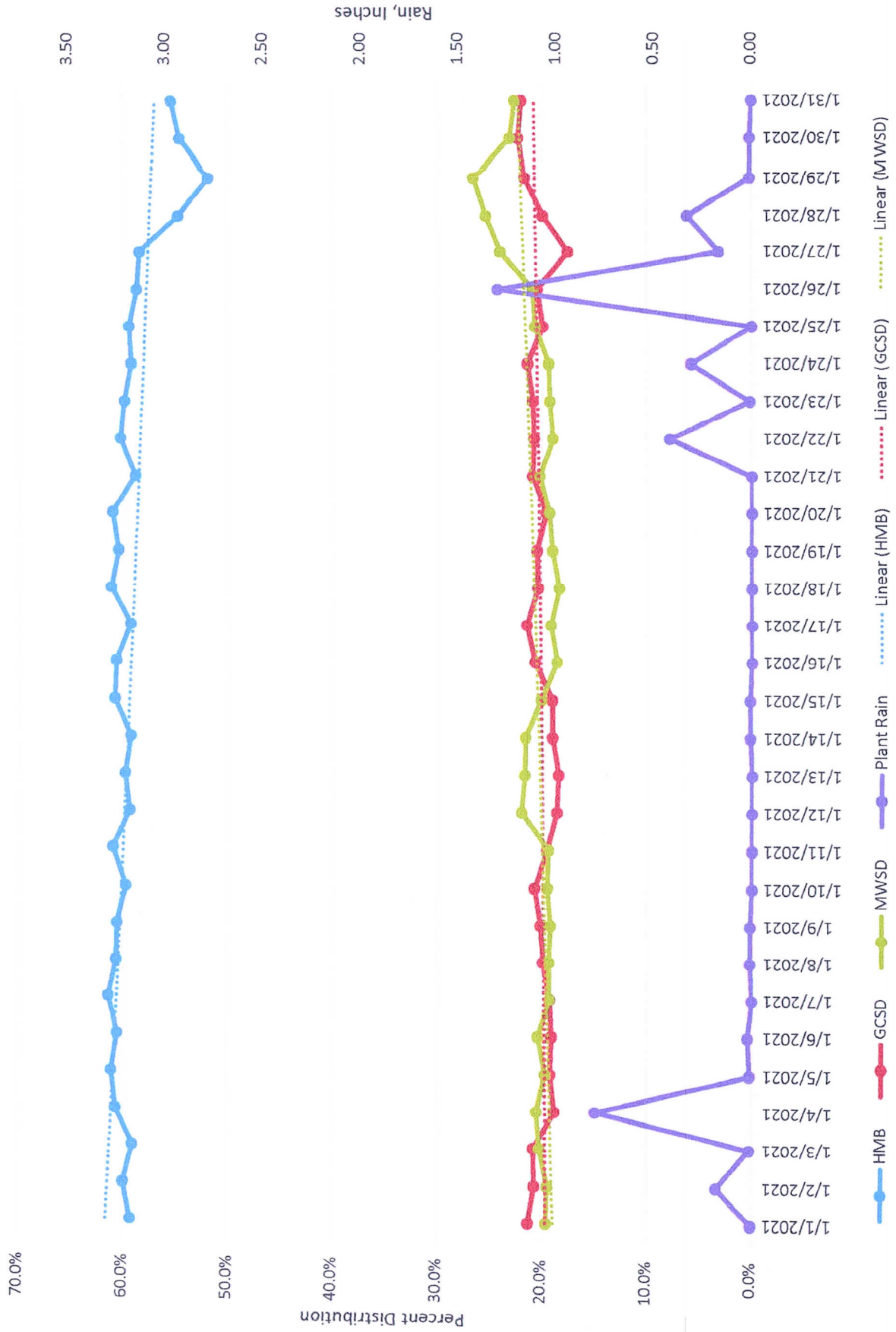
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.649	0.227	0.223	1.103
<b>Average</b>	<b>0.816</b>	<b>0.278</b>	<b>0.288</b>	<b>1.382</b>
Maximum	1.424	0.428	0.585	2.437
<b>Distribution</b>	<b>59.02%</b>	<b>20.15%</b>	<b>20.84%</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2021

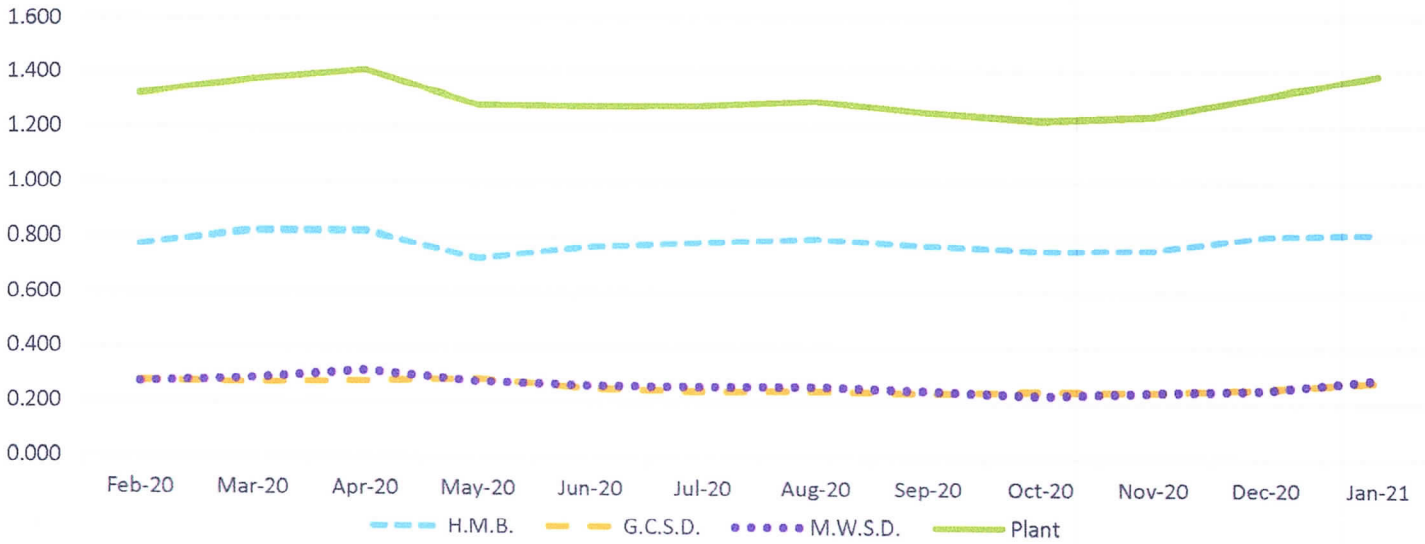


# Percent Distribution January 2021

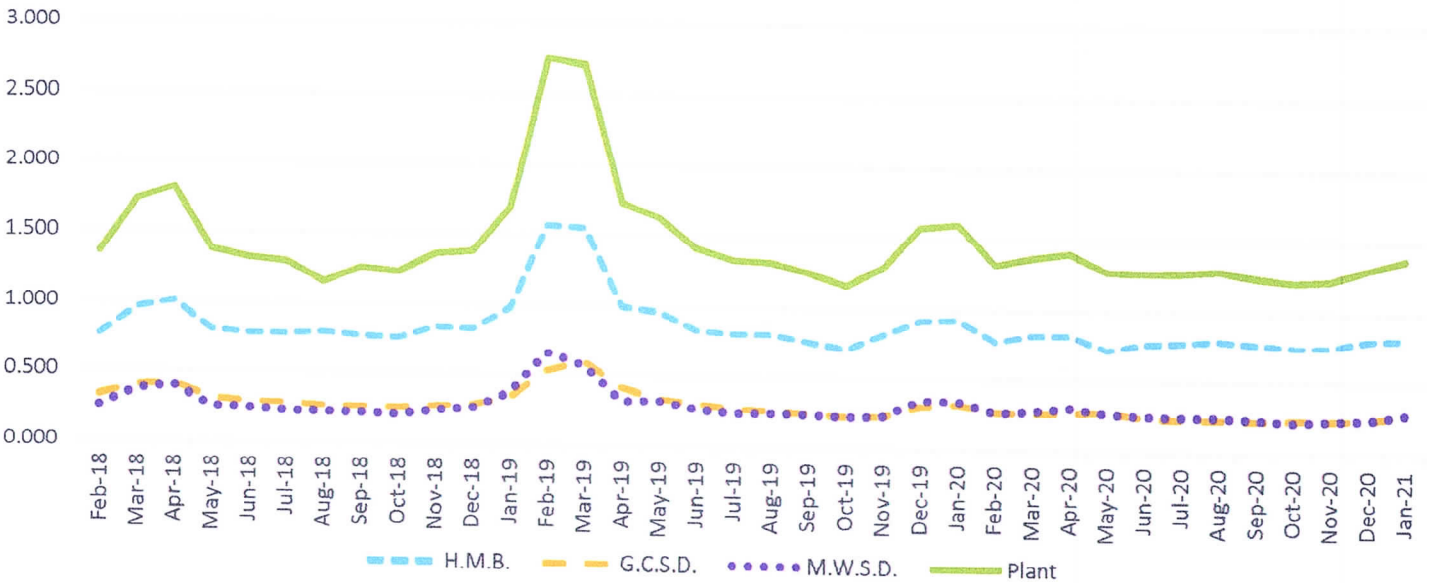


Most recent flow calibration September 2019 PS, September 2019 Plant

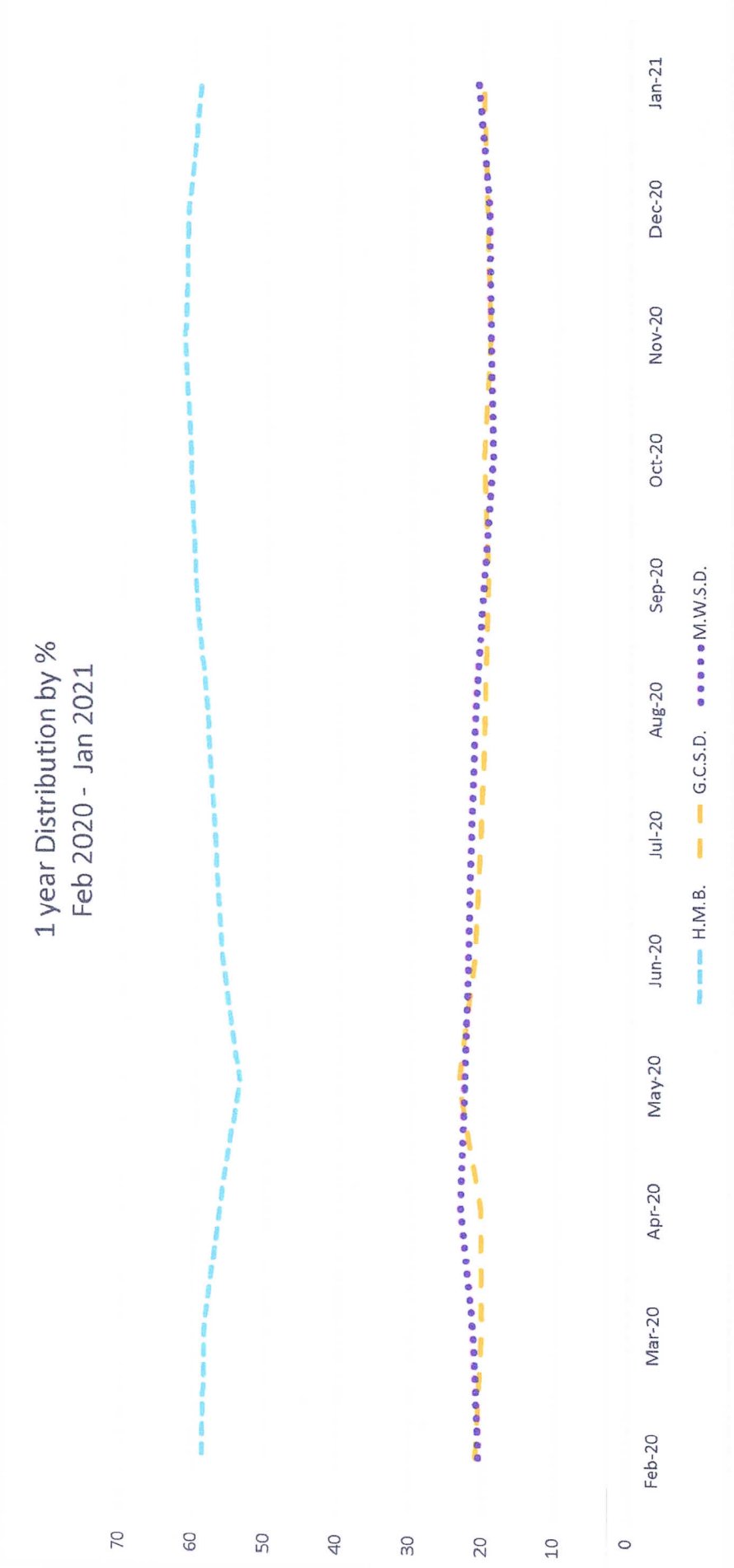
One Year Flow Chgart  
Feb 2020 - Jan 2021



Three Year Flow Chart  
Feb 2018 - Jan 2021



# Flow based percent distribution based for past year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for January 2021 was 0.458%.
- 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: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

As of March 4, 2021 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
01-28-21	Gary Acosta Sr.	25 Bernal, Moss Beach	SFD

As of March 4, 2021 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
01-28-21	Gary Acosta Sr.	25 Bernal, Moss Beach	SFD

As of March 4, 2021 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
01-28-21	Gary Acosta Sr.	25 Bernal, Moss Beach	SFD	01-28-21

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'CH', located to the right of the 'FROM' line.

**SUBJECT: Monthly Water Production Report**

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The attached two charts summarize the monthly water production for the District.

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

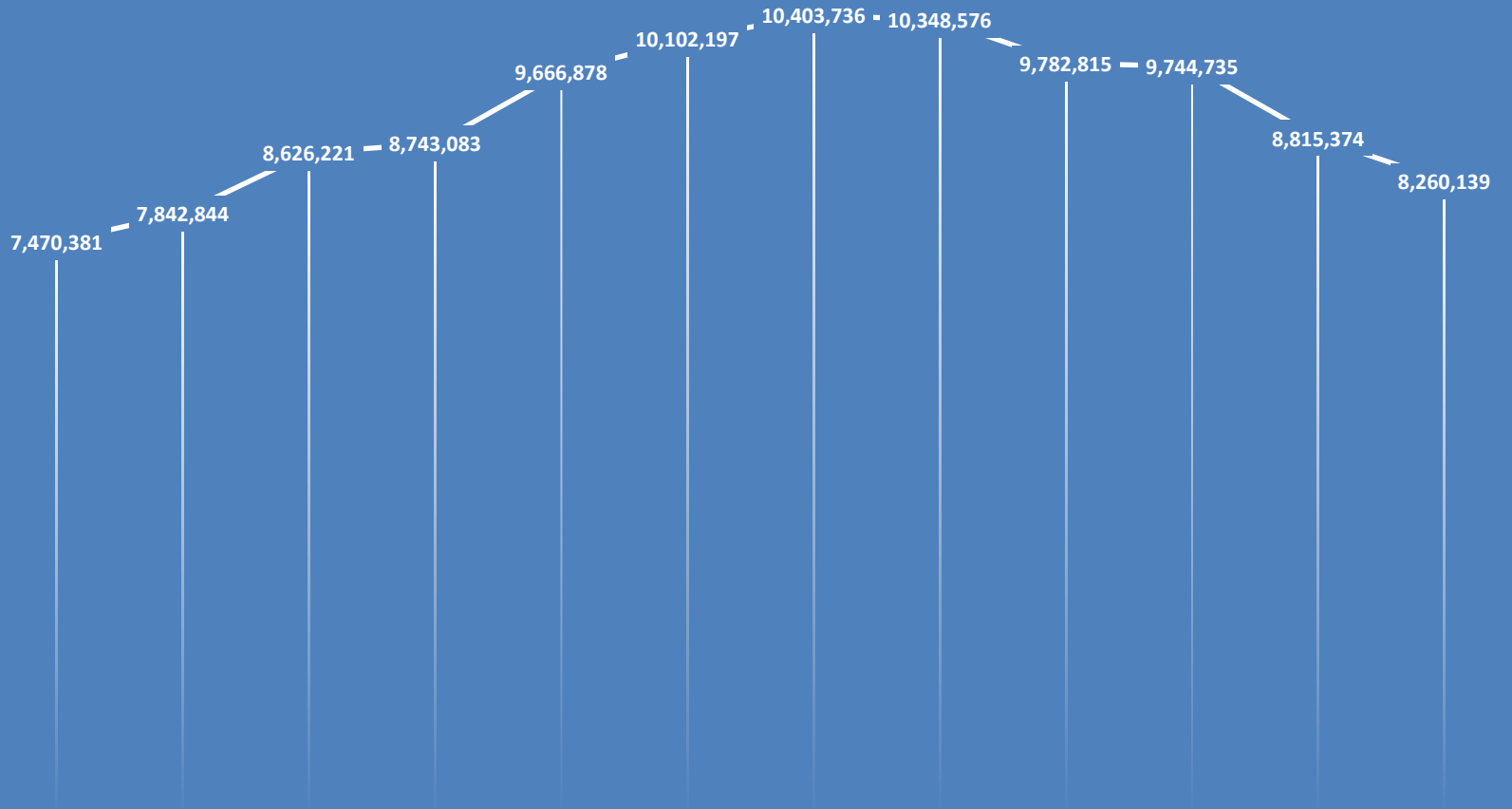
## RECOMMENDATION:

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

Attachments: 2

# TOTAL PRODUCTION 2020 (GALLONS)

GALLONS

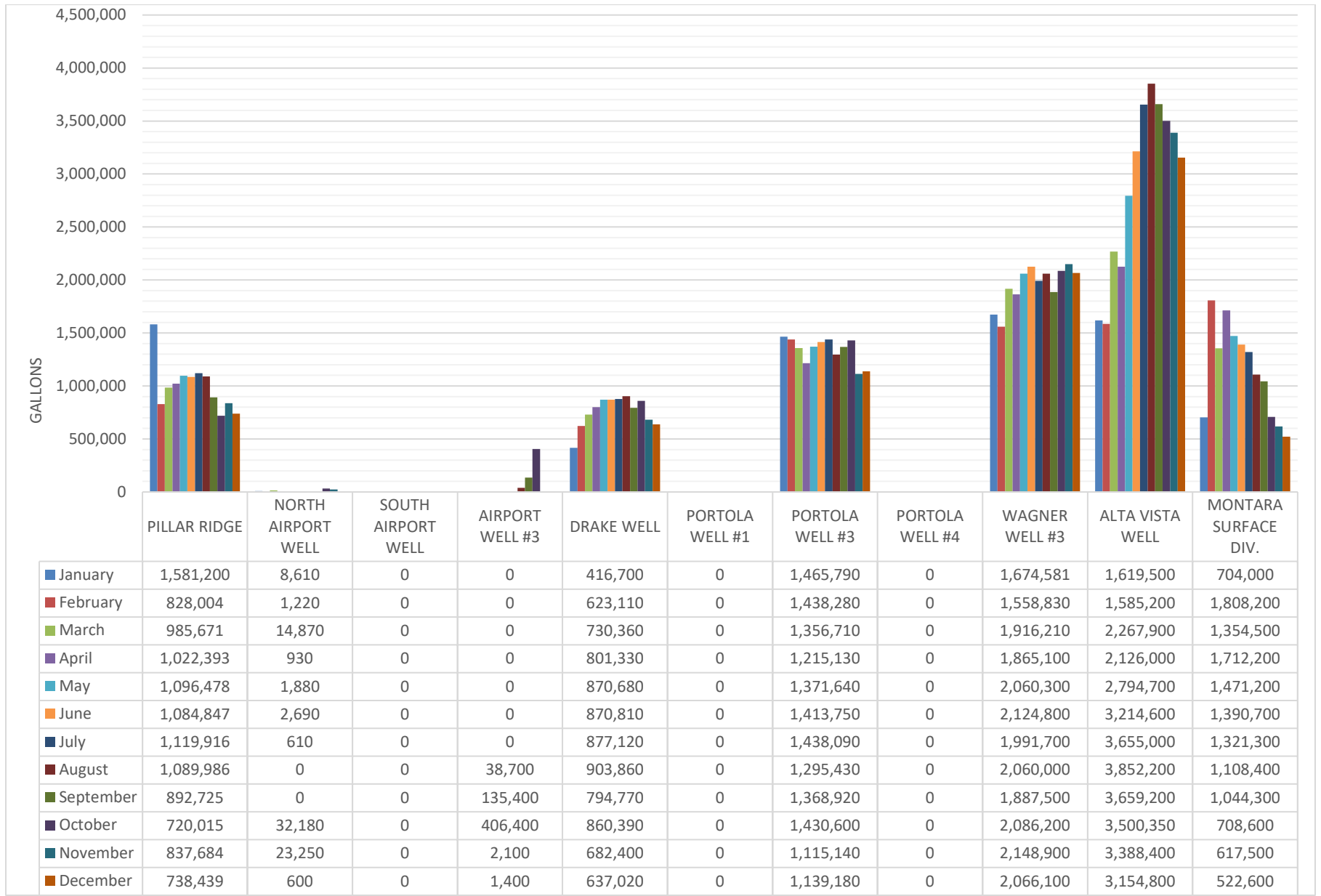


	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,470,381	7,842,844	8,626,221	8,743,083	9,666,878	10,102,197	10,403,736	10,348,576	9,782,815	9,744,735	8,815,374	8,260,139

MONTH



### Annual Water Production 2020





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: March 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Rain Report**

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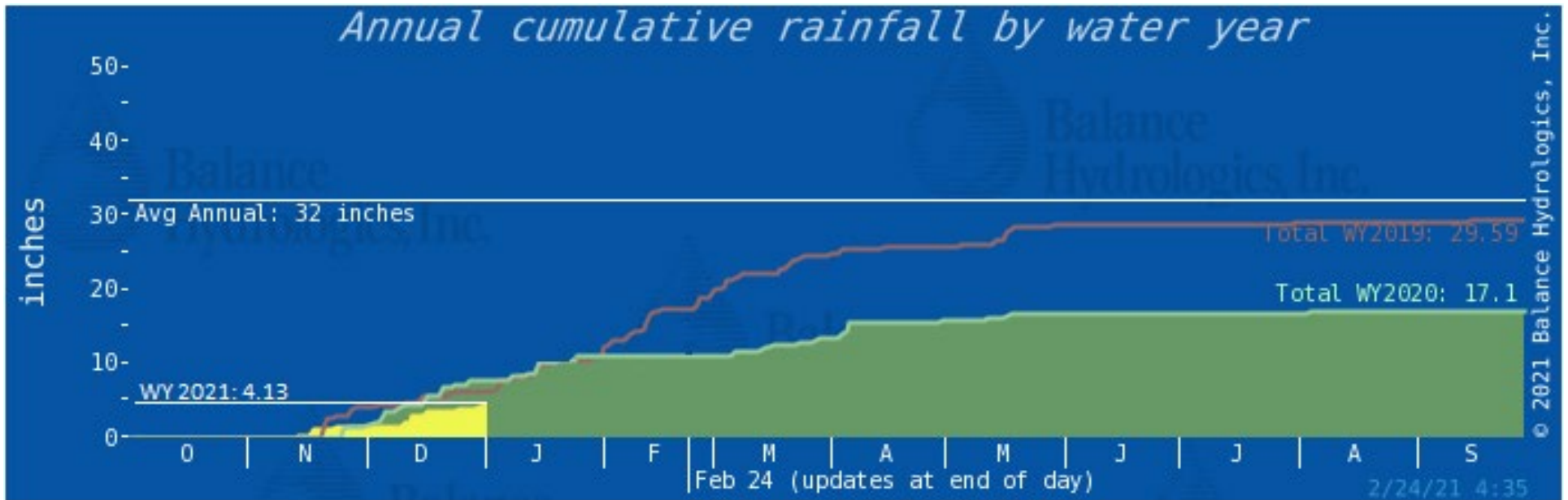
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

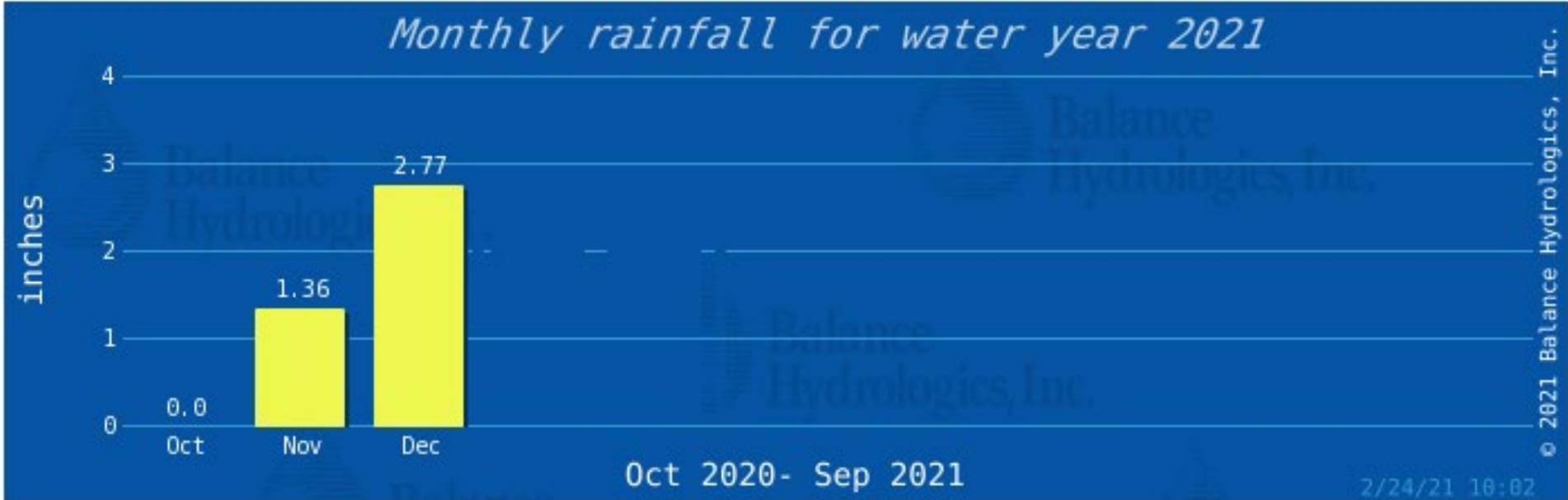
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Annual Cumulative Rainfall



# Monthly Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

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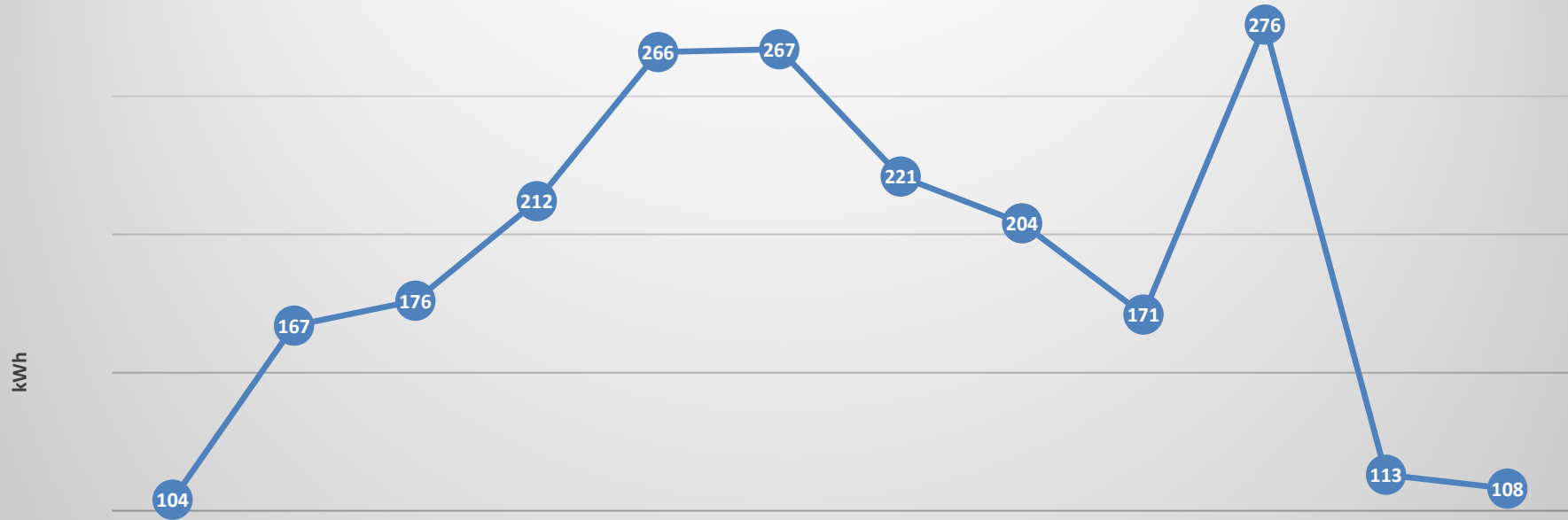
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 45,689 kWh and saved 77,672 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2020 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	104	167	176	212	266	267	221	204	171	276	113	108



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Public Agency Retirement Service  
Report for December 2020.**

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The District has received the monthly PARS report for December 2020.

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 Sanitary Dist  
Retirement Enhancement Plan**

**Monthly Account Report for the Period  
12/1/2020 to 12/31/2020**

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

Plan ID: P7-REP15A

### Account Summary

Source	Beginning Balance as of 12/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2020
Contributions	\$1,016,602.96	\$8,137.95	\$35,666.45	\$470.24	\$1,106.32	\$0.00	\$1,058,830.80
<b>TOTAL</b>	<b>\$1,016,602.96</b>	<b>\$8,137.95</b>	<b>\$35,666.45</b>	<b>\$470.24</b>	<b>\$1,106.32</b>	<b>\$0.00</b>	<b>\$1,058,830.80</b>

### 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	3.49%	11.49%	12.58%	8.99%	-	-	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: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

## **SUBJECT: Review and Possible Action Concerning Water Bond Coalition**

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The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018, approved by the voters as Proposition 68 at the June 5, 2018, statewide primary direct election, authorizes the issuance of bonds in the amount of \$4,100,000,000 pursuant to the State General Obligation Bond Law to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. Article XVI of the California Constitution requires measures authorizing general obligation bonds to specify the single object or work to be funded by the bonds and further requires a bond act to be approved by a  $\frac{2}{3}$  vote of each house of the Legislature and a majority of the voters.

The Senate Bill 45 (SB 45) would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$5,510,000,000 pursuant to the State General Obligation Bond Law to finance projects for a wildfire prevention, safe drinking water, drought preparation, and flood protection program. SB 45 would provide for the submission of these provisions to the voters at the November 8, 2022, statewide general election.

Additionally, Assembly Bill 1500 (AB 1500), an act to add Division 48 (commencing with Section 80500) to the Public Resources Code, relating to safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, and workforce development programs, will provide the funds necessary therefor through an election of the issuance and sale of bonds of the State of California and for the handling and disposition of those funds.

AB 1500 would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2022, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$6,700,000,000 pursuant to the State General Obligation Bond Law to finance projects for safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, and workforce development programs. This bill would provide for the submission of these provisions to the voters at the November 8, 2022, statewide general election.

Based on the language currently included in SB 45 and AB 1500, the District may be eligible for grant funding (depending on the eligibility criteria set and funds reserved for disadvantaged communities). The list of eligible projects differs will definitely include types of projects that are pertinent to MWSD under the Safe Drinking Water Chapter:

- AB 1500 includes the following language regarding eligibility of recipients for water supply and water quality projects: " *An eligible applicant under this chapter is a public agency, joint powers*

# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

*authority, nonprofit organization, public utility, tribe, or mutual water company. To be eligible for funding under this chapter, a project proposed by a public utility that is regulated by the Public Utilities Commission or a mutual water company shall have a clear and definite public purpose and shall benefit the customers of the water system and not the investors."*

- SB 45 includes the following language:

**"80231.**

*Of the funds made available by Section 80230, one hundred ninety million dollars (\$190,000,000) shall be available for grants to provide safe drinking water, protect drinking water sources, and promote public health. Ten percent of the funds made available pursuant to this section shall be allocated for grants to provide outreach and technical assistance that directly benefits disadvantaged communities. Eligible applicants shall include nonprofit organizations, technical assistance providers, and tribal nations. "*

The District has been approached by the Water Bond Coalition to support both bills. The Water Bond Coalition purports to be a network of cities, counties and special districts, in Northern and Coastal California working together to improve the environment and build consensus on water-related priorities. The Coalition claims to be working around the principle that funding for water-related projects should be equitable and provide maximum benefit to the people and wildlife of California from limited financial resources.

Participation in the Coalition effort requires a commitment to work cooperatively to ensure the equitable distribution of state and federal water-related funding throughout California. Staff will participate in the March 8, 2021 conference call with the Water Coalition to explore this further.

RECOMMENDATION:

This item is for the Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Application for CSDA Certificate of District of  
Distinction**

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Director Lohman suggested at the last meeting that MWSD should consider becoming a CSDA certified "District of Distinction". The certificate is the second step in CSDA's certification program for Special District's and requires a review of MWSD's audits and accounting practices, some board and staff training as well as the first CSDA certificate, "District of Transparency".

MWSD considered the application to become a District of Transparency two years ago.

## RECOMMENDATION:

Complete the missing steps to apply for the CSDA certificate of "District of Transparency".

**Subject:** How to Meet District of Distinction Requirements in 2021  
**Date:** Thursday, February 18, 2021 at 11:08:03 AM Pacific Standard Time  
**From:** Neil McCormick  
**To:** mwsd@coastside.net



### District of Distinction

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff.

**BASIC LEVEL - MUST HAVE:** All directors/trustees, general manager and executive staff (as designated by the district) must be in compliance with [Ethics Compliance Training AB 1234](#) and [Sexual Harassment Prevention Training](#) plus 6 hours of Governance Training (see options below).

### **How to Meet the Districts of Distinction Governance Training Requirements**

The Governance requirements listed below must be fulfilled within a 5 year time frame for any new Board Members, General Manager, or Executive Staff. (Districts with boards more than 7 members need at least a majority of total board members completing this training requirement)

If the district's Board and staff has remained the same since their last renewal, they do not need to complete this requirement again.

### **Governance Training Option #1:**

**Complete any Virtual Workshop module of the Special District Leadership Academy (SDLA)**

**SDLA Module #1:** Governance Foundations

March 24 & 25, 2021

*\*This is available as a Live pre-conference Workshop  
at the [Annual Conference](#) on Monday, August 30, 2021 in Monterey.*

**SDLA Module #2:** Setting Direction / Community Outreach

April 12 & 13, 2021

**SDLA Module #3:** Board's Role in Finance and Fiscal Accountability

May 12 & 13, 2021

**SDLA Module #4:** Board's Role in HR

May 26 & 27, 2021

**Governance Training Option #2:**

Attend the [Special District Leadership Academy Conference](#) to fulfill the First Time Attendee Track  
**September 26 – 29, 2021**  
**South Lake Tahoe**

**Governance Training Option #3:**

**Board Member Best Practices Virtual Workshop**

**March 2, 2021**

**9:00am - 12:00pm**

- **PLUS TWO of the following on-demand webinars:**
  - [Board Member and District Liability Issues](#)
  - [The Critical Nature of Communications in the Public Agency](#)
  - [Who Does What? Best Practices in Board / Staff Relations](#)

**Governance Training Option #4:**

Other courses may qualify as well, however will need to be submitted for review by SDLF.

[Find all Events Here](#)



California Special Districts Association  
1112 I Street, Suite 200, Sacramento CA, 95814  
877.924.2732 | [www.csda.net](http://www.csda.net)

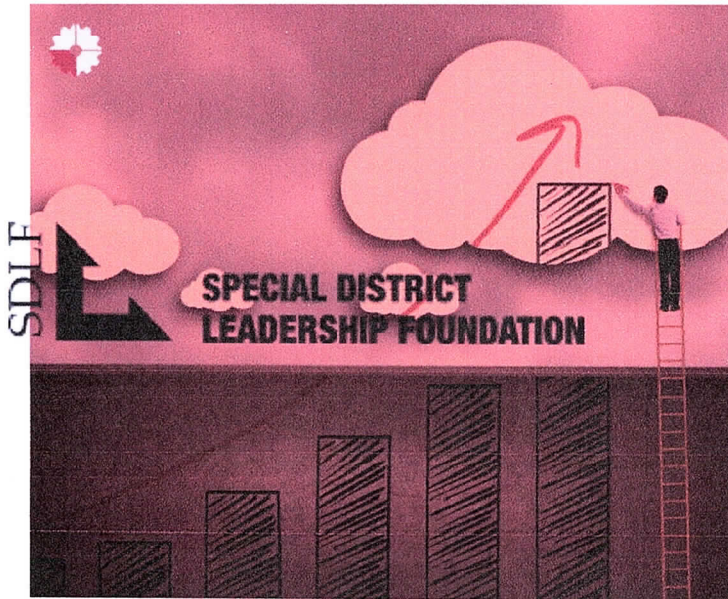
[Manage Email Preferences/Unsubscribe](#)

Powered by [Higher Logic](#)



# / PROGRAMS

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## District of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.



This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district. Districts will be recognized for three full years.

## Why earn it?

- The accreditation criterion gets to the heart of best practices in public agencies. Demonstrate that your district:
- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.

## Requirements

- They undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- All directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.
- They have completed SDLF's District Transparency

## Application

1. Complete the application.
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff.
4. Receive your certificate and recognition.

**DOWNLOAD**

- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Certificate of Excellence.

## DOD Seal and Levels



Earn the right to use the program's seal as visual proof that your special district stands out from others. Complete multiple SDLF programs and obtain various levels of this accreditation. [Levels of accreditation](#) include silver, gold, and platinum!

How Can We Help!



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Christine C. Fitzgerald, General Counsel

Subject: Review and Possible Action To Amend Salary Schedule  
and Approve Adjustment to the General Manager's  
Compensation

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Under the Employment Contract between the District and the General Manager, dated January 1, 2017, Section 8 provides that the Board of Directors shall conduct an annual evaluation of the General Manager, and based on satisfactory performance, the General Manager will be granted a minimum amount based on the annual increase in the Consumer Price Index published by the Bureau of Labor Statistics of the United States Department of Labor for all Urban Consumers (1982-1984 = 100), San Francisco-Oakland-San Jose, California Consolidation Statistical Area ("CPI-U Indicator").<sup>1</sup>

On February 18, 2021, the Board met with the General Manager and determined that the General Manager's performance satisfies the requirements set forth under Section 8 of the Employment Contract, and accordingly, formal Board action is requested to set the new salary for the General Manager classification, retroactive to January 1, 2021, consistent with the terms of the General Manager's Employment Contract. The new salary is calculated using as follows:

$\$215,956 \times 1.0200132$   
(the difference between December 2020, CPI-U 302.948 and December 2019,  
CPI-U 297.004) = **\\$220,278.00**  
(Rounded to the nearest dollar)

With regards to fiscal impact, the total annual salary increase is \$4,322. In addition, below is a table of fringe benefits provided to the General Manager:

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<sup>1</sup> Specifically, the Employment Contract provides for the method of calculating any increases as follows: "The salary increases shall be determined by dividing the CPI-U Indicator that was published nearest in time before the Anniversary Date of the Employment Year to which the adjustment pertains by the CPI-U Indicator published nearest to one (1) year prior to that Anniversary Date, and multiplying the resultant number by General Manager's salary for the then current Employment Year." *Id.* at page 4.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Christine C. Fitzgerald, General Counsel

<b>Compensation</b>	<b>\$220,278</b>
<b>PARS Contribution</b>	<b>\$8,977</b>
<b>457 Retirement Plan Contribution</b>	<b>\$15,420</b>
<b>Health Coverage (Includes Dental, Vision &amp; Life)</b>	<b>\$29,455</b>
<b>Wellness Program</b>	<b>\$240</b>

Additionally, Section 8 of the Employment Contract also provides that in recognition of exceptional and exemplary job performance resulting in benefits to the District and its customers, the General Manager may be entitled to an additional \$6,000 in compensation. The Board has made such a finding as a result of its review of the General Manager's performance, and Board authorization is also requested to grant a one-time payment of \$6,000 in lieu of contribution to Deferred Compensation Account.<sup>2</sup>

Lastly, as a result of the Board's negotiation with the General Manager, the parties have agreed to a one-time cash payment of \$15,000 in recognition of the General Manager's continued performance. This one-time payment is not included as base compensation for payroll or retirement calculation purposes.

**RECOMMENDATION:** Set the salary for the General Manager and approve additional terms as follows:

- i) an annual salary of \$220,278.00 retroactive to January 1, 2021;
- ii) a one-time payment of \$6,000 to the General Manager in lieu of contribution to Deferred Compensation Account; and,
- iii) a one-time cash payment of \$15,000 to the General Manager;

And, approve the corresponding resolution adopting the amended salary schedule and approving adjustment to the General Manager's compensation.

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<sup>2</sup> Section 8 of the Employment Contract states that, "If in any given year the addition of the \$6,000 to deferred compensation on behalf of the General Manager would cause the total deferred compensation payable for General Manager to exceed the per annum limit established by the Internal Revenue Service for such payments, the excess shall be paid as regular (non-deferred) income." As the General Manager has reached his deferred compensation contribution limit for the current year, pursuant to the terms of the Employment Contract, the \$6,000 is to be paid as a one-time payment to the General Manager. This one-time payment is not included as base compensation for payroll or retirement calculation purposes.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Christine C. Fitzgerald, General Counsel

Attachments

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

**RESOLUTION ADOPTING AMENDED DISTRICT SALARY SCHEDULE  
AND APPROVING ADJUSTMENT TO GENERAL MANAGER'S  
COMPENSATION (Effective January 1, 2021)**

**WHEREAS**, under the Employment Contract between the District and the General Manager, dated January 1, 2017, Section 8 provides that the Board of Directors shall conduct an annual evaluation of the General Manager;

**WHEREAS**, based on satisfactory performance, the General Manager shall be granted a minimum amount based on the annual increase in the Consumer Price Index published by the Bureau of Labor Statistics of the United States Department of Labor for all Urban Consumers (1982-1984 = 100), San Francisco-Oakland-San Jose, California Consolidation Statistical Area ("CPI-U Indicator");

**WHEREAS**, on February 18, 2021, the Board met with the General Manager and determined that the General Manager's performance satisfies the requirements set forth under Section 8 of the Employment Contract;

**WHEREAS**, the Board has recommended an adjustment to the General Manager's compensation as set forth below.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER  
AND SANITARY DISTRICT AS FOLLOWS:**

1. The General Manager's salary is hereby adjusted to \$220,278.00 per annum.
2. This resolution shall be effective upon adoption; provided, that the Salary Schedule and General Manager's compensation approved hereby and provided hereunder shall be operative from and after January 1, 2021.

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

**RESOLUTION ADOPTING AMENDED DISTRICT SALARY SCHEDULE  
AND APPROVING ADJUSTMENT TO GENERAL MANAGER'S  
COMPENSATION (Effective January 1, 2021)**

3. The Salary Schedule for General Manager, set forth in the Attachment hereto is hereby approved, effective January 1, 2021; provided, that said Schedule shall remain in effect unless and until further amended or superseded.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 4<sup>th</sup> day of March, 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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



# **MONTARA WATER & SANITARY DISTRICT**

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: [mwsd@coastside.net](mailto:mwsd@coastside.net)

Visit Our Web Site: <http://www.mwsd.montara.com>

## **SALARY SCHEDULE FOR GENERAL MANAGER**

EFFECTIVE: January 1, 2021

Approved at Regular Board Meeting: March 4, 2021

Per Board Resolution No.

<b>Job Title</b>	<b>Annual</b>
<b>General Manager</b>	<b>\$220,278.00</b>





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: General Manager's Report**

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## Operations:

### 811 Dig Alerts

- 2/2/21- Airport St. and Los Banos, install water line.
- 2/4/21-880 Park Ave., install water and sewer line.
- 2/11/21-1027 Date St., cable drop line replacement
- 2/16/21-323 Nevada Ave., pavers
- 2/18/21-1040 Acatia St., cable drop line replacement
- 2/19/21-30 Bernal Ave., install water main and sewer lateral
- 2/23/21-106 San Lucas Ave., repair water main
  - 300 California Ave., install fence posts
  - 333 11<sup>th</sup> St., install new fence posts

### Work Orders

- 2/1/21-179 4<sup>th</sup> st. customer had irrigation leak and needer irrigation system turned off
  - 200 14<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification
  - 8701 Cabrillo hwy. meter picked up no usage and operator performed a manual read verification
  - 257 10<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification
  - 8465 Cabrillo hwy. meter picked up no usage and operator performed a manual read verification
  - 508 6<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification
  - 576 8<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification
  - 1241 Main st. meter picked up no usage and operator performed a manual read verification
  - 397 14<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 567 5<sup>th</sup> st. meter picked up no usage and operator performed a manual read verification
  
- 16 North hwy 1. High usage
- 1430 Audubon ave. high usage
- 1361 Main st. high usage
- 8150 Cabrillo hwy. high usage
- Cabrillo USD Le Conte Ave, PFP meter verification
- Cabrillo USD Le Conte Ave. high usage
- 366 5<sup>th</sup> st. high usage
- 1185 Acatia st. high usage
- 924 Cedar st. PFP meter verification
- 1185 Acatia st. PFP meter verification
- 1151 Date st. high usage
- 541 Lancaster. new tenant, water turned on
- 999 Cedar st. new owners, water turned on and meter read
- 575 Sierra st. customer had a bad leak and was repaired by plumber, new meter box installed and profile taken
- 550 Kanoff st. investigation of mystery meter, meter found to be abandoned
- 524 6<sup>th</sup> st. new tenants, water on , final read
- 2/3/21-431 Vermont Ave. move out, final read, water turned off
- 2/4/21-567 5<sup>th</sup> st. transmitter head weak signal verified, picked up read with Trimble
  - 397 14<sup>th</sup> st. transmitter head weak signal verified, picked up read with Trimble
  - 179 4<sup>th</sup> st. profile taken, no leak found
- 2/8/21-271 California ave. move out, final read, water on
- 2/10/21-1734 Main st. customer could not locate meter for plumber, operator found meter for customer
- 2/12/21-1350 Main st. new owners, water turned on
- 2/15/21-1030 Acatia st. customer has backflow device problems, new PFP device installed
  - 1125 Harte st. meter read with trimble to verify leak had stopped
- 2/16/21-322 Vermont ave. custom had concerns of low water pressure, pressure at house consistent with system pressure
- 2/17/21-investigation of possible leak, customer notified
  - Customer concerned with leak repair, operator verified no leak



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- 2/18/21-431 Vermont ave. new owners, turn water on
  - 898 Etheldore st. customer concerned with functionality of meter, meter verified to proper working order and meter box cleaned and repositioning to grade

## After Hours Call Outs

- 410 Terrace Ave. - Customers service line broke under their driveway. To assist the customer in reconnecting water, we high lined the customers connection. We installed half a riser on their connection with their meter inline above the meter box and a hose to their house valve. Placed white barricade over the meter until coordination with plumber was made.

## Repairs and Leaks

- 2/23/21 10:21 low pressure alarm for Seal Cove area, Operations worked together to locate leak by 10:46 am - valve was throttled down while customers were notified and houses were isolated to begin repair. Six homes were affected. An emergency excavation crew was organized and all underground utilities were coordinated. Once the area was excavated two previous repairs (one that failed) were discovered a full main separation that resulted in approximately 20,000 gallons of water. Old repairs and a small section of Transite pipe were removed and replaced with 11' of C900 PVC pipe. The couplers utilized for the repair were Quantum long barrel that will provide a longer-term solution to the earth movement in the area.
- Drake Well pump failure. Arrived in morning to discover Drake Well not running. VFD showing Earth Fault, trouble shoot with VFD manual and attempted to clear fault codes. Checked PGE pole for transmission status all checked out. Contacted Cal-Con for support, upon arrival they were able to verify that the short was in the motor for the pump. Motor & pump have been in service since 9/2002. Contacted Maggiora Bros for estimate



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on repair / replacement, labor to pull pump & motor camera well casing,  
and treat & clean well. Estimate came back at \$14,624.00. Work has  
been approved and scheduled.

## **Misc. Field Work**

- Upgrading Utility Star billing software and field identification of abnormal meters
- Two days of backflow recertification courses in San Jose
- Completed and turned in paperwork for treatment 3 recertification
- Work truck cleaning and tlc
- Both backflow test kits packed and shipped for calibration one week apart to stagger due date
- Send out 3<sup>rd</sup> and final notices for 2020 failed backflow devices
- 1<sup>st</sup> quarter water quality samples taken and shipped to BSK labs for analysis
- Retest 1030 acacia failed backflow device and pass it after plumber visit to replace device
- Box car document storage searched and gathered for litigation and lawyer review
- Basement filing cabinets boxed and brought up to board room for lawyer review
- Leak meter reads
- Monthly vehicle report
- Well pump amperage testing and reading log
- AVTP cl2 issue trouble shoot after plant had been off for a extended period of time
- Well water level sounding and log
- Stock well sites with cl2 and prep for next operator take over
- 50 Bernal main extension preparations and go over customers affected
- Check in with BSK labs to make sure that monthly and quarterly samples were received and in good condition ‘
- Time cards completed and updated
- P-card paperwork completed
- Dose and fill Portola tank
- Clean up on La Grande after leak repair also clean up leak tools at shop



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- fixture unit counts for 330 3<sup>rd</sup> and 404 3<sup>rd</sup> st
- Order Cl2 for well sites
- Make new rounds book for March
- Diversion Line Flush
- Verification of AVTP turbidimeters
- Posted Agendas
- BACT's
- State report
- Roof repair at PRTP
- Generator inspection and operation
- Order new monthly sample replacement bottles Monthly samples Blue book
- Estimated values for work vehicles insurance
- Parts and materials list for AVTP booster pump
- New booster pump ordered for AVTP from GRUNDFOS book
- encroachment permits for 106 La Grand Ave
- prepare new format for monthly staff report

**Projects:** This year's Sewer Improvement Project is scheduled to commence soon.

**Covid-19:** MWSD offices remain closed to the public since March 16. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

RECOMMENDATION:

This is for Board information only.