



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131
8888 Cabrillo Highway

Tel: (650) 728-3545
Fax: (650) 728-8556

NOTICE OF SPECIAL MEETING
(Special Meeting begins at 6:30 p.m.; see Agenda for Special Meeting below)

AGENDA

Regular Meeting
District Board of Directors
8888 Cabrillo Highway
Montara, California 94037

September 19, 2013 at 7:30 p.m.
(Regular Meeting)

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

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

CONSENT AGENDA

OLD BUSINESS

1. Review and Possible Action Concerning Approval of Minutes for Meeting of June 6, July 18, and August 1, 2013.
2. Review and Possible Action Concerning Approval of Financial Statements for June 2013.
3. Review and Possible Action Concerning District Strategic Plan.

NEW BUSINESS

1. Review and Possible Action Concerning Solid Waste Services Contract with Recology of the Coast.
2. Review and Possible Action Concerning Well Conversion Finances.
3. Review and Possible Action Concerning Filing Notice of Completion for 2012-2013 Sewer Improvement Project.
4. Review and Possible Action Concerning Purchase of District Office Copier.
5. Review and Possible Action Concerning Accounting Software Upgrade.
6. Review and Possible Action Concerning Association of California Water Agencies Committee Appointment Nominations.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. ACWA Board of Directors Report (Ptacek)
4. CSDA Report (Slater-Carter)
5. Integrated Regional Water Management Plan (Ptacek)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

FUTURE AGENDAS

ADJOURN

AGENDA – SPECIAL MEETING (6:30 p.m.)

CALL TO ORDER

ROLL CALL

ORAL COMMENTS (Items other than those on the agenda)

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Gov't. C. §54956.9(d)(1))

Names of cases:

- (i) Montara Water and Sanitary District v. County of San Mateo, Santa Clara Cnty. Super. Ct. No. 1-07-CV-088793 (inactive); U.S. Dist. Ct., N.D., San Jose Div. No. CV 08 2814 JF (closed); USCA, 9th Cir. No. 09-15822
- (ii) Montara Water and Sanitary District v. The Dow Chemical Company, et al. Jud'l. Council Coord. Proceed. No. 4435; San Bernardino Super. Ct. Case No. SCVSS120627

RECONVENE IN OPEN SESSION AND ADJOURN TO CONVENE FOR REGULAR MEETING

PARTICIPATION BY TELECONFERENCE

The following Directors will participate by teleconference in all or a portion of the meeting of the Board from the following locations:

Director Bob Ptacek – 909 SW River Oaks, Grants Pass, OR 97526

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Adoption of a Revised Master Fee Schedule**

The Board adopted a revised Master Fee Schedule in June this year which contains all Water and Sewer related charges and fees. Due to a delayed budget approval this year the Water Service Charges were not updated at the time. At the Special Meeting on August 29, the Board asked staff to implement a 4% increase of Water Service Charges in accordance with inflationary increases occurring since the last update. The new rates will be in effect on October 1.

RECOMMENDATION:

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

Attachment

ORDINANCE NO. ____

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

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

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

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

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

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

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to consider adoption of the water service fees and charges herein established amended and established; and

WHEREAS, the parcels upon which the fees or charges proposed for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services were identified and the amount of such fee or charge was calculated, the District provided written notice by mail of the proposed fee or charge to the record owners of each identified parcel, the amount of the fee or charge, the basis upon which the amount of the fee or charge was calculated, the reason for the fee or charge together with the date, time, and location of the public hearing on the proposed fee or charge in accordance with the provisions of Section 6 of Article XIII D of the California Constitution; and

ORDINANCE NO. ____

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

WHEREAS, on December 6, 2012, not less than 45 days after mailing of the aforesaid notice, a public hearing on the proposed fees and charges set forth herein for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services was held by this Board and all persons present at the hearing and interested in the matter were heard or given the opportunity to be heard on the question of enactment of said fees and charges; and

WHEREAS, all persons present at the aforesaid hearing held on September 19, 2013 interested in the adoption of the water service fees and charges herein amended and established were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all protests against the proposed fees or charges for said collection, removal and disposal of refuse and recycling services and written protests against said fees or charges were not presented by a majority of owners of the identified parcels statements so made or documents pertaining thereto presented at the hearing; and

WHEREAS, said fees and charges for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services and facilities set forth herein do not exceed the funds required to provide such services, nor do they exceed the proportional cost of the services attributable to the aforesaid parcels, and the revenues from said fees and charges shall not be used for any other purpose than that for which the fees and charges are imposed; and

WHEREAS, certain fees and charges herein are restated and reenacted, having heretofore been established;

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

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

SEWER SERVICE CHARGE RATES

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

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$37.072	\$568.80
Restaurants	\$67.252	\$1076.03
Motels	\$39.864	\$637.82
Offices	\$32.768	\$524.23
General Commercial	\$35.508	\$568.12
All other Commercial	\$38.63	\$618.07
Schools	\$33.361	\$533.77
Hospitals	\$37.298	\$596.77

*Hundred cubic feet

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

(MWSD Code §4-2.100(f))

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

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$22,311
Fixture Unit Charge (MWSD Code §3-9.500)	\$895.00
Sewer Connection Permit for	\$14,1744

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

Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$567.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$567.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$450.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$425.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$315.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$145.00 minimum)
Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,526.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$450.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$425.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$450.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$450.00 minimum)

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Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$425.00 minimum)
Second Unit Connection Fee— - Studio Unit (10 fixture units) (MWSD Code §3- 10.200)	\$8,926.00
Second Unit Connection Fee - —One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$9,819.00
Second Unit Connection Fee — Additional Fixture Units (MWSD Code §3-10.200)	\$892.00
Second Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$450.00 minimum)
Developer Service Fee: \$2,439.00 minimum deposit against which all District costs to process application are charged. (MWSD Code §§5-3.102, 5-3.210)	
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges On Tax Roll (MWSD Code §1-5.200)	\$39.00 per account
Charge to Photocopy Documents	\$1.29 per page for first four pages; \$0.33 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee, minimum (actual collection costs, if in excess of minimum)

*Where minimums or deposits are specified, no District services will be

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provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

SECTION 3. The following provisions of the Master Fee Schedule are hereby restated/amended and restated:

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$7.076.80 per HCF
Tier 2 7 – 13 HCF	\$9.439.07 per HCF
Tier 3 14 – 27 HCF	\$11.7911.34 per HCF
Tier 4 over 27 HCF	\$16.5015.87 per HCF
Meter Service Charge-5/8" (standard residential size)	\$22.5421.67 per month
Meter Service Charge-3/4"	\$24.7923.84 per month
Meter Service Charge-1"	\$31.6830.46 per month
Meter Service Charge-1 ½"	\$40.5739.01 per month
Meter Service Charge-2"	\$65.3662.85 per month
Meter Service Charge-3"	\$247.95238.41 per month
Meter Service Charge-4"	\$315.57303.43 per month

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

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(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller:	\$ 15.44 14.85
6-inch connection:	\$ 21.89 21.05
8-inch connection:	\$ 29.17 28.05
10-inch connection:	\$ 61.48 59.12
12-inch connection:	\$ 85.81 82.51

Private Fire Protection Administrative Fee:* \$450.00 minimum
(MWSD Code §5-3.208)

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

Private Fire Protection Connection Charge (3/4" to 5/8" meter): \$4,573.00
Private Fire Protection Connection Charge (1" meter): \$7,637.00
Private Fire Protection Connection Charge (1 1/2" meter): \$15,227.00
Private Fire Protection Connection Charge (2" meter): \$24,372.00
Private Fire Protection Connection Charge (3" meter): \$45,726.00
Private Fire Protection Connection Charge (4" meter): \$76,230.00
Private Fire Protection Connection Charge (6" meter): \$127,069.00
Private Fire Protection Connection Charge (8" meter): \$211,825.00
Private Fire Protection Connection Charge (10" meter): \$353,110.00
(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee:* \$428.00
(MWSD Code §5-3.210)

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

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

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

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5/8 x 3/4 inch meter	\$14,564.00
3/4 inch meter	\$16,020.00
1 inch meter	\$20,389.00
1-1/2 inch meter	\$26,215.00
2 inch meter	\$42,234.00
3 inch meter	\$160,199.00
4 inch meter	\$203,891.00
Above 4 inch meter: charge determined by General Manager Based on estimated water usage	

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122)	\$25.00
Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$61.00
Developer Service Fee: \$2,439.00 minimum deposit against which all District costs to process application are charged. (MWSD Code §§5-3.102, 5-3.210)	
Hydrant Meter Deposit: \$1,102.00 against which water use charged. (MWSD Code §5-4.227)	
Connection Administrative Fee minimum deposit applied to actual hourly costs to process application (MWSD Code §§5-3.202, 5-3.203)	\$454.00
Connection Inspection Fee (MWSD Code §5-3.210)	\$428.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,546.00

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

Service Charge for Posting Door Tag for Delinquent Account: \$28.00 per customer per incident.
(MWSD Code §§1-5.200, 5-3.210)

Credit for Customer paying bill using ACH: \$2.00 per bill.
(MWSD Code §5-3.200)

Service Charge for Unauthorized Use of Fire Hydrant: \$130.00 per incident plus actual water used plus damages.
(MWSD Code §5-5.202)

Service Charge for Cross Connection Control Device Test: \$98.00 per tested device.
(MWSD Code §5-6.400)

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

SECTION 4. The following provisions of the Master Fee Schedule are hereby amended, revised and enacted/restated:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District effective commencing on January 1 of the year indicated are:
(MWSD Code §2-7.100)

Description of Fees	2013
RESIDENTIAL	
1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can" service):	
a. <i>Container limits: volume - 20 gals. (3/10 cu. Yd.), weight--40 lbs.-per mo.</i>	\$10.93

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<p><i>b. Container limits: volume - 30 gals. (1/4 cu. Yd.), weight--60 lbs.-per mo.</i></p>	\$15.68
<p>2. Weekly collection, container(s) placed in front of premises in addition to initial ("first can") container, wet and dry garbage</p>	
<p><i>a. Container limits: volume - 30 gals. (1/4 cu. Yd.), weight--60 lbs.-per mo.</i></p>	\$22.98
<p>3. Occasional collection(s) combined with weekly collections, but not on a regular, recurring basis: Container limits: volume 30 gals. (1/4 cu. Yd.), weight--60 lbs.</p>	
<p><i>a. Combined with 30 gal. first can service--per container</i></p>	\$4.39
<p>4. Special Services (charges added to above, basic charges):</p>	
<p><i>a. Container placed at side or rear of dwelling--per container</i></p>	\$4.06
<p><i>b. Container not placed at specified collection point and return call required--per container</i></p>	\$8.29
<p><i>c. Excess volume charge for each gallon exceeding 30 gallon limit--per gallon</i></p>	\$1.17
<p><i>d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.</i></p>	Estimate
<p>5. Twice-yearly "cleanup days" limited to nine (9) 30-gallons containers</p>	Eliminated
<p>6. Weekly recyclable materials collection</p>	No charge
<p>7. Twice a month "greenwaste" (yard trimmings, etc.) collection, limited to four (4) 30-gallon containers bi-monthly</p>	No charge
<p>8. Bulky Goods collection service, limited to three (3) times per year.</p>	No charge
<p>9. Bulky Goods drop-off service, Montara-Moss Beach service area, limited to four (4) times per year</p>	No charge
<p>MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</p>	
<p>1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage--container limits: volume - 30 gal. cans (1/4 cu. Yd), weight--75 lbs.</p>	
<p>a. Regular collections:</p>	
<p><i>(1) 1 collection per week--per mo.</i></p>	\$19.93
<p><i>(2) 2 collections per week--per mo.</i></p>	\$41.57
<p><i>(3) 3 collections per week--per mo.</i></p>	\$59.91

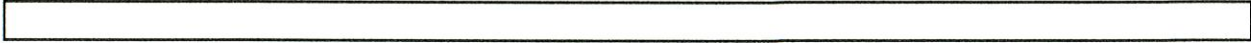
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(4) 4 collections per week--per mo.	\$78.01
(5) 5 collections per week--per mo.	\$99.84
b. Special Service--excess volume charge for each gallon exceeding 30 gal. limit--per gal.	\$1.28
c. Occasional collection(s) combined with regular collections, but not on a regular, recurring basis:	
(1) Container limits: not applicable to can containers; weight --70 lbs.-- per collection	\$19.99
2. Commercial Container Rental:	
a. 1 cubic yard box--per mo.	\$29.19
b. 2 cubic yard box--per mo.	\$37.85
3. Commercial Container Collections:	
a. 1 cubic yard box--per collection	\$25.10
b. 2 cubic yard box--per collection	\$49.94
4. Compacted Commercial Container Service:	
a. 1 cubic yard box--per collection	\$48.15
b. 2 cubic yard box--per collection	\$97.26
5. Special Services Requiring Use of Truck and Driver--per hour	\$163.45
6. Recyclable material collection--as needed	No charge
SPECIAL PROVISIONS	
1. Senior Citizens weekly collection for single container placed in front of premises, wet and dry garbage ("first can" service):	
a. Containera. Container limits: 30 gal. (1/4 cu. Yd.) weight--60 lbs.--per mo.	\$11.08
2. Collections requiring entry on private driveways:	
a. 1-30 ft. entry	No charge
b. 31-100 ft. entry--per mo.	\$3.81
c. over 100 ft. entry--per mo. .for each 50 ft. or portion thereof	\$5.71

ORDINANCE NO. ____

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



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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance No. ____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 19th 1920st day of ~~September~~June, 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update the Water Service Charges fees in accordance with inflationary increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: September 19, 2013

TIME: 7:30 p.m., or as soon thereafter as the matter may be considered

PLACE: District Board Chambers
8888 Cabrillo Highway
Montara, CA 94037
(www.mwsd.montara.com)



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 19, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Approval of Minutes for Meeting of June 6, July
18, and August 1, 2013.**

The item was pulled from the consent agenda. The Board deferred this item to this meeting.

RECOMMENDATION:

Approve Minutes of June 6, July 18, and August 1, 2013.

Attachments



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING
June 6, 2013

MINUTES

REGULAR SESSION BEGAN AT 8:03 PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter, and Thollaug
Director Ptacek was present by teleconference
Directors Absent: None
Staff Present: General Manager, Clemens Heldmaier,
District Clerk, Judy Gromm
Others Present: District Counsel, Dave Schricker
District Water Engineer, Tanya Yurovsky

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

Hale' Lynn Guerra , a resident of San Francisco noted she had the opportunity to talk to the Water Engineer and a Director prior to the meeting and had most of her questions answered regarding a water connection on Date Street. Hale' explained she had been working on purchasing this piece of property on Date Street for quite some time and needed some questions answered because there is a non-certified well on the land and she will have to connect to the water system to have water. She could have the well inspected and certified, but what if the amendment passes at the same time. She will be out quite a bit of money. This situation is creating a problem! Haley intends to make phone calls to the County in support of passing the amendment.

PUBLIC HEARING - None

CONSENT AGENDA –

1. Approve Minutes for Meetings of May 2 and May 16, 2013.
2. Approve Financial Statements for April 2013.
3. Approve Warrants for June 1, 2013.

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

Director Thollaug moved to approve the Consent Agenda. Director Boyd seconded the motion. All Directors were in favor and the motion passed unanimously.

OLD BUSINESS –

1. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

General Manager Heldmaier reported in late January 2013 the District engaged with Maze & Associates for accounting services. At the May 16th meeting, Maze submitted a full set of March Financial Statements for review by the board. This time the April Financials have been submitted and are attached.

The finance committee agreed to the previously discussed changes to the labor sections of the chart of accounts and the new chart of accounts was implemented in Quickbooks. A new budget format conforming to the changes in the chart of accounts is in preparation.

Director Thollaug noted Maze and Associates have been very responsive to the District's needs. This has been a very complex process and is coming together well.

NEW BUSINESS -

1. Review and Possible Action Concerning Water and Sewer Capital Improvement Programs.

General Manager Heldmaier reported the District usually considers the Water and Sewer Capital Improvement Programs (CIPs) in conjunction with the Budgets. Due to this year's restructuring of the financials the budgets will be presented at a later meeting. Staff has prepared draft CIP's that allow the Board to get an overview of the District's need for future infrastructure projects and associated costs.

Sewer:

District Sewer Engineer Pippin Cavagnaro reviewed the draft CIP List with the Board.

Director Thollaug explained what he would like to see on the Capital Budget is what was planned, what was spent and if it is not spent but the District still intends to do the project, it would then become a part of the capital plan for the following year. Director Thollaug requests a plan that is detailed enough to allow him to perform his fiduciary responsibility.

General Manager Heldmaier explained we are not trying to approve the CIP tonight. The document is giving us an idea of the anticipated level of spending, and feeling more comfortable setting rates at the next meeting. Then, we can adjust the CIP accordingly.

Water:

Lou Wall, a resident of Montara reported on a situation he believes warrants priority. Mr. Wall reported the service line that was just repaired on 4th Street has been in service since the 1940's and has been repaired several times. There are two blocks that need to be replaced.

General Manager Heldmaier reported the District is aware of this situation and had to abandon the project due to the re-surfacing the County had done in that area. This is one of our high priority projects for next fiscal year.

District Water Engineer, Tanya Yurovsky was on hand to answer questions regarding the Water CIP.

Director Thollaug noted he would expect would be a tie out between balance sheet and the funds that are being identified in the Existing Customer Capital Fund and New Customer CIP. (Reimbursements) These are investments against that fund that will be reducing those funds and increasing assets.

General Manager Heldmaier noted this would essentially require us to modify the balance sheet to reflect the difference between existing and new customers in terms of reserves. General Manager Heldmaier will work with Tim Krisch regarding how to handle this issue.

2. Review and Possible Action Concerning Establishing a Public Hearing Regarding Placement of Sewer Service Charges, Delinquent Refuse Collection Charges and Water Service Charges on Tax Roll.

General Manager Heldmaier reported the Health and Safety Code requires that in order for sewer service charges and delinquent water and refuse collection charges to be placed on the property tax roll the

Board must adopt a resolution advising of its intention to do so. In addition, a public hearing must be held at which time anyone who believes their charge to be in error has the opportunity to be heard by the Board. This public hearing must be noticed (attached in the local newspaper for two successive weeks before the hearing.

Director Boyd moved to authorize the General Manager to publish the attached public notices in the Half Moon Bay Review on two successive dates prior to the June 20 public hearing. Director Ptacek seconded the motion. All Directors were in favor and the motion passed unanimously.

3. Review and Possible Action Concerning Approving a Notice of Public Hearing for Revisions to the Master Fee Schedule.

General Manager Heldmaier reported in order for a revision of the Master Fee Schedule the Board must adopt a resolution advising of its intention to do so. In addition, a public hearing must be held at which time anyone who believes their charge to be in error has the opportunity to be heard by the Board. This public hearing must be noticed in the local newspaper for two successive weeks before the hearing.

Director Ptacek moved to authorize the General Manager to publish the attached public notices in the Half Mon Bay Review on two successive dates prior to the June 20 public hearing. Director Boyd seconded the motion. All Directors were in favor and the motion passed unanimously.

4. Review and Possible Action Concerning Proposed Sale of Surplus air Compressor and Related Equipment.

With the purchase of the water system from California American the District received an air compressor and related equipment that has been used only on rare occasions. District certified contractors perform necessary asphalt cutting or similar work for infrastructure improvement projects and emergency repairs. In addition the District owns a cutting saw that can be used instead of jackhammers. The air compressor is difficult to start, dangerous to operate and due to the state of the high pressure hoses currently unsafe. The equipment takes up one garage space of the water operation shop that could be used to house the designated leak truck.

Director Slater-Carter wanted verification that the District was going to sell the generator as-is.

The Board engaged in a discussion regarding offering the compressor to North Coast County Water or neighboring agencies in the spirit of cooperation.

Director Slater-Carter suggested making a phone call to North Coast County Water District regarding an offer of the as-is compressor.

Director Boyd motioned authorize the offer of title of the compressor to North Coast County Water District. Director Harvey seconded the motion.

Directors Boyd, Harvey, Slater-Carter and Thollaug were in favor. Director Ptacek was opposed.

5. Review and Possible Action “Concerning Award of Contract for the Construction of the Schoolhouse Tank West and Demolition of the Existing Concrete Tank.

General Manager Heldmaier reported the Montara Water and Sanitary District Schoolhouse Tank Replacement Project had been in planning stages since 2003, as the roof of the tank was in poor condition when the District first acquired the Water system. The Project is included in the District’s Public Works Plan (PWP) that was approved and certified by the California Coastal Commission (CCC) in 2009. Last year, the District has successfully completed the first phase of the project, new Schoolhouse Tank East.

The implementation of the Project includes all earthwork, the construction of a retaining wall, demolition of the existing concrete tank and the installation of a welded carbon steel tank with associated yard piping. The Project, referred to as the *Schoolhouse Tank Project – Phase I: New West Tank* in all bid documents, was advertised for bidding on May 3, 2013. On May 31, 2013, MWSD received three contractor bids for the Project. The District Water Engineer reviewed the submitted bids for compliance with all specifications, checked references, and recommends awarding the contract to Paso Robles Tank, Inc. as the lowest responsive and responsible bidder.

Director Boyd moved to adopt the next resolution in line, a resolution of the Montara Water and Sanitary District accepting Bid for the Schoolhouse Tank Project – Phase 2: New West Tank, Declaring Lowest Responsible Bidder for Said Work, Rejecting All Other Bids Approving and Authorizing Execution of Agreement for Said Work, and Directing Return of Security Deposits. Director Ptacek seconded the motion.

All Directors were in favor and the motion passed unanimously.

6. Review and Possible Action Concerning Tank Inspection Report.

General Manager Heldmaier reported as required by the District's Bid Documents and One-Year Warranty from the construction contractor, staff has performed an inspection of the new Schoolhouse Tank East for integrity of coatings inside and outside the tank and its structural integrity.

The tank's inspection has been successfully completed on May 23, 2013. Overall, the Schoolhouse Tank East was reported in good operating condition. The structural integrity of the tank was good as evidenced by the recording. The inspection recorded a few minor rust spots on the internal ladder support braces, bolts on the outlet pipe, and the sample port. The rust spots in these locations present no threat to the tank structure and or quality of the water inside the tank. The installer recommends that the cathodic protection system be inspected annually to prevent future corrosion.

The existing Alta Vista Tank appeared in fair condition considering its age. The two issues of concern were noted during the inspection:

1. The tank floor shows signs of corrosion termed by the inspection company as "tuberculations". Staff will measure the floor plate thickness with a rented ultrasonic thickness gauge to estimate the thickness of the remaining floor plate and determine the timing of the rehabilitation work for this tank. Most likely, the tank will be taken out of service and inspected in 2014 after the new Alta Vista Tank goes on line.
2. A single dent most likely caused by a bullet impact was discovered on the tank wall. The thickness in the location will also be measured to determine if an immediate external repair is needed.

7. Review and Possible Action Concerning Approval of Ground Sublease/Water Extraction Agreement with San Mateo County.

Following extensive negotiations with the county and the federal Aviation Administration (FAA), which assumed ownership of the well sites during the pendency of the negotiations, a proposed sublease between the County and the District and a lease of the well sites between the County and the FAA have been developed by the agencies' staffs. The sublease provides for an initial term of twenty (20) years and two (2) consecutive options to renew for an additional 10 years each. Initial base rental for the sites is computed at 25¢ per square foot or \$1,641.00 per quarter with CPI adjustments commencing on July 1, 2017. A well service fee is included at the rate of \$1500 per operating well per quarter, but is not payable if a well is

not in operation. A water extraction fee is also payable based on the amount of water extracted per well per quarter. That fee is calculated by formulae that provide for fees over the term of the sublease significantly below that formerly paid under the revocable permit. Furthermore, in light of the District's development of additional water supplies since acquiring the system, reliance on the Airport wells has diminished and the extraction fee payments will be significantly more under the control of the District than the past. The County Board of Supervisors approved the FAA/County Lease and the District/County sublease at its meeting on June 4, 2013.

Director Ptacek moved to approved A Resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Ground Sublease/Water Extraction Agreement with County of San Mateo. (Half Moon Bay Airport Well Sites). Director Boyd seconded the motion.

All Directors were in favor and the motion passed unanimously.

8. Review and Possible Action Concerning Cancellation of Regular Scheduled Meeting July 4, 2013.

General Manager Heldmaier reported Staff anticipates the need for the next regular scheduled meeting on July 20th. However, the first regular scheduled meeting in July falls on July 4.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)

Director Harvey reported he is on the committee regarding the labor negotiations of the general manager. Director Harvey will report on the negotiation results at the next MWSD Board meeting.

2. MidCoast Community Council Meeting (Slater-Carter) – None

3. ACWA Board of Directors Report (Ptacek) – Director Ptacek reported

He picked up some very good information from the convention he attended and will share it with the General Manager and Board members.

4. CSDA Report (Slater-Carter) – None

5. Integrated Regional Water Management Plan (Ptacek) – Director Ptacek reported there had been a meeting regarding the agreement today at CCWD. There was talk about hoses and or pipes over the ground, which is just not feasible at this time. A discussion of a permanent intertie then took place. CCWD is willing to participate in looking into this.

Director Thollaug reported his understanding is that this agreement is about a temporary meter. The provisions are clearly we bridge on an emergency situation. Director Thollaug puts tremendous priority and value on local control, and what this board had done to securing that water resource and developing it. The notion he has heard around the board

table that an intertie is a precursor to us being taken over, he just can't buy. He respects each and every Board member, but just can't agree with that. If we don't address the notion of interties, if something catastrophic happens, the result could be the loss of human life which could put us in a worse position. Director Thollaug wants to raise this dialogue to enhance our creditability and stewardship of our water resource in this community. Director Thollaug wants to put on the table that our local destiny and control is an issue for us and wants to make sure that this would contribute to anything to reduce that.

Director Boyd noted that Director Thollaug had raised some very good points. What is missing is the factual basis that has been established over a number of years. We have talked about this for years and have done studies on this very subject. Plan of record for the for the Local Agency Formation Commission, is consolidation, plan of record for San Mateo County is consolidation, plan of record for CCWD is consolidation. Direct work with North Coast County and Coastsides County Water District has been to advance these goals. Do not be confused about the agenda.

Director Ptacek noted while it can be planned or desired, it is just that. Consolidation cannot happen by being forced.

Director Slater-Carter would like to see this subject as an agenda item.

Director Harvey motioned to continue the meeting for an additional 30 minutes. Director Boyd seconded the motion.

All Directors were in favor and the motion carried unanimously.

Director Boyd is happy to talk about ways to help, without consolidation.

Director Thollaug would like SRT to help give the Board an understanding of what needs to be done to implement the intent of this project.

6. **Attorney's Report (Schricker)** – District Counsel Schricker checked the Brown Act and reported having 3 Board Members in attendance and 2 teleconferencing at the next meeting would be considered a quorum.
7. **Directors' Reports** – Director Ptacek reported he now has the formulas for the Recology contract and passed out this information to the Board members.

Director Harvey reported the Rate Committee got together and talked about what kind of people live in this community. Bill Kehoe was going to look into how many large families live in the area and how a different rate structure could help them.

8. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS- Integrated Regional Water Management Plan.

REGULAR MEETING ENDED at 11:35 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 20th of July, 2013

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING
July 18, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:45 PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter, Thollaug & Ptacek

Directors Absent: None

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

Others Present: District Counsel, Dave Schricker

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

Bill Kehoe, a resident of Moss Beach reported he had been present at the Plan Princeton meeting and heard a rumor regarding the push back on GSD's Community Service District Park Authority application process to LAFCO. The rumor was they should be looking into a park district for the entire coast.

Director Slater-Carter heard about this rumor and sent an email to Martha Poyatos, LAFCo's Executive Officer, who has not responded as of yet.

Director Slater-Carter announced there would be a meeting held on July 25th at the Cypress Meadows Conference Center between 7:00 and 9:00 pm regarding the Devils Slide Trail.

Dennis Shapses, a Moss Beach resident explained the gallons per minute his well had been producing has dropped significantly and questioned the Board if it were possible for the District to be using his aquifer. The Board

pointed out where the District's aquifers were in conjunction to his property. General Manager Heldmaier suggested Mr. Shapses call the San Mateo County Environmental Health and report his problem.

PUBLIC HEARING - None

CONSENT AGENDA –

1. Approve Minutes for Meetings of June 6 and June 20, 2013.
2. Approve Financial Statements for May 2013.
3. Approve Warrants for July 1, 2013.
4. SAM Flow Report for May 2013.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for May 2013.
8. Rain Report.
9. Solar Energy Report.

Director Thollaug requested to pull the minutes for the June 6th meeting and the financial statements.

Director Boyd moved to approve the Consent Agenda, Items 3 through 9. Director Harvey seconded the motion. All Directors were in favor and the motion passed unanimously.

Director Thollaug noted the minutes of June 6th somewhat reported the conversation regarding the Integrated Regional Water Management Plan meeting he had attended and wanted to clarify his statement on the bottom of page 7. His understanding of this agreement is not about a temporary meter, it's about an emergency use of a water supply. The discussion temporary or not was more about this agreement and putting in a temporary linkage in place for example a pipe on top of the ground that would connect our system to CCWD. The discussion was around that particular agreement. Director Thollaugs read of that particular agreement was it read very much like a permanent intertie agreement. There was only one word in it in fact that told him that it was not a connection that was permanent for emergency with temporary use. Director Thollaug wants to be very clear about this because he believes that interties are critically important. Director Thollaug would like the language cleared up on that statement.

Additionally on page 8, Director Thollaug would like to clarify what he does not agree with is the fact if we set interties in place, it is a first step towards consolidation. In fact, if we don't take that step, that would not be managing the District in the best interest of the people in the community to deal with fire or major emergencies. It isn't that Director Thollaug doesn't agree with the Board Members, it is that he does not agree that the intertie as being the first step towards consolidation.

Director Slater-Carter suggested the minute revisions be brought to the next meeting for board review and approval.

Director Thollaug noted the financials are presented through May 2013. We have some draft financials for June that will be presented during the water rate discussion that we will be referencing with. What Director Thollaug has requested of Maze, is to see a presentation that gives us a monthly trend. Director Thollaug would like to see current month, a variance, year to date, and variance against the plan. Year to date, not plan full year. There was not enough time to format this into this board packet for this evening.

Director Harvey moved to approve the financial statements for May. Director Boyd seconded the motion. All directors were in favor and the motion passed unanimously.

OLD BUSINESS –

1. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

General Manager Heldmaier reported in late January 2013 the District engaged with Maze & Associates for accounting services. At the May 16th meeting, Maze submitted a full set of March Financial Statements for review by the board. This time the April Financials have been submitted and are attached.

Director Thollaug reported there had been another error found that was done by the prior accountant. This is a material error that had not been caught by the Auditors.

Director Ptacek would like for staff to discuss this with the auditors.

2. Review and Possible Action Concerning Draft Water and Sewer Budgets.

At the June 20 meeting Staff presented a draft sewer budget. We continue to develop with Director Thollaug's assistance a new budget format that allows for detailed monthly observations of actual expenses vs. planned throughout the year. The attached budgets are preliminary and presented for initial discussion and board direction. Year to date actuals will be revised early next week and updated budgets will be available then.

Director Thollaug wished he had had more time to work with Director Ptacek on the budgets, but because of the rate study, that prompted the General Manager to put these draft documents into the packet.

NEW BUSINESS -

1. Review and Possible Action Concerning SCADA System Upgrades

General Manager Heldmaier reported the District's water SCADA system computer experienced a catastrophic failure in June. Most likely a failing capacitor damaged the mother board, hard drive, and the added backup drive. The District's operations staff, successfully ran the water system with increased monitoring and pump rounds. The procedures to avoid failures in the water system require not only a lot of overtime for the District's small staff, but also excellent system knowledge and dedication. Staff deserves the credit for maintaining health and safety during this most critical time until a new system has been established.

Calcon the contractor helping the District to maintain the SCADA system and well operations systems has managed to install a computer and SCADA system with limited capabilities. The outdated District software can only run on Windows XP systems. A quote for a new SCADA system was negotiated and \$48,000 for the purchase where authorized by the General Manager after notification of the District Board.

Calcons General Manager, Ryan Smith introduced himself and gave a description of his roll with Calcon and the District. Ryan has been working with the District and on an on call basis for many years. Ryan is recommending the new system to consist of two parallel SCADA computers, updated software of which his staff will install, program and support. Ryan reported there will be incremental upgrades with the new software.

Data backup was discussed and the process will change to a more secure and sophisticated system.

A maintenance schedule was discussed and is highly recommended by both Director Boyd and Ryan Smith.

2. Review and Possible Action Concerning Draft Water Rate Study.

General Manager Heldmaier reported after the adoption of reserve policies the Board authorized Bartle Wells to prepare a water rate study that includes the consideration of the new reserve policy and makes recommendations to increase the District's water reserves over time.

Bartle Wells now has prepared the 1st draft rate study and is asking the Board for comments and direction.

Alex Handlers noted this report is based on preliminary information and is asking the Board for direction. After the year end financial information, Bartle Wells will be coming back with some final recommendations for the next prop 218 process. Mr. Handlers wanted to mention that the district is facing a unique situation this time with near time capital needs.

Director Ptacek noted the rate increase information should go to the public so they understand what the increase is based upon. As long as we can explain what it is, we are doing what we are supposed to do.

Director Harvey does not want to have a percentage drive as what the Board needs do. Director Harvey wants to review the data and do what the district needs to do first.

Mr. Handlers explained he had not had the chance to work through the process with the Rate Committee. That meeting would have provided the level of detail Bartle Wells was anticipating.

General Manager Heldmaier reported the district still had a 9% increase left during the last prop 218 process.

Gus Peterson, a local resident and former Sanitary Engineer for the State of Public Health Department reported he was concerned about the Boards outlook on rates. He wondered if the Board was prepared for the new EPA mandates and what they have planned to do about them.

Director Boyd assured Mr. Peterson the District works very closely with our regulators and are aware of the new mandates. We are actually working to exceed what is required. What we serve to our community is very healthy and clean.

Mr. Peterson is concerned about contaminants that are not being regulated right now.

General Manager Heldmaier explained the treatment plant at the Airport had been designed in anticipation of contaminants that are not regulated right now.

Bill Kehoe requested to be invited to the next rate committee meeting.

Director Ptacek noted the budget needs to be done before we can set the rates.

After a lengthy discussion, the Board will revisit this item on the August 1st meeting when the new budget is available.

Director Slater-Carter moved item 5 up to be discussed at this time.

5. Review and Possible Action Concerning Abandonment of Easement for Water Main at 138 Seacliff Street.

General Manager Heldmaier reported the District holds an easement for a 2" water main on the premises of 138 Seacliff. The old water main was upgraded and replaced in 2011. The new 6" pipe is located in the public right of way and the easement will not be needed in the future. The owner has asked to abandon the easement. Staff asked District counsel to review the file and prepare a resolution abandoning the still existing easement.

Director Slater-Carter noted this was an important resolution. Director Slater-Carter would like to look at this being an ordinance in the near future.

Director Thollaug moved to Adopt the Next Resolution in order, a Resolution Finding that the Herein Described Real Property Interest is no Longer Required For District Purpose and Authorizing and Directing Execution of a Quitclaim Deed Pertaining Thereto. Director Harvey seconded the motion. All Directors were in favor and the motion passed unanimously.

3. Review and Possible Action Concerning Requests for Proposals to Rehabilitate District Production Wells.

General Manager Heldmaier reported The District's 2011 Water system master Plan and 2012 Capital Improvement program (CIP) and Draft 2013 CIP all included a Well Rehabilitation Program to address the need to rehabilitate and renew the water supply wells. The District need to rehabilitate the following wells to restore their respective capacities to design levels:

1. South Airport Well
2. Portola Wells I, II, III, and Drake and Wagner Wells

Staff conducted a search for qualified drilling contractors experienced in drilling and rehabilitation of public water supply wells. Two contractors appear to be most qualified and able to perform the work: Maggiora Bros. of Watsonville, CA and Earth Flow of Santa Cruz.

Director Boyd moved to authorize the General Manager to request quotations from Maggiora Bros. and Earth Flow to rehabilitate the South Airport Well and the four Portola Wells. Director Ptacek seconded the motion. All Directors were in favor and the motion passed unanimously.

Director Boyd moved to waive bidding requirements for the well rehabilitation project on the ground that the qualified contractors available for the project are limited to those identified in the staff report. Director Ptacek seconded the motion. All Directors were in favor and the motion passed unanimously.

4. Review and Possible Action Concerning Schoolhouse Tank Construction Update.

General Manager Heldmaier reported in May 2013, the Board awarded the Schoolhouse Tank West project construction contract.

The following are the key milestones for the construction:

Start Date: July 15, 2013
Mobilization: July 23, 2013
Demolition: July 25, 2013
End Date: November 15, 2013

6. Review and Possible Action Concerning Reconsideration of Treasurer Position.

General Manager Heldmaier received a request from the Treasurer to place this item on the agenda.

Director Ptacek asked Director Thollaug if he would like to take over the responsibilities of Board Treasurer.

After a lengthy discussion, Director Thollaug responded he would not be interested in doing so at this time.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)

Director Harvey and Boyd reported at the last meeting:

The GM got the authorization to recruit a new collection maintenance worker.

Adoption of the collection and operations budgets.

Awarded the contract for cleaning the digester.

Spent a great deal of time looking at the electrical work proposal

CIP was released to the General Managers of the member agencies for review

Monies being returned to member agencies are being reviewed by General Managers and will be put back on agenda at next meeting.

WWF project was finally closed out

Granada Force Main Project is being worked on.
We sadly accepted the resignation of our General Manager Steve Leonard.
Currently in the process of selecting a firm to help recruit a new GM.
There is a candidate to take over in the interim we will interview Monday night.
We took an action give the supervisor of technical services the ability to act with the authority of the General Manager in the absence of the General Manager.

Director Harvey moved to continue the meeting past 11:00 pm. Director Boyd seconded the motion. All Directors were in favor and the motion passed unanimously.

2. **MidCoast Community Council Meeting (Slater-Carter)** – Bill Kehoe reported, at the last meeting, they spent over an hour talking over the left hand turn lane for Sams. San Mateo County stopped progress due to permits.
On July 24th there will be a meeting on the School Bond Issue.
Last Saturday there was a general introduction into the community on Plan Princeton.
3. **ACWA Board of Directors Report (Ptacek)** – None
4. **CSDA Report (Slater-Carter)** – None
5. **Integrated Regional Water Management Plan (Ptacek)** – None
6. **Attorney's Report (Schricker)** – Reported that Detroit has filed for bankruptcy.
7. **Directors Report - None**
8. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS-
REGULAR MEETING ENDED at 11:35 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 5th of September, 2013

Signed _____
President



MONTARA WATER & SANITARY

DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

August 1, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:36 PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter, Thollaug & Ptacek

Directors Absent: None

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

Others Present: District Counsel, Dave Schricker

PRESIDENT'S STATEMENT – Director Slater-Carter reported August 5th will be the 10 year anniversary of Montara Sanitary District becoming Montara Water & Sanitary District. I am hoping to have a community celebration later in the year to celebrate that we have our own water district and prevailed against tough odds. Director Slater-Carter asked for volunteers to help with the celebration. Anyone interested, please call the District Office, leave your name and number and Director Slater-Carter will get back to you.

Chris Porter, General Manager of Recology of the Coast offered their sponsorship.

ORAL COMMENTS -

Cid Young, a Moss Beach resident commented as a Realtor, it is helpful to have written disclosures that would imply what the current situation is. If there is ever a chance to offer a disclosure to the real estate community, that would be very helpful.

Director Slater-Carter suggested Cid ask the County or Coastal Commission for that information.

Cid further commented how she liked the idea of a celebration. Especially if Recology of the Coast was going to be there, perhaps there could be a green fair. Possibly something that could show people of the community how to maximize their recycling. Cid offered to help with the celebration.

Director Slater-Carter requested to move to New Business to Item number 1.

PUBLIC HEARING - None

CONSENT AGENDA –

1. Approve Minutes for Meetings of July 18, 2013.
2. Approve Financial Statements for June 2013.
3. Approve Warrants for August 1, 2013.
4. SAM Flow Report for June 2013.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for June 2013.
8. Rain Report.
9. Solar Energy Report.

Director Thollaug requested to pull the financial statements.

Director Slater-Carter requested to pull the minutes of the July 18th meeting.

Director Harvey moved to approve the Consent Agenda, Items 3 through 9. Director Ptacek seconded the motion. All Directors were in favor and the motion passed unanimously.

Director Slater-Carter asked to correct the statement reported in the minutes regarding Martha Poyatos. Director Slater-Carter attempted to contact Ms. Poyatos and has still not heard back from her.

Director Thollaug has a concern that we redraft reality with these minutes. Director Thollaug reported there are things that don't accurately reflect what was said. Director Thollaug's major concern is the level of detail that staff is attempting to provide is confusing and contradictory.

Director Slater-Carter asked Director Thollaug if he would like to discuss the financials.

Director Thollaug reported this was the first time he had seen this set of financials. It does not correspond to the financials that he was sent before the finance committee met. He reported the revenue numbers on the water side balanced, but the expense numbers did not. He would like to have staff review the documents and give him an explanation why the figures do not match what we had received before the last financial committee meeting.

Director Slater-Carter suggested the financials would be brought up at the next meeting.

Director Slater Carter called for a brief recess while Pacific Coast Television sets up their cameras.

After a short recess, Director Slater-Carter reported Pacific Coast Television came late so the Board decided to go over the early items out of the way. At this time, Director Slater-Carter will start with the Presidents Statement.

OLD BUSINESS –

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

General Manager Heldmaier reported at the June 20 meeting, staff presented a draft sewer budget. We continue to develop with Director Thollaug's assistance a new budget format that allows for detailed monthly observation of actual expenses vs. planned throughout the year. The attached budgets are preliminary and presented for initial discussion and board direction.

Director Ptacek reported the committee met and was able to get through 2 pages of the draft budget. He further explained the committee needs to meet again and bring the final draft back to the Board for approval.

2. Review and Possible Action Concerning Draft Water Rate Study.

After the adoption of reserve policies the Board authorized Bartle Wells to prepare a water rate study that includes the consideration of the new reserve policy and makes recommendations to increase the District's water reserves over time.

Bartle Wells prepared a draft rate study and presented it at the June 18 meeting and asked the Board for comment and direction.

The preparation of a new document was mainly depending on a revised budget. Therefore at the time of preparation of this staff report no revisions to the rate study have been made. The Rate Committee reviewed the study further and discussed the rate study with an interested citizen.

This item will be brought back to the Board when the Budget is finalized.

NEW BUSINESS -

1. Review and Possible Action Concerning Contract with Recology of the Coast.

General Manager Heldmaier reported Recology acquired Seacoast Disposal in 2010 and requested the assignment of contract to Recology in accordance with the language specified in the franchise agreement. At the time Seacoast disposal was operating at a loss and Recology has since then been asking to increase the rates for solid waste disposal services to cover the cost of operation due to cost increases in dump fees, fuel, personnel, and the decrease in revenues from recyclables.

An interim rate increase for 2013 in the amount of \$15.68 for a 30 gallon can and associated rates was implemented to allow further negotiations of contract changes and future rates. The interim was referred to the solid waste committee.

The Committee is negotiating a contract with no service reductions, the same scheduled weekly pickup of refuse and recycling and biweekly green waste service. Services include a standardized 64 gallon recycling can and consumer choice of Recology supplied 20, 32 and 64 gallon containers.

Chris Porter, General Manager of Recology of the Coast reported the increase in the services will include things that customers have called repeatedly about over the last few years. 64 Gallon wheeled covered cart for Recycling that will be picked up once per week. All recycling goes in this cart except for batteries that would go in a plastic bag on the top. There will also be wheeled garbage carts in a variety of sizes. Recology has increased the bulky item pickups from 3 to 4 pickups per year curbside. We have changed the senior rate to the financial hardship rate. Anyone who belongs to the PG&E care program will qualify for this reduced rate. Motor oil can be brought to the yard. Call the office for the containers to use to bring up to the drop off. Debris boxes will come in 7, 14, 20 and 30 yard debris boxes. There will be a change how we charge for these boxes. \$280 set fee for the rental, delivery and pickup. Then a \$67.00 per ton charge will be added.

Bill Kehoe, a Moss Beach resident is concerned about seniors in general. A senior reduced rate should be part of this package along with the PG&E Care Program.

Cid Young, a Moss Beach resident is additionally concerned about the seniors. A lot of our seniors are on fixed income and can't keep paying increased fees. Cid additionally asked when the new cans would be available.

Chris Porter explained that if you are on a fixed income, you will be eligible for PG&E's Care Program. A copy of that paperwork would be the only thing you would need to submit to Recology for the discounted rate.

Director Slater-Carter would like Chris, Dave Schricker, and Recology's legal staff, to work on putting the items discussed tonight in the contract.

Director Boyd moved to authorize staff to initiate the prop 218 process for the rates specified in attachment D to be effective October 1, 2013. Director Harvey seconded the motion.

Bill Kehoe further commented he believes there is an imbalance in the fee structure.

Director Slater-Carter explained that Chris had to provide many supporting documents to the committee before they could approve anything.

All Directors were in favor and the motion passed unanimously.

2. Review and Possible Action Concerning Independent Coating Inspection for New Schoolhouse Tank.

General Manager Heldmaier reported the Board has awarded the Schoolhouse Tank West Project construction contract at its June 5, 2013 meeting. The contractor, PSO Robles Tank (PRT) has mobilized and started working on site. This is the second tank the District is erecting to improve its fire storage capacity and distribution system efficiency. This project will also demolish the existing dilapidated concrete tank that had been off line since the Schoolhouse Tank East was completed.

The bid documents prepared by the District's Water System Engineer, calls for an independent inspection of the welded steel tank coating and lining systems to ensure that the contractor followed the specifications and to protect the District's asset in the best possible way.

Staff obtained quotes from three qualified certified coating inspection firms. As the lowest cost is from DB Gaya Consulting LLC, staff recommends awarding the coating inspection services to them.

In addition, the District Engineer proposes, based on the fact that PRT has successfully built one tank for the District, and to save cost, to not have a construction inspector on site during the entire construction duration but limit inspections to specialty inspections required by Bid Documents. District's staff will be overseeing construction activities while making their daily rounds to the Schoolhouse Tank site.

Director Ptacek moved to awarding the coating inspection contract to DB Gaya Consulting LLC, in an amount not to exceed \$6,500. Director Boyd seconded the motion.

All Directors were in favor and the motion passed unanimously.

3. Review and Possible Action Concerning Cancellation of Regular Scheduled Meeting August 15, 2013.

Staff recommends cancelling the August 15th meeting.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)

Director Harvey and Boyd reported at the last meeting:

At the last meeting on July 22nd, the Board discussed a report of a refund to the member agencies for capital excess of reserves. The managers will be meeting soon with the SAM accountant.

The Board interviewed one interim General Manager. The Board will be interviewing another next week.

The Board selected a search firm to help in the search for a new General Manager.

The Board issued change orders on each of the bypass stations.

Director Harvey moved to continue the meeting past 11:00 pm. Director Ptacek seconded the motion.

All Directors were in favor and the motion passed unanimously.

- 2. MidCoast Community Council Meeting (Slater-Carter)** – Director Slater-Carter reported the next meeting will be held on August 14th. This will be an important one. County representatives will be there to listen to community feed back on the Plan Princeton.
- 3. ACWA Board of Directors Report (Ptacek)** – None
- 4. CSDA Report (Slater-Carter)** – The next meeting will be August 8th.
- 5. Integrated Regional Water Management Plan (Ptacek)** – None
- 6. Attorney's Report (Schricker)** – None

7. **Directors Report** - Director Boyd and Slater-Carter have been discussing with the General Manager about doing strategic planning to help guide the district in decision making and a long range plan. This would be a hard document and the cost would range from \$15,000 to \$20,000. Director Slater-Carter would like this item to be placed under Reports at the next meeting.
8. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS-

REGULAR MEETING ENDED at 11:25 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 5th of September, 2013

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 19, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written over the 'FROM' line.

**SUBJECT: Review and Possible Action Concerning
Approval of Financial Statements for June 2013**

At the last meeting the monthly financials had not been submitted in the consent agenda. The District's accountant informed staff that the closing of the books for June 30, 2013 had not been completed at the time and the roll-over balances were not final yet. The Statements were planned to be submitted with the next consent agenda.

The item was pulled from the consent agenda and it was asked that the financials be submitted at this meeting.

RECOMMENDATION:

Approve Financial Statements for June 2013.

Attachments

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

Jul '12 - Jun 13

Ordinary Income/Expense	
Income	
4220 · Cell Tower Lease	28,909.26
4400 · Fees	
4420 · Administrative Fee (Remodel)	1,320.00
4430 · Inspection Fee (New Constr)	830.00
4440 · Inspection Fee (Remodel)	830.00
4460 · Remodel Fees	7,331.00
	<hr/>
Total 4400 · Fees	10,311.00
4610 · Property Tax Receipts	304,550.33
4710 · Sewer Service Charges	1,952,512.86
4760 · Waste Collection Revenues	12,980.14
4990 · Other Revenue	14.11
	<hr/>
Total Income	2,309,277.70
Expense	
5000 · Administrative	
5190 · Bank Fees	3,074.39
5200 · Board of Directors	
5210 · Board Meetings	2,135.00
5220 · Director Fees	3,450.00
	<hr/>
Total 5200 · Board of Directors	5,585.00
5250 · Conference Attendance	431.25
5260 · Depreciation	430,579.00
5270 · Information Systems	1,300.00
5300 · Insurance	
5320 · Property & Liability Insurance	1,425.37
	<hr/>
Total 5300 · Insurance	1,425.37
5350 · LAFCO Assessment	1,107.00
5400 · Legal	
5420 · Meeting Attendance, Legal	7,376.00
5430 · General Legal	14,056.75
	<hr/>
Total 5400 · Legal	21,432.75
5510 · Maintenance, Office	2,780.00
5540 · Office Supplies	3,407.87
5550 · Postage	2,886.59
5560 · Printing & Publishing	2,440.66
5600 · Professional Services	
5610 · Accounting	64,790.00
5620 · Audit	12,550.00
5630 · Consulting	11,287.28
5640 · Data Services	5,091.54
5660 · Payroll Services	172.05
	<hr/>
Total 5600 · Professional Services	93,890.87
5720 · Telephone & Internet, Admin	6,402.11
5730 · Travel, Local	1,290.46
5740 · Reference Materials	35.00
5790 · Other Administrative	100.00
5800 · Labor	
5810 · CalPERS 457 Deferred Plan	11,247.77
5820 · Employee Benefits	35,678.46
5830 · Disability Insurance	844.02
5840 · Payroll Taxes	11,361.38
5900 · Wages	
5910 · Management	102,901.88
5920 · Staff	63,842.63
	<hr/>
Total 5900 · Wages	166,744.51
5960 · Worker's Comp Insurance	4,986.13
	<hr/>
Total 5800 · Labor	230,862.27
	<hr/>
Total 5000 · Administrative	809,030.59

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
6000 · Operations	
6195 · Education & Training	218.59
6200 · Engineering	
6220 · General Engineering	30,012.81
Total 6200 · Engineering	30,012.81
6330 · Facilities	
6335 · Alarm Services	10,430.31
6337 · Landscaping	2,280.00
Total 6330 · Facilities	12,710.31
6400 · Pumping	
6410 · Pumping Fuel & Electricity	27,178.55
Total 6400 · Pumping	27,178.55
6600 · Collection/Transmission	
6660 · Maintenance, Collection System	2,012.50
Total 6600 · Collection/Transmission	2,012.50
6890 · Other Operations	6,689.86
6900 · Sewer Authority Midcoastside	
6910 · SAM Collections	281,340.00
6920 · SAM Operations	655,776.00
6930 · SAM Prior Year Adjustment	-39,958.00
6940 · SAM Maintenance, Collection Sys	62,052.32
Total 6900 · Sewer Authority Midcoastside	959,210.32
Total 6000 · Operations	1,038,032.94
66000 · Payroll Expense	0.01
Total Expense	1,847,063.54
Net Ordinary Income	462,214.16
Other Income/Expense	
Other Income	
7000 · Capital Account Revenues	
7100 · Connection Fees	
7110 · Connection Fees (New Constr)	22,215.00
7120 · Connection Fees (Remodel)	14,110.00
Total 7100 · Connection Fees	36,325.00
7200 · Interest Income - LAIF	7,918.53
7700 · Interest, Employee Loans	6,288.67
Total 7000 · Capital Account Revenues	50,532.20
Total Other Income	50,532.20
Other Expense	
8000 · Capital Improvement Program	
8075 · Sewer	
Cabrillo Hwy Trunk & Express	0.00
CIP Planning	0.00
Replace Med High Priority Mains	0.00
Seal Cove Area Rep & Maint Proj	0.00
Spot Repairs Program	0.00
Vallemar Generator	0.00
Total 8075 · Sewer	0.00
Total 8000 · Capital Improvement Program	0.00

Montara Water & Sanitary District
Profit & Loss
July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
9000 · Capital Account Expenses	
9125 · PNC Equipment Lease Interest	12,341.72
9200 · I-Bank Loan	28,344.82
Total 9000 · Capital Account Expenses	<u>40,686.54</u>
Total Other Expense	<u>40,686.54</u>
Net Other Income	<u>9,845.66</u>
Net Income	<u><u>472,059.82</u></u>

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

	Jul 12	Aug 12	Sep 12
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	1,125.00	1,125.00	1,125.00
4400 · Fees			
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00
4430 · Inspection Fee (New Constr)	0.00	0.00	0.00
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00
4460 · Remodel Fees	302.00	0.00	0.00
Total 4400 · Fees	<u>302.00</u>	<u>0.00</u>	<u>0.00</u>
4610 · Property Tax Receipts	5,929.28	0.00	0.00
4710 · Sewer Service Charges	66,209.82	0.00	0.00
4760 · Waste Collection Revenues	491.89	1,923.60	597.45
4990 · Other Revenue	0.00	0.00	0.00
Total Income	<u>74,057.99</u>	<u>3,048.60</u>	<u>1,722.45</u>
Expense			
5000 · Administrative	2,824.39	0.00	0.00
5190 · Bank Fees			
5200 · Board of Directors	0.00	250.00	250.00
5210 · Board Meetings	0.00	300.00	0.00
5220 · Director Fees			
Total 5200 · Board of Directors	<u>0.00</u>	<u>550.00</u>	<u>250.00</u>
5250 · Conference Attendance	0.00	0.00	0.00
5260 · Depreciation	34,391.00	34,391.00	34,391.00
5270 · Information Systems	0.00	60.00	0.00
5300 · Insurance			
5320 · Property & Liability Insurance	1,425.37	0.00	0.00
Total 5300 · Insurance	<u>1,425.37</u>	<u>0.00</u>	<u>0.00</u>
5350 · LAFCO Assessment	0.00	0.00	0.00
5400 · Legal			
5420 · Meeting Attendance, Legal	0.00	747.00	450.00
5430 · General Legal	0.00	281.25	517.50
Total 5400 · Legal	<u>0.00</u>	<u>1,028.25</u>	<u>967.50</u>
5510 · Maintenance, Office	0.00	0.00	480.00
5540 · Office Supplies	-1,170.00	249.76	641.47
5550 · Postage	0.00	100.00	270.88
5560 · Printing & Publishing	0.00	443.21	0.00
5600 · Professional Services			
5610 · Accounting	0.00	8,400.00	5,880.00
5620 · Audit	0.00	0.00	0.00
5630 · Consulting	0.00	0.00	1,275.00
5640 · Data Services	0.00	0.00	0.00
5660 · Payroll Services	11.80	11.80	11.80
Total 5600 · Professional Services	<u>11.80</u>	<u>8,411.80</u>	<u>7,166.80</u>

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

11:02 AM
 09/17/13
 Accrual Basis

	Jul 12	Aug 12	Sep 12
5720 · Telephone & Internet, Admin	0.00	804.75	1,156.31
5730 · Travel, Local	0.00	197.21	162.85
5740 · Reference Materials	0.00	0.00	0.00
5790 · Other Administrative	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	666.46	678.97	641.44
5820 · Employee Benefits	2,056.30	2,056.30	2,056.30
5830 · Disability Insurance	0.00	56.66	56.66
5840 · Payroll Taxes	728.37	-320.15	701.02
5900 · Wages			
5910 · Management	5,589.22	5,589.22	5,589.22
5920 · Staff	3,931.84	4,110.56	3,574.40
Total 5900 · Wages	9,521.06	9,699.78	9,163.62
5960 · Worker's Comp Insurance	198.92	198.92	198.92
Total 5800 · Labor	13,171.11	12,370.48	12,817.96
Total 5000 · Administrative	50,653.67	58,606.46	58,304.77
6000 · Operations			
6195 · Education & Training	0.00	0.00	0.00
6200 · Engineering			
6220 · General Engineering	0.00	936.00	4,684.00
Total 6200 · Engineering	0.00	936.00	4,684.00
6300 · Facilities			
6335 · Alarm Services	0.00	498.90	4,855.05
6337 · Landscaping	0.00	190.00	190.00
Total 6300 · Facilities	0.00	688.90	5,045.05
6400 · Pumping			
6410 · Pumping Fuel & Electricity	-2,807.51	2,643.08	3,252.41
Total 6400 · Pumping	-2,807.51	2,643.08	3,252.41
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	0.00	0.00
Total 6600 · Collection/Transmission	0.00	0.00	0.00
6890 · Other Operations			
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	23,445.00	23,445.00	23,445.00
6920 · SAM Operations	54,648.00	54,648.00	54,648.00
6930 · SAM Prior Year Adjustment	0.00	0.00	0.00
6940 · SAM Maintenance, Collection Sys	0.00	0.00	0.00
Total 6900 · Sewer Authority Midcoastside	78,093.00	78,093.00	78,093.00
Total 6000 · Operations	75,285.49	82,360.98	91,074.46

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

11:02 AM
 09/17/13
 Accrual Basis

	Jul 12	Aug 12	Sep 12
66000 - Payroll Expense	0.00	0.00	0.00
Total Expense	125,939.16	140,967.44	149,379.23
Net Ordinary Income	-51,881.17	-137,918.84	-147,656.78
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	0.00	24,633.00	0.00
7120 - Connection Fees (Remodel)	0.00	8,855.00	0.00
Total 7100 - Connection Fees	0.00	33,488.00	0.00
7200 - Interest Income - LAIF	0.00	0.00	2,988.62
7700 - Interest, Employee Loans	237.76	237.76	618.33
Total 7000 - Capital Account Revenues	237.76	33,725.76	3,606.95
Total Other Income	237.76	33,725.76	3,606.95
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer			
Cabrillo Hwy Trunk & Express	0.00	0.00	0.00
CIP Planning	0.00	0.00	2,418.00
Replace Med High Priority Mains	0.00	0.00	0.00
Seal Cove Area Rep & Maint Proj	0.00	0.00	0.00
Spot Repairs Program	0.00	0.00	0.00
Vallemar Generator	0.00	0.00	358.00
Total 8075 - Sewer	0.00	0.00	2,776.00
Total 8000 - Capital Improvement Program	0.00	0.00	2,776.00
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	-1,644.73	3,075.55	3,068.46
9200 - I-Bank Loan	14,357.33	0.00	0.00
Total 9000 - Capital Account Expenses	12,712.60	3,075.55	3,068.46
Total Other Expense	12,712.60	3,075.55	5,844.46
Net Other Income	-12,474.84	30,650.21	-2,237.51
Net Income	-64,356.01	-107,268.63	-149,894.29

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

11:02 AM

09/17/13

Accrual Basis

	Oct 12	Nov 12	Dec 12
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	1,125.00		1,125.00
4400 · Fees			
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00
4430 · Inspection Fee (New Constr)	0.00	0.00	0.00
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00
4460 · Remodel Fees	308.00		
Total 4400 · Fees	308.00	0.00	0.00
4610 · Property Tax Receipts	169.62	19,822.05	82,166.84
4710 · Sewer Service Charges	0.00	-1,488.62	979,836.50
4760 · Waste Collection Revenues	1,231.53	575.18	1,444.14
4990 · Other Revenue	0.00	0.00	0.00
Total Income	2,834.15	20,033.61	1,064,572.48
Expense			
5000 · Administrative			
5190 · Bank Fees	0.00	0.00	0.00
5200 · Board of Directors			
5210 · Board Meetings	250.00	500.00	250.00
5220 · Director Fees	375.00	0.00	375.00
Total 5200 · Board of Directors	625.00	500.00	625.00
5250 · Conference Attendance	0.00	0.00	0.00
5260 · Depreciation	34,391.00	34,391.00	34,391.00
5270 · Information Systems	120.00	60.00	60.00
5300 · Insurance			
5320 · Property & Liability Insurance	0.00	0.00	0.00
Total 5300 · Insurance	0.00	0.00	0.00
5350 · LAFCO Assessment			
5400 · Legal			
5420 · Meeting Attendance, Legal	535.50	873.00	535.50
5430 · General Legal	1,687.50	2,830.50	1,406.25
Total 5400 · Legal	2,223.00	3,703.50	1,941.75
5510 · Maintenance, Office	200.00	0.00	400.00
5540 · Office Supplies	1,053.69	167.80	111.98
5550 · Postage	631.60	0.00	378.79
5560 · Printing & Publishing	0.00	481.46	305.68
5600 · Professional Services			
5610 · Accounting	8,085.00	20,317.50	3,360.00
5620 · Audit	0.00	0.00	0.00
5630 · Consulting	375.00	2,086.37	1,906.97
5640 · Data Services	0.00	0.00	0.00
5660 · Payroll Services	14.70	14.70	14.70
Total 5600 · Professional Services	8,474.70	22,418.57	5,281.67

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

11:02 AM

09/17/13

Accrual Basis

	Oct 12	Nov 12	Dec 12
5720 · Telephone & Internet, Admin	1,147.29	965.62	1,088.75
5730 · Travel, Local	196.86	93.90	79.13
5740 · Reference Materials	0.00	0.00	0.00
5790 · Other Administrative	0.00	0.00	100.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	1,054.35	986.64	1,145.82
5820 · Employee Benefits	2,949.42	2,949.42	2,949.42
5830 · Disability Insurance	56.66	83.09	84.20
5840 · Payroll Taxes	1,152.26	1,078.24	1,252.22
5900 · Wages			
5910 · Management	10,651.34	10,064.50	12,521.63
5920 · Staff	4,410.72	4,030.40	3,847.20
Total 5900 · Wages	15,062.06	14,094.90	16,368.83
5960 · Worker's Comp Insurance	198.92	226.70	226.70
Total 5800 · Labor	20,473.67	19,418.99	22,027.19
Total 5000 · Administrative	69,536.81	82,200.84	67,897.94
6000 · Operations			
6195 · Education & Training	0.00	0.00	0.00
6200 · Engineering			
6220 · General Engineering	1,211.00	780.00	1,014.00
Total 6200 · Engineering	1,211.00	780.00	1,014.00
6300 · Facilities			
6335 · Alarm Services	260.00	758.26	619.40
6337 · Landscaping	190.00	190.00	190.00
Total 6300 · Facilities	450.00	948.26	809.40
6400 · Pumping			
6410 · Pumping Fuel & Electricity	2,959.44	2,478.03	2,065.07
Total 6400 · Pumping	2,959.44	2,478.03	2,065.07
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	0.00	0.00
Total 6600 · Collection/Transmission	0.00	0.00	0.00
6890 · Other Operations			
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	23,445.00	23,445.00	23,445.00
6920 · SAM Operations	54,648.00	54,648.00	54,648.00
6930 · SAM Prior Year Adjustment	0.00	0.00	-39,958.00
6940 · SAM Maintenance, Collection Sys	0.00	9,638.80	19,263.76
Total 6900 · Sewer Authority Midcoastside	78,093.00	87,731.80	57,398.76
Total 6000 · Operations	82,713.44	91,938.09	61,287.23

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

11:02 AM
 09/17/13
 Accrual Basis

	Oct 12	Nov 12	Dec 12
66000 - Payroll Expense	0.00	0.00	0.00
Total Expense	152,250.25	174,138.93	129,185.17
Net Ordinary Income	-149,416.10	-154,105.32	935,387.31
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees	-858.00	0.00	-1,404.00
7110 - Connection Fees (New Constr)	0.00	0.00	0.00
7120 - Connection Fees (Remodel)	-858.00	0.00	-1,404.00
Total 7100 - Connection Fees	-858.00	0.00	-1,404.00
7200 - Interest Income - LAIF	0.00	0.00	2,717.97
7700 - Interest, Employee Loans	-523.35	-528.28	-533.23
Total 7000 - Capital Account Revenues	-1,381.35	-528.28	780.74
Total Other Income	-1,381.35	-528.28	780.74
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer			
Cabrillo Hwy Trunk & Express	5,191.60	5,791.13	12,921.00
CIP Planning	1,191.00	0.00	0.00
Replace Med High Priority Mains	3,293.50	6,852.70	5,968.11
Seal Cove Area Rep & Maint Proj	0.00	0.00	0.00
Spot Repairs Program	0.00	0.00	0.00
Vallemar Generator	5,129.50	27,421.52	152,039.76
Total 8075 - Sewer	14,805.60	40,065.35	170,928.87
Total 8000 - Capital Improvement Program	14,805.60	40,065.35	170,928.87
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	3,061.34	3,054.20	3,047.03
9200 - I-Bank Loan	0.00	0.00	0.00
Total 9000 - Capital Account Expenses	3,061.34	3,054.20	3,047.03
Total Other Expense	17,866.94	43,119.55	173,975.90
Net Other Income	-19,248.29	-43,647.83	-173,195.16
Net Income	-168,664.39	-197,753.15	762,192.15

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

11:02 AM
 09/17/13
 Accrual Basis

	Jan 13	Feb 13	Mar 13
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	1,125.00	10,686.00	2,584.75
4400 · Fees			
4420 · Administrative Fee (Remodel)	0.00	440.00	0.00
4430 · Inspection Fee (New Constr)	0.00	830.00	0.00
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00
4460 · Remodel Fees	308.00	2,556.00	2,048.00
Total 4400 · Fees	308.00	3,826.00	2,048.00
4610 · Property Tax Receipts	893.91	134,112.65	-33,199.28
4710 · Sewer Service Charges	0.00	64,944.52	0.00
4760 · Waste Collection Revenues	470.90	1,681.24	600.57
4990 · Other Revenue	0.00	0.00	0.00
Total Income	2,797.81	215,250.41	-27,965.96
Expense			
5000 · Administrative			
5190 · Bank Fees	0.00	0.00	0.00
5200 · Board of Directors			
5210 · Board Meetings	250.00	468.84	250.00
5220 · Director Fees	0.00	1,012.50	0.00
Total 5200 · Board of Directors	250.00	1,481.34	250.00
5250 · Conference Attendance	0.00	287.50	0.00
5260 · Depreciation	34,391.00	34,391.00	34,391.00
5270 · Information Systems	120.00	500.00	180.00
5300 · Insurance			
5320 · Property & Liability Insurance	0.00	0.00	0.00
Total 5300 · Insurance	0.00	0.00	0.00
5350 · LAFCO Assessment			
5400 · Legal			
5420 · Meeting Attendance, Legal	937.50	0.00	905.00
5430 · General Legal	1,762.50	707.50	625.00
Total 5400 · Legal	2,700.00	707.50	1,530.00
5510 · Maintenance, Office	0.00	0.00	600.00
5540 · Office Supplies	598.23	189.47	293.10
5550 · Postage	254.63	443.41	132.00
5560 · Printing & Publishing	100.00	589.24	0.00
5600 · Professional Services			
5610 · Accounting	0.00	1,807.50	0.00
5620 · Audit	0.00	0.00	12,550.00
5630 · Consulting	225.00	849.47	810.00
5640 · Data Services	5,091.54	0.00	0.00
5660 · Payroll Services	14.70	14.70	17.60
Total 5600 · Professional Services	5,331.24	2,671.67	13,377.60

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

	Jan 13	Feb 13	Mar 13
5720 · Telephone & Internet, Admin	1,298.54	952.21	1,186.70
5730 · Travel, Local	0.00	128.70	260.25
5740 · Reference Materials	0.00	0.00	0.00
5790 · Other Administrative	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	1,011.21	972.74	1,152.68
5820 · Employee Benefits	2,949.42	4,368.13	3,683.39
5830 · Disability Insurance	86.05	86.05	87.60
5840 · Payroll Taxes	1,111.44	1,063.72	1,265.46
5900 · Wages			
5910 · Management	10,232.18	10,232.18	9,122.08
5920 · Staff	4,213.60	3,664.00	7,419.73
Total 5900 · Wages	14,445.78	13,896.18	16,541.81
5960 · Worker's Comp Insurance	0.00	0.00	0.00
Total 5800 · Labor	19,603.90	20,386.82	22,730.94
Total 5000 · Administrative	64,647.54	62,728.86	74,931.59
6000 · Operations			
6195 · Education & Training	218.59	0.00	0.00
6200 · Engineering			
6220 · General Engineering	4,917.31	4,350.00	2,376.00
Total 6200 · Engineering	4,917.31	4,350.00	2,376.00
6300 · Facilities			
6335 · Alarm Services	978.80	568.35	499.40
6337 · Landscaping	190.00	190.00	190.00
Total 6330 · Facilities	1,168.80	758.35	689.40
6400 · Pumping			
6410 · Pumping Fuel & Electricity	2,072.24	2,745.31	2,095.59
Total 6400 · Pumping	2,072.24	2,745.31	2,095.59
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	0.00	0.00
Total 6600 · Collection/Transmission	0.00	0.00	0.00
6890 · Other Operations	6,689.86	0.00	0.00
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	23,445.00	23,445.00	23,445.00
6920 · SAM Operations	54,648.00	54,648.00	54,648.00
6930 · SAM Prior Year Adjustment	0.00	0.00	0.00
6940 · SAM Maintenance, Collection Sys	0.00	11,376.53	0.00
Total 6900 · Sewer Authority Midcoastside	78,093.00	89,469.53	78,093.00
Total 6000 · Operations	93,159.80	97,323.19	83,253.99

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

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 Accrual Basis

	Jan 13	Feb 13	Mar 13
66000 · Payroll Expense	0.00	0.00	0.00
Total Expense	157,807.34	160,052.05	158,185.58
Net Ordinary Income	-155,009.53	55,198.36	-186,151.54
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees	-156.00	0.00	0.00
7110 · Connection Fees (New Constr)	415.00	415.00	0.00
7120 · Connection Fees (Remodel)			
Total 7100 · Connection Fees	259.00	415.00	0.00
7200 · Interest Income - LAIF	0.00	0.00	2,211.94
7700 · Interest, Employee Loans	-538.20	5,545.17	450.72
Total 7000 · Capital Account Revenues	-279.20	5,960.17	2,662.66
Total Other Income	-279.20	5,960.17	2,662.66
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer			
Cabrillo Hwy Trunk & Express	8,615.94	11,393.73	6,427.00
CIP Planning	0.00	0.00	0.00
Replace Med High Priority Mains	7,125.50	13,770.03	6,307.00
Seal Cove Area Rep & Maint Proj	0.00	0.00	0.00
Spot Repairs Program	0.00	0.00	0.00
Vallemar Generator	7,290.67	2,683.50	862.50
Total 8075 · Sewer	23,032.11	27,847.26	13,596.50
Total 8000 · Capital Improvement Program	23,032.11	27,847.26	13,596.50
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	3,039.83	2,735.46	-12,897.43
9200 · I-Bank Loan	13,987.49	0.00	0.00
Total 9000 · Capital Account Expenses	17,027.32	2,735.46	-12,897.43
Total Other Expense	40,059.43	30,582.72	699.07
Net Other Income	-40,338.63	-24,622.55	1,963.59
Net Income	-195,348.16	30,575.81	-184,187.95

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

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 Accrual Basis

	Apr 13	May 13	Jun 13	
Ordinary Income/Expense				
Income				
4220 - Cell Tower Lease			5,178.76	1,261.75
4400 - Fees				
4420 - Administrative Fee (Remodel)	440.00	440.00		0.00
4430 - Inspection Fee (New Constr)	0.00	0.00		0.00
4440 - Inspection Fee (Remodel)	415.00	415.00		0.00
4460 - Remodel Fees	1,501.00	308.00		0.00
Total 4400 - Fees	2,356.00	1,163.00		0.00
4610 - Property Tax Receipts	66,477.36	538.46		27,639.44
4710 - Sewer Service Charges	714,639.68	0.00		128,370.96
4760 - Waste Collection Revenues	0.00	2,360.33		1,603.31
4990 - Other Revenue	0.00	0.00		14.11
Total Income	784,796.04	9,240.55		158,889.57
Expense				
5000 - Administrative				
5190 - Bank Fees	250.00	0.00		0.00
5200 - Board of Directors				
5210 - Board Meetings	161.88	500.00	-995.72	
5220 - Director Fees	487.50	0.00	900.00	
Total 5200 - Board of Directors	649.38	500.00	-95.72	
5250 - Conference Attendance	0.00	0.00		143.75
5260 - Depreciation	34,391.00	34,391.00		52,278.00
5270 - Information Systems	840.00	120.00		-760.00
5300 - Insurance				
5320 - Property & Liability Insurance	0.00	0.00		0.00
Total 5300 - Insurance	0.00	0.00	0.00	0.00
5350 - LAFCO Assessment				
5400 - Legal				
5420 - Meeting Attendance, Legal	0.00	1,330.00	1,062.50	
5430 - General Legal	500.00	1,567.50	2,171.25	
Total 5400 - Legal	500.00	2,897.50	3,233.75	
5510 - Maintenance, Office	0.00	400.00		700.00
5540 - Office Supplies	563.48	356.08		352.81
5550 - Postage	351.67	23.59		300.02
5560 - Printing & Publishing	0.00	397.03		124.04
5600 - Professional Services				
5610 - Accounting	6,940.00	0.00	10,000.00	
5620 - Audit	0.00	0.00	0.00	
5630 - Consulting	1,441.97	1,950.00	367.50	
5640 - Data Services	0.00	0.00		
5660 - Payroll Services	16.15	14.70	14.70	
Total 5600 - Professional Services	8,398.12	1,964.70	10,382.20	

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

	Apr 13	May 13	Jun 13
5720 · Telephone & Internet, Admin	1,078.27	1,095.64	-4,371.97
5730 · Travel, Local	0.00	171.56	0.00
5740 · Reference Materials	35.00	0.00	0.00
5790 · Other Administrative	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	984.89	1,031.53	921.04
5820 · Employee Benefits	3,220.12	3,220.12	3,220.12
5830 · Disability Insurance	81.95	82.55	82.55
5840 · Payroll Taxes	1,095.43	1,179.70	1,053.67
5900 · Wages			
5910 · Management	6,023.98	5,924.58	11,361.75
5920 · Staff	8,295.47	8,961.54	7,383.17
Total 5900 · Wages	14,319.45	14,886.12	18,744.92
5960 · Worker's Comp Insurance	2,085.04	-140.65	1,792.66
Total 5800 · Labor	21,786.88	20,259.37	25,814.96
Total 5000 · Administrative	68,843.80	62,576.47	88,101.84
6000 · Operations			
6195 · Education & Training	0.00	0.00	0.00
6200 · Engineering			
6220 · General Engineering	3,606.00	2,724.00	3,414.50
Total 6200 · Engineering	3,606.00	2,724.00	3,414.50
6300 · Facilities			
6335 · Alarm Services	359.40	568.35	464.40
6337 · Landscaping	190.00	190.00	380.00
Total 6300 · Facilities	549.40	758.35	844.40
6400 · Pumping			
6410 · Pumping Fuel & Electricity	1,870.31	1,967.40	5,837.18
Total 6400 · Pumping	1,870.31	1,967.40	5,837.18
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	2,012.50	0.00	0.00
Total 6600 · Collection/Transmission	2,012.50	0.00	0.00
6890 · Other Operations			
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	23,445.00	23,445.00	23,445.00
6920 · SAM Operations	54,648.00	54,648.00	54,648.00
6930 · SAM Prior Year Adjustment	0.00	0.00	0.00
6940 · SAM Maintenance, Collection Sys	0.00	21,773.23	0.00
Total 6900 · Sewer Authority Midcoastside	78,093.00	99,866.23	78,093.00
Total 6000 · Operations	86,131.21	105,315.98	88,189.08

Montara Water & Sanitary District Profit & Loss July 2012 through June 2013

	Apr 13	May 13	Jun 13
66000 · Payroll Expense	0.00	0.00	0.01
Total Expense	154,975.01	167,892.45	176,290.93
Net Ordinary Income	629,821.03	-158,651.90	-17,401.36
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees	0.00	0.00	0.00
7110 · Connection Fees (New Constr)	0.00	4,425.00	0.00
7120 · Connection Fees (Remodel)			
Total 7100 · Connection Fees	0.00	4,425.00	0.00
7200 · Interest Income - LAIF	0.00	0.00	0.00
7700 · Interest, Employee Loans	445.70	440.67	435.62
Total 7000 · Capital Account Revenues	445.70	4,865.67	435.62
Total Other Income	445.70	4,865.67	435.62
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer			
Cabrillo Hwy Trunk & Express	2,279.62	1,260.00	-53,880.02
CIP Planning	0.00	0.00	-3,609.00
Replace Med High Priority Mains	0.00	0.00	-43,316.84
Seal Cove Area Rep & Maint Proj	0.00	0.00	0.00
Spot Repairs Program	0.00	5,123.50	-5,123.50
Vallemar Generator	3,415.04	0.00	-199,200.49
Total 8075 · Sewer	5,694.66	6,383.50	-305,129.85
Total 8000 · Capital Improvement Program	5,694.66	6,383.50	-305,129.85
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	1,914.01	1,946.83	1,941.17
9200 · I-Bank Loan	0.00	0.00	0.00
Total 9000 · Capital Account Expenses	1,914.01	1,946.83	1,941.17
Total Other Expense	7,608.67	8,330.33	-303,188.68
Net Other Income	-7,162.97	-3,464.66	303,624.30
Net Income	622,658.06	-162,116.56	286,222.94

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Accrual Basis

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

TOTAL

Ordinary Income/Expense	
Income	
4220 · Cell Tower Lease	28,909.26
4400 · Fees	
4420 · Administrative Fee (Remodel)	1,320.00
4430 · Inspection Fee (New Constr)	830.00
4440 · Inspection Fee (Remodel)	830.00
4460 · Remodel Fees	7,331.00
Total 4400 · Fees	10,311.00
4610 · Property Tax Receipts	304,550.33
4710 · Sewer Service Charges	1,952,512.86
4760 · Waste Collection Revenues	12,980.14
4990 · Other Revenue	14.11
Total Income	2,309,277.70
Expense	
5000 · Administrative	
5190 · Bank Fees	3,074.39
5200 · Board of Directors	
5210 · Board Meetings	2,135.00
5220 · Director Fees	3,450.00
Total 5200 · Board of Directors	5,585.00
5250 · Conference Attendance	431.25
5260 · Depreciation	430,579.00
5270 · Information Systems	1,300.00
5300 · Insurance	
5320 · Property & Liability Insurance	1,425.37
Total 5300 · Insurance	1,425.37
5350 · LAFCO Assessment	1,107.00
5400 · Legal	
5420 · Meeting Attendance, Legal	7,376.00
5430 · General Legal	14,056.75
Total 5400 · Legal	21,432.75
5510 · Maintenance, Office	2,780.00
5540 · Office Supplies	3,407.87
5550 · Postage	2,886.59
5560 · Printing & Publishing	2,440.66
5600 · Professional Services	
5610 · Accounting	64,790.00
5620 · Audit	12,550.00
5630 · Consulting	11,287.28
5640 · Data Services	5,091.54
5660 · Payroll Services	172.05
Total 5600 · Professional Services	93,890.87

Montara Water & Sanitary District Profit & Loss

July 2012 through June 2013

	TOTAL
5720 · Telephone & Internet, Admin	6,402.11
5730 · Travel, Local	1,290.46
5740 · Reference Materials	35.00
5790 · Other Administrative	100.00
5800 · Labor	
5810 · CalPERS 457 Deferred Plan	11,247.77
5820 · Employee Benefits	35,678.46
5830 · Disability Insurance	844.02
5840 · Payroll Taxes	11,361.38
5900 · Wages	
5910 · Management	102,901.88
5920 · Staff	63,842.63
Total 5900 · Wages	166,744.51
5960 · Worker's Comp Insurance	4,986.13
Total 5800 · Labor	230,862.27
Total 5000 · Administrative	809,030.59
6000 · Operations	
6195 · Education & Training	218.59
6200 · Engineering	
6220 · General Engineering	30,012.81
Total 6200 · Engineering	30,012.81
6330 · Facilities	
6335 · Alarm Services	10,430.31
6337 · Landscaping	2,280.00
Total 6330 · Facilities	12,710.31
6400 · Pumping	
6410 · Pumping Fuel & Electricity	27,178.55
Total 6400 · Pumping	27,178.55
6600 · Collection/Transmission	
6660 · Maintenance, Collection System	2,012.50
Total 6600 · Collection/Transmission	2,012.50
6890 · Other Operations	
6900 · Sewer Authority Midcoastside	
6910 · SAM Collections	281,340.00
6920 · SAM Operations	655,776.00
6930 · SAM Prior Year Adjustment	-39,958.00
6940 · SAM Maintenance, Collection Sys	62,052.32
Total 6900 · Sewer Authority Midcoastside	959,210.32
Total 6000 · Operations	1,038,032.94

Montara Water & Sanitary District
Profit & Loss
 July 2012 through June 2013

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 Accrual Basis

	TOTAL
66000 · Payroll Expense	0.01
Total Expense	1,847,063.54
Net Ordinary Income	462,214.16
Other Income/Expense	
Other Income	
7000 · Capital Account Revenues	
7100 · Connection Fees	
7110 · Connection Fees (New Constr)	22,215.00
7120 · Connection Fees (Remodel)	14,110.00
Total 7100 · Connection Fees	36,325.00
7200 · Interest Income - LAIF	7,918.53
7700 · Interest, Employee Loans	6,288.67
Total 7000 · Capital Account Revenues	50,532.20
Total Other Income	50,532.20
Other Expense	
8000 · Capital Improvement Program	
8075 · Sewer	
Cabrillo Hwy Trunk & Express	0.00
CIP Planning	0.00
Replace Med High Priority Mains	0.00
Seal Cove Area Rep & Maint Proj	0.00
Spot Repairs Program	0.00
Vallemar Generator	0.00
Total 8075 · Sewer	0.00
Total 8000 · Capital Improvement Program	0.00
9000 · Capital Account Expenses	
9125 · PNC Equipment Lease Interest	12,341.72
9200 · I-Bank Loan	28,344.82
Total 9000 · Capital Account Expenses	40,686.54
Total Other Expense	40,686.54
Net Other Income	9,845.66
Net Income	472,059.82

Montara Water & Sanitary District
Balance Sheet
 As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Sewer - Bank Accounts	
Wells Fargo Operating - Sewer	1,930,748.53
LAIF Investment Fund	
Capital Reserve	3,012,334.05
Connection Fees Reserve	43,000.00
Total LAIF Investment Fund	<u>3,055,334.05</u>
Total Sewer - Bank Accounts	<u>4,986,082.58</u>
Total Checking/Savings	4,986,082.58
Accounts Receivable	
Sewer - Accounts Receivable	
Property Tax Receivable	866.43
Total Sewer - Accounts Receivable	<u>866.43</u>
Total Accounts Receivable	866.43
Other Current Assets	
Undeposited Funds	7.52
Total Other Current Assets	<u>7.52</u>
Total Current Assets	4,986,956.53
Fixed Assets	
Sewer - Fixed Assets	
General Plant	856,839.45
Land	5,000.00
Other Capital Improv.	
Sewer-Original Cost	685,599.18
Other Cap. Improv.	2,544,453.41
Total Other Capital Improv.	<u>3,230,052.59</u>
Seal Cove Collection System	995,505.00
Sewage Collection Facility	
Collection Facility - Org. Cost	1,349,064.00
Collection Facility - Other	3,991,243.33
Total Sewage Collection Facility	<u>5,340,307.33</u>
Treatment Facility	244,539.84
Accumulated Depreciation	-5,960,588.00
Total Sewer - Fixed Assets	<u>4,711,656.21</u>
Total Fixed Assets	4,711,656.21
Other Assets	
Sewer - Other Assets	
Due from Water Fund	1,548,177.18
Employee Loan	132,820.77
Joint Power Authority	
SAM - Orig Collection Facility	981,592.00
SAM - Expansion	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>
Total Sewer - Other Assets	<u>4,368,545.03</u>
Total Other Assets	4,368,545.03
TOTAL ASSETS	<u><u>14,067,157.77</u></u>

Montara Water & Sanitary District
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	269,473.93
Accounts Payable - Sewer	269,473.93
Total Accounts Payable	<u>269,473.93</u>
Other Current Liabilities	
Sewer - Current Liabilities	
I-Bank Loan - Current	24,992.45
PNC Equip. Loan - S/T	30,658.40
Total Sewer - Current Liabilities	<u>55,650.85</u>
Payroll Liabilities	
Employee Benefits Payable	266.70
Payroll Taxes Payable	563.51
Total Payroll Liabilities	<u>830.21</u>
Total Other Current Liabilities	<u>56,481.06</u>
Total Current Liabilities	<u>325,954.99</u>
Long Term Liabilities	
Sewer - Long Term Liabilities	
Accrued Vacations	16,076.85
I-Bank Loan	892,219.14
PNC Equip. Loan - L/T	756,621.19
Total Sewer - Long Term Liabilities	<u>1,664,917.18</u>
Total Long Term Liabilities	<u>1,664,917.18</u>
Total Liabilities	<u>1,990,872.17</u>
Equity	
Sewer - Equity Accounts	
Capital Assets Net	3,448,211.00
Fund Balance - Unrestricted	8,156,014.78
Total Sewer - Equity Accounts	<u>11,604,225.78</u>
Net Income	472,059.82
Total Equity	<u>12,076,285.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,067,157.77</u></u>

**MWSD - Water
 Profit & Loss
 July 2012 through June 2013**

Jul '12 - Jun 13

Ordinary Income/Expense	
Income	
4220 · Cell Tower Lease	28,909.26
4400 · Fees	
4410 · Administrative Fee (New Constr)	1,000.00
4420 · Administrative Fee (Remodel)	2,158.00
4440 · Inspection Fees (Remodel)	407.00
	3,565.00
Total 4400 · Fees	304,550.33
4610 · Property Tax Receipts	9,098.00
4740 · Testing, Backflow	1,557,944.78
4810 · Water Sales, Domestic	-3,945.00
4850 · Water Sales Refunds, Customer	547.97
4990 · Other Revenue	
	1,900,670.34
Total Income	
Expense	
5000 · Administrative	9,074.64
5190 · Bank Fees	
5200 · Board of Directors	
5210 · Board Meetings	2,135.01
5220 · Director Fees	3,450.00
	5,585.01
Total 5200 · Board of Directors	14,151.52
5240 · CDPH Fees	4,274.43
5250 · Conference Attendance	793,527.95
5260 · Depreciation/Amortization	1,300.00
5270 · Information Systems	
5300 · Insurance	
5320 · Property & Liability Insurance	1,425.34
	1,425.34
Total 5300 · Insurance	1,544.00
5350 · LAFCO Assessment	
5400 · Legal	
5420 · Meeting Attendance, Legal	9,218.05
5430 · General Legal	57,911.75
5440 · Litigation	19,769.75
	86,899.55
Total 5400 · Legal	314.44
5520 · Meetings, Local	17,174.50
5530 · Memberships	14,533.17
5540 · Office Supplies	4,560.76
5550 · Postage	378.48
5560 · Printing & Publishing	
5600 · Professional Services	
5610 · Accounting	62,480.00
5620 · Audit	12,550.00
5630 · Consulting	10,938.26
5650 · Labor Representation	8,250.00
5660 · Payroll Services	220.40
5690 · Other Professional Services	1,953.39
	96,392.05
Total 5600 · Professional Services	7,321.41
5720 · Telephone & Internet, Admin	1,235.61
5730 · Travel, Local	380.29
5740 · Reference Materials	
5800 · Labor	
5810 · CalPERS 457 Deferred Plan	28,317.70
5820 · Employee Benefits	76,848.45
5830 · Disability Insurance	1,922.50
5840 · Payroll Taxes	29,587.19
5900 · Wages	
5910 · Management	72,718.51
5920 · Staff	322,671.91
5930 · Staff Certification	9,975.00
5940 · Staff Overtime	3,720.65
5950 · Staff Standby	832.19
	409,918.26
Total 5900 · Wages	

**MWSD - Water
 Profit & Loss
 July 2012 through June 2013**

	Jul '12 - Jun 13
5960 · Worker's Comp Insurance	39,080.05
Total 5800 · Labor	585,674.15
Total 5000 · Administrative	1,645,747.30
6000 · Operations	
6160 · Backflow Prevention	2,119.81
6180 · Communications	
6185 · Communications Equip, Expensed	17,402.39
6187 · Telephone & Internet, Comm.	3,279.34
Total 6180 · Communications	20,681.73
6195 · Education & Training	1,840.02
6200 · Engineering	
6210 · Meeting Attendance, Engineering	9,851.10
6220 · General Engineering	23,283.57
6230 · Water Quality Engineering	175,053.14
Total 6200 · Engineering	208,187.81
6320 · Equipment & Tools, Expensed	12,627.35
6330 · Facilities	
6337 · Landscaping	3,600.00
Total 6330 · Facilities	3,600.00
6370 · Lab Supplies & Equipment	197.98
6380 · Meter Reading	1,421.17
6400 · Pumping	
6410 · Pumping Fuel & Electricity	43,956.73
6420 · Pumping Maintenance, Generators	1,671.00
6440 · Pumping Equipment, Expensed	200,482.76
Total 6400 · Pumping	246,110.49
6500 · Supply	
6510 · Maintenance, Supply Mains	1,887.59
6520 · Maintenance, Wells	457.00
Total 6500 · Supply	2,344.59
6600 · Collection/Transmission	
6610 · Hydrants	2,091.09
6620 · Maintenance, Mains	36,122.81
6630 · Maintenance, Service Lines	15,360.57
6640 · Maintenance, Tanks	6,318.03
6650 · Maint., Transmission General	6,188.56
6660 · Maintenance, Collection System	0.00
6670 · Meters	3,186.35
Total 6600 · Collection/Transmission	69,267.41
6700 · Treatment	
6710 · Chemicals & Filtering	20,622.62
6720 · Maintenance, Treatment Equip.	4,779.21
6730 · Treatment Analysis	21,066.09
Total 6700 · Treatment	46,467.92
6770 · Uniforms	8,473.39
6800 · Vehicles	
6810 · Fuel	8,736.62
6820 · Vehicular Equipment, Expensed	20.00
6830 · Vehicular Repairs	860.63
Total 6800 · Vehicles	9,617.25
6890 · Other Operations	1,665.59
Total 6000 · Operations	634,622.51
66000 · Payroll Expenses	0.00
Total Expense	2,280,369.81
Net Ordinary Income	-379,699.47

MWSD - Water
Profit & Loss
 July 2012 through June 2013

	Jul '12 - Jun 13
Other Income/Expense	
Other Income	
7000 · Capital Account Revenues	
7100 · Connection Fees	
7110 · Connection Fees (New Const)	1,443.59
7130 · Conn. Fees, PFP (New Constr)	32,457.10
Total 7100 · Connection Fees	33,900.69
7600 · Bond Revenues, G.O.	1,230,364.97
Total 7000 · Capital Account Revenues	1,264,265.66
Total Other Income	1,264,265.66
Other Expense	315,786.99
9225 · Loss on Disposition	
8000 · Capital Improvement Program	
Existing Customers - Water	
8025 · CIP Development	0.00
8075 · Pillar Ridge	0.00
8150 · Storage, Schoolhouse Tank Ph. 1	0.00
8175 · Storage, A.V. Tank Safety Rep.	0.00
8200 · Storage, A.V. Water Tank Alloc.	0.00
8225 · Treatment, Central Airport Sys	0.00
8250 · Treatment, Water	0.00
8275 · Vehicle Replacement	0.00
8300 · Water Conservation	0.00
8350 · Water Main Replacements	0.00
Total Existing Customers - Water	0.00
New Customers - Water	
8425 · Storage, A.V. Water Tank Alloc.	0.00
8450 · CIP Development	0.00
8550 · Phase I PWP	0.00
8600 · Pillar Ridge	0.00
8675 · School Boost Pump Stn Upgrade	0.00
8700 · Schoolhouse Tank Proj Phase 2	0.00
Total New Customers - Water	0.00
Total 8000 · Capital Improvement Program	0.00
9000 · Capital Account Expenses	
9025 · Domestic Connection Line	0.00
9050 · Engineering Review Costs	0.00
9075 · PFP Connection Expenses	0.00
9100 · Interest Expense - GO Bonds	295,520.85
9125 · PNC Equipment Lease Interest	11,082.30
9150 · SRF Loan	3,082.26
Total 9000 · Capital Account Expenses	309,685.41
Total Other Expense	625,472.40
Net Other Income	638,793.26
Net Income	259,093.79

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jul 12	Aug 12	Sep 12
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	1,125.00	6,417.00	1,125.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	0.00	0.00
4420 · Administrative Fee (Remodel)	0.00	1,850.00	0.00
4440 · Inspection Fees (Remodel)	0.00	407.00	0.00
Total 4400 · Fees	0.00	2,257.00	0.00
4610 · Property Tax Receipts	5,929.26	-2.00	0.00
4740 · Testing, Backflow	-218.00	1,728.00	0.00
4810 · Water Sales, Domestic	-156,765.87	155,581.33	1,156.00
4850 · Water Sales Refunds, Customer	-3,945.00	0.00	145,540.57
4990 · Other Revenue	0.00	0.00	0.00
Total Income	-153,874.61	165,981.33	147,821.57
Expense			
5000 · Administrative			
5190 · Bank Fees	2,241.13	1,011.59	1,000.29
5200 · Board of Directors			
5210 · Board Meetings	0.00	0.00	133.59
5220 · Director Fees	0.00	0.00	525.00
Total 5200 · Board of Directors	0.00	0.00	658.59
5240 · CDPH Fees	0.00	0.00	0.00
5250 · Conference Attendance	-614.77	0.00	345.59
5260 · Depreciation/Amortization	63,472.00	63,472.00	63,472.00
5270 · Information Systems	0.00	0.00	0.00
5300 · Insurance			
5320 · Property & Liability Insurance	1,425.34	0.00	0.00
Total 5300 · Insurance	1,425.34	0.00	0.00
5350 · LAFCO Assessment	0.00	0.00	0.00
5400 · Legal			
5420 · Meeting Attendance, Legal	434.40	749.25	450.00
5430 · General Legal	4,600.75	3,757.50	3,556.25
5440 · Litigation	0.00	2,295.00	4,230.00
Total 5400 · Legal	5,035.15	6,801.75	8,236.25
5520 · Meetings, Local	0.00	0.00	0.00
5530 · Memberships	0.00	175.50	303.00
5540 · Office Supplies	53.52	0.00	780.94
5550 · Postage	-126.77	0.00	0.00
5560 · Printing & Publishing	-140.00	140.00	64.95

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jul 12	Aug 12	Sep 12
5600 · Professional Services			
5610 · Accounting	0.00	8,400.00	3,150.00
5620 · Audit	0.00	0.00	0.00
5630 · Consulting	-9,177.75	2,522.75	2,703.35
5650 · Labor Representation	750.00	0.00	1,500.00
5660 · Payroll Services	20.30	18.85	18.85
5690 · Other Professional Services	27.00	0.00	0.00
Total 5600 · Professional Services	-8,380.45	10,941.60	7,372.20
5720 · Telephone & Internet, Admin	0.00	0.00	0.00
5730 · Travel, Local	0.00	0.00	0.00
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,526.14	2,605.61	2,435.90
5820 · Employee Benefits	6,322.16	6,322.16	6,322.16
5830 · Disability Insurance	0.00	185.00	185.00
5840 · Payroll Taxes	2,835.46	2,859.01	2,669.89
5900 · Wages			
5910 · Management	5,589.22	5,589.22	5,589.22
5920 · Staff	30,404.82	30,722.83	28,128.81
5930 · Staff Certification	1,050.00	1,050.00	1,175.00
5940 · Staff Overtime	0.00	0.00	0.00
5950 · Staff Standby	0.00	0.00	0.00
Total 5900 · Wages	37,044.04	37,362.05	34,893.03
5960 · Worker's Comp Insurance	5,105.58	3,041.49	5,105.58
Total 5800 · Labor	53,833.38	52,375.32	51,611.56
Total 5000 · Administrative	116,798.53	134,917.76	133,845.37
6000 · Operations			
6160 · Backflow Prevention	0.00	350.00	1,512.36
6180 · Communications	0.00	75.00	2,629.68
6185 · Communications Equip, Expensed	259.53	263.06	274.76
6187 · Telephone & Internet, Comm.			
Total 6180 · Communications	259.53	338.06	2,904.44
6195 · Education & Training	210.00	0.00	140.18
6200 · Engineering			
6210 · Meeting Attendance, Engineering	1,619.85	777.50	670.00
6220 · General Engineering	0.00	389.96	28.60
6230 · Water Quality Engineering	0.00	8,980.00	19,208.75
Total 6200 · Engineering	1,619.85	10,147.46	19,907.35
6320 · Equipment & Tools, Expensed	-16.81	22.71	223.38
6330 · Facilities			
6337 · Landscaping	0.00	300.00	300.00
Total 6300 · Facilities	0.00	300.00	300.00
6370 · Lab Supplies & Equipment	0.00	0.00	8.09
6380 · Meter Reading	0.00	41.10	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jul 12	Aug 12	Sep 12
6400 · Pumping			
6410 · Pumping Fuel & Electricity	-3,785.50	4,894.58	3,308.60
6420 · Pumping Maintenance, Generators	971.00	0.00	0.00
6440 · Pumping Equipment, Expensed	-1,864.00	1,864.00	0.00
Total 6400 · Pumping	-4,678.50	6,758.58	3,308.60
6500 · Supply			
6510 · Maintenance, Supply Mains	0.00	0.00	0.00
6520 · Maintenance, Wells	0.00	0.00	0.00
Total 6500 · Supply	0.00	0.00	0.00
6600 · Collection/Transmission			
6610 · Hydrants	0.00	0.00	0.00
6620 · Maintenance, Mains	-151.70	876.94	663.30
6630 · Maintenance, Service Lines	1,187.20	760.00	24.47
6640 · Maintenance, Tanks	0.00	0.00	82.50
6650 · Maint., Transmission General	0.00	59.43	0.00
6660 · Maintenance, Collection System	0.00	0.00	0.00
6670 · Meters	0.00	421.96	1,238.15
Total 6600 · Collection/Transmission	1,035.50	2,118.33	2,008.42
6700 · Treatment			
6710 · Chemicals & Filtering	0.00	1,945.45	1,481.45
6720 · Maintenance, Treatment Equip.	-1,153.38	222.48	393.58
6730 · Treatment Analysis	-787.60	1,019.68	4,948.09
Total 6700 · Treatment	-1,940.98	3,187.61	6,823.12
6770 · Uniforms	95.36	519.41	915.76
6800 · Vehicles			
6810 · Fuel	0.00	0.00	1,289.92
6820 · Vehicular Equipment, Expensed	0.00	0.00	20.00
6830 · Vehicular Repairs	0.00	0.00	0.00
Total 6800 · Vehicles	0.00	0.00	1,309.92
6890 · Other Operations	-137.28	69.82	408.92
Total 6000 · Operations	-3,553.33	23,853.08	39,770.54
66000 · Payroll Expenses	0.00	0.00	0.00
Total Expense	113,245.20	158,770.84	173,615.91
Net Ordinary Income	-267,119.81	7,210.49	-25,794.34
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Const)	0.00	322.00	322.00
7130 · Conn. Fees, PFP (New Constr)	18,656.10	0.00	13,801.00
Total 7100 · Connection Fees	18,656.10	322.00	14,123.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jul 12	Aug 12	Sep 12
7600 - Bond Revenues, G.O.	44,723.51	0.00	0.00
Total 7000 - Capital Account Revenues	63,379.61	322.00	14,123.00
Total Other Income	63,379.61	322.00	14,123.00
Other Expense			0.00
9225 - Loss on Disposition			
8000 - Capital Improvement Program			
Existing Customers - Water			
8025 - CIP Development	243.75	0.00	0.00
8075 - Pillar Ridge	0.00	500.00	875.00
8150 - Storage, Schoolhouse Tank Ph. 1	-59,778.09	61,378.09	330.00
8175 - Storage, A.V. Tank Safety Rep.	0.00	0.00	0.00
8200 - Storage, A.V. Water Tank Alloc.	7,960.00	6,016.25	6,375.00
8225 - Treatment, Central Airport Sys	0.00	55.00	0.00
8250 - Treatment, Water	0.00	0.00	0.00
8275 - Vehicle Replacement	0.00	0.00	0.00
8300 - Water Conservation	150.00	50.00	200.00
8350 - Water Main Replacements	0.00	0.00	0.00
Total Existing Customers - Water	-51,424.34	67,999.34	7,780.00
New Customers - Water			
8425 - Storage, A.V. Water Tank Alloc.	0.00	2,797.63	0.00
8450 - CIP Development	272.35	0.00	250.00
8550 - Phase I PWP	1,128.75	2,735.00	2,556.25
8600 - Pillar Ridge	0.00	500.00	875.00
8675 - School Boost Pump Stn Upgrade	0.00	0.00	0.00
8700 - Schoolhouse Tank Proj Phase 2	1,333.75	0.00	1,375.00
Total New Customers - Water	2,734.85	6,032.63	5,056.25
Total 8000 - Capital Improvement Program	-48,689.49	74,031.97	12,836.25
9000 - Capital Account Expenses			
9025 - Domestic Connection Line	0.00	0.00	4,393.90
9050 - Engineering Review Costs	712.50	465.00	2,712.50
9075 - PFP Connection Expenses	0.00	5,050.00	0.00
9100 - Interest Expense - GO Bonds	0.00	109,445.00	0.00
9125 - PNC Equipment Lease Interest	-1,644.73	3,075.55	3,068.46
9150 - SRF Loan	0.00	0.00	0.00
Total 9000 - Capital Account Expenses	-932.23	118,035.55	10,174.86
Total Other Expense	-49,621.72	192,067.52	23,011.11
Net Other Income	113,001.33	-191,745.52	-8,888.11
Net Income	-154,118.48	-184,535.03	-34,682.45

MWSD - Water
Profit & Loss
July 2012 through June 2013

	Oct 12	Nov 12	Dec 12
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	3,771.00	6,417.00	1,125.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	1,000.00	0.00
4420 · Administrative Fee (Remodel)	0.00	308.00	0.00
4440 · Inspection Fees (Remodel)	0.00	0.00	0.00
Total 4400 · Fees	0.00	1,308.00	0.00
4610 · Property Tax Receipts	170.62	19,949.22	184.24
4740 · Testing, Backflow	480.00	1,536.00	384.00
4810 · Water Sales, Domestic	145,613.47	121,447.40	139,633.14
4850 · Water Sales Refunds, Customer	0.00	0.00	0.00
4990 · Other Revenue	0.00	0.00	0.00
Total Income	150,035.09	150,657.62	141,326.38
Expense			
5000 · Administrative			
5190 · Bank Fees	385.00	486.41	445.06
5200 · Board of Directors			
5210 · Board Meetings	75.93	76.39	87.85
5220 · Director Fees	0.00	675.00	0.00
Total 5200 · Board of Directors	75.93	751.39	87.85
5240 · CDPH Fees	6,424.12	0.00	180.00
5250 · Conference Attendance	942.60	1,154.99	0.00
5260 · Depreciation/Amortization	63,472.00	63,472.00	63,472.00
5270 · Information Systems	0.00	0.00	0.00
5300 · Insurance			
5320 · Property & Liability Insurance	0.00	0.00	0.00
Total 5300 · Insurance	0.00	0.00	0.00
5350 · LAFCO Assessment			
5400 · Legal			
5420 · Meeting Attendance, Legal	533.25	870.75	533.25
5430 · General Legal	5,000.00	5,000.75	8,272.50
5440 · Litigation	2,025.00	393.75	0.00
Total 5400 · Legal	7,558.25	6,265.25	8,805.75
5520 · Meetings, Local	0.00	0.00	62.44
5530 · Memberships	0.00	4,576.00	11,056.00
5540 · Office Supplies	910.40	152.70	229.91
5550 · Postage	360.00	455.30	1,310.14
5560 · Printing & Publishing	0.00	0.00	100.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Oct 12	Nov 12	Dec 12
5600 · Professional Services			
5610 · Accounting	8,085.00	20,317.50	3,360.00
5620 · Audit	0.00	0.00	0.00
5630 · Consulting	1,575.00	1,621.37	1,756.98
5650 · Labor Representation	750.00	0.00	750.00
5660 · Payroll Services	18.85	17.40	18.85
5690 · Other Professional Services	27.00	1,705.00	2,434.70
Total 5600 · Professional Services	10,455.85	23,661.27	8,320.53
5720 · Telephone & Internet, Admin	0.00	0.00	0.00
5730 · Travel, Local	0.00	0.00	0.00
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,407.97	2,334.90	2,495.43
5820 · Employee Benefits	5,534.80	5,534.80	5,534.80
5830 · Disability Insurance	185.00	161.84	170.41
5840 · Payroll Taxes	2,635.12	2,551.71	861.55
5900 · Wages			
5910 · Management	6,343.74	5,756.90	8,214.03
5920 · Staff	27,300.14	26,798.92	26,690.61
5930 · Staff Certification	800.00	800.00	800.00
5940 · Staff Overtime	0.00	0.00	0.00
5950 · Staff Standby	0.00	0.00	0.00
Total 5900 · Wages	34,443.88	33,355.82	35,704.64
5960 · Worker's Comp Insurance	5,105.58	5,077.80	5,077.80
Total 5800 · Labor	50,312.35	49,016.87	49,844.63
Total 5000 · Administrative	140,896.50	149,992.18	145,458.31
6000 · Operations			
6160 · Backflow Prevention	0.00	0.00	0.00
6180 · Communications	75.00	1,084.00	1,561.00
6185 · Communications Equip, Expensed	177.57	272.37	186.76
6187 · Telephone & Internet, Comm.			
Total 6180 · Communications	252.57	1,356.37	1,747.76
6195 · Education & Training	0.00	0.00	720.00
6200 · Engineering			
6210 · Meeting Attendance, Engineering	1,005.00	1,256.25	837.50
6220 · General Engineering	0.00	0.00	0.00
6230 · Water Quality Engineering	22,153.75	4,598.75	13,013.75
Total 6200 · Engineering	23,158.75	5,855.00	13,851.25
6320 · Equipment & Tools, Expensed	5,190.61	582.01	7,571.16
6330 · Facilities			
6337 · Landscaping	300.00	300.00	300.00
Total 6330 · Facilities	300.00	300.00	300.00
6370 · Lab Supplies & Equipment	0.00	14.94	0.00
6380 · Meter Reading	0.00	0.00	0.00

MWSD - Water
Profit & Loss
July 2012 through June 2013

	Oct 12	Nov 12	Dec 12
6400 · Pumping			
6410 · Pumping Fuel & Electricity	3,034.68	2,807.48	2,958.78
6420 · Pumping Maintenance, Generators	0.00	0.00	0.00
6440 · Pumping Equipment, Expensed	17,235.14	0.00	482.76
Total 6400 · Pumping	20,269.82	2,807.48	3,441.54
6500 · Supply			
6510 · Maintenance, Supply Mains	0.00	0.00	151.07
6520 · Maintenance, Wells	0.00	0.00	0.00
Total 6500 · Supply	0.00	0.00	151.07
6600 · Collection/Transmission			
6610 · Hydrants	0.00	0.00	0.00
6620 · Maintenance, Mains	9,701.30	1,020.00	2,781.51
6630 · Maintenance, Service Lines	0.00	0.00	7,160.74
6640 · Maintenance, Tanks	229.38	223.69	315.84
6650 · Maint., Transmission General	4,017.57	0.00	0.00
6660 · Maintenance, Collection System	0.00	0.00	0.00
6670 · Meters	846.78	0.00	0.00
Total 6600 · Collection/Transmission	14,795.03	1,243.69	10,258.09
6700 · Treatment			
6710 · Chemicals & Filtering	1,333.51	2,600.09	1,555.60
6720 · Maintenance, Treatment Equip.	1,653.41	150.82	1,057.58
6730 · Treatment Analysis	402.92	631.73	380.00
Total 6700 · Treatment	3,389.84	3,382.64	2,993.18
6770 · Uniforms	0.00	759.35	449.88
6800 · Vehicles			
6810 · Fuel	793.47	789.18	1,044.02
6820 · Vehicular Equipment, Expensed	0.00	0.00	0.00
6830 · Vehicular Repairs	0.00	0.00	91.73
Total 6800 · Vehicles	793.47	789.18	1,135.75
6890 · Other Operations	763.16	124.29	74.84
Total 6000 · Operations	68,913.25	17,214.95	42,694.52
66000 · Payroll Expenses	0.00	0.00	0.00
Total Expense	209,809.75	167,207.13	188,152.83
Net Ordinary Income	-59,774.66	-16,549.51	-46,826.45
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Const)	0.00	0.00	0.00
7130 · Conn. Fees, PFP (New Constr)	0.00	0.00	0.00
Total 7100 · Connection Fees	0.00	0.00	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Oct 12	Nov 12	Dec 12
7600 · Bond Revenues, G.O.	0.00	13,434.99	1,741,173.19
Total 7000 · Capital Account Revenues	0.00	13,434.99	1,741,173.19
Total Other Income	0.00	13,434.99	1,741,173.19
Other Expense			0.00
9225 · Loss on Disposition			0.00
8000 · Capital Improvement Program			
Existing Customers - Water			
8025 · CIP Development	0.00	0.00	0.00
8075 · Pillar Ridge	0.00	125.00	0.00
8150 · Storage, Schoolhouse Tank Ph. 1	0.00	0.00	0.00
8175 · Storage, A.V. Tank Safety Rep.	0.00	0.00	0.00
8200 · Storage, A.V. Water Tank Alloc.	15,242.57	32,345.00	16,985.00
8225 · Treatment, Central Airport Sys	880.00	4,640.00	9,727.50
8250 · Treatment, Water	0.00	0.00	0.00
8275 · Vehicle Replacement	0.00	0.00	0.00
8300 · Water Conservation	150.00	450.00	150.00
8350 · Water Main Replacements	0.00	0.00	0.00
Total Existing Customers - Water	16,272.57	37,560.00	26,862.50
New Customers - Water			
8425 · Storage, A.V. Water Tank Alloc.	0.00	0.00	0.00
8450 · CIP Development	0.00	0.00	0.00
8550 · Phase I PWP	5,650.00	16,960.80	7,391.25
8600 · Pillar Ridge	0.00	125.00	0.00
8675 · School Boost Pump Stn Upgrade	0.00	25,182.50	735.00
8700 · Schoolhouse Tank Proj Phase 2	0.00	0.00	0.00
Total New Customers - Water	5,650.00	42,268.30	8,126.25
Total 8000 · Capital Improvement Program	21,922.57	79,828.30	34,988.75
9000 · Capital Account Expenses			
9025 · Domestic Connection Line	3,308.71	0.00	3,914.00
9050 · Engineering Review Costs	225.00	525.00	37.50
9075 · PFP Connection Expenses	2,650.00	0.00	0.00
9100 · Interest Expense - GO Bonds	0.00	0.00	0.00
9125 · PNC Equipment Lease Interest	3,061.34	3,054.20	3,047.03
9150 · SRF Loan	0.00	0.00	0.00
Total 9000 · Capital Account Expenses	9,245.05	3,579.20	6,998.53
Total Other Expense	31,167.62	83,407.50	41,987.28
Net Other Income	-31,167.62	-69,972.51	1,699,185.91
Net Income	-90,942.28	-86,522.02	1,652,359.46

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jan 13	Feb 13	Mar 13
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	3,771.00	-5,190.00	2,584.75
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	0.00	0.00
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00
4440 · Inspection Fees (Remodel)	0.00	0.00	0.00
Total 4400 · Fees	0.00	0.00	0.00
4610 · Property Tax Receipts	893.90	135,790.27	47,409.44
4740 · Testing, Backflow	192.00	1,344.00	1,248.00
4810 · Water Sales, Domestic	110,200.35	116,492.04	131,436.99
4850 · Water Sales Refunds, Customer	0.00	0.00	0.00
4990 · Other Revenue	547.97	0.00	0.00
Total Income	115,605.22	248,436.31	182,679.18
Expense			
5000 · Administrative			
5190 · Bank Fees	455.79	564.02	576.39
5200 · Board of Directors			
5210 · Board Meetings	63.92	-218.84	64.20
5220 · Director Fees	375.00	487.50	375.00
Total 5200 · Board of Directors	438.92	268.66	439.20
5240 · CDPH Fees	0.00	0.00	0.00
5250 · Conference Attendance	0.00	143.75	1,502.00
5260 · Depreciation/Amortization	63,472.00	63,472.00	63,472.00
5270 · Information Systems	0.00	0.00	0.00
5300 · Insurance			
5320 · Property & Liability Insurance	0.00	0.00	0.00
Total 5300 · Insurance	0.00	0.00	0.00
5350 · LAFCO Assessment			
5400 · Legal			
5420 · Meeting Attendance, Legal	937.50	0.00	907.15
5430 · General Legal	2,637.50	4,830.00	4,682.50
5440 · Litigation	0.00	2,525.00	3,089.00
Total 5400 · Legal	3,575.00	7,355.00	8,678.65
5520 · Meetings, Local	6.91	0.00	139.00
5530 · Memberships	620.00	75.00	315.00
5540 · Office Supplies	1,389.16	167.74	693.39
5550 · Postage	90.69	360.00	435.19
5560 · Printing & Publishing	0.00	0.00	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jan 13	Feb 13	Mar 13
5600 · Professional Services			
5610 · Accounting	0.00	2,227.50	0.00
5620 · Audit	0.00	0.00	12,550.00
5630 · Consulting	3,847.90	699.48	585.00
5650 · Labor Representation	750.00	750.00	750.00
5660 · Payroll Services	17.40	15.95	20.30
5690 · Other Professional Services	2,276.18	914.70	62.50
Total 5600 · Professional Services	6,891.48	4,607.63	13,967.80
5720 · Telephone & Internet, Admin	0.00	0.00	0.00
5730 · Travel, Local	0.00	0.00	0.00
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,346.12	2,183.87	2,204.13
5820 · Employee Benefits	5,534.80	16,442.78	5,877.64
5830 · Disability Insurance	174.25	174.25	175.78
5840 · Payroll Taxes	2,586.34	2,481.64	2,566.72
5900 · Wages			
5910 · Management	5,924.58	5,924.58	5,924.58
5920 · Staff	26,791.24	25,557.72	26,494.49
5930 · Staff Certification	800.00	800.00	525.00
5940 · Staff Overtime	0.00	0.00	0.00
5950 · Staff Standby	0.00	0.00	0.00
Total 5900 · Wages	33,515.82	32,282.30	32,944.07
5960 · Worker's Comp Insurance	0.00	0.00	0.00
Total 5800 · Labor	44,157.33	53,564.84	43,768.34
Total 5000 · Administrative	121,097.28	130,578.64	133,986.96
6000 · Operations			
6160 · Backflow Prevention	0.00	257.45	0.00
6180 · Communications			
6185 · Communications Equip, Expensed	3,748.67	2,549.61	2,538.95
6187 · Telephone & Internet, Comm.	912.79	194.83	477.32
Total 6180 · Communications	4,661.46	2,744.44	3,016.27
6195 · Education & Training	735.00	-74.84	109.68
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	0.00	1,005.00
6220 · General Engineering	39.89	22.41	2,302.75
6230 · Water Quality Engineering	2,502.50	16,266.88	20,270.00
Total 6200 · Engineering	2,542.39	16,289.29	23,577.75
6320 · Equipment & Tools, Expensed	3,961.13	11.61	3,328.20
6330 · Facilities			
6337 · Landscaping	300.00	300.00	300.00
Total 6300 · Facilities	300.00	300.00	300.00
6370 · Lab Supplies & Equipment	0.00	0.00	0.00
6380 · Meter Reading	0.00	1,380.07	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jan 13	Feb 13	Mar 13
6400 · Pumping			
6410 · Pumping Fuel & Electricity	1,965.84	21,638.48	1,586.49
6420 · Pumping Maintenance, Generators	0.00	0.00	0.00
6440 · Pumping Equipment, Expensed	8,779.00	0.00	0.00
Total 6400 · Pumping	10,744.84	21,638.48	1,586.49
6500 · Supply			
6510 · Maintenance, Supply Mains	0.00	0.00	0.00
6520 · Maintenance, Wells	0.00	0.00	0.00
Total 6500 · Supply	0.00	0.00	0.00
6600 · Collection/Transmission			
6610 · Hydrants	0.00	0.00	0.00
6620 · Maintenance, Mains	4,266.82	6,665.48	273.00
6630 · Maintenance, Service Lines	2,263.76	5.41	0.00
6640 · Maintenance, Tanks	5,436.31	0.00	0.00
6650 · Maint., Transmission General	232.64	195.82	1,634.05
6660 · Maintenance, Collection System	0.00	0.00	0.00
6670 · Meters	40.95	0.00	600.64
Total 6600 · Collection/Transmission	12,240.48	6,866.71	2,507.69
6700 · Treatment			
6710 · Chemicals & Filtering	2,540.60	1,435.85	1,437.19
6720 · Maintenance, Treatment Equip.	437.76	300.85	0.00
6730 · Treatment Analysis	295.00	625.00	2,787.56
Total 6700 · Treatment	3,273.36	2,361.70	4,224.75
6770 · Uniforms	457.88	619.91	525.64
6800 · Vehicles			
6810 · Fuel	743.20	509.72	822.20
6820 · Vehicular Equipment, Expensed	0.00	0.00	0.00
6830 · Vehicular Repairs	0.00	0.00	0.00
Total 6800 · Vehicles	743.20	509.72	822.20
6890 · Other Operations	74.84	90.36	19.75
Total 6000 · Operations	39,734.58	52,994.90	40,018.42
66000 · Payroll Expenses	0.00	0.00	0.00
Total Expense	160,831.86	183,573.54	174,005.38
Net Ordinary Income	-45,226.64	64,862.77	8,673.80
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees	799.59	0.00	0.00
7110 · Connection Fees (New Const)	0.00	0.00	0.00
7130 · Conn. Fees, PFP (New Constr)	0.00	0.00	0.00
Total 7100 · Connection Fees	799.59	0.00	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Jan 13	Feb 13	Mar 13
7600 · Bond Revenues, G.O.	3,990.39	33,144.50	-1,141,106.17
Total 7000 · Capital Account Revenues	4,789.98	33,144.50	-1,141,106.17
Total Other Income	4,789.98	33,144.50	-1,141,106.17
Other Expense	0.00	0.00	0.00
9225 · Loss on Disposition			
8000 · Capital Improvement Program			
Existing Customers - Water			
8025 · CIP Development	0.00	0.00	0.00
8075 · Pillar Ridge	0.00	135.00	0.00
8150 · Storage, Schoolhouse Tank Ph. 1	0.00	0.00	0.00
8175 · Storage, A.V. Tank Safety Rep.	0.00	0.00	0.00
8200 · Storage, A.V. Water Tank Alloc.	40,163.38	31,516.25	23,080.01
8225 · Treatment, Central Airport Sys	15,740.00	12,245.63	4,189.39
8250 · Treatment, Water	1,023.35	0.00	0.00
8275 · Vehicle Replacement	0.00	27,681.27	0.00
8300 · Water Conservation	300.00	300.00	0.00
8350 · Water Main Replacements	0.00	0.00	2,206.51
Total Existing Customers - Water	57,226.73	71,878.15	29,475.91
New Customers - Water	0.00	0.00	0.00
8425 · Storage, A.V. Water Tank Alloc.	0.00	0.00	0.00
8450 · CIP Development	0.00	0.00	0.00
8550 · Phase I PWP	3,420.00	12,031.26	11,971.25
8600 · Pillar Ridge	0.00	135.00	0.00
8675 · School Boost Pump Stn Upgrade	0.00	0.00	0.00
8700 · Schoolhouse Tank Proj Phase 2	0.00	0.00	0.00
Total New Customers - Water	3,420.00	12,166.26	11,971.25
Total 8000 · Capital Improvement Program	60,646.73	84,044.41	41,447.16
9000 · Capital Account Expenses	0.00	0.00	0.00
9025 · Domestic Connection Line	0.00	37.50	0.00
9050 · Engineering Review Costs	0.00	6,395.00	0.00
9075 · PFP Connection Expenses	186,075.85	0.00	0.00
9100 · Interest Expense - GO Bonds	3,039.83	2,735.46	-12,897.43
9125 · PNC Equipment Lease Interest	0.00	0.00	1,492.50
9150 · SRF Loan	189,115.68	9,167.96	-11,404.93
Total 9000 · Capital Account Expenses	249,762.41	93,212.37	30,042.23
Total Other Expense	-244,972.43	-60,067.87	-1,171,148.40
Net Other Income	-290,199.07	4,794.90	-1,162,474.60
Net Income			

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Apr 13	May 13	Jun 13
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	1,323.00	5,178.76	1,261.75
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	0.00	0.00
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00
4440 · Inspection Fees (Remodel)	0.00	0.00	0.00
Total 4400 · Fees	0.00	0.00	0.00
4610 · Property Tax Receipts	66,477.37	538.46	27,209.55
4740 · Testing, Backflow	0.00	1,248.00	0.00
4810 · Water Sales, Domestic	128,730.74	119,324.18	400,710.44
4850 · Water Sales Refunds, Customer	0.00	0.00	0.00
4990 · Other Revenue	0.00	0.00	0.00
Total Income	196,531.11	126,289.40	429,181.74
Expense			
5000 · Administrative			
5190 · Bank Fees	724.01	491.47	693.48
5200 · Board of Directors			
5210 · Board Meetings	147.68	0.00	1,704.29
5220 · Director Fees	-187.50	675.00	525.00
Total 5200 · Board of Directors	-39.82	675.00	2,229.29
5240 · CDPH Fees	7,547.40	0.00	0.00
5250 · Conference Attendance	0.00	500.27	300.00
5260 · Depreciation/Amortization	63,472.00	63,472.00	95,335.95
5270 · Information Systems	0.00	0.00	1,300.00
5300 · Insurance			
5320 · Property & Liability Insurance	0.00	0.00	0.00
Total 5300 · Insurance	0.00	0.00	0.00
5350 · LAFCO Assessment			
5400 · Legal			
5420 · Meeting Attendance, Legal	0.00	1,332.50	2,470.00
5430 · General Legal	3,737.50	3,495.50	8,341.00
5440 · Litigation	1,000.00	1,637.00	2,575.00
Total 5400 · Legal	4,737.50	6,465.00	13,386.00
5520 · Meetings, Local	106.09	0.00	0.00
5530 · Memberships	27.00	27.00	0.00
5540 · Office Supplies	8,264.80	282.76	1,607.85
5550 · Postage	387.75	469.66	818.80
5560 · Printing & Publishing	0.00	0.00	213.53

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Apr 13	May 13	Jun 13
5600 · Professional Services			
5610 · Accounting	6,940.00	0.00	10,000.00
5620 · Audit	0.00	0.00	0.00
5630 · Consulting	2,154.48	8,139.40	-5,489.70
5650 · Labor Representation	750.00	0.00	1,500.00
5660 · Payroll Services	18.85	17.40	17.40
5690 · Other Professional Services	328.22	191.00	-6,012.91
Total 5600 · Professional Services	10,191.55	8,347.80	14.79
5720 · Telephone & Internet, Admin	196.21	206.13	6,919.07
5730 · Travel, Local	147.42	77.81	1,010.38
5740 · Reference Materials	180.29	0.00	200.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,247.49	2,389.26	2,140.88
5820 · Employee Benefits	4,485.68	4,450.99	4,485.68
5830 · Disability Insurance	167.38	168.93	174.66
5840 · Payroll Taxes	2,517.40	2,701.67	2,320.68
5900 · Wages			
5910 · Management	5,924.58	5,924.58	6,013.28
5920 · Staff	25,832.00	27,832.57	20,117.76
5930 · Staff Certification	900.00	675.00	600.00
5940 · Staff Overtime	0.00	0.00	3,720.65
5950 · Staff Standby	0.00	0.00	832.19
Total 5900 · Wages	32,656.58	34,432.15	31,283.88
5960 · Worker's Comp Insurance	7,087.96	-3,153.36	6,631.62
Total 5800 · Labor	49,162.49	40,989.64	47,037.40
Total 5000 · Administrative	145,104.69	122,004.54	171,066.54
6000 · Operations			
6160 · Backflow Prevention	0.00	0.00	0.00
6180 · Communications			
6185 · Communications Equip, Expensed	252.50	742.00	2,145.98
6187 · Telephone & Internet, Comm.	0.00	0.00	260.35
Total 6180 · Communications	252.50	742.00	2,406.33
6195 · Education & Training	0.00	0.00	0.00
6200 · Engineering			
6210 · Meeting Attendance, Engineering	837.50	0.00	1,842.50
6220 · General Engineering	994.51	1,829.91	17,675.54
6230 · Water Quality Engineering	16,148.75	17,950.00	33,960.01
Total 6200 · Engineering	17,980.76	19,779.91	53,478.05
6320 · Equipment & Tools, Expensed	236.19	1,870.83	-10,353.67
6330 · Facilities			
6337 · Landscaping	300.00	300.00	600.00
Total 6300 · Facilities	300.00	300.00	600.00
6370 · Lab Supplies & Equipment	0.00	0.00	174.95
6380 · Meter Reading	0.00	0.00	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Apr 13	May 13	Jun 13
6400 · Pumping			
6410 · Pumping Fuel & Electricity	1,757.83	0.00	3,789.47
6420 · Pumping Maintenance, Generators	0.00	0.00	700.00
6440 · Pumping Equipment, Expensed	0.00	0.00	173,985.86
Total 6400 · Pumping	1,757.83	0.00	178,475.33
6500 · Supply			
6510 · Maintenance, Supply Mains	0.00	1,308.39	428.13
6520 · Maintenance, Wells	457.00	0.00	0.00
Total 6500 · Supply	457.00	1,308.39	428.13
6600 · Collection/Transmission			
6610 · Hydrants	0.00	2,091.09	0.00
6620 · Maintenance, Mains	774.03	4,652.72	4,599.41
6630 · Maintenance, Service Lines	1,779.29	2,179.70	0.00
6640 · Maintenance, Tanks	30.31	0.00	0.00
6650 · Maint., Transmission General	0.00	0.00	49.05
6660 · Maintenance, Collection System	0.00	0.00	0.00
6670 · Meters	-580.48	229.14	389.21
Total 6600 · Collection/Transmission	2,003.15	9,152.65	5,037.67
6700 · Treatment			
6710 · Chemicals & Filtering	1,866.95	1,519.19	2,906.74
6720 · Maintenance, Treatment Equip.	183.57	586.30	946.24
6730 · Treatment Analysis	721.07	2,811.28	7,231.36
Total 6700 · Treatment	2,771.59	4,916.77	11,084.34
6770 · Uniforms	160.00	1,266.91	2,703.29
6800 · Vehicles			
6810 · Fuel	419.81	698.21	1,626.89
6820 · Vehicular Equipment, Expensed	0.00	0.00	0.00
6830 · Vehicular Repairs	0.00	51.79	717.11
Total 6800 · Vehicles	419.81	750.00	2,344.00
6890 · Other Operations	0.00	111.59	65.30
Total 6000 · Operations	26,338.83	40,199.05	246,443.72
66000 · Payroll Expenses	0.00	0.00	0.00
Total Expense	171,443.52	162,203.59	417,510.26
Net Ordinary Income	25,087.59	-35,914.19	11,671.48
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees	0.00	0.00	0.00
7110 · Connection Fees (New Const)	0.00	0.00	0.00
7130 · Conn. Fees, PFP (New Const)	0.00	0.00	0.00
Total 7100 · Connection Fees	0.00	0.00	0.00

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	Apr 13	May 13	Jun 13
7600 - Bond Revenues, G.O.	448,157.89	4,346.75	82,499.92
Total 7000 - Capital Account Revenues	448,157.89	4,346.75	82,499.92
Total Other Income	448,157.89	4,346.75	82,499.92
Other Expense	0.00	0.00	315,786.99
9225 - Loss on Disposition			-243.75
8000 - Capital Improvement Program			-3,525.00
Existing Customers - Water			-1,930.00
8025 - CIP Development	0.00	0.00	0.00
8075 - Pillar Ridge	1,890.00	0.00	-183,214.00
8150 - Storage, Schoolhouse Tank Ph. 1	0.00	0.00	-58,386.27
8175 - Storage, A.V. Tank Safety Rep.	0.00	3,530.54	-1,023.35
8200 - Storage, A.V. Water Tank Alloc.	0.00	10,908.75	-27,681.27
8225 - Treatment, Central Airport Sys	0.00	0.00	-1,900.00
8250 - Treatment, Water	0.00	0.00	-4,016.51
8275 - Vehicle Replacement	0.00	0.00	
8300 - Water Conservation	100.00	50.00	
8350 - Water Main Replacements	1,810.00	0.00	
Total Existing Customers - Water	3,800.00	14,489.29	-281,920.15
New Customers - Water			
8425 - Storage, A.V. Water Tank Alloc.	0.00	0.00	-2,797.63
8450 - CIP Development	0.00	0.00	-522.35
8550 - Phase I PWP	12,000.50	2,000.00	-77,845.06
8600 - Pillar Ridge	0.00	521.25	-2,156.25
8675 - School Boost Pump Stn Upgrade	0.00	0.00	-25,917.50
8700 - Schoolhouse Tank Proj Phase 2	0.00	0.00	-2,708.75
Total New Customers - Water	12,000.50	2,521.25	-111,947.54
Total 8000 - Capital Improvement Program	15,800.50	17,010.54	-393,867.69
9000 - Capital Account Expenses			
9025 - Domestic Connection Line	0.00	0.00	-11,616.61
9050 - Engineering Review Costs	300.00	0.00	-5,015.00
9075 - PFP Connection Expenses	0.00	1,612.50	-15,707.50
9100 - Interest Expense - GO Bonds	0.00	0.00	0.00
9125 - PNC Equipment Lease Interest	1,914.01	1,946.83	681.75
9150 - SRF Loan	0.00	0.00	1,589.76
Total 9000 - Capital Account Expenses	2,214.01	3,559.33	-30,067.60
Total Other Expense	18,014.51	20,569.87	-108,148.30
Net Other Income	430,143.38	-16,223.12	190,648.22
Net Income	455,230.97	-52,137.31	202,319.70

**MWSD - Water
Profit & Loss**
July 2012 through June 2013

	TOTAL
Ordinary Income/Expense	
Income	
4220 · Cell Tower Lease	28,909.26
4400 · Fees	
4410 · Administrative Fee (New Constr)	1,000.00
4420 · Administrative Fee (Remodel)	2,158.00
4440 · Inspection Fees (Remodel)	407.00
Total 4400 · Fees	3,565.00
4610 · Property Tax Receipts	304,550.33
4740 · Testing, Backflow	9,098.00
4810 · Water Sales, Domestic	1,557,944.78
4850 · Water Sales Refunds, Customer	-3,945.00
4990 · Other Revenue	547.97
Total Income	1,900,670.34
Expense	
5000 · Administrative	
5190 · Bank Fees	9,074.64
5200 · Board of Directors	
5210 · Board Meetings	2,135.01
5220 · Director Fees	3,450.00
Total 5200 · Board of Directors	5,585.01
5240 · CDPH Fees	14,151.52
5250 · Conference Attendance	4,274.43
5260 · Depreciation/Amortization	793,527.95
5270 · Information Systems	1,300.00
5300 · Insurance	
5320 · Property & Liability Insurance	1,425.34
Total 5300 · Insurance	1,425.34
5350 · LAFCO Assessment	1,544.00
5400 · Legal	
5420 · Meeting Attendance, Legal	9,218.05
5430 · General Legal	57,911.75
5440 · Litigation	19,769.75
Total 5400 · Legal	86,899.55
5520 · Meetings, Local	314.44
5530 · Memberships	17,174.50
5540 · Office Supplies	14,533.17
5550 · Postage	4,560.76
5560 · Printing & Publishing	378.48

MWSD - Water
Profit & Loss
 July 2012 through June 2013

TOTAL

5600 · Professional Services	96,392.05
5610 · Accounting	7,321.41
5620 · Audit	1,235.61
5630 · Consulting	380.29
5650 · Labor Representation	
5660 · Payroll Services	
5690 · Other Professional Services	
Total 5600 · Professional Services	96,392.05
5720 · Telephone & Internet, Admin	
5730 · Travel, Local	
5740 · Reference Materials	
5800 · Labor	
5810 · CalPERS 457 Deferred Plan	28,317.70
5820 · Employee Benefits	76,848.45
5830 · Disability Insurance	1,922.50
5840 · Payroll Taxes	29,587.19
5900 · Wages	
5910 · Management	72,718.51
5920 · Staff	322,671.91
5930 · Staff Certification	9,975.00
5940 · Staff Overtime	3,720.65
5950 · Staff Standby	832.19
Total 5900 · Wages	409,918.26
5960 · Worker's Comp Insurance	39,080.05
Total 5800 · Labor	585,674.15
Total 5000 · Administrative	1,645,747.30
6000 · Operations	
6160 · Backflow Prevention	2,119.81
6180 · Communications	
6185 · Communications Equip, Expensed	17,402.39
6187 · Telephone & Internet, Comm.	3,279.34
Total 6180 · Communications	20,681.73
6195 · Education & Training	1,840.02
6200 · Engineering	
6210 · Meeting Attendance, Engineering	9,851.10
6220 · General Engineering	23,283.57
6230 · Water Quality Engineering	175,053.14
Total 6200 · Engineering	208,187.81
6320 · Equipment & Tools, Expensed	12,627.35
6330 · Facilities	
6337 · Landscaping	3,600.00
Total 6330 · Facilities	3,600.00
6370 · Lab Supplies & Equipment	197.98
6380 · Meter Reading	1,421.17

**MWSD - Water
Profit & Loss
July 2012 through June 2013**

	TOTAL
6400 · Pumping	
6410 · Pumping Fuel & Electricity	43,956.73
6420 · Pumping Maintenance, Generators	1,671.00
6440 · Pumping Equipment, Expensed	200,482.76
Total 6400 · Pumping	246,110.49
6500 · Supply	
6510 · Maintenance, Supply Mains	1,887.59
6520 · Maintenance, Wells	457.00
Total 6500 · Supply	2,344.59
6600 · Collection/Transmission	
6610 · Hydrants	2,091.09
6620 · Maintenance, Mains	36,122.81
6630 · Maintenance, Service Lines	15,360.57
6640 · Maintenance, Tanks	6,318.03
6650 · Maint., Transmission General	6,188.56
6660 · Maintenance, Collection System	0.00
6670 · Meters	3,186.35
Total 6600 · Collection/Transmission	69,267.41
6700 · Treatment	
6710 · Chemicals & Filtering	20,622.62
6720 · Maintenance, Treatment Equip.	4,779.21
6730 · Treatment Analysis	21,066.09
Total 6700 · Treatment	46,467.92
6770 · Uniforms	8,473.39
6800 · Vehicles	
6810 · Fuel	8,736.62
6820 · Vehicular Equipment, Expensed	20.00
6830 · Vehicular Repairs	860.63
Total 6800 · Vehicles	9,617.25
6890 · Other Operations	1,665.59
Total 6000 · Operations	634,622.51
66000 · Payroll Expenses	0.00
Total Expense	2,280,369.81
Net Ordinary Income	-379,699.47
Other Income/Expense	
Other Income	
7000 · Capital Account Revenues	
7100 · Connection Fees	
7110 · Connection Fees (New Constr)	1,443.59
7130 · Conn. Fees, PFP (New Constr)	32,457.10
Total 7100 · Connection Fees	33,900.69

**MWSD - Water
 Profit & Loss**
 July 2012 through June 2013

	TOTAL
7600 · Bond Revenues, G.O.	1,230,364.97
Total 7000 · Capital Account Revenues	<u>1,264,265.66</u>
Total Other Income	1,264,265.66
Other Expense	315,786.99
9225 · Loss on Disposition	
8000 · Capital Improvement Program	
Existing Customers - Water	
8025 · CIP Development	0.00
8075 · Pillar Ridge	0.00
8150 · Storage, Schoolhouse Tank Ph. 1	0.00
8175 · Storage, A.V. Tank Safety Rep.	0.00
8200 · Storage, A.V. Water Tank Alloc.	0.00
8225 · Treatment, Central Airport Sys	0.00
8250 · Treatment, Water	0.00
8275 · Vehicle Replacement	0.00
8300 · Water Conservation	0.00
8350 · Water Main Replacements	0.00
Total Existing Customers - Water	<u>0.00</u>
New Customers - Water	
8425 · Storage, A.V. Water Tank Alloc.	0.00
8450 · CIP Development	0.00
8550 · Phase I PWP	0.00
8600 · Pillar Ridge	0.00
8675 · School Boost Pump Stn Upgrade	0.00
8700 · Schoolhouse Tank Proj Phase 2	0.00
Total New Customers - Water	<u>0.00</u>
Total 8000 · Capital Improvement Program	0.00
9000 · Capital Account Expenses	
9025 · Domestic Connection Line	0.00
9050 · Engineering Review Costs	0.00
9075 · PFP Connection Expenses	0.00
9100 · Interest Expense - GO Bonds	295,520.85
9125 · PNC Equipment Lease Interest	11,082.30
9150 · SRF Loan	3,082.26
Total 9000 · Capital Account Expenses	<u>309,685.41</u>
Total Other Expense	<u>625,472.40</u>
Net Other Income	638,793.26
Net Income	<u><u>259,093.79</u></u>

MWSD - Water
Balance Sheet
 As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Operating Reserve	-42,007.76
Capital Reserve	453,500.00
Operating Reserve	246,000.00
Restricted Cash	
Acq & Improv Fund	1,462,256.59
Connection Fees Reserve	46,000.00
Cost of Issuance	122.94
GO Bonds Fund	1,197,080.89
Total Restricted Cash	<u>2,705,460.42</u>
Total Checking/Savings	3,362,952.66
Accounts Receivable	
Property Taxes Receivable	3,920.34
Accounts Rec. - Backflow	3,918.51
Accounts Rec. - Water Residents	295,081.08
Total Accounts Receivable	<u>302,919.93</u>
Other Current Assets	
Maint/Parts Inventory	42,656.32
Total Other Current Assets	<u>42,656.32</u>
Total Current Assets	3,708,528.91
Fixed Assets	
Land & Easements	734,500.00
Surface Water Rights	300,000.00
Water Meters	1,058,985.00
General Plant	20,630,979.83
Fixed Assets - Other	48,171.78
Accumulated Depreciation	-6,397,365.00
Total Fixed Assets	<u>16,375,271.61</u>
Other Assets	
Bond Issue Cost	77,114.30
Bond Acq Cost OID	77,180.40
Total Other Assets	<u>154,294.70</u>
TOTAL ASSETS	<u><u>20,238,095.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	201,600.71
Total Accounts Payable	<u>201,600.71</u>
Other Current Liabilities	
Accrued Interest	81,799.58
GO Bonds - S/T	795,656.00
PFP Water Deposits	44,716.68
PNC Equipment Loan - S/T	30,658.39
Payroll Liabilities	
Employee Benefits Payable	512.99
Payroll Taxes Payable	77.53
Total Payroll Liabilities	<u>590.52</u>
Total Other Current Liabilities	<u>953,421.17</u>
Total Current Liabilities	1,155,021.88

MWSD - Water
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
Long Term Liabilities	
Accrued Vacations	16,654.90
Deferred on Refunding	-280,322.00
Due To Sewer Fund	1,548,177.18
GO Bonds - L/T	13,984,428.77
PNC Equipment Loan - L/T	756,621.20
SRF Loan Payable	360,000.00
Total Long Term Liabilities	<u>16,385,560.05</u>
Total Liabilities	17,540,581.93
Equity	
Capital Assets - Net	-288,324.00
Restricted - Debt Service	2,546,106.50
Unrestricted	180,637.00
Net Income	259,093.79
Total Equity	<u>2,697,513.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>20,238,095.22</u></u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning District Strategic Plan.

At the August 1 meeting the Board stated interest in the preparation of a strategic plan for the District. The District has successfully provided water, sewer and trash services since decades to the community. The District owns and operates the water system since 10 years. Now the initial goals of improving water system reliability and quality have been achieved and necessary improvements implemented, others are scheduled for construction. The Moratorium for new connections was repealed by the Board. On the sewer side the District has continuously reduced the number of sanitary sewer overflows and strives to protect its sensitive natural resources. MWSD has been a member of the Sewer Authority Mid-Coastside since its formation over two decades ago. A new trash services contract with Recology is planned to be approved shortly. The achievements in the past years provide a sense of completion, but also raise questions on where the District should focus resources to improve services, effectiveness, and good governance. At least in the recent decades no strategic plan was developed. The Board asked staff to initiate first steps towards the engagement with a firm specialized in facilitating the process towards a strategic plan, possibly with community involvement.

Staff contacted Barber & Gonzales Consulting Group, BHI Management Consulting, Crabtree Consulting Services, Economic & Planning Systems Inc., Harris & Associates, and Rauch Communication Consultants. Three proposals from reputable firms, Barber&Gonzalez, BHI Consulting and Rauch Communications were received. Suggested total costs range from \$12,000 (Barber & Gonzales), over \$15,740 (Rauch Communications) to \$21,795 (BHI Consulting). Two proposals, B&G and BHI are very detailed and fit the needs of the District.

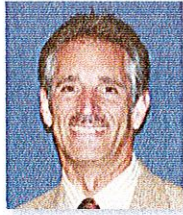
At the last meeting the Board agreed that board members could submit additional suggestions for potential firms to the General Manager by September 19. Director Thollaugh submitted information for the Alta Mesa Group. The Manager contacted Bill Chiat with Alta Mesa Group on September 19.

RECOMMENDATION: Invite Potential Consultants to attend future board meetings to present their suggested approach and answer any questions the Board might have.

Attachment

AN INTRODUCTION TO WILLIAM CHIAT

William (Bill) Chiat brings a unique combination of knowledge, skills, abilities ... and enthusiasm. He incorporates over 30 years of practical executive leadership experience in state and local governments and non-profit organizations. His expertise in organizational management and employee development is paired with his fluency with governance issues and the challenges of managing today's workforce.



A gifted facilitator, educator and executive coach, he has a solid record of facilitating internal and external discussions of complex and difficult issues for both community-based organizations and public agencies. He is a results-oriented project manager with a specialty in inter-departmental and interagency projects. Mr. Chiat is a respected educator, specializing in leadership practices, interpersonal competencies, management skills, and effectiveness techniques such as performance measurement and process improvement. He is a trusted coach and mentor to elected officials, board members and executive staff.

PROFESSIONAL EXPERIENCE

As president of **Alta Mesa Group**, LLC Mr. Chiat serves as a facilitator and organizational and executive leadership development consultant with local governments. He is the founder and current **Dean** of the California State Association of Counties Institute for Excellence in County Government (CSAC Institute).

Mr. Chiat served as **Executive Director** of the California Association of Local Agency Formation Commissions (CALAFCO) from 2004 to 2012, administering the association and directing the legislative efforts. He served as **County Executive Officer** for the County of Napa, responsible for the management and direction of county government, including its 17 departments, 1,400 employees and \$200 million budget. He directed change efforts to operationalize best practices such as performance measurement, outcome-based budgeting, business planning, and process improvement. He built sustainable relationships with governments, community organizations, and industry groups, and negotiated landmark affordable housing agreements with the cities.



As **Director of Organizational Effectiveness** for the County of Santa Barbara he led the planning and implementation of best practices into county operations. He facilitated complex and controversial community issues to

resolution, including land use and resource protection

issues. He managed project teams responsible for systematic changes in structures, strategies, performance measurement, and operational efficiencies. He led county negotiations led to the incorporation of Goleta. He created and managed the comprehensive and accredited Employee's University.

Bill served as **Executive Director** of the Arizona Governor's Office for Excellence in Government and an advisor to Arizona Governor Fife Symington. He directed the management consulting and organizational development activities of the state, leading teams of senior staff in the design of policy and operational plans for efficiencies in state agencies. He provided policy analysis and operational studies for consolidations and system integrations and served as a member of the Governor's Cabinet.

Other positions include assistant to the city manager of Oxnard, Planning and Development Director of Ventura Regional Sanitation District, Marketing Director for Minnesota Department of Natural Resources, Public Information Officer and Park Ranger for Minnesota State Parks, and Associate Director of the Central Wisconsin Environmental Station.

EDUCATION

Mr. Chiat has a B.S. from the University of Minnesota and a M.S. from the University of Michigan. He is a graduate of the Senior Executives in State and Local Government Program and the Art and Practice of Leadership Development Program, both from the Kennedy School of Government at Harvard University. He is a certified facilitator for Meyers-Briggs, DISC, Thomas-Killman and other assessment instruments.

PROJECT EXAMPLES

- ♦ Created and facilitated multi-jurisdictional solid waste task force of elected officials and staff
- ♦ Facilitated governance design and effectiveness discussions for state historical society board
- ♦ Facilitated teambuilding and strategic retreats for governing boards of community-based organizations and state and local public agencies
- ♦ Led collaborative efforts to create a county mental health system of care
- ♦ University instructor in negotiations, management, and leadership
- ♦ Facilitated search conferences to strategically create community-based mental health and juvenile justice programs
- ♦ Developed policies, practices, procedures, and manuals in compliance with Form 990 for not-for-profit agencies
- ♦ Established labor-management collaborative within large agency to improve employee relationships
- ♦ Designed and provided popular leadership seminars to over 500 managers and executives
- ♦ Negotiated long-term cooperation and revenue sharing agreements among jurisdictions and agencies
- ♦ Established performance measurement systems and community indicators projects
- ♦ Created and managed the award winning and acclaimed Employees' University
- ♦ Provide adult-based learning in critical skills: leadership, facilitation, communication, supervision, teambuilding, interpersonal relations, process improvement, customer service, strategic planning



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Solid Waste Services Contract with Recology of the Coast.

The District negotiated a contract with service reductions, the same scheduled weekly pickup of refuse and recycling and biweekly green waste service. Services actually increase and include a standardized 64 gallon recycling can for single stream recycling and consumer choice of Recology supplied 20, 32 and 64 gallon refuse containers.

The new agreement with Recology was presented to the Board at the last meeting. The Board agreed to move the item to a later meeting until a clean version of the contract was produced.

Recology suggested to move the contract approval to the October 3 meeting when Recology personnel will be present to answer any questions

RECOMMENDATION:

Review the Agreement. If no further questions need to be answered by Recology, approve Resolution No.____, RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT WITH RECOLOGY OF THE COAST FOR SOLID WASTE AND RECYCLING SERVICES.

Attachment

RESOLUTION NO. _____

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION
OF AGREEMENT WITH RECOLOGY OF THE COAST FOR
SOLID WASTE AND RECYCLING SERVICES**

Whereas, The California Integrated Waste Management Act of 1989 ("Act"; Public Resources Code Section 40000, et seq.) authorizes and requires local public agencies to make adequate provision for solid waste services consistent with the policies, standards, and requirements of the Act and regulations adopted pursuant thereto, in furtherance of the public health, safety, and welfare; and

Whereas, pursuant to Section 40059(a) of the Act, the Montara Water and Sanitary District has determined that a franchise agreement shall be awarded to a qualified contractor for the collection of solid waste, recyclable materials and yard waste, and related services in pursuance of the diversion goals and other requirements of the Act; and

Whereas, this Board's policy is to maintain reasonable rates consistent with quality service for the collection of solid waste, recyclable materials and yard waste and related services; and

Whereas, the proposal submitted by Recology of the Coast, a California Corporation ("Recology"), as contained in, and subject to the terms and conditions of, the Agreement hereinafter referenced conforms to the requirements of the District and the aforesaid policy; and

Whereas, Recology's proposal has been accepted, based on its representations of its knowledge and experience, including its current provision of services pursuant to Agreement effective July 1, 2001 as amended by Agreement dated April 5, 2007, which Agreements were assigned to Recology by its predecessor in interest with this Board's approval pursuant to Resolution No. 1464, adopted February 4, 2010; and

Whereas, this Board has reviewed and desires to approve and authorize execution of the Agreement hereinafter referenced;

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

1. That certain agreement by and between the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, and Recology of the Coast, a California Corporation, entitled "Agreement for Solid Waste and Recycling Services" (form designated [MWSDrev090113r090413r]), pursuant to which said company is granted an exclusive franchise for the collection, transporting and disposal of solid waste and for recycling solid waste and yard waste for an initial term of five (5) years, commencing October 1, 2013, subject to the terms and conditions therein stated, a copy of which agreement is on file in the District Administrative Offices, to which copy reference is hereby made for the full particulars thereof, is hereby approved, and the President and Secretary of this Board are hereby authorized and directed to execute said Agreement, and to attest thereto, respectively, for and on behalf of the District.

2. From and after the Effective Date of the Agreement referenced in Paragraph 1, that certain Agreement effective July 1, 2001 as amended by Agreement dated April 5, 2007, the assignment of which was approved by Resolution No. 1464, adopted by this Board on February 4, 2010, is hereby superseded and replaced by the Agreement approved by this Resolution.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. ____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 19th day of September 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Well Conversion Finances.

This item was requested to be on the agenda by President Slater-Carter. The large utility companies previously in charge of the water system in Montara and Moss Beach failed to manage the resources adequately. A moratorium on new connections was mandated by the California Public Utilities Commission in 1984. Subsequently the San Mateo County Health Department started to issue well permits inside the urban rural zoned areas to allow new construction. For more than 30 years all new developments in the District built private domestic water wells, permitted by the San Mateo County Health Department. This Board has a long history of highlighting the detrimental effects to the local aquifers due to the high concentration of private wells in the urban/rural zones. The Mid-Coastside is the only area in California where a large number of private wells in the urban rural zone exist. The long standing moratorium on new connections was repealed by this Board two years ago. Currently connections are not processed by the planning agencies San Mateo County and California Coastal Commission (CCC) until the Districts Public Works Plan has been amended to reflect the new water supply situation. According to Coastal staff the amendment will be brought to the commission very soon. MWSD staff requested that the item be heard at the October CCC agenda. At the time of the preparation of this report the request was still open.

A connection for new construction or well conversion currently costs \$14,564. This compares to \$15,169 in the neighboring CCWD area. With associated construction and other cost a home owner will realistically spend around \$20,000 to get a domestic connection with MWSD. In anticipation of issuing new connections for new constructions and well conversion President Slater Carter would like to discuss the possibility to increase the incentive for existing homes currently served by wells to voluntarily connect to the public water supply.

RECOMMENDATION:

This is for Board information and discussion only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier'. The signature is stylized and cursive.

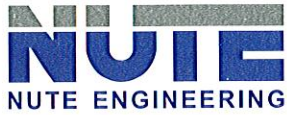
**SUBJECT: Review and Possible Action Concerning Filing
Notice of Completion for 2012-2013 Sewer
Improvement Project.**

On February 7, 2013 D'Arcy and Harty Construction, Inc. entered into an agreement with the District for the construction of certain improvements to main lines in Montara and Moss Beach. The attached letter from the District Engineer indicates that the work has now been successfully completed. Gary Robards with Nute Engineering recommends a Notice of Completion be filed with the County Recorder. After expiration of a 35-day lien period, the 5% retention will be paid to the contractor.

RECOMMENDATION:

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

Attachment



Civil & Sanitary Consultants

August 21, 2013

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

Re: 2012-2013 Sewer Improvement Project
Statement of Completion

Dear Clemens:

D'Arcy & Harty Construction, Inc. has completed their work on the above referenced project and we recommend that the project be accepted and that the Notice of Completion be filed.

Very truly yours,

NUTE ENGINEERING

By: 

Gary E. Robards



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Purchase of District Office Copier.**

The District purchased the last copier nine years ago. The usual lifetime of a copy machine is according to the manufacturer of that machine 5 to 7 years. After many service calls had to be made in the past two years, staff was informed that replacement parts were not manufactured any longer and difficult to obtain. In June after 4 repetitive service call outs Toshiba strongly suggested to consider purchasing a new machine. In August the copier was unplugged because no parts could be found. Toshiba issued a temporary replacement. Staff contacted reputable manufacturers and asked for proposals for a similar machine with the following features:

- Durable Professional Copier
- Employee friendly, particle free toner
- User Friendly
- Color Scanner
- Double sided scanning capabilities
- Duplex copy capabilities
- Large document copy capabilities (11x17)
- Wireless access function
- 500 sheet capacity trays
- Capability to reduce and enlarge
- Book type printing capability

Four companies made proposals for copiers with the requested functions. The attached spreadsheet summarizes the main features of the different machines, compares the cost for purchase and lease and summarizes maintenance and associated cost.

RECOMMENDATION:

Authorize the General Manager to issue a purchase order in the amount of not to exceed \$7,300 for the purchase of the Kyocera Taskalfa 3050CI

Brand Name	Sharp	Kyocera	Toshiba	Toshiba	Toshiba	Toshiba	Toshiba	Konica Minolota
Model Number	MX3610N	Taskalfa3050CI	2040C	2540C	3040C	3540C	Bizhub C284E	
Total Purchase Price	\$ 6,312.35	\$ 7,232.15	\$ 7,362.95	\$ 7,766.25	\$ 8,109.60	\$ 8,354.85	\$ 8,632.80	
Total Lease Cost	\$ 6,912.12	\$ 7,706.74	\$ 8,240.40	\$ 8,711.28	\$ 9,221.40	\$ 9,613.80	\$ 8,888.64	
Length of Lease	36 months	36 months	36 months	36 months	36 months	36 months	36 months	
Mo. Lease Pymts.	\$ 192.00	\$ 214.07	\$ 228.90	\$ 241.98	\$ 256.15	\$ 267.03	\$ 246.90	
Guarantee	As long as they are servicing the machine		3 year	3 year	3 year	3 year	No Ans.	
Approx. Mo. Maint.	\$ 97.50	\$ 53.00	\$ 69.50	\$ 69.50	\$ 69.50	\$ 69.50	\$ 60.00	
Cost/ Black & White	\$ 0.012	\$ 0.008	\$ 0.012	\$ 0.012	\$ 0.012	\$ 0.012	\$ 0.011	
Cost/ Color	\$ 0.075	\$ 0.060	\$ 0.055	\$ 0.055	\$ 0.055	\$ 0.055	\$ 0.079	
Excess Black & White	\$ 0.012	\$ 0.008	\$ 0.012	\$ 0.012	\$ 0.012	\$ 0.012	\$ 0.011	
Excess Color Copies	\$ 0.075	\$ 0.060	\$ 0.055	\$ 0.055	\$ 0.055	\$ 0.055	\$ 0.079	
First Copy Time/B&W	5.2 seconds	6.2 seconds	6.5 seconds	6.5 seconds	6.5 seconds	6.5 seconds	5.9 seconds	
First Copy Time/Color	6.8 seconds	8.1 seconds	8.4 seconds	8.4 seconds	8.4 seconds	8.4 seconds	7.7 seconds	
Copies/Min B& White	36	30	20	25	30	35	28	
Copies/Min Color	36	30	20	25	30	35	28	
Special Features:								
Reducer/Enlarger	25% - 400%	25% - 400%	25% - 400%	25% - 400%	25% - 400%	25% - 400%	25% - 400%	
Color Scanner	yes	yes	Yes	Yes	Yes	Yes	Yes	
Fax machine	optional	optional	Yes	Yes	Yes	Yes	optional	
Double Sided Scanner	yes	Yes	Yes	Yes	Yes	Yes	No Ans.	
Sheet Capacity	2 x 500 Cassettes	2 x 500 cassettes	2 x 550 cassettes	2 x 550 cassettes	2 x 550 cassettes	2 x 550 cassettes	2 x 500 Cassettes	
Bypass Capacity	100 sheets	100 sheets	100 sheets	100 sheets	100 sheets	100 sheets	150 sheets	
Stapler	optional	optional	yes	yes	yes	yes	optional	

When lease is over, District may purchase the machine for a reduced cost or enter into another lease with a new machine. As long as you are under a Service Agreement your machine is guaranteed for a specific amount of time.

DISTRICT

ORDER

8888 Cabrillo Highway
 P.O. Box 370131
 Montara, CA 94037
 Phone 650.728.3545 Fax 650.728.8556

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: 2004-5

To:
 MBA of California
 Attn: Laurie Corral, Government Account Mgr
 2000 Powell Street, Suite 1530
 Emeryville, CA 94608
 510-595-2388 (fax)

Ship To:
 George F. Irving
 Montara Water and Sanitary District
 P.O. Box 370131
 Montara, CA 94037
 650.728.3545

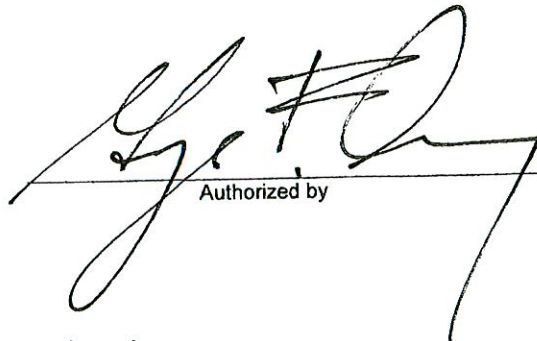
P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
October 1, 2004	George F. Irving		Montara	Cash

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1		Toshiba e-Studio 3511 digital color multi-functional copier (per proposal received 8/23/04).	\$7,659.00	\$7,659.00
			SUBTOTAL	\$7,659.00
			SALES TAX	
			SHIPPING & HANDLING	
			OTHER	
			TOTAL	

Internal Use:

Charge to Sewer 5340--5,000
 Water 6226.5--1,500
 Water 6300--1,831

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Send all correspondence to:
 George F. Irving
 District Manager
 P.O. Box 370131
 Montara, CA 94037
 Phone 650.728.3545 Fax 650.728.8556


 Authorized by _____ Date 10/1/04

sent 10/1/04



**PACIFIC OFFICE
AUTOMATION**

- PROBLEM SOLVED -

Proposal for:



Sharp MX-3610N

Standard Copier, Network Printer, Color Network Scanning

Features:

- Single Scan feed
- 36/36 copying & printing Black & White
- Standard Duplexing with 100 Sheet Reversing Automatic Document Feeder
- 2 Standard Cassettes: 2 x 500 sheets plus Bypass Tray
- Bypass: 100 Sheets (letter, legal, ledger drawers)
- 10/100 Ethernet and USB Ports Standard
- 65ipm scanning
- Counter
- Secure Login
- Auto Job Start,
- Document Storing in the copier
- Duplex printing and Copying
- Windows Printing System (Windows 7, Windows NT4.0, Windows Vista) and Mac

*Does not include sales tax / Includes delivery, installation /

Cash Investment	\$6,312.35
36 month Lease	\$176.15 per month

Service Contract includes:

All parts, service calls, drum, developer, staples, toner and labor.
Includes Networking Services
B/w billed at \$0.012 cost per copy
Color Billed at \$0.075 cost per copy

Contact:

Taylor Gantt
Pacific Office Automation
5700 Stoneridge Drive Suite 300
Pleasanton Ca, 94588
Office: 925-398-4200
Cell: 707-592-6449



MX-2610N/MX-3110N/MX-3610N SPECIFICATIONS

Main Specifications

MX-2610N/3110N/3610N	Base models include multi-tasking controller, high-resolution touch screen display, 100-sheet RSFP, 160 GB Hard Disk Drive with document filing, PCL6/5c network printing/scanning, duplexing, 500 sheet paper drawer, 100-sheet Bypass Tray. Developer is included. Desktop, color multi-function digital document system.																												
Type	Desktop, color multi-function digital document system																												
Display	10.1" (diagonally measured) color dot matrix touch panel tiling display, 1024 x 600 dots (W-SVGA)																												
Functions	Copy, print, network print, network scan, document filing and fax ¹																												
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt type fusing/white LED exposure																												
Originals	Sheets and bound documents																												
Max Original Size	11" x 17"																												
Copy Size	Min. 5 1/2" x 8 1/2", Max. 11" x 17" + 12" x 18"																												
Copy Speed	26/31/36 ppm B&W/Color (8 1/2" x 11")																												
Multiple Copy	Max. 999 copies																												
First Copy Time (Seconds)²	<table border="1"> <thead> <tr> <th></th> <th colspan="2">MX-2610N</th> <th colspan="2">MX-3110N</th> <th colspan="2">MX-3610N</th> </tr> <tr> <th></th> <th>Black</th> <th>Color</th> <th>Black</th> <th>Color</th> <th>Black</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>Platen Glass</td> <td>5.9</td> <td>8.1</td> <td>5.8</td> <td>7.9</td> <td>5.2</td> <td>6.8</td> </tr> <tr> <td>Doc. Feeder</td> <td>9.1</td> <td>11.6</td> <td>9.1</td> <td>11.6</td> <td>8.1</td> <td>10.6</td> </tr> </tbody> </table>		MX-2610N		MX-3110N		MX-3610N			Black	Color	Black	Color	Black	Color	Platen Glass	5.9	8.1	5.8	7.9	5.2	6.8	Doc. Feeder	9.1	11.6	9.1	11.6	8.1	10.6
	MX-2610N		MX-3110N		MX-3610N																								
	Black	Color	Black	Color	Black	Color																							
Platen Glass	5.9	8.1	5.8	7.9	5.2	6.8																							
Doc. Feeder	9.1	11.6	9.1	11.6	8.1	10.6																							
Warm Up Time	20 seconds or less ³																												
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)																												
Original Feed	100 sheet RSFP with original size detection																												
Scan Speed	Copy mode: Up to 50 OPM (B&W) @ 600 x 400 dpi; Up to 36 OPM (Color) @ 600 x 600 dpi. ⁴																												
Original Sizes	Network Scan: Up to 50 OPM (B&W or Color) 200 x 200 dpi. ² 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 11" R, 8 1/2" x 14", 11" x 17" (13-32 lb. bond)																												
Paper Feed System	Standard: (1) 500 sheet paper drawer (letter/legal/ledger/statement size) and 100 sheet bypass tray (letter/legal/ledger/statement/envelope size). Optional: Single, double or triple drawer paper deck (500 sheets each drawer), letter/legal/ledger/statement size.																												
Paper Types	Paper drawers: 16 lb. bond - 110 lb. index. Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass Tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 110-140 lb. index (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope), tab paper (letter). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.																												
Duplexing	Standard automatic duplex copying and printing																												
CPU	Up to 1250 MHz Multi-Processor Design																												
Interface	RJ-45 Ethernet (10/100/1000Base-T), USB 2.0 (2 host ports, front and rear), USB 2.0 (1 device port, rear)																												
Memory	Standard 2 GB Copy/Scan; 1 GB Printer Memory																												
Hard Disk Drive	160 GB; 86 GB for document filing																												
Copy Resolution	Scan: B&W/color: 600 x 600 dpi; Copy Output: B&W/color: 600 x 600 dpi																												
Color Modes	Auto Color Control (ACC), Full Color Mode, Monochrome (B&W)																												
Exposure	Modes: Automatic Text, Text/Photo, Text/Printed Photo, Printed Photo, Photo, Map, Pale Color Document. Settings: Auto or 9 step manual																												
Control	256 gradations/2 levels (monochrome)																												
Half-tone	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Sensing (ACS), Auto Paper Sensing (APS), Auto Magnification Sensing (AMS), image preview, image edit, auto tray switching, rotation copy, reserve copy, tandem copy, book copy, margin shift, tab paper insertion, edge erase, center erase, book divide, dual page copy, cover pages, insert pages, OHP insertion, job build, card shot, blank page skip, mirror image, black-white reversal, centering, proof copy, 2-in-1/4-in-1/8-in-1, pamphlet, watermark custom image, job programs, date/character/page stamp.																												
Copy Features																													
Account Control	Up to 1000 users. Supports user-number authentication (on device), login name/password (on device) or login name/password (on device via LDAP server) for Copy, Print, Scan, Fax and document management.																												
Output Tray	Main output tray (top) 400 sheets (face down); optional eject tray (right 1 side) 100 sheets (face down)																												
Capacity																													
Firmware	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Management)																												
Management	Web based management with user/administrator level login, cloning (1 to N) with SRDM and remote front panel access																												
Configuration																													
Method	Remote front panel, remote access to service logs and click counts																												
Service/Functions	Tilt Front Panel, Adjustment of Key Touch-Send and Speed, Concave Key, Document Feeder Free Stop, Job Programs, Remote Front Panel, Universal Grip for Paper Trays, and Disable Screen Timeout																												
Accessibility																													
Features																													
Environmental Standards	International Energy Star Program Ver. 1.1, Law on Promoting Green Purchasing, European RoHS (Restriction of Hazardous Substances)																												
Power	AC 100-127 VAC, 60 Hz, 12 Amps																												
Power Consumption	Maximum: 1440 W or less																												
Weight	MX-2610N/3110N: Approx. 161 lbs./MX-3610N: 167 lbs.																												
Approx. Dimensions	24 3/4" (w) x 27 1/2" (d) x 33" (h)																												

Network Printing System

PDL	Standard PCL ⁶ 6/PCL5c compatible, optional Postscript 3, optional XPS
Resolution	1200 x 1200 dpi
Print Speed	26/31/36 pages per minute (8 1/2" x 11")
Print Drivers	Windows 2000, Windows Server [®] 2003-2008, Windows XP, Windows XP x64, Windows Server x64, Windows Vista [®] , Windows Vista [®] x64, Windows 7, MAC OS [®] , 9.2.2, OSX (including 10.2.8, 10.3.9, 10.4.11, 10.5-10.5.8, 10.6-10.6.1), all MAC PPD.
Features	Auto configuration, continuous printing, electronic sorting, offset stacking, N-up printing, duplex printing, transparency inserts, margin shift, image rotation, different cover page, poster print, job bypass print, job retention, confidential print, proof print, user authentication, image stamp and watermarks. Additional features: Multiple pamphlet, network tandem print, carbon copy print mode, different cover page/last page/other page, form overlay, tab paper settings, tab printing, chapter inserts, page Interleave and bar code font printing ¹
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted PDF, (optional) Postscript and XPS ¹ Methods: FTP, Web page, E-mail and USB memory
Resident Fonts	80 outline fonts (PCL), 136 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0
Operating Systems	Windows Server 2003-2008, Windows 2000/XP, Windows Vista, Windows 7, MAC OS 9.2.2, MAC OSX 10.2.8, 10.3.9, 10.4.11, 10.5-10.5.8, 10.6-10.6.5, Novell [®] Netware [®] 3x, 4x, 5x, Sun [®] OS 4.1x, Solaris [®] 2x, Unix [®] , Linux [®] and Citrix [®] (Metaframe, Presentation Server 4, 4.5) and Windows Terminal Services. ¹
Network Protocols	TCP/IP (IPv4, IPv6), IPSEC, SSL (HTTP, FTP), SNMPv3, SMTP, POP3, LDAP, 802.1x for Windows and Unix. LPD and LPR for Unix. IPX/SPX [®] for Novell environments. EtherTalk [®] and NetBEUI. AppleTalk [®] for Macintosh [®] environments. ¹
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP and Novell PServer/Printer
Network Security	IP/MAC address filtering, protocol filtering, port management, user authentication and document administration. ¹
Security Standards	IEEE-2600 [™] -2008, DoD (NSTISSP) #11, DoD Directive 8500.2, DoD (DISA) ¹

Network Scanning System

Scan Modes	Standard: Color, monochrome, grayscale
Max Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Formats	Monochrome: TIFF, PDF, Encrypted PDF, XPS Color: Grayscale, Color TIFF, JPEG, PDF, Encrypted PDF, XPS Internet Fax: TIFF-FX, TIFF-C, TIFF-F, TIFF-S ¹
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)
Scan Destinations	E-mail, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option) Up to 2000 combined scan destinations
One-touch Destinations	Up to 500
Group Destinations	48 (combined)
Programs	Up to 100
Max. Jobs	Up to 100
Network Protocols	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3), SMB, ESMTCP and 802.1x.
Network Security Software	E-mail server user authentication for LDAP and Active Directory Sharpdesk [®] desktop document management software (1 user license)

B&W Super G3 Fax Kit (option)

Transmission Mode	Super G3, G3
Modern Speed Compression	33.6 KBPS ² JBIG, MMR, MR, MH
Methods	
Scanning Method	Sheet fed simplex or duplex or book
Max. Resolution	400 dpi
Transmit Speed	Approx. 2 seconds with Super G3/JBIG ⁴
Auto Dialing	Up to 2000 (combined scan destinations)
Group Dial	Up to 500 destinations
Inbound Fax	Routing: Forwards received fax data to E-mail
Long Length	Up to 31 1/2" (for transmission)
Originals	
Programs	48 (combined)
Memory	Shared
Half-tone	256 levels

Saddle Stitch Finisher (option)

Type	Console finisher with dual exit trays (mounts on left side of host machine)
Output Trays	Upper tray: Offset stack tray Lower tray: Book tray for saddle stitch
Output Capacity	1000 sheets (letter/statement size) or 500 sheets (legal, ledger or letter R size)
Stapling	Up to 50 sheets (letter/statement) or 25 sheets (legal, ledger or mixed)
Output Delivery	Face down
Stapling Media	Plain paper, letter/legal/ledger size or mixed
Stapling Positions	1 front, 1 rear, or both
Saddle Stitch Function	Center stitch/center folding (2 staples) letter/legal/ledger paper sizes
Saddle Stitch Max. Sets	Up to 10 sets (11-15 sheets per set)/15 sets (6-10 sheets per set)/20 sets (1-5 sheets per set)
Power	70 W or less
Consumption	
Hole Punching	Optional hole punch unit MX-PHX5B (2 holes/3 holes)
Weight	Approx. 88.18 lbs
Dimensions	26" (w) x 25" (d) x 39" (h) (with tray extended)

Inner Finisher (option)

Type	Built in finisher (hole-punch unit option)
Output Capacity	500 sheets (letter/statement) or 250 sheets (ledger/legal size)
Output Delivery	Face down
Stapling Media	Plain paper (letter, legal, or ledger size)
Stapling Positions	1 front, 1 rear, or both
Power Source	Supplied from main unit
Stapling	Up to 50 sheets (letter size) or 30 sheets (legal, ledger or mixed)
Stapled Sets	30 bundles or 500 sheets (letter or statement size) or 30 bundles or 250 sheets (legal or ledger size)
Hole Punching	Optional hole punch unit MX-PN11B (2 holes/3 holes)
Weight	Approx. 26.5 lbs.
Dimensions	24 3/4" (w) x 23 1/2" (d) x 8" (h) (includes extended tray)

Optional Equipment

MX-DE12	Stand/1 x 500 Sheet Paper Drawer
MX-DE13	Stand/2 x 500 Sheet Paper Drawer
MX-DE14	Stand/3 x 500 Sheet Paper Drawer
MX-36ABD	Rolling Cabinet Base
MX-LC11	Large Capacity Tray
MX-FN17	Inner Finisher
MX-PN11B	3 Hole Punch Unit (Requires MX-FN17)
MX-SCX1	Staple Cartridge (MX-FN17)
MX-FN10	Saddle Stitch Finisher
MX-RB10	Paper Pass Unit (Required for MX-FN10)
MX-PNX5B	3 Hole Punch Unit (MX-FN10)
AR-SC3	Staple Cartridge (MX-FN10)
MX-TR12	Right side Exit Tray Unit (MX-2610N/3110N)
MX-TR13	Right side Exit Tray Unit (MX-3610N)
MX-TU12	Center Exit Tray Unit
MX-PK11	PostScript [®] 3 [™] Kit
MX-PUX1	XPS Expansion Kit (Requires MX-SHP1GBCR3)
MX-SHP1GBCR3	1GB Memory Upgrade (Required for MX-PUX1)
MX-FX11	Fax Expansion Kit
MX-FWX1	Internet Fax Kit
MX-PF10	Bar Code Font Kit
AR-SU1	Stamp Unit (Requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-KB11	Keyboard (Standard on the MX-3110N/3610N)
MX-EB11	Enhanced Compression Kit
MX-EB12	Mirror Expansion Kit
MX-AMX1	Application Integration Module
MX-AMX2	Application Communication Module
MX-AMX3	External Accounting Module
MX-FR30U	Commercial Data Security Kit
MX-EC50	CAC Reader (Requires Data Security Kit)
DVENDFS	Generic Vendor Interface Kit

Supplies

MX-36NTBA	Black Toner Cartridge
MX-36NTCA	Cyan Toner Cartridge
MX-36NTMA	Magenta Toner Cartridge
MX-36NTYA	Yellow Toner Cartridge
MX-36RWBA	Black Developer
MX-36NWSA	Cyan/Magenta/Yellow Developer
MX-36NRSA	Drum

¹ Some features require optional equipment. See your local dealer.

² May vary depending on product configuration, machine settings and operating and/or environmental conditions.

³ Actual transmission time will vary based on line conditions.

⁴ Based on Sharp Standard Test Chart with approximately 700 characters, letter size in standard resolution.



SHARP

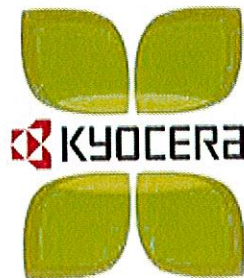
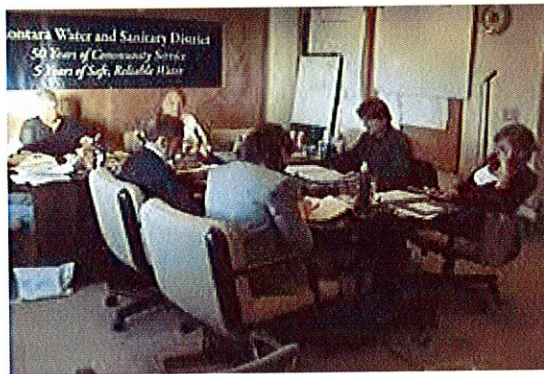
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A BREATH OF FRESH AIR FOR:

Montara Water and Sanitary District



PRESENTED BY:

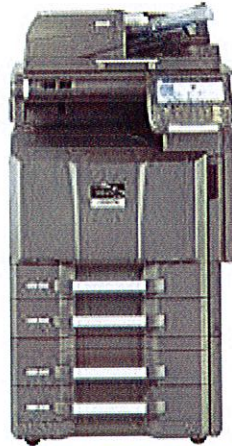
TIM FINNEGAN

OFFER EXPIRATION:

6/31/2013

FOR: CLEMENS HELDMAIER, JUDY GROOM

Montara Water and Sanitary District



Kyocera TASKalfa 3050 Ci 30 ppm Digital Copier/Printer/ Scanner/ Banner Printer

System Includes:

- 8 Bit color printing
- 100 ipm black and white scanning/ 80 ipm color scanning
- Scan-to-file, Scan-to-FTP, & Scan-to-Email ability (scan to email, desk top, server, or web)
- Copier cabinet with Storage
- Dual Scan, single pass Document Feeder (175 Sheet Capacity)
- Double Sided Scanning in one pass (two sided copying, printing, and scanning)
- Two Universal Paper Drawers each with 500 sheet capacity
- Bypass Tray (100 sheet capacity)
- 2GB of RAM, 80 GB HDD
- Magnification and Reduction
- **Maximum size 12 X 18**
- **12 X 47 Banner Printing (single sheet)**
- **Pantone Matching**
- **Finisher with Stapling**
- **Wireless printing and scanning from iPads, iPhones or any mobile device**
- **Print pictures of facilities taken in field from your smartphones back at your office - easily**

60 MONTH FMV LEASE	\$ 134.03 PER MO. 3050 Ci
ADD FAX OPTION	+ \$ 18.72 /MO

Purchase Option: \$6635.00 add FAX option 798.00

All price plus sales tax

Delivery, install, training , scan and print setup is all included

Service Includes:

All parts, toner, labor, preventative maintains, and service calls to our certified technicians. (Excludes taxes, toner shipping, and paper)

Service Program Breakdown

Black & White impressions to be billed @ \$.0079 per copy/print. Billed monthly.	Overages @ \$.0079 per copy/print.
COLOR impressions to be billed @ .06 cents per copy/print. Billed monthly.	Overages @ \$.06 per copy/print for color.

Current Situation: 30 ppm color copier

Slower printing in color

Cumbersome scan setup

Faxes must be printed out and send manually from fax machine

Expensive color printing @.148 each

Expensive BW printing @ .018 each

Typical annual service expenses with current unit

Based on annual BW =17,478 Color = 8292

\$1,588.00

Proposed situation with faster, (scans at 100 IPM) from KBA)

Benefits:

Better scanning

Banner Printing

Faster Printing

Faster Scanning

CLEANER AIR WITHOUT SMELL AND IRRITATING TONER DUST

FAX from computer without printing it first...

No more purchasing expensive cartridges for fax machine

Annual service expense with our solution

Based on annual BW =17,478 Color = 8292

\$635.59

Savings total with a KBA solution for the next 5 years = \$4,760.00 !!

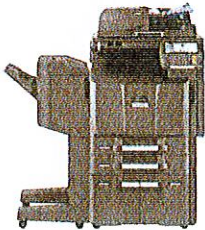
Benefit of having an office with cleaner, toner-particle – free air...

INCALCULABLE!!!!

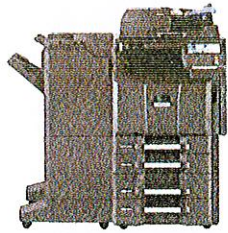
CS 3050ci



Shown with optional 175 sheet DSDP and 500 x 2 sheet paper trays



Shown with optional 175 sheet DSDP, 1,500 x 2 sheet paper trays and 1,000 sheet finisher



Shown with optional 175 sheet DSDP, 500 x 2 sheet paper trays and 4,000 sheet finisher



Newly designed, easy-to-use large color touch screen control panel

HyPAS™

Hybrid Platform for Advanced Solutions



Basic Specifications

Configuration	Color Multifunctional System – Print/Scan/Copy/Optional Fax
Pages Per Minute	Color and Black - Letter: 30 ppm, Legal: 18 ppm, Ledger: 15 ppm, 12" x 18": 15 ppm (print only)
Warm-up Time	25 Seconds or Less (Power On)
First Page Out	Copy: 6.2 Seconds or Less Black, 8.1 Seconds or Less Color; Print: 7.3 Seconds or Less Black, 9.5 Seconds or Less Color
Resolutions / Bit Depth	600 x 600 dpi; 9600 x 600 dpi interpolated / 8 bit depth
Memory / Hard Disk Drive	2 GB RAM Standard / 160 GB HDD
Duplex	Standard Stackless Duplex Supports Statement to 12" x 18", 16 lb Bond - 120 lb Index (60 – 220gsm)
Standard Output Tray	Statement - 12" x 18" / 250 sheets; up to 12" x 47" Banner/Single Sheet
Electrical Requirements	120V, 60Hz, 12.0A
Dimensions / Weight	26.30" W x 30.20" D x 29.41" H / 251.33 lbs
Max Monthly Duty Cycle	150,000 Pages Per Month

Paper Supply

Standard Paper Sources	Dual 500 Sheet Trays, 150 Sheet MPT; Auto Selection/Switching
Optional Paper Sources	Dual 500 Sheet Trays (PF-730), Dual 1,500 Sheet Trays (PF-740); 3,000 Sheet Large Capacity Tray (PF-770)
Paper Capacity	Standard: 1,150 Sheets; Maximum: 7,150 Sheets
Paper Size	Trays 1, 2 and PF-730: 5.5" x 8.5" – 12" x 18"; PF-740, PF-770: 8.5" x 11"; MPT: 5.5" x 8.5" – 12" x 18" (Multiple Sheets); Up to 12" x 47" Banner (Single Sheet)
Paper Weight	Trays: 16 lb Bond – 120 lb index (60 – 220gsm); MPT: 16 lb Bond – 110 lb Cover (60 – 300gsm)
Input Materials	Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes

Print Specifications

Standard Controller	IBM PowerPC 750CL / 600 MHz
PDLs / Emulations	PRESCRIBE, PCL6 (5c, XL), KPDL3 (PS3), XPS; Optional: UG-34 IBM ProPrinter, Diablo 630, LQ-850
Fonts	136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap
Windows OS Compatibility	Windows XP/2003/Vista/2008/7
Novell OS Compatibility	Novell NetWare 3.x/4.x/5.x/6.x
MAC OS Compatibility	Mac OS 10.x
UNIX OS Compatibility	Sun OS 4.1.x; Solaris 2.x; AIX; HP-UX (LPR)
Interfaces	Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, 2 USB Host Interfaces, 2 Expansion Slots Optional: 10/100/1000BaseTX (IB-50 for Dual NIC)
Network Print and Supported Protocols	TCP/IP, IPX/SPX, AppleTalk, NetBEUI, IPv6, IPsec, SSL, WSD Print
Drivers	KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC
Utilities	PRESCRIBE, PDF Direct Print, KMnet Admin, KMnet Viewer, Kyocera Command Center RX

Scan Specifications

Scan Resolution	200, 300, 400, 600 dpi
File Formats	BW: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A
PDF Extension	High Compression PDF, Encrypted PDF
Scan Speeds	DP-770: Simplex: 65 ipm BW, 65 ipm Color (300 dpi); Duplex: 39 ipm BW, 39 ipm Color (300 dpi) DP-771: Simplex: 70 ipm BW, 70 ipm Color (300 dpi); Duplex: 100 ipm BW, 80 ipm Color (300 dpi)
Connectivity / Supported Protocols	10/100/1000BaseTX, TCP/IP
Scanning Functions	Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan
Original Size	Through DP: Statement to 11" x 17"; Glass: up to 11" x 17"
Driver	TWAIN/WIA Driver

Copy Specifications

Image Mode	Text, Photo, Text/Photo, Auto, Manual, Map
Continuous Copy	1 – 999 / Auto Reset to 1
Additional Features	Positive/Negative Reverse, Mirror Image, Rotate Copy, Border Erase, Split Copy, Electronic Sort, Margin Shift, Page Number, Form Overlay, XY Zoom, Prevent Bleed Through, Stamp
Job Management	1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy
Color Adjustment	One Touch, Hue, Auto Exposure, Sharpness
Magnification / Zoom	Full Size, 5 Reduction, 5 Enlargement Preset Ratios, 25 – 400% in 1 step increments
Document Box	Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)
Document Processor	Optional DP-770 or DP-771
Type / Capacity	DP-770: Reversing Automatic Document Processor / 100 Sheets DP-771: Dual Scan Document Processor / 175 Sheets
Acceptable Originals	5.5" x 8.5" – 11" x 17"
Acceptable Weights (Simplex / Duplex)	(DP-770) Simplex: 13 lb Bond – 90 lb Index; Duplex: 16 – 32 lb Bond (DP-771) Simplex: 13 lb Bond – 120 lb Index; Duplex: 16 lb Bond – 120 lb Index

Fax Specifications

Compatibility / Data Compression	G3 Fax / MMR, MR, MH, JBIG
Transmission Speed / Modem Speed	Approximately 3 seconds per page / 33.6 Kbps
Fax Memory	Standard: 12 MB; Maximum: 120 MB
Driver	KM Network Fax Driver
Fax Functions	Duplex TX/RX, Confidential RX/TX, F-Code RX/TX, Broadcasting, Fax Box, Dual Fax

Optional 1,000 Sheet Finisher DF-770

Stack / Staple Capacity	Main Tray: 1,000 Sheets / 50 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	16 lb Bond – 110 lb Cover (60 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Punch	PH-7A 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 11" x 17"; 13 lb Bond – 110 lb Cover (45 – 300gsm)

Optional 4,000 Sheet Finisher DF-790

Stack / Staple Capacity	Main Tray: 4,000 Sheets; Sub Tray (B): 200 Sheets; Sub Tray (C): 100 Sheets / 65 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	16 lb Bond – 110 lb Cover (60 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Multi-bin Mailbox	MT-730 Includes 7 Trays; Supports 16 lb Bond – 90 lb Index (60 – 163gsm) Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"

Optional Punch	PH-7A 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 12" x 18"; 13 lb Bond – 110 lb Cover (45 – 300gsm)
Optional Booklet Folder / Tri-fold Unit	BF-730 Booklet Folder Supports 8.5" x 11", 8.5" x 14", 11" x 17"; 16 lb Bond – 24 lb Bond (60 – 90gsm) 16 sheets; 25 lb Bond – 28 lb Bond (91 – 105gsm) 13 sheets; Fold booklet – no staple: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 32 lb Bond – 110 lb Cover (121 – 256gsm) 1 sheet; Trifold: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets

Additional Options

Memory, Optional Fax Memory, Original Hardcopy Holder (Document Tray), Card Authentication Kit, Banner Guide (A)

Specifications and design are subject to change without notice.
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Contra Costa County *California*

TOSHIBA Copiers

Contra Costa County

Rental Program

PIGGYBACK

For the:	Toshiba e-Studio 2040c-3540c Digital Copier				
	Color Copier, Color Scanner & Color Printer (Included)				
Vendor:	TOSHIBA BUSINESS SOLUTIONS				
					5/8/2013

Model	36 Months	48 Months	60 Months	Maintenance & Supplies
e-Studio 2040c	\$210.00	\$174.00	\$148.00	.012 b&w/.055 color
Purchase: \$6,755.00 + tax				3,000 x .012= \$36.00/month
e-Studio 2540c	\$222.00	\$192.00	\$164.00	
Purchase: \$7,125.00 + tax				
e-Studio 3040c	\$235.00	\$205.00	\$172.00	
Purchase: \$7,440.00 + tax				
e-Studio 3540c	\$245.00	\$226.00	\$186.00	
Purchase: \$7,665.00 + tax				
Montera Water and Sanitary District				
8888 Cabrillo Hwy.				
Montara, CA 94037				
Judy Gromm 650-728-3545				

Includes all parts, labor and supplies except paper

Accessories

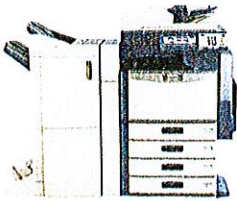
Description	Monthly Costs
Reversing Document Feeder	Included
Duplex Unit	Included
Network CO lor Scanner/Printer	Included
80 GB Hard Disk Drive	Included
Single Position Stapling Finisher	Included
Data Overwrite Kit (Security)	Included
Includes delivery and installation	

TOSHIBA
Leading Innovation >>>

- > Color MFP
- > Up to 45 PPM Color
- > Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Eco Features

e STUDIO™ 3540c/4540c





- > Color MFP
- > Up to 45 PPM
- > Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Eco Features

Specifications

Copying Process	4-Drum Electrostatic Photographic Transfer System with Internal Transfer Belt
Copying Type	4-Beam Color Laser (8 bit)
Copy/Print Resolution	600 x 600 dpi (2,400 x 600 dpi B&W)
Copy/Print Speed	e-STUDIO3540c – 35 PPM Color / B&W e-STUDIO4540c – 45 PPM Color / B&W
Warm-Up Time	Approx. 99 Seconds (4540c - 160 Seconds)
First Copy Out Time	e-STUDIO3540c – 8.4 Seconds Color / 6.5 Seconds B&W e-STUDIO4540c – 6.8 Seconds Color / 5.3 Seconds B&W
Duty Cycle	70K Copies
Multiple Copying	Up to 999 Copies
Acceptable Paper Size and Weight	Cassette: ST-R to LD (17 lb Bond - 140 lb Index) Bypass: ST-R to 12" x 47" (17 lb Bond - 100 lb Cover) PPF: ST-R to LD (17 lb Bond - 140 lb Index) LCF: LT (17 lb - 28 lb Bond)
Memory (Max)	Main Memory: 1 GB Page Memory: 512 MB HD: 80 + GB
Reduction/Enlargement	25% to 400%
Bypass	100-Sheet "Smart" Bypass (17 lb Bond - 100 lb Cover)
Control Panel	Color 8.5" WVGA Tilttable LCD Touch Panel
Paper Supply	Up to 3,700-Sheet Input Capacity Standard 2 x 550-Sheet Cassettes 100-Sheet Bypass Optional 1 x 550-Sheet PPF, 1 x 550-Sheet Cassette 1 x 2,500-Sheet LCF
Duplex	Standard Trayless Automatic Duplex Unit (17 lb Bond - 140 lb Index)
Dimensions	Approx. 30" x 28" x 29" (W x D x H)
Weight	Approx. 267 lb
Minimum Footprint Req.	39.53" x 28.31" (W x D)
CMYK Toner Yield	CMY: 26.8K, BK: 34.2K
Power Supply	115 V, 15 Amps
Power Consumption	Maximum 1.5 kW

Print Specifications

PDL Support	PCL6 and PostScript 3
Operating Systems	Netware 6.x, Windows XP, Windows Server 2003, 2008, Citrix MetaFrame, Macintosh, Linux, UNIX
Protocol Support	IPX/SPX, TCP/IP, EtherTalk, AppleTalk, NetBIOS Over TCP/IP, LPR/LPD, IPP, SMB, SNMP, Netware, Port 9100, Bluetooth (HCRP)
Drivers	Windows 2000, Server 2003/2008-Windows 7, XP Macintosh 10.1/10.2/10.3, 10.4, 10.5 UNIX, AS400 via iData & Port 9100, SAP R/3
Connectivity	10/100/1000BaseTX Ethernet, 802.11b/g Wireless LAN, USB, Bluetooth (HCRP)
Device Management	TopAccess
Certification	Windows (XP, Vista, 7, 2003, 2008) (WHQL) Novell

Scan Specifications

Scan Resolution	100 dpi, 150 dpi, 200dpi, 300 dpi, 400 dpi, 600 dpi
Scan Speed	57 SPM Color / 57 SPM B&W (@ 300 dpi)
File Format	TIFF, PDF, Secure PDF, Slim PDF, JPEG, XPS

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH / MR / MMR /JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	33.6 Kbps
Memory Transmission	100 Jobs, 1,000 Destinations Max. 400 Destinations /Job
Scan Speed	.7 Seconds Per Page, Maximum 55 SPM

E-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder 200 Pages Per Document

Security (Standard)

Data Encryption	128 Bit AES
HDD Overwrite	Meets Department of Defense (DoD) standard 5220.22M
Authentication	LDAP, SMTP, Windows Server Domain

Accessories (Options)

Additional Paper Options

RADF: 100 Sheets	MR3022
Paper Feed Pedestal: 550-Sheet Pedestal, Statement-R to Ledger	KD1027
Cassette Module :550-Sheet Pedestal, Statement-R to Ledger	MY1035
Large Capacity Feeder (LCF): 2,500-Sheet Drawer, Letter	KD1028

Finishing Options

Multi Position Finisher: Stationary Tray: 250-Sheets (Lt) Tray 1 Stack Capacity: 2,500 Sheets (Lt) Staple Capacity: 50 Sheets	MJ1101
Saddle-Stitch Finisher: Stationary Tray: 250-Sheets (lt) Tray 1 Stack Capacity: 3,000 Sheets (Lt) Staple Capacity: 50 Sheets 60 Pages (15 Sheets) SS Booklets	MJ1106
Hanging Finisher 1 Tray: 1,000 Sheets (Lt) Staple Capacity: 50 Sheets	MJ1031
Multi-Position Hole Punch Unit (for MJ1101, MJ1106)	MJ6103

Connectivity/Security Options

Bridge Kit Required with MJ1101, MJ1106, MJ1031	KN4530
EFI Controller (not available at launch)	GA1211EX
Fax Board	GD1250NX
2nd Line Fax	GD1260
Wireless LAN Adapter	GN1060
Bluetooth Adapter	GN2010
Wireless Antenna	GN3010
Meta Scan Enabler for e-CONNECT	GS1010
IP SEC Enabler	GP1080
Advanced Scanning	GB1280T

Miscellaneous Options

SmartCard Reader, HID iClass	ART11236
SmartCard Reader, HID Prox	ART11230
SmartCard Reader, Inditag	ART12161
SmartCard Reader, LEGIC	ART11248
SmartCard Reader, Multi ISO/Mifare	ART11443
SmartCard Reader, Multi 125	ART11242
Harness Kit for Coin Controller	GQ1110

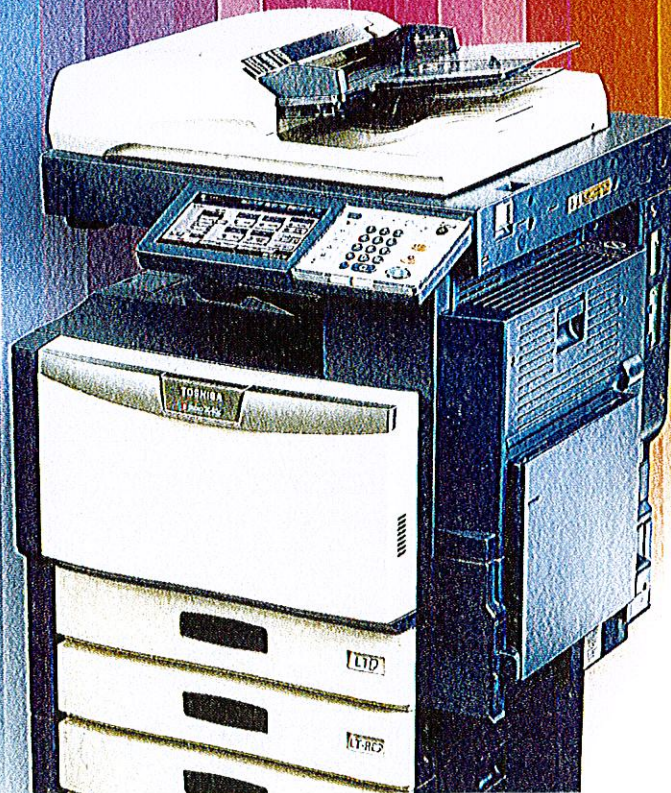


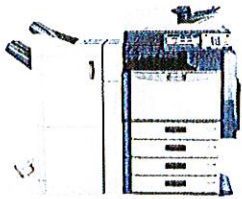
Corporate Office	2 Musick, Irvine, CA 92618-1631 Tel: 949-462-6000
East Coast	959 Route 46 East, 5th Floor, Parsippany, NJ 07054 Tel: 973-3136-2700
Midwest	8770 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631 Tel: 773-380-6000
South	2037 Bakers Mill Rd., Dacula, GA 30019 Tel: 678-546-9385
West Coast	142 Technology, Suite 150, Irvine, CA 92618 Tel: 949-462-6262
Web Site	www.copiers.toshiba.com

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- > Color MFP
- > Up to 30 PPM Color
- > Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Eco Features

e-STUDIO™ 2040c/2540c/3040c





- > Color MFP
- > Up to 30 PPM
- > Medium Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > Eco Features

Specifications

Copying Process	4-Drum Electrostatic Photographic Transfer System with Internal Transfer Belt
Copying Type	4-Beam Color Laser (8 bit)
Copy/Print Resolution	600 x 600 dpi (2,400 x 600 dpi B&W)
Copy/Print Speed	e-STUDIO2040c – 20 PPM Color / B&W e-STUDIO2540c – 25 PPM Color / B&W e-STUDIO3040c – 30 PPM Color / B&W
Warm-Up Time	Approx. 99 Seconds
First Copy Out Time	e-STUDIO2040c – 8.4 Seconds Color / 6.5 Seconds B&W e-STUDIO2540c – 8.4 Seconds Color / 6.5 Seconds B&W e-STUDIO3040c – 8.4 Seconds Color / 6.5 Seconds B&W
Duty Cycle	40K/50K/60K Copies
Multiple Copying	Up to 999 Copies
Acceptable Paper Size and Weight	Cassette: ST-R to LD (17 lb Bond - 140 lb Index) Bypass: ST-R to 12" x 47" (17 lb Bond - 100 lb Cover) PPF: ST-R to LD (17 lb Bond - 140 lb Index) LCF: LT (17 lb - 28 lb Bond)
Memory (Max)	Main Memory: 1 GB Page Memory: 512 MB HD: 80 + GB
Reduction/Enlargement	25% to 400%
Bypass	100-Sheet "Smart" Bypass (17 lb Bond - 100 lb Cover)
Control Panel	Color 8.5" WVGA Tilttable LCD Touch Panel
Paper Supply	Up to 3,700-Sheet Input Capacity Standard 2 x 550-Sheet Cassettes 100-Sheet Bypass Optional 1 x 550-Sheet PPF, 1 x 550-Sheet Cassette 1 x 2,500-Sheet LCF
Duplex	Standard Trayless Automatic Duplex Unit (17 lb Bond - 140 lb Index)
Dimensions	Approx. 30" x 28" x 29" (W x D x H)
Weight	Approx. 267 lb
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CMYK Toner Yield	CMY: 26.8K, BK: 34.2K
Power Supply	115 V, 15 Amps
Power Consumption	Maximum 1.5 kW

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Operating Systems	Netware 6.x, Windows XP, Windows Server 2003, 2008, Citrix MetaFrame, Macintosh, Linux, UNIX
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Drivers	Windows 2000, Server 2003/2008-Windows 7, XP Macintosh 10.1/10.2/10.3, 10.4, 10.5
Connectivity	UNIX, AS400 via iData & Port 9100, SAP R/3 10/100/1000BaseTX Ethernet, 802.11b/g Wireless LAN, USB, Bluetooth (HCRP)
Device Management	TopAccess
Certification	Windows (XP, Vista, 7, 2003, 2008) (WHQL) Novell

Scan Specifications

Scan Resolution	100 dpi, 150 dpi, 200dpi, 300 dpi, 400 dpi, 600 dpi
Scan Speed	57 SPM Color / 57 SPM B&W (@ 300 dpi)
File Format	TIFF, PDF, Secure PDF, Slim PDF, JPEG, XPS

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH / MR / MMR / JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	33.6 Kbps
Memory Transmission	100 Jobs, 1,000 Destinations Max. 400 Destinations / Job
Scan Speed	.7 Seconds Per Page, Maximum 55 SPM

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Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder 200 Pages Per Document

Security (Standard)

Data Encryption	128 Bit AES
HDD Overwrite	Meets Department of Defense (DoD) standard 5220.22M
Authentication	LDAP, SMTP, Windows Server Domain

Accessories (Options)

Additional Paper Options

RADF: 100 Sheets	MR3021
Paper Feed Pedestal: 550-Sheet Pedestal, Statement-R to Ledger	KD1027
Cassette Module :550-Sheet Pedestal, Statement-R to Ledger	MY1035
Large Capacity Feeder (LCF): 2,500-Sheet Drawer, Letter	KD1028

Finishing Options

Multi Position Finisher: Stationary Tray: 250-Sheets (LT)	MJ1101
Tray 1 Stack Capacity: 2,500 Sheets (LT)	
Staple Capacity: 50 Sheets	
Saddle-Stitch Finisher: Stationary Tray: 250-Sheets (LT)	MJ1106
Tray 1 Stack Capacity: 3,000 Sheets (LT)	
Staple Capacity: 50 Sheets	
60 Pages (15 Sheets) SS Booklets	
Hanging Finisher	MJ1031
1 Tray: 1,000 Sheets (LT)	
Staple Capacity: 50 Sheets	
Multi-Position Hole Punch Unit (for MJ1101, MJ1106)	MJ6103

Connectivity/Security Options

Bridge Kit Required with MJ1101, MJ1106, MJ1031	KN4530
EFI Controller (not available at launch)	GA1211EX
Fax Board	GD1250NX
2nd Line Fax	GD1260
Wireless LAN Adapter	GN1060
Bluetooth Adapter	GN2010
Wireless Antenna	GN3010
Meta Scan Enabler for e-CONNECT	GS1010
IP SEC Enabler	GP1080
Advanced Scanning	GB1280T

Miscellaneous Options

SmartCard Reader, HID iClass	ART11236
SmartCard Reader, HID Prox	ART11230
SmartCard Reader, IndIag	ART12161
SmartCard Reader, LEGIC	ART11248
SmartCard Reader, Multi ISO/Mifare	ART11443
SmartCard Reader, Multi 125	ART11242
Harness Kit for Coin Controller	GQ1110



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South	2037 Bakers Mill Rd., Dacula, GA 30019 Tel: 678-546-9385
West Coast	142 Technology, Suite 150, Irvine, CA 92618 Tel: 949-462-6262
Web Site	www.copiers.toshiba.com

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KONICA MINOLTA

New Equipment Proposal



Bizhub C284e

Presented to: Judy Gromm

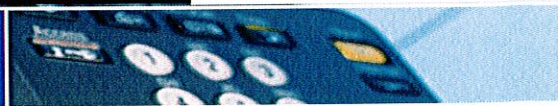
Montara Water and Sanitary District

888 Cabrillo Highway
Montara, CA 94037



DO BUSINESS BETTER

CONTROL





bizhub 

executive summary

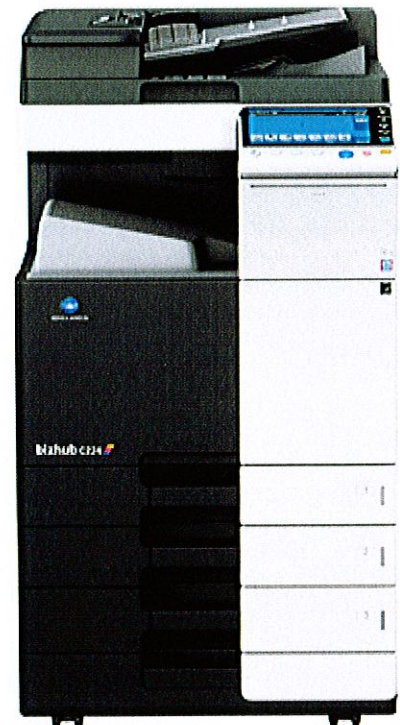
EQUIPMENT REQUIREMENTS

- Cost Effectiveness
- High Quality of Reproduction of Color & Black/White
- Staple, Hole-Punch & Collating Finishing Options
- Ease of Use
- Reliability
- Environmentally friendly toner (less odor)

system features

Bizhub C284e

- 28 Page Per Minute Output
- Single Pass Dual Scanner up to 160 Pages Per Minute
- Big, Bright 9" Color Touch Screen
 - With Touch & Swipe Easy Interface
- 2-Sided "Duplex" Copying/Printing
- Hole-Punch finisher included
- Fax included as optional
- Scan to email, shared folder, desktop and more
- 1,650 Sheet Paper Capacity (two paper drawers, plus bypass tray)
- SIMITRI HD Polymerized Toner for Superior Images





investment analysis

Bizhub C284e

proposed investment

LEASING OPTION

Bizhub C284e	39-month lease – \$1 buyout lease option	\$ 300.39 /month
Bizhub C284e	36-month lease – promotional FMV lease option	\$ 267.64 /month
Service	includes 8,000 b/w and 1,000 color impressions per month	\$ 166.18 /month

PURCHASING OPTION

Bizhub C284e	(1/3 today, 1/3 in 30 days, 1/3 in 60 days) (payments would be approximately \$3,119.33)	\$ 9,358.00/purchase price
Service	includes 8,000 b/w and 1,000 color impressions per month	\$ 166.18 /month

service coverage

Service coverage includes all parts, labor, and supplies (excluding paper and staples) for the term of the contract. The proposed cost per copy will incur a 10% escalation annually over the term of the contract. The service contract is based on 8,000 black & white impressions and 1,000 color impressions per month: \$166.18

All black & white impressions printed over the minimum monthly amount will be billed in arrears at 0.01084 per impression. All color impressions will be billed monthly in arrears at 0.07942 per impression.

notes

- \$1 Buyout leasing easing option (at the end of the leased term (39mos) the equipment can be bought for \$1)
- A one-time doc fee of \$75.00 will be applied to the first invoice for the leasing option
- NOTE: Sales Tax is not included in monthly lease payment or purchase price
- Offer Valid Through June 31, 2013

bizhub C364e/C284e/C224e

FULL COLOR PRINTER/COPIER/SCANNER/FAX

bizhub C364e

bizhub C284e

bizhub C224e

SPECIFICATIONS

Type / Toner System / Print Method	Full-Color Printer/Copier/Scanner with Stationary Platen / Simitri HD Toner with Biomass / Tandem Process		
Monthly Duty Cycle (pages)	125,000	100,000	80,000
Print / Copy Speed (Letter, portrait)	Full Color & B&W: 36ppm	Full Color & B&W: 28ppm	Full Color & B&W: 22ppm
• DF-701 Dual Scanner Document Feeder	Full Color/B&W Duplex Speed: 160 opm, Full Color/B&W Simplex Speed: 80 opm, Paper Capacity: 100 Sheets, Paper Size: 5.5" x 8.5" to 11" x 17"	Full Color/B&W Duplex Speed: 80 opm, Paper Capacity: 100 Sheets, Paper Size: 5.5" x 8.5" to 11" x 17"	Full Color/B&W Duplex Speed: 37 opm, Full Color/B&W Simplex Speed: 80 opm, Paper Capacity: 100 Sheets, Paper Size: 5.5" x 8.5" to 11" x 17"
• DF-624 Single Rev. Scanner Document Feeder	120V 12A (60 Hz) / 1500W or less		
Power Requirements / Consumption	2.12 kWh	1.65 kWh	1.25 kWh
TEC Value	24.2"(W) x 27"(D) x 31"(H) / 185.18 lbs		
TEC Value			
Dimensions / Weight			

Warm-up Time / First Copy Time	≤ 20 sec. / Full Color: ≤ 6.9 sec., B&W: ≤ 5.3 sec.		
Copy Resolution/Quantity	≤ 18 sec. / Full Color: ≤ 7.7 sec., B&W: ≤ 5.9 sec.		
Copy Resolution/Quantity	600 x 600 dpi / 1-9,999		
Magnification	Zoom range: 25% - 400%, 0.1% increments, Preset reduction: 78.5%, 73.3%, 64.7%, 50.0%, Preset enlargement: 121.4%, 129.4%, 154.5%, 200%		
Copy Exposure Modes	Text (legible text), Text/Photo (clear text and halftones), Photo (optimized for gradations), Map (fine edges and legible text), Dot Matrix (dot matrix or pencil originals), Copied Paper		

PRINT: Emperon Print System with bizhub Extended Solution Technology / Open API	800 MHz / 2GB / 250GB (Shared with the copier)		
Processor / Memory / Hard Disk Drive	600 x 600 dpi (1800 dpi equivalent x 600 dpi) or 1200 x 1200 dpi / 256 shades per pixel		
Print Resolution / Grayscale Gradations	PCL5e/c, PCL6 (XL v.3.0) Emulation, PS3 (v.3.0) Emulation, XPS v. 1.0 (XML Paper Specification) / PCL: 80 Roman fonts, PostScript 3 Emulation: 137 Roman fonts		
Page Description Language / Fonts	PCL6/PS3: Windows XP Home (SP1), Windows XP Professional (x32, x64), Windows Vista (x32, x64), Windows 7 (x32, x64), Windows 8 (x32, x64), Windows Server 2003 Standard & Enterprise (x32, x64), Windows Server 2003 Standard & Enterprise R2 (x32, x64), Windows Server 2008 Standard & Enterprise (x32, x64), Windows Server 2008 Standard & Enterprise R2, Windows Server 2012 Datacenter & Standard; XPS: Windows Vista (x32, x64), Windows 7 (x32, x64), Windows 8 (x32, x64), Windows Server 2008 Standard & Enterprise (x32, x64), Windows Server 2008 Standard & Enterprise R2, Windows Server 2012 Datacenter & Standard; Mac (PS-PPD): OS 9.2 or later, OS X 10.2 or later, OS X 10.4 (Intel) or later; Linux: Red Hat Enterprise		
Operating System Compatibility	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0, USB Host		
Interface	TCP/IP (IPv4/IPv6), BOOTP, ARP, ICMP, DHCP, DHCP v6, AutoIP, SLP, SNMP, FTP, LPR/LPD, RAW Socket, SMB, IPP, HTTP, POP, SMTP, LDAP, NTP, SSL, IPX, AppleTalk, Bonjour, NetBEUI, WebDAV, DPWS, S/MIME, IPSec, DNS, DynamicDNS, LLNMR, LLTD, SSDP, SOAP		
Network Protocols			

COPY / PRINT FUNCTIONS	Features		
	Account Track (1,000 accounts), Administration Mode, Auto Duplex, Auto Tray Switching, Bi-Directional Communication, Black Over Print, Card Shot, Color Modes & Functions (Auto Color/Full Color, Black & White Mode, Single Color Mode, 2-Color Mode, Color Adjustments, Copy Guard), Copy Modes (Simplex/Duplex, 2-in-1, 4-in-1, 8-in-1, Book, Booklet, Booklet + Bind), Cover Mode, Creative Functions (Mirror Image, XY Zoom, Image Center, Base Color, Neg./Pos. Reverse, Image Repeat), Encrypted Network Password Printing, Energy Save Mode, Enlarge Display, Erase (Border, Frame, Edge) Mode, Finishing (Group, Sort, Staple, Punch, Half-Fold, Tri-Fold, Center Staple and Fold), Form Overlay, Glossy Mode, HDD Encryption, HDD Job Overwrite, HDD Sanitizing, Image Adjustments (Color Matching, Pure Black Auto ON/OFF, Color Balance, Screen Settings, Image Smoothing ON/OFF), Image Preview (Job Finishing Image Display, Engine Configuration Display), Interrupt, Job Skip, Job Reserve, Job Skip, LDAP, Mixplex, Mix-Media, MyTab, Non-Image Area Erase, OHP Interleaving, Password Copy, Program/Recall Jobs, Paper Type Selection (Normal, Thick 1/1+, Thick 2, Thick 3, Thick 4), Print Modes (Simplex/Duplex, 2-in-1, 4-in-1, 6-in-1, 9-in-1, 16-in-1, Booklet, Booklet + Bind), Print from USB, Proof Copy, Secure Printing, Separate Scan, Tab Printing, Text Enhancement, User Authentication (Up to 20 Authentication Servers)(Synchronize w/Account Track), User Box Function, Utility (Meter Count, Environment Settings, Default Settings, One-Touch Settings, Check Consumable Life), Watermark, Zoom Selection		

SCAN	Scan Resolutions		
	200 dpi, 300 dpi, 400 dpi, 600 dpi		
Scan File Formats / Color Modes	TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, PPTX / Auto Color, Full Color, Black & White, 2-Color, Single Color		
Scan Functions	Scan-to-Email, Scan-to-FTP, Scan-to-HDD (Scan-to-User Box), Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop), Scan-to-USB, Scan-to-WebDAV, Distributed Scan Management, Network TWAIN, WS-Scan, Color Internet Fax		

• FK-511 FAX KIT (OPTIONAL)	Super G3 compatibility, 33.6 Kbps modem speed / MH, MR, MMR, JBIG data compression		
Compatibility / Compression	Less than 3 seconds per page (JBIG, standard resolution) / 2 GB (shared print, copy, scan, fax memory)		
Fax Transmission Speed / Fax Memory	PSTN, PBX, G3 / Text, Text/Photo, Photo, Dot Matrix		
Fax Line Mode / Fax Exposure Mode	Autodialing (2,000 addresses), Auto Memory Reception, Auto Reduction Printing, Broadcasting (maximum 600 locations), Bulletin Board, Duplex Transmission/Reception, F-Code Support, Group Dialing (up to 500 addresses per group / up to 100 groups), Mailbox Transmission/Reception, Memory/Quick Dial, Overseas Transmission, Password Transmission/Reception, PC-Fax, IP Address Fax, Polling Transmission/Reception, Print Setting or Overnight Reception, Program Dialing (400 programs), Redial, Relay Transmission, Timer Transmission, TSI Routing		
Fax Functions	Spare TX-Marker Stamp 2, SP-501 Fax Stamp Unit		
Fax Options			

PAPER HANDLING	Original Size		
	Up to 11" x 17" (scanning/copying), Up to 11" x 17" full bleed on 12" x 18" paper (printing)		
Paper Trays	Tray 1: 500-sheet (universal cassette) / 5.5" x 8.5" to 11" x 17" / 14 lb. bond to 140 lb. index Tray 2: 500-sheet (universal cassette) / 5.5" x 8.5" to 12" x 18" / 14 lb. bond to 140 lb. index		
	Bypass Tray: 150-sheet bypass/4" x 6" to 12" x 18", 8" x 13" / Banner Paper / 16 lb. bond to 100 lb. cover up to 300 gsm		
	500-sheets / 8.5" x 11", 8.5" x 14", 11" x 17" / 14 lb. bond to 140 lb. index / Foolscap: 8.5" x 13.5", 220mm x 330mm, 8.5" x 13", 8.25" x 13", 8.12" x 13.25", 8" x 13"		
• PC-110 Paper Feed Cabinet	500-sheets (x2) / 8.5" x 11", 8.5" x 14", 11" x 17" / 14 lb. bond to 140 lb. index / Foolscap: 8.5" x 13.5", 220mm x 330mm, 8.5" x 13", 8.25" x 13", 8.12" x 13.25", 8" x 13"		
• PC-210 Paper Feed Cabinet	2,500-sheets / 8.5" x 11" / 14 lb. bond to 140 lb. index		
• PC-410 Paper Feed Cabinet	3,650-sheets (total with options)		
Maximum Paper Capacity			

APPLICATIONS	Network & Device Management		
	PageScope Data Administrator, Driver Packaging Utility, HDD Back-Up Utility, Download Manager (ICC Color Profile Utility), Log Management Utility		
User Tools	PageScope Web Connection, PageScope Direct Print, PageScope Box Operator, PageScope Print Status Notifier, Copy Protect Utility, Print Utility for Unix		
Management Tools	bizhub vCare support		
• PageScope Enterprise Suite	PageScope Account Manager, PageScope Authentication Manager, PageScope MyPrint Manager, PageScope MyPanel Manager, PageScope Net Care Device Manager (standard)		

• ADDITIONAL OPTIONS	Authentication / Security Options		
	AU-102 Biometric Authentication Unit, AU-201H HID Proximity Card Authentication Unit, AU-202H HID iClass Card Authentication Unit, AU-204H Magnetic Stripe Card Reader, AU-211P CAC/PIV Solution*, SC-508 Copy Guard Kit, WT-506 Working Table to support Authentication Devices, MK-735 Internal Mount Kit		
• External Keyboard	KH-102 Keyboard Mount Kit, KP-101 10-Key Pad, EK-606 USB Interface for External Keyboard and Voice Guidance, EK-607 USB Interface for External Keyboard, Bluetooth Support and Voice Guidance		
• I-Option	LK-101 v3 I-Option, LK-102 v3 I-Option, LK-104 v3 I-Option, LK-105 v3 I-Option, LK-106 I-Option, LK-107 I-Option, LK-108 I-Option, LK-110 I-Option, LK-111 I-Option, LK-204 I-Option Memory Upgrade Kit		
• Finishing	FS-534 50-Sheet Staple Finisher, PK-520 Punch Kit (FS-534), SD-511 Saddle Stitcher Kit (FS-534), FS-533 50-Sheet Inner Staple Finisher, PK-519 Punch Kit (FS-533), JS-506 Job Separator		
• Others	DK-510 Copy Desk, MK-730 Banner Paper Guide, OC-511 Original Cover		

• FIERY IC-414 EMBEDDED IMAGE CONTROLLER (OPTIONAL)**	Processor / Memory / Hard Disk Drive		
	Intel Pentium E5300 2.6 GHz / 2 GB (standard/max) / 160 GB HDD		
Page Description Language / Fonts	PCL5, PCL6, Adobe PostScript 3 (version 3019) / PCL: 80 fonts, Adobe PS3: 138 fonts		
Operating System Compatibility	PCL6, PS3: Windows XP (x32, x64), Windows Vista (x32, x64), Windows 7 (x32, x64), Windows 8 (x32, x64), Windows Server 2003, Windows Server 2008 (x32, x64), Windows Server 2012 (x64); Mac: OS X 10.4.x, Intel-based: 10.4.x (print driver), 10.5.x, 10.6.x, 10.7.x, 10.8.x; Unix/Linux		
Interface / Protocols	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0 / TCP/IP, IPX/SPX, AppleTalk (EtherTalk), LPR, SMB, LPD, Netware (5.x, 6.x), Pserver, Nprinter, NDPDS, IPP, SMTP/POP3, LDAP, SSL/TLS, SNMP, HTTP/HTTPS, IPv6, DPWS (WSD)		
Standard Software	Fiery Command Workstation, ColorWise Tools, Fiery Spot-On™, Fiery WebTools, Fiery VUE, Secure Erase		
Optional Software / Hardware	Fiery Productivity Package, Hot Folders/Virtual Printers, Auto Trapping, SeeQuence Impose, SeeQuence Compose, Impose+Compose Suite, Color Profiler Suite W/ES-2000, ES-2000 Spectrophotometer / VI-506 Video Interface Kit for IC-414		

• OPTIONAL • STANDARD

*Anticipated availability Summer 2013
**Fiery not available for the bizhub C224e



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Item #: C364eBRO
4/13



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Upgrade Concerning
Accounting Software Upgrade.**

This item should read "Review and Possible Upgrade Concerning Billing Software Upgrade". The item has not been completed and will be presented and properly agendaized at the October 3 meeting.

RECOMMENDATION:

This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 19, 2013**

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

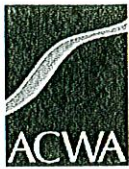
**SUBJECT: Review and Possible Action Concerning
Association of California Water Agencies
Committee Appointment Nominations.**

The Association of California Water Agencies (ACWA) asks for committee appointment nominations for the 2014-2015 Term. In the past year Director Ptacek served on the Groundwater Committee, Legal Counsel Schricker served on the Legal Affairs Committee and General Manger Heldmaier served on the Groundwater Committee and Director Boyd served on the Water Management Committee.

RECOMMENDATION:

Discuss next year's ACWA Committee involvement, authorize, and direct the General Manager to submit the recommendation to ACWA.

Attachment



Association of California Water Agencies

Since 1910

Membership • Advocacy • Information • Services

COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4849

NAME/TITLE <small>Please print legibly</small>	COMMITTEE	Rank*

*Rank
1= 1st choice
2= 2nd choice
3= 3rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

District/Company Name _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



**Association of
California Water Agencies**

Since 1910

1111 Broadway, Suite 1100, San Francisco, CA 94103

**COMMITTEE CONSIDERATION FORM
ASSOCIATION OF CALIFORNIA WATER AGENCIES**

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4849

NAME/TITLE <small>Please print legibly</small>	COMMITTEE	Rank* 1= 1st choice 2= 2 nd choice 3= 3rd choice
John Doe, General Manager	Federal Affairs Committee	1
John Doe, General Manager	State Legislative Committee	2
Barbara Smith, President	Legal Affairs Committee	1
T.O. Goode	Water Management Committee	1

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

District/Company Name _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.

ACWA 2014-2015 COMMITTEE APPOINTMENT PROCESS TIMELINE

2013

August 8th	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee descriptions, purposes and responsibilities. Committee consideration form and sample for the 2014-2015 term. 2014-2015 Committee consideration process and timeline outline.
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August 12th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
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September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
-----------------------	---

October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
----------------	---

November 21st	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
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November 11th - 22nd	Region recommendations are compiled and organized for the new ACWA President.
-----------------------------	---

December 5th	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
---------------------	---

December 20th	DEADLINE: for the ACWA President to complete committee appointments.
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December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2014-2015 term.
----------------------	---

2014

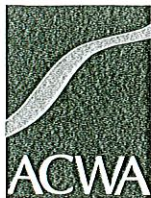
January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.
----------------	--



Montara Water & Sanitary District

Mr. Scott Boyd	Water Management Committee	Member
Mr. Clemens Heldmaier	Groundwater Committee	Member
Mr. Bob Ptacek	Groundwater Committee	Member
Mr. David E. Schricker	Legal Affairs Committee	Member





Association of California Water Agencies

Leadership Advocacy Information Since 1910

MEMORANDUM

August 8, 2013

**TO: ACWA MEMBER AGENCY BOARD PRESIDENTS
ACWA MEMBER AGENCY GENERAL MANAGERS**

FROM: RANDY RECORD, ACWA PRESIDENT

**SUBJECT: ACWA COMMITTEE APPOINTMENT NOMINATIONS
FOR THE 2014-2015 TERM**

PLEASE RESPOND BY SEPTEMBER 30, 2013

Committees are an integral part of ACWA's activities and policy development. The end of the current committee term is fast approaching and it is time again to request committee nominations from ACWA members. New officers (President/Vice President) will be elected at the fall conference by the general membership, so it is time to prepare to reconstitute all committees for the 2014-2015 term.

In submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to expend the time and provide their expertise if appointed. **Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on committees.**

An important part of helping committees function as effectively as possible is attendance. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA **limited** committee shall constitute a resignation and a replacement will be named as soon as possible." Also, those with a record of repeated, excused absences will be reviewed and considered for replacement.

The following information is enclosed in this packet.

- ACWA Policy Committee Guidelines
- ACWA Committee Purposes and Responsibilities
- Committee attendance records (only for limited committees)
- Committee consideration form (before you begin, please make extra copies)
- *Sample* committee consideration form

Committee Appointments

Page 2

- Current agency committee representation (if you receive a blank report, this indicates your agency has no committee representation)
- Committee timeline

All correspondence and forms regarding committee appointments must be in to the ACWA office no later than **September 30, 2013** to be eligible for consideration. Committee appointments will be made by the incoming ACWA president in Decmeber. Please contact Paula Quinn at (916) 441-4545 or paulaq@acwa.com, if you have any questions concerning the committee appointment process.

We appreciate your timely attention to this matter.

Enclosures

RR:pq

**ACWA POLICY
COMMITTEE GUIDELINES
Revised May 21, 2013**

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.

5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. **<The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.>**

ACWA COMMITTEES

PURPOSES AND RESPONSIBILITIES

IMPORTANT COMMITTEE INFORMATION

ATTENDANCE REQUIREMENTS FOR LIMITED COMMITTEES:

Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible. Travel required to any area of the state where a committee meeting is being held, and lack of a travel budget will not constitute an excused absence.

****NOTE:** When a committee member is “unable” to attend a meeting and has asked for an excused absence in advance of the meeting, they may send a representative from their agency for monitoring purposes only. However, the committee member will still be recorded with an excused absence from the meeting. The representative does not have a voting right.**

STATE LEGISLATIVE COMMITTEE ONLY: The State Legislative Committee will allow a member of the committee with an excused absence to designate an alternate. The committee member will be required to secure the concurrence of the appropriate ACWA Region Chair for the alternate. The committee member should provide the name of the alternate to ACWA's Director of State Relations prior to the committee meeting. The alternate will be authorized to fully participate in all discussions of the committee and to vote on issues before the committee. Committee members, including alternates, act on behalf of the region for which they were appointed to represent.

GRASSROOTS OUTREACH:

As a member of the committee, you will be enrolled as an active participant in ACWA's Grassroots Outreach Program. See ACWA's website for more information on the grassroots outreach program which supports ACWA's legislative and regulatory efforts.

COMMITTEE VACANCIES WILL NOT BE FILLED AFTER THE SPRING CONFERENCE OF AN UPCOMING ELECTION YEAR.

BLUE INDICATES BYLAW COMMITTEE LANGUAGE.

COMMUNICATIONS COMMITTEE - *STANDING/LIMITED (40 MAXIMUM)*

ACWA COMMITTEE STAFF LIAISON: LISA LIEN-MAGER

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two at the Sacramento office between conferences

The purpose of the ACWA Communications Committee is to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association. Programs are crafted to support ACWA and its members' positions on legislative, regulatory, and policy issues.

The committee is responsible for developing and updating a comprehensive communications plan for ACWA. The committee promotes the development and implementation of sound public information and education programs and practices among member agencies. It prepares materials that can be duplicated or used by member agencies for their local public information/education efforts. The committee also provides guidance to ACWA's Communications Department.

ENERGY COMMITTEE – *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: ABBY SCHNEIDER

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Energy Committee is to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Work with staff in developing and making recommendations to the Board of Directors regarding:

- ◆ Programs to assure an adequate power supply for member agencies, including energy, availability, pricing, distribution and hydro generation
- ◆ Policy recommendations relating to the development of new power sources
- ◆ Recommended positions regarding state and federal legislation to the State Legislative and Federal Affairs Committees
- ◆ Assistance with the development, direction and work associated with representation before the Public Utilities Commission, the Federal Energy Regulatory Commission and other regulatory agencies dealing with energy
- ◆ Educate members on all energy matters having impact on their operations

FEDERAL AFFAIRS COMMITTEE - *STANDING/LIMITED (5 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: DAVID REYNOLDS

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences (Jan & Sept) in the Sacramento office
- DC Conference ~ Attendance is not **REQUIRED**, but **STRONGLY encouraged**

The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting members of the Association, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one and no more than five individuals from each region. Coordinates with other ACWA committees regarding their input on any issues directly related to federal issues before both Congress and the Federal administrative branches.

The committee currently has four separate subcommittees. Committee members have the opportunity to sign-up for as many of the subcommittees as they want, plus being supplemented by other members with interest in a focused area. The subcommittees with areas of responsibility are:

- ♦ Drinking Water & Energy Subcommittee: Responsible for the oversight and policy direction on Environmental Protection Agency and Energy-Water Nexus.
- ♦ Water Supply Subcommittee: Responsible for oversight and policy direction on the Safe Drinking Water Act and Endangered Species Act.
- ♦ Infrastructure & Agriculture Subcommittee: Responsible for oversight and policy direction on the Clean Water Act, and agricultural issues.
- ♦ Finance, Technology & Research Subcommittee: Responsible for oversight and policy direction on financing water infrastructure legislation.

FINANCE COMMITTEE - *STANDING/LIMITED (2 PER REGION – 1 SPOT IS FILLED BY REGION CHAIR OR VICE CHAIR; OTHER SPOT IS FILLED BY A REPRESENTATIVE FROM REGION WITH EXPERIENCE IN FINANCIAL MATTERS)*

ACWA COMMITTEE STAFF LIAISON: FILI GONZALEZ

MEETINGS ARE HELD APPROXIMATELY 4-5 TIMES A YEAR

- One at both the Fall and Spring conferences
- All other meetings are held in the Sacramento office

The purpose of the Finance Committee is to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and the selection of the auditor, the dues formula and schedules and other financial matters that may come before the committee. Each committee member will be expected to serve on at least one of the subcommittees, which are:

- ♦ Audit Subcommittee
- ♦ Budget Subcommittee
- ♦ Investment Subcommittee
- ♦ Revenue Subcommittee
- ♦ Education Subcommittee

GROUNDWATER COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

The purpose of the Groundwater Committee is to recommend policies and programs to the Board of Director and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Monitors state and federal regulations and legislation that could affect the quality or quantity of groundwater, conducts studies, develops policies regarding the management of groundwater and coordinates with other ACWA committees on issues directly related to groundwater.

Committee members are expected to participate in a variety of activities including writing legislation, preparing comments for state or federal hearings on groundwater issues, developing programs for workshops and conferences, and providing input on state and federal legislation.

PERSONNEL AND BENEFITS COMMITTEE - *STANDING/LIMITED ~ (2 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: PAULA QUINN

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in the Sacramento office

The purpose of the Personnel and Benefits Committee is to review, on a regular basis, membership salary survey, retirement issues, and other personnel, benefits, and administrative issues pertinent to the management

of members of the Association. Works with staff in developing, reviewing and making recommendations to the Board of Directors regarding the following:

- ◆ Sponsor special studies on personnel-related problems and issues
- ◆ Sponsor safety programs for risk management or workers' compensation claims
- ◆ Define the scope of any audit to be performed by an independent actuary, as needed
- ◆ Gather, develop and publish comparative data on salary ranges, employee benefits and other personnel and administrative data pertinent to the management of member agencies

LEGAL AFFAIRS COMMITTEE - *STANDING/LIMITED (45 MAXIMUM)*

ACWA COMMITTEE STAFF LIAISON: WHITNIE WILEY

MEETINGS ARE HELD APPROXIMATELY 2-3 TIMES A YEAR

- One at both the Fall and Spring conferences
- As needed in between the conferences

The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to members of the Association and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 35 and 45 attorneys, each of whom shall be, or act as, counsel for a member of the Association, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statues, etc. The committee's primary purpose is to support the mission of the Association, and more particularly, to deal with requests for assistance involving legal matters of significance to ACWA member agencies, water rights matters, proposed ACWA bylaw revisions, etc. The committee also works with staff to produce publications to assist water agency officials in complying with applicable state and federal laws. The committee's areas of responsibility include:

- ◆ Amicus curia filings on important cases
- ◆ Commenting on proposed regulations and guidelines of state agencies such as Fair Political Practices Commission regulations or opinions and CEQA implementation guidelines
- ◆ Entering a suit as primary litigant
- ◆ Dealing with any water rights matters of interest to member agencies

- ♦ Reviewing all proposed ACWA bylaws for technical competence and consistency with the nonprofit corporation law and other bylaws

LOCAL GOVERNMENT COMMITTEE - *STANDING/LIMITED (3 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in between the conferences in the Sacramento office

The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California.

- ♦ Recommends policies to the State Legislative Committee and the Board of Directors on matters affecting water agencies as a segment of local government in California, such as planning issues and local government organization and finance
- ♦ Plans and presents a program at each ACWA conference relating to local governance issues affecting water agencies
- ♦ Gathers data and disseminates information on the value of special districts
- ♦ Disseminates information promoting excellence in service delivery
- ♦ As a member of the committee, you will be enrolled as an active participant in ACWA's Outreach Program.

MEMBERSHIP COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TIFFANY GIAMMONA

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. Takes any suggestions regarding ACWA policy to the ACWA Board of Directors for approval, meets to review and make recommendations regarding membership eligibility and all membership applications; assists the staff with the development of recruitment and retention programs and reviews and makes recommendations regarding an equitable dues structure to the ACWA Finance Committee.

STATE LEGISLATIVE COMMITTEE - *STANDING/LIMITED (4 PER REGION)*

ACWA STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD APPROXIMATELY 10-12 TIMES A YEAR

- Every three weeks during Session in the Sacramento Office
- One planning meeting at the end of the year in the Sacramento Office

The purpose of the State Legislative Committee is to review all state legislative proposals affecting members of the Association and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's legislative program. Sets state legislative policy for the Associations. Committee members are responsible for reading relevant legislation, developing positions, working with staff to draft appropriate amendments to bills, providing input to the ACWA Board of Directors, and directing ACWA legislative staff on legislative matters.

WATER MANAGEMENT COMMITTEE - *STANDING/LIMITED (4 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences in the Sacramento office

The purpose of the Water Management Committee is to recommend policy and programs to the Board of Directors on any area of concern in water management. Work with staff in developing and making recommendations to the Board of Directors regarding policy and programs on significant areas of concern in water management, review and recommend positions regarding legislation and regulations as requested by other committees.

The committee is also responsible for the gathering and dissemination of information regarding management of agricultural and domestic water, conjunctive use, water management and conservation activities, development and use of water resources, and wastewater treatment and its reclamation and reuse.

WATER QUALITY COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD BY SUBCOMMITTEES

Safe Drinking Water Subcommittee meets 4 times a year

- One at both Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

Clean Water Subcommittee meets 3 times a year

- One at both the Fall and Spring conferences

The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members of the Association to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. This committee was established to recommend policy and programs to the Board of Directors, State Legislative Committee and/or Federal Affairs Committee; promote cost effective state and federal water quality regulations affecting both agricultural and domestic water agencies; and provide a means for members to work together to develop and present unified comments on water quality regulations, as well as to coordinate with other organizations. The ACWA bylaws provide authority to the committee to develop and recommend ACWA positions and testimony on water quality regulatory issues.

Revised: May 21, 2013