



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

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

# AGENDA

**District Board of Directors**

**October 7, 2021 at 7:30 p.m.**

**THIS MEETING WILL BE HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. THIS MEETING WILL NOT HAVE A PHYSICAL LOCATION.**

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/84924487585?pwd=VGJKNUNJUNkllaFo0NTJLNGZlcU5Hdz09>

MEETING ID: 849 2448 7585

Password: 055382

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at

[https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/stream/159?fullscreen=true&sho\\_wtabssearch=false&autostart=false](https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/stream/159?fullscreen=true&sho_wtabssearch=false&autostart=false) . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.  
Note: Public participation is not permitted during closed session discussion items.

### **Public Comment**

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A "raise hand" button is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to [info@mwsd.net](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District's website at: <http://mwsd.montara.org> .

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meeting September 2, and September 16 2021.](#)
2. [Approve Financial Statements for August 2021.](#)
3. [Approve Warrants for September 1, 2021.](#)
4. [SAM Flow Report for August 2021.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for July 2021.](#)

**OLD BUSINESS (none)**  
**NEW BUSINESS**

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.](#)
2. [Review and Possible Action Concerning Review of Recology 2022 Solid Waste Rate Increase.](#)

**REPORTS**

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

**FUTURE AGENDAS**

Authorize designated voter to attend ACWA's General Session Membership Meeting on December 1

**CONVENE IN CLOSED SESSION**

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

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

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** (Government Code §54956.9(d)(4)) Initiation of Litigation (1 potential case)

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

**ADJOURNMENT**

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**September 2, 2021**

**MINUTES**

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

**REGULAR SESSION BEGAN AT 7:32 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: none

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

Others Present: District Counsel, Christine Fitzgerald  
District Water Engineer, Tanya Yurovsky  
District Sewer Engineer, Pippin Cavagnaro  
SRT, Tim Monahan  
Kastama Consulting, Alison Kastama

**PRESIDENT'S STATEMENT –**

Director Boyd thanked everyone for attending. He reminded everyone about the drought, and how wise water use is important all the time but especially now. Together they can build patterns of better water use and be mindful of the strain their neighbors have.

## **ORAL COMMENTS**

General Manager Clemens Heldmaier announced that a written comment was received, and requested the District Clerk to read it, as follows:

“This is Tom Moore, Cedar St, Montara, resident & ratepayer to MWSD, have comments/questions for tonight’s meeting, (Sept 2nd, 2021) Understand you have rules on public board meetings/public comment, 3 min limits. Not familiar with. I am not capable of Zoom, would like to submit by email. If my comments/questions violate your rules for public meetings in any way, could you forward to all MWSD board members?

If MWSD installs mile long pipe to Big Wave by airport, does developer pay for installation? Since "homeowners" are responsible for laterals, will developer of Big Wave pay for maintenance, operating costs of water pipe to their prop, or will all future cost be passed on to all residents/ratepayers in MWSD?

What is status of Caltrans original devils slide bypass, Martini Creek, lands? Since at least 2016, MWSD, Caltrans, San Mateo sups, coastal commission, etc, etc, have been in super-secret talks. Seemed like MWSD was considering taking over lands, turning into park, allowing leases like horse ranches on Sunshine Valley Road continue, no development at all, MWSD could look for more wells/water. I agree with idea, completely. Any updates, comment?

What is status of Caltrans reducing fire hazard from eucalyptus groves on same original bypass lands?

Has MWSD considered imposing immediate moratorium on all/any development that has not broken ground, for Montara/Moss Beach water connections, due to 1000-year drought, no rain to replenish supply, water storage in Montara/Moss Bch is only for single house fire while CA is burning 100 thousand acres every year, (Tahoe?), & no money to repair, upgrade replace existing pipes? Not to mention increased traffic on HW 1, which is already parking lot, even before Big Wave, or Cypress point? I advocate no development immediately for said reasons.

Again, this is more than 1 comment, if it violates your rules, understand, could you send this note to all MWSD board members?

Thank you, Tom Moore”

Director Boyd said the question in reference to Big Wave will be answered in New Business, Item one. As to the question about Caltrans land, they are interested in the land. It has been a long-standing policy for the District to strengthen and

bolster its water supply. They have been looking for water for quite a while, and they have drilled some test wells, with some good results. The status is something being discussed in closed session and cannot be disclosed right now.

Director Slater-Carter added that she talked to a Caltrans worker recently who was assessing the Caltrans By-pass properties for fire protection. She gave him General Manager Clemens Heldmaier's contact information.

General Manager said he would like to follow up on that offline. Also, the Mid-Coast Council (MCC) reached out to Caltrans. Caltrans indicated that they will do some work, but they have not seen any work being done yet.

Director Boyd said he received a response from Caltrans to their letter, and there are some issues that could be clarified for a better understanding. In regards to the moratorium, at this time a moratorium is not planned. They have a good grip on the water system, what it is capable of, and what the risks are. This has been discussed at prior meetings. There has been some development interest and what a moratorium might do, having adequate fire protection, and what kind of protection CalFire provides and where they get their supplies to fight fires—and it is not from municipal systems. In regards to the time limit, there is flexibility in most cases. They only get particular with time when there is a lot of people that want to comment and they want everyone to have a chance to do so. They appreciate all the questions, comments, and participation.

Gregg Dieguez said he also reached out to Caltrans on a number of issues, including the fire danger on the Bypass, specifically the abandoned house. Something was done to clean it up, and they did say they would do something about fuel reduction. He thanked the Montara Water and Sanitary District (MWSD) for their submission to the Local Hazard Mitigation Plan. Not every agency participated. He hopes it will be to their benefit.

Director Slater-Carter added that they are working at the State level to include wildfire in the planning process of the Local Hazard Mitigation plan.

Director Lohman commented that he attended the California Special Districts Conference, and there are some things that the California Sacramento agency is doing. At the federal level there is no definition of what a special district is, which affects inclusion in federal support. They have a lobbying group reaching out to other special districts groups in other states. They now have a presence in Washington, and they are working on getting legislation through that defines a special district at the federal level, which will make way for funding, appreciation and support.

**PUBLIC HEARING - none**

**CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting August 19, 2021.**
- 2. Approve Financial Statements for July 2021**
- 3. Approve Warrants for September 1, 2021**
- 4. SAM Flow Report for July 2021**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for June 2021**

General Manager Clemens Heldmaier asked that item 4 be pulled for discussion, because at the last meeting it was mentioned that the Sewer Authority Mid-Coast (SAM) sewer flows from Half Moon Bay was at 62%. This month, the July flows for Half Moon Bay are at 67% (average dry weather), while Montara and El Granada remain constant. This is a 25% increase in the midst of a drought. He requested that the SAM representatives ask questions about this at the next SAM meeting.

Director Boyd added that the flows have been about 50% for a long time, and it has crept up sharply over the last couple of months.

Director Dekker commented that in the Half Moon Bay review it was reported that there was excessive water usage at a new construction site at the southern portion of Half Moon Bay.

General Manager Clemens Heldmaier replied that was irrigation and probably didn't enter the sewer system.

Director Boyd added usage is steady. If that were the case you would see a spike.

Director Lohman recounted an incident 8-9 years ago, when El Granada's flows had skyrocketed and Half Moon Bay's flows had dropped due to a meter and calculation error. The error was discovered and corrected months later. Then El Granada asked Half Moon Bay to be reimbursed for the costs from the error, and they declined.

Director Boyd added that each agency doesn't have its own meter because it is expensive. They need to focus on finding what this is caused by and how it can be fixed.

Director Slater-Carter said she will ask that it be agendaized for the next meeting.

Director Boyd commented that it will be a good opportunity for their partners at SAM to look at it and see what can be done.



Director Dekker made a motion to approve the Consent Agenda items 1-10, and Director Slater-Carter seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

## **OLD BUSINESS - none**

## **NEW BUSINESS**

### **1. Review and Possible Action Regarding the Big Wave NPA (North Parcel Alternative) Main Extension Dedication.**

General Manager Clemens Heldmaier stated that the North Parcel Alternative was approved in 2015 after long negotiations with the permitting agencies where Big Wave landed. They have been working with Big for a long time (before 2015). They have paid for the implementation of a new water main line from the north section of Airport Street to the development site. It is a 12" diameter water main that ties into a higher-pressure zone, which allows for fire flow and domestic use for the development. Staff recommends adopting a resolution to accept the Phase One water main improvements into the District. He pointed out that is not a service line and on-site improvements. It is the first step to start construction. They are required to have this fire protection for the construction phase. Once this main line is accepted into the District, MWSD can make decision as to its use. Tanya Yurovski and Tim Monahan is here to answer questions.

General Manager Clemens Heldmaier added that the developer paid for the installation of the pipe. The service lines from the street to the property line is maintained by the District, and then from the property line to the house is the homeowner's responsibility.

Director Boyd emphasized that if the Board accepts the offer of dedication of this pipeline constructed by the developer, the district chooses how this operates as part of the overall system. This was all done to District specifications, correct?

District Water Engineer Tanya Yurovski confirmed that all was done in accordance with MWSD specifications and standards.

Director Boyd asked what the cost was.

District Water Engineer Tanya Yurovski replied \$800,000 dollars.

Director Dekker asked if they will be contributing to the future maintenance of the main line, and inquired about the status of the water rate study including a review of the connection fees.

General Manager Clemens Heldmaier said they had been waiting for the year-end data, and their consultant from Bartle Wells now has the information, and is

working on the rate study. The developer will be paying for the future maintenance costs, as a portion of the fees are for the maintenance of the system. Additionally, the developer will be paying the Water System Reliability charge as well.

Director Slater-Carter added that they have an emergency water agreement with Coastside County Water District, and this pipeline makes it easier for the district to make emergency connections if necessary. They may need to look at it and update the agreement.

Gregg Dieguez said he emailed them his thoughts. It seems like Big Wave requires an extra-long service line to connect to the water system, costing \$880,000 dollars. Big Wave got a good deal, because it was previously estimated to cost over a million dollars. Over the years at 3.5% inflation, over 40 years, one million becomes four million. It represents a huge financial burden to maintain it over the years and there are other risks – it is in a tsunami zone, near the San Gregorio fault – things can go wrong. There are two options: one, they can decide not to accept the main line, and make them maintain it, and charge for water and the Water Reliability Charge. Or, two, they can accept the line and their fiduciary responsibility dictates that they analyze what the future costs will be and incrementally charge the Big Wave users so the existing customers do not bear any risks or costs for the new development for which they do not benefit. Perhaps insurance by those users is in order, because the one-year warranty in those documents exposes existing rate-payers to undue risks in the coming decades. There is precedent in other public works districts for charging extra for usage zones which are further away from the infrastructure, and such charges can be within the Prop 218 guidelines as long as the analysis of causation is documented. He hasn't seen an analysis of risks and cost associated with accepting this donation of Big Wave. He requested that the Board perform the financial due diligence to protect the interest of the existing rate payers and either decline ownership of this pipeline, leaving them to operate and maintain it, or defer a decision until a hold harmless analysis is done and sufficient protections are in place and agreed to by Big Wave so that current rate payers are not burdened by these extra risks and costs.

General Manager Clemens Heldmaier said there is a difference between construction and replacement costs.

Director Slater-Carter asked about the equity of fair treatment to the applicants.

District Counsel Christine Fitzgerald stated that acceptance is in MWSD's code section 5-4.213 and is also part of the mainline extension agreement. Regulation states that subdivision distribution mains and service connections, including meters and other appurtenances shall become and remain the property of the district and shall be dedicated to the District before the District will undertake water service to the subdivision. MWSD is required to accept the dedication under their

Code and as specified in the agreement. For other projects, she is not sure if they have the same mandate.

Director Slater-Carter said she knows there is equity of treatment for like classes of businesses in State law. They may be creating legal problems for MWSD if they don't accept it.

Harold Hermann asked how the Water Reliability Charge will be applied to Big Wave, and how will this development affect MWSD's water tank reserves?

General Manager Clemens Heldmaier said the Water System Reliability charge is an apportioned charge tied to the meter size which is determined by the number of fixtures units. MWSD has the capacity needed for fire flow, and Big Wave is contributing to the maintenance of the tanks, etc.

Harold Hermann asked for clarification. Does that mean one charge per apartment unit?

General Manager Clemens Heldmaier replied that with more fixtures units behind the meter, the larger the meter becomes, and the more expensive the Water System Reliability Charge becomes. The number of units have not been determined.

Director Boyd added that when Big Wave presents the plans that they intend to construct, the engineers will assess what size meter they need. It will scale directly with the demand that they place on the system. And the water rates are set, working with economists so that scales in a proportion to be neutral across the system.

Harold Hermann asked how that compares with a single-family house?

Scott Boyd replied that everyone is expected to carry their own weight, so everyone is contributing to what demands are being put on the system. He encouraged Mr. Hermann to look at the Master Fee Schedule on the website.

General Manager Clemens Heldmaier reiterated that MWSD has enough fire storage for Big Wave.

Director Slater-Carter stated that the MWSD service area boundary of the Sanitary District is at the southern edge of Pillar Ridge and they incorporated County Service Area-12 (CSA-12) into their water service area. As such, this parcel has not been paying into the Bond. They need to go to the Local Agency Formation Commission (LAFCo) and incorporate CSA-12 into their official district boundaries now, so they can be included in the Bond payments. They should be paying for the Bond, now that they have some value, just like all the residents have been paying into the Bond all these years.

Gregg Dieguez asked if he can get the statutes District Counsel Christine Fitzgerald mentioned. If the District had performed an analysis prior to the signing of the agreement with Big Wave then it could have done something more in the way of considering and assessing the incremental costs and risks that this development poses, but now they have lost that opportunity. He feels the District has not done a good job of doing a proforma financial analysis and coming up with the pros/cons of a project this huge and its impact on the rate-payers. And that is what he is asking them to do before they accept it in the interest of all rate-payers that they are held harmless. Director Slater-Carter brought up a good point, that they need to start paying for the Bond. There are incremental costs, risks and revenues here, and they should be assessed before taking this leap.

Director Boyd said that Mr. Dieguez could find the information on the website, under Documents & Links, Water and Sanitary District Code, section 5-4.213.

Director Slater-Carter added that Big Wave will be adding significantly to the rate base. They also need to consider what happens when the community doesn't grow; then the rates and costs of infrastructure falls upon the existing rate base as inflation increases.

Director Harvey asked if there is any connection of this to Big Wave contributing to the Bond.

General Manager Clemens Heldmaier said that the action taken tonight is not related to the consolidation of CSA-12. This is outside their sewer district boundaries, but they acquired this area with the water purchase. So, this is part of the water system. They filed an application for CSA-12, and Director Slater-Carter reminded them to pick it up where they left off, and check into this.

Director Harvey made a motion to adopt the resolution of the Montara Water and Sanitary District accepting offer of dedication of subdivision water utility improvements (Big Wave; APNs 047-311-060, 047-312-040). Director Dekker seconded the motion. A roll-call vote was taken and the motion passed unanimously 5-0.

## **2. Review and Possible Action Concerning Employee Wellness Program.**

General Manager Clemens Heldmaier said the District has had this program for about four years now. MWSD received a small grant from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) in the amount of \$272 dollars for employee wellness. The District contributes \$25 dollars per month for any wellness activity with proper documentation. Last year the District employees used \$559.83 dollars. It was a little more difficult with the pandemic last year. Last year, the Board authorized up to \$2,120 dollars of District funds, if all full-time employees participate in the program. This year, staff

recommends to authorize up to \$2,120 dollars of District funds for contributions to MWSD full-time employees' participation in wellness activities of \$25 dollars per month per employee after proof of payment by the employee.

Director Slater-Carter made a motion to authorize up to \$2,120 dollars of District funds for contributions to MWSD full-time employees' participation in wellness activities of \$25 dollars per month per employee after proof of payment by the employee. Director Lohman seconded the motion, and the motion passed unanimously 5-0.

### **3. Review and Possible Action Concerning ACWA Region 5 Board Election.**

General Manager Clemens Heldmaier said the Association of California Water Agencies (ACWA) Region 5 is asking its members to elect a Chair, Vice Chair and Directors. Ballots are requested electronically by September 30, 2021. He is requesting suggestions for suitable candidates and will submit the ballot on behalf of the Board.

Director Slater-Carter suggested Jack Burgett of North Coast County Water District.

Director Lohman also supports Jack Burgett, and suggested they vote for him only.

It was decided that for Region 5, the Board votes for Jack Burgett for Vice Chair and Board Member, and leave the rest blank.

Director Slater-Carter made a motion to vote for Jack Burgett for Vice Chair and Board Member and Director Harvey seconded the motion. A roll-call vote was taken and the motion passed unanimously 5-0.

### **4. Review and Possible Action Concerning Support for Cathy Green for Office of ACWA Vice President.**

General Manager Clemens Heldmaier stated that this item was brought to the Board by Director Slater-Carter. The recommendation is to adopt the resolution of the Montara Water and Sanitary District to support Orange County Water District (OCWD) First Vice President Cathy Green as a candidate for the Office of ACWA Vice President.

Director Slater-Carter said Ms. Green was recommended by Jeremy Jungreis, attorney at SAM. He worked with her for several years. She contacted Ms. Green, and found her to be very intelligent, dedicated, and in favor of meeting the needs of large and small districts.

Director Lohman made a motion to adopt the resolution of the Montara Water and Sanitary District to support Orange County Water District (OCWD) First vice President Cathy Green as a candidate for the Office of ACWA Vice President. Director Harvey seconded the motion. A roll-call vote was taken and the motion passed unanimously 5-0.

#### **5. Report of Committee of Green Foothill's Concerns about ABAG's Goals.**

Director Boyd stated in the Board packet there is an article from the Committee for Green Foothills about Coyote Valley and rural lands. It helps one to understand the kind of pressure that the Association of Bay Area Governments (ABAG) is putting on Coyote Valley as well as other bay areas in an effort to push development, without regard for resource limitations. It stresses the oversized role that ABAG has in what happens here.

Director Lohman said he supports Committee of Green Foothills. ABAG does not follow its own rules. They made some strong intelligent comments early on about affordable housing, stating that it should meet three criteria: it should be close to public transportation, shopping, and jobs. Then, later they supported affordable housing developments that didn't meet any of those criteria. Other agencies need to be watchful of what they are doing. He supports what the Committee of Green Foothills is doing.

Director Slater-Carter commented that Senate Bill 10 was approved on August 30, 2021 which invalidates local restrictions and allows zoning for residential density up to ten units per parcel. There is a huge move to increase housing anywhere, despite local concerns. This ABAG thing is part of this huge growth initiative. There are other places to put affordable housing, closer to public transportation and jobs. She encouraged everyone to write letters to support the Committee of Green Foothills, as well as a letter drafted from the District opposing this kind of destruction.

Director Lohman asked if this can be officially agendized for the next meeting.

Director Boyd said he doesn't know if this is an active matter, and if it is a little late. He suggested they find out, and if it is still an active matter, they will agendize it.

Gregg Dieguez, added that there is an emerging citizens' initiative petition headed toward the ballot that relates to the issue of overbuilding and unfunded costs of growth being born by citizens. He will let everyone know.

Director Slater-Carter expressed interest in signing the petition.

## **6. Information about Composting Solid Waste Services beginning January 2022.**

General Manager Clemens Heldmaier stated that Recology must comply with SB 1383, and will be picking up green waste and compostable material weekly beginning January 2022. This means green waste and some paper products will be combined in the current green 96-gallon cart. The pick-up of a second 30-gallon cart will no longer be accepted. Starting this month, MWSD and Recology will be reaching out to the public of this change via mail, internet, etc. The Board will need to adopt an ordinance in reference to SB1383 soon in accordance with Cal Recycle guidelines. This may impact rates, and will be reviewed by their accountant, then the Solid Waste Committee, and brought to the Board.

Director Boyd asked for confirmation of what each customer will have—one blue can for recycling, one green for composting material, and one for trash.

General Manager Clemens Heldmaier confirmed that was correct. The additional service is for the green cart, which is one size. Customers can choose different size trash cans, with varying costs.

Gregg Dieguez said he was still confused about this. He already composts as much as he can. If the District can specify some usage scenarios it would be helpful. If someone is putting something compostable in the trash, is that person legally obligated to put it in the compostable can? And what is the definition of compostable?

General Manager Clemens Heldmaier commented that he understands that many people on the Coast already composts and that is why they have been able to avoid additional costs. Unfortunately, they can't, moving forward.

Director Boyd said they already compost. But a lot of things come to them from outside forces they have to contend with. They have to make the best of it.

General Manager Clemens Heldmaier replied that many customers have requested more green waste be picked up. And since green waste service pickup will be once a week, instead of every two weeks, it will address this issue.

Director Slater-Carter added that at a previous meeting they had discussed the issues with the drought and low sewage flow. This will reduce solids from household garbage disposals, and is better for the sewer system. She would like clarification about whether paper towels, paper plates and other paper products can be composted. Wipes are plastic, for example. They need to let people know that extra-strength napkins, paper towels, wipes, etc. appear to be paper, but may not be, and they are putting microplastics into the environment.

General Manager Clemens Heldmaier replied that Recology has detailed information about what can be composted. Information will be coming.

Director Lohman added that this is a good service improvement for customers. Customers will have three carts picked up each week. It is a 50% raise in improvement in service.

## **REPORTS**

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

Director Slater-Carter said that the biological oxygen demand (BOD) issues appear to be under control. There was a meeting with the potential permittees on Monday and there was a lot of assumptions, misinformation, and miscalculations made that was cleared up. The sampling will be less than \$1,000 dollars from each business for the Non-Domestic Waste Source Control program (NDWSCP). There was a finance committee meeting today, and they went over the fourth quarter budget that will be on the agenda September 13th. She will ask for an analysis in Half Moon Bay's increased flow.

Director Lohman added that SAM will start the process to install the bubblers and appropriate equipment to help address issues.

Director Dekker asked if SAM is still incurring fines.

Director Slater-Carter replied that they have not been assessed yet. They are not accruing fines anymore.

Director Lohman said there will be some fines, and he is hoping for some leniency for all their efforts in getting this taken care of.

Director Slater-Carter added that Kishen will ask if the money from fines can be used for infrastructure improvements to the plant.

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

Gregg Dieguez stated that there was no meeting last time. There is intense interest in the wildfire season coming up. Keith Mangold set up a table at the El Granada Post Office asking El Granada residents to petition to send to the Board of Supervisors about fire reduction control. Montara and Moss Beach may consider joining in some form to get their own wildfire fuel reduction under control. He read that it would take 150 million dollars to alleviate the fire hazard in El Granada. The County has been cutting down eucalyptus in the El Granada medians. There has been questions as to whether the right trees are being cut for the right costs, and the method to address the Mt. Diablo winds.



### **3. CSDA Report (Lohman) –**

Director Lohman said the pandemic has affected attendance, and there has been some email issues. He saw some CSDA members at the conference, and they got a lot of information to encourage attendance at the next meeting. CSDA has been working hard to get some acknowledgement and credit in Sacramento, and he is hoping special districts will get some recognition in the future.

### **4. Local Agency Formation Commission (LAFCo) Report (Lohman)**

Director Lohman stated that there will be a meeting next week. The conference scheduled for next month was canceled in Los Angeles.

### **5. Attorney's Report (Fitzgerald)**

District Counsel Christine Fitzgerald stated that she wanted to update everyone on returning to in-person meetings next month. The Governor repealed his Brown Act COVID orders that permitted virtual public meetings during the pandemic. So, in-person meetings will resume as of October 1, 2021. They plan to have this item agendaized for the next meeting so they can discuss the transition and some options they might want to consider. There were a variety of bills intended to permanently incorporate into the Brown Act some flexibility the Governor's COVID orders provided to agencies. Next year, legislature will be continuing to introduce bills to get them to a state where they can take advantage of virtual meetings. AB 361 is intended to allow virtual meetings in the event of an emergency, essentially allowing local agencies the discretion to permit virtual meetings in the event of a local or state emergency, without having to wait for the Governor to issue an Executive order. AB 703 generally codifies what the Governor did during COVID and it is still making its way through legislature and will probably not make it this year.

Director Lohman added that this was a hot topic at the special district's meetings. The Brown Act teleconferencing rules would apply again and nobody wants that.

Michelle Dragony commented that transparency and accountability are best served by creating a hybrid model regardless of what is required. Dave Olson of the MCC has worked out a hybrid meeting format with PCT, with their "chat" open to get questions answered.

Director Slater-Carter replied that the Brown Act applies to Board members and staff, and not how they interact with the public. Many districts have a hybrid model that allows the public to be able to call in. They will also get their "chat" feature back on again.

Director Boyd added he strongly supports a hybrid model. He is much more concerned about holding meetings in the district boardroom. They don't need a

situation where people's health is at risk. He is supportive of the chat if they can maintain order in the use of it.

## **6. Directors' Report**

Director Slater-Carter said she attended the California Association of Sanitation Agencies (CASA) conference and there was a lot of discussion of the State changing the standards for sewer plants, especially those doing recycled water. They are looking at removal of microplastics, PFAS, biosolids being put on agricultural land rather than going to the dump—all with no funding solutions. The California Air Quality Control Board is concerned about air quality, and will be implementing remote sensing to monitor if the plants have any air toxics and emissions. The State needs to look at the source of these toxics, rather than where they end up, particularly PFAS and microplastics. There was discussion on communication with diverse populations, employee retention, and resiliency. As a result of the Paradise fire, the water and sewer pipes melted, and it was very costly to clean up and repair. At the CSDA conference, there was a concept of making ecocide an international crime, which is knowingly destroying parts of the ecosystem, long or short term. California is committing ecocide by encouraging unlimited housing and not looking at the effects of the quality of the environment. There was a lot of information about legal constraints and legislative. She also talked to Neal at CSDA to add a division to include JPAs. She would like General Manager Clemens Heldmaier to add Kishen to the District CSDA account so he has access to the website resources in reference to JPAs. As a lot of JPAs are aging, it would be a good idea to take a global look at the problems, and since CSDA has a relationship with the League of California Cities, it makes more sense for CSDA to have a JPA Branch.

Director Lohman added that they gave out awards for clever things districts do. One small District had an issue with manhole covers and previously had to hire a contractor to look at every single manhole. Their solution was to mount a camera on a vehicle pointed towards the manhole, with software installed that takes a picture of each manhole as the car drives the route. The car is driven this route every day, and the data is logged into the program. Thus, any changes/anomalies are immediately detected and fixed.

## **7. General Manager's Report (Heldmaier) –**

General Manager Clemens Heldmaier is going through their lead and copper sampling and thanked all the participants that help the district to achieve their goal of keeping the water safe.

## **FUTURE AGENDAS**

### **BRIEF RECESS at 9:47 pm**

**CONVENE IN CLOSED SESSION 9:55 pm**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

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

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (2 potential cases)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- (Government Code §54956.9 (d)(4) Initiation of Litigation (1 potential case)

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

**ADJOURNMENT at 10:55 pm**

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

Respectfully Submitted,

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

Approved on the 7th, October

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**September 16, 2021**

**MINUTES**

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

**REGULAR SESSION BEGAN AT 7:34 p.m.**  
**CALL TO ORDER**  
**ROLL CALL**

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

Directors Absent: Dekker

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

Others Present: District Counsel, Christine Fitzgerald

**PRESIDENT'S STATEMENT –**

Director Boyd thanked everyone for being present. They are in the middle of a drought and he encouraged wise water use and conservation.

## ORAL COMMENTS

Director Slater-Carter said that Governor Newsom signed SB 9 and SB10 and will essentially eliminate single family zoning. They will allow subdivision of a legal lot as small as 1,200 square feet. Our community has 25,000 square foot lots and no differentiation was made to the size of the lot that can be subdivided. And on each of those lots that can be subdivided, two or more housing units can be put on it. It's going to strain the water system to meet that demand, and those on fixed incomes will have to pay for infrastructure improvements. There are also issues about wildfire safety, with limited access in and out of the community. There are some requirements, such as being close to public transportation, and it will be interesting to see how the community interprets that.

Ann Rothman stated that she attended the Board of Supervisors meeting and they approved the Coastal Commission's standards that they want to put forth for the ADUs, and limit the number to 466 units for the Coast. As Director Slater-Carter mentioned, she has concerns about development on the Coast. The renters can leave, but the homeowners can't. Also, Big Wave is building their offices first, rather than housing (which is needed), and there will also be storage for luxury vehicles. With Big Wave, Cypress Point, and all these ADUs this is going to be a huge burden on the existing homeowners having to pay for infrastructure improvements. And if water runs out, the homeowners are stuck with no value.

Dave Olson commented that the County bought the south parcel to pay for Big Wave's fees.

Carlisle Young thanked General Manager Clemens Heldmaier for the sewer work done on San Lucas. However, the contractors excavated a new clean-out or put one in on her property, and did not replace the gravel adequately. Thus, she slipped and fell. She requested that they talk to her when in the area and replace the gravel. She also asked about the ADU fees.

General Manager Clemens Heldmaier said ADU fees are collected depending on the type of ADU. ADUs within the existing space are exempt, but detached, or attached adding extra floor space are not.

Carlisle Young asked about the water extension for Big Wave. What are the warehouses using or are they on wells?

General Manager Clemens Heldmaier replied there is an existing main line for Pillar Ridge and those existing businesses that is under the airport. However, it doesn't have adequate pressure to supply the fire suppression system for Big Wave, and that is the reason for the new main line.

Carlisle Young asked if a new customer comes along and wants to build, do they pay Big Wave to connect to the line?

General Manager Clemens Heldmaier said the Montara Water and Sanitary District (MWSD) has now accepted the main line into the district, and any business that wants to hook up will have to get approval from MWSD and pay the connection fee.

Carlyle Young discussed her issue with the gravel on her property, and wasn't sure what the construction company did, and would like to ask them.

General Manager Clemens Heldmaier said he will follow up on it. It is possible that the construction company may have replaced part of the sewer lateral. When out in the field, it is determined if sewer laterals in the area need to be replaced or rehabilitated at the site. In fact, they also did some sewer work on Kanoff, found the Farallone School District's sewer lateral to be in bad condition, and received a new lateral free of charge—this is a substantial savings to the school district, at least \$70,000 dollars.

Director Slater-Carter asked Dave Olsen to have the Mid-Coast Community Council request the Board of Supervisors to do an inventory of ADUs/second units on the Coast.

Dave Olsen replied that the previous time they updated the ordinance they did a partial inventory, including satellite photo analysis, and decided they had about 250 ADUs already. This counts against the 466-unit limit. Some were illegal, but they still count. The whole reason it went to the Board of Supervisors is to comply with State law changes and the Coastal Commission changes were to keep the parking requirements that the County wanted to drop. They can't charge for water hook-ups for ADUs, but can charge a reasonable fee for sewer hook-ups. Any new ADUs and lot subdivisions still count against the 40-unit a year LCP limit. It will be incremental in growth.

General Manager Clemens Heldmaier stated that certain ADUs can be charged fees, depending on their classification.

Dave Olsen replied that he feels every ADUs fall under the water exemption limits.

Director Slater-Carter added that their attorney talked to the County attorney.

Dave Olsen added that there was a proposal to disregard the ADUs in the 40-unit limit. However, the MCC and other agencies convinced the County to include it. This is also true for Half Moon Bay's ADU ordinance. It counts against the Measure D limits.

**PUBLIC HEARING - none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

**NEW BUSINESS**

**1. Review and Possible Action Concerning Return to In-Person Meetings Due to Repeal of Governor Emergency Executive Order Suspending Brown Act Meeting Requirements.**

General Manager Clemens Heldmaier stated the Governor issued an Executive Order which suspended the Brown Act meeting requirements. That order expires at the end of September. AB 351 was just signed by the Governor today, which allows virtual meetings in the event of a declared local or state emergency. It requires social distancing either on the state or local level. San Mateo County has an indoor mask mandate, but no social distance requirement. They need to discuss how they will hold the next scheduled board meeting on October 7<sup>th</sup> in person. Legal Counsel prepared a resolution rescinding resolution 1669 setting a temporary location for holding in-person public meetings. Many agencies are adopting a hybrid approach, in which the Board is present and the public participates virtually.

Scott Boyd asked what the Bill is that was signed. It sounds like being able to conduct meetings remotely right now would be easy to do if the County Health Officer had declared social distancing requirements. Is that correct?

District Counsel Christine Fitzgerald replied that in order to invoke AB 361 there has to be a declared state of emergency either by the state or county exercising their emergency powers and social distancing is recommended as part of that emergency. So, unless the Governor declares another state of emergency where social distancing is recommended, this law gives local governments the ability to establish local meetings without having to wait for the Governor to issue an Executive Order. At present, they cannot utilize this law to justify virtual meetings and must return to normal Brown Act meeting practices as of October 1<sup>st</sup>. The choice is to offer a virtual option along with that.

Director Lohman asked if that is for the Board or the public. He assumes a hybrid model would provide virtual public participation.

District Counsel Christine Fitzgerald replied that all Board members would have to comply with the Brown Act, meaning they would need to attend or use the teleconferencing requirements.

Scott Boyd said that a quick scan of the law does not indicate who can declare the state of emergency, and the general manager has some emergency powers. He is concerned about the risks to the health and safety of people especially with the Delta variant. They need to take a careful look at it and find out what the bounds of

this new law is, and he is not convinced that they have to wait for the Governor, or County Health Officer to declare a state of emergency if they have the ability to do that themselves. If they do, he wants to continue virtual meetings. If necessary, he would talk to the County Health Officer to true up what they need to exercise their rights under this legislation.

Director Slater-Carter said this affects agency and committee meetings bound by the Brown Act. Whatever they do, they should have an option for the public to attend virtually. She is very concerned about having to attend meetings with the Delta variant being so contagious.

Director Lohman said having in-person meetings adds a lot of commuting time. The in-person and teleconferencing requirements may result in many people resigning from their positions on their Board. California may lose a lot of great representatives.

Scott Boyd said if they have no choice, the MWSD boardroom is too small and not usable. An alternate location may be an option, but not really desirable—Pillar Ridge, the School, or Seton. Maybe the Lighthouse. Perhaps they can have some people in the boardroom, and others in the parking lot, or they can all be in the parking lot. It is clear that making their meetings accessible to the public by Zoom is really beneficial, and they should continue that.

Director Harvey said they should do what they need to do to keep virtual meetings. He doesn't feel comfortable in the boardroom, as what the others said.

Carlyle Young supports continuing Zoom for the public. She doubts anyone would go to a director's house for a board meeting. Why would she go to a director's house, when she can attend the meeting at home? The boardroom gets really crowded, and she doesn't feel comfortable going to the meeting in person.

Dave Olsen added PCT can help with hybrid meetings. Speakers will be needed. The problem with outdoor meetings is the impending inclement weather. The Brown Act allows limitations to the number of people allowed. MCC will continue hybrid in-person meetings. There was also an option to postpone meetings until it is safe. The bill AB 361 is very clear on what a state of emergency is and cite several sections of California law, and he doesn't think the general manager declaring a local state of emergency falls within those limitations. So, they would have to go to the County to declare a state of emergency.

General Manager Clemens Heldmaier said that Director Dekker wanted him to relay his concerns that echoes the other directors' feelings. He also mentioned that if the directors have to adhere to the Brown Act laws it also means they have to have a quorum present, meaning two other directors can be traveling or off-site, and not be at the meeting.



Scott Boyd stated that the quorum requirement is pretty clear. Under AB 361, there are certain conditions that they continue what they are doing. They could talk to the Governor, the County Health Officer, and explore whether or not the emergency powers the general manager holds are sufficient. This law doesn't assert any conditions as far as he can tell about a declared state of emergency in terms of who might declare it. He thinks that under certain circumstances, General Manager Clemens Heldmaier has the power to declare an emergency. If they need to do that in order to give themselves clearance to continue safe practice to protect the health and safety of the people involved in their meetings, he is in favor of it. He is sure that they are not the only agency facing this and concerned about this. Anyone following the science won't want to meet in public.

District Counsel Christine Fitzgerald stated that the actual statute for AB 361 is government code § 54953. At the very end of it, it defines a state of emergency, and refers to the California Emergencies Services Act and defines a local emergency in which is defined in government code § 8630, which can only be declared by a County and/or City. The first definition can only be declared by the State of California. If he wants to look at the definitions, go to the statutes first and it will refer to the appropriate statutes that define emergency powers.

Scott Boyd thanked District Counsel Christine Fitzgerald. This is a matter of health and safety, and perhaps life threatening or lifelong medical implications. What will let them get this job done? He is hoping that this situation may change. They can also postpone the October meeting to give them more time to consider what to do.

General Manager Clemens Heldmaier said a special meeting can be arranged this month if needed to make any decision to resolve the situation.

Carlyle Young said that County counsel should come and look at the boardroom and maybe give MWSD a waiver.

Scott Boyd suggested to do some research, make some phone calls, and they can call a special meeting.

Director Slater-Carter suggested drafting a letter to the various big guys and calling CSDA. Not everyone has a spacious boardroom. There are many small districts being affected, and maybe they can get a coalition together.

Scott Boyd supported Director Slater-Carter's idea and suggested drafting a letter to the County Health officer and Governor's office.

General Manager Clemens Heldmaier replied they can do that and send it to CSDA too.

Director Slater-Carter asked if Director Lohman can get LAFCo and the local CSDA Boards to sign on this too.

Director Lohman said he would have to check. Nobody is in favor of this, and the legislature is going to be forced to do something.

Director Slater-Carter suggested circulating a letter and collection a lot of signatures. She asked if the MCC members would be interested in signing the letter.

Director Lohman added that the more organizations that sign the letter the better chance they have of enacting change.

Scott Boyd said that a letter should be written as soon as possible.

Dave Olsen said if MWSD sends a letter, they will sign it. Also, MWSD can affirm by resolution the intent to have hybrid meetings even when they go back to in-person meetings. They also don't all have to publish their home addresses if they are not meeting at the office. If three directors meet at a single location, the other two can be at a coffee house or outside somewhere. It is unlikely that people would show up.

Gregg Dieguez stated if General Manager Clemens Heldmaier drafts a letter and shares it with him, he will put it on the agenda to approve at the next MCC meeting. He also sent a letter to the Board of Supervisors. He would like to get something off tomorrow.

Director Lohman said to add the specifics to the letter—lack of air conditioning systems, hepa filters, and the money they would have to spend to keep the air clean.

Scott Boyd confirmed that he will work with General Manager Clemens Heldmaier tomorrow to draft a letter then distribute it.

Director Slater-Carter added she will talk to North Coast County Water District about signing it too.

## **REPORTS**

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

Director Slater-Carter reported that SAM has had 31 plant upsets, and they need to update the Non-Domestic Waste Control program. The Water Board has threatened SAM that if they can't resolve their problems, they will step in. There will be a special meeting on Thursday. Granada and Half Moon doesn't understand what their stalling is doing. The sewer plant has a permit from the State and Federal government to operate. They gave SAM some money for the

expansion and added a condition to have a Non-Domestic Waste Control Permit plan. The plant exceedances (BOD) have caused violations of the operating permit—which is a violation of State and Federal agreements they made. The operating permit expires 12/31/2022. They have to work toward meeting all the requirements to get it renewed. The BOD (biological oxygen demand) toxics were found in the Princeton manholes six times what is allowed. The breweries are the closest to these manholes, and probably the ones causing the problems, and they are going to be looking at the whole program. Half Moon Bay decided that they are not going to seed their authority for the Non-Domestic Waste Control Program to SAM. Half Moon Bay does not have the authority, SAM does. Granada is trying to find a way to protect the breweries from having to put in a pretreatment program. There was a confusing motion made to extend the discussion and permit process for the breweries. Today, Kishen sent two emails from the Regional Water Control Board, which essentially says get your stuff together on pre-treatment or on the BOD and chemical toxics program or the State is going to come in and make them do it and set the rules. What if SAM can't get their permit renewed? Fines are coming. The problem is getting close to a million dollars. Part of it is putting in an aeration basin that should have been put in the 1990s. The rest of it is problematic. Our rate-payers should not be paying for Granada's mismanagement of their permit program or Half Moon Bay's mismanagement of their permit program. The extension or denial of their operating permit can lead to major expenditures in requirements from the State or EPA. There will be a special SAM meeting soon. There are solutions. SAM needs to fix this. They had a very good study done by Brown and Caldwell what is going on in the plant, and they now have a brewery expert consulting SAM who is also working on this. It is a matter of getting the two other member agencies to work with them on this.

Director Lohman added the State or Feds may decide to take over, and merge SAM into one agency. Then they could easily have the three agencies split up the costs, and Montara would have to pay for everyone else's problems. They are trying to stop that from happening.

General Manager Clemens Heldmaier said that the emails indicated that pretreatment is an option. The State demands pretreatment. SAM would be required to build more treatment plants in advance of the existing treatment plant.

Director Slater-Carter said that might be a good thing. But that is not going to solve the immediate problem. That is going to take some long-term planning. They need to figure out a way to tell the other agencies that they created the problems, and Montara should not have to pay for their problems.

Scott Boyd said that SAM is working with a consultant that understands breweries and the impacts they could have on wastewater systems. And they

experienced problems with the biological oxygen demand and they have able to observe things in the waste stream that seem to have something to do with the vicinity of breweries.

Director Slater-Carter replied that they have been doing extensive expensive testing and it has been localized.

Director Boyd stated that it was determined that something is happening in Princeton. And based on the work done by the consultant and in talking with people involved in the processes, there may have been large volumes of a bad batch flushed all at once. Things happen. There are ways to do it safely without expense. He has heard push back from the general manager at Granada. They need to find a way to work together, understanding the way the sewer plant works, and the costs involved. They should all be concerned about this, set in place practices that make sense. He requested the SAM representatives to get people to the table, hammer this out, calm the fears about great expense on treatment involved. They don't need to be talking about building pretreatment facilities that take years to get done to deal with the problem they have today. They are having a problem that seems to come in bursts, they have some people that can help, and by modifying practices a bit they can talk things through, calm down the heated rhetoric and ask Granada Community Services District (GCSD) why they want to take a laissez-faire approach to such a serious problem. If they continue to be laissez-faire, they should be responsible for all the costs born from it.

Director Slater-Carter said there is a pretreatment program in place in the food industry called a grease trap. Pretreatment programs are a standard in place for a very long time. The Non-Domestic Waste Control program has been in place since SAM's inception. The breweries have come in, and there is this new kind of waste. The drought is also impacting the sewer system. It relies on a certain dissolution of water, and if they aren't getting that, the processes don't work like they should. Also, with COVID there is an increased usage of sanitizers and stronger sanitizers too. The sewer system starts with each one of the contributors. So, there are a lot of problems that they need to fix. There needs to be more aggressive pretreatment standards for the businesses on the Coast.

Michelle Dragony said the applications should go to everyone. There were 94 names on the Non-Domestic Waste Control program in 2014 before it was discontinued. This is fairer and notifies everyone at the same time.

Carlisle Young asked about the accountability. At the SAM meeting it seemed like they couldn't really pinpoint where the BOD spikes are coming from. It is happening within the El Granada area, and they have a responsibility to monitor their customers.

Director Slater-Carter stated the program has never been discontinued. The names of the businesses on that report were for raising fees. With the plant upsets they have to look at it more closely. They have localized the problem to Princeton, but they can't test the individual breweries until they get approval. There is also the question of who is going to pay for the testing? The businesses don't want to pay for it, and Montara and Half Moon Bay shouldn't have to pay for the oversights that Granada has had for the past few years.

Gregg Dieguez added that SAM's costs for this problem is well over a million in costs. People seem to ignore that the rate-payers are going to have to absorb this. There are a lot of people thinking they are not to blame and ready to fight over the money. As for the breweries, at one point, they thought it was going to be \$1,000 dollars per test with frequent testing. Now, he has been told it will be \$350 per test, but they don't know how many. And they run on small margins. This is a problem that Brown and Caldwell, a national engineering firm, reported that they found levels of BOD COD that went beyond the ability of the instruments SAM was using to measure the pollution. With the lawsuit going one, everyone should be respectful of each other's viewpoints. Pretreatment will probably be required, but it is going to take a lot of work to be done to find out where the pollution is coming from.

Dave Olsen stated that he wanted to point a few things. The restaurants are now doing a lot more take out and fried foods. Some of the stuff that drained into the harbor is now flowing properly. Also, it is not clear how much legal authority GCSD has over the breweries. They do not control the sewer mains, and the County approves their permits. A lot of people are doing unusual things at home, including home brewing. Blaming the breweries seems premature, since there is no proof yet. Let's not have another "us" vs "them" type lawsuit coming up. Let's work together.

Scott Boyd stated that they should start at the table and have a conversation. The consultant points to the likelihood of breweries due to the nature of their business and the heavy biological oxygen demand of their work, and they do have the ability to do volume business into the collection system with heavy demand material. They would be abrogating their duty if they did not investigate a very likely source. No brewer would discharge a large amount of water into the system for no good reason, but if this happened, they can work out a procedure for this. The Non-Domestic Waste Source Control program (NDWSCP) is part of their legal authority to administer what is discharged into the collections system. There is no question that they have the right and obligation to manage the non-domestic waste sources. The program has been in place, and the fees associated with it are designed so businesses that place the risk on the system bear the cost of the management of the NDWSCP program that SAM operates. It is all about prevention. It is SAMs obligation, but also the duty of each individual agency. SAM has the done work to find the area of concern. They don't have an effective set of procedures and limitations

for business with high biological oxygen demand material in large volume. It has been pointed out that the costs are over a million dollars and the regulators are warning of impending consequences, and it is past time that everyone get together to resolve this. They need to be polite, yet assertive, to do their duty. Maybe GCSD should pay for the first round of tests. Going forward, if this is a going to be a regular thing, then they need to find the most cost-effective way of doing this and letting the businesses know this is part of doing business. It is really important that their duty and legal authority to act on this is manifestly clear.

Director Slater-Carter added that their authority is given to them by the State and the EPA and it is their charge, their responsibility and SAM is the one that holds the permit. They have spent too many years not working as a team.

Scott Boyd said the regulators are not interested in seeing deflection. With the SAM expansion no one was happy about it. They don't need to set up the conditions to let that happen again. If anyone thinks this is a way for consolidation, this is not the way to do it.

Director Slater-Carter said at the last committee meeting at Half Moon Bay they were talking about annexing Moon Ridge, and Councilwoman Ruddick commented that they should just annex the whole Coast.

Scott Boyd said that is better than throwing SAM to the wolves and letting the regulators take over. The regulators are not to be trifled with.

Director Slater-Carter said the BODs are under control, but all of the plant upsets are not. There will be a managers' meeting on Tuesday.

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

Gregg Dieguez said the County has been cutting down some of the eucalyptus in the El Granada medians and expect to be done at the end of the month. Parks wants to use the cleared space for parking for the pump track, which seem to resolve the issue of who is responsible for the medians. If the County wants to use that space for parking, then it would seem they also have the legal liability for it. The Board of Supervisors approved \$75,000 dollars for a scoping study for the El Granada fire area. There is some issue about what the risk they are trying to mitigate is. It seems that the current plans Parks is following is for a different wind than the wind that actually cause the Diablo risks, and he thinks it will be handled by an expert in this case. Caltrans is cutting down eucalyptus on Medio Street in Frenchman's Creek. Apparently, nothing has been done in the Martini Bypass yet, nor on Highway One north of the Lantos tunnel which is an evacuation choke point.

## **3. CSDA Report (Lohman) –**

Director Lohman said the last meeting there was some issues with the email lists so only six people attended the meeting. They are working on getting the email issue resolved. The next meeting is in November.

#### **4. Local Agency Formation Commission (LAFCo) Report (Lohman)**

Director Lohman said the budget update was presented and LAFCo is doing well. Because of COVID, the Municipal Services Review for East Palo Alto Sanitary District has been extended.

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

#### **6. Directors' Report**

Director Boyd said there has been some tree clearing on Elm. He is wondering who is responsible.

Director Lohman and Dave Olsen replied they think it is Caltrans.

Director Boyd said he is curious to know what is going to be done for protection against erosion. That is right by the creek.

Director Boyd said he was curious if this is all part of a specific County Parks plan for how they intend to use property differently.

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

### **FUTURE AGENDAS**

**BRIEF RECESS at 9:32 pm**

**CONVENE IN CLOSED SESSION 9:37 pm**

#### **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

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

#### **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential cases)

#### **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- (Government Code §54956.9 (d)(4) Initiation of Litigation (1 potential case)

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

**ADJOURNMENT at 11:30 pm**

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

Respectfully Submitted,

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

Approved on the 7th, October.

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





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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## **Budget vs. Actual – Sewer July 2021 thru August 31, 2021 - Variances over \$2,000:**

- 4400 Fees, \$2,616 above Budget – Budget is divided evenly between twelve months. Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$107,781 above Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4710 Sewer Service Charges, \$580,745 below Budget – Budget divided evenly over twelve months. Revenue received during July 2021 was accrued back to Fiscal Year 20-21. Variance will balance throughout the year.
- 4720 Sewer Service Refunds, Customers, \$4,953 above budget - Sewer service adjustment for customer who had water leak in July 2021.
- **Overall Total Operating Income for the period ending August 31, 2021 was \$474,255 below budget. Total income received to date is \$124,877.**
- 5190 Bank Fees, \$2,148 over Budget – Annual fee for I-Bank was paid in July.
- 5200 Board of Directors, \$12,963 below Budget – No election expenses paid to date.
- 5610 Accounting, \$4,600 below Budget – Due to timing.
- 5620 Audit, \$2,250 below Budget – Audit fees not billed yet.
- 5630 Consulting, \$2,775 below Budget – Due to timing.
- 5640 Data Services, \$8,200 above Budget – Large bill of \$8K paid in August for EDS parcel management.
- 5720 Telephone & Internet, \$3,092 above Budget – Variance will balance out further into fiscal year.
- 5800 Labor, \$2,162 below Budget – Management wages are lower than budgeted.
- 6170 Claims, Property Damage, \$3,333 below Budget – No claims paid to date.
- 6200 Engineering, \$4,083 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$4,393 below Budget – Lower costs paid than anticipated.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6940 SAM Maintenance, Collection Sys, \$6,667 below Budget – No costs paid to date.
- 6950 SAM Maintenance, Pumping, \$6,216 below Budget – Due to timing.
- **Overall Total Operating Expenses for the period ending August 31, 2021 were \$55,897 below Budget.**
- **Total overall Expenses for the period ending August 31, 2021 were \$69,826 below budget. For a net ordinary Income of -\$404,430 budget vs. actual. Actual net ordinary Income is -\$291,308.**
- 7100 Connection Fees, \$12,076 below Budget – No connections fees received to date.
- 7200 Interest Income, LAIF, \$6,236 below budget – Q1 allocation lower due to lower interest rates.
- 8000 CIP, \$60,150 below Budget – Minimal activity to date.
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- 4610 Property Tax Receipts, \$107,781 above Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4810 Water Sales, Domestic, \$7,073 above Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending August 31, 2021 was \$114,711 above budget. Total revenue received to date is \$436,044.**
- 5200 Board of Directors, \$12,963 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$2,167 below Budget – No fees paid to date.
- 5400 Legal, \$17,625 below Budget – Minimal expenses paid to date.
- 5530 Memberships, \$4,500 below Budget – No expenses paid to date.
- 5610 Accounting, \$4,600 below Budget – Due to timing.
- 5620 Audit, \$2,250 below Budget – Audit fees not billed yet.
- 5630 Consulting, \$3,608 below Budget – Due to timing.
- 5720 Telephone & Internet, \$3,318 above Budget - Variance will balance out further into fiscal year.
- 5800 Labor, \$24,830 below Budget – Difference due to timing in payment of workers compensation premiums which are paid on a quarterly basis, and Staff wages being lower than budgeted.
- 6200 Engineering, \$16,848 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$9,440 below Budget – Minimal costs to date.
- 6500 Supply, \$8,126 below Budget – Minimal costs to date.
- 6700 Treatment, \$11,867 above Budget – Larger costs than anticipated.
- **Overall Total Operating Expenses for the period ending August 31, 2021 were \$33,536 below Budget.**
- **Total overall Expenses for the period ending August 31, 2021 were \$107,081 below budget. For a net ordinary income of \$221,792 budgeted vs. actual. Actual net ordinary income is \$213,309.**
- 7100 Connection Fees, \$13,398 below Budget – No new connections to date.
- 7600 Bond Revenues, G.O. \$163,924 below Budget – GO Bond revenue received in July and August were accrued back to FY 20-21.
- 8000 CIP, \$94,685 below Budget – Minimal projects started to date.
- 9100 GO Bond interest expense \$33,492 below Budget - Difference due to timing.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

**Prepared for the Meeting Of: October 7, 2021**

**TO: BOARD OF DIRECTORS**

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

- 9150 SRF Loan, \$33,819 below Budget – Difference due to timing.

**RECOMMENDATION:**

This is for Board information only

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

|  | Jul - Aug 21 | Sewer<br>Budget | \$ Over Budget |
|--|--------------|-----------------|----------------|
| <b>Ordinary Income/Expense</b>         |              |                 |                |
| <b>Income</b>                          |              |                 |                |
| 4220 · Cell Tower Lease                | 13,308.56    | 12,870.00       | 438.56         |
| 4400 · Fees                            |              |                 |                |
| 4410 · Administrative Fee (New Constr) | 1,138.00     | 600.00          | 538.00         |
| 4420 · Administrative Fee (Remodel)    | 0.00         | 166.66          | -166.66        |
| 4430 · Inspection Fee (New Constr)     | 1,076.00     | 583.34          | 492.66         |
| 4440 · Inspection Fee (Remodel)        | 0.00         | 166.66          | -166.66        |
| 4460 · Remodel Fees                    | 2,585.00     | 666.66          | 1,918.34       |
| <b>Total 4400 · Fees</b>               | 4,799.00     | 2,183.32        | 2,615.68       |
| 4510 · Grants                          | 136.00       |                 |                |
| 4610 · Property Tax Receipts           | 107,781.16   | 0.00            | 107,781.16     |
| 4710 · Sewer Service Charges           | 0.00         | 580,745.34      | -580,745.34    |
| 4720 · Sewer Service Refunds, Customer | -5,785.92    | -833.34         | -4,952.58      |
| 4760 · Waste Collection Revenues       | 4,638.02     | 4,166.66        | 471.36         |
| <b>Total Income</b>                    | 124,876.82   | 599,131.98      | -474,255.16    |
| <b>Gross Profit</b>                    | 124,876.82   | 599,131.98      | -474,255.16    |
| <b>Expense</b>                         |              |                 |                |
| 5000 · Administrative                  |              |                 |                |
| 5190 · Bank Fees                       | 3,314.93     | 1,166.66        | 2,148.27       |
| 5200 · Board of Directors              |              |                 |                |
| 5210 · Board Meetings                  | 300.00       | 500.00          | -200.00        |
| 5220 · Director Fees                   | 987.50       | 1,250.00        | -262.50        |
| 5230 · Election Expenses               | 0.00         | 12,500.00       | -12,500.00     |
| <b>Total 5200 · Board of Directors</b> | 1,287.50     | 14,250.00       | -12,962.50     |
| 5250 · Conference Attendance           | 0.00         | 416.66          | -416.66        |
| 5270 · Information Systems             | 332.50       | 666.66          | -334.16        |
| 5300 · Insurance                       |              |                 |                |
| 5310 · Fidelity Bond                   | 0.00         | 83.34           | -83.34         |
| 5320 · Property & Liability Insurance  | 1,176.00     | 833.34          | 342.66         |
| <b>Total 5300 · Insurance</b>          | 1,176.00     | 916.68          | 259.32         |
| 5350 · LAFCO Assessment                | 0.00         | 416.66          | -416.66        |
| 5400 · Legal                           |              |                 |                |
| 5430 · General Legal                   | 5,378.00     | 33,333.34       | -27,955.34     |
| 5440 · Litigation                      | 27,870.23    |                 |                |
| <b>Total 5400 · Legal</b>              | 33,248.23    | 33,333.34       | -85.11         |
| 5510 · Maintenance, Office             | 260.00       | 1,333.34        | -1,073.34      |
| 5540 · Office Supplies                 | 363.41       | 1,083.34        | -719.93        |
| 5550 · Postage                         | 70.00        | 66.66           | 3.34           |
| 5560 · Printing & Publishing           | 417.34       | 250.00          | 167.34         |

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

July through August 2021

|   | Jul - Aug 21      | Sewer<br>Budget   | \$ Over Budget    |
|---|-------------------|-------------------|-------------------|
| <b>5600 · Professional Services</b>           |                   |                   |                   |
| 5610 · Accounting                             | 1,900.00          | 6,500.00          | -4,600.00         |
| 5620 · Audit                                  | 0.00              | 2,250.00          | -2,250.00         |
| 5630 · Consulting                             | 5,558.61          | 8,333.34          | -2,774.73         |
| 5640 · Data Services                          | 9,283.00          | 1,083.34          | 8,199.66          |
| 5650 · Labor & HR Support                     | 427.00            | 416.66            | 10.34             |
| 5660 · Payroll Services                       | 148.81            | 166.66            | -17.85            |
| <b>Total 5600 · Professional Services</b>     | <b>17,317.42</b>  | <b>18,750.00</b>  | <b>-1,432.58</b>  |
| <b>5710 · San Mateo Co. Tax Roll Charges</b>  | <b>0.00</b>       | <b>33.34</b>      | <b>-33.34</b>     |
| <b>5720 · Telephone &amp; Internet</b>        | <b>6,425.47</b>   | <b>3,333.34</b>   | <b>3,092.13</b>   |
| <b>5730 · Mileage Reimbursement</b>           | <b>70.20</b>      | <b>33.34</b>      | <b>36.86</b>      |
| <b>5740 · Reference Materials</b>             | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |
| <b>5800 · Labor</b>                           |                   |                   |                   |
| 5810 · CalPERS 457 Deferred Plan              | 3,027.44          | 3,060.66          | -33.22            |
| 5820 · Employee Benefits                      | 7,091.12          | 7,303.84          | -212.72           |
| 5830 · Disability Insurance                   | 294.84            | 323.50            | -28.66            |
| 5840 · Payroll Taxes                          | 2,173.59          | 3,344.84          | -1,171.25         |
| 5850 · PARS                                   | 2,931.33          | 2,989.34          | -58.01            |
| <b>5900 · Wages</b>                           |                   |                   |                   |
| 5910 · Management                             | 18,356.48         | 19,756.16         | -1,399.68         |
| 5920 · Staff                                  | 23,575.15         | 23,443.00         | 132.15            |
| 5930 · Staff Certification                    | 350.00            | 300.00            | 50.00             |
| 5940 · Staff Overtime                         | 1,008.55          | 56.66             | 951.89            |
| <b>Total 5900 · Wages</b>                     | <b>43,290.18</b>  | <b>43,555.82</b>  | <b>-265.64</b>    |
| <b>5960 · Worker's Comp Insurance</b>         | <b>0.00</b>       | <b>392.50</b>     | <b>-392.50</b>    |
| <b>Total 5800 · Labor</b>                     | <b>58,808.50</b>  | <b>60,970.50</b>  | <b>-2,162.00</b>  |
| <b>Total 5000 · Administrative</b>            | <b>123,091.50</b> | <b>137,020.52</b> | <b>-13,929.02</b> |
| <b>6000 · Operations</b>                      |                   |                   |                   |
| 6170 · Claims, Property Damage                | 0.00              | 3,333.34          | -3,333.34         |
| 6195 · Education & Training                   | 0.00              | 166.66            | -166.66           |
| <b>6200 · Engineering</b>                     |                   |                   |                   |
| 6220 · General Engineering                    | 917.50            | 5,000.00          | -4,082.50         |
| <b>Total 6200 · Engineering</b>               | <b>917.50</b>     | <b>5,000.00</b>   | <b>-4,082.50</b>  |
| <b>6320 · Equipment &amp; Tools, Expensed</b> | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |
| <b>6330 · Facilities</b>                      |                   |                   |                   |
| 6335 · Alarm Services                         | 518.82            | 833.34            | -314.52           |
| 6337 · Landscaping                            | 0.00              | 1,000.00          | -1,000.00         |
| <b>Total 6330 · Facilities</b>                | <b>518.82</b>     | <b>1,833.34</b>   | <b>-1,314.52</b>  |
| <b>6400 · Pumping</b>                         |                   |                   |                   |
| 6410 · Pumping Fuel & Electricity             | 3,107.16          | 7,500.00          | -4,392.84         |
| <b>Total 6400 · Pumping</b>                   | <b>3,107.16</b>   | <b>7,500.00</b>   | <b>-4,392.84</b>  |

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

July through August 2021

|  | Jul - Aug 21 | Sewer<br>Budget | \$ Over Budget |
|--|--------------|-----------------|----------------|
| <b>6600 · Collection/Transmission</b>            |              |                 |                |
| 6660 · Maintenance, Collection System            | 0.00         | 1,666.66        | -1,666.66      |
| <b>Total 6600 · Collection/Transmission</b>      | 0.00         | 1,666.66        | -1,666.66      |
| <b>6770 · Uniforms</b>                           | 0.00         | 33.34           | -33.34         |
| <b>6800 · Vehicles</b>                           |              |                 |                |
| 6810 · Fuel                                      | 0.00         | 166.66          | -166.66        |
| 6820 · Truck Equipment, Expensed                 | 0.00         | 26.66           | -26.66         |
| 6830 · Truck Repairs                             | 0.00         | 166.66          | -166.66        |
| <b>Total 6800 · Vehicles</b>                     | 0.00         | 359.98          | -359.98        |
| <b>6900 · Sewer Authority Midcoastside</b>       |              |                 |                |
| 6910 · SAM Collections                           | 27,664.41    | 55,328.84       | -27,664.43     |
| 6920 · SAM Operations                            | 255,434.70   | 255,434.66      | 0.04           |
| 6940 · SAM Maintenance, Collection Sys           | 0.00         | 6,666.66        | -6,666.66      |
| 6950 · SAM Maintenance, Pumping                  | 5,451.01     | 11,666.66       | -6,215.65      |
| <b>Total 6900 · Sewer Authority Midcoastside</b> | 288,550.12   | 329,096.82      | -40,546.70     |
| <b>Total 6000 · Operations</b>                   | 293,093.60   | 348,990.14      | -55,896.54     |
| <b>Total Expense</b>                             | 416,185.10   | 486,010.66      | -69,825.56     |
| <b>Net Ordinary Income</b>                       | -291,308.28  | 113,121.32      | -404,429.60    |
| <b>Other Income/Expense</b>                      |              |                 |                |
| <b>Other Income</b>                              |              |                 |                |
| <b>7000 · Capital Account Revenues</b>           |              |                 |                |
| <b>7100 · Connection Fees</b>                    |              |                 |                |
| 7110 · Connection Fees (New Constr)              | 0.00         | 16,666.66       | -16,666.66     |
| 7120 · Connection Fees (Remodel)                 | 12,924.00    | 8,333.34        | 4,590.66       |
| <b>Total 7100 · Connection Fees</b>              | 12,924.00    | 25,000.00       | -12,076.00     |
| <b>7200 · Interest Income - LAIF</b>             | 3,764.31     | 10,000.00       | -6,235.69      |
| <b>Total 7000 · Capital Account Revenues</b>     | 16,688.31    | 35,000.00       | -18,311.69     |
| <b>Total Other Income</b>                        | 16,688.31    | 35,000.00       | -18,311.69     |
| <b>Other Expense</b>                             |              |                 |                |
| <b>8000 · Capital Improvement Program</b>        |              |                 |                |
| 8075 · Sewer                                     | 377,872.64   | 317,722.50      | 60,150.14      |
| <b>Total 8000 · Capital Improvement Program</b>  | 377,872.64   | 317,722.50      | 60,150.14      |

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Accrual Basis

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

|  | Jul - Aug 21       | Sewer<br>Budget    | \$ Over Budget     |
|--|--------------------|--------------------|--------------------|
| 9000 · Capital Account Expenses              |                    |                    |                    |
| 9125 · PNC Equipment Lease Interest          | 2,199.32           | 2,061.99           | 137.33             |
| 9200 · I-Bank Loan                           | 1,765.38           | 10,592.00          | -8,826.62          |
| <b>Total 9000 · Capital Account Expenses</b> | <b>3,964.70</b>    | <b>12,653.99</b>   | <b>-8,689.29</b>   |
| <b>Total Other Expense</b>                   | <b>381,837.34</b>  | <b>330,376.49</b>  | <b>51,460.85</b>   |
| <b>Net Other Income</b>                      | <b>-365,149.03</b> | <b>-295,376.49</b> | <b>-69,772.54</b>  |
| <b>Net Income</b>                            | <b>-656,457.31</b> | <b>-182,255.17</b> | <b>-474,202.14</b> |



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

July through August 2021

|  | Jul - Aug 21      | Water<br>Budget   | \$ Over Budget    |
|--|-------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>         |                   |                   |                   |
| <b>Income</b>                          |                   |                   |                   |
| 4220 · Cell Tower Lease                | 0.00              | 0.00              | 0.00              |
| 4400 · Fees                            |                   |                   |                   |
| 4410 · Administrative Fee (New Constr) | 1,138.00          | 833.34            | 304.66            |
| 4430 · Inspection Fee (New Constr)     | 1,421.00          | 666.66            | 754.34            |
| 4440 · Inspection Fee (Remodel)        | 0.00              | 166.66            | -166.66           |
| 4450 · Mainline Extension Fees         | 0.00              | 500.00            | -500.00           |
| 4460 · Remodel Fees                    | 0.00              | 0.00              | 0.00              |
| <b>Total 4400 · Fees</b>               | <b>2,559.00</b>   | <b>2,166.66</b>   | <b>392.34</b>     |
| 4510 · Grants                          | 136.00            |                   |                   |
| 4610 · Property Tax Receipts           | 107,781.15        | 0.00              | 107,781.15        |
| 4740 · Testing, Backflow               | 3,000.00          | 3,000.00          | 0.00              |
| 4810 · Water Sales, Domestic           | 323,739.86        | 316,666.66        | 7,073.20          |
| 4850 · Water Sales Refunds, Customer   | -1,171.92         | -500.00           | -671.92           |
| <b>Total Income</b>                    | <b>436,044.09</b> | <b>321,333.32</b> | <b>114,710.77</b> |
| <b>Gross Profit</b>                    | <b>436,044.09</b> | <b>321,333.32</b> | <b>114,710.77</b> |
| <b>Expense</b>                         |                   |                   |                   |
| 5000 · Administrative                  |                   |                   |                   |
| 5190 · Bank Fees                       | 60.00             | 250.00            | -190.00           |
| 5200 · Board of Directors              |                   |                   |                   |
| 5210 · Board Meetings                  | 300.00            | 500.00            | -200.00           |
| 5220 · Director Fees                   | 987.50            | 1,250.00          | -262.50           |
| 5230 · Election Expenses               | 0.00              | 12,500.00         | -12,500.00        |
| <b>Total 5200 · Board of Directors</b> | <b>1,287.50</b>   | <b>14,250.00</b>  | <b>-12,962.50</b> |
| 5240 · CDPH Fees                       | 0.00              | 2,166.66          | -2,166.66         |
| 5250 · Conference Attendance           | 0.00              | 500.00            | -500.00           |
| 5270 · Information Systems             | 332.50            | 833.34            | -500.84           |
| 5300 · Insurance                       |                   |                   |                   |
| 5310 · Fidelity Bond                   | 0.00              | 83.34             | -83.34            |
| 5320 · Property & Liability Insurance  | 0.00              | 833.34            | -833.34           |
| <b>Total 5300 · Insurance</b>          | <b>0.00</b>       | <b>916.68</b>     | <b>-916.68</b>    |
| 5350 · LAFCO Assessment                | 0.00              | 500.00            | -500.00           |
| 5400 · Legal                           |                   |                   |                   |
| 5430 · General Legal                   | 5,498.00          | 23,333.34         | -17,835.34        |
| 5440 · Litigation                      | 210.00            |                   |                   |
| <b>Total 5400 · Legal</b>              | <b>5,708.00</b>   | <b>23,333.34</b>  | <b>-17,625.34</b> |
| 5510 · Maintenance, Office             | 260.00            | 1,333.34          | -1,073.34         |
| 5530 · Memberships                     | 0.00              | 4,500.00          | -4,500.00         |
| 5540 · Office Supplies                 | 363.43            | 1,083.34          | -719.91           |
| 5550 · Postage                         | 2,416.92          | 1,500.00          | 916.92            |
| 5560 · Printing & Publishing           | 417.33            | 833.34            | -416.01           |

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

July through August 2021

|   | Water             |                   |                   |
|---|-------------------|-------------------|-------------------|
|   | Jul - Aug 21      | Budget            | \$ Over Budget    |
| <b>5600 · Professional Services</b>       |                   |                   |                   |
| 5610 · Accounting                         | 1,900.00          | 6,500.00          | -4,600.00         |
| 5620 · Audit                              | 0.00              | 2,250.00          | -2,250.00         |
| 5630 · Consulting                         | 5,558.59          | 9,166.66          | -3,608.07         |
| 5640 · Data Services                      | 899.50            | 1,083.34          | -183.84           |
| 5650 · Labor & HR Support                 | 427.00            | 333.34            | 93.66             |
| 5660 · Payroll Services                   | 148.84            | 166.66            | -17.82            |
| <b>Total 5600 · Professional Services</b> | <b>8,933.93</b>   | <b>19,500.00</b>  | <b>-10,566.07</b> |
| 5710 · San Mateo Co. Tax Roll Charges     | 0.00              | 0.00              | 0.00              |
| 5720 · Telephone & Internet               | 7,484.22          | 4,166.66          | 3,317.56          |
| 5730 · Mileage Reimbursement              | 70.20             | 250.00            | -179.80           |
| 5740 · Reference Materials                | 0.00              | 133.34            | -133.34           |
| 5790 · Other Administrative               | 0.00              | 0.00              | 0.00              |
| <b>5800 · Labor</b>                       |                   |                   |                   |
| 5810 · CalPERS 457 Deferred Plan          | 7,037.18          | 7,343.84          | -306.66           |
| 5820 · Employee Benefits                  | 19,048.98         | 17,879.34         | 1,169.64          |
| 5830 · Disability Insurance               | 688.16            | 776.34            | -88.18            |
| 5840 · Payroll Taxes                      | 6,776.84          | 8,408.84          | -1,632.00         |
| 5850 · PARS                               | 5,971.55          | 6,397.16          | -425.61           |
| <b>5900 · Wages</b>                       |                   |                   |                   |
| 5910 · Management                         | 18,356.52         | 19,756.16         | -1,399.64         |
| 5920 · Staff                              | 68,131.93         | 87,821.16         | -19,689.23        |
| 5930 · Staff Certification                | 1,750.00          | 1,900.00          | -150.00           |
| 5940 · Staff Overtime                     | 10,627.44         | 9,611.00          | 1,016.44          |
| 5950 · Staff Standby                      | 4,597.57          | 4,620.50          | -22.93            |
| <b>Total 5900 · Wages</b>                 | <b>103,463.46</b> | <b>123,708.82</b> | <b>-20,245.36</b> |
| 5960 · Worker's Comp Insurance            | 0.00              | 3,301.66          | -3,301.66         |
| <b>Total 5800 · Labor</b>                 | <b>142,986.17</b> | <b>167,816.00</b> | <b>-24,829.83</b> |
| <b>Total 5000 · Administrative</b>        | <b>170,320.20</b> | <b>243,866.04</b> | <b>-73,545.84</b> |
| <b>6000 · Operations</b>                  |                   |                   |                   |
| 6160 · Backflow Prevention                | 0.00              | 166.66            | -166.66           |
| 6170 · Claims, Property Damage            | 0.00              | 1,666.66          | -1,666.66         |
| <b>6180 · Communications</b>              |                   |                   |                   |
| 6185 · SCADA Maintenance                  | 19.68             | 2,166.66          | -2,146.98         |
| 6180 · Communications - Other             | 290.00            |                   |                   |
| <b>Total 6180 · Communications</b>        | <b>309.68</b>     | <b>2,166.66</b>   | <b>-1,856.98</b>  |
| 6195 · Education & Training               | 275.00            | 1,500.00          | -1,225.00         |
| <b>6200 · Engineering</b>                 |                   |                   |                   |
| 6220 · General Engineering                | -1,387.50         | 3,333.34          | -4,720.84         |
| 6230 · Water Quality Engineering          | 4,539.38          | 16,666.66         | -12,127.28        |
| <b>Total 6200 · Engineering</b>           | <b>3,151.88</b>   | <b>20,000.00</b>  | <b>-16,848.12</b> |
| 6320 · Equipment & Tools, Expensed        | 471.61            | 1,333.34          | -861.73           |

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

July through August 2021

|   | Jul - Aug 21      | Water<br>Budget   | \$ Over Budget     |
|---|-------------------|-------------------|--------------------|
| <b>6330 · Facilities</b>                    |                   |                   |                    |
| 6335 · Alarm Services                       | 127.02            | 333.34            | -206.32            |
| 6337 · Landscaping                          | 850.00            | 2,500.00          | -1,650.00          |
| 6330 · Facilities - Other                   | 398.13            |                   |                    |
| <b>Total 6330 · Facilities</b>              | <b>1,375.15</b>   | <b>2,833.34</b>   | <b>-1,458.19</b>   |
| <b>6370 · Lab Supplies &amp; Equipment</b>  | <b>0.00</b>       | <b>666.66</b>     | <b>-666.66</b>     |
| <b>6380 · Meter Reading</b>                 | <b>0.00</b>       | <b>83.34</b>      | <b>-83.34</b>      |
| <b>6400 · Pumping</b>                       |                   |                   |                    |
| 6410 · Pumping Fuel & Electricity           | 8,176.24          | 15,000.00         | -6,823.76          |
| 6420 · Pumping Maintenance, Generators      | 0.00              | 1,666.66          | -1,666.66          |
| 6430 · Pumping Maintenance, General         | 0.00              | 833.34            | -833.34            |
| 6440 · Pumping Equipment, Expensed          | 0.00              | 116.66            | -116.66            |
| <b>Total 6400 · Pumping</b>                 | <b>8,176.24</b>   | <b>17,616.66</b>  | <b>-9,440.42</b>   |
| <b>6500 · Supply</b>                        |                   |                   |                    |
| 6510 · Maintenance, Raw Water Mains         | 0.00              | 416.66            | -416.66            |
| 6520 · Maintenance, Wells                   | 624.36            | 2,500.00          | -1,875.64          |
| 6530 · Water Purchases                      | 0.00              | 5,833.34          | -5,833.34          |
| <b>Total 6500 · Supply</b>                  | <b>624.36</b>     | <b>8,750.00</b>   | <b>-8,125.64</b>   |
| <b>6600 · Collection/Transmission</b>       |                   |                   |                    |
| 6610 · Hydrants                             | 5,690.20          | 833.34            | 4,856.86           |
| 6620 · Maintenance, Water Mains             | 7,548.71          | 8,333.34          | -784.63            |
| 6630 · Maintenance, Water Svc Lines         | 0.00              | 3,333.34          | -3,333.34          |
| 6640 · Maintenance, Tanks                   | 437.50            | 833.34            | -395.84            |
| 6650 · Maint., Distribution General         | 0.00              | 1,666.66          | -1,666.66          |
| 6670 · Meters                               | 0.00              | 666.66            | -666.66            |
| <b>Total 6600 · Collection/Transmission</b> | <b>13,676.41</b>  | <b>15,666.68</b>  | <b>-1,990.27</b>   |
| <b>6700 · Treatment</b>                     |                   |                   |                    |
| 6710 · Chemicals & Filtering                | 12,763.20         | 3,333.34          | 9,429.86           |
| 6720 · Maintenance, Treatment Equip.        | 5,702.53          | 2,500.00          | 3,202.53           |
| 6730 · Treatment Analysis                   | 4,234.31          | 5,000.00          | -765.69            |
| <b>Total 6700 · Treatment</b>               | <b>22,700.04</b>  | <b>10,833.34</b>  | <b>11,866.70</b>   |
| <b>6770 · Uniforms</b>                      | <b>0.00</b>       | <b>333.34</b>     | <b>-333.34</b>     |
| <b>6800 · Vehicles</b>                      |                   |                   |                    |
| 6810 · Fuel                                 | 1,370.51          | 1,166.66          | 203.85             |
| 6820 · Truck Equipment, Expensed            | 0.00              | 333.34            | -333.34            |
| 6830 · Truck Repairs                        | 57.60             | 833.34            | -775.74            |
| 6800 · Vehicles - Other                     | 226.01            |                   |                    |
| <b>Total 6800 · Vehicles</b>                | <b>1,654.12</b>   | <b>2,333.34</b>   | <b>-679.22</b>     |
| <b>Total 6000 · Operations</b>              | <b>52,414.49</b>  | <b>85,950.02</b>  | <b>-33,535.53</b>  |
| <b>Total Expense</b>                        | <b>222,734.69</b> | <b>329,816.06</b> | <b>-107,081.37</b> |
| <b>Net Ordinary Income</b>                  | <b>213,309.40</b> | <b>-8,482.74</b>  | <b>221,792.14</b>  |

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

July through August 2021

|   | Jul - Aug 21      | Water<br>Budget   | \$ Over Budget    |
|---|-------------------|-------------------|-------------------|
| <b>Other Income/Expense</b>                     |                   |                   |                   |
| <b>Other Income</b>                             |                   |                   |                   |
| <b>7000 · Capital Account Revenues</b>          |                   |                   |                   |
| <b>7100 · Connection Fees</b>                   |                   |                   |                   |
| 7110 · Connection Fees (New Constr)             | 0.00              | 16,666.66         | -16,666.66        |
| 7130 · Conn. Fees, PFP (New Constr)             | 11,601.72         | 8,333.34          | 3,268.38          |
| <b>Total 7100 · Connection Fees</b>             | 11,601.72         | 25,000.00         | -13,398.28        |
| <b>7600 · Bond Revenues, G.O.</b>               | 0.00              | 163,924.34        | -163,924.34       |
| <b>7650 · Water System Reliability</b>          | 0.00              | 0.00              | 0.00              |
| <b>Total 7000 · Capital Account Revenues</b>    | 11,601.72         | 188,924.34        | -177,322.62       |
| <b>Total Other Income</b>                       | 11,601.72         | 188,924.34        | -177,322.62       |
| <b>Other Expense</b>                            |                   |                   |                   |
| <b>8000 · Capital Improvement Program</b>       |                   |                   |                   |
| 8100 · Water                                    | 105,106.53        | 199,791.66        | -94,685.13        |
| <b>Total 8000 · Capital Improvement Program</b> | 105,106.53        | 199,791.66        | -94,685.13        |
| <b>9000 · Capital Account Expenses</b>          |                   |                   |                   |
| 9100 · Interest Expense - GO Bonds              | 6,698.26          | 40,190.00         | -33,491.74        |
| 9125 · PNC Equipment Lease Interest             | 1,543.22          | 2,061.99          | -518.77           |
| 9150 · SRF Loan                                 | 0.00              | 33,819.00         | -33,819.00        |
| 9210 · Conservation Program/Rebates             | 300.00            | 0.00              | 300.00            |
| <b>Total 9000 · Capital Account Expenses</b>    | 8,541.48          | 76,070.99         | -67,529.51        |
| <b>Total Other Expense</b>                      | 113,648.01        | 275,862.65        | -162,214.64       |
| <b>Net Other Income</b>                         | -102,046.29       | -86,938.31        | -15,107.98        |
| <b>Net Income</b>                               | <b>111,263.11</b> | <b>-95,421.05</b> | <b>206,684.16</b> |

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2021 through June 2022**

**Assets and Reserves Information**

| Year to Date Cash Information      | July                 | August              | September | October  | November | December | January  | February | March    | April    | May      | June     | Target Reserves | \$ Over/(Under) Targets | % Over/Under Targets |
|------------------------------------|----------------------|---------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------------|-------------------------|----------------------|
| <b>Sewer - Operations</b>          |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Wells Fargo Operating - Sewer      | 3,536,057.78         | 3,089,496.88        |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| <b>Sewer - Reserve Accounts</b>    |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| LAIF -                             |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Capital Reserve                    | 4,012,743.50         | 4,012,743.50        |           |          |          |          |          |          |          |          |          |          | 3,015,825.00    | 996,918.50              | 133%                 |
| Connection Fees Reserve            | 194,600.00           | 194,600.00          |           |          |          |          |          |          |          |          |          |          | 150,000.00      | 44,600.00               | 130%                 |
| Operating Reserve                  | 406,882.00           | 406,882.00          |           |          |          |          |          |          |          |          |          |          | 486,261.00      | (79,379.00)             | 84%                  |
| Sub-total                          | 4,614,225.50         | 4,614,225.50        | -         | -        | -        | -        | -        | -        | -        | -        | -        | -        |                 |                         |                      |
| <b>Water - Operations</b>          |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Wells Fargo Operating - Water      | 904,988.43           | 920,081.06          |           |          |          |          |          |          |          |          |          |          | 329,816.00      | 575,172.43              | 274%                 |
| <b>Water - Reserve Accounts</b>    |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Wells Fargo Bank-                  |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Capital Reserve                    | 398,249.00           | 398,249.00          |           |          |          |          |          |          |          |          |          |          | 1,948,750.00    | (1,550,501.00)          | 20%                  |
| Connection Fees Reserve            | 253,020.00           | 253,020.00          |           |          |          |          |          |          |          |          |          |          | 150,000.00      | 103,020.00              | 169%                 |
| SRF Reserve                        | 48,222.00            | 48,222.00           |           |          |          |          |          |          |          |          |          |          | 48,222.00       | -                       | 100%                 |
| Additional Reserve                 | 46,009.00            | 46,009.00           |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Sub-total                          | 745,500.00           | 745,500.00          | -         | -        | -        | -        | -        | -        | -        | -        | -        | -        |                 |                         |                      |
| <b>Water - Restricted accounts</b> |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| JP Morgan Chase - Water            |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| 2020 GO Bonds Fund                 | 1,117,227.94         | 625,455.15          | -         | -        | -        | -        | -        | -        | -        | -        | -        | -        |                 |                         |                      |
| First Republic Bank - Water        |                      |                     |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| GO Bonds Fund                      | 3,883.92             | 3,853.92            |           |          |          |          |          |          |          |          |          |          |                 |                         |                      |
| Sub-total                          | 3,883.92             | 3,853.92            | -         | -        | -        | -        | -        | -        | -        | -        | -        | -        |                 |                         |                      |
| Total Cash and equivalents         | <b>10,921,883.57</b> | <b>9,998,612.51</b> | <b>-</b>  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |                 |                         |                      |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

|  | Jul 21    | Aug 21     | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Budget       | \$ Over Budget | % of Budget |
|--|-----------|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|----------------|-------------|
| <b>Ordinary Income/Expense</b>         |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| <b>Income</b>                          |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 4220 · Cell Tower Lease                | 6,654.28  | 6,654.28   |        |        |        |        |        |        |        |        |        |        | 77,220.00    | -63,911.44     | 17.24%      |
| 4400 · Fees                            |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 4410 · Administrative Fee (New Constr) |           | 1,138.00   |        |        |        |        |        |        |        |        |        |        | 3,600.00     | -2,462.00      | 31.61%      |
| 4420 · Administrative Fee (Remodel)    |           |            |        |        |        |        |        |        |        |        |        |        | 1,000.00     | -1,000.00      |             |
| 4430 · Inspection Fee (New Constr)     |           | 1,076.00   |        |        |        |        |        |        |        |        |        |        | 3,500.00     | -2,424.00      | 30.74%      |
| 4440 · Inspection Fee (Remodel)        |           |            |        |        |        |        |        |        |        |        |        |        | 1,000.00     | -1,000.00      |             |
| 4460 · Remodel Fees                    | 1,891.00  | 694.00     |        |        |        |        |        |        |        |        |        |        | 4,000.00     | -1,415.00      | 64.63%      |
| <b>Total 4400 · Fees</b>               | 1,891.00  | 2,908.00   |        |        |        |        |        |        |        |        |        |        | 13,100.00    | -8,301.00      | 36.63%      |
| 4510 · Grants                          |           | 136.00     |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 4610 · Property Tax Receipts           |           | 107,781.16 |        |        |        |        |        |        |        |        |        |        | 277,750.00   | -169,968.84    | 38.81%      |
| 4710 · Sewer Service Charges           |           |            |        |        |        |        |        |        |        |        |        |        | 3,484,472.00 | -3,484,472.00  |             |
| 4720 · Sewer Service Refunds, Customer | -5,785.92 |            |        |        |        |        |        |        |        |        |        |        | -5,000.00    | -785.92        | 115.72%     |
| 4760 · Waste Collection Revenues       | 1,053.19  | 3,584.83   |        |        |        |        |        |        |        |        |        |        | 25,000.00    | -20,361.98     | 18.55%      |
| <b>Total Income</b>                    | 3,812.55  | 121,064.27 |        |        |        |        |        |        |        |        |        |        | 3,872,542.00 | -3,747,665.18  | 3.23%       |
| <b>Gross Profit</b>                    | 3,812.55  | 121,064.27 |        |        |        |        |        |        |        |        |        |        | 3,872,542.00 | -3,747,665.18  | 3.23%       |
| <b>Expense</b>                         |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 5000 · Administrative                  |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 5190 · Bank Fees                       | 2,739.72  | 575.21     |        |        |        |        |        |        |        |        |        |        | 7,000.00     | -3,685.07      | 47.36%      |
| 5200 · Board of Directors              |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 5210 · Board Meetings                  |           | 300.00     |        |        |        |        |        |        |        |        |        |        | 3,000.00     | -2,700.00      | 10.0%       |
| 5220 · Director Fees                   |           | 987.50     |        |        |        |        |        |        |        |        |        |        | 7,500.00     | -6,512.50      | 13.17%      |
| 5230 · Election Expenses               |           |            |        |        |        |        |        |        |        |        |        |        | 75,000.00    | -75,000.00     |             |
| <b>Total 5200 · Board of Directors</b> |           | 1,287.50   |        |        |        |        |        |        |        |        |        |        | 85,500.00    | -84,212.50     | 1.51%       |
| 5250 · Conference Attendance           |           |            |        |        |        |        |        |        |        |        |        |        | 2,500.00     | -2,500.00      |             |
| 5270 · Information Systems             |           | 332.50     |        |        |        |        |        |        |        |        |        |        | 4,000.00     | -3,667.50      | 8.31%       |
| 5300 · Insurance                       |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 5310 · Fidelity Bond                   |           |            |        |        |        |        |        |        |        |        |        |        | 500.00       | -500.00        |             |
| 5320 · Property & Liability Insurance  | 1,176.00  |            |        |        |        |        |        |        |        |        |        |        | 5,000.00     | -3,824.00      | 23.52%      |
| <b>Total 5300 · Insurance</b>          | 1,176.00  |            |        |        |        |        |        |        |        |        |        |        | 5,500.00     | -4,324.00      | 21.38%      |
| 5350 · LAFCO Assessment                |           |            |        |        |        |        |        |        |        |        |        |        | 2,500.00     | -2,500.00      |             |
| 5400 · Legal                           |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |
| 5430 · General Legal                   |           | 5,378.00   |        |        |        |        |        |        |        |        |        |        | 200,000.00   | -194,622.00    | 2.69%       |
| 5440 · Litigation                      |           | 27,870.23  |        |        |        |        |        |        |        |        |        |        |              |                |             |
| <b>Total 5400 · Legal</b>              |           | 33,248.23  |        |        |        |        |        |        |        |        |        |        | 200,000.00   | -166,751.77    | 16.62%      |
| 5510 · Maintenance, Office             |           | 260.00     |        |        |        |        |        |        |        |        |        |        | 8,000.00     | -7,740.00      | 3.25%       |
| 5540 · Office Supplies                 |           | 363.41     |        |        |        |        |        |        |        |        |        |        | 6,500.00     | -6,136.59      | 5.59%       |
| 5550 · Postage                         |           | 70.00      |        |        |        |        |        |        |        |        |        |        | 400.00       | -330.00        | 17.5%       |
| 5560 · Printing & Publishing           | 46.90     | 370.44     |        |        |        |        |        |        |        |        |        |        | 1,500.00     | -1,082.66      | 27.82%      |
| 5600 · Professional Services           |           |            |        |        |        |        |        |        |        |        |        |        |              |                |             |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

|   | Jul 21           | Aug 21           | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Budget            | \$ Over Budget     | % of Budget   |
|---|------------------|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------------|--------------------|---------------|
| 5610 · Accounting                         |                  | 1,900.00         |        |        |        |        |        |        |        |        |        |        | 39,000.00         | -37,100.00         | 4.87%         |
| 5620 · Audit                              |                  |                  |        |        |        |        |        |        |        |        |        |        | 13,500.00         | -13,500.00         |               |
| 5630 · Consulting                         | 5,148.83         | 409.78           |        |        |        |        |        |        |        |        |        |        | 50,000.00         | -44,441.39         | 11.12%        |
| 5640 · Data Services                      | 899.50           | 8,383.50         |        |        |        |        |        |        |        |        |        |        | 6,500.00          | 2,783.00           | 142.82%       |
| 5650 · Labor & HR Support                 | 213.50           | 213.50           |        |        |        |        |        |        |        |        |        |        | 2,500.00          | -2,073.00          | 17.08%        |
| 5660 · Payroll Services                   | 73.48            | 75.33            |        |        |        |        |        |        |        |        |        |        | 1,000.00          | -851.19            | 14.88%        |
| <b>Total 5600 · Professional Services</b> | <b>6,335.31</b>  | <b>10,982.11</b> |        |        |        |        |        |        |        |        |        |        | <b>112,500.00</b> | <b>-95,182.58</b>  | <b>15.39%</b> |
| 5710 · San Mateo Co. Tax Roll Charges     |                  |                  |        |        |        |        |        |        |        |        |        |        | 200.00            | -200.00            |               |
| 5720 · Telephone & Internet               | 3,033.81         | 3,391.66         |        |        |        |        |        |        |        |        |        |        | 20,000.00         | -13,574.53         | 32.13%        |
| 5730 · Mileage Reimbursement              |                  | 70.20            |        |        |        |        |        |        |        |        |        |        | 200.00            | -129.80            | 35.1%         |
| 5740 · Reference Materials                |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| <b>5800 · Labor</b>                       |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 5810 · CalPERS 457 Deferred Plan          | 1,511.73         | 1,515.71         |        |        |        |        |        |        |        |        |        |        | 18,364.00         | -15,336.56         | 16.49%        |
| 5820 · Employee Benefits                  | 3,545.56         | 3,545.56         |        |        |        |        |        |        |        |        |        |        | 43,823.00         | -36,731.88         | 16.18%        |
| 5830 · Disability Insurance               | 147.42           | 147.42           |        |        |        |        |        |        |        |        |        |        | 1,941.00          | -1,646.16          | 15.19%        |
| 5840 · Payroll Taxes                      | 1,084.62         | 1,088.97         |        |        |        |        |        |        |        |        |        |        | 20,069.00         | -17,895.41         | 10.83%        |
| 5850 · PARS                               | 1,460.40         | 1,470.93         |        |        |        |        |        |        |        |        |        |        | 17,936.00         | -15,004.67         | 16.34%        |
| <b>5900 · Wages</b>                       |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 5910 · Management                         | 9,178.24         | 9,178.24         |        |        |        |        |        |        |        |        |        |        | 118,537.00        | -100,180.52        | 15.49%        |
| 5920 · Staff                              | 11,674.71        | 11,900.44        |        |        |        |        |        |        |        |        |        |        | 140,658.00        | -117,082.85        | 16.76%        |
| 5930 · Staff Certification                | 175.00           | 175.00           |        |        |        |        |        |        |        |        |        |        | 1,800.00          | -1,450.00          | 19.44%        |
| 5940 · Staff Overtime                     | 588.74           | 419.81           |        |        |        |        |        |        |        |        |        |        | 340.00            | 668.55             | 296.63%       |
| <b>Total 5900 · Wages</b>                 | <b>21,616.69</b> | <b>21,673.49</b> |        |        |        |        |        |        |        |        |        |        | <b>261,335.00</b> | <b>-218,044.82</b> | <b>16.57%</b> |
| 5960 · Worker's Comp Insurance            |                  |                  |        |        |        |        |        |        |        |        |        |        | 2,355.00          | -2,355.00          |               |
| <b>Total 5800 · Labor</b>                 | <b>29,366.42</b> | <b>29,442.08</b> |        |        |        |        |        |        |        |        |        |        | <b>365,823.00</b> | <b>-307,014.50</b> | <b>16.08%</b> |
| <b>Total 5000 · Administrative</b>        | <b>42,698.16</b> | <b>80,393.34</b> |        |        |        |        |        |        |        |        |        |        | <b>822,123.00</b> | <b>-699,031.50</b> | <b>14.97%</b> |
| <b>6000 · Operations</b>                  |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 6170 · Claims, Property Damage            |                  |                  |        |        |        |        |        |        |        |        |        |        | 20,000.00         | -20,000.00         |               |
| 6195 · Education & Training               |                  |                  |        |        |        |        |        |        |        |        |        |        | 1,000.00          | -1,000.00          |               |
| <b>6200 · Engineering</b>                 |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 6220 · General Engineering                | 570.00           | 347.50           |        |        |        |        |        |        |        |        |        |        | 30,000.00         | -29,082.50         | 3.06%         |
| <b>Total 6200 · Engineering</b>           | <b>570.00</b>    | <b>347.50</b>    |        |        |        |        |        |        |        |        |        |        | <b>30,000.00</b>  | <b>-29,082.50</b>  | <b>3.06%</b>  |
| 6320 · Equipment & Tools, Expensed        |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| <b>6330 · Facilities</b>                  |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 6335 · Alarm Services                     | 127.02           | 391.80           |        |        |        |        |        |        |        |        |        |        | 5,000.00          | -4,481.18          | 10.38%        |
| 6337 · Landscaping                        |                  |                  |        |        |        |        |        |        |        |        |        |        | 6,000.00          | -6,000.00          |               |
| <b>Total 6330 · Facilities</b>            | <b>127.02</b>    | <b>391.80</b>    |        |        |        |        |        |        |        |        |        |        | <b>11,000.00</b>  | <b>-10,481.18</b>  | <b>4.72%</b>  |
| <b>6400 · Pumping</b>                     |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |
| 6410 · Pumping Fuel & Electricity         | 3,107.16         |                  |        |        |        |        |        |        |        |        |        |        | 45,000.00         | -41,892.84         | 6.91%         |
| <b>Total 6400 · Pumping</b>               | <b>3,107.16</b>  |                  |        |        |        |        |        |        |        |        |        |        | <b>45,000.00</b>  | <b>-41,892.84</b>  | <b>6.91%</b>  |
| 6600 · Collection/Transmission            |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                    |               |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

|  | Jul 21             | Aug 21             | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Budget             | \$ Over Budget    | % of Budget   |
|--|--------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------------|-------------------|---------------|
| 6660 · Maintenance, Collection System            |                    |                    |        |        |        |        |        |        |        |        |        |        | 10,000.00          | -10,000.00        |               |
| <b>Total 6600 · Collection/Transmission</b>      |                    |                    |        |        |        |        |        |        |        |        |        |        | 10,000.00          | -10,000.00        |               |
| 6770 · Uniforms                                  |                    |                    |        |        |        |        |        |        |        |        |        |        | 200.00             | -200.00           |               |
| 6800 · Vehicles                                  |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 6810 · Fuel                                      |                    |                    |        |        |        |        |        |        |        |        |        |        | 1,000.00           | -1,000.00         |               |
| 6820 · Truck Equipment, Expensed                 |                    |                    |        |        |        |        |        |        |        |        |        |        | 160.00             | -160.00           |               |
| 6830 · Truck Repairs                             |                    |                    |        |        |        |        |        |        |        |        |        |        | 1,000.00           | -1,000.00         |               |
| <b>Total 6800 · Vehicles</b>                     |                    |                    |        |        |        |        |        |        |        |        |        |        | 2,160.00           | -2,160.00         |               |
| 6900 · Sewer Authority Midcoastside              |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 6910 · SAM Collections                           |                    | 27,664.41          |        |        |        |        |        |        |        |        |        |        | 331,973.00         | -304,308.59       | 8.33%         |
| 6920 · SAM Operations                            | 127,717.35         | 127,717.35         |        |        |        |        |        |        |        |        |        |        | 1,532,608.00       | -1,277,173.30     | 16.67%        |
| 6940 · SAM Maintenance, Collection Sys           |                    |                    |        |        |        |        |        |        |        |        |        |        | 40,000.00          | -40,000.00        |               |
| 6950 · SAM Maintenance, Pumping                  |                    | 5,451.01           |        |        |        |        |        |        |        |        |        |        | 70,000.00          | -64,548.99        | 7.79%         |
| <b>Total 6900 · Sewer Authority Midcoastside</b> | 127,717.35         | 160,832.77         |        |        |        |        |        |        |        |        |        |        | 1,974,581.00       | -1,686,030.88     | 14.61%        |
| <b>Total 6000 · Operations</b>                   | 131,521.53         | 161,572.07         |        |        |        |        |        |        |        |        |        |        | 2,093,941.00       | -1,800,847.40     | 14.0%         |
| <b>Total Expense</b>                             | 174,219.69         | 241,965.41         |        |        |        |        |        |        |        |        |        |        | 2,916,064.00       | -2,499,878.90     | 14.27%        |
| <b>Net Ordinary Income</b>                       | -170,407.14        | -120,901.14        |        |        |        |        |        |        |        |        |        |        | 956,478.00         | -1,247,786.28     | -30.46%       |
| <b>Other Income/Expense</b>                      |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| <b>Other Income</b>                              |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 7000 · Capital Account Revenues                  |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 7100 · Connection Fees                           |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 7110 · Connection Fees (New Constr)              |                    |                    |        |        |        |        |        |        |        |        |        |        | 100,000.00         | -100,000.00       |               |
| 7120 · Connection Fees (Remodel)                 |                    | 12,924.00          |        |        |        |        |        |        |        |        |        |        | 50,000.00          | -37,076.00        | 25.85%        |
| <b>Total 7100 · Connection Fees</b>              |                    | 12,924.00          |        |        |        |        |        |        |        |        |        |        | 150,000.00         | -137,076.00       | 8.62%         |
| 7200 · Interest Income - LAIF                    | 3,764.31           |                    |        |        |        |        |        |        |        |        |        |        | 40,000.00          | -36,235.69        | 9.41%         |
| <b>Total 7000 · Capital Account Revenues</b>     | 3,764.31           | 12,924.00          |        |        |        |        |        |        |        |        |        |        | 190,000.00         | -173,311.69       | 8.78%         |
| <b>Total Other Income</b>                        | 3,764.31           | 12,924.00          |        |        |        |        |        |        |        |        |        |        | 190,000.00         | -173,311.69       | 8.78%         |
| <b>Other Expense</b>                             |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 8000 · Capital Improvement Program               |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 8075 · Sewer                                     | 7,656.50           | 370,216.14         |        |        |        |        |        |        |        |        |        |        | 1,906,335.00       | -1,528,462.36     | 19.82%        |
| <b>Total 8000 · Capital Improvement Program</b>  | 7,656.50           | 370,216.14         |        |        |        |        |        |        |        |        |        |        | 1,906,335.00       | -1,528,462.36     | 19.82%        |
| 9000 · Capital Account Expenses                  |                    |                    |        |        |        |        |        |        |        |        |        |        |                    |                   |               |
| 9125 · PNC Equipment Lease Interest              | 1,174.89           | 1,024.43           |        |        |        |        |        |        |        |        |        |        | 11,535.00          | -9,335.68         | 19.07%        |
| 9200 · I-Bank Loan                               | 1,765.38           |                    |        |        |        |        |        |        |        |        |        |        | 20,700.00          | -18,934.62        | 8.53%         |
| <b>Total 9000 · Capital Account Expenses</b>     | 2,940.27           | 1,024.43           |        |        |        |        |        |        |        |        |        |        | 32,235.00          | -28,270.30        | 12.3%         |
| <b>Total Other Expense</b>                       | 10,596.77          | 371,240.57         |        |        |        |        |        |        |        |        |        |        | 1,938,570.00       | -1,556,732.66     | 19.7%         |
| <b>Net Other Income</b>                          | -6,832.46          | -358,316.57        |        |        |        |        |        |        |        |        |        |        | -1,748,570.00      | 1,383,420.97      | 20.88%        |
| <b>Net Income</b>                                | <b>-177,239.60</b> | <b>-479,217.71</b> |        |        |        |        |        |        |        |        |        |        | <b>-792,092.00</b> | <b>135,634.69</b> | <b>82.88%</b> |



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

|  |            |            |            |        |        |        |        |        |        |        |        |        | TOTAL            |              |                |             |
|--|------------|------------|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|--------------|----------------|-------------|
|  | Jul 21     | Aug 21     | Sep 21     | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Jul '21 - Jun 22 | Budget       | \$ Over Budget | % of Budget |
| <b>Ordinary Income/Expense</b>         |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| <b>Income</b>                          |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 4220 · Cell Tower Lease                |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 4400 · Fees                            |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 4410 · Administrative Fee (New Constr) |            | 1,138.00   |            |        |        |        |        |        |        |        |        |        | 1,138.00         | 5,000.00     | -3,862.00      | 22.76%      |
| 4430 · Inspection Fee (New Constr)     |            | 1,421.00   |            |        |        |        |        |        |        |        |        |        | 1,421.00         | 4,000.00     | -2,579.00      | 35.53%      |
| 4440 · Inspection Fee (Remodel)        |            |            |            |        |        |        |        |        |        |        |        |        |                  | 1,000.00     | -1,000.00      |             |
| 4450 · Mainline Extension Fees         |            |            |            |        |        |        |        |        |        |        |        |        |                  | 3,000.00     | -3,000.00      |             |
| 4460 · Remodel Fees                    |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| <b>Total 4400 · Fees</b>               |            | 2,559.00   |            |        |        |        |        |        |        |        |        |        | 2,559.00         | 13,000.00    | -10,441.00     | 19.69%      |
| 4510 · Grants                          |            | 136.00     |            |        |        |        |        |        |        |        |        |        | 136.00           |              |                |             |
| 4610 · Property Tax Receipts           |            |            | 107,781.15 |        |        |        |        |        |        |        |        |        | 107,781.15       | 277,750.00   | -169,968.85    | 38.81%      |
| 4740 · Testing, Backflow               | 3,000.00   |            |            |        |        |        |        |        |        |        |        |        | 3,000.00         | 18,000.00    | -15,000.00     | 16.67%      |
| 4810 · Water Sales, Domestic           | 352,485.37 | -28,745.51 |            |        |        |        |        |        |        |        |        |        | 323,739.86       | 1,900,000.00 | -1,576,260.14  | 17.04%      |
| 4850 · Water Sales Refunds, Customer   | -105.92    | -1,066.00  |            |        |        |        |        |        |        |        |        |        | -1,171.92        | -3,000.00    | 1,828.08       | 39.06%      |
| <b>Total Income</b>                    | 355,379.45 | 80,664.64  |            |        |        |        |        |        |        |        |        |        | 436,044.09       | 2,205,750.00 | -1,769,705.91  | 19.77%      |
| <b>Gross Profit</b>                    | 355,379.45 | 80,664.64  |            |        |        |        |        |        |        |        |        |        | 436,044.09       | 2,205,750.00 | -1,769,705.91  | 19.77%      |
| <b>Expense</b>                         |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 5000 · Administrative                  |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 5190 · Bank Fees                       | 30.00      | 30.00      |            |        |        |        |        |        |        |        |        |        | 60.00            | 1,500.00     | -1,440.00      | 4.0%        |
| 5200 · Board of Directors              |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 5210 · Board Meetings                  |            | 300.00     |            |        |        |        |        |        |        |        |        |        | 300.00           | 3,000.00     | -2,700.00      | 10.0%       |
| 5220 · Director Fees                   |            | 987.50     |            |        |        |        |        |        |        |        |        |        | 987.50           | 7,500.00     | -6,512.50      | 13.17%      |
| 5230 · Election Expenses               |            |            |            |        |        |        |        |        |        |        |        |        |                  | 75,000.00    | -75,000.00     |             |
| <b>Total 5200 · Board of Directors</b> |            | 1,287.50   |            |        |        |        |        |        |        |        |        |        | 1,287.50         | 85,500.00    | -84,212.50     | 1.51%       |
| 5240 · CDPH Fees                       |            |            |            |        |        |        |        |        |        |        |        |        |                  | 13,000.00    | -13,000.00     |             |
| 5250 · Conference Attendance           |            |            |            |        |        |        |        |        |        |        |        |        |                  | 3,000.00     | -3,000.00      |             |
| 5270 · Information Systems             |            | 332.50     |            |        |        |        |        |        |        |        |        |        | 332.50           | 5,000.00     | -4,667.50      | 6.65%       |
| 5300 · Insurance                       |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 5310 · Fidelity Bond                   |            |            |            |        |        |        |        |        |        |        |        |        |                  | 500.00       | -500.00        |             |
| 5320 · Property & Liability Insurance  |            |            |            |        |        |        |        |        |        |        |        |        |                  | 5,000.00     | -5,000.00      |             |
| <b>Total 5300 · Insurance</b>          |            |            |            |        |        |        |        |        |        |        |        |        |                  | 5,500.00     | -5,500.00      |             |
| 5350 · LAFCO Assessment                |            |            |            |        |        |        |        |        |        |        |        |        |                  | 3,000.00     | -3,000.00      |             |
| 5400 · Legal                           |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 5430 · General Legal                   |            | 5,498.00   |            |        |        |        |        |        |        |        |        |        | 5,498.00         | 140,000.00   | -134,502.00    | 3.93%       |
| 5440 · Litigation                      |            | 210.00     |            |        |        |        |        |        |        |        |        |        | 210.00           |              |                |             |
| <b>Total 5400 · Legal</b>              |            | 5,708.00   |            |        |        |        |        |        |        |        |        |        | 5,708.00         | 140,000.00   | -134,292.00    | 4.08%       |
| 5510 · Maintenance, Office             |            | 260.00     |            |        |        |        |        |        |        |        |        |        | 260.00           | 8,000.00     | -7,740.00      | 3.25%       |
| 5530 · Memberships                     |            |            |            |        |        |        |        |        |        |        |        |        |                  | 27,000.00    | -27,000.00     |             |
| 5540 · Office Supplies                 |            | 363.43     |            |        |        |        |        |        |        |        |        |        | 363.43           | 6,500.00     | -6,136.57      | 5.59%       |
| 5550 · Postage                         | 1,299.86   | 1,117.06   |            |        |        |        |        |        |        |        |        |        | 2,416.92         | 9,000.00     | -6,583.08      | 26.86%      |
| 5560 · Printing & Publishing           | 46.90      | 370.43     |            |        |        |        |        |        |        |        |        |        | 417.33           | 5,000.00     | -4,582.67      | 8.35%       |
| 5600 · Professional Services           |            |            |            |        |        |        |        |        |        |        |        |        |                  |              |                |             |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

|   |                  |                  |        |        |        |        |        |        |        |        |        |        | TOTAL             |                     |                      |               |
|---|------------------|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------------|---------------------|----------------------|---------------|
|   | Jul 21           | Aug 21           | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Jul '21 - Jun 22  | Budget              | \$ Over Budget       | % of Budget   |
| 5610 · Accounting                         |                  | 1,900.00         |        |        |        |        |        |        |        |        |        |        | 1,900.00          | 39,000.00           | -37,100.00           | 4.87%         |
| 5620 · Audit                              |                  |                  |        |        |        |        |        |        |        |        |        |        |                   | 13,500.00           | -13,500.00           |               |
| 5630 · Consulting                         | 5,148.82         | 409.77           |        |        |        |        |        |        |        |        |        |        | 5,558.59          | 55,000.00           | -49,441.41           | 10.11%        |
| 5640 · Data Services                      | 899.50           |                  |        |        |        |        |        |        |        |        |        |        | 899.50            | 6,500.00            | -5,600.50            | 13.84%        |
| 5650 · Labor & HR Support                 | 213.50           | 213.50           |        |        |        |        |        |        |        |        |        |        | 427.00            | 2,000.00            | -1,573.00            | 21.35%        |
| 5660 · Payroll Services                   | 73.50            | 75.34            |        |        |        |        |        |        |        |        |        |        | 148.84            | 1,000.00            | -851.16              | 14.88%        |
| <b>Total 5600 · Professional Services</b> | <b>6,335.32</b>  | <b>2,598.61</b>  |        |        |        |        |        |        |        |        |        |        | <b>8,933.93</b>   | <b>117,000.00</b>   | <b>-108,066.07</b>   | <b>7.64%</b>  |
| 5710 · San Mateo Co. Tax Roll Charges     |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 5720 · Telephone & Internet               | 3,545.86         | 3,938.36         |        |        |        |        |        |        |        |        |        |        | 7,484.22          | 25,000.00           | -17,515.78           | 29.94%        |
| 5730 · Mileage Reimbursement              |                  | 70.20            |        |        |        |        |        |        |        |        |        |        | 70.20             | 1,500.00            | -1,429.80            | 4.68%         |
| 5740 · Reference Materials                |                  |                  |        |        |        |        |        |        |        |        |        |        |                   | 800.00              | -800.00              |               |
| 5790 · Other Administrative               |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 5800 · Labor                              |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 5810 · CalPERS 457 Deferred Plan          | 3,542.96         | 3,494.22         |        |        |        |        |        |        |        |        |        |        | 7,037.18          | 44,063.00           | -37,025.82           | 15.97%        |
| 5820 · Employee Benefits                  | 9,524.49         | 9,524.49         |        |        |        |        |        |        |        |        |        |        | 19,048.98         | 107,276.00          | -88,227.02           | 17.76%        |
| 5830 · Disability Insurance               | 344.08           | 344.08           |        |        |        |        |        |        |        |        |        |        | 688.16            | 4,658.00            | -3,969.84            | 14.77%        |
| 5840 · Payroll Taxes                      | 3,418.03         | 3,358.81         |        |        |        |        |        |        |        |        |        |        | 6,776.84          | 50,453.00           | -43,676.16           | 13.43%        |
| 5850 · PARS                               | 2,980.50         | 2,991.05         |        |        |        |        |        |        |        |        |        |        | 5,971.55          | 38,383.00           | -32,411.45           | 15.56%        |
| 5900 · Wages                              |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 5910 · Management                         | 9,178.26         | 9,178.26         |        |        |        |        |        |        |        |        |        |        | 18,356.52         | 118,537.00          | -100,180.48          | 15.49%        |
| 5920 · Staff                              | 33,992.11        | 34,139.82        |        |        |        |        |        |        |        |        |        |        | 68,131.93         | 526,927.00          | -458,795.07          | 12.93%        |
| 5930 · Staff Certification                | 875.00           | 875.00           |        |        |        |        |        |        |        |        |        |        | 1,750.00          | 11,400.00           | -9,650.00            | 15.35%        |
| 5940 · Staff Overtime                     | 5,791.39         | 4,836.05         |        |        |        |        |        |        |        |        |        |        | 10,627.44         | 57,666.00           | -47,038.56           | 18.43%        |
| 5950 · Staff Standby                      | 2,282.01         | 2,315.56         |        |        |        |        |        |        |        |        |        |        | 4,597.57          | 27,723.00           | -23,125.43           | 16.58%        |
| <b>Total 5900 · Wages</b>                 | <b>52,118.77</b> | <b>51,344.69</b> |        |        |        |        |        |        |        |        |        |        | <b>103,463.46</b> | <b>742,253.00</b>   | <b>-638,789.54</b>   | <b>13.94%</b> |
| 5960 · Worker's Comp Insurance            |                  |                  |        |        |        |        |        |        |        |        |        |        |                   | 19,810.00           | -19,810.00           |               |
| <b>Total 5800 · Labor</b>                 | <b>71,928.83</b> | <b>71,057.34</b> |        |        |        |        |        |        |        |        |        |        | <b>142,986.17</b> | <b>1,006,896.00</b> | <b>-863,909.83</b>   | <b>14.2%</b>  |
| <b>Total 5000 · Administrative</b>        | <b>83,186.77</b> | <b>87,133.43</b> |        |        |        |        |        |        |        |        |        |        | <b>170,320.20</b> | <b>1,463,196.00</b> | <b>-1,292,875.80</b> | <b>11.64%</b> |
| 6000 · Operations                         |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 6160 · Backflow Prevention                |                  |                  |        |        |        |        |        |        |        |        |        |        |                   | 1,000.00            | -1,000.00            |               |
| 6170 · Claims, Property Damage            |                  |                  |        |        |        |        |        |        |        |        |        |        |                   | 10,000.00           | -10,000.00           |               |
| 6180 · Communications                     |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 6185 · SCADA Maintenance                  |                  | 19.68            |        |        |        |        |        |        |        |        |        |        | 19.68             | 13,000.00           | -12,980.32           | 0.15%         |
| 6180 · Communications - Other             |                  | 290.00           |        |        |        |        |        |        |        |        |        |        | 290.00            |                     |                      |               |
| <b>Total 6180 · Communications</b>        |                  | <b>309.68</b>    |        |        |        |        |        |        |        |        |        |        | <b>309.68</b>     | <b>13,000.00</b>    | <b>-12,690.32</b>    | <b>2.38%</b>  |
| 6195 · Education & Training               | 275.00           |                  |        |        |        |        |        |        |        |        |        |        | 275.00            | 9,000.00            | -8,725.00            | 3.06%         |
| 6200 · Engineering                        |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 6220 · General Engineering                | 500.00           | -1,887.50        |        |        |        |        |        |        |        |        |        |        | -1,387.50         | 20,000.00           | -21,387.50           | -6.94%        |
| 6230 · Water Quality Engineering          |                  | 4,539.38         |        |        |        |        |        |        |        |        |        |        | 4,539.38          | 100,000.00          | -95,460.62           | 4.54%         |
| <b>Total 6200 · Engineering</b>           | <b>500.00</b>    | <b>2,651.88</b>  |        |        |        |        |        |        |        |        |        |        | <b>3,151.88</b>   | <b>120,000.00</b>   | <b>-116,848.12</b>   | <b>2.63%</b>  |
| 6320 · Equipment & Tools, Expensed        | 40.40            | 431.21           |        |        |        |        |        |        |        |        |        |        | 471.61            | 8,000.00            | -7,528.39            | 5.9%          |
| 6330 · Facilities                         |                  |                  |        |        |        |        |        |        |        |        |        |        |                   |                     |                      |               |
| 6335 · Alarm Services                     | 127.02           |                  |        |        |        |        |        |        |        |        |        |        | 127.02            | 2,000.00            | -1,872.98            | 6.35%         |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

|   |            |            |        |        |        |        |        |        |        |        |        |        | TOTAL            |              |                |             |
|---|------------|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|--------------|----------------|-------------|
|   | Jul 21     | Aug 21     | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Jul '21 - Jun 22 | Budget       | \$ Over Budget | % of Budget |
| 6337 · Landscaping                          |            | 850.00     |        |        |        |        |        |        |        |        |        |        | 850.00           | 15,000.00    | -14,150.00     | 5.67%       |
| 6330 · Facilities - Other                   |            | 398.13     |        |        |        |        |        |        |        |        |        |        | 398.13           |              |                |             |
| <b>Total 6330 · Facilities</b>              | 127.02     | 1,248.13   |        |        |        |        |        |        |        |        |        |        | 1,375.15         | 17,000.00    | -15,624.85     | 8.09%       |
| 6370 · Lab Supplies & Equipment             |            |            |        |        |        |        |        |        |        |        |        |        |                  | 4,000.00     | -4,000.00      |             |
| 6380 · Meter Reading                        |            |            |        |        |        |        |        |        |        |        |        |        |                  | 500.00       | -500.00        |             |
| 6400 · Pumping                              |            |            |        |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 6410 · Pumping Fuel & Electricity           | 6,117.99   | 2,058.25   |        |        |        |        |        |        |        |        |        |        | 8,176.24         | 90,000.00    | -81,823.76     | 9.09%       |
| 6420 · Pumping Maintenance, Generators      |            |            |        |        |        |        |        |        |        |        |        |        |                  | 10,000.00    | -10,000.00     |             |
| 6430 · Pumping Maintenance, General         |            |            |        |        |        |        |        |        |        |        |        |        |                  | 5,000.00     | -5,000.00      |             |
| 6440 · Pumping Equipment, Expensed          |            |            |        |        |        |        |        |        |        |        |        |        |                  | 700.00       | -700.00        |             |
| <b>Total 6400 · Pumping</b>                 | 6,117.99   | 2,058.25   |        |        |        |        |        |        |        |        |        |        | 8,176.24         | 105,700.00   | -97,523.76     | 7.74%       |
| 6500 · Supply                               |            |            |        |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 6510 · Maintenance, Raw Water Mains         |            |            |        |        |        |        |        |        |        |        |        |        |                  | 2,500.00     | -2,500.00      |             |
| 6520 · Maintenance, Wells                   | 394.38     | 229.98     |        |        |        |        |        |        |        |        |        |        | 624.36           | 15,000.00    | -14,375.64     | 4.16%       |
| 6530 · Water Purchases                      |            |            |        |        |        |        |        |        |        |        |        |        |                  | 35,000.00    | -35,000.00     |             |
| <b>Total 6500 · Supply</b>                  | 394.38     | 229.98     |        |        |        |        |        |        |        |        |        |        | 624.36           | 52,500.00    | -51,875.64     | 1.19%       |
| 6600 · Collection/Transmission              |            |            |        |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 6610 · Hydrants                             |            | 5,690.20   |        |        |        |        |        |        |        |        |        |        | 5,690.20         | 5,000.00     | 690.20         | 113.8%      |
| 6620 · Maintenance, Water Mains             |            | 7,548.71   |        |        |        |        |        |        |        |        |        |        | 7,548.71         | 50,000.00    | -42,451.29     | 15.1%       |
| 6630 · Maintenance, Water Svc Lines         |            |            |        |        |        |        |        |        |        |        |        |        |                  | 20,000.00    | -20,000.00     |             |
| 6640 · Maintenance, Tanks                   |            | 437.50     |        |        |        |        |        |        |        |        |        |        | 437.50           | 5,000.00     | -4,562.50      | 8.75%       |
| 6650 · Maint., Distribution General         |            |            |        |        |        |        |        |        |        |        |        |        |                  | 10,000.00    | -10,000.00     |             |
| 6670 · Meters                               |            |            |        |        |        |        |        |        |        |        |        |        |                  | 4,000.00     | -4,000.00      |             |
| <b>Total 6600 · Collection/Transmission</b> |            | 13,676.41  |        |        |        |        |        |        |        |        |        |        | 13,676.41        | 94,000.00    | -80,323.59     | 14.55%      |
| 6700 · Treatment                            |            |            |        |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 6710 · Chemicals & Filtering                | 9,400.00   | 3,363.20   |        |        |        |        |        |        |        |        |        |        | 12,763.20        | 20,000.00    | -7,236.80      | 63.82%      |
| 6720 · Maintenance, Treatment Equip.        |            | 5,702.53   |        |        |        |        |        |        |        |        |        |        | 5,702.53         | 15,000.00    | -9,297.47      | 38.02%      |
| 6730 · Treatment Analysis                   | 678.97     | 3,555.34   |        |        |        |        |        |        |        |        |        |        | 4,234.31         | 30,000.00    | -25,765.69     | 14.11%      |
| <b>Total 6700 · Treatment</b>               | 10,078.97  | 12,621.07  |        |        |        |        |        |        |        |        |        |        | 22,700.04        | 65,000.00    | -42,299.96     | 34.92%      |
| 6770 · Uniforms                             |            |            |        |        |        |        |        |        |        |        |        |        |                  | 2,000.00     | -2,000.00      |             |
| 6800 · Vehicles                             |            |            |        |        |        |        |        |        |        |        |        |        |                  |              |                |             |
| 6810 · Fuel                                 | 657.14     | 713.37     |        |        |        |        |        |        |        |        |        |        | 1,370.51         | 7,000.00     | -5,629.49      | 19.58%      |
| 6820 · Truck Equipment, Expensed            |            |            |        |        |        |        |        |        |        |        |        |        |                  | 2,000.00     | -2,000.00      |             |
| 6830 · Truck Repairs                        | 40.00      | 17.60      |        |        |        |        |        |        |        |        |        |        | 57.60            | 5,000.00     | -4,942.40      | 1.15%       |
| 6800 · Vehicles - Other                     | 226.01     |            |        |        |        |        |        |        |        |        |        |        | 226.01           |              |                |             |
| <b>Total 6800 · Vehicles</b>                | 923.15     | 730.97     |        |        |        |        |        |        |        |        |        |        | 1,654.12         | 14,000.00    | -12,345.88     | 11.82%      |
| <b>Total 6000 · Operations</b>              | 18,456.91  | 33,957.58  |        |        |        |        |        |        |        |        |        |        | 52,414.49        | 515,700.00   | -463,285.51    | 10.16%      |
| <b>Total Expense</b>                        | 101,643.68 | 121,091.01 |        |        |        |        |        |        |        |        |        |        | 222,734.69       | 1,978,896.00 | -1,756,161.31  | 11.26%      |
| <b>Net Ordinary Income</b>                  | 253,735.77 | -40,426.37 |        |        |        |        |        |        |        |        |        |        | 213,309.40       | 226,854.00   | -13,544.60     | 94.03%      |

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2021 through June 2022

|   |                   |                    |        |        |        |        |        |        |        |        |        |        | TOTAL              |                     |                      |                  |
|---|-------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------------|---------------------|----------------------|------------------|
|   | Jul 21            | Aug 21             | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 | Jun 22 | Jul '21 - Jun 22   | Budget              | \$ Over Budget       | % of Budget      |
| <b>Other Income/Expense</b>                     |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| <b>Other Income</b>                             |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 7000 · Capital Account Revenues                 |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 7100 · Connection Fees                          |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 7110 · Connection Fees (New Constr)             |                   |                    |        |        |        |        |        |        |        |        |        |        |                    | 100,000.00          | -100,000.00          |                  |
| 7130 · Conn. Fees, PFP (New Constr)             | 2,131.36          | 9,470.36           |        |        |        |        |        |        |        |        |        |        | 11,601.72          | 50,000.00           | -38,398.28           | 23.2%            |
| <b>Total 7100 · Connection Fees</b>             | <b>2,131.36</b>   | <b>9,470.36</b>    |        |        |        |        |        |        |        |        |        |        | <b>11,601.72</b>   | <b>150,000.00</b>   | <b>-138,398.28</b>   | <b>7.73%</b>     |
| 7600 · Bond Revenues, G.O.                      |                   |                    |        |        |        |        |        |        |        |        |        |        |                    | 983,546.00          | -983,546.00          |                  |
| 7650 · Water System Reliability                 |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| <b>Total 7000 · Capital Account Revenues</b>    | <b>2,131.36</b>   | <b>9,470.36</b>    |        |        |        |        |        |        |        |        |        |        | <b>11,601.72</b>   | <b>1,133,546.00</b> | <b>-1,121,944.28</b> | <b>1.02%</b>     |
| <b>Total Other Income</b>                       | <b>2,131.36</b>   | <b>9,470.36</b>    |        |        |        |        |        |        |        |        |        |        | <b>11,601.72</b>   | <b>1,133,546.00</b> | <b>-1,121,944.28</b> | <b>1.02%</b>     |
| <b>Other Expense</b>                            |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 8000 · Capital Improvement Program              |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 8100 · Water                                    | 25,523.75         | 79,582.78          |        |        |        |        |        |        |        |        |        |        | 105,106.53         | 1,198,750.00        | -1,093,643.47        | 8.77%            |
| <b>Total 8000 · Capital Improvement Program</b> | <b>25,523.75</b>  | <b>79,582.78</b>   |        |        |        |        |        |        |        |        |        |        | <b>105,106.53</b>  | <b>1,198,750.00</b> | <b>-1,093,643.47</b> | <b>8.77%</b>     |
| 9000 · Capital Account Expenses                 |                   |                    |        |        |        |        |        |        |        |        |        |        |                    |                     |                      |                  |
| 9100 · Interest Expense - GO Bonds              |                   | 6,698.26           |        |        |        |        |        |        |        |        |        |        | 6,698.26           | 77,805.00           | -71,106.74           | 8.61%            |
| 9125 · PNC Equipment Lease Interest             | 518.78            | 1,024.44           |        |        |        |        |        |        |        |        |        |        | 1,543.22           | 11,535.00           | -9,991.78            | 13.38%           |
| 9150 · SRF Loan                                 |                   |                    |        |        |        |        |        |        |        |        |        |        |                    | 66,647.00           | -66,647.00           |                  |
| 9210 · Conservation Program/Rebates             | 150.00            | 150.00             |        |        |        |        |        |        |        |        |        |        | 300.00             |                     | 300.00               | 100.0%           |
| <b>Total 9000 · Capital Account Expenses</b>    | <b>668.78</b>     | <b>7,872.70</b>    |        |        |        |        |        |        |        |        |        |        | <b>8,541.48</b>    | <b>155,987.00</b>   | <b>-147,445.52</b>   | <b>5.48%</b>     |
| <b>Total Other Expense</b>                      | <b>26,192.53</b>  | <b>87,455.48</b>   |        |        |        |        |        |        |        |        |        |        | <b>113,648.01</b>  | <b>1,354,737.00</b> | <b>-1,241,088.99</b> | <b>8.39%</b>     |
| <b>Net Other Income</b>                         | <b>-24,061.17</b> | <b>-77,985.12</b>  |        |        |        |        |        |        |        |        |        |        | <b>-102,046.29</b> | <b>-221,191.00</b>  | <b>119,144.71</b>    | <b>46.14%</b>    |
| <b>Net Income</b>                               | <b>229,674.60</b> | <b>-118,411.49</b> |        |        |        |        |        |        |        |        |        |        | <b>111,263.11</b>  | <b>5,663.00</b>     | <b>105,600.11</b>    | <b>1,964.74%</b> |

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

|  | Sewer               | Water               | TOTAL                |
|--|---------------------|---------------------|----------------------|
| <b>ASSETS</b>                            |                     |                     |                      |
| <b>Current Assets</b>                    |                     |                     |                      |
| <b>Checking/Savings</b>                  |                     |                     |                      |
| <b>Sewer - Bank Accounts</b>             |                     |                     |                      |
| Wells Fargo Operating - Sewer            | 3,089,496.88        | 0.00                | 3,089,496.88         |
| LAIIF Investment Fund                    |                     |                     |                      |
| Capital Reserve                          | 4,012,743.50        | 0.00                | 4,012,743.50         |
| Connection Fees Reserve                  | 194,600.00          | 0.00                | 194,600.00           |
| Operating Reserve                        | 406,882.00          | 0.00                | 406,882.00           |
| <b>Total LAIF Investment Fund</b>        | <b>4,614,225.50</b> | <b>0.00</b>         | <b>4,614,225.50</b>  |
| <b>Total Sewer - Bank Accounts</b>       | <b>7,703,722.38</b> | <b>0.00</b>         | <b>7,703,722.38</b>  |
| <b>Water - Bank Accounts</b>             |                     |                     |                      |
| Wells Fargo Operating - Water            | 0.00                | 920,081.06          | 920,081.06           |
| Capital Reserve                          | 0.00                | 398,249.00          | 398,249.00           |
| Operating Reserve                        | 0.00                | 46,009.00           | 46,009.00            |
| SRF Reserve                              | 0.00                | 48,222.00           | 48,222.00            |
| <b>Restricted Cash</b>                   |                     |                     |                      |
| 2020 GO Bonds Fund - Chase               | 0.00                | 625,455.15          | 625,455.15           |
| Connection Fees Reserve                  | 0.00                | 253,020.00          | 253,020.00           |
| GO Bonds Fund                            | 0.00                | 3,853.92            | 3,853.92             |
| <b>Total Restricted Cash</b>             | <b>0.00</b>         | <b>882,329.07</b>   | <b>882,329.07</b>    |
| <b>Total Water - Bank Accounts</b>       | <b>0.00</b>         | <b>2,294,890.13</b> | <b>2,294,890.13</b>  |
| <b>Total Checking/Savings</b>            | <b>7,703,722.38</b> | <b>2,294,890.13</b> | <b>9,998,612.51</b>  |
| <b>Accounts Receivable</b>               |                     |                     |                      |
| <b>Sewer - Accounts Receivable</b>       |                     |                     |                      |
| Accounts Receivable                      | -3,568.22           | 0.00                | -3,568.22            |
| Property Tax Receivable                  | 431.15              | 0.00                | 431.15               |
| Sewer - Accounts Receivable - Other      | -10,061.79          | 0.00                | -10,061.79           |
| <b>Total Sewer - Accounts Receivable</b> | <b>-13,198.86</b>   | <b>0.00</b>         | <b>-13,198.86</b>    |
| <b>Water - Accounts Receivable</b>       |                     |                     |                      |
| Accounts Receivable                      | 0.00                | 2,157.78            | 2,157.78             |
| Accounts Rec. - Backflow                 | 0.00                | 18,298.11           | 18,298.11            |
| Accounts Rec. - Water Residents          | 0.00                | 205,185.76          | 205,185.76           |
| Property Tax Receivable                  | 0.00                | 431.15              | 431.15               |
| Unbilled Water Receivables               | 0.00                | 249,060.61          | 249,060.61           |
| <b>Total Water - Accounts Receivable</b> | <b>0.00</b>         | <b>475,133.41</b>   | <b>475,133.41</b>    |
| <b>Total Accounts Receivable</b>         | <b>-13,198.86</b>   | <b>475,133.41</b>   | <b>461,934.55</b>    |
| <b>Other Current Assets</b>              |                     |                     |                      |
| Maint/Parts Inventory                    | 0.00                | 42,656.32           | 42,656.32            |
| <b>Total Other Current Assets</b>        | <b>0.00</b>         | <b>42,656.32</b>    | <b>42,656.32</b>     |
| <b>Total Current Assets</b>              | <b>7,690,523.52</b> | <b>2,812,679.86</b> | <b>10,503,203.38</b> |
| <b>Fixed Assets</b>                      |                     |                     |                      |
| <b>Sewer - Fixed Assets</b>              |                     |                     |                      |
| General Plant                            | 6,981,264.99        | 0.00                | 6,981,264.99         |
| Land                                     | 5,000.00            | 0.00                | 5,000.00             |
| <b>Other Capital Improv.</b>             |                     |                     |                      |
| Sewer-Original Cost                      | 685,599.18          | 0.00                | 685,599.18           |
| Other Cap. Improv.                       | 2,564,810.39        | 0.00                | 2,564,810.39         |
| <b>Total Other Capital Improv.</b>       | <b>3,250,409.57</b> | <b>0.00</b>         | <b>3,250,409.57</b>  |
| Seal Cove Collection System              | 995,505.00          | 0.00                | 995,505.00           |
| <b>Sewage Collection Facility</b>        |                     |                     |                      |
| Collection Facility - Org. Cost          | 1,349,064.00        | 0.00                | 1,349,064.00         |
| Collection Facility - Other              | 3,991,243.33        | 0.00                | 3,991,243.33         |
| <b>Total Sewage Collection Facility</b>  | <b>5,340,307.33</b> | <b>0.00</b>         | <b>5,340,307.33</b>  |
| Treatment Facility                       | 244,539.84          | 0.00                | 244,539.84           |
| Accumulated Depreciation                 | -9,831,527.00       | 0.00                | -9,831,527.00        |
| <b>Total Sewer - Fixed Assets</b>        | <b>6,985,499.73</b> | <b>0.00</b>         | <b>6,985,499.73</b>  |

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

9/15/21

Accrual Basis

|  |                             |                             |                             |
|--|-----------------------------|-----------------------------|-----------------------------|
| <b>Water - Fixed Assets</b>                |                             |                             |                             |
| General Plant                              | 0.00                        | 28,621,510.27               | 28,621,510.27               |
| Land & Easements                           | 0.00                        | 734,500.00                  | 734,500.00                  |
| Surface Water Rights                       | 0.00                        | 300,000.00                  | 300,000.00                  |
| Water Meters                               | 0.00                        | 1,058,985.00                | 1,058,985.00                |
| Fixed Assets - Other                       | 0.00                        | 48,171.78                   | 48,171.78                   |
| Accumulated Depreciation                   | 0.00                        | -13,818,078.00              | -13,818,078.00              |
| <b>Total Water - Fixed Assets</b>          | <u>0.00</u>                 | <u>16,945,089.05</u>        | <u>16,945,089.05</u>        |
| <b>Total Fixed Assets</b>                  | 6,985,499.73                | 16,945,089.05               | 23,930,588.78               |
| <b>Other Assets</b>                        |                             |                             |                             |
| <b>Sewer - Other Assets</b>                |                             |                             |                             |
| Def'd Amts Related to Pensions             | 89,022.00                   | 0.00                        | 89,022.00                   |
| <b>Joint Power Authority</b>               |                             |                             |                             |
| SAM - Orig Collection Facility             | 981,592.00                  | 0.00                        | 981,592.00                  |
| SAM - Expansion                            | 1,705,955.08                | 0.00                        | 1,705,955.08                |
| <b>Total Joint Power Authority</b>         | <u>2,687,547.08</u>         | <u>0.00</u>                 | <u>2,687,547.08</u>         |
| <b>Total Sewer - Other Assets</b>          | 2,776,569.08                | 0.00                        | 2,776,569.08                |
| <b>Water - Other Assets</b>                |                             |                             |                             |
| Def'd Amts Related to Pensions             | 0.00                        | 172,205.00                  | 172,205.00                  |
| Due from Sewer                             | 0.00                        | 1,015,460.68                | 1,015,460.68                |
| <b>Total Water - Other Assets</b>          | <u>0.00</u>                 | <u>1,187,665.68</u>         | <u>1,187,665.68</u>         |
| <b>Total Other Assets</b>                  | 2,776,569.08                | 1,187,665.68                | 3,964,234.76                |
| <b>TOTAL ASSETS</b>                        | <u><b>17,452,592.33</b></u> | <u><b>20,945,434.59</b></u> | <u><b>38,398,026.92</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>            |                             |                             |                             |
| <b>Liabilities</b>                         |                             |                             |                             |
| <b>Current Liabilities</b>                 |                             |                             |                             |
| <b>Accounts Payable</b>                    |                             |                             |                             |
| Accounts Payable - Sewer                   | 194,119.36                  | 0.00                        | 194,119.36                  |
| Accounts Payable - Water                   | 0.00                        | 102,365.68                  | 102,365.68                  |
| <b>Total Accounts Payable</b>              | 194,119.36                  | 102,365.68                  | 296,485.04                  |
| <b>Other Current Liabilities</b>           |                             |                             |                             |
| Water - Net Pension Liability              | 0.00                        | -53,067.00                  | -53,067.00                  |
| Sewer - Net Pension Liability              | -28,484.00                  | 0.00                        | -28,484.00                  |
| <b>Sewer - Current Liabilities</b>         |                             |                             |                             |
| Accrued Vacations                          | 9,338.91                    | 0.00                        | 9,338.91                    |
| Deposits Payable                           | 15,319.93                   | 0.00                        | 15,319.93                   |
| Interest Payable                           | 656.12                      | 0.00                        | 656.12                      |
| PNC Equip. Loan - S/T                      | 57,376.65                   | 0.00                        | 57,376.65                   |
| <b>Total Sewer - Current Liabilities</b>   | 82,691.61                   | 0.00                        | 82,691.61                   |
| <b>Water - Current Liabilities</b>         |                             |                             |                             |
| Accrued Vacations                          | 0.00                        | 19,013.16                   | 19,013.16                   |
| Construction Deposits Payable              | 0.00                        | -232.34                     | -232.34                     |
| Deposits Payable                           | 0.00                        | -19,280.22                  | -19,280.22                  |
| GO Bonds - S/T                             | 0.00                        | 454,157.20                  | 454,157.20                  |
| PFP Water Deposits                         | 0.00                        | 4,302.50                    | 4,302.50                    |
| PNC Equip. Loan - S/T                      | 0.00                        | 57,376.60                   | 57,376.60                   |
| SRF Loan Payable X109 - Current            | 0.00                        | 176,456.25                  | 176,456.25                  |
| Temporary Construction Meter               | 0.00                        | 29,756.48                   | 29,756.48                   |
| <b>Total Water - Current Liabilities</b>   | 0.00                        | 721,549.63                  | 721,549.63                  |
| <b>Payroll Liabilities</b>                 |                             |                             |                             |
| Employee Benefits Payable                  | -1,900.16                   | 0.00                        | -1,900.16                   |
| <b>Total Payroll Liabilities</b>           | -1,900.16                   | 0.00                        | -1,900.16                   |
| <b>Total Other Current Liabilities</b>     | <u>52,307.45</u>            | <u>668,482.63</u>           | <u>720,790.08</u>           |
| <b>Total Current Liabilities</b>           | 246,426.81                  | 770,848.31                  | 1,017,275.12                |
| <b>Long Term Liabilities</b>               |                             |                             |                             |
| <b>Sewer - Long Term Liabilities</b>       |                             |                             |                             |
| Due to Water Fund                          | 1,015,460.68                | 0.00                        | 1,015,460.68                |
| Accrued Vacations                          | 25,210.09                   | 0.00                        | 25,210.09                   |
| I-Bank Loan                                | 662,792.83                  | 0.00                        | 662,792.83                  |
| PNC Equip. Loan - L/T                      | 353,643.77                  | 0.00                        | 353,643.77                  |
| <b>Total Sewer - Long Term Liabilities</b> | <u>2,057,107.37</u>         | <u>0.00</u>                 | <u>2,057,107.37</u>         |

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

9/15/21

Accrual Basis

|  |                                  |                                  |                                  |
|--|----------------------------------|----------------------------------|----------------------------------|
| <b>Water - Long Term Liabilities</b>       |                                  |                                  |                                  |
| 2020 GO Bonds                              | 0.00                             | 6,145,071.11                     | 6,145,071.11                     |
| Accrued Vacations                          | 0.00                             | 35,865.94                        | 35,865.94                        |
| PNC Equip. Loan - L/T                      | 0.00                             | 353,643.83                       | 353,643.83                       |
| SRF Loan Payable - X109                    | 0.00                             | 2,698,677.87                     | 2,698,677.87                     |
|  | <hr/>                            |                                  | <hr/>                            |
| <b>Total Water - Long Term Liabilities</b> | 0.00                             | 9,233,258.75                     | 9,233,258.75                     |
| <b>Deferred Inflows (Pensions)</b>         |                                  |                                  |                                  |
| Sewer                                      | 19,149.00                        | 0.00                             | 19,149.00                        |
| Water                                      | 0.00                             | 35,547.00                        | 35,547.00                        |
|  | <hr/>                            |                                  | <hr/>                            |
| <b>Total Deferred Inflows (Pensions)</b>   | 19,149.00                        | 35,547.00                        | 54,696.00                        |
| <b>Total Long Term Liabilities</b>         | <hr/>                            | <hr/>                            | <hr/>                            |
|  | 2,076,256.37                     | 9,268,805.75                     | 11,345,062.12                    |
| <b>Total Liabilities</b>                   | <hr/>                            | <hr/>                            | <hr/>                            |
|  | 2,322,683.18                     | 10,039,654.06                    | 12,362,337.24                    |
| <b>Equity</b>                              |                                  |                                  |                                  |
| <b>Sewer - Equity Accounts</b>             |                                  |                                  |                                  |
| Capital Assets Net                         | 3,408,252.20                     | 0.00                             | 3,408,252.20                     |
| Fund Balance - Unrestricted                | 8,646,292.87                     | 0.00                             | 8,646,292.87                     |
| Retained Earnings                          | 118,118.61                       | 0.00                             | 118,118.61                       |
|  | <hr/>                            |                                  | <hr/>                            |
| <b>Total Sewer - Equity Accounts</b>       | 12,172,663.68                    | 0.00                             | 12,172,663.68                    |
| <b>Water - Equity Accounts</b>             |                                  |                                  |                                  |
| Capital Assets Net                         | 0.00                             | 2,868,858.70                     | 2,868,858.70                     |
| Restricted Debt Service                    | 0.00                             | 1,384,997.90                     | 1,384,997.90                     |
| Unrestricted                               | 0.00                             | -1,562,801.59                    | -1,562,801.59                    |
| Retained Earnings                          | 0.00                             | -118,118.61                      | -118,118.61                      |
|  | <hr/>                            |                                  | <hr/>                            |
| <b>Total Water - Equity Accounts</b>       | 0.00                             | 2,572,936.40                     | 2,572,936.40                     |
| <b>Equity Adjustment Account</b>           | 3,613,702.78                     | 8,221,581.02                     | 11,835,283.80                    |
| <b>Net Income</b>                          | -656,457.31                      | 111,263.11                       | -545,194.20                      |
|  | <hr/>                            |                                  | <hr/>                            |
| <b>Total Equity</b>                        | 15,129,909.15                    | 10,905,780.53                    | 26,035,689.68                    |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>      | <hr/> <b>17,452,592.33</b> <hr/> | <hr/> <b>20,945,434.59</b> <hr/> | <hr/> <b>38,398,026.92</b> <hr/> |

# Montara Water & Sanitary District Check Detail

September 27 through October 1, 2021

| Date   | Num   | Name                                 | Paid Amount |        |
|--|-------|--------------------------------------|-------------|--------|
| <b>Warrants for Board of Directors Agenda 10/07/2021</b> |       |                                      |             |        |
| <b>SPLIT</b>   |       |                                      |             |        |
| 09/01/2021   | 12521 | Aztec Gardens                        | -1,050.00   | PAID   |
| 09/01/2021   | 12522 | CoastsideNet, Inc.                   | -82.07      | PAID   |
| 09/01/2021   | 12523 | Comcast                              | -275.50     | PAID   |
| 09/01/2021   | 12524 | Huntington National Bank             | -13,370.00  | PAID   |
| 09/01/2021   | 12525 | Kastama Strategic Consulting         | -11,163.90  | VOIDED |
| 09/01/2021   | 12526 | Pacific Gas & Electric               | -5,670.87   | PAID   |
| 09/01/2021   | 12529 | White Glove Housekeeping             | -620.00     | PAID   |
| 09/15/2021   | 12531 | ACWA/JPIA                            | -13,070.05  | PAID   |
| 09/15/2021   | 12534 | Kastama Strategic Consulting         | -866.25     | PAID   |
| 09/15/2021   | 12537 | PCT                                  | -900.00     | PAID   |
| 09/15/2021   | 12538 | Tech Solutions                       | -125.00     | PAID   |
| 09/30/2021   | 12540 | A-B Communications                   | -172.45     |        |
| 09/30/2021   | 12541 | ACWA/JPIA                            | -13,070.05  |        |
| 09/30/2021   | 12543 | AT&T                                 | -706.01     |        |
| 09/30/2021   | 12544 | AT&T                                 | -426.05     |        |
| 09/30/2021   | 12545 | AT&T                                 | -208.56     |        |
| 09/30/2021   | 12546 | AT&T                                 | -3,802.31   |        |
| 09/30/2021   | 12547 | AT&T                                 | -712.63     |        |
| 09/30/2021   | 12549 | Aztec Gardens                        | -850.00     |        |
| 09/30/2021   | 12551 | Bay Alarm Company                    | -220.50     |        |
| 09/30/2021   | 12554 | CalPERS 457 Plan                     | -6,434.15   |        |
| 09/30/2021   | 12555 | CoastsideNet, Inc.                   | -82.07      |        |
| 09/30/2021   | 12556 | Comcast                              | -275.50     |        |
| 09/30/2021   | 12557 | Contractor Compliance and Monitoring | -200.00     |        |
| 09/30/2021   | 12560 | Fitzgerald Law Offices               | -27,077.01  |        |
| 09/30/2021   | 12562 | IEDA                                 | -427.00     |        |
| 09/30/2021   | 12563 | IEDA                                 | -427.00     |        |
| 09/30/2021   | 12564 | Jim Harvey                           | -225.00     |        |
| 09/30/2021   | 12565 | Kastama Strategic Consulting         | -4,410.00   |        |
| 09/30/2021   | 12566 | Kathryn Slater-Carter                | -225.00     |        |
| 09/30/2021   | 12567 | KBA Document Solutions               | -87.97      |        |
| 09/30/2021   | 12568 | Maze & Associates                    | -10,200.00  |        |
| 09/30/2021   | 12572 | Office Depot                         | -63.77      |        |
| 09/30/2021   | 12574 | Pacific Gas & Electric               | -5,440.62   |        |
| 09/30/2021   | 12575 | PARS                                 | -844.13     |        |
| 09/30/2021   | 12576 | Peter Dekker                         | -225.00     |        |
| 09/30/2021   | 12577 | Ric Lohman                           | -225.00     |        |
| 09/30/2021   | 12578 | Ric Lohman                           | -1,444.33   |        |
| 09/30/2021   | 12579 | Sabre Backflow, LLC                  | -93.49      |        |
| 09/30/2021   | 12580 | Scott Boyd                           | -225.00     |        |
| 09/30/2021   | 12583 | Standard Insurance Co.               | -491.50     |        |
| 09/30/2021   | 12585 | U.S. Bank PARS                       | -7,972.39   |        |



# Montara Water & Sanitary District Check Detail

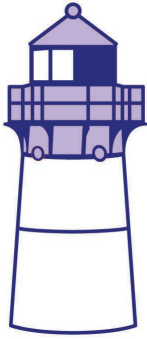
September 27 through October 1, 2021

| Date       | Num   | Name                              | Paid Amount |      |
|------------|-------|-----------------------------------|-------------|------|
| . WATER    |       |                                   |             |      |
| 09/01/2021 | 12519 | Andreini Brothers, Inc.           | -22,875.00  | PAID |
| 09/01/2021 | 12520 | Andreini Brothers, Inc.           | -684.06     | PAID |
| 09/01/2021 | 12527 | Pacific Gas & Electric            | -1,371.81   | PAID |
| 09/01/2021 | 12528 | SRT Consultants                   | -34,327.64  | PAID |
| 09/01/2021 | 12530 | San Mateo County Environmental    | -396.00     | PAID |
| 09/15/2021 | 12532 | Esbro Chemical                    | -461.31     | PAID |
| 09/15/2021 | 12533 | Hassette Ace Hardware             | -34.97      | PAID |
| 09/15/2021 | 12535 | Mossa Excavation                  | -4,887.06   | PAID |
| 09/15/2021 | 12536 | Pacific Gas & Electric            | -2,266.05   | PAID |
| 09/15/2021 | 12539 | USA Blue Book                     | -892.19     | PAID |
| 09/30/2021 | 12542 | Andreini Brothers, Inc.           | -11,311.89  |      |
| 09/30/2021 | 12548 | AT&T Mobility                     | -448.03     |      |
| 09/30/2021 | 12550 | Badger Meter, Inc.                | -5,119.70   |      |
| 09/30/2021 | 12552 | BSK Lab                           | -1,002.30   |      |
| 09/30/2021 | 12553 | Calcon Systems, Inc.              | -2,623.06   |      |
| 09/30/2021 | 12558 | Core & Main                       | -3,033.25   |      |
| 09/30/2021 | 12559 | Esbro Chemical                    | -808.44     |      |
| 09/30/2021 | 12569 | MWSD GO BOND                      | -3,667.22   |      |
| 09/30/2021 | 12570 | North Coast County Water District | -520.00     |      |
| 09/30/2021 | 12584 | Strawflower Electronics, Inc.     | -6.50       |      |
| 09/30/2021 | 12586 | Wells Fargo Bank                  | -3,615.10   |      |
| 09/30/2021 | 12587 | Joerg Reiss                       | -100.00     |      |
| 09/30/2021 | 12588 | Jim Harvey                        | -100.00     |      |
| 09/30/2021 | 12589 | Industrial Emergency Council      | -630.13     |      |
| 09/30/2021 | 12590 | Stephanie Lee                     | -12,452.36  |      |

# Montara Water & Sanitary District Check Detail

September 27 through October 1, 2021

| Date         | Num   | Name                             | Paid Amount |  |
|--------------|-------|----------------------------------|-------------|--|
| <b>SEWER</b> |       |                                  |             |  |
| 09/30/2021   | 12561 | Hue & Cry Security Systems, Inc. | -391.80     |  |
| 09/30/2021   | 12571 | Nute Engineering                 | -20,709.14  |  |
| 09/30/2021   | 12573 | Pacific Gas & Electric           | -1,385.62   |  |
| 09/30/2021   | 12581 | Sewer Authority Mid-Coastside    | -127,717.35 |  |
| 09/30/2021   | 12582 | Sewer Authority Mid-Coastside    | -27,664.41  |  |



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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

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

The Average Daily Flow for Montara was 0.220 MGD in August 2021. There was no reportable overflow in August in the Montara System. SAM indicates there were 0.13 inches of rain in August 2021.

## RECOMMENDATION:

Review and file.

Attachments

# Attachment A

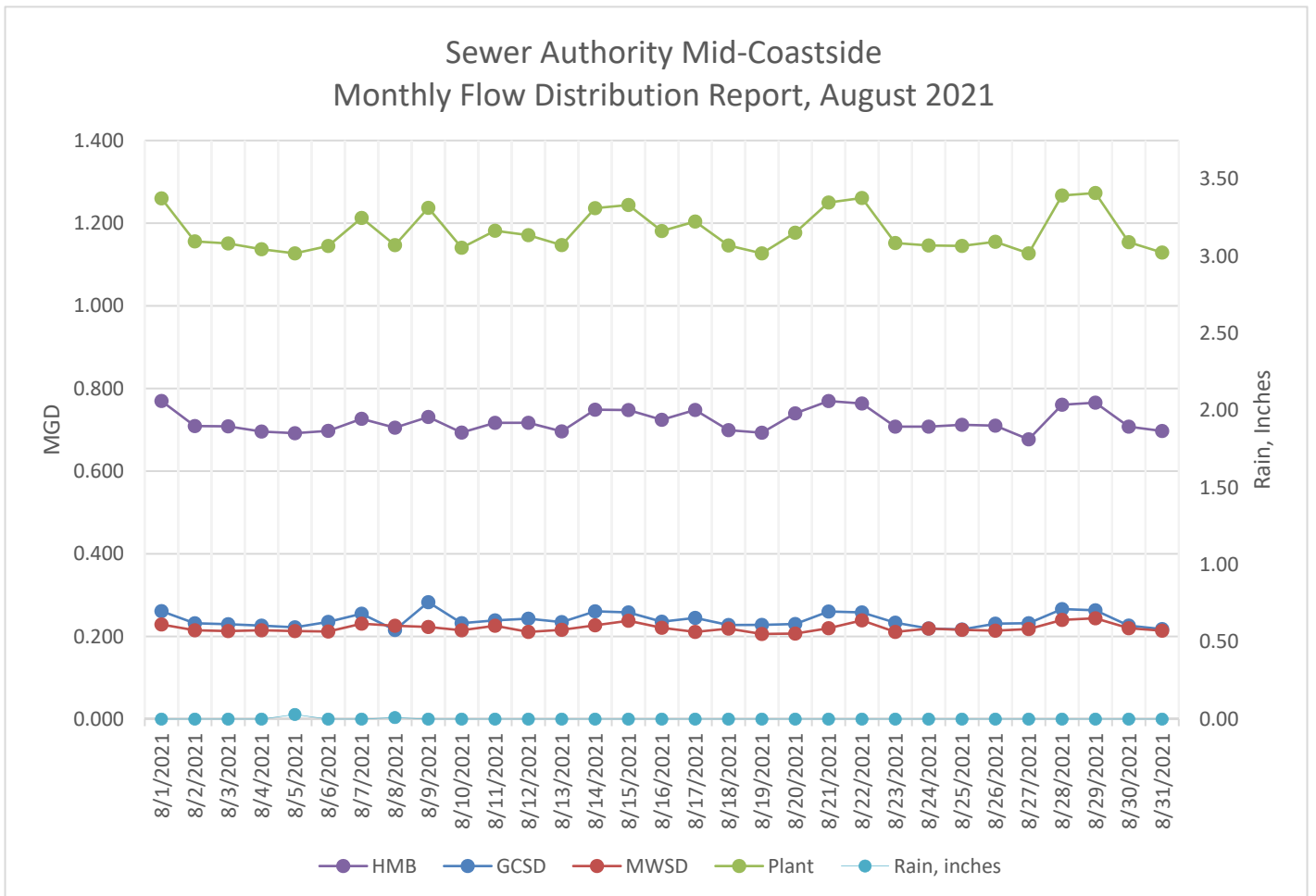
## Flow Distribution Report Summary for August 2021

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

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

The summary of the ADF information is as follows:

|                                     | <u>MGD</u>   | <u>%</u>      |
|-------------------------------------|--------------|---------------|
| The City of Half Moon Bay           | 0.721        | 61.06%        |
| Granada Community Services District | 0.239        | 20.28%        |
| Montara Water and Sanitary District | <u>0.220</u> | <u>18.66%</u> |
| Total                               | 1.180        | 100.0%        |



# Sewer Authority Mid-Coastside

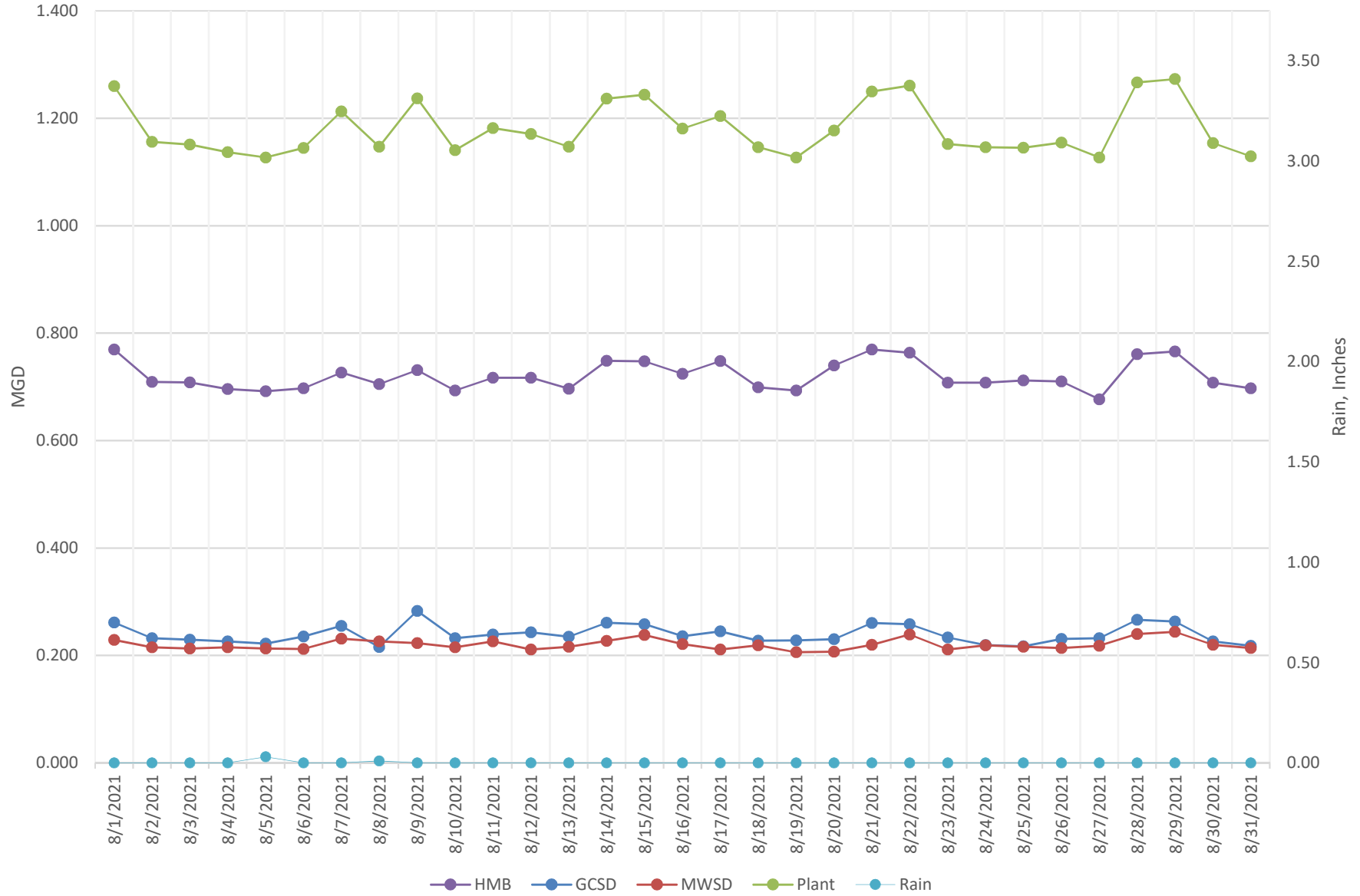
## Monthly Flow Distribution Report for August 2021

| <u>Date</u>   | <u>HMB</u>    | <u>GCSD</u>  | <u>MWSD</u>  | <u>Plant</u>  | <u>Rain Plant</u> | <u>Rain Portola</u> | <u>Rain Montara</u> |
|---------------|---------------|--------------|--------------|---------------|-------------------|---------------------|---------------------|
| 8/1/2021      | 0.770         | 0.261        | 0.229        | 1.260         | 0.00              | 0.00                | 0.00                |
| 8/2/2021      | 0.709         | 0.232        | 0.215        | 1.156         | 0.00              | 0.00                | 0.00                |
| 8/3/2021      | 0.708         | 0.230        | 0.213        | 1.151         | 0.00              | 0.00                | 0.00                |
| 8/4/2021      | 0.696         | 0.226        | 0.215        | 1.137         | 0.00              | 0.00                | 0.00                |
| 8/5/2021      | 0.692         | 0.222        | 0.213        | 1.127         | 0.03              | 0.04                | 0.08                |
| 8/6/2021      | 0.697         | 0.235        | 0.212        | 1.145         | 0.00              | 0.00                | 0.02                |
| 8/7/2021      | 0.727         | 0.255        | 0.231        | 1.213         | 0.00              | 0.00                | 0.03                |
| 8/8/2021      | 0.705         | 0.216        | 0.226        | 1.147         | 0.01              | 0.01                | 0.00                |
| 8/9/2021      | 0.731         | 0.283        | 0.223        | 1.237         | 0.00              | 0.00                | 0.00                |
| 8/10/2021     | 0.693         | 0.232        | 0.215        | 1.141         | 0.00              | 0.00                | 0.00                |
| 8/11/2021     | 0.717         | 0.239        | 0.226        | 1.182         | 0.00              | 0.00                | 0.00                |
| 8/12/2021     | 0.717         | 0.243        | 0.211        | 1.171         | 0.00              | 0.00                | 0.00                |
| 8/13/2021     | 0.696         | 0.235        | 0.216        | 1.147         | 0.00              | 0.00                | 0.00                |
| 8/14/2021     | 0.749         | 0.261        | 0.227        | 1.236         | 0.00              | 0.00                | 0.00                |
| 8/15/2021     | 0.748         | 0.258        | 0.238        | 1.244         | 0.00              | 0.00                | 0.00                |
| 8/16/2021     | 0.724         | 0.236        | 0.221        | 1.181         | 0.00              | 0.00                | 0.00                |
| 8/17/2021     | 0.748         | 0.245        | 0.211        | 1.204         | 0.00              | 0.00                | 0.00                |
| 8/18/2021     | 0.699         | 0.228        | 0.219        | 1.146         | 0.00              | 0.00                | 0.00                |
| 8/19/2021     | 0.693         | 0.228        | 0.206        | 1.127         | 0.00              | 0.00                | 0.00                |
| 8/20/2021     | 0.740         | 0.230        | 0.207        | 1.177         | 0.00              | 0.00                | 0.00                |
| 8/21/2021     | 0.770         | 0.260        | 0.220        | 1.250         | 0.00              | 0.00                | 0.00                |
| 8/22/2021     | 0.764         | 0.258        | 0.239        | 1.261         | 0.00              | 0.00                | 0.00                |
| 8/23/2021     | 0.708         | 0.233        | 0.211        | 1.152         | 0.00              | 0.00                | 0.00                |
| 8/24/2021     | 0.708         | 0.219        | 0.219        | 1.146         | 0.00              | 0.00                | 0.00                |
| 8/25/2021     | 0.712         | 0.217        | 0.216        | 1.145         | 0.00              | 0.00                | 0.00                |
| 8/26/2021     | 0.710         | 0.231        | 0.214        | 1.155         | 0.00              | 0.00                | 0.00                |
| 8/27/2021     | 0.677         | 0.232        | 0.218        | 1.127         | 0.00              | 0.00                | 0.00                |
| 8/28/2021     | 0.761         | 0.266        | 0.240        | 1.267         | 0.00              | 0.00                | 0.00                |
| 8/29/2021     | 0.766         | 0.263        | 0.244        | 1.273         | 0.00              | 0.00                | 0.00                |
| 8/30/2021     | 0.708         | 0.226        | 0.220        | 1.154         | 0.00              | 0.00                | 0.00                |
| 8/31/2021     | 0.697         | 0.218        | 0.214        | 1.129         | 0.00              | 0.00                | 0.00                |
| <b>Totals</b> | <b>22.339</b> | <b>7.419</b> | <b>6.829</b> | <b>36.587</b> | <b>0.04</b>       | <b>0.05</b>         | <b>0.13</b>         |

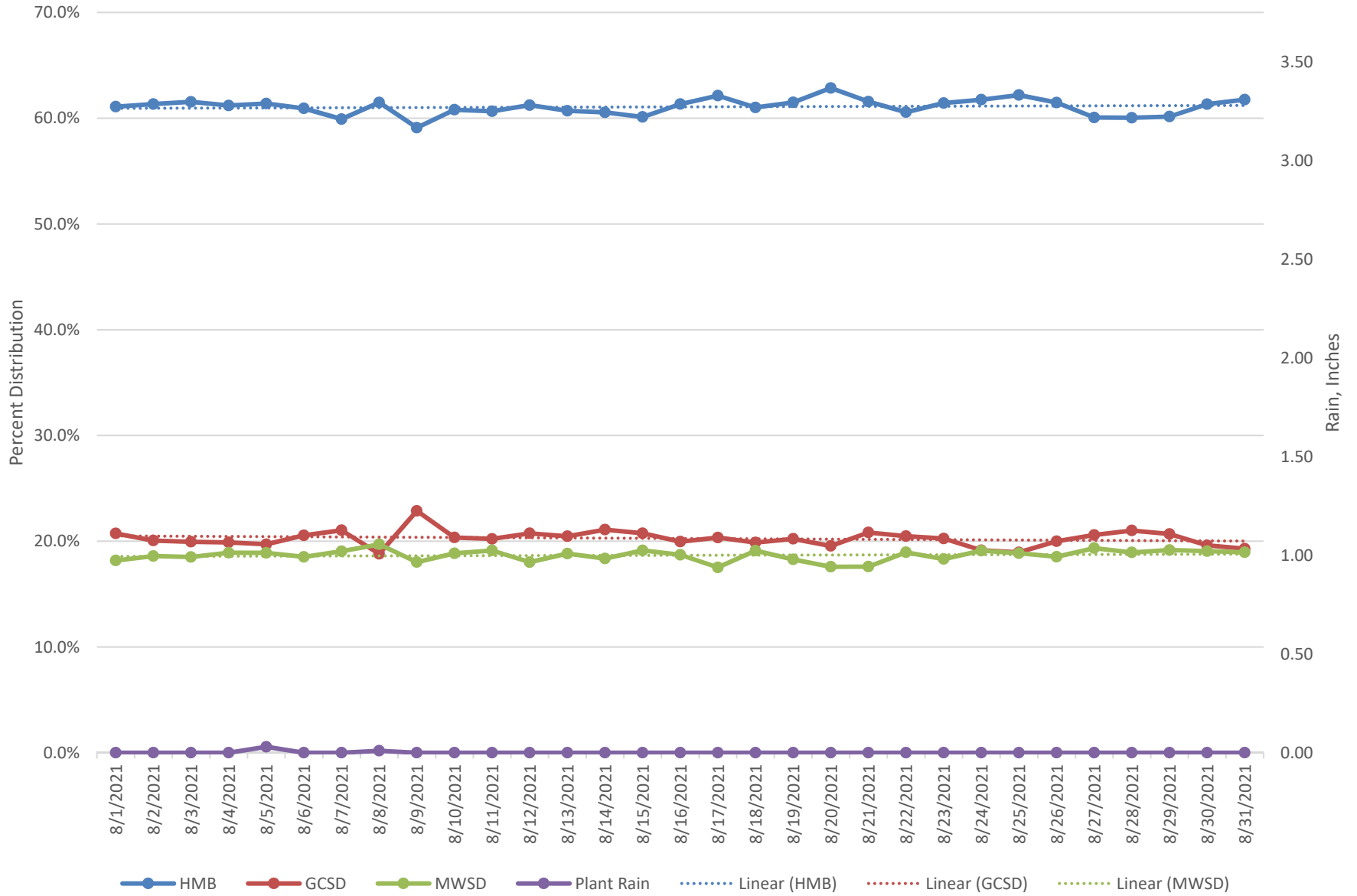
### Summary

|                     | <u>HMB</u>    | <u>GCSD</u>   | <u>MWSD</u>   | <u>Plant</u>  |
|---------------------|---------------|---------------|---------------|---------------|
| Minimum             | 0.677         | 0.216         | 0.206         | 1.127         |
| <b>Average</b>      | <b>0.721</b>  | <b>0.239</b>  | <b>0.220</b>  | <b>1.180</b>  |
| Maximum             | 0.770         | 0.283         | 0.244         | 1.273         |
| <b>Distribution</b> | <b>61.06%</b> | <b>20.28%</b> | <b>18.66%</b> | <b>100.0%</b> |

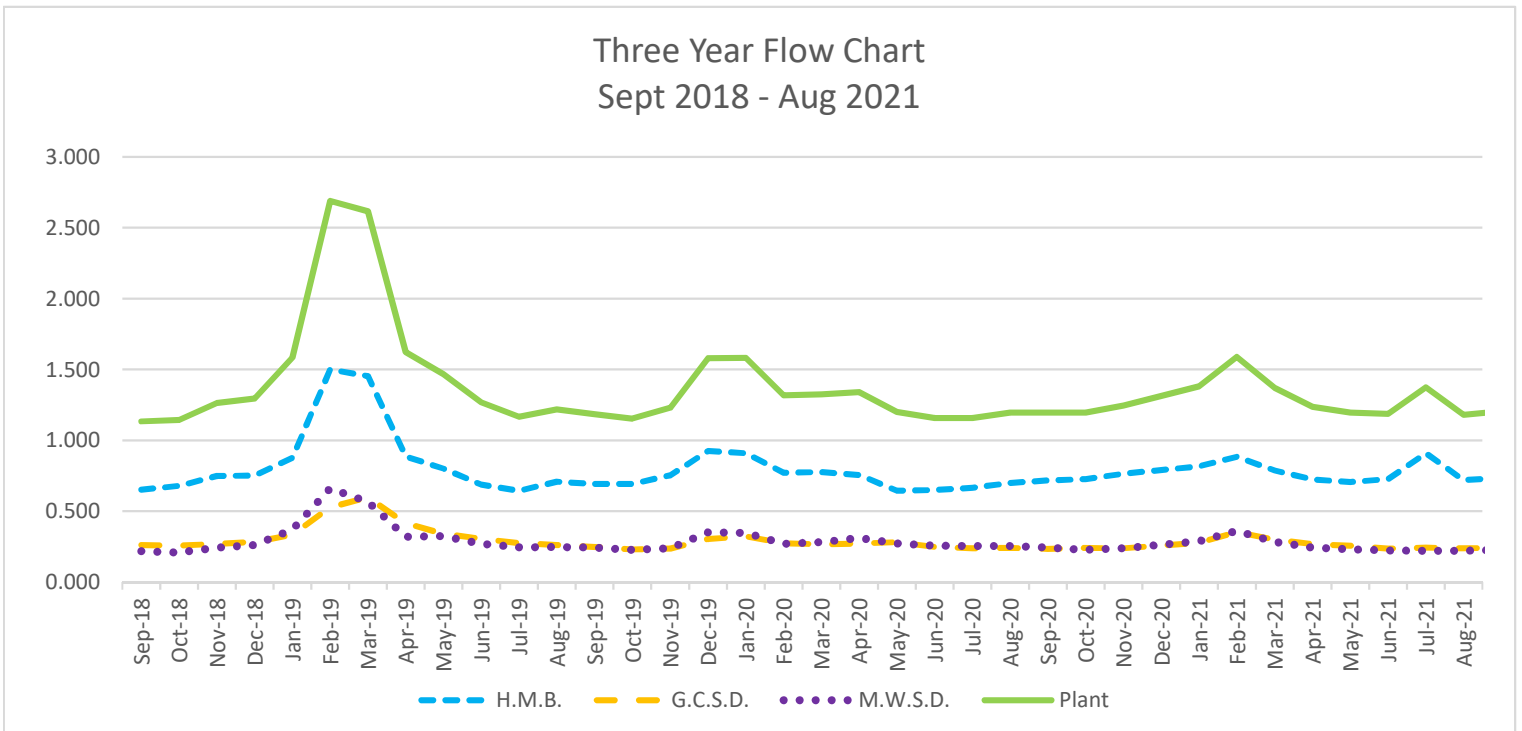
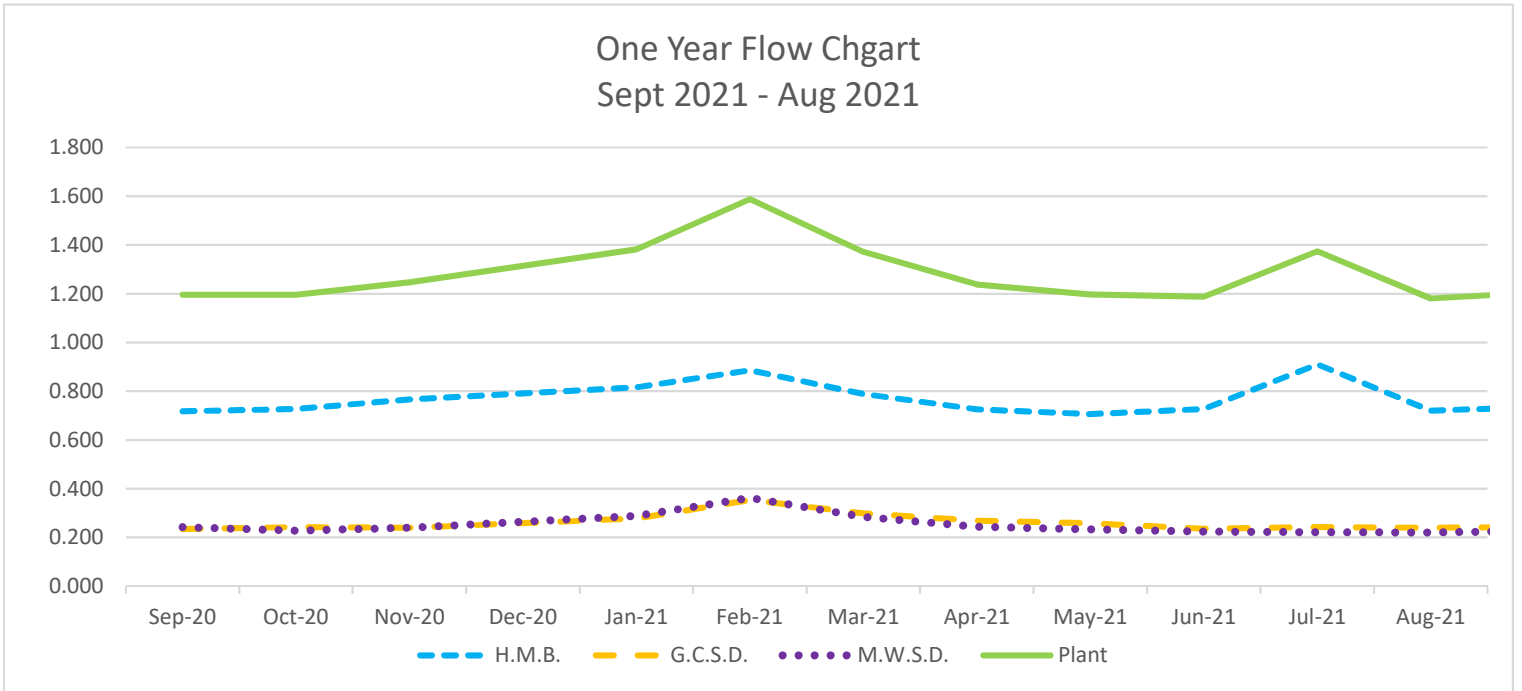
## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2021



## Percent Distribution August 2021

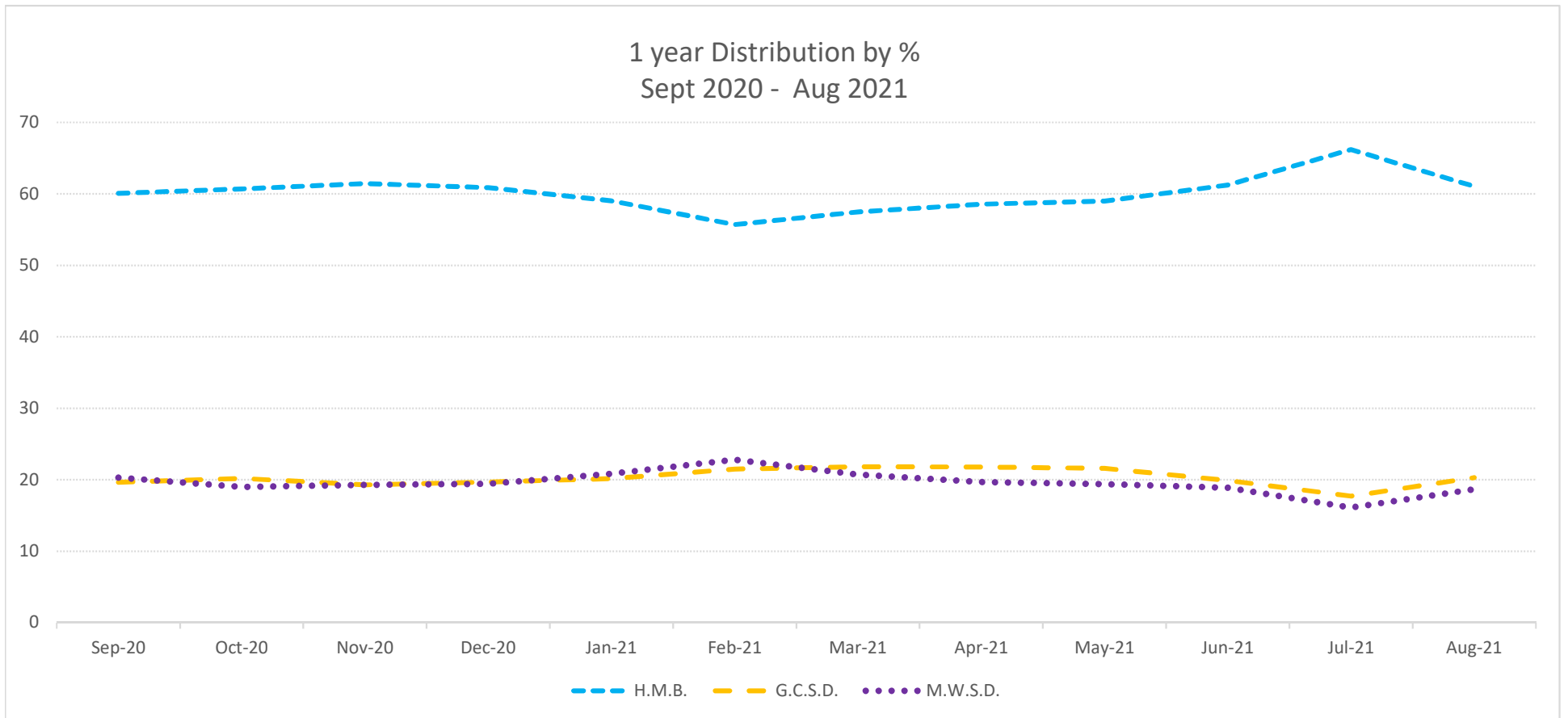


## Most recent flow calibration March 2021 PS, March 2021 Plant





# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2021

## August 2021

|              | Total    | Number of S.S.O's |          |          |          |
|--------------|----------|-------------------|----------|----------|----------|
|              |          | HMB               | GCS D    | MWSD     | SAM      |
| Roots        | 1        | 1                 | 0        | 0        | 0        |
| Grease       | 0        | 0                 | 0        | 0        | 0        |
| Mechanical   | 0        | 0                 | 0        | 0        | 0        |
| Wet Weather  | 0        | 0                 | 0        | 0        | 0        |
| Other        | 0        | 0                 | 0        | 0        | 0        |
| <b>Total</b> | <b>1</b> | <b>1</b>          | <b>0</b> | <b>0</b> | <b>0</b> |
|              |          | <b>100%</b>       |          |          |          |

## 12 Month Moving Total

|              | Total    | 12 month rolling Number |           |            |           |
|--------------|----------|-------------------------|-----------|------------|-----------|
|              |          | HMB                     | GCS D     | MWSD       | SAM       |
| Roots        | 2        | 1                       | 0         | 1          | 0         |
| Grease       | 0        | 0                       | 0         | 0          | 0         |
| Mechanical   | 0        | 0                       | 0         | 0          | 0         |
| Wet Weather  | 0        | 0                       | 0         | 0          | 0         |
| Other        | 1        | 0                       | 0         | 1          | 0         |
| <b>Total</b> | <b>3</b> | <b>1</b>                | <b>0</b>  | <b>2</b>   | <b>0</b>  |
|              |          | <b>33%</b>              | <b>0%</b> | <b>67%</b> | <b>0%</b> |

## Reportable SSOs

|                       | Total | Reportable Number of S.S.O.'s |       |      |     |
|-----------------------|-------|-------------------------------|-------|------|-----|
|                       |       | HMB                           | GCS D | MWSD | SAM |
| August 2021           | 1     | 1                             | 0     | 0    | 0   |
| 12 Month Moving Total | 3     | 1                             | 0     | 2    | 0   |

## SSOs / Year / 100 Miles

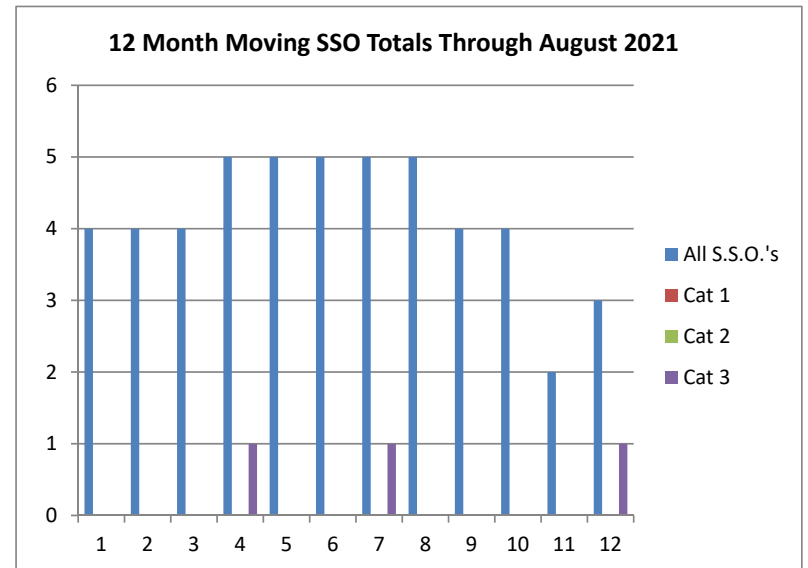
|                       | Total | Number of S.S.O.'s /Year/100 Miles |       |       |      |
|-----------------------|-------|------------------------------------|-------|-------|------|
|                       |       | HMB                                | GCS D | MWSD  | SAM  |
| August 2021           | 1.0   | 2.7                                | 0.0   | 0.0   | 0.0  |
| 12 Month Moving Total | 2.9   | 2.7                                | 0.0   | 7.4   | 0.0  |
| Category 1            | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| Category 2            | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| Category 3            | 2.9   | 2.7                                | 0.0   | 7.4   | 0.0  |
| Miles of Sewers       | 104.5 | 37.0                               | 33.2  | 27.0  | 7.3  |
|                       |       | 35.4%                              | 31.8% | 25.8% | 7.0% |

## 12 Month Rolling Total Sewer Cleaning Summary

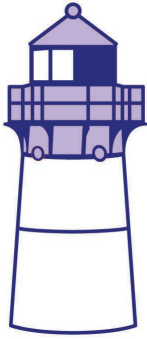
| Month      | HMB    | GCS D  | MWSD  | Total Feet | Total Miles |
|------------|--------|--------|-------|------------|-------------|
| Sept - 20  | 12,942 | 18,428 | 4,067 | 35,437     | 6.7         |
| Oct - 20   | 11,459 | 14,887 | 8,999 | 35,345     | 6.7         |
| Nov - 20   | 11,229 | 23,059 | 9,482 | 43,770     | 8.3         |
| Dec - 20   | 17,235 | 16,367 | 4,540 | 38,142     | 7.2         |
| Jan - 21   | 9,147  | 11,987 | 2,909 | 24,043     | 4.6         |
| Feb - 21   | 8,887  | 7,652  | 5,483 | 22,022     | 4.2         |
| Mar - 21   | 12,401 | 11,943 | 4,691 | 29,035     | 5.5         |
| April - 21 | 10,839 | 2,172  | 6,565 | 19,576     | 3.7         |
| May - 21   | 12,472 | 986    | 6,281 | 19,739     | 3.7         |
| June - 21  | 10,450 | 3,278  | 4,743 | 18,471     | 3.5         |
| July - 21  | 13,852 | 9,054  | 3,571 | 26,477     | 5.0         |
| Aug - 21   | 9,803  | 7,616  | 8,952 | 26,371     | 5.0         |

|           |         |         |        |         |  |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 140,716 | 127,429 | 70,283 | 338,428 |  |
|-----------|---------|---------|--------|---------|--|

|            |      |      |      |  |      |
|------------|------|------|------|--|------|
| Annual Mi. | 26.7 | 24.1 | 13.3 |  | 64.1 |
|------------|------|------|------|--|------|



Attachment C



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review of Current Investment Portfolio**

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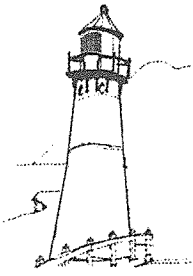
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for August 2021 was 0.221%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Connection Permit Applications Received**

As of October 7, 2021 the following new Sewer Connection Permit application was received since the last report:

| Date of Application | Property Owner | Site Address | Home Size |
|---------------------|----------------|--------------|-----------|
|                     |                |              |           |

As of October 7, 2021 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

| Date of Application | Property Owner | Site Address            | Home Size |
|---------------------|----------------|-------------------------|-----------|
| 09-21-21            | Jeff Solberg   | 550 Stetson, Moss Beach | SFD       |

As of October 7, 2021 the following new Water Connection Permit application was received since the last report:

| Date of App. | Property Owner | Site Address        | Home Size | Type of Connection |
|--------------|----------------|---------------------|-----------|--------------------|
| 09-23-21     | Jeff Fanning   | 930 Edison, Montara | SFD       | DOM                |

**RECOMMENDATION:**


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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 7th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Water Production Report**

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

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

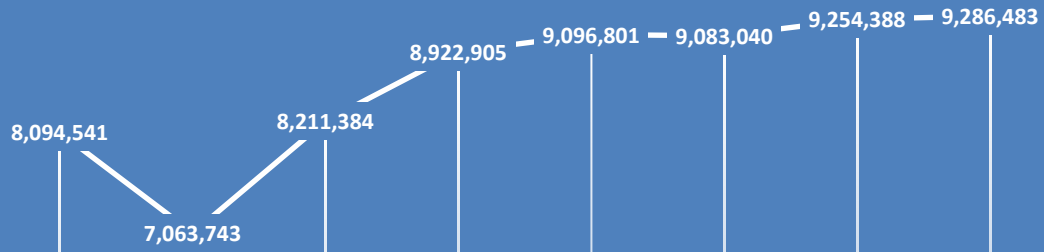
## RECOMMENDATION:

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

Attachments: 2

# TOTAL PRODUCTION 2021 (GALLONS)

GALLONS



|                            | January   | February  | March     | April     | May       | June      | July      | August    | September | October | November | December |
|----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|----------|----------|
| Total Production (Gallons) | 8,094,541 | 7,063,743 | 8,211,384 | 8,922,905 | 9,096,801 | 9,083,040 | 9,254,388 | 9,286,483 |           |         |          |          |

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: October 7th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Rain Report**

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

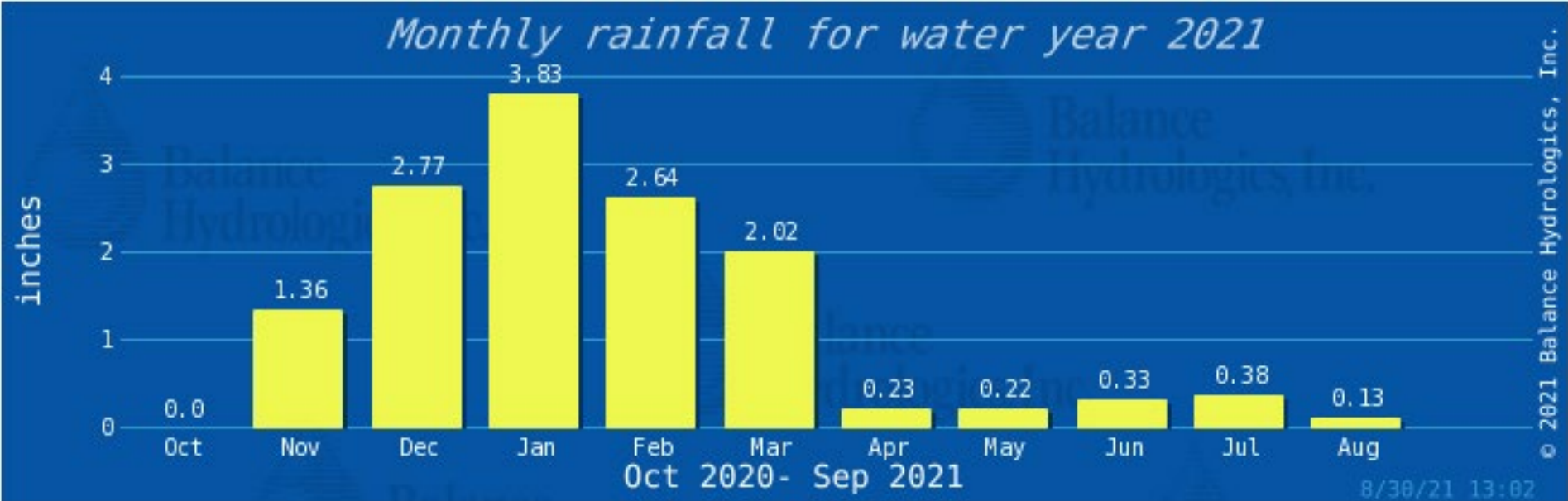
## RECOMMENDATION:

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

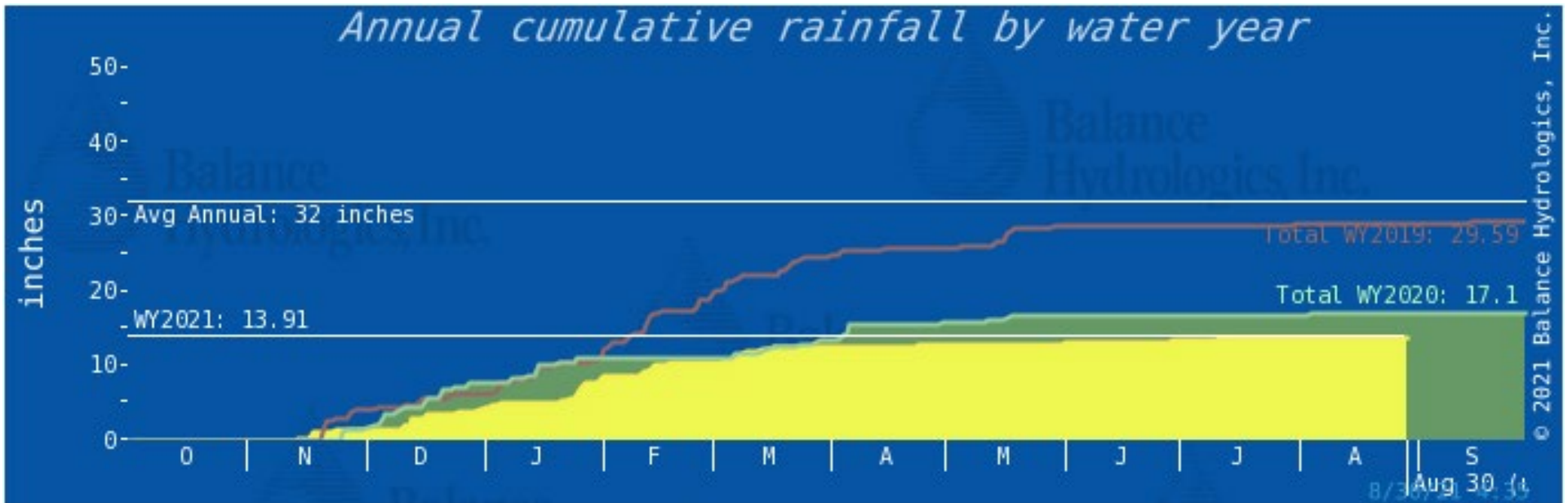
Attachments: 2



# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 7th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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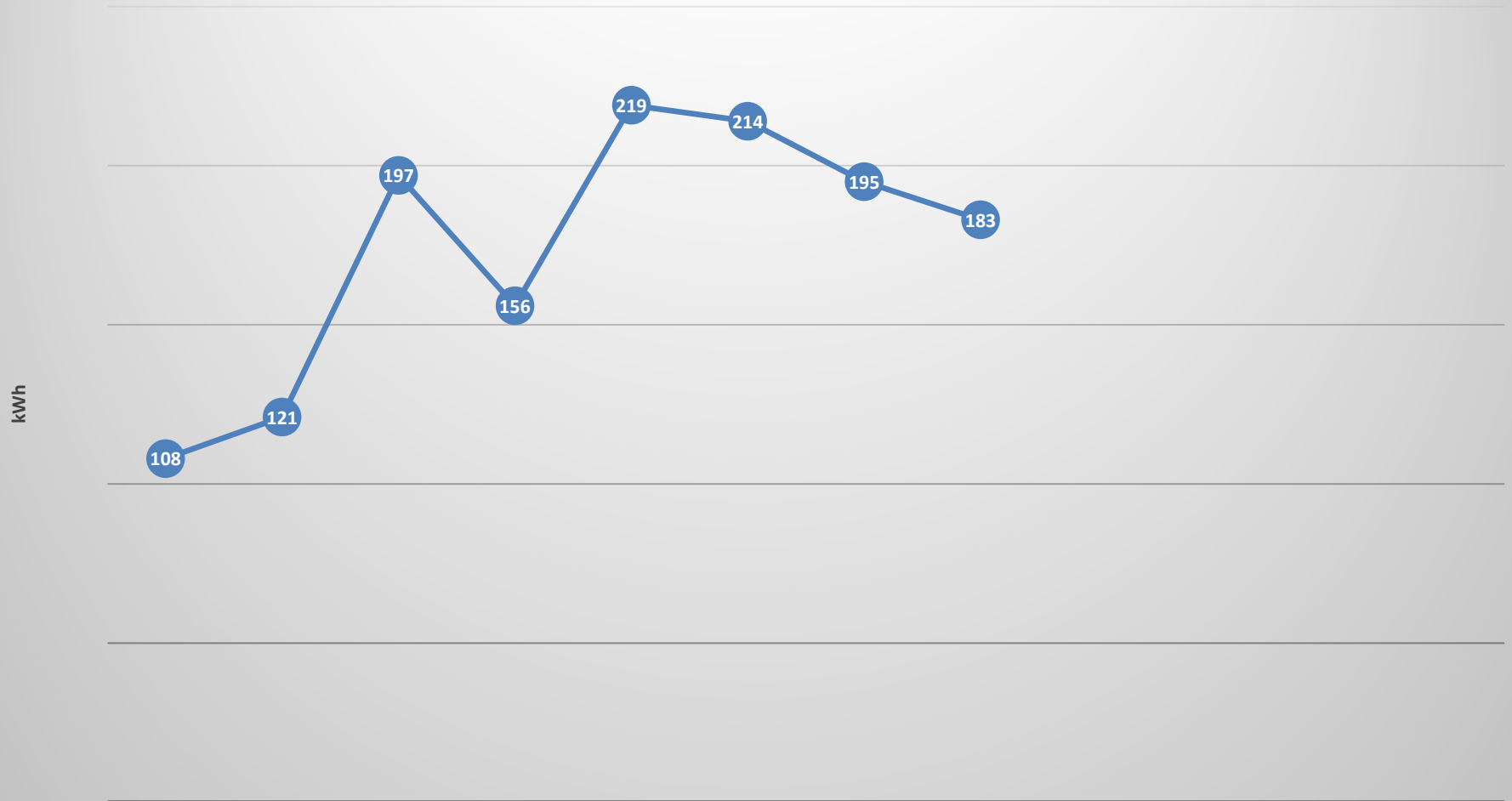
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 46,879 kWh and saved 79,932 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2021 (kWh)



|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| total kWh | 108 | 121 | 197 | 156 | 219 | 214 | 195 | 183 |     |     |     |     |



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Public Agency Retirement Service Report for July 2021.**

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The District has received the monthly PARS report for July 2021.

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

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

RECOMMENDATION:

This is for Board information only.

Attachment



**Montara Water and Sanitary Dist  
Retirement Enhancement Plan**

Monthly Account Report for the Period  
7/1/2021 to 7/31/2021

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

Plan ID: P7-REP15A

### Account Summary

| Source        | Beginning Balance as of 7/1/2021 | Contributions     | Earnings          | Expenses        | Distributions     | Transfers     | Ending Balance as of 7/31/2021 |
|---------------|----------------------------------|-------------------|-------------------|-----------------|-------------------|---------------|--------------------------------|
| Contributions | \$1,226,207.59                   | \$7,651.44        | \$7,638.47        | \$560.00        | \$1,117.12        | \$0.00        | \$1,239,820.38                 |
| <b>TOTAL</b>  | <b>\$1,226,207.59</b>            | <b>\$7,651.44</b> | <b>\$7,638.47</b> | <b>\$560.00</b> | <b>\$1,117.12</b> | <b>\$0.00</b> | <b>\$1,239,820.38</b>          |

### Investment Selection

## PARS Capital Appreciation INDEX PLUS

### Investment Objective

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

### Investment Return

| Source  | 1-Month | 3-Months | 1-Year | Annualized Return |         |          | Plan's Inception Date |
|---------|---------|----------|--------|-------------------|---------|----------|-----------------------|
|         |         |          |        | 3-Years           | 5-Years | 10-Years |                       |
| GENERAL | 0.62%   | 2.88%    | 26%    | 11.77%            | 11.39%  | -        | 03/08/16              |

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

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

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

## July 2021 PARS Statement Detail Information

PARS Beginning Balance as of July 1, 2021                 \$ 1,226,207.59

**Contributions:**

June 15, 2021 Calculation

|                        |    |           |    |          |
|------------------------|----|-----------|----|----------|
| Wages                  | \$ | 30,628.25 |    |          |
| Employer - 6.92%       | \$ | 2,147.04  |    |          |
| Employee - 7.75%       | \$ | 1,662.38  |    |          |
| Contributions Subtotal |    |           | \$ | 3,809.42 |

June 30, 2021 Calculation

|                        |    |           |    |          |
|------------------------|----|-----------|----|----------|
| Wages                  | \$ | 30,849.13 |    |          |
| Employer - 6.92%       | \$ | 2,162.52  |    |          |
| Employee - 7.75%       | \$ | 1,679.49  |    |          |
| Contributions Subtotal |    |           | \$ | 3,842.02 |

Rounding

|                               |    |          |  |          |
|-------------------------------|----|----------|--|----------|
|                               |    | -        |  |          |
| Total Contributions thru June | \$ | 7,651.43 |  |          |
| Rounding                      |    |          |  | 0.01     |
|                               | \$ |          |  | 7,651.44 |

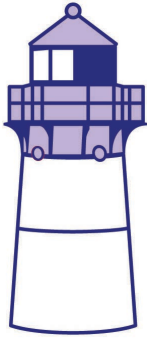
Earnings   \$7,638.47

Expenses   \$ (560.00)

Distributions   \$ (1,117.12)

PARS Ending Balance as of July 2021                 \$ 1,239,820.38

| Fund Impact - PARS Wages |              |              |  |
|--------------------------|--------------|--------------|--|
| Sewer                    | Water        | Total        |  |
| \$ 10,136.21             | \$ 20,492.05 | \$ 30,628.25 |  |
| \$ 710.55                | \$ 1,436.49  | \$ 2,147.04  |  |
|                          |              |              |  |
| Sewer                    | Water        | Total        |  |
| \$ 10,202.21             | \$ 20,646.93 | \$ 30,849.13 |  |
| \$ 715.17                | \$ 1,447.35  | \$ 2,162.52  |  |



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act**

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AB361 was signed into law by the Governor on September 16, 2021 (effective October 1, 2021). AB361 amends Gov't. Code Section 54953 of the Brown Act by allowing local agencies to hold meetings remotely during emergency situations, under the following conditions:

1. An emergency situation arises that produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to Gov't. Code § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of Gov't. Code § 54953, subdivision (e).
4. A resolution is passed by majority vote consistent with the terms of Gov't. Code § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., determining that in-person meetings present imminent risks to the health or safety of attendees or when state or local officials impose or recommend social distancing measures. This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may pass a resolution authorizing continued teleconferenced meetings upon finding that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state/local officials continue to impose or recommend social distancing measures.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The Governor of the State of California declared a state of emergency on March 4, 2020 resulting from the COVID-19 pandemic; on March 10, 2020, the County of San Mateo also proclaimed the existence of a local emergency throughout the county as a result of COVID-19. Despite sustained efforts to reduce the threat, at present the SARS-CoV-2 B.1.617.2 (Delta) variant has been circulating in San Mateo County, is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Delta variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons. Moreover, the small size of the District's Boardroom and administrative offices, as well as the lack of adequate ventilation and/or an air filtering system, further contribute to the unsafe indoor conditions for meeting in-person.

For the above reasons, holding in-person meetings poses an imminent risk to attendees and staff recommends that remote meetings are presently necessary to protect the health and safety of all attendees, including District staff and the Board of Directors.

## RECOMMENDATION:

Adopt Resolution Authorizing Remote Teleconference Meetings of the Board of Directors of the Montara Water & Sanitary District Under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, Montara Water and Sanitary District (“District”) is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and MWSD Resolution 978, to exercise all powers of a county water district in the same manner as county water districts formed under the County Water District Law (Division 12 (commencing with Section 30000) of the Water Code) for the purpose of operating and maintaining wastewater and water facilities; and

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19; and

**WHEREAS**, the District is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Directors (“Board”); and

**WHEREAS**, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and county caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, that the legislative body meeting in-person would present imminent risks to the health and safety of attendees; and

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, such conditions now exist within the Montara Water and Sanitary District (“District”), specifically, by the Governor of the State of California’s executive order declaring a State Emergency as a result of the COVID-19 virus pandemic pursuant to Government Code section 8625 and by the County of San Mateo declaring a local emergency a result of the COVID-19 virus pandemic pursuant to Government Code section 8630 and Health and Safety Code Section 101080; and

**WHEREAS**, holding in-person meetings of the District’s Board of Directors (the “Board”) will present an imminent risk to the health and safety of Board members, District staff and attendees and directly impacts their ability to meet safely due to the SARS-CoV-2 B.1.617.2 (Delta) variant, which has been circulating in San Mateo County, is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Delta variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons; and

**WHEREAS**, the Board does hereby declare that the aforementioned conditions causing imminent risk to attendees if in-person meetings are held has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and to ratify the proclamation of state of emergency by the Governor of the State of California and the proclamation of emergency and orders of the County of San Mateo; and

**WHEREAS**, as a consequence of the state and local emergency, the Board does hereby declare that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, the Board does hereby declare that the District shall take all measures necessary to ensure access to remote teleconference meetings for the public in accordance with paragraph (2) of subdivision (e) of section 54953.

**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:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings present imminent risk to attendees as heretofore described.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Manager and the Board Chair are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and to make adjustments in meeting practices and/or remote logistics to comply with this Resolution and local or state health orders to ensure the health and safety of employees and residents while maintaining critical District operations.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30-days from the date of its adoption, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to remotely teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Rescission. Resolution No. 1669 establishing a temporary meeting location is hereby rescinded pursuant to Governor's Order N-08-21.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER  
AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE  
MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN  
ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS  
RELATED TO THE COVID-19 PANDEMIC**

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 7th day of October 2021, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

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

Type text here

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning Review of Recology 2022 Solid Waste Rate Increase**

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In accordance with the existing franchise agreement, Recology provided financial information to the District for the requested 9.19% 2022 rate increase.

The District's accountants Maze & Associates was asked to apply procedures to identify any mistakes associated with documents and calculations used by Recology to determine the 2021 Rate year adjustment factor.

For rate year 2022, our contract with Recology stipulates the utilization of a cost-based calculation as compared to an index-based calculation. Cost-based adjustments occur every third year of the contract and are utilized to true-up differences between various cost of living adjustments and Recology's actual costs over the past two years. The cost-based adjustment utilizes Recology's independently audited financial statements of their previous fiscal year.

Index-based adjustment years provide good faith presentations of Recology's expenses and applies various CPI increases to determine the rate for the calendar year.

For rate year 2022, the cost allocation to the District is \$1,650,971. Of these expenses, 85% or \$1,408,234 can be relied upon as they are independently audited, however, the other 15% or \$242,737 are derived from the following:

- SB 1383 Short-Lived Climate Pollutants: Additional expense of \$66,902 based on a 60% allocation of one driver and additional truck expenses.
- Pass through adjustments from the tonnage of disposals at Ox Mountain. The expenses cannot be verified without reviewing documentation from Recology of tipping receipts for all hauls.

## RECOMMENDATION:

Receive Maze & Associates presentation on the review of the suggested rate increase and associated information and authorize the General Manager to distribute a Prop218 Notice for a public hearing on December 3, 2021.

Attachments.

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

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

Honorable Members  
of the Board of Directors  
Montara, California

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

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

1. We obtained the *Franchise Agreement between The Montara Water and Sanitary District (Montara) and Recology of the Coast for Solid Waste and Recycling Services, effective October 1, 2013 (Agreement)* as well as the First Amendment to Franchise Agreement effective October 1, 2017, in order to gain an understanding of the terms, fees, services and reporting requirements outlined.

**Result:** We reviewed the Franchise Agreement between the District and Recology of the Coast (Recology) and noted that service rates are to change annually. We also noted that commencing January 1, 2022, service rates are to be determined by using “cost-based method” calculation.

2. We obtained the outline for the calculation utilized to determine the total Cost of Operation, deemed Montara Exhibit E Cost Based Adjustment 2022, which details a rate increase of 9.19%.

**Results:** We noted that the specified calculations and formulas were in alignment with the Franchise Agreement; no variance between fiscal year-end 9/30/2020 audited financial statements and the cost adjustment worksheets were noted.



We noted that the specified cost factors required for the Cost-Based Rate Adjustment Methodology were used and the indices, calculations and formulas were in alignment with the Franchise Agreement; No variances were found.

3. We independently confirmed necessary indices used by Recology to determine the rate for the year 2022. The indices appear to have been downloaded from the US Bureau of Labor and Statistics and US Energy Information Administration.

**Result:** We re-calculated all 2022 indices percentage increases/decreases used in the determination of the 2022 rate; no variances were found.

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

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

1. Other adjustments: Recyclables Processing Cost: \$11,558 is a factor derived from the volume of recyclables hauled (956.77 tons) multiplied by the average per ton rate during the period of May 2020 to April 2021. These figures cannot be verified from procedures applied.

Other adjustments: Ox Mountain MSW Disposal: \$164,277 is a factor derived from the volume of recyclables hauled (2,730.00 tons) multiplied by the average per ton rate during the period of May 2020 to April 2021. These figures cannot be verified from procedures applied.

2. Other adjustments: Additional Route for Organics: \$66,902 additional cost. Per Recology's cost adjustment worksheet, the additional cost is due to SB 1383 "Short-Lived Climate Pollutants," which was passed in 2016. Recology is utilizing a rate of 60% of the cost of a driver's labor plus truck costs (fuel & maintenance).

Recology did not provide rationale for why they decided to apply a rate of 60%.

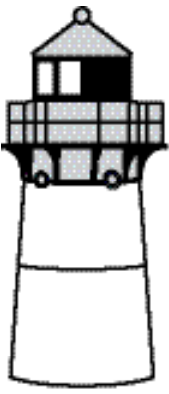
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We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the calculation of the new rates for providing solid waste and recycling services. Accordingly, we do not express such an opinion.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

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

*Maye & Associates*

October 1, 2021



# Montara Water & Sanitary District

## NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES TO GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

This Notice provides information about proposed increases in garbage collection, recycling and disposal fees and charges for those services provided by Recology of the Coast to MWSD customers.

**HEARING DATE:** Thursday, December 2, 2021

**HEARING TIME:** 7:30 p.m.

**LOCATION:** Montara Water and Sanitary District  
8888 Cabrillo Highway  
Montara, CA 94037

(Adjacent to the Point Montara Lighthouse & Hostel)

Hearing may be viewed via Zoom teleconference, details at [MWSD.MONTARA.ORG](http://MWSD.MONTARA.ORG)

### Dear Property Owner or Customer,

Montara Water and Sanitary District (MWSD) is proposing to adopt a 9.19% increase in garbage collection, recycling and disposal fees and charges for those services furnished by Recology of the Coast (Recology) under a franchise agreement with the District. The rates are proposed to go into effect on January 1, 2022.

In January, Recology adds new weekly food waste and green material composting to divert organic materials away from landfills and towards the production of value added products such as compost, fertilizers and biofuels. This new service addresses California's SB1307 mandate for curbside and commercial composting by January 2022. The 2022 proposed cost-based increase reflects additional costs related to weekly routes, labor, health and wellness costs, as well as organics and recyclables processing costs.

### What Do the Solid Waste Fees and Charges Pay for?

- On-going operating expenses to collect and dispose of garbage and recyclable material, and to account for individual customer fees.
- On-going expenses for equipment and supplies needed to operate.
- Capital expenditures to repair, replace, and upgrade garbage collection trucks and other equipment.
- Shipping fees (also called dump fees) to the Ox Mountain Landfill in Half Moon Bay to dispose of all non-recyclable waste.

### How Can Customers Reduce Garbage Collection Fees and Charges?

By switching from a 32-gallon garbage collection receptacle to a 20-gallon receptacle, your new monthly collection fee change would be \$27.07 instead of \$33.17. Currently in the MWSD service area, only a small percentage of customers use 20-gallon cans.

**Take Advantage of Free Bulky Goods Collection.** Four times a year, Recology will pick up one item up to 200 pounds or five 30-gallon bags for no additional charge.

**Increase Recycling + Reduce Garbage + Switch to a 20-Gallon Can = Save Money**

**PLEASE CONTACT US IF YOU HAVE QUESTIONS OR COMMENTS**

**Tel: (650) 728-3545 • Email: [mwsd@coastside.net](mailto:mwsd@coastside.net) • Write: P.O. Box 370131 Montara, CA 94037-0131**

# Proposed Garbage Collection,

The District is proposing an increase to garbage collection, recycling and disposal fees to cover costs of service.

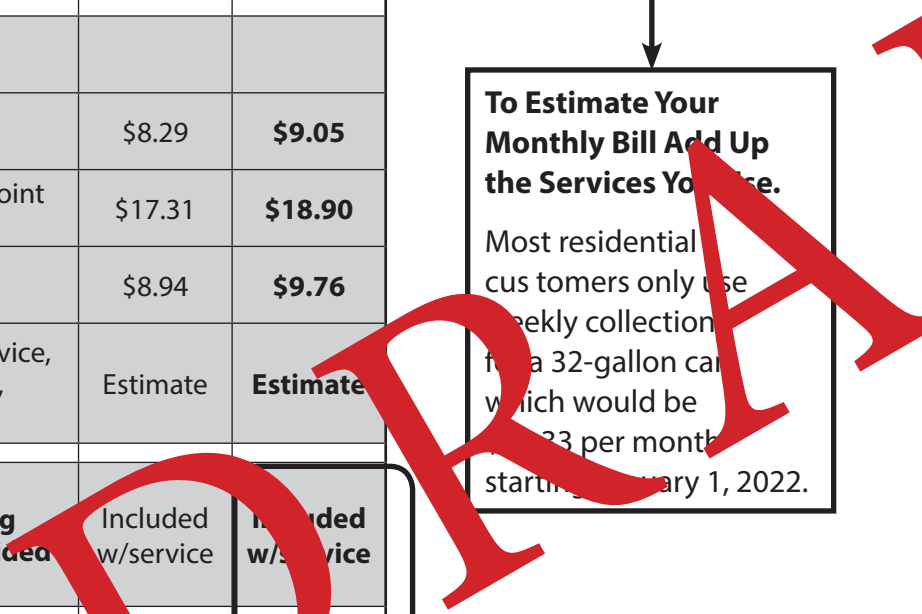
**Note:** Although the rates are proposed to cover a one-year period, they will remain in effect after that year unless and until new rates are approved.

| RESIDENTIAL  | 2021               | 2022                      |
|--|--------------------|---------------------------|
| <b>1. Basic, weekly collection of a single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:</b>  |                    |                           |
| One 20-gallon can collected once per week  | \$27.07            | <b>\$29.56</b>            |
| One 32-gallon can collected once per week  | \$33.17            | <b>\$36.22</b>            |
| One 64-gallon can collected once per week  | \$108.98           | <b>\$119.00</b>           |
| <b>2. Special Services (charges added to above, basic charges)</b>   |                    |                           |
| Container placed at side or rear of dwelling - per container   | \$8.29             | <b>\$9.05</b>             |
| Container not placed at specified collection point and return call required - per container  | \$17.31            | <b>\$18.90</b>            |
| Extra 30-gallon bag with collection (excludes 20-gallon cart service) - per bag  | \$8.94             | <b>\$9.76</b>             |
| Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.  | Estimate           | <b>Estimate</b>           |
| <b>3. Bulky goods dropoff service four times a year within Montara District limits, including greenwaste and motor oil in Recology provided bottles only</b>   | Included w/service | <b>Included w/service</b> |
| <b>4. Weekly commingled recyclable materials collection (64-gallon wheeled cart)</b>   | Included w/service | <b>Included w/service</b> |
| <b>5. Weekly food waste and green material collection, limited to one 96 gallon container provided by Recology</b>   | Included w/service | <b>Included w/service</b> |
| <b>6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or five, 30-gallon bags</b>   | Included w/service | <b>Included w/service</b> |
| <b>7. Drop-off at Recycling Yard in Pacifica of motor oil, latex and oil paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials</b> | Included w/service | <b>Included w/service</b> |
| <b>8. Christmas trees free of charge thru January 31st</b>   | Included w/service | <b>Included w/service</b> |
| After January 31st charge is \$20 per tree for removal   | \$20.00            | <b>\$20.00</b>            |

**To Estimate Your Monthly Bill Add Up the Services You Use.**

Most residential customers only use weekly collection for a 32-gallon can which would be \$36.22 per month starting January 1, 2022.

**Please take advantage of the many services included with your garbage fees.**



# Recycling and Disposal Fees

and equipment replacement by Recology of the Coast beginning Jan. 1, 2022, as described on these pages.

| MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE  | 2021               | 2022                      |
|--|--------------------|---------------------------|
| <b>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.</b> |                    |                           |
| One 64-gallon can collected once per week  | \$130.86           | <b>\$142.89</b>           |
| One 96-gallon can collected once per week  | \$214.14           | <b>\$233.82</b>           |
| Additional 64- or 96-gallon commercial carts picked up more than once a week will be original charge times the number of pickups   | Will Vary          | <b>Will Vary</b>          |
| <b>Commercial Container Rental</b>   |                    |                           |
| 1 cubic yard box per month   | \$59.54            | <b>\$65.01</b>            |
| 2 cubic yard box per month   | \$77.18            | <b>\$84.27</b>            |
| <b>3. Commercial Container Collections</b>   |                    |                           |
| 1 cubic yard box per collection  | \$50.31            | <b>\$54.93</b>            |
| 2 cubic yard box per collection  | \$100.10           | <b>\$109.30</b>           |
| <b>4. Compacted Commercial Container Service</b>   |                    |                           |
| 1 cubic yard box per collection  | \$98.20            | <b>\$107.22</b>           |
| 2 cubic yard box per collection  | \$198.36           | <b>\$216.59</b>           |
| <b>5. Recycled materials collection up to five times a week</b>  | Included w/service | <b>Included w/service</b> |

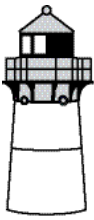
| DEBRIS BOX SERVICE   | 2021                 | 2022                 |
|--|----------------------|----------------------|
| <b>1. Containers of 7, 14, 20 and 30 yard sizes</b>                |                      |                      |
| Container rental and delivery and pickup charge                    | \$395.48             | <b>\$431.82</b>      |
| Additional \$67 fee per ton confirmed by disposal site weight slip | <b>Tonnage Based</b> | <b>Tonnage Based</b> |

| SPECIAL PROVISIONS (PGE CARE PROGRAM)   | 2021    | 2022           |
|---|---------|----------------|
| <b>1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage</b> |         |                |
| 15% reduction 20-gallon can   | \$23.01 | <b>\$25.12</b> |
| 15% reduction 32-gallon can   | \$27.29 | <b>\$29.80</b> |

## How to Protest the Proposed Rate Increases

Property owners or customers may file written protests against the proposed rate increases. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number; b) include the name and signature of the customer or property owner submitting the protest; and c) indicate opposition to the proposed garbage collection, recycling, and disposal fees and charges. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. The proposed rates will not be adopted if written protests are received from the owners or customers representing a majority of affected parcels. Only one protest accepted per parcel.

Written protests may be mailed to: District Clerk, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037-0131. Written protests may also be delivered to the District's headquarters at 8888 Cabrillo Highway. All written protests must be submitted prior to the close of the Public Hearing on **December 2, 2021.**



# Montara Water and Sanitary District

PRSRT STD  
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XXX

P.O. Box 370131  
Montara, CA 94037  
Voice: 650-728-3545  
Email: [mwsd@coastside.net](mailto:mwsd@coastside.net)  
Web: [mwsd.montara.org](http://mwsd.montara.org)

## DIRECTORS

Scott Boyd, President  
Jim Harvey, President Pro Tem  
Ric Lohman, Secretary  
Peter Dekker, Treasurer  
Kathryn Slater-Carter, Director

## GENERAL MANAGER

Clemens Heldmaier

This was mailed using a legally mandated list. If you receive multiple copies, or do not receive service from Recology and received this in error, we apologize.

## Montara Water & Sanitary District NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES IN GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara, Moss Beach and adjacent areas north of El Granada. Over 6,000 residents rely on our services for their homes and businesses. Under a franchise agreement with the District, garbage collection, recycling and disposal services are furnished by Recology of the Coast (Recology). The District is proposing to adopt a 9.19% increase in garbage collection, recycling and disposal fees and charges to maintain quality services in our area.

### QUESTIONS OR COMMENTS?

Call: (650) 728-3545  
8:30 AM - 5:00 PM Mon-Fri

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

Write: PO Box 370131,  
Montara, CA 94037

Web: [www.mwsd.montara.org](http://www.mwsd.montara.org)

**Attend:** Public Hearing on  
Thursday, December 2, 2021 at  
7:30 PM at:

8888 Cabrillo Highway, Montara,  
CA 94037 (Adjacent to the Point  
Montara Lighthouse & Hostel)

### WEEKLY COMPOSTING BEGINS JANUARY 2022

Recology of the Coast will begin new food waste and green material composting services in our community the week of January 3, 2022. Your ninety-six gallon green cart will now be picked up weekly with your garbage and recycling carts and should be placed curbside no later than 5am on pickup day. The additional thirty gallon can will no longer be accepted starting in January 2022.

### Reasons for the Rate Increases:

Rate revisions are based on a comprehensive Rate Adjustment Schedule included in Recology's franchise that takes into consideration documented labor costs, workers compensation insurance premiums, vehicle-related costs, fuel costs, yard-waste processing costs, lease costs associated with vehicles and equipment, dump fees (also called tipping fees) charged at the Ox Mountain Landfill and all other costs of providing quality garbage, composting and recycling services. The 2022 proposed 9.19% increase includes a 4.19% cost-based increase along with a 5% increase due to mandated food waste and green material composting.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: General Manager's Report**

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OPERATIONS REPORT  
September 2021

## 811 Dig Alerts

- 9-1-2021 – 3 USAs – SSVR, Alta Vista, Virginia
- 9-3-2021 – 7 USAs for sewer improvement projects throughout the district
  - 5 USAs – Etheldore, Drake, Cedar, Stetson, Vallemar
- 9-8-2021 – 5 USAs for sewer improvement projects throughout the district
  - 2 USAs – Los Banos, Stetson
- 9-14-2021 – 4 USAs – Cabrillo Hwy, Le Conte, 6<sup>th</sup>, Los Banos
- 9-15-2021 – 2 USAs – San Lucas, Grant
- 9-16-2021 2 USAs for sewer improvement project
  - 1 USA for Airport CIP main extension
  - 1 USA – Wienke Way
- 9-17-2021 – 1 USA – San Ramon
- 9-20-2021 – 1 USA – Vallemar
- 9-21-2021 – 2 USAs – Marine, Arbor
- 9-27-2021 – 4 USAs – Stetson, 8<sup>th</sup>, Sunshine Valley
- 9-28-2021 – 2 USAs – Stetson
- 9-30-2021 – 2 USAs – 6<sup>th</sup>, 5<sup>th</sup>

## Work Orders

- 9-2-2021 – 446 6<sup>th</sup>, help customer locate meter and when over ways to track down leaks.
- 9-7-2021 – 559 8<sup>th</sup>, move in move out
  - 150 Madrone, sent meter profile to customer to help them find out when leak occurred.
  - 86 Madrone, investigate possible leak in vacant lot next to home owner.
  - 852 Buena Vista, helped customer with leak investigation and took meter profile.
  - 444 5<sup>th</sup>, replaced meter gaskets to fix leak that was filling meter box.
- 9-8-2021 – 460 3<sup>rd</sup>, move in move out
  - 830 Sierra, move in move out



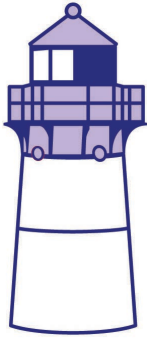
# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 614 Buena Vista, leak investigation with customer, irrigation system found to be at fault.
- 9-9-2021 – 461 Marine, move in move out
- 9-10-2021 – 601 Vue De Mar, move in move out
- 9-13-2021 – 146 La Grande, leak investigation with customer, irrigation system found to be at fault.
  - 1928 Sunshine Valley, met with customer and address sediment water quality issue.
  - 601 Vue De Mar, move in move out
- 9-16-2021 461 Marine, isolated customer for plumbing work
  - 20 Madrone, helped customer locate house valve to isolate their personal service line.
- 9-20-2021 – 446 6<sup>th</sup>, leak investigation with customer, took meter profile and sent findings to customer
  - 580 Stetson, leak investigation with customer, took meter profile and sent findings to customer
  - 821 Ocean, customer had a pressure issue at house, checked service and system pressure. Advised customer to have plumber check for issues with internal plumbing.
- 9-21-2021 – 419 3<sup>rd</sup>, Leak investigation around customer house since they had water pooling in backyard.
- 9-22-2021 – Work order for 419 3<sup>rd</sup> st customer sees water pooling in backside of the house. Has PFP connection but no domestic hookup. Pooling of water has Cl2 total Residual of 0.3 mg/L. No visible flow, water is weeping out from under foundation area of house. Checked across the street in bio swale and found standing water that looks like its been there for a while, checked for Cl2 total residual, got hit of 0.4 mg/L. Explained to customer that maybe one of their neighbors has a leaking saddle connection and that water is seeping up to expose itself, MWSD will continue to monitor situation and to call if pooling becomes visible with continuous flow.
  - 722 Stetson, move in move out
  - 400 Sierra, isolate customer service for plumber repairs
- 9-24-2021 – 877 Stetson, move in move out
  - 1441 Alamo, customer has low pressure issue. Operator provided information and helped them with issue
- 9-29-2021 – 310 6<sup>th</sup>, move in move out



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## **After Hours Call Outs**

- 9-6-2021 – Rebuilt Farallone School meter connection to solve persistent leak issues.
- 9-26-21- After hours call out at 1230 for potential leak in front of 771 Kelmore st. DD showed up to find minor puddle with not enough water to take any sort of residual, lined up leak with where main runs through street, no saddle or water connection within 20 feet of either side, told customer MWSD will monitor and to call if puddle has active flow and gets worse.
- 9-30-2021 – 1198 Acacia, Landscape workers broke customer service line. Isolated customer and helped with quick repair to bring water service back to customer

## **CIP**

- Put together parts list and plan to rehab and rebuild Portola well 1 above ground plumbing

**General Manager Leave:** The General Manager will be out of the office on October 11

**Covid-19:** MWSD offices remain closed to the public since March 16, 2020. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

A partial reopening plan is currently under preparation.

## **RECOMMENDATION:**

This is for Board information only.