



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

P.O. Box 370131
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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

November 4, 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/81291885540?pwd=MjMxOHlkakFVejlvZGlqeTNIWGVjZz09>

MEETING ID: 812 9188 5540

Password: 650376

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/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=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 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 (none)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting October 7, October 21, 2021.](#)
2. [Approve Financial Statements for September 2021.](#)
3. [Approve Warrants for November 1, 2021.](#)
4. [SAM Flow Report for September 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 August 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 San Mateo County Multijurisdictional Hazard Mitigation Plan Annex.](#)

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

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
October 7, 2021

MINUTES

THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM

REGULAR SESSION BEGAN AT 7:36 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 Accountant, Peter Medina
Recology of the Coast, General Manager Chris Porter
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Boyd stated that although they are entering what he hopes is a wetter season everyone should be mindful about the drought and wise water use. They

are working towards securing water resources for the future, and keeping the water system robust. They have to work together with the resources they have and it is good to be a part of the community doing that.

ORAL COMMENTS

Director Boyd added that there is a website: smcdistrictlines.org which is the advisory commission for the redistricting process.

Director Lohman stated there is a 15-person commission, one being a Coastal representative, Nadia Bledsoe. There is an unincorporated representative over the hill, Virginia Kiraly, launched a campaign to have people in unincorporated areas to write letters, etc. Many of the commissioners commented specifically on the number of comments received from the unincorporated areas. Commissioner Bledsoe made an argument why Coastsiders need representation. There are a multitude of non-official maps represented for review. One map 57388 which just divides the area into equal size sections, which would mean Coastsiders in the unincorporated areas would get no representation in the future. The NDC map shows minimal change, similar to what they have with some adjustments and looks good. They could post on the Montara Water and Sanitary District (MWSD) website the addresses where people can send in more comments. They have to have an approved map in December. Now is the time to speak up. The map of their district is big in size, but not population. He encourages people to write letters to ensure representation on the Coast. He also encouraged the MCC to write a letter.

Dave Olson added that Nadia was an early member and chair at MCC and knows the Coastside well.

Director Lohman added that she made some great comments, and he supports her comments.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting September 2 and 16, 2021.**
- 2. Approve Financial Statements for August 2021**
- 3. Approve Warrants for October 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

Director Dekker made a motion to approve the Consent Agenda items 1-10, and Director Lohman 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 Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.

General Manager Clemens Heldmaier stated that at the last meeting they discussed the possibility of continuing to hold meetings remotely. The consensus was to continue remotely. The boardroom at the office is not suitable for in-house meetings during a pandemic at this time. It has been determined that they can do this under certain conditions. There is an emergency situation posing risk to public health and safety and also a state of emergency declared. The Board will need to pass a resolution to continue remote meetings, and every 30 days evaluate the necessity of continuing as such. Staff recommends adopting the resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water and Sanitary District under Government code section 54953 of the Brown Act during existence of a State of Emergency conditions related to the COVID-19 pandemic.

Director Lohman said he supports this. Other districts and agencies are doing this as well, and until things get better, this is the best option for health and safety.

Director Boyd thanked District Counsel Christine Fitzgerald for her guidance and clarification on the law.

Director Lohman commented on the requirement of vaccination to do many activities, and is optimistic that this pandemic will end soon if they keep moving in this direction.

Director Lohman made a motion to adopt the resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water and Sanitary District under Government code section 54953 of the Brown Act during existence of a State of Emergency conditions related to the COVID-19 pandemic. Director Slater-Carter seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

2. Review and Possible Action Concerning Review of Recology 2022 Solid Waste Rate Increase.

General Manager Clemens Heldmaier stated that the district has a franchise agreement with Recology of the Coast and this is reviewed every year. The franchise agreement for solid waste services, specifies two years of index-based rate increases, and one year of a cost-based rate increase. This year is a cost-based rate increase. This means that the actual costs of Recology is considered, and there is a maximum of 6% increase. However, due to the addition of composing services, it will be higher. The service increase costs are about 4.5% and the rest based on costs increase. During the pandemic certain costs have risen significantly. This means the green can will be picked up weekly beginning January 2022. MWSD will be joining the County program in this, and certain ordinances are required to be adopted by December. They will be agendized soon. District Accountant, Peter Medina will present the review of the suggested rate increase, and General Manager of Recology Chris Porter is also present to answer questions. Staff is requesting authorization for the general manager to distribute the Prop 218 notice for the public hearing on December 3, 2021.

District Accountant Peter Medina stated that this is the third year and is a cost-based adjustment. It is good to have something independent of Recology to tie back to. They tied back to Recology's Sept 30, 2020 audited financials, and from there, there are a number of allocations which go on to figure out Montara's costs. Everything that can be verified, has been verified, and looks good.

General Manager Clemens Heldmaier added the additional services include a percentage of additional labor and truck maintenance costs.

Director Harvey asked if the costs include supervision of certain customers.

General Manager Chris Porter replied that it is part of the service, and their drivers need to feel safe while working.

Director Slater-Carter commented that the costs will keep going up to pay for gas, labor, etc. These new services have been put on a community that already recycles and composts. Because other communities don't compost, the state legislature puts this requirement on them. She supports the increase in green waste pick-ups, but it seems a shame to put the garden supplies into the yard waste. She has some concerns about microfibers and plastics. She suggests distributing a list of what can and can't be put in to the green waste containers (as specific as possible). The public needs to know that some items that may look like paper, are actually absorbent plastics. The Governor signed a bill recently to prohibit certain companies for advertising their products as flushable. She is hoping MWSD and Recology can take a lead in keeping the public informed about microfibers and plastics.

General Manager Chris Porter replied that there will be three separate notifications of what items will be acceptable, the first of which they are hoping to distribute at the end of the month. They have been doing it in Pacifica for the last ten years, and they have everything streamlined. Once the new program starts January 3, 2022 only the 96-gallon green carts will be accepted only—not the additional cart. She agrees with Director Slater-Carter in that many of the customers compost individually. This part of the rate increase for SB 1383 is almost \$67,000 dollars. This is a state mandate. There are four parts to SB 1383. One part is about edible food. They will be working with the County, and the County will be taking a lead in the reporting. And this will be the part of what the District adopts—to let the County be responsible for that part of the program and do the reporting for them. There also needs to be an amendment to the Franchise Agreement to include details of SB 1383, and she hopes to bring that to the Board soon.

General Manager Clemens Heldmaier said that information is posted on the website and in an outgoing newsletter.

Director Slater-Carter asked what the edible food program is.

General Manager Chris Porter replied that any excess food that is edible be donated to a venue that provides for those in need instead of being composted or thrown away.

Director Slater-Carter asked if this is solely for commercial enterprises. There is a liability issue. Is the County willing to take on the responsibility for this? The individual businesses should not be forced to pay for this.

General Manager Chris Porter said she thinks the County is taking full responsibility for this program. She will double check.

Director Lohman supports this program. There is a serious problem with food waste. Decaying food also produces methane and contributes to global warming. He encourages people to not waste food, and compost as much as possible.

Gregg Dieguez commented that he finds the additional pick-up of the green waste cans beneficial, and is about a 50% increase in the green waste capacity being offered. He composts everything he can. He understands that anything salted and citrus cannot be composted. Can those items be put in the green bin?

General Manager Chris Porter said she will have to do some research on that. There is a list of specific items that can go in the compost. The goal of this program is to reduce trash going to the landfill.

Director Boyd added that there is a list on the Recology website. The composting process done for industrial is different than what individuals do in their backyards. He suggested not throwing boxes of salt in the composting.

Director Slater-Carter added that given the amount of salt in the air on the Coast it is natural to have some salt. She agrees not throwing boxes of salt in the compost.

Director Harvey asked what sizes the cans are.

General Manager Chris Porter stated the green can is 96 gallons, the blue can is 64 gallons, and the trash is whatever you want.

Director Slater-Carter made a motion to authorize the general manager to distribute the Prop 218 notice for the public hearing on December 3, 2021. Director Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

REPORTS

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

Director Lohman said they had a special meeting September 27th regarding setting the times of the meetings. They reviewed the financial reports for the 4th quarter.

General Manager Clemens Heldmaier added there was another special meeting September 23rd regarding the Non-Domestic Waste Source Program (NDWSP) implementation.

Director Lohman stated there was public comment from the breweries and people that felt they were being singled out. The Board approved the implementation of the Non-Domestic Waste Source program which will include all restaurants. It was agreed that the SAM will run the program. He feels that they doing well to solve the problems permanently.

Director Slater-Carter commented that it is interesting that it was put aside in bringing it up to date as long as it did. SAM needs to look for more contemporary ways of dealing with this problem. It will be expensive. SAM needs to look forward in the next 30-40 years and they need to get a plan together.

Director Lohman added that they are an enterprise district, which means they charge for their service. Legislature will apply an unfunded mandate which means they have to do it, fund it, and raise rates. Although they try to keep rates as low as possible, they are often the victim of state legislature.

Gregg Dieguez stated that SAM has incurred about one-two million dollars in extra costs due to the BOD excesses over the past year, which includes \$500,000 for the capital improvement project that should have been made anyway. So, the net

number would be a bit lower. On behalf of the rate-payers of Montara, what is MWSD going to do to get back the money wasted due to corporate or business users of the system? Their community should not get stuck with that extra cost. Additionally, with the creation of the NDWSP, what will the SAM financial projections be, and can this be used as a source of revenue which can be used to get back the money wasted by the excesses?

Director Lohman said that the agencies have avoided comments in an effort to work together and get things done. They need to look at the 2040 committee and decide whether it is time to redesign SAM, recycle water, etc.

Director Slater-Carter said to keep watch of the budget. They are not supposed to pay for one sector of the budget with another sector of the budget, and also not supposed to be making excess money off this. Things are on a pass-through basis, not cost plus. They are working things out, they have a process, and they are going forward.

Director Boyd added that the NDWSC program does involve fees, which covers the cost of administering the program. If the program works well, there won't be any upsets to the plant, and no costs to recover. This program is designed to pay for itself.

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

Gregg Dieguez said there has been some updates to the website. They got a \$75,000 dollar grant for a scoping project, to establish priorities in the baseline for what should be done and where in El Granada. He hopes it punctuates the need for eucalyptus removal. The Coastside Fire Protection District has made some changes to their weed abatement ordinance to improve their handling of vacant lots and eucalyptus on them.

Dave Olsen added that the website may contain some broken links, which they are working on. The content is still there.

Director Lohman requested that the MCC write a letter supporting the retention of the Coastside and unincorporated areas in one supervisorial district. The ramifications of splitting them up will mean total loss of power to everyone on the Coastside.

Gregg Dieguez said that was a great idea and asked for the contact information.

Dave Olson said that because they are advisory to the Board of Supervisors there may be legal issues. He will check with County counsel.

Director Boyd stated that as a member of the community that he hopes that his representatives on the MCC can represent their interests to the Board of

Supervisors—their interest in trying to make sure they have effective representation. This seems like a representative issue.

3. CSDA Report (Lohman) – none

4. Local Agency Formation Commission (LAFCo) Report (Lohman) –

Director Lohman said that LAFCo is watching issues. There is a forced merger of very small water districts in the Central Valley.

5. Attorney’s Report (Fitzgerald)

District Counsel Christine Fitzgerald said the Governor signed a bill AB818 about flushable wipes. The new law requires certain pre-moistened non-woven disposable wipes be labeled clearly and conspicuously “do not flush” and a related symbol. It also prohibits a covered entity manufacturers from making representations about the attributes or benefits of the wipe, such as that they are “environmentally friendly” etc. It establishes a consumer education and outreach program. Manufacturers are required to participate to collect information and collaboration with wastewater agencies for the purpose of gaining an understanding of consumer behavior regarding the flushing of wipes. It specifies to conduct a comprehensive multimedia education and outreach program throughout the state, and requires manufacturers to report to specified legislative committees and the Regional Board.

6. Directors’ Report

Director Slater-Carter stated that the Regional Water Quality Control Board will be holding two meetings on new controls and requirements on storm water. She will get a summary of the meetings so they can see what is going on.

7. General Manager’s Report (Heldmaier) –

General Manager Clemens Heldmaier stated that he had some inquiries in reference to the status of the Montara Mountain issue. There hasn’t been any physical change. He talked to Steve Richie last month and they are still committed to provide access to Montara Mountain and relocating the tower.

FUTURE AGENDAS

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

Director Dekker requested that the water rate study be added to Future Agendas

BRIEF RECESS at 9:00pm pm

CONVENE IN CLOSED SESSION 9:05 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 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 at 10:45 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 4th, November

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
October 21, 2021

MINUTES

THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM

REGULAR SESSION BEGAN AT 7:36 p.m.

CALL TO ORDER

ROLL CALL

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

Directors Absent: Lohman

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

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

PRESIDENT'S STATEMENT –

Director Boyd stated that the Governor has escalated the state of the water emergency in the state and we are as prepared as we can be. It is important to continue to conserve, as it is not clear if we are going to get another year of

drought or not. We should be behaving and planning for a continued drought until it abates. Thank you for conserving water and keep doing it.

ORAL COMMENTS - none

PUBLIC HEARING - none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Filing Notice of Completion for the 2020-2021 Sewer Improvement Project and Spot Repairs.

General Manager Clemens Heldmaier stated last year the Montara Water and Sanitary District (MWSD) entered into an agreement with Pacific Trenchless one year ago for sewer improvements to the main lines in Montara and Moss Beach. The project has been completed, and more work was done than originally planned. They were able to shift things around and address some key things in the District. A Notice of Completion should be filed with the County Recorder. This means that after a 35 days lien period and some additional line cleaning and televising of the lines the 5% retention will be paid to the contractor. Staff recommends the general manager be authorized to file the Notice of Completion with the County Recorder and adopt the resolution accepting Notice of Completion for fiscal year 2020-2021 sewer improvement project and spot repairs, declaring said work is complete, approving and authorizing release of retention and final payment for said work, directing filing Notice of Completion under the California civil code 3093.

District sewer engineer Pippin Cavagnaro stated each year they go through the process of evaluating capital needs of rehabilitating the sewer system, and have a public bid, awarded to the lowest licensed contractor. This year the project was awarded to Pacific Trenchless from Oakland. The work consisted of lining and pipe bursting in the project areas. They also reconnect and rehabilitate portions of home owner laterals where they get permission to do so. The ultimate goal is to reduce sewer overflows and infiltration of rain water. The work areas were primarily around the Date/Harte pumpstation, Virginia Street, California Street. Additional work was done around Stetson, Seal Cove, and the pipe that serves Farallone School.

Director Dekker said the original bid amount was \$689,350 dollars plus another \$398,694 dollars. What the additional money was for?

District sewer engineer Pippin Cavagnaro replied they weren't sure how the prices were going to come out in, and the timing of the budget and capital projects, they

issued two-thirds of the project in the base bid, and one third of the project as an alternate, divided up the bid items so the unit prices carried equally across. So, if more work was added, they would do it at the same rate. At the award time, they recommended the price was reasonable to accept all the work. With the additional work they added, their overall project costs were only 11% lower than the original bid amount.

Director Slater-Carter asked if there were any community comments and/or complaints.

District sewer engineer Pippin Cavagnaro replied that they always get both for big projects. Everyone has different circumstances. The contractors are skilled with working with people. They tried to meet with people a week or two before doing the work in their area, and try to give them notification in advance. For those areas that work was added, there wasn't as much advance notification, so some people did have some concerns. They did go back and address those concerns

General Manager Clemens Heldmaier commended District sewer engineer Pippin Cavagnaro for his work with Pacific Trenchless in navigating some difficulties. Also, the Farallone View School repair was done at no cost to the school, and saved them a lot of money.

Director Slater-Carter added that this means savings to the community

District sewer engineer Pippin Cavagnaro concurred and said this repair saved Farallone View approximately \$60,000 dollars and was much needed.

Director Dekker made a motion to adopt the resolution of the Montara Water and Sanitary District accepting Notice of Completion for fiscal year 2020-2021 sewer improvement project and spot repairs, declaring said work is complete, approving and authorizing release of retention and final payment for said work, directing filing Notice of Completion under the California civil code 3093. Director Slater-Carter seconded the motion, and the motion passed 4-0.

2. Review and Possible Action Concerning Acceptance of the Agreement for Construction and Acquisition of Sewer Main Extension at 2190 Vallemar Street.

General Manager Clemens Heldmaier stated there was an administration error. Staff recommendation is to accept the main line agreement. It was executed last year. It is completed and will serve the new development on Vallemar street. It also has the potential to be extended at a later time to serve the existing homes or any new construction built along that road. Staff recommends adopting the resolution of the Montara Water and Sanitary District approving the completion of the sewer main extension and accepting said improvements into the District's sanitary sewer system.

District sewer engineer Pippin Cavagnaro said MWSD received an application to build four homes on the west side of Vallemar Street near Juliana. In accordance with District Code, the developer paid for the completion and installation of the necessary infrastructure to serve the new houses. After approval, the sewer line extension becomes an asset of MWSD, and then becomes the responsibility of MWSD to maintain it in the future. Andreini Brothers completed the work to District standards and the line is ready for service when those homes are completed.

Director Dekker asked if this is the project with one house completed and the other three still waiting for construction.

District sewer engineer Pippin Cavagnaro replied yes. Each home will have a private sewer pump that the house will maintain. The District will maintain the gravity portion in the main street.

Director Slater-Carter added that this won't be a problem like the existing sewer line on Vallemar, which may have to be replaced in the future due to it being too close to the ocean.

District sewer engineer Pippin Cavagnaro replied the line is in the street and in many years the houses will fall in before the line does.

Gregg Dieguez asked what the asset value being placed on the MWSD records, and what is the useful life? Is it going on the books as current replacement cost value and was any financial analysis to the impact of the extra financial burden on the District done to indicate the period and payback?

General Manager Clemens Heldmaier said the completion of the construction costs were paid by the developer and there is a warranty that protects them right now for a certain time. The homes are contributing to the system, by paying the sewer connection fees and the sewer service rates have a component that covers maintenance and replacement. Over time, the homes will be contributing to the maintenance of the system.

Gregg Dieguez replied then the connection fees were charged, in addition to the amount they contributed for the pipe. He will put the questions in writing and will await a reply.

Director Dekker added that they are looking into this and finding out what they can and can't do in terms of connection fees.

Director Slater-Carter commented this is good to look at. They get a portion of their property taxes, but with the legislature seeking to withhold this money, they should be looking at replacement values. Prior to ERAF it was a good amount, but now it is significantly reduced. But it still makes a difference in how the rates are

calculated. They will also be receiving a portion of property taxes from those homes as well.

Gregg Dieguez asked to see the numbers on a spreadsheet.

Director Dekker made a motion to adopt the resolution of the Montara Water and Sanitary District approving the completion of the sewer main extension and accepting said improvements into the District's sanitary sewer system. Director Slater-Carter seconded the motion, and the motion passed 4-0.

3. Review and Possible Action to Designate Authorized Voter to Attend ACWA's General Session Meeting.

General Manager Clemens Heldmaier said they recently voted for the Association of California Water Agencies (ACWA) Region 5, and this is for the General Session. ACWA requires either in-person or virtual voting, and Director Slater-Carter has volunteered to vote on behalf of the District. The District recently also adopted a resolution of support for a candidate for Vice President of ACWA, and it would be good to have representation at this ACWA meeting.

Director Slater-Carter said she would like to attend in-person. She has concerns about what Sacramento is doing. It is important for small districts to have a voice as well as the big ones. She is particularly interested in getting funding for aquifer enrichment from various sources, including reaching out for surplus water or recycled treated water. It is in the best interest of the District to look towards how to get their own aquifer recharge going. And she wants to have the means to do it, and that involves the right kind of legislation.

Director Dekker added that he is interested to see grants or favorable financing proposals come from ACWA or CSDA. He hasn't seen anything that could be helpful to the District.

Director Slater-Carter commented that they are generally aimed at larger districts. The gamble of having a construction ready project when the funding is uncertain, adds up to a lot of money early. So, they need to look at it from as many perspectives as they can.

Director Boyd added historically the grant money they have been able to find is on the sewer side but not much on the water side. This administration has mentioned funding for underground infrastructure improvements but it may take time.

Director Dekker said that he hopes these organizations take all the small districts together to come together to make a forceful argument to provide financing but he hasn't seen anything.

Director Boyd replied that they have been representing small districts on other issues such as the Brown Act and staving off unfunded mandates. Sometimes no

change at all is good because if they hadn't been involved, they would have been forced to do more work without money to pay for it. Sometimes it is just holding your ground and making sure the legislature has enough information so they are not passing legislation without taking them into account. Money coming to the smaller public agencies across the nation have been very sparse in the last decade.

Director Slater-Carter added that it is what you don't see that are the victories, such as the tunnel. Having a voice is important because the legislators count numbers. It is important to be part of this.

Director Boyd said he expects Sacramento to do more deliberate funding work to help water agency get more secure in their supplies.

Director Boyd stated the recommendation is to authorize Director Slater-Carter to be a representative at the convention and designate Director Lohman to be the alternate virtually.

Director Harvey made a motion to authorize Director Slater-Carter to represent the Montara Water and Sanitary District at the ACWA convention, and Director Lohman as the alternate. Director Dekker seconded the motion and the motion passed unanimously 4-0.

REPORTS

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

Director Slater-Carter stated that everything is progressing. The plant is running is well so far. Next week they will be discussing the continuation of zoom meetings. They want an MOU between the San Mateo Resource Conservation District, San Francisco PUC, Coastside County Water District, SAM, and San Mateo County for the continued operation of the Pilarcitos Creek Half Moon Bay gaging system. That has been in for a long time. They are authorizing the general manager to enter into a contract with a consultant for the Non-Domestic Waste Source permitting, not to exceed \$90,000 dollars, and they will discuss authorizing the general manager to enter into a contract with Peninsula Pump for relocating the pump for the rotary drum thickener from upstairs to the basement not to exceed \$60,000 dollars. Aside from that there was a sea-level rise workshop presented to the League of Women Voters. One of the things discussed is the Princeton pumpstation is in a bad location, and she is hoping to get a presentation to the Board. SAM has talked about putting in a temporary portable pumpstation there. She would like to see this as more of an urgency item. There was a study four years ago that there was salt-water coming into the system at night. Also, Half Moon Bay is experiencing erosion from the creeks, the more serious storm drainage. They are working on getting their audit done.

Director Dekker asked if there is a renewal of the general manager contract.

Director Slater-Carter replied that his job performance review is coming up in November.

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

Gregg Dieguez said the MCC website has been advanced to a new version of square space. It doesn't solve all their problems, but is now more mobile. They have two consultants applying for the El Granada Wildfire Assessment Scoping study. A map was drawn for the study to include the Caltrans Bypass and the Montara watershed. He is not sure if that will work, because the funding specifies the El Granada scoping study. This study will look at the eucalyptus and the wind patterns and so forth. The quarterly newsletter will be coming out. He has also been approached by some of the candidates for the Supervisor position, and feels that it would be beneficial to develop a list of priorities of Coastside concerns and have them thinking about on our behalf. He will be suggesting this at the MCC and encouraged MWSD to let him know if they have any issues they would like to bring forward to the candidates. This would be helpful in getting them up to speed on stuff and what they might do if elected.

Director Slater-Carter suggested a candidate forum early.

Director Boyd said it is highly appropriate that the MCC put together the topics of interest to Montara, Moss Beach, and El Granada. Montara has responsive design for mobile phones.

3. CSDA Report (Lohman) – none

4. Local Agency Formation Commission (LAFCo) Report (Lohman) - none

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report - none

7. General Manager's Report (Heldmaier) –

General Manager Clemens Heldmaier stated that the water rate study is in process. He suggests moving the rate study back about six months, and hope to bring it to the Board around May 2022.

Gregg Dieguez asked about the reserves. When he last looked at the reserves of the District (it has been a while), they did not meet the requirements. Have they gotten better?

General Manager Clemens Heldmaier replied that the documents are still in draft mode now. They cover the minimum reserves.

FUTURE AGENDAS

Water Rate Review

BRIEF RECESS at 8:25 pm

CONVENE IN CLOSED SESSION 8:30 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 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 at 10:30 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 4th, November

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: November 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

Budget vs. Actual – Sewer July 2021 thru September 30, 2021 - Variances over \$2,000:

- 400 Fees, \$8,993 above Budget – September 2021 remodel fees totalled , \$Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$108,996 above Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4710 Sewer Service Charges, \$871,118 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, \$4,536 above budget - Sewer service adjustment for customer who had water leak in July 2021.
- **Overall Total Operating Income for the period ending September 30, 2021 was \$757,572 below budget. Total income received to date is \$141,126.**
- 5190 Bank Fees, \$2,173 over Budget – Annual fee for I-Bank was paid in July.
- 5200 Board of Directors, \$19,075 below Budget – No election expenses paid to date.
- 5610 Accounting, \$2,750 below Budget – Due to timing.
- 5620 Audit, \$3,375 below Budget – Audit fees not billed yet.
- 5630 Consulting, \$3,881 below Budget – Due to timing.
- 5640 Data Services, \$7,658 above Budget – Large bill of \$8K paid in August for EDS parcel management.
- 5720 Telephone & Internet, \$4,797 above Budget – Variance will balance out further into fiscal year.
- 6170 Claims, Property Damage, \$5,000 below Budget – No claims paid to date.
- 6200 Engineering, \$3,258 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$2,587 below Budget – Minimal costs paid to date.
- 6600 Collection/Transmission, \$2,500 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6940 SAM Maintenance, Collection Sys, \$10,000 below Budget – No costs paid to date.
- 6950 SAM Maintenance, Pumping, \$12,049 below Budget – Due to timing.
- **Overall Total Operating Expenses for the period ending September 30, 2021 were \$65,627 below Budget.**
- **Total overall Expenses for the period ending September 30, 2021 were \$83,321 below budget. For a net ordinary Income of -\$674,250 budget vs. actual. Actual net ordinary Income is -\$504,569.**
- 7100 Connection Fees, \$24,576 below Budget – No connections fees received in September 2021.
- 7200 Interest Income, LAIF, \$6,236 below budget – Q1 allocation lower due to lower interest rates.
- 8000 CIP, \$84,457 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: November 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2021 thru September 30, 2021 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$108,996 above Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4740 Testing Backflow, \$2,230 above Budget – Higher number of testing occurred.
- 4810 Water Sales, Domestic, \$17,004 below Budget – Difference mainly due to timing of collections.
- 4850 Water Sales Refunds, Customers, \$12,875 above Budget – Large refund of \$12K paid to Stephanie Lee for ADU project that was cancelled.
- **Overall Total Operating Income for the period ending September 30, 2021 was \$80,793 above budget. Total revenue received to date is \$562,793.**
- 5200 Board of Directors, \$19,075 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$3,250 below Budget – No fees paid to date.
- 5400 Legal, \$19,540 below Budget – Minimal expenses paid to date.
- 5530 Memberships, \$6,750 below Budget – No expenses paid to date.
- 5610 Accounting, \$2,750 below Budget – Due to timing.
- 5620 Audit, \$3,375 below Budget – Audit fees not billed yet.
- 5630 Consulting, \$5,131 below Budget – Due to timing.
- 5640 Data Services, \$2,890 above Budget – Larger fees paid to date than anticipated.
- 5720 Telephone & Internet, \$5,054 above Budget - Variance will balance out further into fiscal year.
- 5800 Labor, \$30,234 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.
- 6170 Claims, Property Damage, \$2,500 below Budget – No costs paid to date.
- 6180 Communications, \$2,934 below Budget – Minimal costs paid to date.
- 6200 Engineering, \$21,711 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$7,540 below Budget – Minimal costs to date.
- 6500 Supply, \$12,248 below Budget – Minimal costs to date.
- 6700 Treatment, \$9,238 above Budget – Larger costs than anticipated.
- **Overall Total Operating Expenses for the period ending September 30, 2021 were \$44,402 below Budget.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Total overall Expenses for the period ending September 30, 2021 were \$132,944 below budget. For a net ordinary income of \$213,736 budgeted vs. actual. Actual net ordinary income is \$201,012.**
- 7100 Connection Fees, \$22,753 above Budget – Budget is divided evenly over twelve months. Variance will balance out throughout the fiscal year. new connection in September 2021.
- 7600 Bond Revenues, G.O. \$242,219 below Budget – GO Bond revenue received in July and August were accrued back to FY 20-21.
- 8000 CIP, \$128,486 below Budget – Minimal projects started to date.
- 9100 GO Bond interest expense \$33,492 below Budget - Difference due to timing.
- 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 September 2021

	Jul - Sep 21	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	19,962.84	19,305.00	657.84
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,138.00	900.00	238.00
4420 · Administrative Fee (Remodel)	0.00	249.99	-249.99
4430 · Inspection Fee (New Constr)	1,076.00	875.01	200.99
4440 · Inspection Fee (Remodel)	0.00	249.99	-249.99
4460 · Remodel Fees	10,053.50	999.99	9,053.51
Total 4400 · Fees	12,267.50	3,274.98	8,992.52
4510 · Grants	136.00		
4610 · Property Tax Receipts	108,995.64	0.00	108,995.64
4710 · Sewer Service Charges	0.00	871,118.01	-871,118.01
4720 · Sewer Service Refunds, Customer	-5,785.92	-1,250.01	-4,535.91
4760 · Waste Collection Revenues	5,550.05	6,249.99	-699.94
Total Income	141,126.11	898,697.97	-757,571.86
Gross Profit	141,126.11	898,697.97	-757,571.86
Expense			
5000 · Administrative			
5190 · Bank Fees	3,923.14	1,749.99	2,173.15
5200 · Board of Directors			
5210 · Board Meetings	750.00	750.00	0.00
5220 · Director Fees	1,550.00	1,875.00	-325.00
5230 · Election Expenses	0.00	18,750.00	-18,750.00
Total 5200 · Board of Directors	2,300.00	21,375.00	-19,075.00
5250 · Conference Attendance	0.00	624.99	-624.99
5270 · Information Systems	395.00	999.99	-604.99
5300 · Insurance			
5310 · Fidelity Bond	0.00	125.01	-125.01
5320 · Property & Liability Insurance	1,176.00	1,250.01	-74.01
Total 5300 · Insurance	1,176.00	1,375.02	-199.02
5350 · LAFCO Assessment	0.00	624.99	-624.99
5400 · Legal			
5430 · General Legal	13,150.45	50,000.01	-36,849.56
5440 · Litigation	37,422.34		
Total 5400 · Legal	50,572.79	50,000.01	572.78
5510 · Maintenance, Office	570.00	2,000.01	-1,430.01
5540 · Office Supplies	395.29	1,625.01	-1,229.72
5550 · Postage	70.00	99.99	-29.99
5560 · Printing & Publishing	461.33	375.00	86.33

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

	Jul - Sep 21	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	7,000.00	9,750.00	-2,750.00
5620 · Audit	0.00	3,375.00	-3,375.00
5630 · Consulting	8,618.81	12,500.01	-3,881.20
5640 · Data Services	9,283.00	1,625.01	7,657.99
5650 · Labor & HR Support	854.00	624.99	229.01
5660 · Payroll Services	225.99	249.99	-24.00
Total 5600 · Professional Services	25,981.80	28,125.00	-2,143.20
5710 · San Mateo Co. Tax Roll Charges	0.00	50.01	-50.01
5720 · Telephone & Internet	9,797.05	5,000.01	4,797.04
5730 · Mileage Reimbursement	792.37	50.01	742.36
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	4,518.29	4,590.99	-72.70
5820 · Employee Benefits	14,182.24	10,955.76	3,226.48
5830 · Disability Insurance	442.26	485.25	-42.99
5840 · Payroll Taxes	3,235.57	5,017.26	-1,781.69
5850 · PARS	4,402.27	4,484.01	-81.74
5900 · Wages			
5910 · Management	27,547.22	29,634.24	-2,087.02
5920 · Staff	35,400.35	35,164.50	235.85
5930 · Staff Certification	525.00	450.00	75.00
5940 · Staff Overtime	1,148.49	84.99	1,063.50
Total 5900 · Wages	64,621.06	65,333.73	-712.67
5960 · Worker's Comp Insurance	0.00	588.75	-588.75
Total 5800 · Labor	91,401.69	91,455.75	-54.06
Total 5000 · Administrative	187,836.46	205,530.78	-17,694.32
6000 · Operations			
6170 · Claims, Property Damage	0.00	5,000.01	-5,000.01
6195 · Education & Training	0.00	249.99	-249.99
6200 · Engineering			
6220 · General Engineering	4,242.50	7,500.00	-3,257.50
Total 6200 · Engineering	4,242.50	7,500.00	-3,257.50
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
6330 · Facilities			
6335 · Alarm Services	1,020.87	1,250.01	-229.14
6337 · Landscaping	0.00	1,500.00	-1,500.00
Total 6330 · Facilities	1,020.87	2,750.01	-1,729.14
6400 · Pumping			
6410 · Pumping Fuel & Electricity	8,662.90	11,250.00	-2,587.10
Total 6400 · Pumping	8,662.90	11,250.00	-2,587.10

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

	Jul - Sep 21	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	2,499.99	-2,499.99
Total 6600 · Collection/Transmission	0.00	2,499.99	-2,499.99
6770 · Uniforms	0.00	50.01	-50.01
6800 · Vehicles			
6810 · Fuel	0.00	249.99	-249.99
6820 · Truck Equipment, Expensed	0.00	39.99	-39.99
6830 · Truck Repairs	0.00	249.99	-249.99
Total 6800 · Vehicles	0.00	539.97	-539.97
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	55,328.82	82,993.26	-27,664.44
6920 · SAM Operations	383,152.05	383,151.99	0.06
6940 · SAM Maintenance, Collection Sys	0.00	9,999.99	-9,999.99
6950 · SAM Maintenance, Pumping	5,451.01	17,499.99	-12,048.98
Total 6900 · Sewer Authority Midcoastside	443,931.88	493,645.23	-49,713.35
Total 6000 · Operations	457,858.15	523,485.21	-65,627.06
Total Expense	645,694.61	729,015.99	-83,321.38
Net Ordinary Income	-504,568.50	169,681.98	-674,250.48
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	0.00	24,999.99	-24,999.99
7120 · Connection Fees (Remodel)	12,924.00	12,500.01	423.99
Total 7100 · Connection Fees	12,924.00	37,500.00	-24,576.00
7200 · Interest Income - LAIF	3,764.31	10,000.00	-6,235.69
Total 7000 · Capital Account Revenues	16,688.31	47,500.00	-30,811.69
Total Other Income	16,688.31	47,500.00	-30,811.69
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	392,126.78	476,583.75	-84,456.97
Total 8000 · Capital Improvement Program	392,126.78	476,583.75	-84,456.97

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10/12/21

Accrual Basis

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

	Jul - Sep 21	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	3,209.84	3,072.51	137.33
9200 · I-Bank Loan	1,765.38	10,592.00	-8,826.62
Total 9000 · Capital Account Expenses	4,975.22	13,664.51	-8,689.29
Total Other Expense	397,102.00	490,248.26	-93,146.26
Net Other Income	-380,413.69	-442,748.26	62,334.57
Net Income	-884,982.19	-273,066.28	-611,915.91

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through September 2021

	Water		
	Jul - Sep 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	0.00	0.00	0.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,138.00	1,250.01	-112.01
4430 · Inspection Fee (New Constr)	1,421.00	999.99	421.01
4440 · Inspection Fee (Remodel)	0.00	249.99	-249.99
4450 · Mainline Extension Fees	0.00	750.00	-750.00
4460 · Remodel Fees	0.00	0.00	0.00
Total 4400 · Fees	2,559.00	3,249.99	-690.99
4510 · Grants	136.00		
4610 · Property Tax Receipts	108,995.62	0.00	108,995.62
4740 · Testing, Backflow	6,730.00	4,500.00	2,230.00
4810 · Water Sales, Domestic	457,996.19	474,999.99	-17,003.80
4850 · Water Sales Refunds, Customer	-13,624.28	-750.00	-12,874.28
Total Income	562,792.53	481,999.98	80,792.55
Gross Profit	562,792.53	481,999.98	80,792.55
Expense			
5000 · Administrative			
5190 · Bank Fees	60.00	375.00	-315.00
5200 · Board of Directors			
5210 · Board Meetings	750.00	750.00	0.00
5220 · Director Fees	1,550.00	1,875.00	-325.00
5230 · Election Expenses	0.00	18,750.00	-18,750.00
Total 5200 · Board of Directors	2,300.00	21,375.00	-19,075.00
5240 · CDPH Fees	0.00	3,249.99	-3,249.99
5250 · Conference Attendance	0.00	750.00	-750.00
5270 · Information Systems	395.00	1,250.01	-855.01
5300 · Insurance			
5310 · Fidelity Bond	0.00	125.01	-125.01
5320 · Property & Liability Insurance	0.00	1,250.01	-1,250.01
Total 5300 · Insurance	0.00	1,375.02	-1,375.02
5350 · LAFCO Assessment	0.00	750.00	-750.00
5400 · Legal			
5430 · General Legal	15,250.45	35,000.01	-19,749.56
5440 · Litigation	210.00		
Total 5400 · Legal	15,460.45	35,000.01	-19,539.56
5510 · Maintenance, Office	968.13	2,000.01	-1,031.88
5530 · Memberships	0.00	6,750.00	-6,750.00
5540 · Office Supplies	395.32	1,625.01	-1,229.69
5550 · Postage	2,416.92	2,250.00	166.92
5560 · Printing & Publishing	461.31	1,250.01	-788.70

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through September 2021

	Jul - Sep 21	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	7,000.00	9,750.00	-2,750.00
5620 · Audit	0.00	3,375.00	-3,375.00
5630 · Consulting	8,618.77	13,749.99	-5,131.22
5640 · Data Services	4,514.60	1,625.01	2,889.59
5650 · Labor & HR Support	854.00	500.01	353.99
5660 · Payroll Services	226.02	249.99	-23.97
Total 5600 · Professional Services	21,213.39	29,250.00	-8,036.61
5710 · San Mateo Co. Tax Roll Charges	0.00	0.00	0.00
5720 · Telephone & Internet	11,303.82	6,249.99	5,053.83
5730 · Mileage Reimbursement	792.36	375.00	417.36
5740 · Reference Materials	0.00	200.01	-200.01
5790 · Other Administrative	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	10,421.75	11,015.76	-594.01
5820 · Employee Benefits	38,097.96	26,819.01	11,278.95
5830 · Disability Insurance	1,032.24	1,164.51	-132.27
5840 · Payroll Taxes	9,995.09	12,613.26	-2,618.17
5850 · PARS	8,962.61	9,595.74	-633.13
5900 · Wages			
5910 · Management	27,547.28	29,634.24	-2,086.96
5920 · Staff	102,088.22	131,731.74	-29,643.52
5930 · Staff Certification	2,625.00	2,850.00	-225.00
5940 · Staff Overtime	14,037.88	14,416.50	-378.62
5950 · Staff Standby	6,682.39	6,930.75	-248.36
Total 5900 · Wages	152,980.77	185,563.23	-32,582.46
5960 · Worker's Comp Insurance	0.00	4,952.49	-4,952.49
Total 5800 · Labor	221,490.42	251,724.00	-30,233.58
Total 5000 · Administrative	277,257.12	365,799.06	-88,541.94
6000 · Operations			
6160 · Backflow Prevention	93.49	249.99	-156.50
6170 · Claims, Property Damage	0.00	2,499.99	-2,499.99
6180 · Communications			
6185 · SCADA Maintenance	19.68	3,249.99	-3,230.31
6180 · Communications - Other	296.50		
Total 6180 · Communications	316.18	3,249.99	-2,933.81
6195 · Education & Training	275.00	2,250.00	-1,975.00
6200 · Engineering			
6220 · General Engineering	-1,387.50	5,000.01	-6,387.51
6230 · Water Quality Engineering	9,676.88	24,999.99	-15,323.11
Total 6200 · Engineering	8,289.38	30,000.00	-21,710.62
6320 · Equipment & Tools, Expensed	1,084.33	2,000.01	-915.68

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through September 2021

	Jul - Sep 21	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	237.27	500.01	-262.74
6337 · Landscaping	2,750.00	3,750.00	-1,000.00
Total 6330 · Facilities	2,987.27	4,250.01	-1,262.74
6370 · Lab Supplies & Equipment	185.13	999.99	-814.86
6380 · Meter Reading	0.00	125.01	-125.01
6400 · Pumping			
6410 · Pumping Fuel & Electricity	18,755.47	22,500.00	-3,744.53
6420 · Pumping Maintenance, Generators	0.00	2,499.99	-2,499.99
6430 · Pumping Maintenance, General	0.00	1,250.01	-1,250.01
6440 · Pumping Equipment, Expensed	129.31	174.99	-45.68
Total 6400 · Pumping	18,884.78	26,424.99	-7,540.21
6500 · Supply			
6510 · Maintenance, Raw Water Mains	253.13	624.99	-371.86
6520 · Maintenance, Wells	624.36	3,750.00	-3,125.64
6530 · Water Purchases	0.00	8,750.01	-8,750.01
Total 6500 · Supply	877.49	13,125.00	-12,247.51
6600 · Collection/Transmission			
6610 · Hydrants	5,690.20	1,250.01	4,440.19
6620 · Maintenance, Water Mains	13,140.72	12,500.01	640.71
6630 · Maintenance, Water Svc Lines	0.00	5,000.01	-5,000.01
6640 · Maintenance, Tanks	437.50	1,250.01	-812.51
6650 · Maint., Distribution General	0.00	2,499.99	-2,499.99
6670 · Meters	5,119.70	999.99	4,119.71
Total 6600 · Collection/Transmission	24,388.12	23,500.02	888.10
6700 · Treatment			
6710 · Chemicals & Filtering	14,032.95	5,000.01	9,032.94
6720 · Maintenance, Treatment Equip.	5,702.53	3,750.00	1,952.53
6730 · Treatment Analysis	5,752.61	7,500.00	-1,747.39
Total 6700 · Treatment	25,488.09	16,250.01	9,238.08
6770 · Uniforms	0.00	500.01	-500.01
6800 · Vehicles			
6810 · Fuel	1,370.51	1,749.99	-379.48
6820 · Truck Equipment, Expensed	0.00	500.01	-500.01
6830 · Truck Repairs	57.60	1,250.01	-1,192.41
6800 · Vehicles - Other	226.01		
Total 6800 · Vehicles	1,654.12	3,500.01	-1,845.89
Total 6000 · Operations	84,523.38	128,925.03	-44,401.65
Total Expense	361,780.50	494,724.09	-132,943.59
Net Ordinary Income	201,012.03	-12,724.11	213,736.14

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through September 2021

	Jul - Sep 21	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	20,815.00	24,999.99	-4,184.99
7130 · Conn. Fees, PFP (New Constr)	39,437.29	12,500.01	26,937.28
Total 7100 · Connection Fees	60,252.29	37,500.00	22,752.29
7600 · Bond Revenues, G.O.	3,667.22	245,886.51	-242,219.29
7650 · Water System Reliability	0.00	0.00	0.00
Total 7000 · Capital Account Revenues	63,919.51	283,386.51	-219,467.00
Total Other Income	63,919.51	283,386.51	-219,467.00
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	171,201.40	299,687.49	-128,486.09
Total 8000 · Capital Improvement Program	171,201.40	299,687.49	-128,486.09
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	6,698.26	40,190.00	-33,491.74
9125 · PNC Equipment Lease Interest	2,553.74	3,072.51	-518.77
9150 · SRF Loan	0.00	33,819.00	-33,819.00
9210 · Conservation Program/Rebates	500.00	0.00	500.00
Total 9000 · Capital Account Expenses	9,752.00	77,081.51	-67,329.51
Total Other Expense	180,953.40	376,769.00	-195,815.60
Net Other Income	-117,033.89	-93,382.49	-23,651.40
Net Income	83,978.14	-106,106.60	190,084.74

Montara Water & Sanitary District
Funds Balance Sheet
As of September 30, 2021

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	2,830,027.26	0.00	2,830,027.26
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
Total LAIF Investment Fund	4,614,225.50	0.00	4,614,225.50
Total Sewer - Bank Accounts	7,444,252.76	0.00	7,444,252.76
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	935,565.86	935,565.86
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
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	3,823.92	3,823.92
Total Restricted Cash	0.00	882,299.07	882,299.07
Total Water - Bank Accounts	0.00	2,310,344.93	2,310,344.93
Total Checking/Savings	7,444,252.76	2,310,344.93	9,754,597.69
Accounts Receivable			
Sewer - Accounts Receivable			
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
Total Sewer - Accounts Receivable	-13,198.86	0.00	-13,198.86
Water - Accounts Receivable			
Accounts Receivable	0.00	2,157.78	2,157.78
Accounts Rec. - Backflow	0.00	21,788.11	21,788.11
Accounts Rec. - Water Residents	0.00	173,310.28	173,310.28
Property Tax Receivable	0.00	431.15	431.15
Unbilled Water Receivables	0.00	249,060.61	249,060.61
Total Water - Accounts Receivable	0.00	446,747.93	446,747.93
Total Accounts Receivable	-13,198.86	446,747.93	433,549.07
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	7,431,053.90	2,799,749.18	10,230,803.08
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
Total Sewer - Fixed Assets	6,985,499.73	0.00	6,985,499.73

Montara Water & Sanitary District
Funds Balance Sheet
As of September 30, 2021

Water - Fixed Assets			
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
Total Water - Fixed Assets	<u>0.00</u>	<u>16,945,089.05</u>	<u>16,945,089.05</u>
Total Fixed Assets	6,985,499.73	16,945,089.05	23,930,588.78
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,776,569.08	0.00	2,776,569.08
Water - Other Assets			
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
Total Water - Other Assets	<u>0.00</u>	<u>1,187,665.68</u>	<u>1,187,665.68</u>
Total Other Assets	2,776,569.08	1,187,665.68	3,964,234.76
TOTAL ASSETS	<u><u>17,193,122.71</u></u>	<u><u>20,932,503.91</u></u>	<u><u>38,125,626.62</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	197,906.55	0.00	197,906.55
Accounts Payable - Water	0.00	102,365.68	102,365.68
Total Accounts Payable	197,906.55	102,365.68	300,272.23
Other Current Liabilities			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
Sewer - Current Liabilities			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	15,173.93	0.00	15,173.93
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	51,702.17	0.00	51,702.17
Total Sewer - Current Liabilities	76,871.13	0.00	76,871.13
Water - Current Liabilities			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-28,212.72	-28,212.72
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	51,702.12	51,702.12
SRF Loan Payable X109 - Current	0.00	176,456.25	176,456.25
Temporary Construction Meter	0.00	29,836.29	29,836.29
Total Water - Current Liabilities	0.00	707,022.46	707,022.46
Payroll Liabilities			
Employee Benefits Payable	-1,900.15	0.00	-1,900.15
Total Payroll Liabilities	-1,900.15	0.00	-1,900.15
Total Other Current Liabilities	<u>46,486.98</u>	<u>653,955.46</u>	<u>700,442.44</u>
Total Current Liabilities	244,393.53	756,321.14	1,000,714.67
Long Term Liabilities			
Sewer - Long Term Liabilities			
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
Total Sewer - Long Term Liabilities	<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 September 30, 2021

Water - Long Term Liabilities			
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
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Total Water - Long Term Liabilities	0.00	9,233,258.75	9,233,258.75
Deferred Inflows (Pensions)			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
	<hr/>		<hr/>
Total Deferred Inflows (Pensions)	19,149.00	35,547.00	54,696.00
Total Long Term Liabilities	<hr/>	<hr/>	<hr/>
	2,076,256.37	9,268,805.75	11,345,062.12
Total Liabilities	<hr/>	<hr/>	<hr/>
	2,320,649.90	10,025,126.89	12,345,776.79
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	89,284.12	0.00	89,284.12
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Total Sewer - Equity Accounts	12,143,829.19	0.00	12,143,829.19
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-89,284.12	-89,284.12
	<hr/>		<hr/>
Total Water - Equity Accounts	0.00	2,601,770.89	2,601,770.89
Equity Adjustment Account	3,613,702.78	8,221,581.02	11,835,283.80
Net Income	-885,059.16	84,025.11	-801,034.05
	<hr/>		<hr/>
Total Equity	14,872,472.81	10,907,377.02	25,779,849.83
TOTAL LIABILITIES & EQUITY	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	17,193,122.71	20,932,503.91	38,125,626.62

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
Sewer - Operations															
Wells Fargo Operating - Sewer	3,536,057.78	3,089,496.88	2,830,027.26												
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	4,012,743.50	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	194,600.00										150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00										486,261.00	(79,379.00)	84%
Sub-total	4,614,225.50	4,614,225.50	4,614,225.50	-	-	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	904,988.43	920,081.06	935,565.86										329,816.00	575,172.43	274%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00										1,948,750.00	(1,550,501.00)	20%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00										150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00										48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00												
Sub-total	745,500.00	745,500.00	745,500.00	-	-	-	-	-	-	-	-	-			
Water - Restricted accounts															
JP Morgan Chase - Water															
2020 GO Bonds Fund	1,117,227.94	625,455.15	625,455.15	-	-	-	-	-	-	-	-	-			
First Republic Bank - Water															
GO Bonds Fund	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
Sub-total	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
Total Cash and equivalents	10,921,883.57	9,998,612.51	9,754,597.69	-	-	-	-	-	-	-	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
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
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	6,654.28	6,654.28	6,654.28										19,962.84	77,220.00	-57,257.16	25.85%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00											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											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	7,468.50										10,053.50	4,000.00	6,053.50	251.34%
Total 4400 · Fees	1,891.00	2,908.00	7,468.50										12,267.50	13,100.00	-832.50	93.65%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.16	1,214.48										108,995.64	277,750.00	-168,754.36	39.24%
4710 · Sewer Service Charges														3,484,472.00	-3,484,472.00	
4720 · Sewer Service Refunds, Customer	-5,785.92												-5,785.92	-5,000.00	-785.92	115.72%
4760 · Waste Collection Revenues	1,053.19	3,584.83	912.03										5,550.05	25,000.00	-19,449.95	22.2%
Total Income	3,812.55	121,064.27	16,249.29										141,126.11	3,872,542.00	-3,731,415.89	3.64%
Gross Profit	3,812.55	121,064.27	16,249.29										141,126.11	3,872,542.00	-3,731,415.89	3.64%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,739.72	575.21	608.21										3,923.14	7,000.00	-3,076.86	56.05%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00										750.00	3,000.00	-2,250.00	25.0%
5220 · Director Fees		987.50	562.50										1,550.00	7,500.00	-5,950.00	20.67%
5230 · Election Expenses														75,000.00	-75,000.00	
Total 5200 · Board of Directors		1,287.50	1,012.50										2,300.00	85,500.00	-83,200.00	2.69%
5250 · Conference Attendance														2,500.00	-2,500.00	
5270 · Information Systems		332.50	62.50										395.00	4,000.00	-3,605.00	9.88%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	1,176.00												1,176.00	5,000.00	-3,824.00	23.52%
Total 5300 · Insurance	1,176.00												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	7,772.45										13,150.45	200,000.00	-186,849.55	6.58%
5440 · Litigation		27,870.23	9,552.11										37,422.34			
Total 5400 · Legal		33,248.23	17,324.56										50,572.79	200,000.00	-149,427.21	25.29%
5510 · Maintenance, Office		260.00	310.00										570.00	8,000.00	-7,430.00	7.13%
5540 · Office Supplies		363.41	31.88										395.29	6,500.00	-6,104.71	6.08%
5550 · Postage		70.00											70.00	400.00	-330.00	17.5%
5560 · Printing & Publishing	46.90	370.44	43.99										461.33	1,500.00	-1,038.67	30.76%
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00										7,000.00	39,000.00	-32,000.00	17.95%
5620 · Audit														13,500.00	-13,500.00	
5630 · Consulting	5,148.83	409.78	3,060.20										8,618.81	50,000.00	-41,381.19	17.24%
5640 · Data Services	899.50	8,383.50											9,283.00	6,500.00	2,783.00	142.82%
5650 · Labor & HR Support	213.50	213.50	427.00										854.00	2,500.00	-1,646.00	34.16%
5660 · Payroll Services	73.48	75.33	77.18										225.99	1,000.00	-774.01	22.6%
Total 5600 · Professional Services	6,335.31	10,982.11	8,664.38										25,981.80	112,500.00	-86,518.20	23.1%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
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
5710 · San Mateo Co. Tax Roll Charges														200.00	-200.00	
5720 · Telephone & Internet	3,033.81	3,391.66	3,371.58										9,797.05	20,000.00	-10,202.95	48.99%
5730 · Mileage Reimbursement		70.20	722.17										792.37	200.00	592.37	396.19%
5740 · Reference Materials																
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,511.73	1,515.71	1,490.85										4,518.29	18,364.00	-13,845.71	24.6%
5820 · Employee Benefits	3,545.56	3,545.56	7,091.12										14,182.24	43,823.00	-29,640.76	32.36%
5830 · Disability Insurance	147.42	147.42	147.42										442.26	1,941.00	-1,498.74	22.79%
5840 · Payroll Taxes	1,084.62	1,088.97	1,061.98										3,235.57	20,069.00	-16,833.43	16.12%
5850 · PARS	1,460.40	1,470.93	1,470.94										4,402.27	17,936.00	-13,533.73	24.54%
5900 · Wages																
5910 · Management	9,178.24	9,178.24	9,190.74										27,547.22	118,537.00	-90,989.78	23.24%
5920 · Staff	11,674.71	11,900.44	11,825.20										35,400.35	140,658.00	-105,257.65	25.17%
5930 · Staff Certification	175.00	175.00	175.00										525.00	1,800.00	-1,275.00	29.17%
5940 · Staff Overtime	588.74	419.81	139.94										1,148.49	340.00	808.49	337.79%
Total 5900 · Wages	21,616.69	21,673.49	21,330.88										64,621.06	261,335.00	-196,713.94	24.73%
5960 · Worker's Comp Insurance														2,355.00	-2,355.00	
Total 5800 · Labor	29,366.42	29,442.08	32,593.19										91,401.69	365,823.00	-274,421.31	24.99%
Total 5000 · Administrative	42,698.16	80,393.34	64,744.96										187,836.46	822,123.00	-634,286.54	22.85%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6220 · General Engineering	570.00	347.50	3,325.00										4,242.50	30,000.00	-25,757.50	14.14%
Total 6200 · Engineering	570.00	347.50	3,325.00										4,242.50	30,000.00	-25,757.50	14.14%
6320 · Equipment & Tools, Expensed																
6330 · Facilities																
6335 · Alarm Services	127.02	391.80	502.05										1,020.87	5,000.00	-3,979.13	20.42%
6337 · Landscaping														6,000.00	-6,000.00	
Total 6330 · Facilities	127.02	391.80	502.05										1,020.87	11,000.00	-9,979.13	9.28%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,107.16		5,555.74										8,662.90	45,000.00	-36,337.10	19.25%
Total 6400 · Pumping	3,107.16		5,555.74										8,662.90	45,000.00	-36,337.10	19.25%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														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	
Total 6800 · Vehicles														2,160.00	-2,160.00	
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections		27,664.41	27,664.41										55,328.82	331,973.00	-276,644.18	16.67%
6920 · SAM Operations	127,717.35	127,717.35	127,717.35										383,152.05	1,532,608.00	-1,149,455.95	25.0%
6940 · SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 · SAM Maintenance, Pumping		5,451.01											5,451.01	70,000.00	-64,548.99	7.79%
Total 6900 · Sewer Authority Midcoastside	127,717.35	160,832.77	155,381.76										443,931.88	1,974,581.00	-1,530,649.12	22.48%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
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
Total 6000 · Operations	131,521.53	161,572.07	164,764.55										457,858.15	2,093,941.00	-1,636,082.85	21.87%
Total Expense	174,219.69	241,965.41	229,509.51										645,694.61	2,916,064.00	-2,270,369.39	22.14%
Net Ordinary Income	-170,407.14	-120,901.14	-213,260.22										-504,568.50	956,478.00	-1,461,046.50	-52.75%
Other Income/Expense																
Other Income																
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											12,924.00	50,000.00	-37,076.00	25.85%
Total 7100 · Connection Fees		12,924.00											12,924.00	150,000.00	-137,076.00	8.62%
7200 · Interest Income - LAIF	3,764.31												3,764.31	40,000.00	-36,235.69	9.41%
Total 7000 · Capital Account Revenues	3,764.31	12,924.00											16,688.31	190,000.00	-173,311.69	8.78%
Total Other Income	3,764.31	12,924.00											16,688.31	190,000.00	-173,311.69	8.78%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	7,656.50	370,216.14	14,254.14										392,126.78	1,906,335.00	-1,514,208.22	20.57%
Total 8000 · Capital Improvement Program	7,656.50	370,216.14	14,254.14										392,126.78	1,906,335.00	-1,514,208.22	20.57%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,174.89	1,024.43	1,010.52										3,209.84	11,535.00	-8,325.16	27.83%
9200 · I-Bank Loan	1,765.38												1,765.38	20,700.00	-18,934.62	8.53%
Total 9000 · Capital Account Expenses	2,940.27	1,024.43	1,010.52										4,975.22	32,235.00	-27,259.78	15.43%
Total Other Expense	10,596.77	371,240.57	15,264.66										397,102.00	1,938,570.00	-1,541,468.00	20.48%
Net Other Income	-6,832.46	-358,316.57	-15,264.66										-380,413.69	-1,748,570.00	1,368,156.31	21.76%
Net Income	-177,239.60	-479,217.71	-228,524.88										-884,982.19	-792,092.00	-92,890.19	111.73%

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
Ordinary Income/Expense																
Income																
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																
Total 4400 · Fees		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	1,214.47										108,995.62	277,750.00	-168,754.38	39.24%
4740 · Testing, Backflow	3,000.00		3,730.00										6,730.00	18,000.00	-11,270.00	37.39%
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33										457,996.19	1,900,000.00	-1,442,003.81	24.11%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00	-12,452.36										-13,624.28	-3,000.00	-10,624.28	454.14%
Total Income	355,379.45	80,664.64	126,748.44										562,792.53	2,205,750.00	-1,642,957.47	25.52%
Gross Profit	355,379.45	80,664.64	126,748.44										562,792.53	2,205,750.00	-1,642,957.47	25.52%
Expense																
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	450.00										750.00	3,000.00	-2,250.00	25.0%
5220 · Director Fees		987.50	562.50										1,550.00	7,500.00	-5,950.00	20.67%
5230 · Election Expenses														75,000.00	-75,000.00	
Total 5200 · Board of Directors		1,287.50	1,012.50										2,300.00	85,500.00	-83,200.00	2.69%
5240 · CDPH Fees														13,000.00	-13,000.00	
5250 · Conference Attendance														3,000.00	-3,000.00	
5270 · Information Systems		332.50	62.50										395.00	5,000.00	-4,605.00	7.9%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														5,000.00	-5,000.00	
Total 5300 · Insurance														5,500.00	-5,500.00	
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal		5,498.00	9,752.45										15,250.45	140,000.00	-124,749.55	10.89%
5440 · Litigation		210.00											210.00			
Total 5400 · Legal		5,708.00	9,752.45										15,460.45	140,000.00	-124,539.55	11.04%
5510 · Maintenance, Office		658.13	310.00										968.13	8,000.00	-7,031.87	12.1%
5530 · Memberships														27,000.00	-27,000.00	
5540 · Office Supplies		363.43	31.89										395.32	6,500.00	-6,104.68	6.08%
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	43.98										461.31	5,000.00	-4,538.69	9.23%
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00										7,000.00	39,000.00	-32,000.00	17.95%
5620 · Audit														13,500.00	-13,500.00	
5630 · Consulting	5,148.82	409.77	3,060.18										8,618.77	55,000.00	-46,381.23	15.67%
5640 · Data Services	899.50		3,615.10										4,514.60	6,500.00	-1,985.40	69.46%
5650 · Labor & HR Support	213.50	213.50	427.00										854.00	2,000.00	-1,146.00	42.7%

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
5660 · Payroll Services	73.50	75.34	77.18										226.02	1,000.00	-773.98	22.6%
Total 5600 · Professional Services	6,335.32	2,598.61	12,279.46										21,213.39	117,000.00	-95,786.61	18.13%
5710 · San Mateo Co. Tax Roll Charges																
5720 · Telephone & Internet	3,545.86	3,938.36	3,819.60										11,303.82	25,000.00	-13,696.18	45.22%
5730 · Mileage Reimbursement		70.20	722.16										792.36	1,500.00	-707.64	52.82%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Administrative																
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,542.96	3,494.22	3,384.57										10,421.75	44,063.00	-33,641.25	23.65%
5820 · Employee Benefits	9,524.49	9,524.49	19,048.98										38,097.96	107,276.00	-69,178.04	35.51%
5830 · Disability Insurance	344.08	344.08	344.08										1,032.24	4,658.00	-3,625.76	22.16%
5840 · Payroll Taxes	3,418.03	3,358.81	3,218.25										9,995.09	50,453.00	-40,457.91	19.81%
5850 · PARS	2,980.50	2,991.05	2,991.06										8,962.61	38,383.00	-29,420.39	23.35%
5900 · Wages																
5910 · Management	9,178.26	9,178.26	9,190.76										27,547.28	118,537.00	-90,989.72	23.24%
5920 · Staff	33,992.11	34,139.82	33,956.29										102,088.22	526,927.00	-424,838.78	19.37%
5930 · Staff Certification	875.00	875.00	875.00										2,625.00	11,400.00	-8,775.00	23.03%
5940 · Staff Overtime	5,791.39	4,836.05	3,410.44										14,037.88	57,666.00	-43,628.12	24.34%
5950 · Staff Standby	2,282.01	2,315.56	2,084.82										6,682.39	27,723.00	-21,040.61	24.1%
Total 5900 · Wages	52,118.77	51,344.69	49,517.31										152,980.77	742,253.00	-589,272.23	20.61%
5960 · Worker's Comp Insurance														19,810.00	-19,810.00	
Total 5800 · Labor	71,928.83	71,057.34	78,504.25										221,490.42	1,006,896.00	-785,405.58	22.0%
Total 5000 · Administrative	83,186.77	87,531.56	106,538.79										277,257.12	1,463,196.00	-1,185,938.88	18.95%
6000 · Operations																
6160 · Backflow Prevention			93.49										93.49	1,000.00	-906.51	9.35%
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	6.50										296.50			
Total 6180 · Communications		309.68	6.50										316.18	13,000.00	-12,683.82	2.43%
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	5,137.50										9,676.88	100,000.00	-90,323.12	9.68%
Total 6200 · Engineering	500.00	2,651.88	5,137.50										8,289.38	120,000.00	-111,710.62	6.91%
6320 · Equipment & Tools, Expensed	40.40	431.21	612.72										1,084.33	8,000.00	-6,915.67	13.55%
6330 · Facilities																
6335 · Alarm Services	127.02		110.25										237.27	2,000.00	-1,762.73	11.86%
6337 · Landscaping		850.00	1,900.00										2,750.00	15,000.00	-12,250.00	18.33%
Total 6330 · Facilities	127.02	850.00	2,010.25										2,987.27	17,000.00	-14,012.73	17.57%
6370 · Lab Supplies & Equipment			185.13										185.13	4,000.00	-3,814.87	4.63%
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity	6,117.99	2,058.25	10,579.23										18,755.47	90,000.00	-71,244.53	20.84%
6420 · Pumping Maintenance, Generators														10,000.00	-10,000.00	
6430 · Pumping Maintenance, General														5,000.00	-5,000.00	
6440 · Pumping Equipment, Expensed			129.31										129.31	700.00	-570.69	18.47%
Total 6400 · Pumping	6,117.99	2,058.25	10,708.54										18,884.78	105,700.00	-86,815.22	17.87%

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
6500 · Supply																
6510 · Maintenance, Raw Water Mains			253.13										253.13	2,500.00	-2,246.87	10.13%
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	
Total 6500 · Supply	394.38	229.98	253.13										877.49	52,500.00	-51,622.51	1.67%
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	5,592.01										13,140.72	50,000.00	-36,859.28	26.28%
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			5,119.70										5,119.70	4,000.00	1,119.70	127.99%
Total 6600 · Collection/Transmission		13,676.41	10,711.71										24,388.12	94,000.00	-69,611.88	25.95%
6700 · Treatment																
6710 · Chemicals & Filtering	9,400.00	3,363.20	1,269.75										14,032.95	20,000.00	-5,967.05	70.17%
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	1,518.30										5,752.61	30,000.00	-24,247.39	19.18%
Total 6700 · Treatment	10,078.97	12,621.07	2,788.05										25,488.09	65,000.00	-39,511.91	39.21%
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			
Total 6800 · Vehicles	923.15	730.97											1,654.12	14,000.00	-12,345.88	11.82%
Total 6000 · Operations	18,456.91	33,559.45	32,507.02										84,523.38	515,700.00	-431,176.62	16.39%
Total Expense	101,643.68	121,091.01	139,045.81										361,780.50	1,978,896.00	-1,617,115.50	18.28%
Net Ordinary Income	253,735.77	-40,426.37	-12,297.37										201,012.03	226,854.00	-25,841.97	88.61%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			20,815.00										20,815.00	100,000.00	-79,185.00	20.82%
7130 · Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57										39,437.29	50,000.00	-10,562.71	78.88%
Total 7100 · Connection Fees	2,131.36	9,470.36	48,650.57										60,252.29	150,000.00	-89,747.71	40.17%
7600 · Bond Revenues, G.O.			3,667.22										3,667.22	983,546.00	-979,878.78	0.37%
7650 · Water System Reliability																
Total 7000 · Capital Account Revenues	2,131.36	9,470.36	52,317.79										63,919.51	1,133,546.00	-1,069,626.49	5.64%
Total Other Income	2,131.36	9,470.36	52,317.79										63,919.51	1,133,546.00	-1,069,626.49	5.64%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	25,523.75	79,582.78	66,094.87										171,201.40	1,198,750.00	-1,027,548.60	14.28%
Total 8000 · Capital Improvement Program	25,523.75	79,582.78	66,094.87										171,201.40	1,198,750.00	-1,027,548.60	14.28%
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	1,010.52										2,553.74	11,535.00	-8,981.26	22.14%
9150 · SRF Loan														66,647.00	-66,647.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 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	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
9210 · Conservation Program/Rebates	150.00	150.00	200.00										500.00		500.00	100.0%
Total 9000 · Capital Account Expenses	668.78	7,872.70	1,210.52										9,752.00	155,987.00	-146,235.00	6.25%
Total Other Expense	26,192.53	87,455.48	67,305.39										180,953.40	1,354,737.00	-1,173,783.60	13.36%
Net Other Income	-24,061.17	-77,985.12	-14,987.60										-117,033.89	-221,191.00	104,157.11	52.91%
Net Income	229,674.60	-118,411.49	-27,284.97										83,978.14	5,663.00	78,315.14	1,482.93%

Montara Water & Sanitary District Check Detail

November 1 - 5, 2021

Date	Num	Name	Paid Amount	
Warrants for Board of Directors Meeting November 4, 2021				
SPLIT				
10/06/2021	12592	Huntington National Bank	-13,370.00	PAID
10/07/2021	12594	ACWA/JPIA Workers Comp	-3,546.03	PAID
10/11/2021	12597	White Gove Housekeeping	-400.00	PAID
10/22/2021	12600	Bryan Michelsen Construction	-13,634.08	PAID
11/01/2021	12610	A-B Communications	-177.28	
11/01/2021	12611	A T & T	-424.82	
11/01/2021	12614	AT&T	-3,791.82	
11/01/2021	12615	AT&T	-705.72	
11/01/2021	12616	AT&T	-207.94	
11/01/2021	12617	AT&T	-710.03	
11/01/2021	12619	Aztec Gardens	-1,050.00	
11/01/2021	12620	Bay Alarm Company	-254.04	
11/01/2021	12622	California Special Districts Association	-7,615.00	
11/01/2021	12625	Fitzgerald Law Offices	-22,610.18	
11/01/2021	12627	Kastama Strategic Consulting	-7,024.40	
11/01/2021	12628	KBA Document Solutions	-83.78	
11/01/2021	12629	Maze & Associates	-6,700.00	
11/01/2021	12633	Office Depot	-68.74	
11/01/2021	12635	Pacific Gas & Electric	-5,018.03	
11/01/2021	12636	PARS	-844.13	
11/01/2021	12637	Rauch Communication Consultants, Inc.	-2,344.80	
11/01/2021	12638	Sandie Arnott S. M. County Tax Collector	-238.00	
11/01/2021	12642	Standard Insurance Co.	-491.50	
11/01/2021	12644	Tech Solutions	-125.00	
11/01/2021	12647	Paul Moody	-4,305.50	

Montara Water & Sanitary District Check Detail

November 1 - 5, 2021

Date	Num	Name	Paid Amount	
WATER				
10/06/2021	12591	Hassette Ace Hardware	-91.93	PAID
10/06/2021	12593	SRT Consultants	-40,783.75	PAID
10/11/2021	12596	Pacific Gas & Electric	-2,072.20	PAID
10/19/2021	12598	Bartle Wells Associates	-1,855.00	PAID
10/19/2021	12599	Grundfos CBS Inc.	-2,712.83	PAID
10/22/2021	12601	San Mateo County Public Works	-3,556.00	PAID
10/25/2021	12603	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12604	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12605	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12607	San Mateo County Environmental Health	-318.00	PAID
11/01/2021	12612	Andreini Brothers, Inc.	-9,642.00	
11/01/2021	12613	Andreini Brothers, Inc.	-9,096.84	
11/01/2021	12618	AT&T Mobility	-923.38	
11/01/2021	12621	BSK Lab	-1,124.80	
11/01/2021	12623	Core & Main	-1,244.81	
11/01/2021	12624	Esbro Chemical	-310.92	
11/01/2021	12630	McMaster-Carr Supply Co.	-176.25	
11/01/2021	12631	North Coast County Water District	-485.00	
11/01/2021	12634	Pacific Gas & Electric	-1,113.22	
11/01/2021	12643	Strawflower Electronics, Inc.	-6.50	
11/01/2021	12645	USA Blue Book	-396.83	
11/01/2021	12646	Wells Fargo Remittance Center	-1,486.42	

Montara Water & Sanitary District Check Detail

November 1 - 5, 2021

Date	Num	Name	Paid Amount	
SEWER				
10/25/2021	12602	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12606	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12608	San Mateo County Environmental Health	-396.00	PAID
10/25/2021	12609	San Mateo County Environmental Health	-396.00	PAID
11/01/2021	12626	Hue & Cry Security Systems, Inc.	-391.80	
11/01/2021	12632	Nute Engineering	-13,807.58	
11/01/2021	12639	Sewer Authority Mid-Coastside	-127,717.35	
11/01/2021	12640	Sewer Authority Mid-Coastside	-4,172.90	
11/01/2021	12641	Sewer Authority Mid-Coastside	-27,664.41	



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for September 2021

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 September 2021.
- Collection System Monthly Overflow Report – September 2021.

The Average Daily Flow for Montara was 0.212 MGD in September 2021. There was no reportable overflow in September in the Montara System. SAM indicates there were 0.26 inches of rain in September 2021.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, September 2021

September 2021

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	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
Total	3	1	0	2	0
		33%	0%	67%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
September 2021	0	0	0	0	0
12 Month Moving Total	3	1	0	2	0

SSOs / Year / 100 Miles

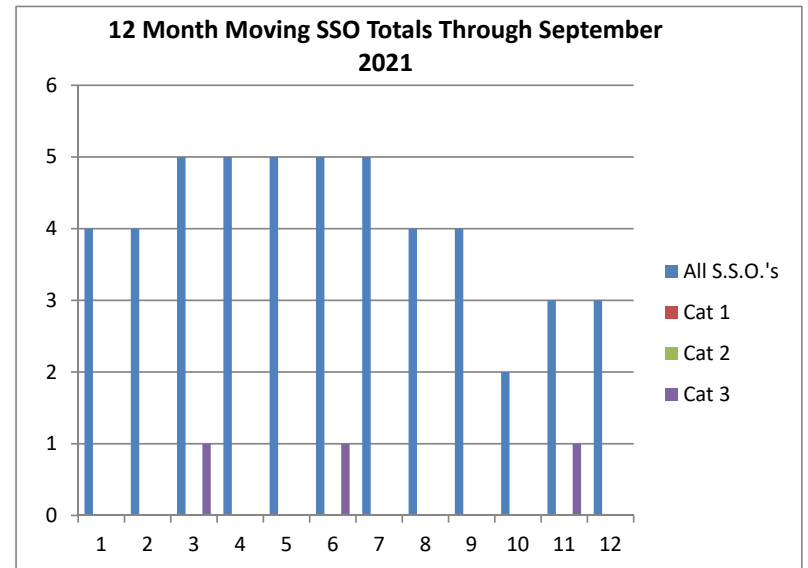
	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
September 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	2.9	2.7	0.0	7.4	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Sep - 21	10,059	8,794	8,659	27,512	5.2

Annual ft	137,833	117,795	74,875	330,503	
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Annual Mi.	26.1	22.3	14.2		62.6
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Attachment C

Attachment A

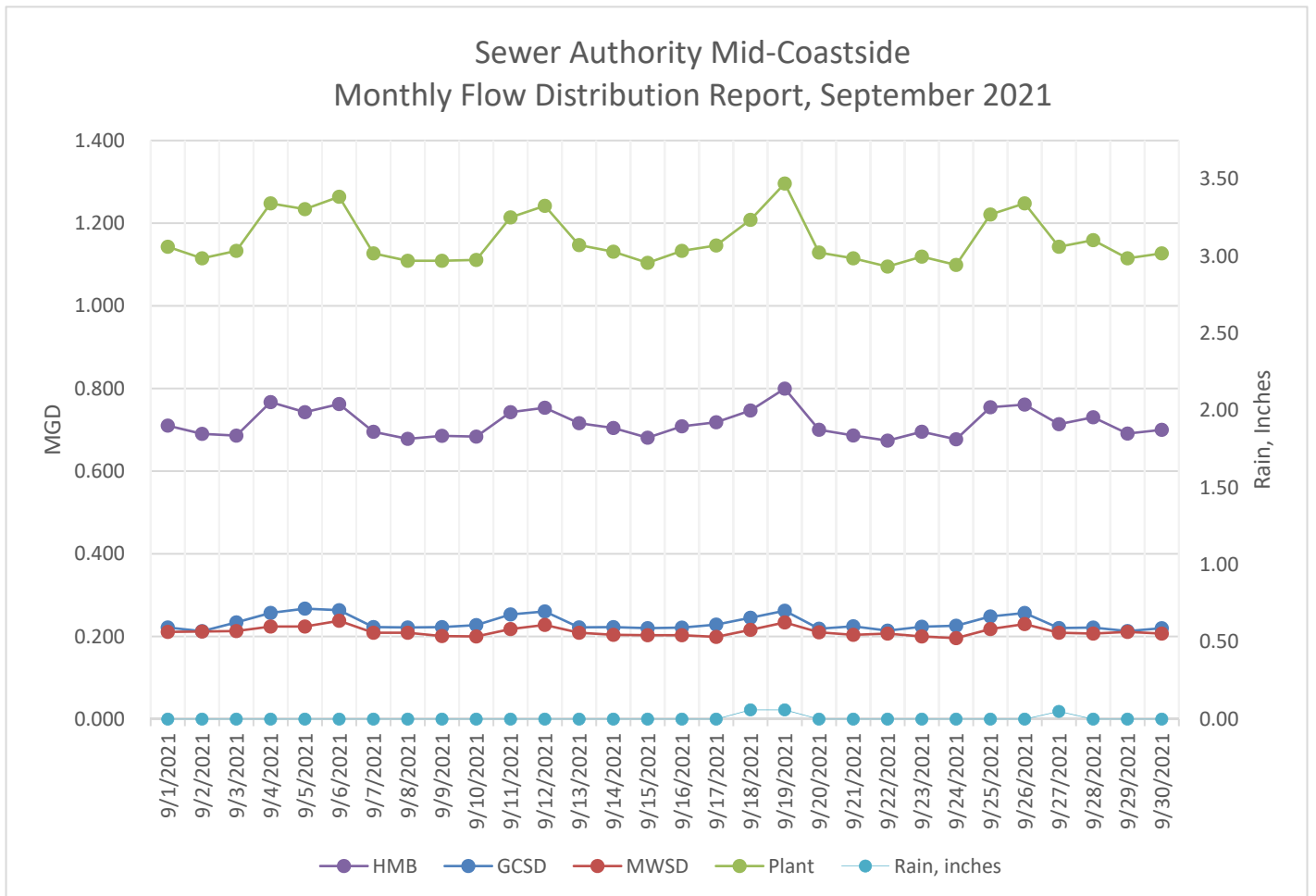
Flow Distribution Report Summary for September 2021

The daily flow report figures for the month of September 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	0.715	61.7%
Granada Community Services District	0.232	20.1%
Montara Water and Sanitary District	<u>0.212</u>	<u>18.3%</u>
Total	1.159	100.0%



Sewer Authority Mid-Coastside

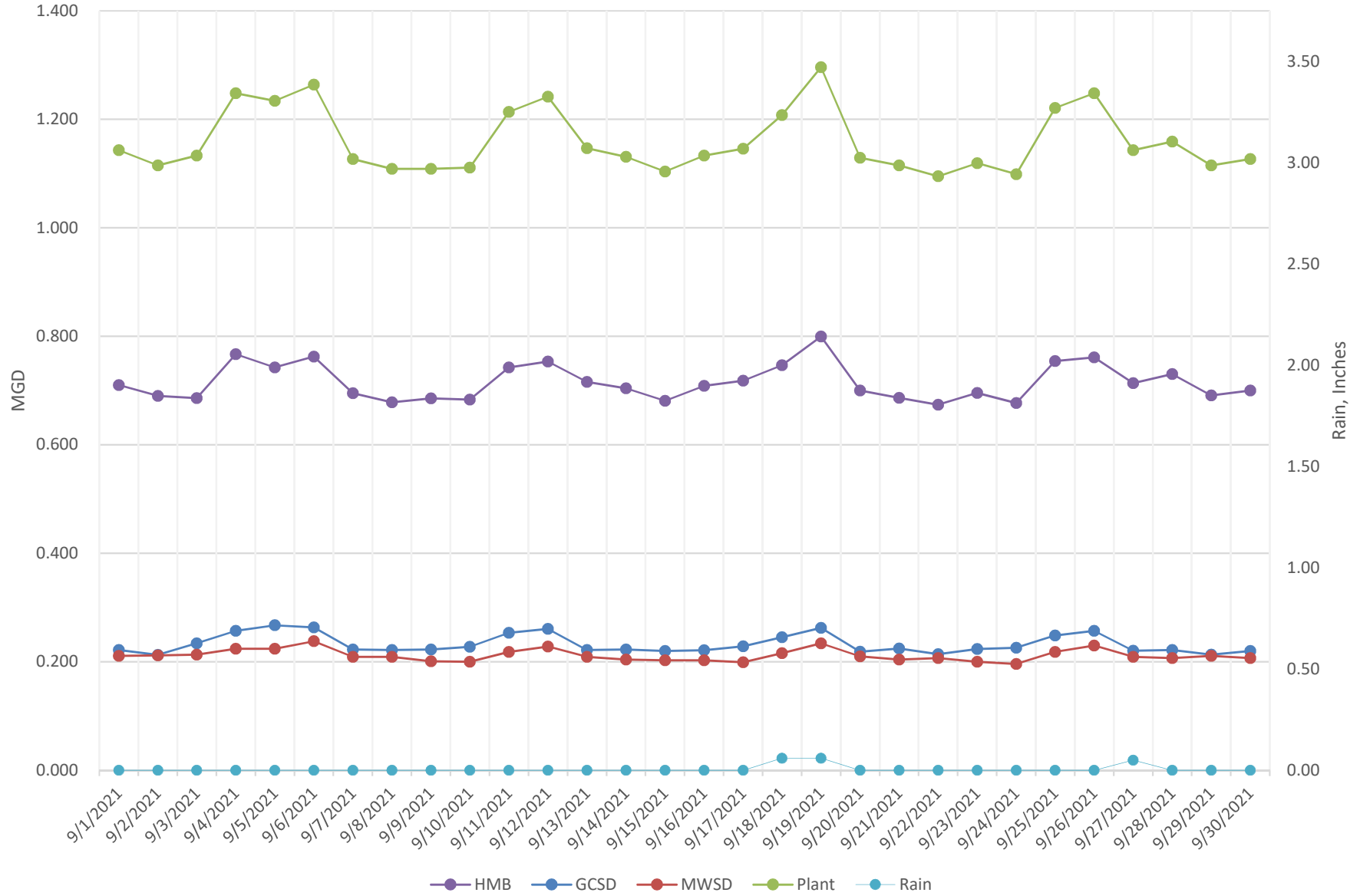
Monthly Flow Distribution Report for September 2021

<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>
9/1/2021	0.710	0.222	0.211	1.143	0.00	0.00	0.00
9/2/2021	0.690	0.213	0.212	1.115	0.00	0.00	0.00
9/3/2021	0.686	0.234	0.213	1.133	0.00	0.00	0.00
9/4/2021	0.767	0.257	0.224	1.248	0.00	0.00	0.00
9/5/2021	0.743	0.267	0.224	1.234	0.00	0.00	0.00
9/6/2021	0.762	0.264	0.238	1.264	0.00	0.00	0.00
9/7/2021	0.695	0.223	0.209	1.127	0.00	0.00	0.00
9/8/2021	0.678	0.222	0.209	1.109	0.00	0.00	0.00
9/9/2021	0.685	0.223	0.201	1.109	0.00	0.00	0.00
9/10/2021	0.684	0.227	0.200	1.111	0.00	0.00	0.00
9/11/2021	0.743	0.253	0.218	1.214	0.00	0.00	0.00
9/12/2021	0.753	0.261	0.228	1.242	0.00	0.00	0.00
9/13/2021	0.716	0.222	0.209	1.147	0.00	0.00	0.00
9/14/2021	0.704	0.223	0.204	1.131	0.00	0.00	0.00
9/15/2021	0.681	0.220	0.203	1.104	0.00	0.00	0.00
9/16/2021	0.709	0.221	0.203	1.133	0.00	0.00	0.00
9/17/2021	0.718	0.229	0.199	1.146	0.00	0.00	0.00
9/18/2021	0.747	0.245	0.216	1.208	0.06	0.02	0.01
9/19/2021	0.800	0.262	0.234	1.296	0.06	0.07	0.13
9/20/2021	0.700	0.219	0.210	1.129	0.00	0.00	0.00
9/21/2021	0.686	0.225	0.204	1.115	0.00	0.00	0.00
9/22/2021	0.674	0.214	0.207	1.095	0.00	0.00	0.00
9/23/2021	0.695	0.224	0.200	1.119	0.00	0.00	0.00
9/24/2021	0.677	0.226	0.196	1.099	0.00	0.00	0.00
9/25/2021	0.755	0.248	0.218	1.221	0.00	0.00	0.00
9/26/2021	0.761	0.257	0.230	1.248	0.00	0.00	0.00
9/27/2021	0.714	0.220	0.209	1.143	0.05	0.05	0.12
9/28/2021	0.730	0.222	0.207	1.159	0.00	0.00	0.00
9/29/2021	0.691	0.213	0.211	1.115	0.00	0.00	0.00
9/30/2021	0.700	0.220	0.207	1.127	0.00	0.00	0.00
Totals	21.455	6.975	6.354	34.784	0.17	0.14	0.26

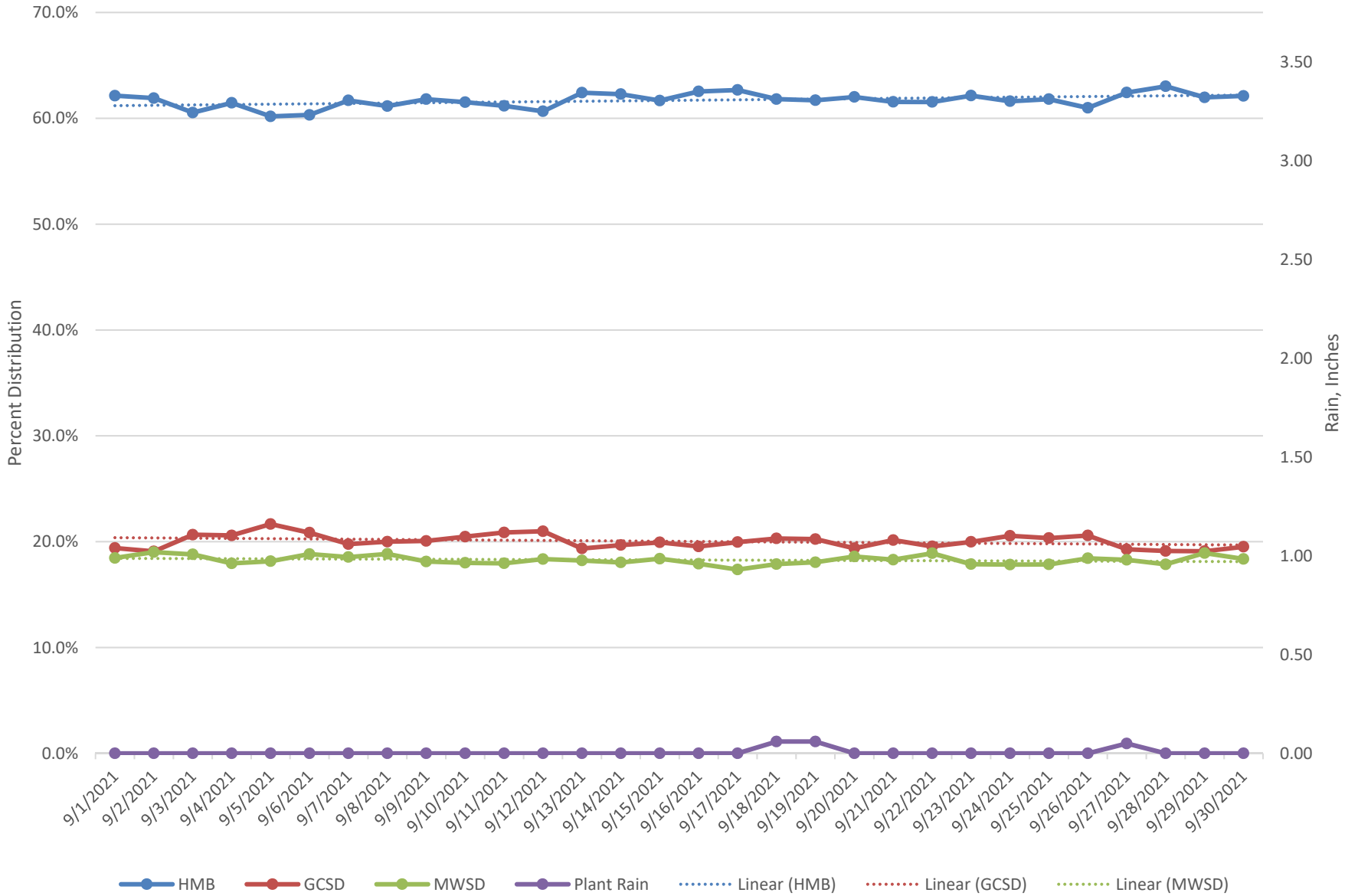
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.674	0.213	0.196	1.095
Average	0.715	0.232	0.212	1.159
Maximum	0.800	0.267	0.238	1.296
Distribution	61.68%	20.05%	18.27%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, September 2021

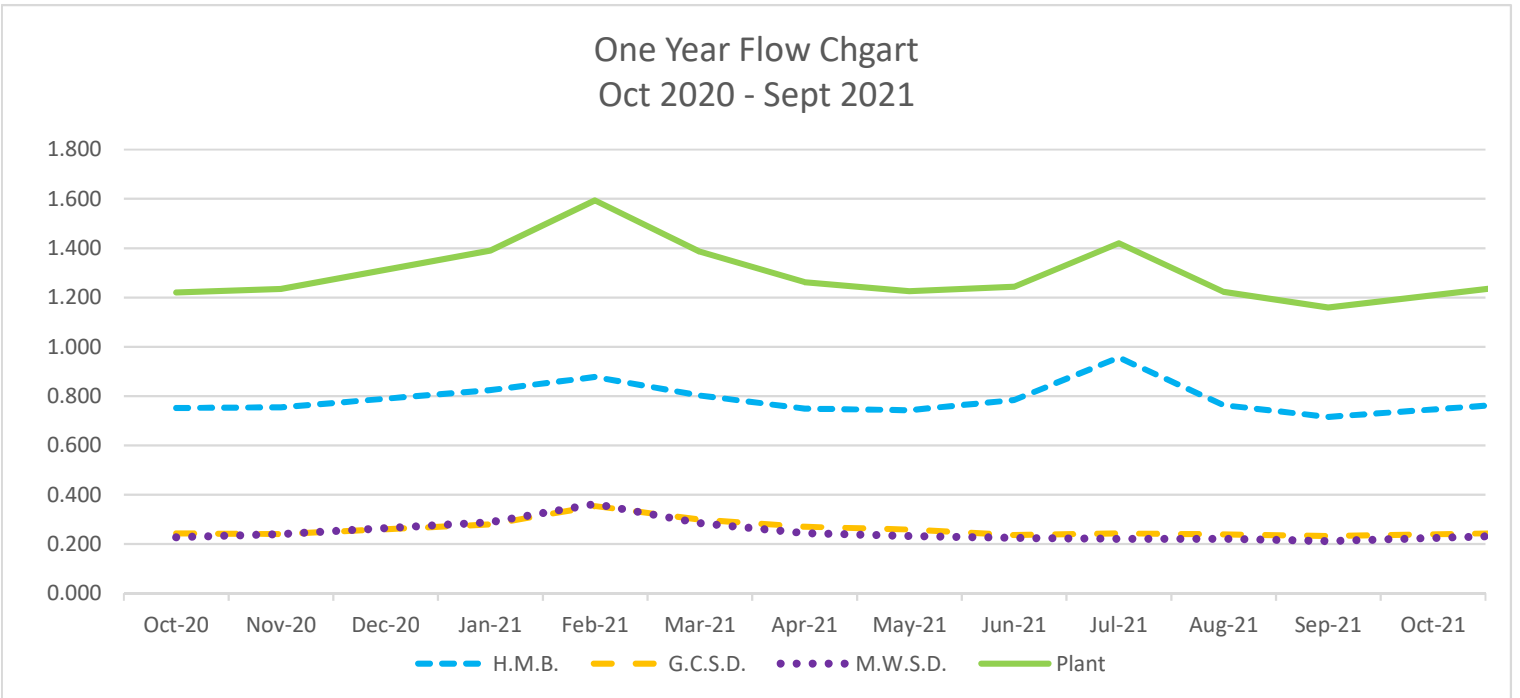


Percent Distribution September 2021

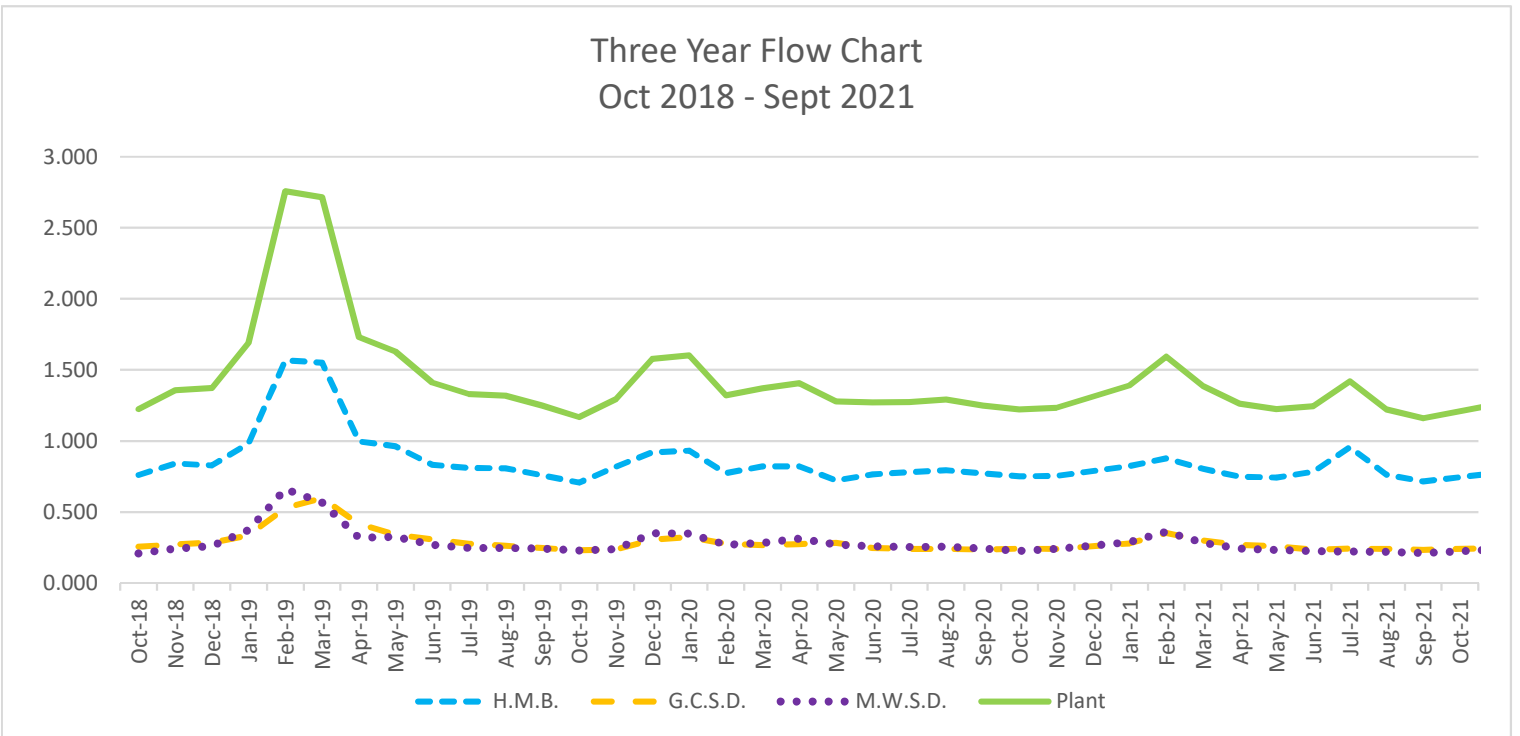


Most recent flow calibration March 2021 PS, March 2021 Plant

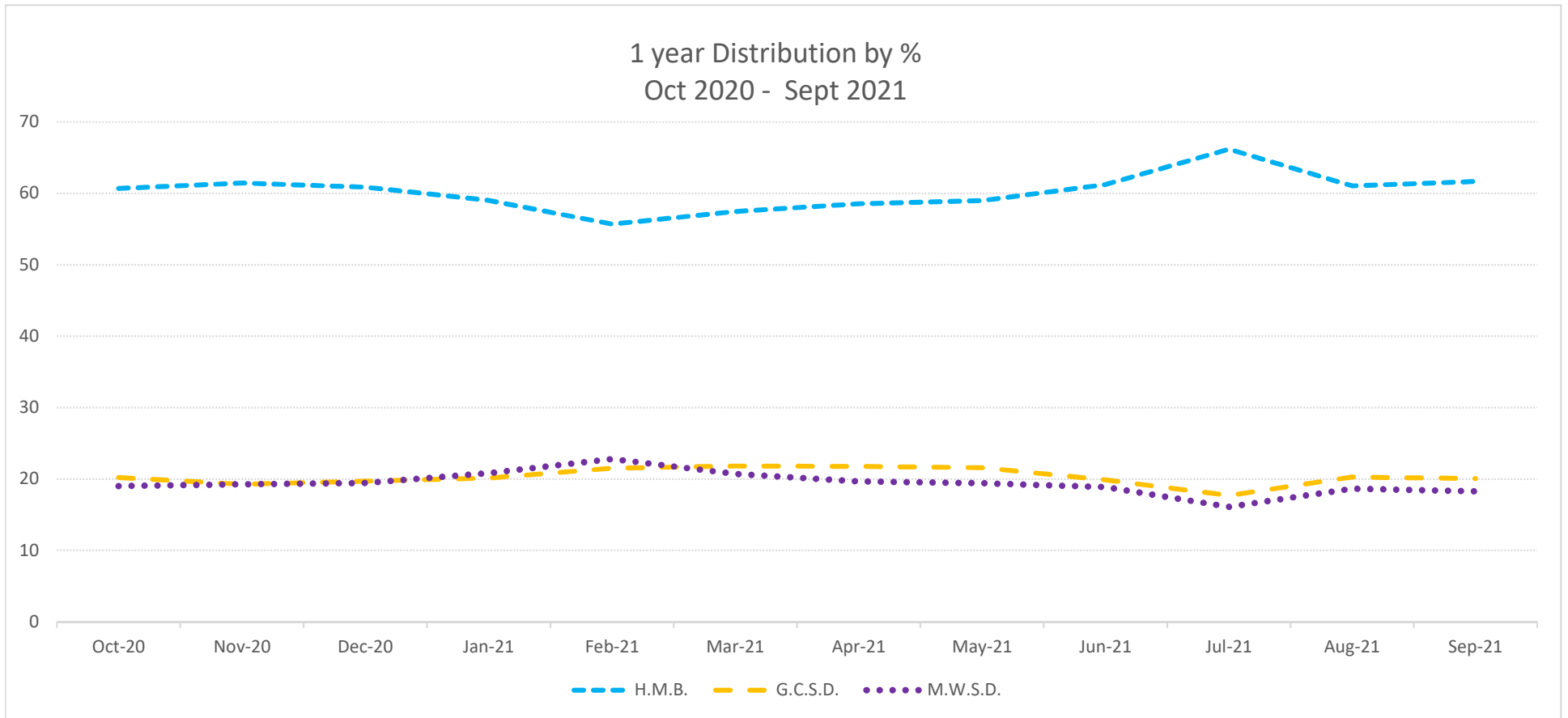
One Year Flow Chgart
Oct 2020 - Sept 2021

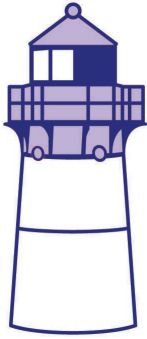


Three Year Flow Chart
Oct 2018 - Sept 2021



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

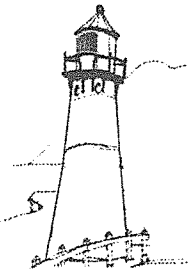
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for September 2021 was 0.206%.
- 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: November 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

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

Date of Application	Property Owner	Site Address	Home Size
10-29-21	Vincent Armando	898 San Ramon, Moss Beach	SFD

As of November 4, 2021 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
10-15-21	Ruth Clawson	322 California, Moss Beach	SFD
10-29-21	Vincent Armando	898 San Ramon, Moss Beach	SFD

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

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
10-29-21	Vincent Armando	898 San Ramon, Moss Beach	SFD	

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Water Production Report

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

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

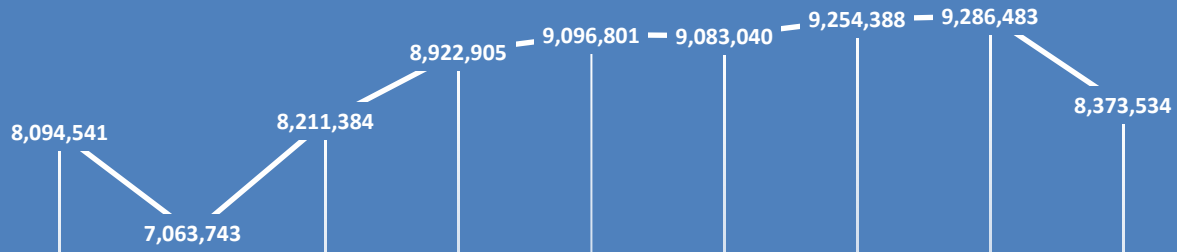
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 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	8,373,534			

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: November 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Rain Report

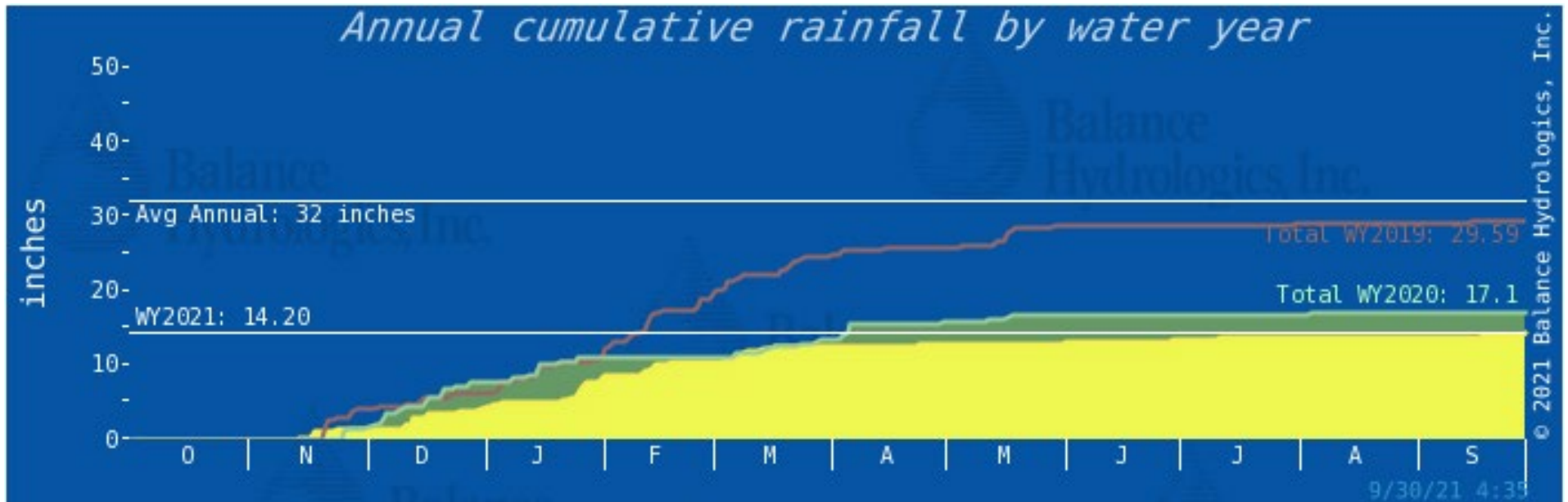
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

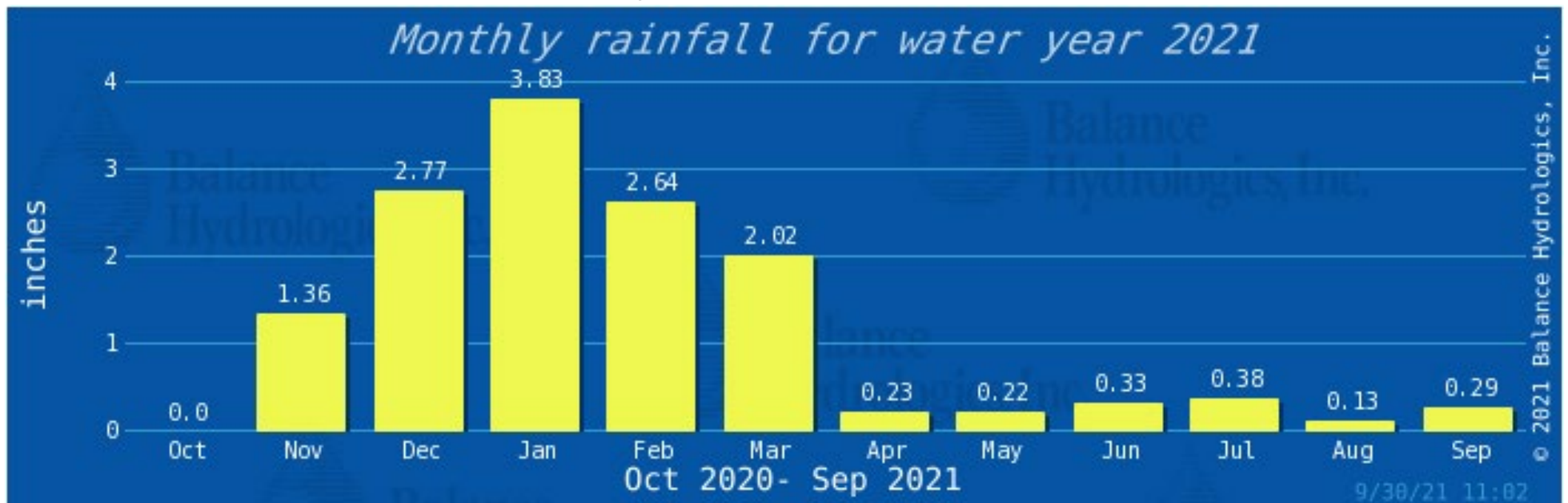
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Solar Energy Report

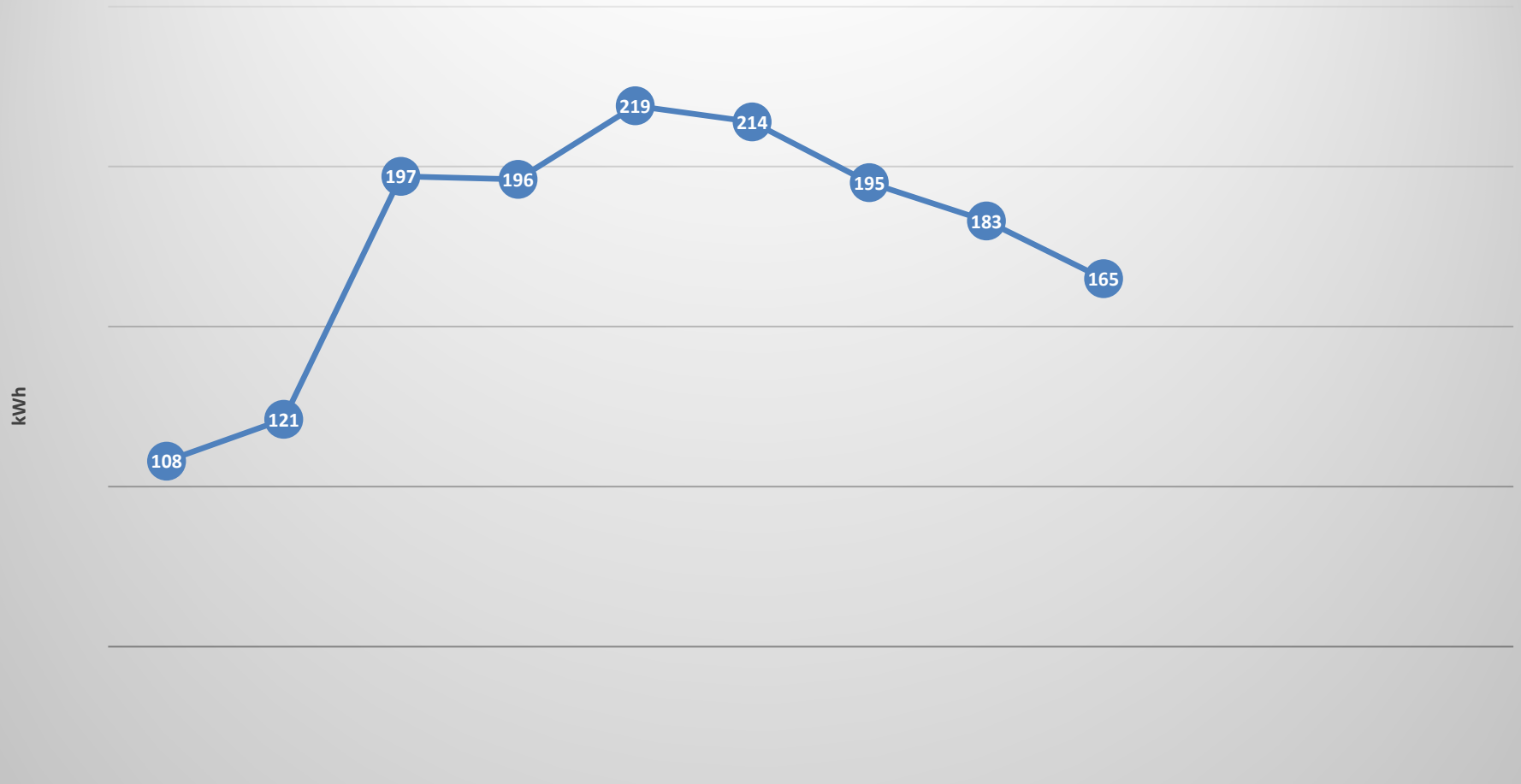
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 46,912 kWh and saved 79,902 lbs of CO₂.

RECOMMENDATION:

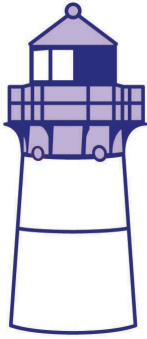
No action is required. This information is provided for the Board's information only.

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	196	219	214	195	183	165			



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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

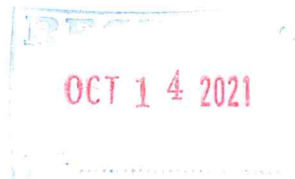
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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
8/1/2021 to 8/31/2021**

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 8/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2021
Contributions	\$1,239,820.38	\$7,927.96	\$24,502.91	\$582.86	\$1,117.12	\$0.00	\$1,270,551.27
TOTAL	\$1,239,820.38	\$7,927.96	\$24,502.91	\$582.86	\$1,117.12	\$0.00	\$1,270,551.27

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	Annualized Return						Plan's Inception Date
	1-Month	3-Months	1-Year	3-Years	5-Years	10-Years	
GENERAL	1.97%	3.96%	23.61%	11.93%	11.76%	-	03/08/16

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

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **November 4, 2021**

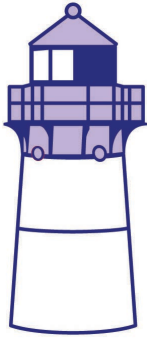
TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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: **November 4, 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 4th day of November 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: **November 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning San Mateo County Multijurisdictional Hazard Mitigation Plan Annex

The District is participating in the San Mateo County's 2021 Multijurisdictional Hazard Mitigation Plan (MJHMP) Update through an Annex to the County's HMP. The work on the County's MJHMP started in February 2021 and is now in its final approval and adoption phase.

BACKGROUND

Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the 2021 San Mateo County MJLHMP updates the County's 2016 Plan.

The planning area for the MJLHMP encompasses the entire geographic area of San Mateo County. The MJLHMP is a two-volume Federal Emergency Management Agency (FEMA) plan and the California Governor's Office of Emergency Services (Cal OES) approved the multi-agency multi-hazard mitigation plan.

The MJLHMP development process included the following activities:

1. Identification of potential planning partners. Partners who chose to participate submitted Letters of Intent committing resources to the development effort;
2. Identification and assessment of the risks of natural and human-caused hazards;
3. Development of actions to mitigate the risks and a plan to implement the actions over the next five years;
4. Public involvement in the development and review of the MJLHMP; and
5. Review and approval of the MJLHMP by Cal OES and FEMA.

The MJLHMP presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering all planning partners within San Mateo County.

MWSD submitted its Draft MJHMP Annex to the County in July 2021. On August 30, 2021, the County submitted its draft MJLHMP to Cal OES and FEMA for concurrent review. On October 13, 2021, FEMA notified the County of its approval of the MJLHMP pending adoption by the Board of Supervisors and the planning partners' governing bodies.

Once the MJLHMP has been adopted, the jurisdictions will collectively and individually become eligible to apply for hazard mitigation project funding from the suite of grant programs under FEMA's Hazard Mitigation Assistance (HMA) program.

ENVIRONMENTAL REVIEW

No environmental review is required for approval of the MWSD's MJLHMP Annex as it is not considered a project under the California Environmental Quality Act (CEQA) or the San Mateo County Local Coastal Program (LCP). However, as future mitigation action projects are developed,

MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

they will be individually reviewed by the District to determine if they are deemed a “project” under CEQA and LCP.

FISCAL IMPACT

There is no fiscal impact for the adoption of the MJLHMP Annex. However, implementation of the MJLHMP project will require funding and staff resources. Future funding requests will come before this Board for consideration as part of the annual budget process or on a case-by-case basis.

RECOMMENDATION

Adopt Resolution No. _____ to approve the 2021 San Mateo County Multijurisdictional Local Hazard Mitigation Plan Montara Water and Sanitary District Annex Plan:

- Volume 1 - Planning Area Wide Elements (Attachment 1) and
- Volume 2 – Montara Water and Sanitary District Annex Plan (Attachment 2).

Attachments

1. 2021 Multijurisdictional Local Hazard Mitigation Plan: Volume 1 - Planning Area Wide Elements:
<https://smcgov.app.box.com/s/9dqcxr5dfre2lw73ng40jolv6q85u4g/folder/148003622909>
2. 2021 Multijurisdictional Local Hazard Mitigation Plan: Volume 2 – Montara Water and Sanitary District Annex Plan:
<https://smcgov.app.box.com/s/9dqcxr5dfre2lw73ng40jolv6q85u4g/folder/147997933995>

RESOLUTION NO.
A RESOLUTION OF MONTARA WATER AND SANITARY DISTRICT
AUTHORIZING THE ADOPTION OF THE
SAN MATEO COUNTY MULTIJURISDICTION LOCAL HAZARD MITIGATION PLAN

WHEREAS, all of San Mateo County has exposure to natural hazards that increase the risk to life, property, environment, and the economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of San Mateo County stakeholders with like planning objectives has been formed to pool resources and create consistent mitigation strategies to be implemented within each partner's identified capabilities within the San Mateo County Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy.

NOW, THEREFORE, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

- 1.) Adopts and accepts Volume I and Volume II MONTARA WATER AND SANITARY DISTRICT's annex of the San Mateo County Multijurisdictional Local Hazard Mitigation Plan.
- 2.) Will use the adopted and approved portions of the Local Hazard Mitigation Plan to guide pre- and post- disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Local Hazard Mitigation Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the on-going countywide mitigation efforts and continue to participate in the Planning Partnership as described by the Local Hazard Mitigation Plan.
- 5.) Will help to promote and support the mitigation successes of all Planning Partners.
- 6.) The District Manager is hereby authorized to take all actions necessary to participate in the partnership on behalf of the District.
- 7.) This action is not a project under the California Environmental Quality Act (CEQA) under section 15378(b) of the CEQA Guidelines in that it is an administrative activity that will not result in direct or indirect physical changes to the environment.

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 4th day of November 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: **November 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

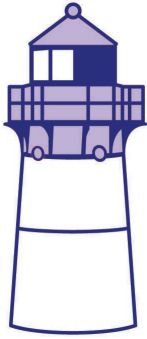
SUBJECT: General Manager's Report

OPERATIONS REPORT

October 2021

811 Dig Alerts

- 10/4- 330 3rd St. crew clearing vacant lot, No Water.
 - 9th St. & Farallon between addresses 376 & 340. Install driveway approach and all underground utilities. Water marked.
 - 1015 Pearl Ave. sewer lateral replacement
 - 100 Beach way x Park Ave. Repair water line. Water marked.
- 10/5- 771 Kelmore St. Repair water main. Water marked.
 - 314 11th. Property owner installing drain. No water
 - 86 Madrone Ave. x Del Mar Ave. Repair water main. Water marked
- 10/6- George St. x Birch St. Delineations located in the street at the intersection of George and Birch. Pole located on s/w corner. Provided 25' radius around pole. No Water.
- 10/8- 1140 Crescent St. Fence installation. No Water.
 - 248 Virginia Ave. work to remove and replace sewer line. Water marked
- 10/13- 171 Arbor Ln X Weinke Way. Renew, marks still clear and remarked.
 - Cabrillo Hwy X Virginia Ave. . Renew, marks still clear and remarked.
 - 461 Marine Blvd X Cabrillo Hwy. Landscape work. Marked main & service line w/in USA zone.
 - Stanford Ave X Airport St. Contractor contacted (Steve Barber) no water.
 - 1237 Grant X Sunshine Valley. New Water Service Line. Marked main line and hydrant.
 - 1620 Sunshine Valley Rd X Hawthorn. Work to expose sewer line on private property. No water.
- 10/18- 427 Farallon Ave X 9th St. Work to repair water main. Emergency repare, operator on site and water marked.
 - 171 Arbor Ln X Weinke Way. Renew, marks still clear and remarked.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 421 Terrace Ave X Ca-1. Landscape work. Meter box clearly visible at front left corner of property. Service line marked. Work on private property.
- 10/09- 814 Sierra St X California Ave. Work for stump grinding. No visible USA markings, revisited site 10/20,21,22, & 25. No markings were ever found.
- 10/20-1479 Jordan St. Work for PG&E power pole. No water.
 - 538 5th St X Le Conte Ave. Work to install foundation & driveway. No water
- 10/21- 322 Vermont Ave. X N Lake St. Work for stump grinding. No water.
- 10/26- 666 Kelmore X Coral St. Work for PG&E to erect for pole. Work already completed
- 10/27- 8150 Cabrillo Hwy X 1st St. Work to repair water leak / drainage. No water
 - 1015 Pearl Ave. X Ctpress Ave. Sewer lateral replacement. Remark
 - 231 Nevada Ave. X N Lake St. Work to repair water main. Water marked

Work Orders

- 10/1- 1630 Main. Replace meter register head and Transmitter, battery died in old unit.
 - 1212 Birch. Replace meter register head and Transmitter
 - 1240 Main. Replace meter register head and Transmitter
 - 607 Franklin. Meter tamper, tamper repaired and programmed.
- 10/8- 8701 Cabrillo Hwy. Move in/out, take final read and leave water on.
 - 705 George. Leak notice. Blue dial on meter head was moving slowly. Profile taken and shows slight leak of 0.4 cu ft per hour starting on 9-23. Customer notified.
- 10/11- 670 Stetson. Faulty meter head and transmitter, components replaced.
 - 580 Stetson. . Faulty meter head and transmitter, components replaced.
 - 655 Vue De Mar. PFP & Domestic meter/transmitter are ADE style. handheld Trimble used to "start" meters. Remote read capability now working.
 - 850 Stetson.. Plumber on site and needs water turned off at meter. Customer isolated.
- 10/13- 496 6th St. Final read, turn water off and leave tag.



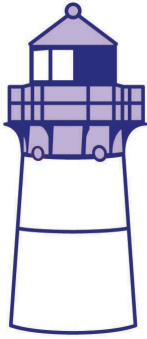
MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 10/14- 322 Vermont. Courtesy leak notice. Profile taken and customer notified.
 - 840 Loma Vista. Courtesy leak notice. Profile taken and customer notified.
- 10/15- 496 6th St. New homeowners. Take meter reading nad turn water on.
 - 2355 Carlos St. Courtesy leak notice. Profile taken and customer notified.
 - 1221 Main St. Custome concered that their PFP is leaking. Operator noticed small leak and notified customer of findings.
- 10/20-387 14th. Customer has no water pressure. Low pressure due to 14th st. PRV station maintenace with cla-VAL crew. Water pressure restored.
 - 377 14th. Customer has no water pressure. Low pressure due to 14th st. PRV station maintenace with cla-VAL crew. Water pressure restored.
- 10/21-1020 Etheldore. MOVO, take final read, leave water on.
- 10/22- 436 4th. Customer has water leak and needs water tunred off. Water turned off at meter.
 - 387 8th. MOVO.take final read and leave water on.
- 10/25- 1372 Birch. MOVO. Take final read and leave water on.
 - 1195 Acacia St. Plumber on site and concered that blue dial on meter is spinning quickly. Operator notice a hose running in the yard and that the hose bib was broken in the open position. Customer and plumber notified.
 - 155 La Grande Ave. Courtisey leak notice. Profile taken and shows leak for several days and has since been stopped. Profile sent to customer.
- 10/26- 601 Vue De Mar. MOVO. Take final read and turn water off.
- 10/27- 1151 Cedar St. Customer requested profile be taken. Profile shows usage consistent with irrigation timing every 3 days. Customr notified of findings.
 - 146 2nd. MOVO. Take final read and leave water on.
- 10/28- 9630 Cabrillo hwy. Water Quality complaint. Customer is last house on water main. Main at blowoff and house flushed untill clear water and cl2 of 0.5 mg/l was present.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

After Hours Call Outs

- 10/2-2:30pm. Low raw water.
- 10/4-5:30am. 100 Beach Way leak
- 10/15- 8:00pm. 9th at Farallon. Water main break. Operator on site with Andreini crew. Main repair made and customers water restored.
- 10/16-12:30am. Low raw water.
- 10/17-1:30pm & 6:00pm. Low raw water and close raw water tank inlet.
- 10/23- 3:30 pm, 911 Hartr St Montara. Customer called with broken house valve. Water shut off by operator at meter so home owner could make repairs.
- 10/25- 5:00pm, 232 Nevada Ave Moss Beach. Leaking compression fitting at T. (1" supply line is split between two ¾" meters) Temporary repair was made. Work completed 10/28.
- 10/27- 7:00am, delivery driver for AWN & AW3 vessel exchange swowed up early. Operator met driver on site and began vessel exchange process.
 - 11:00pm. High Raw Water Alarm
- 10/28- 5:00pm, 130 Orval Ave. Moss Beach. Customer called concerend about water leaking from construction site. Operator on site realized water was coming from a generaror operated sump pump, sump pump was removing storm water from foundation. Owner/contractor was present.

Repairs and Leaks

- 10/4-100 Beach Way leak. 6:30am. Broken Main. Repair made with Andreini crew.
- 10/7- 700 Kelmore. Poly service line leaking at corp stop. Replace single band steel saddle with dual band stainless and poly service line with copper. Repair made with Andreini crew.
- 10/28- 231 Nevada. Leaking service line at flare fitting. Replaced with new compression coupler and copper service line.
-

CIP

- Work & coordinate with contractor to repair extensive dry rot at South East corner of District office building. Also repaired rotting first story South East window sills.

General Manager Leave: The General Manager will be out of the office on October 24 and 26.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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.

RECOMMENDATION:

This is for Board information only.