



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

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AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

September 5, 2013 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

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

OLD BUSINESS

NEW BUSINESS

1. Review and Possible Action Concerning Moss Beach Park.
2. Review and Possible Action Concerning Approval of Solid Waste Services Contract with Recology of the Coast.
3. Review and Possible Action Concerning District Strategic Plan.
4. Review and Possible Action Concerning District Website Update.

5. Review and Possible Action Concerning District Customer Billing Cost and Operations.
6. Review and Possible Action Concerning District Engineering Expense Accounting and Peer-Review Process.

REPORTS

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

FUTURE AGENDAS

ADJOURNMENT

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

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



MONTARA WATER & SANITARY
DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
June 6, 2013

MINUTES

REGULAR SESSION BEGAN AT 8:03 PM.

CALL TO ORDER

ROLL CALL

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

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

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

PUBLIC HEARING - None

CONSENT AGENDA –

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

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

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

OLD BUSINESS –

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

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

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

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

NEW BUSINESS -

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

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

Sewer:

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

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

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

Water:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All Directors were in favor and the motion passed unanimously.

6. Review and Possible Action Concerning Tank Inspection Report.

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

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

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

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

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

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

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

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

All Directors were in favor and the motion passed unanimously.

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

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

REPORTS

- 1. Sewer Authority Mid-Coastside Meetings (Harvey)**
Director Harvey reported he is on the committee regarding the labor negotiations of the general manager. Director Harvey will report on the negotiation results at the next MWSD Board meeting.
- 2. MidCoast Community Council Meeting (Slater-Carter) – None**
- 3. ACWA Board of Directors Report (Ptacek) – Director Ptacek reported**
He picked up some very good information from the convention he attended and will share it with the General Manager and Board members.
- 4. CSDA Report (Slater-Carter) – None**
- 5. Integrated Regional Water Management Plan (Ptacek) – Director Ptacek reported there had been a meeting regarding the agreement today at CCWD. There was talk about hoses and or pipes over the ground, which is just not feasible at this time. A discussion of a permanent intertie then took place. CCWD is willing to participate in looking into this.**

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

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

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

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

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

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

All Directors were in favor and the motion carried unanimously.

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

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

Clarification on this discussion was requested by Director Thollaug. That clarification is attached.

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

Director Harvey reported the Rate Committee got together and talked about what kind of people live in this community. Bill Kehoe was going to

look into how many large families live in the area and how a different rate structure could help them.

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

FUTURE AGENDAS- Integrated Regional Water Management Plan.

REGULAR MEETING ENDED at 11:35 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 20th of July, 2013

Signed _____
President

Clarification from Director Thollaug of the June 6, 2013 Board Meeting minutes regarding his statements on pages 7 and 8.

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

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



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING
July 18, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:45 PM.

CALL TO ORDER

ROLL CALL

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

Directors Absent: None

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

Others Present: District Counsel, Dave Schricker

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

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

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

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

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

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

PUBLIC HEARING - None
CONSENT AGENDA -

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

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

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

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

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

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

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

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

OLD BUSINESS –

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

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

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

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

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

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

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

NEW BUSINESS -

1. Review and Possible Action Concerning SCADA System Upgrades

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following are the key milestones for the construction:

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

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

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

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

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

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)

Director Harvey and Boyd reported at the last meeting:

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

Adoption of the collection and operations budgets.

Awarded the contract for cleaning the digester.

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

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

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

WWF project was finally closed out

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

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

2. **MidCoast Community Council Meeting (Slater-Carter)** – Bill Kehoe reported, at the last meeting, they spent over an hour talking over the left hand turn lane for Sams. San Mateo County stopped progress due to permits.

On July 24th there will be a meeting on the School Bond Issue.

Last Saturday there was a general introduction into the community on Plan Princeton.

3. **ACWA Board of Directors Report (Ptacek)** – None
4. **CSDA Report (Slater-Carter)** – None
5. **Integrated Regional Water Management Plan (Ptacek)** – None
6. **Attorney's Report (Schricker)** – Reported that Detroit has filed for bankruptcy.
7. **Directors Report** - None
8. **General Manager's Report (Heldmaier)** – None

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 5th of September, 2013

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING
August 1, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:36 PM.

CALL TO ORDER

ROLL CALL

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

Directors Absent: None

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

Others Present: District Counsel, Dave Schricker

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

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

ORAL COMMENTS -

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

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

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

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

PUBLIC HEARING - None

CONSENT AGENDA –

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

Director Thollaug requested to pull the financial statements.

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

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

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

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

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

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

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

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

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

OLD BUSINESS –

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

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

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

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

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

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

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

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

NEW BUSINESS -

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

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

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

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

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

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

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

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

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

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

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

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

All Directors were in favor and the motion passed unanimously.

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

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

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

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

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

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

All Directors were in favor and the motion passed unanimously.

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

Staff recommends cancelling the August 15th meeting.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)

Director Harvey and Boyd reported at the last meeting:

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

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

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

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

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

All Directors were in favor and the motion passed unanimously.

2. MidCoast Community Council Meeting (Slater-Carter) – Director Slater-Carter reported the next meeting will be held on August 14th. This will be an important one. County representatives will be there to listen to community feed back on the Plan Princeton.

3. ACWA Board of Directors Report (Ptacek) –None

4. CSDA Report (Slater-Carter) – The next meeting will be August 8th.

5. Integrated Regional Water Management Plan (Ptacek) –None

6. Attorney's Report (Schricker) – None

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

FUTURE AGENDAS-

REGULAR MEETING ENDED at 11:25 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 5th of September, 2013

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Approve Financial Statements for June 2013

The District's accountant informed staff that the financials cannot be submitted because the closing of the books for June 30, 2013 has not been completed at this time and the roll-over balances aren't final yet.

The Statements will be submitted with the next consent agenda.

RECOMMENDATION:

This item is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for July 2013

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 July 2013.
- Collection System Monthly Overflow Report – July 2013.

The Average Daily Flow for Montara was 0.270 MGD in July 2013. There was no reportable overflow in July in the Montara System. SAM indicates there were 0.05 inches of rain in July 2013.

RECOMMENDATION:

Review and file.

Attachments

Attachment A

Flow Distribution Report Summary For July 2013

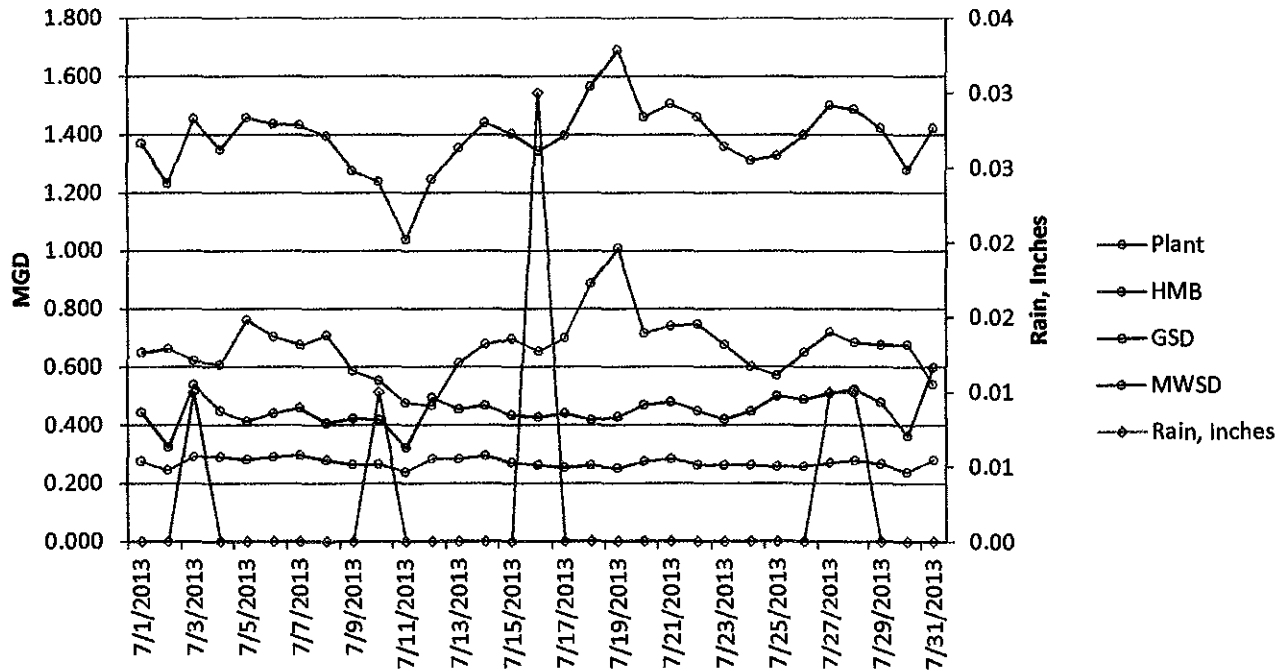
The daily flow report figures for the month of July 2013 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.669	48.2%
Granada Sanitary District	0.450	32.4%
Montara Water and Sanitary District	<u>0.270</u>	<u>19.5%</u>
Total	1.389	100.00%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2013



Sewer Authority Mid-Coastside

Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2013	0.650	0.445	0.276	1.371	0.00	No Data	0.00
7/2/2013	0.663	0.324	0.245	1.232	0.00	No Data	0.00
7/3/2013	0.623	0.540	0.291	1.454	0.01	No Data	0.00
7/4/2013	0.609	0.450	0.291	1.349	0.00	No Data	0.00
7/5/2013	0.763	0.414	0.282	1.458	0.00	No Data	0.00
7/6/2013	0.705	0.442	0.291	1.438	0.00	No Data	0.00
7/7/2013	0.676	0.460	0.297	1.433	0.00	No Data	0.00
7/8/2013	0.709	0.408	0.279	1.395	0.00	No Data	0.00
7/9/2013	0.588	0.424	0.265	1.277	0.00	No Data	0.00
7/10/2013	0.554	0.419	0.266	1.239	0.01	No Data	0.01
7/11/2013	0.477	0.323	0.239	1.039	0.00	No Data	0.01
7/12/2013	0.468	0.496	0.284	1.248	0.00	No Data	0.00
7/13/2013	0.616	0.456	0.284	1.355	0.00	No Data	0.00
7/14/2013	0.680	0.468	0.294	1.442	0.00	No Data	0.00
7/15/2013	0.697	0.435	0.272	1.404	0.00	No Data	0.01
7/16/2013	0.655	0.428	0.262	1.344	0.03	No Data	0.02
7/17/2013	0.701	0.442	0.254	1.397	0.00	No Data	0.00
7/18/2013	0.887	0.418	0.261	1.565	0.00	No Data	0.00
7/19/2013	1.010	0.429	0.252	1.690	0.00	No Data	0.00
7/20/2013	0.716	0.471	0.275	1.462	0.00	No Data	0.00
7/21/2013	0.741	0.480	0.284	1.505	0.00	No Data	0.00
7/22/2013	0.749	0.450	0.264	1.463	0.00	No Data	0.00
7/23/2013	0.678	0.420	0.262	1.360	0.00	No Data	0.00
7/24/2013	0.602	0.448	0.262	1.312	0.00	No Data	0.00
7/25/2013	0.572	0.500	0.257	1.329	0.00	No Data	0.00
7/26/2013	0.651	0.491	0.258	1.400	0.00	No Data	0.00
7/27/2013	0.721	0.510	0.270	1.501	0.01	No Data	0.00
7/28/2013	0.686	0.524	0.278	1.487	0.01	No Data	0.00
7/29/2013	0.676	0.479	0.267	1.422	0.00	No Data	0.00
7/30/2013	0.678	0.364	0.239	1.281	0.00	No Data	0.00
7/31/2013	<u>0.542</u>	<u>0.599</u>	<u>0.282</u>	<u>1.423</u>	<u>0.00</u>	<u>No Data</u>	<u>0.00</u>
Totals	20.740	13.950	8.383	43.073	0.07	No Data	0.05

Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.468	0.323	0.239	1.039
Average	0.669	0.450	0.270	1.389
Maximum	1.010	0.599	0.297	1.690
Distribution	48.2%	32.4%	19.5%	100.0%

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2013

July 2013

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	1	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	0	1	0	0
		0%	100%	0%	0%

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	4	0	3	1	0
Grease	3	2	0	1	0
Mechanical	2	0	2	0	0
Wet Weather	0	0	0	0	0
Other	3	0	2	1	0
Total	12	2	7	3	0
		17%	58%	25%	0%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
July 2013	1	0	1	0	0
12 Month Moving Total	12	2	7	3	0

SSOs / Year / 100 Miles

	Total	Number			
		HMB	GSD	MWSD	SAM
July 2013	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	11.5	5.4	21.1	11.1	0.0
Category 1	2.9	2.7	3.0	3.7	0.0
Category 2	8.6	2.7	18.1	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

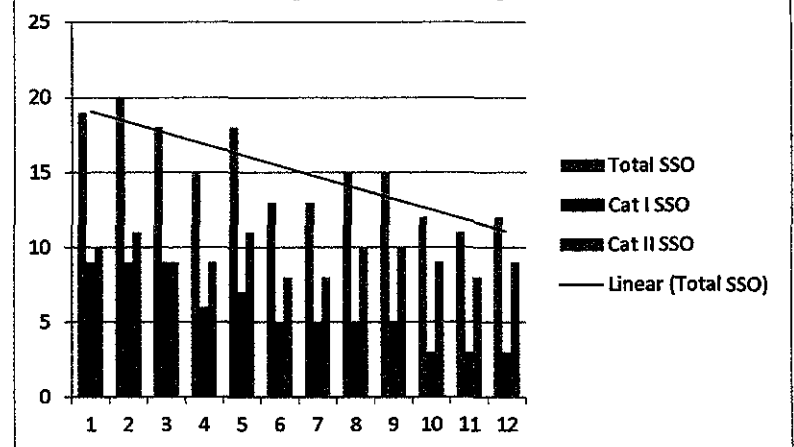
Month	HMB	GSD	MWSD	Total Feet	Total Miles
Aug-12	27,679	19,304	1,308	48,291	9.1
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9
Nov-12	30,283	1,792	1,411	33,486	6.3
Dec-12	35,498	438	0	35,936	6.8
Jan-13	8,166	16,246	22,109	46,521	8.8
Feb-13	2,904	12,821	19,669	35,394	6.7
Mar-13	3,368	17,328	25,272	45,968	8.7
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1

Annual ft	213,174	183,806	129,358	526,338	
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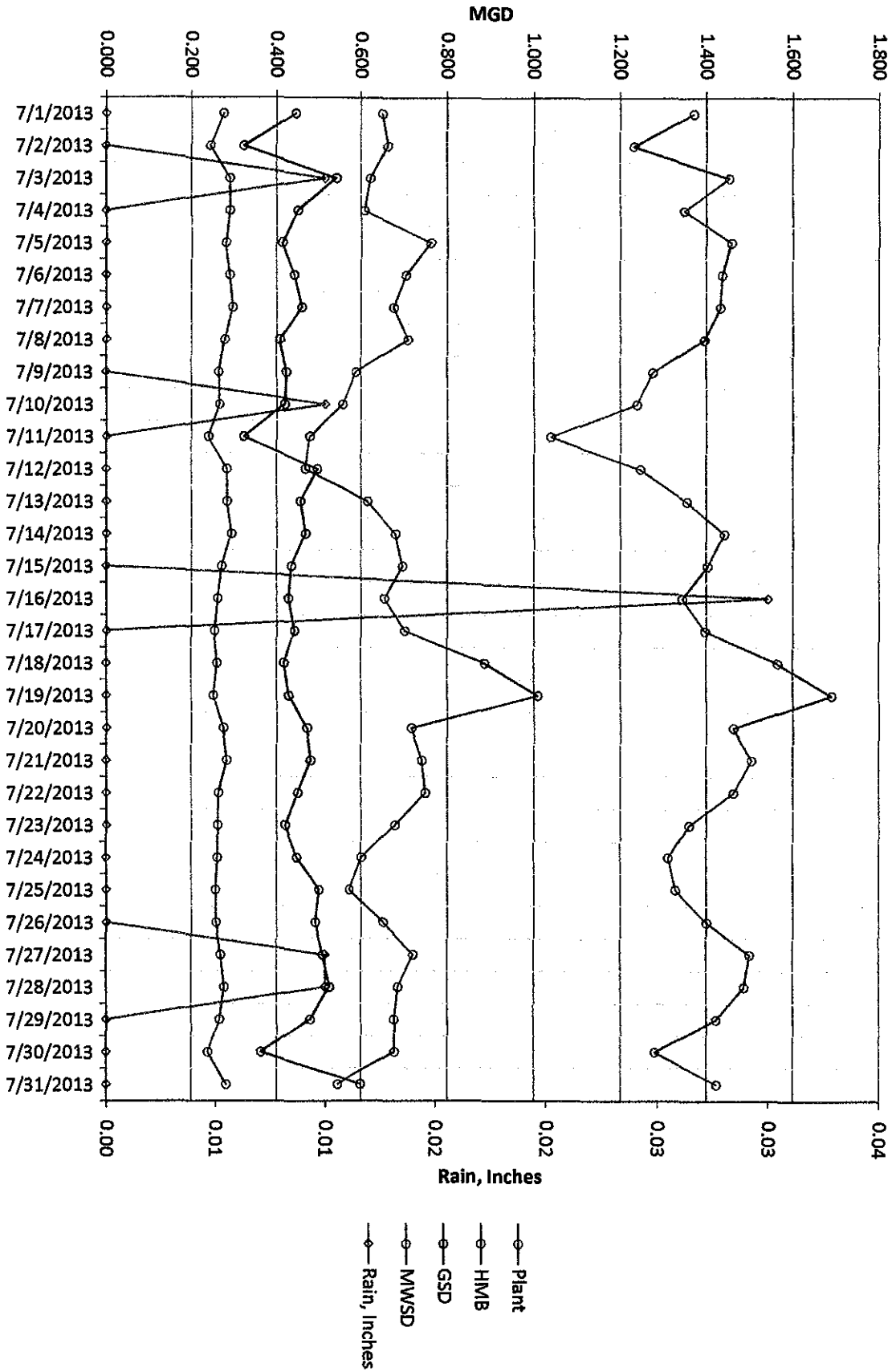
Annual Mi.	40	35	24		100
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Attachment D

12 Month Moving SSO Totals Through July 2013



Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2013





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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 July 2013 was 0.267%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

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: **September 5, 2013**

TO: BOARD OF DIRECTORS

SUBJECT: Connection Permit Applications Received

As of September 5, 2013 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of September 5, 2013 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

September 5, 2013 the following new Water Connection Permit applications were received since the last report:

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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

The attached two charts summarize the monthly water production for the District. The first shows a consolidated report 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.

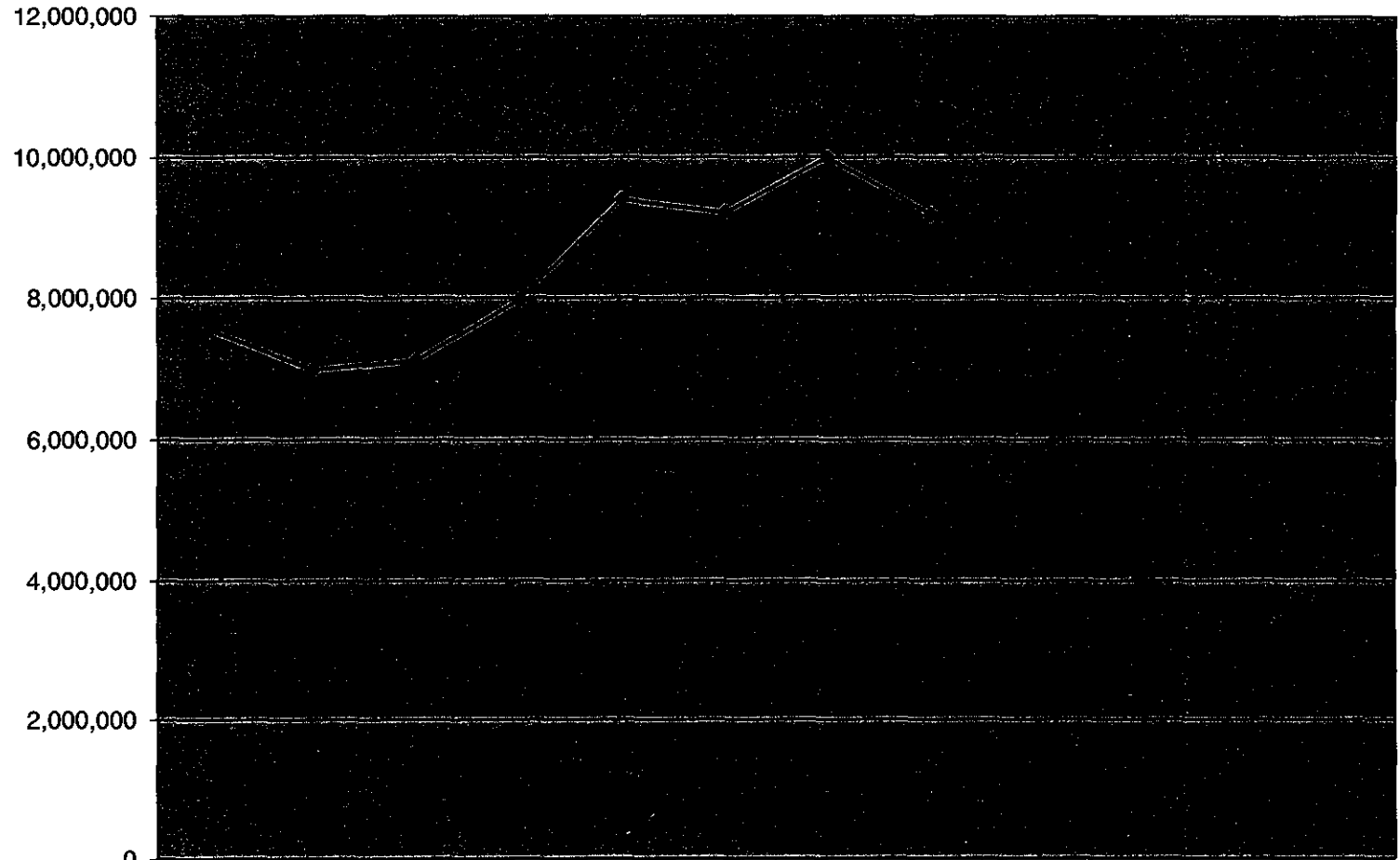
RECOMMENDATION:

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

Attachments

Total Production 2013(Gallons)

GALLONS



	Januar y	Februar y	March	April	May	June	July	August	Septem ber	Octobe r	Novem ber	Decem ber
◆ Total Production (Gallons)	7,558,45	6,989,96	7,115,88	7,973,32	9,408,87	9,217,46	10,002,7	9,191,24				

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

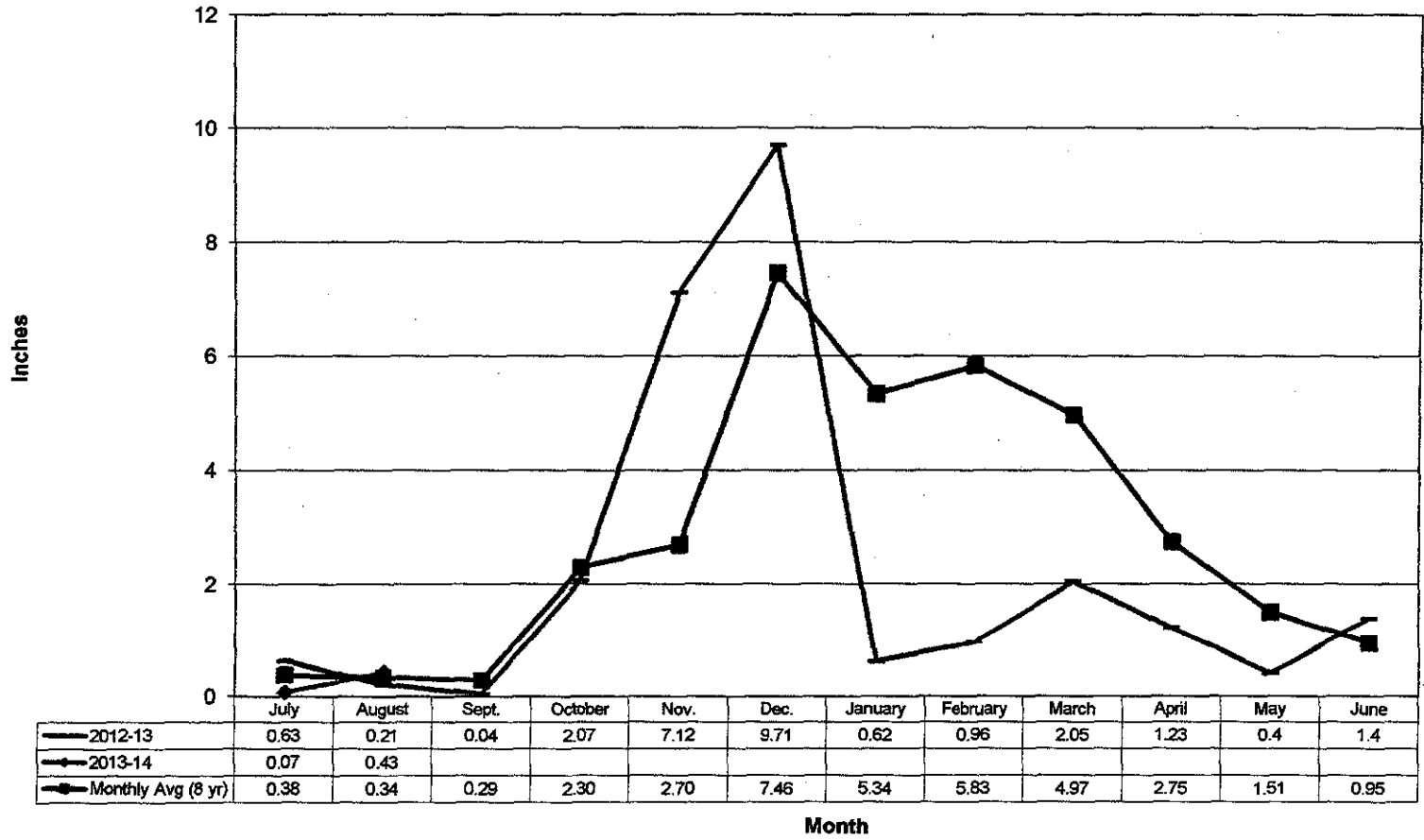
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

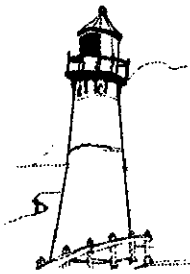
RECOMMENDATION:

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

Attachment

RAIN REPORT





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Monthly Solar Energy Report

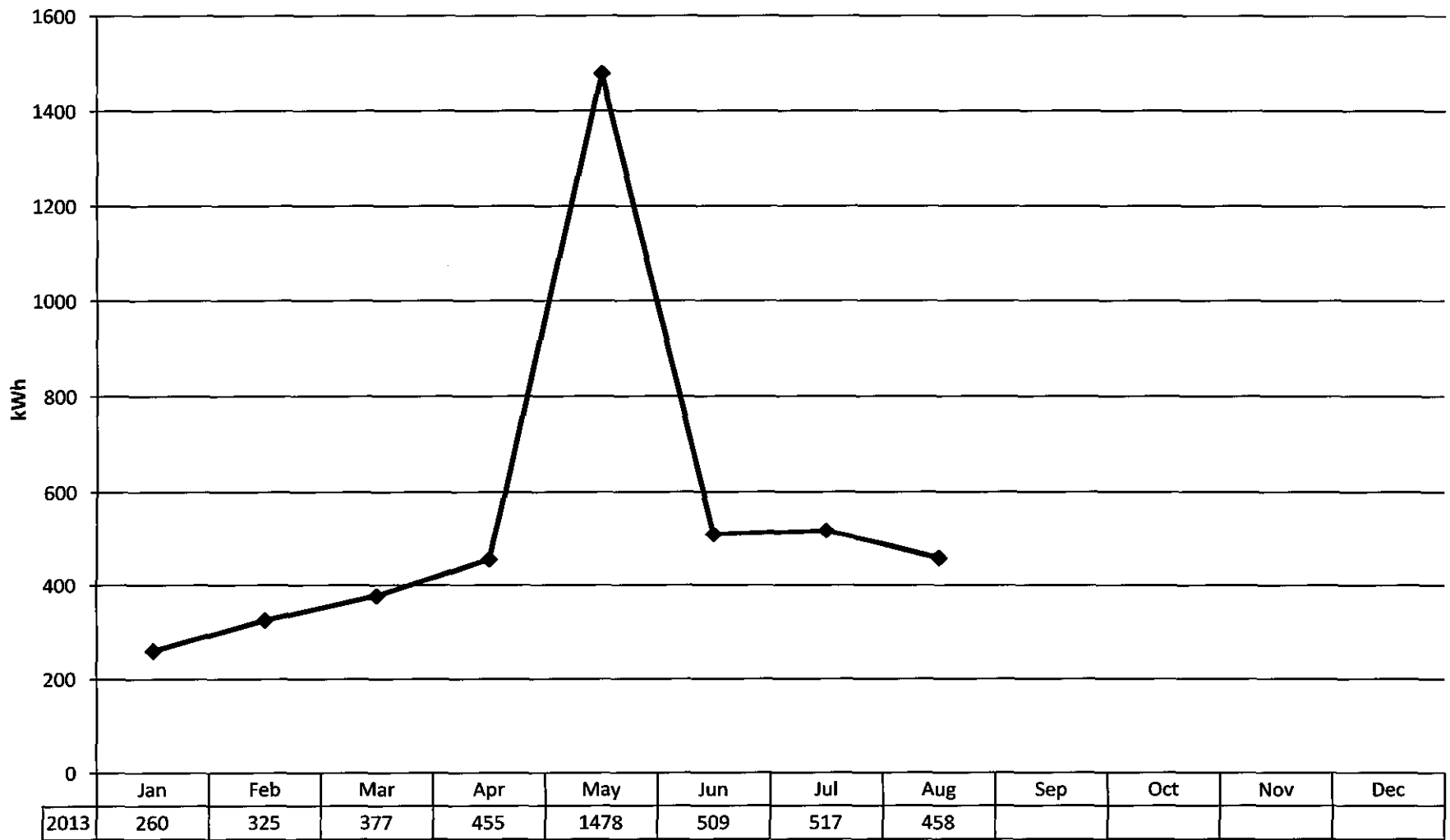
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 29879 kWh and saved 50795 lbs of CO₂.

RECOMMENDATION:

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

Attachments

SOLAR ENERGY PRODUCED IN 2013 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Moss Beach Park.

The local Moss Beach Park was donated by the original owners in the 70's to a nonprofit organization with the purpose of maintaining a local Park. Since then, the Park has been handed down from generation to generation and the overwhelming community involvement to make improvements 10 years ago was testimony to how important the Park is for the community. Over a month ago, the Moss Beach Park was sold by the San Mateo County at an online auction because the owners, the non-profit running the Park, did not pay its back taxes for 7 years. A minimal notification process led to not only the Board of Supervisors approving of the sale without knowing the details, but also kept the community in the dark until weeks after the sale the new owner tried to subdivide the lot for further development. Since then the County announced the reversion of the sale under the condition that the outstanding taxes of around \$8,100 would be paid within two weeks.

At last week's special MWSD Board meeting members of the community asked MWSD to take on the responsibility for the Park to avoid similar scenario in the future. The citizens explicitly stated the need for local control for the Park that so many of us have helped to create. MWSD has a locally elected, locally controlled board. MWSD meetings are announced and available to the public on Pacifica TV or can be easily attended in person. The District has served the community directly since 1958 for sewer and trash services. Since then MSD became MWSD and runs and continually upgrades the water system. After 10 years of hard work and dedication we have an independent, self-sustainable, environmentally responsible water system serving our community.

The District Board has repeatedly stated its political will to provide park services. Unrelated to the current issue prior discussions revolved about the fact that lands owned by MWSD are currently used by the public and how to improve public access to them. MWSD Parcels currently used by the public for recreational purposes are the Alta Vista Site, the Parks Property adjacent to Montara Creek between Harte and George Street, and the Loma Vista Tierra Alta Lot. Section 31130 of the California Water Code states that any water "district may use any water or land under its control for recreational purposes and in connection therewith may construct, maintain, and operate any works or facilities appropriate or ancillary to such recreational use..." Therefore MWSD is currently able to take ownership and provide operation of the facilities.

In April 2009 the District was contacted with the request to provide water and sewer services for planned bathroom facilities. A variance allowing connection to water and sewer system and waiving any connection fees was granted in June 2009.

RECOMMENDATION: This is for Board information and discussion. Give directions to staff what specific actions should be taken at this time.

Attachment

g. The Owner proposes to construct public restroom facilities on the Property for use in conjunction with the public park usage thereof.

h. Public park operations are consistent with, and in furtherance of, the purposes of this District (Water Code §31130, applicable to the District pursuant to Health and Safety Code §6512.7).

i. The proposed structure, viz., public restroom facilities, does not strictly conform to the kinds of structures contemplated by the District's regulations that require connection permits for new structures for sewerage service, including single-family units, multiple family units and other use units (MWSD Code §§3-1.100 o), p), ee)).

j. Correspondingly, payment of the full fee for connection of a new structure to the District's sewerage system would not be consistent with the nature of the structure proposed to be constructed by the Owner.

k. The foregoing facts constitute special circumstances pertaining to the Property that require suspension or modification of the provisions of the MWSD Code that otherwise would require payment of the full fee for connection of a new structure to the District's sewerage system.

l. Payment of the fee chargeable for the addition of fixture units to an existing structure under MWSD Code Section 3-9.500 a) would provide an equitable and reasonable charge for connection of the proposed restroom facilities to the District's sewerage system.

m. In light of the foregoing facts, variance to the requirement of the MWSD Code that would otherwise require payment of the full fee for connection of a new structure to the District's sewerage system should be modified and suspended to provide that the Owner shall pay a fee chargeable for the addition of fixture units to an existing structure in lieu thereof.

n. A water service connection has been provided to the Property for a drinking fountain and no new connection or the installation of an additional water meter is required for water service to the proposed restroom facilities (MWSD Code §5-3.201).

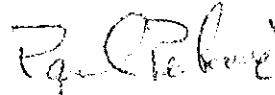
o. Provision of water service to the proposed structure and a drinking fountain through the existing meter on the Property would not constitute a violation of the

moratorium upon issuance of water connection permits currently in effect in the District (MWSD Code §5-4.229).

2. Conditional Variance Granted. Variance is hereby granted on the motion of this Board pursuant to the provisions of MWSD Code Section 3-2.500 to the requirements of MWSD Code Section 3-9.500 a) that otherwise would require payment of the full amount of the fee for connection of a new structure to the District's sewerage system and in lieu thereof the Owner shall pay the fee chargeable for the addition of new fixture units for the installation of restroom facilities on the Property in conjunction with use of the Property for a community park. This variance shall remain in effect for so long as the Property is used for community park purposes and does not pertain to the connection to the District's sewerage or water system of any structure other than the restroom facilities and drinking fountain described herein, including any existing structure or any other structure that may in the future be constructed or installed on the Property. Except as to the variance to the provisions of MWSD Code Section 3-9.500 a) granted herein, all other provisions of the District's sewerage and water system regulations, including, without limitation, payment of all applicable fees and charges, shall apply to the connection to, and use of, said systems with regard to the Property.

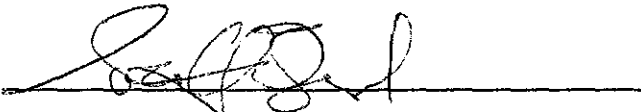
3. Effective date. This resolution shall be effective upon the date of its adoption.

4. Recordation. The District Secretary is hereby authorized and directed to submit a certified copy of this resolution to the County Clerk-Recorder, County of San Mateo, California, for recordation in the Official Records of said County.



President, Montara Water and Sanitary District
Paul Perkovic

COUNTERSIGNED:



Secretary, Montara Water and Sanitary District
Scott Boyd

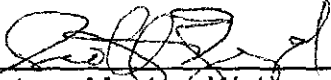
* * * *

I HEREBY CERTIFY that the foregoing Resolution No. 1450 was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 18th day of June, 2009, by the following vote:

AYES, Directors: Boyd, Harvey, Perkovic, Slater-Carter

NOES, Directors: None

ABSENT, Directors: Ptacek


Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The Review and Possible Approval of the new service agreement with Recology was planned for this meeting. Due to the absence of a legal representative the committee recommended to move the item to the September 19 meeting. New services and new trash services rates are planned to take effect October 1.

RECOMMENDATION:

The item will be heard at the next regular scheduled meeting.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 5, 2013**

TO: BOARD OF DIRECTORS
FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning District Strategic Plan.

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

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

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

Attachment



PARADIGM PILGRIMS
in
Communication • Organizational Effectiveness • Negotiation

FACILITATION PROPOSAL for STRATEGIC THINKING:

Montara Water and Sanitary District

REQUEST: The Board of Directors of the Montara Water and Sanitary District seeks to engage in a facilitated, strategic thinking process regarding the future direction(s) and opportunities of the district. An initial orientation / interview meeting with the Board is anticipated.

DESIGN: Following a conversation with Clemens Heldmaier, General Manager, the Barber & Gonzales Consulting Group (Consultant) herewith submits the following design / proposal for consideration:

1. A series of at least 3, four hour workshops open to and including the public in the process.
2. The workshops will engage the board, staff, and public in an open and facilitated conversation related to the vision and mission of the District, the challenges/opportunities facing the District, and the strategies appropriate to realize a successful future.
3. The initial session will include two exercises. One is a visioning exercise and the other is an exercise designed to identify a variety to strategies and tactics that can be undertaken in pursuit of such. (est. 4 hours)
4. Subsequent to the initial session and in anticipation of the second session Consultant works with management staff to sort and organize the results and elements identified in the initial session. (same as #6 below)

Please reply to

8035 South Lake Circle; Granite Bay, CA 95746
201 University Ave. # F-210; Berkeley, CA 94710
801 Henry Ford Ave. #D11 Wilmington, CA 90744

Phones 916 786-4368; 916-847-9064 cell • Fax 916 786-0750 • Email steve@paradigmpilgrim.com

Web page www.paradigmpilgrim.com

5. In the second session the Board reviews, discusses, and refines the results of the sorting and organizing by staff.
6. In anticipation of the third session Board and as a result of comments and observations occasioned by #5 above the Consultant works with staff in further refinement to the initial draft.
7. At the third session the Board reviews, discusses, and adopts (or not, and if not, then further refines) the second iteration.
8. Subsequent sessions are negotiable and reflective of the need for further iterations of the work product.
9. Consultant prepares a publishable (electronic and hard copy) product representing the results of the workshops.

DESIGN ASSUMPTIONS: Please note that this process is designed with the following assumptions in mind:

- A That there exists a “bright line” between the role of the Board in making District policy and the role of staff in operating and managing the District.
- B. The Consultant applies and facilitates decision making expertise while the Board, staff, and interested public apply and engage their content expertise.
- C. An open and participatory process results in a more legitimate outcome.
- D. Approximately 18 to 30 people will be engaged in the workshop aspect of the process.
- E. Each hour of workshop time is anticipated to be matched with an equivalent hour of work product preparation time by Consultant and District staff.
- F. Initial orientation meeting between Board and Consultant is without charge.

Barber & Gonzales Consulting Group

Please reply to

8035 South Lake Circle; Granite Bay, CA 95746
201 University Ave. #F210; Berkeley, CA 94710
801 Henry Ford Ave. #D11 Wilmington, CA 90744

Phones 916 786-4368 off. 916 847-9064 cell • **Fax** 916 786-0750 • **Email** steve@paradigmpilgrim.com

Web page <http://www.paradigmpilgrim.com>

G. Effective Strategic Thinking is an iterative process in both the initial engagement (above design) and over the long term (an annual review / adjustment).

RATES: Fees for this process design and facilitation service are exclusive of travel and material costs. Travel and material costs are billed as expensed. Strategic thinking processes as outlined here are billed at an hourly rate of \$300. As outlined above total costs for the facilitated workshops, travel, working with district staff for rendering of workshop results to writing, and subsequent preparation for publication are anticipated not to exceed \$12K.

Steve Barber

BARBER & GONZALES CONSULTING GROUP

08/30/13

Barber & Gonzales Consulting Group

Please reply to

8035 South Lake Circle; Granite Bay, CA 95746

201 University Ave. #F210; Berkeley, CA 94710

801 Henry Ford Ave. #D11 Wilmington, CA 90744

Phones 916 786-4368 off. 916 847-9064 cell • **Fax** 916 786-0750 • **Email** steve@paradigmpilgrim.com

Web page <http://www.paradigmpilgrim.com>

-- Proposal --
**Professional Services for a
Five-year Strategic Plan
for the
Montara Water and Sanitary District
Montara, CA
September 2013**

*BHI Management Consulting
2459 Neptune Ct., Suite 110
Tracy, Ca.
(209) 740-6779
brent@bhiconsulting.com*

Introduction of Proposal and Scope of Project:

The objective of this proposal is to outline professional services to the Montara Water and Sanitary District (District) for assistance in the preparation of a comprehensive five-year Strategic Plan (Plan). Brent Ives (Consultant), Principal of BHI Management Consulting, will be the primary consultant on this project. BHI also proposes limited use of associate consultants and editorial assistance for the effort. Details are outlined in the Task/Cost/Expense table below. BHI's effort and scope of work will be organized in the following manner.

Strategic Planning Overview:

Strategic Planning utilizing the action-oriented model herein offers a number of benefits for a public agency. Crucial to any practical planning effort is a clearly delineated workplan in the form of projects, initiatives and actions that result from and get planned by the document. In this case, a five-year workplan will be forthcoming as part of the published Plan. This planning method focuses on assuring that both the Board and Staff are fully involved in the evolution of the Plan. This creates the leadership "TEAM" that is crucial for developing a Plan that has buy-in and can be respected and used as a true roadmap for the District.

Our planning model involves members of the elected Board of Directors to deliberately engage at the proper level and provides a pathway for the articulation of true Mission and Vision statements for the agency. This is clearly the position of the elected officials and

*-- BHI Management Consulting --
(209) 740-6779
brent@bhiconsulting.com*

one where they can reflect why the agency exists, what its clear role is and where they want it to go.

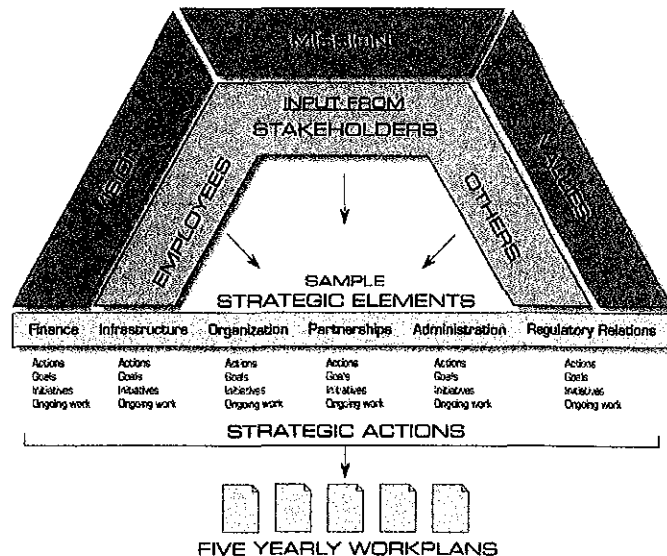
This method and model also allows for professional staff to do what they do best, organize and implement positive and productive work programs. The action oriented strategic planning model allows for linkage between the foundational statements of Mission and Vision to actual work plans, projects and initiatives that move an agency forward (see graphic model below). In this way the staff is allowed to show how they can meet the Vision and intentions of the Board by applying their professional judgment and expertise to the direction of the District.

Top-to-Bottom planning creates important clarity for all involved by articulating the agency's future. Any reader can see a succinct Plan of where the District is going, why it's important, what the strategy is and how it intends to get there. The resultant Plan becomes the "way we plan here", for agencies that fully implement its annual maintenance and integrate it into the daily District administrative of the District. It is usually about 20-30 pages long and contains an integrated overview table that shows the plan for each operational element of the District, what will be done and when. This serves as the Executive Overview Strategy Table. Since the Plan articulates a clear view into the future, it truly eliminates many of the issues facing public agencies today. Included in the planning process are clear steps to assure practical level usage and updating of the plan to keep it alive and routinely used by the agency.

Specific Scope of Services Detail:

The work outlined herein is generally divided into 3 basic phases, with sub-parts. Detail in outlined below but the process generally takes this pathway.

1. Information Gathering
2. Board Strategic Planning Workshop
3. Document Development



The general detail of these three phases of the process is outlined below.

Phase 1- Information Gathering –

1a. Consultant will conduct initial meetings with General Manager and designated senior staff to assist in the development of the project. Also to be discussed are project background, identification of and levels of involvement of various internal and external groups designated to provide input to the Board for planning, develop specific approach to the various planning events and tasks and discuss key coverage areas for inclusion in the Plan. Throughout the process this group may act as the Document Delivery Team for the Plan. All needed District documents will be requested at this meeting or before to provide additional perspective to the work of planning.

Consultant will also provide a project orientation and guidance meeting for the senior leadership team regarding the concepts of strategic planning, the specific project and their level of involvement at progressive stages of the project.

1b. Consultant will conduct meetings with **District employees** to gather their thoughts and perspectives regarding future District-wide vision, initiatives and strategy, while allowing their integration into the planning process. This allows the employees the opportunity to feed the Board with their future perspective for consideration in the Plan. Additionally, the consultant will meet with any representative committees as designated by District management.

1c. Consultant will conduct meetings **with the public** to gather valuable perspectives on the future for the Board to consider (2 meetings). These meetings allow the public the opportunity to provide input in the various areas of the Plan including Mission, Vision, Values and important future considerations for the Board to consider.

1d. Consultant and District senior staff will meet with **designated partner agencies** to allow for them to discuss the future in the context of this effort and provide any perspective they may have for the Board to consider.

Phase 2 - Board of Directors Workshop –

2a. Consultant will meet for a one-hour interview with each **Board member** to gather their thoughts and perspectives regarding the future of the District and collect their individual vision for the future. This allows for the Board members and Consultant to meet one another, share thoughts regarding planning and for the consultant to hear important background information. The interviews also allow for the best utilization of time at the workshop by properly focusing the discussions.

2b. About 3-4 weeks after the Board member interviews, the Consultant will facilitate the Strategic Planning workshop with the Board and senior staff(estimated 6-8 hours, if desired 2 meetings could be scheduled to accommodate the Board) with the intent of gaining the following deliverables from the collective Board:

- Re-visit, refine, clarify any current, or write new **Mission Statement**
- Develop a **Vision Statement** for the District
- Develop **Core Values** of the District Board.
- Organize the strategic plan by determining the **key strategic elements** of District operations and management under which the workplan will be organized (see Sample Strategic Elements in graphic above). The Board will then craft an **objective and strategy statement for each strategic element**. This statement provides clear and specific direction to staff as they assemble a five-year workplan that meets the Board's Vision.
- The assembled group will also briefly consider an overview of initial workplan strategies for each of the "strategic elements" to begin setting the five-year workplan.
- Staff and the Consultant take this input from the Board to guide in the development of the implementation strategy to result in a draft strategic plan.

Phase 3 - Strategic Plan Document Development –

3a. The Consultant will work with senior staff to produce progressive stages of the plan through to final draft phase. This is anticipated to comprise 2-4 meetings of this group (Document Delivery Team), generally on a bi-monthly frequency.

3b. The Consultant will make a briefing presentation of the initial draft to the Board for "tone check" to assure that the Plan is headed in the direction expected.

3c. The Consultant will provide a briefing presentation of the final draft for Staff to present to the Board. (Consultant can be available for this final presentation if desired). **(OPTIONAL)**

3d. Consultant will print and provide 25 bound copies of final Plan to the District along with electronic version on CD in Microsoft Word and .PDF formats.

Note: (BHI Management Consulting may use associate consultants to assist during planning sessions and steering committee work. Brent Ives, Principal of BHI will be the primary consultant for the project and attend most meetings and all workshops.)

Preliminary Schedule (dates approximate):

Engagement begins approximately two – four weeks from receipt of this signed agreement. It is anticipated that the work will begin in October 2013. The work outlined in the table below is also divided into 3 phases:

1. Information Gathering
2. Board Strategic Planning Workshop
3. Document Development

The estimated schedule of these three phases is broken down below. Schedule depends heavily on ability to schedule meeting times and the availability of Board and Staff at the times proposed as indicated by the question marks after certain task schedules.

Task Set Schedule:

- | | |
|---|---------------|
| 1a. Initial meetings with Manager and Sr. Staff | (Week 2-4) |
| 1b. Conduct employee input sessions | (Week 5-6) |
| 2a. Circulate, collect/analyze Board questionnaire input | (Week 6-8) |
| 2b. Conduct strategic planning workshop (Board/Sr. Staff) | (Week 10-14) |
| 3a. Meet with Document Delivery Team to draft the plan (2-5 mtgs) | (Weeks 14-22) |
| 3b. "Tone-check" meeting with the Board | (Week 22-25) |
| 3c. Presentation final plan to Board for approval | (Week 26-30) |
| 3d. Publish Plan | (Week 35) |

Terms and Conditions:

BHI Management Consulting shall perform above services as agreed under authorized signature agreement of the District. Consultant shall not begin work until receipt of signed agreement. Billing shall be monthly. The estimated costs per phase below are an estimated spread of hourly costs across the BHI organization. The cost for the three phases will generally be broken down as follows:

- | | | |
|----|-----------------------|-----|
| 1. | Information Gathering | 35% |
| 2. | Workshop | 25% |
| 3. | Plan Development | 40% |

Effort will be spread not to exceed the agreed agreement amount. Signature lines are provided below.

Costs and Rates:

The total estimated cost of the effort to support the work scope described is estimated at \$19670.00 as outlined in Table 1 below. Expenses are also estimated and listed separately in the table. Options are listed below the table.

Table 1 – Task Cost Breakdown

Additional tasks, not covered specifically by this agreement may be added by contract addendum. The undersigned parties agree to the terms and conditions of the workscope as described in this agreement.

Montara Water and Sanitary District Proposed Effort Costs	Principal (Ives) @ \$255/hr.		Editor @ \$80/hr.	Labor Hours/task Total	Task Cost	Comments
	Hours	Hours	Hours	Hours		
1a-d. Strategic Input	30	0		30	\$ 7,650.00	Completed in two trips
2a-b. Board Workshop and prep.	16	0		16	\$ 4,080.00	One trip
3a-d. Plan Document Development	28	10		38	\$ 7,940.00	Assumes three trips to meet with Staff plus two WebConferences
TOTAL PLAN	74	10		84	\$ 19,670.00	

ESTIMATED Expenses	Time or Expense			Cost Total	
Travel Expenses	Travel expense for in-District visits (assumes up to 7 trips)	Estimated expenses calculated. @ \$275/trip	7 total visits to District area	\$ 1,925.00	
Web Conferencing/telephone costs	-	\$50/conference	4 WebConferences with webEx	\$ 200.00	
(OPTIONAL) Graphic representation and/or document design and printing			Range from \$0-\$2500.		
TOTAL ESTIMATED EXPENSES	0		0	\$ 2,125.00	
TOTAL COSTS				\$ 21,795.00	

Authorization:

Clemens Heldmaier, General Manager Date
Montara Water and Sanitary District
Montara, CA

Brent H. Ives, Principal Date
BHI Management Consulting
Tracy, CA

About the Firm and Primary Consultants:

BHI Management Consulting brings unique qualifications to this project by a dual perspective approach to the process of optimizing Board relations and Strategic Planning. The firm is owned and operated by Brent Ives and is located in Tracy, CA. It was begun in 1996 and has focused on providing for the organizational health issues of Special Districts since 1999. The firm carries Brent as the Principal and four associates, Mr. Jim Raymond, Sr. Consultant, Dr. Nick Pinhey, Sr. Consultant, Mr. Andrew Ives, Associate Consultant and Ms. Lynda Ives, Editor/Facilitating assistant. Other associates are contracted as projects demand relative to the engagement and/or agency specific needs. While Mr. Brent Ives will be the primary project manager, others may act as facilitating assistant for the workshop without additional cost. BHI is currently working on 5 Strategic Plans and updates across the state with different agencies.

Mr. Brent Ives has worked with numerous special districts and cities across the state dealing with organizational issues, primarily in optimizing operational approach for each agency as needed. BHI is currently engaged with seven similar projects with California special districts on strategic planning and teambuilding. Brent also serves as a faculty member on the Special Districts Governance Academy for Special District Board members, teaching classes in the “Foundations of Governance”, “Teambuilding”, “Setting Direction and Community Leadership” and “The Board’s Role in Human Resources”. Brent has taught representative board members and staff from well over 100 Districts across the state and Oregon. He is the Chapter Ambassador for the CSDA and teaches his own curriculum on Strategic Planning for Association sponsored classes across California. He is educated in Organizational Behavior at the University of San Francisco, has 25 years experience as a technical manager for the Lawrence Livermore National Laboratory and 14 years as a City Council Member in the City of Tracy, California. He is currently the directly elected Mayor of Tracy, a member of the Altamont Commuter Express (commute rail service) Commission, and is member of the Board of the San Joaquin Council of Governments.

Brent and the BHI team bring unique perspective to the organizational processes that differentiate them from other firms. As an experienced elected official, Brent knows how boards must function to best fulfill their public trust. He is an experienced manager who has led groups of engineers and technicians on complex multi-million dollar projects for the Department of Energy at the Lawrence Livermore National Laboratory and can understand the needs of staffs for clarity. His education in Organizations allows him to apply that experience to your situation for your needs.

This broad experience in organizational effectiveness is captured by the agency when they commission BHI and Brent’s valuable experience and expertise. Brent is known for establishing a sincere and knowledgeable relationship with both the Board members and staff. Brent’s time and experience as an elected official allows him unique perspective that helps him to “see” it from their points of view which assists in capturing the Board’s perspective in moving forward. Brent will lead the Agency through a solid, proven

area. Worked through the process outlined above to accomplish a well vetted, solid and Board endorsed strategy for the agency.

Appendix A -

OP ID: JK

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)
01/24/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sweet & Baker Ins. Brokers Inc 44 Second Street San Francisco, CA 94105-3440 Roberta Gonzalez (415)812-2136	CONTACT NAME: PHONE (A/C No. Ext): FAX (A/C No.): ADDRESS: PRODUCER CUSTOMER ID #: BHIMA-1
INSURED: BHI Management Consulting Attn: Brent H. Ivas 2459 Neptune Ct., Suite #110 Tracy, CA 95304	INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford NIAC 11000 INSURER B: Philadelphia Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:


! Districts ement and

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	57SBAAV3592	11/10/12	11/10/13	EACH OCCURRENCE	\$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		57SBAAV3592	11/10/12	11/10/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATUTORY LIMIT	OTH-ER
B	Professional Lib.		PHSD757229	08/23/12	08/23/13	Limit	1,000,000
						Retention	2,600

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is included as Additional Insured only as respects work performed by the Named Insured per written contract. See Attached Additional Insured endorsement PI-PLSP for Professional Liability.

CERTIFICATE HOLDER Costa Mesa Sanitary District 628 W 19th St Costa Mesa, CA 92627	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Joan Kirby 415-512-2107
--	--

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(207) 790-0117



Rauch Communication Consultants Inc.

PH 408-374-0977
FX 408-374-2197
E info@rauchcc.com

DATE: September 4, 2013

NO OF PAGES: 16

TO: Clemens Heldmaier, Montara Water and Sanitary District

FROM: Martin Rauch

Thank you for the opportunity of offering this proposal to assist the Board and staff of Montara Water and Sanitary District in the development of its Strategic Plan.

Characteristics of the Proposed Program

Strategic planning is an extraordinarily effective tool in the governance of a public agency such as MWSD. The Board and management have done a remarkable job in structure and providing quality services. The

Strategic Plan goes further:

- It evaluates where the District stands today, where it is going in the future, and how it will get there, in practical terms.
- It provides the management staff with a and goals.
- It provides continuity of direction from the current Board to future boards.
- services to the community.

In short, the Strategic Plan provides needed guidance for the District to effectively address challenges such as water supply, sanitary service, regulation, possible future functions (such as park services), financial, staff and other critical issues.

What We Are Proposing to Do

Rauch Communications will use the experience derived from three decades of service

step-by-step process that will take into account and integrates views of individual Board members, the Board as a whole, the knowledge of senior management and the interests of the public.

- We will conduct five carefully planned workshops: two for the Board, two for the public, and one for the staff.

- We will assist the Board in developing the Dist Goals and Objectives
- We will assist the management staff in preparing a practical, doable Work Plan laid out in a multi-year timeline.
- Finally, we will provide a written report that describes the process, the findings and the recommendations of the Plan itself.

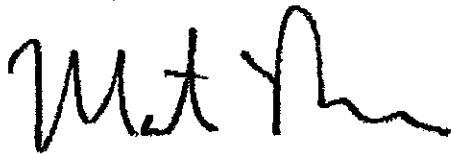
Why Rauch Communications?

Our firm has been serving special districts throughout the state for more than 30 years. During that time, we have served more than 175 districts, the vast majority of which are water and sanitary agencies. Our specialties are strategic planning and public outreach. Our credentials are presented later in this proposal.

d, staff and public in a process that is proven, yet adapted directly to the needs of your district. We look forward to having the opportunity of working with you on this important project.

Sincerely,

Sincerely,

A handwritten signature in black ink, appearing to read "Martin Rauch". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Martin Rauch

PART I. INTRODUCTION TO THE STRATEGIC PLAN

PROJECT UNDERSTANDING

Montara Water and Sanitary District provides water, sanitary and solid waste services to about 2000 properties in its service area.

Water Service. In the 1980s, the company that owned the water system was ordered to establish a moratorium on new water connections due to its substandard condition and lack of water resources. Upon purchasing the system with funds from a bond issue approved by over the system came under MW moratorium was necessarily continued by MWSD due to the condition of the system.

MWSD has made substantial infrastructure improvements, implemented operational efficiencies and initiated conservation measures, all of which have contributed to the increased availability of water, allowing the Board to repeal the moratorium.

Sanitary and Solid Waste Services. Sanitary treatment is provided through a JPA and the collection system is operated by the District. The solid waste services are about to be renewed. The quality is good and the costs to customers are the lowest in the area.

Given Recent Accomplishments, What Next? With this substantial body of goals and objectives completed it makes sense to ask what upcoming priorities are for the future.

OTHER ISSUES

New and Existing Directors. The Strategic planning process is an excellent tool to bring any new directors up to speed in a way that simply cannot be achieved in normal board meetings. It will help to more rapidly integrate any new and existing board members to provide policy level

Recycled Water. Wastewater treatment for the District is obtained through a regional treatment JPA, Sewer Authority Mid-Coastside (SAM). There is interest in MWSD developing recycled water locally for potential revenue, water supply benefits and environmental benefits

Public Process. There is a history of seeking public involvement in key district decisions and, as a result, we recommend a public input process which is described later in the proposal.

Park and Other Services. Many local citizens turn to Montara water and Sanitary District for help on a variety of local issues. For example, there is a property that had served as a public park under the care of a local non-profit and was recently sold for development. There have been requests that the District seek to obtain the property and operate it as a park on behalf of the community.

PART II. WHAT WE PROPOSE TO DO

APPROACH TO DEVELOPING THE STRATEGIC PLAN

The following describes a step-by-step, proven approach to strategic planning that has been designed expressly to meet the needs of Montara Water and Sanitary District

Step 1. Conduct Confidential Interviews and Review Key Documents

The process starts with the consultant reviewing key planning and background documents selected by the General Manager: agendas and minutes, studies, public outreach documents, etc. Following that, experience has shown that one of the best tools for gaining insight into key issues facing an organization at the start of a strategic planning process is one-on-one confidential interviews with key individuals.

We recommend that the interviews include the Directors, the general manger, Gary Warhaftig of the Montara Moss Beach Water Improvement Association and the Superintendent of water operations Julian Martinez. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns and perspectives. Out of these interviews arises a composite picture of the important issues that will help inform the Board strategic planning workshop that follows.

Step 2. Board Workshop #1 Evaluate the District and Identify Strategic Issue Areas

The strategic planning workshops are the heart of the process. Our workshops are designed to obtain consensus on key issues rapidly and effectively. Participants in this case would include Directors, General Manger and Operations Superintendent. The workshop takes inputs from the interviews and research phase and uses a set of facilitated exercises designed to develop clear policy-level direction. Some of the topics covered include:

- **Self-Assessment: Rating the District Today.** In order to chart a path to the future, the District will need to identify where it stands today: what is working what is not working, and how it is viewed by each participant.
- **Identifying Strengths and Weaknesses.** Identifying the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats.
- **Identifying the Highest Priority Issues.** The group chooses the most critical challenges or opportunities that the District must tackle if it is going to accomplish its mission.
- **Developing Strategic Issues Areas**
the information above and organize it into an initial set of strategic issue areas and their priorities. Later in the process we will address more general direction by reviewing and developing Mission, Vision and Values. These strategic issues will later be translated into goals and objectives.

Step 3. Public Workshop #1 to Evaluate the District and Identify Strategic Issue Areas

expertise are strategic planning and public involvement and outreach programs. We have facilitated hundreds of successful public meetings and processes to engage citizens and obtain input and support. To have an effective public process, we believe it is important to give interested members of the community an opportunity early in the process to provide input, and then again before the process is finalized. The first public meeting is proposed to be timed soon after the first board workshop, which will provide an opportunity for the public to comment on the first output of the Board.

We propose a two to three hour public workshop to obtain this input. It would be designed to provide input for the Board. The workshop will be specifically designed to meet the needs of the expected participants and would likely include presentations, as well as group discussions and exercises, along with opportunities to provide open questions and input.

Step 4. Board Workshop #2 to Complete the Board Policy Direction

In this step, the consultant will take the detailed inputs from the first workshop and public workshop and develop an initial list of goals and objectives. At this workshop, the participants will undertake the following:

- **Review and edit as desired the Board level policy direction in their Goals, Objectives.** This is the core policy-level direction that will be acted upon by staff and is a critical step in the strategic planning process.
- **Develop Mission, Vision and Values.** Through a series of exercises, the consultant will work with the participants to review and consider updating the current Mission Statement and develop content for the Vision and Values statements.

Step 5. Staff Workshop to Develop Prioritized Work Plan and Timeline

The consultant will also work with staff to develop a Work Plan showing priorities, what the staff will do to accomplish each action; who is responsible; and when it will be done. Each action would also be prioritized.

To ensure a complete and well-rounded Work Plan, the consultant and management team will reference their own experience as well as the

The onsite planning session is planned for the morning immediately after the Board workshop #2 to use time more efficiently and reduce costs of the planning process. Following the onsite work planning session, the consultant is available as needed to assist staff by phone, online meeting tools, and e-mail to finalize the Work Plan.

Once the Work Plan has been completed, the consultant will draw all these outputs together, working with the manager to create a partial strategic plan draft containing the goals, objectives and work plan. The Work Plan will be reviewed with the following criteria to assure that it will be practical, doable and that there are adequate resources to accomplish it:

- **Key activities and Initiatives are prioritized appropriately.**
- **Resources, Timing and Do-Ability.** Check to assure that the work plan doable in terms of monetary resources, staff time and expertise, as well as proper sequence.
- **Completeness.** Assure that the Work Plan is complete and well rounded.

Step 6. Prepare Final Report and Present Strategic Plan to Board and Public in a Special Board Meeting and Workshop.

The consultant will gather all the above material into a complete strategic plan: mission, vision, values, goals, objectives and a realistic work plan with priorities and timelines. The final Strategic Plan and Work Plan will be delivered to the staff for review and editing. It will then be presented in its final draft form to the Board and public in a workshop format at a special meeting of the Board. The public will be invited to provide comments, ask questions and offer input before the Boards makes its final deliberations on the strategic plan.

Implementation and Oversight of the Strategic Plan. The final plan will include a clear and understandable summary of the key actions and timeline in a matrix format that can be readily understood and monitored (See examples at the end of this proposal).

The consultant will recommend a process for implementing and monitoring progress of the Strategic Plan and Work Plan. The work plan should be utilized as a living document that should be updated as needed on a regular basis

TIMING

We can be available to start whenever appropriate. A two-to-three month timeframe is typical. However we can be flexible on timing.

PART III. SELECTED EXAMPLES OF EXPERIENCE

California Special Districts Association, Strategic Plan. Rauch Communications was called in to assist this major statewide organization to prepare a Strategic Plan. The plan was developed in the manner described in this proposal, and was received enthusiastically by both Board and Staff. It has been implemented in the current year, and is considered a successful model for future strategic plans.

Association of California Water Agencies, Strategic Plan. ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies along with numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which resulted in a significant alteration of th plan was developed with a comprehensive outreach program involving numerous coordination meetings, and is today considered a complete success.

National Water Resources Association, Strategic Plan. This Washington-based national organization brings information about federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their strategic plan.

Golden Empire Transit District. Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns, and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility and rebuild staff morale and effectiveness.

Las Virgenes Municipal Water District. Worked with the Board and staff to annually update and incrementally restructure the existing strategic plan as well as facilitate the annual development of updated action plans. Las Virgenes Municipal Water District provides both water and wastewater services, with wastewater issues predominating in the planning process: expanding recycled water use, maintaining a strong environmental focus, meeting NPDES and discharge challenges, and more.

Costa Mesa Sanitary District. Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent strategic plan led to a series of dramatic changes in direction that have taken several years to complete.

Rancho Murieta Community Services District. Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads and other services.

Goleta Sanitary District Strategic Planning Services. Facilitated an initial strategic plan and many annual updates for this sanitary district along the coast of Goleta, California. Also provides ongoing support and facilitation to Staff and the Board of Directors in developing plans and responses to important events.

Kern County Water Agency. This agency supplies all the imported water in Kern County, a largely agricultural area that is now also experiencing a rapidly growing urban center. The Agency imports over one million-acre feet of water structure. Rauch Communication Consultants planned and conducted the development of its strategic plan, working closely with the Board, senior management, numerous member districts as well as a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The plan was unanimously adopted.

Santa Clara Valley Water District. This agency provides water supply and flood control services for a major portion of the Silicon Valley. With an annual budget running in the hundreds of millions, it impacts numerous aspects of the economic, residential and environmental aspects of life in the area. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the future direction of the district.

Castaic Lake Water Agency. Role of a rapidly developing area in Los Angeles County, involves the development of a multi-phase resources plan. The Agency is a large water importer serving the area. Rauch Communication Consultants conducts the annual strategic planning retreats of the Board of Directors, and prompted development of the Strategic Plan.

Three Valleys Municipal Water District. This wholesale agency provides imported water to more than a dozen member agencies. A critical need for the service area is to address the increasing cost of imported water, and to reduce its dependence on it. Rauch Communication Consultants conducted a series of strategic planning sessions with the Board, general manager and senior staff, and produced their first Strategic Plan, which is now being implemented.

Cucamonga County Water District. This is a retail water agency in a rapidly growing area that faces important issues concerning water supply and area leadership. Rauch Communication Consultants met with its Board of Directors, general manager and senior staff to develop a complete Strategic Plan. The Plan is being successfully carried out by the district.

Delco Systems, General Motors Corporation FUTURES GROUP. This aerospace electronics firm produced advanced electronics systems for space and aerospace applications. Bob Rauch served as the Director of Planning, developing the long-range and annual business plans for the company. The Futures Group was the senior management group charged with the future direction of the company, and its activities were coordinated by Mr. Rauch. He also served as Director of Communications.

PART IV. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

RAUCH COMMUNICATION CONSULTANTS, INC.

Rauch Communication Consultants Inc. has served the water community for more than 30 years in California. During that time, we have worked with over 170 agencies throughout the state, as well as with most of the leading organizations that deal with water resources and local agencies, such as CSDA, ACWA, CASA, and others. The great majority of our clients are water and wastewater agencies, but we have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients in the development of strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. These services are conducted out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic plan for the California Special District Association, as well as for several individual special districts.

changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for ACWA, CASA, CSDA and the Special Districts Institute for whom we serve as permanent faculty members.

PART V. OUR CLIENTS SAY ABOUT RCC

Novato Sanitary District

California Special Districts Association

Cucamonga County Water District

Truckee Donner Public Utility District

San Juan Water District

Three Valleys Municipal Water District

San Diego County Water District

Cordova Recreation and Park

PART VI. THE CONSULTANT ASSIGNED TO THE PROJECT

MARTIN RAUCH, President, Rauch Communication Consultants

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 170 clients in California during the past 30 years.

The work will be carried out primarily by Martin Rauch. He brings to this task experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These advisory committees, community presentations and public meetings.

also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 15 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), and the WaterReuse Association. He is a regular faculty member of the Special District Institute, and has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

PART VII. LIST OF SELECTED CLIENTS

ORGANIZATIONS

Association of California Water Agencies (ACWA)
California Special Districts Association (CSDA)
California Association of Sanitation Agencies (CASA)
Special Districts Institute
California Sanitation Risk Management Authority
California Association of Public Cemeteries
WaterReuse Association
California Mosquito and Vector Control Association
American Desalting Association
Association of Groundwater Agencies

LOCAL GOVERNMENT AGENCIES

ORANGE COUNTY

Municipal Water District of Orange County
Mesa Consolidated Water District
Los Alamitos County Water District
South Coast Water District
Serrano Irrigation District
El Toro Water District
Orange County Water District
Costa Mesa Sanitary District

SAN DIEGO COUNTY

San Diego County Water Authority
Padre Dam Municipal Water District
Rincon del Diablo Municipal Water District
Vallecitos Water District
Helix Water District
Leucadia Wastewater District
North County Fire Protection District
Olivenhain Municipal Water District
Santa Fe Irrigation District

SAN BERNARDION COUNTY

Big Bear Municipal Water District
Monte Vista Water District
Big Bear Community Services District
Yucaipa Valley Water District
Joshua Basin Water District
Inland Empire Utility Agency
East Valley Water District
Big Bear Area Wastewater Agency
Victor Valley Water District
Cucamonga County Water District
San Antonio Water Company

IMPERIAL COUNTY

Imperial Irrigation District
SAN FRANCISCO COUNTY
Golden Gate Bridge, Highway, & Trans. District

BUTTE COUNTY

Oroville-Wyandotte Irrigation District

LOS ANGELES COUNTY

Los Angeles County Park and Recreation
Castaic Lake Water Agency
Central Basin Municipal Water District
Pico Water District
Upper San Gabriel Valley Municipal Water District
West Basin Municipal Water District
San Gabriel Valley Municipal Water District
Water Replenishment District of Southern California
San Gabriel County Water District
San Gabriel Valley Water Association
Main San Gabriel Basin Watermaster
California Domestic Water Company
Pasadena Historical Museum
Three Valleys Municipal Water District
Newhall County Water District
Las Virgenes Municipal Water District
Conjunctive Use Working Group

SAN MATEO COUNTY

East Palo Alto Sanitary District

RIVERSIDE COUNTY

Mission Springs Water District

PART IX. PROJECT BUDGET

ACTIONS	HOURS/\$
Strategic Plan	
Coordination and Support	4
Step 1. Prepare for, Conduct and Summarize Confidential Interviews	12
Step 2. Prepare for and Conduct Board Workshop #1	12
Step 3. Prepare for and Conduct Public Workshop #1	10
Step 4. Board Workshop #2 to Complete Board Policy Direction	12
Step 5. Workshop and Support to Develop Prioritized Work Plan, and Timeline	14
Step 6. Prepare Final Report for Presentation to the Board. Make Final Edits and Complete	16
2. Administrative (\$65 / Hour)	
Prepare Reports, Type Notes From Interviews, Etc.	12
SUBTOTAL CONSULTING TIME 80 hours @ \$187 per	\$14,960
ADMINISTRATIVE 12 hours @\$65 per	\$780
TOTAL ESTIMATED CONSULTING COST	\$15,740

Travel and Expenses. Basic material expenses, including, travel expense (transportation and lodging), office printing and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate of \$.60 per mile.

More Cost Estimate Details

No out-of-scope work will be undertaken without prior written approval from the Agency. Out-of-scope work includes additional new tasks, or extra work (hours in excess of those estimated hours that are not due to inefficiencies on our part) on existing tasks, Rauch Communication Consultants rate for Robert Rauch is and Martin Rauch is \$187 per hour. Associate consultants \$115 per hour, graphic designers \$100 per hour, media and writing specialist \$85 per hour, and administrative assistance \$65 per hour. For meetings involving travel, the minimum charge is four hours.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning District
Website Update.**

This item was requested to be on the agenda by Director Thollaug. The District website has been operated since its existence with combined efforts of Director Boyd and staff. So far the District has not spent any funds towards the operation of the website. This year's budget contains \$3000 anticipated to be spent on upgrades to the site.

RECOMMENDATION:

This item is for Board discussion.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Customer Billing Cost and Operations.**

This item was requested to be on the agenda by Director Thollaug.

RECOMMENDATION:

This item is for Board discussion.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 5, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning District
Engineering Expense Accounting and Peer-
Review Process.**

This item was requested to be on the agenda by Director Thollaug.

RECOMMENDATION:

This item is for Board discussion.