



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

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

AGENDA

District Board of Directors

April 7, 2022 at 7:30 p.m.

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

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

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/82650285907?pwd=UXM2RHdmaFRwOWdvTlpsQ0xvMTRqdz09>

MEETING ID: 826 5028 5907

Password: 818266

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

Note: Public participation is not permitted during closed session discussion items.

Public Comment

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

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

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

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting March 3, 2022 and Personnel Committee Meetings March 21, 28, and 31, 2022.](#)
2. [Approve Financial Statements for February 2022.](#)
3. [Approve Warrants for April 1, 2022.](#)
4. [SAM Flow Report.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for December 2021.](#)

OLD BUSINESS (none)
NEW BUSINESS

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.](#)
2. [Receipt of District Transparency Certificate of Excellence from the Special District Leadership Foundation.](#)
3. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2022-2023 General and Collections Budget.](#)
4. [Review and Possible Action Concerning Draft Water and Sewer Budget.](#)
5. [Review and Possible Action Concerning Adoption of Connection Charge Report](#)

REPORTS

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

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

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

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

Case Name: *Sabrina Brennan v. Montara Water and Sanitary District* (San Mateo County Superior Court No. 8345693)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

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

CONFERENCE WITH LABOR NEGOTIATORS

(§ 54957.6) Unrepresented Employees

CONFERENCE WITH LABOR NEGOTIATORS

(§ 54957.6) Unrepresented Employee: General Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch Under Negotiation: Price and Terms of Payment.

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
March 3, 2022

MINUTES

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

REGULAR SESSION BEGAN AT 7:31 p.m.

CALL TO ORDER

ROLL CALL

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

Directors Absent: none

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

Others Present: District Counsel, Christine Fitzgerald
Kastama Consulting, Alison Kastama
Boucher Law, Christopher Boucher
Sewer Authority Mid-Coastside, Tim Costello

PRESIDENT'S STATEMENT –

Director Boyd thanked everyone for being water wise especially since they are in a drought. He noticed today an article and editorial in the Half Moon Bay Review that speaks to an issue the Board has been dealing with for some time. Last year, a complaint was brought to the Board under the California Voting Rights Act (CVRA). Historically, there have been groups of people underrepresented, and it often has to do with the manner in which elections are conducted, whether at-large or district voting. Their District, as with most of the districts around them, has been “at large” since the inception. The community is rather small, and the notion of a district system is a little unusual for a district of this size. Several people on the Board, former members of the Board, and people who have stood for a seat on the Board have knocked on the doors of all the voters in the entire District. So, the ability to reach voters when they are standing for election has not been out of reach. The California Voting Rights Act (CVRA) is written for larger agencies, and not smaller agencies in mind. So, when they were confronted with the complaint, they needed to take a hard look at it. After careful thought and speaking with a number of experts, they concluded they were going to do the districts. When it came time to address the complaint that Sabrina Brennan brought in the form of a letter from a law firm, they sought Court supervision for working out the agreement with them—which is normal. The reason he is pointing this out is because they have been working diligently on outreach, such as citizen Academies to help the public learn more about the Board, the agency, the facilities, and how it all works. They have been doing a lot of outreaches, education, and have made direct appeals, and will continue to do this. They are eager to talk to any interested parties and making information and opportunity available. And moving to district elections, they will provide more opportunity. The editorial doesn’t seem to comprehend what agencies are faced with when challenged with CVRA complaints, is devoid of any knowledge of their continuous outreach efforts to the community and tried to cast it as a waste of money. It is very disappointing and a surprising departure from any journalist principles. It is fine for the press and/or public to weigh in or criticize what they are doing, but members of the press who want to weigh in should give them a call ahead of time before they publish an article and seek some comment. It has been a long time since the Half Moon Bay Review has called him, but they talk about them frequently. They are here and available. Phone calls before publishing an article is how you get the context, check your facts, and possibly get something better and more enlightening.

ORAL COMMENTS

Director Lohman added that they were able to negotiate the amount of the complaint from \$30,000 to \$8,000 dollars, and the decision is final.

Director Boyd added that is part of the benefit of Court Supervision on closing the matter out.

Director Slater-Carter commented that they have been making efforts to reach out to the community for a long time, and the citizens Academy was planned prior to

the CVRA. It was an initiative of the Board and General Manager because they have served in other government positions and worked on volunteer committees. They understand the importance of having members that understand the community. The Board works for its citizens and the citizens tells them what to do, not the other way around.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting February 3 and 17, 2022.**
- 2. Approve Financial Statements for January 2022**
- 3. Approve Warrants for March 1, 2022**
- 4. SAM Flow Report**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for December 2021**

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

OLD BUSINESS - none

NEW BUSINESS

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

General Manager Clemens Heldmaier stated this resolution allows them to hold meetings via teleconference for this month. Staff recommendation is to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act during existence of State of Emergency conditions related to the Covid-19 Pandemic.

Michelle Dragony stated that AB1944 is going out that no longer requires Board members that are teleconferencing to invite the public to their remote locations.

Director Boyd thanked her for bringing it their attention.

Director Slater-Carter made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic. Director Dekker seconded the motion and the motion passed unanimously 5-0.

2. Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 25 Bernal Ave, Moss Beach, APN 037-278-070

General Manager Clemens Heldmaier stated they have a new service application at 25 Bernal, and it requires a twelve-foot water main line extension from the existing main on Bernal. Staff recommends adoption of the Resolution of the Montara Water and Sanitary District Approving a Main Extension and Authorizing Execution of Agreement for Construction and Acquisition of Water Main Extension for the new water service connection project at 25 Bernal Ave, Moss Beach, APN 037-278-070, under the conditions that the applicant will provide proof of insurance, payment bond and faithful performance bond in order to fully execute the agreement, prior to construction of the water main.

Director Slater-Carter said Seal Cove is an area prone to water and sewer line failures, mains, and service connections. Have there been any within 200 feet of this particular house? Should they look at some more advanced engineering to protect against those kinds of things?

General Manager Clemens Heldmaier replied that there is a major fault line that runs through Seal Cove. This particular house is close to a fault line, but they have not seen slippage in the area. There has not been a main line failure due to the active slippage that has occurred in other areas of Seal Cove (Park Street, Los Banos, La Grande). In the fifteen years he has been with the District there has not been a main line failure on Bernal.

Director Boyd asked who makes the decision about whether a main line is required?

General Manager Clemens Heldmaier replied that the Code requires mainline frontage. Any property that is being developed needs to extend the main line or bring the main line up to current code if it is substandard.

Director Boyd asked who makes the decision as to length and diameter?

General Manager Clemens Heldmaier replied that it is essentially the engineers, but the length is determined by the Code. Full main line frontage means the property along the public right-of-way needs to have a main line the entire length of the property.

Director Boyd asked for the benefit of the public, who bears the cost?

General Manager Clemens Heldmaier replied that the developer or applicant has to pay for any improvements required to serve the property including engineering, construction, etc. The main line extension is designed by the applicant's engineer in accordance to the District's standards, and the District engineer reviews the plans to ensure they conform with their standard specifications. The project goes out to bid to certified local contractors and the lowest responsible bid is awarded the project. The applicant pays the cost to the District and the District hires the contractor to do the work.

Director Slater-Carter added that after the line is installed, it is inspected and then accepted into the District's network. It adds to the value of the District, but they must maintain the line in perpetuity. The new materials are more stable and sturdier. It is a benefit to the District and the applicant to take this on. It is a mutual benefit.

Director Lohman made a motion to adopt the Resolution of the Montara Water and Sanitary District Approving a Main Extension and Authorizing Execution of Agreement for Construction and Acquisition of Water Main Extension for the new water service connection project at 25 Bernal Ave, Moss Beach, APN 037-278-070, under the conditions that the applicant will provide proof of insurance, payment bond and faithful performance bond in order to fully execute the agreement, prior to construction of the water main. Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

3. Review and Possible Action to Amend Salary Schedule and Approve Adjustment to the General Manager's Compensation.

Christopher Boucher stated that the item being discussed is consistent with the General Manager's employment agreement. The Board reviews the General Manager's performance once a year, and as part of that process, if the Board finds the General Manager's performance to be satisfactory, the General Manager under the agreement would be entitled to certain compensation adjustments. The items before them are the things to consider those adjustments. The financial impact is highlighted in the written material provided to the Board and members of the public. Before the Board considers and formally votes on this item, he requested President Boyd read a statement to comply with California government code §54953 subdivision(c)(3) with regard to Executive compensation.

Director Boyd read the following:

"In accordance with Government Code section §54953(c)(3) I am providing an oral summary of the recommended action. The item before the Board tonight is to amend the salary schedule and approve adjustment to the General

Manager's compensation. The recommended action is to amend the General Manager's annual salary and set the new salary at \$229,627.00 dollars effective January 1, 2022. The total annual salary increase is \$9,349.00 dollars from the prior year's salary. This action item will also authorize a one-time contribution of \$6,000 dollars to the General Manager deferred comp pursuant to Section 8 of the Employment Contract, and a one-time cash payment of \$15,000 dollars in recognition of the General Manager's continued performance. Additional compensation paid in the form of fringe benefits to the General Manager also include the following: PARS contribution in the amount of \$16,097.00 dollars, 457-retirement plan contribution of \$16,074.00 dollars, health coverage including dental, vision and life in the amount of \$28,802.00 dollars, and wellness program in the amount of \$300.00 dollars. Additional information is set forth in the agenda report and resolution associated with this agenda item. Copies of the agenda report and related documents have been distributed to all Board members and are available to members of the public and will be incorporated into the minutes of tonight's meeting. Are there any questions from the Board or members of the public before the Board considers the item before us?"

Director Boyd stated that there were no questions and/or comments from the public or the Board.

Director Dekker made a motion to adopt the Resolution adopting the amended District Salary Schedule and approving adjustment to the General Manager's compensation (effective January 1, 2022). The motion was seconded by Director Lohman. A roll call vote was taken, and the motion passed unanimously 5-0.

REPORTS

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

Director Boyd stated there was a presentation by the San Mateo Resource Conservation District on the First Flush effort. Every year they do quite a lot of work on the first rain to see what is washing through the streams. They presented a great deal of information, like trend data, identified hot spots, etc. The video is on-line at <https://samcleanswater.org/>. They also discussed the FOG (Fats, Oils, & Grease) inspections in the MWSD and Granada Community Services District districts, and the consultants brought them some very detailed reports. They discussed an agreement with Local 39 on vacation accruals and administrative leave, which went through. They also discussed adjusting one-time cash-out for some lead balances for unrepresented employees. There was an interesting attorney's report, following AB 361 talking about the PFAS pollution from the chemicals in Scotchgard and other things that get into the waste stream.

2. Mid-Coast Community Council Meeting (Slater-Carter) - none

3. CSDA Report (Lohman) –

Director Lohman stated they have not had a meeting. He will try to find out why there hasn't been meetings lately.

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

Director Lohman stated there was a legislative committee meeting, in which they discussed many items on the watch list. There are additional meetings scheduled in the future.

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report –

Director Slater-Carter said she received a summary of proposed changes to sewer rates in Pacifica. Over the next five years, it will be going up 3.5% a year. There was interesting section on strength multipliers. Restaurants without functioning grease traps has a strength factor of 1.8, most others are 1.0. The proposed method for estimating water consumption for single family and multiple family residences is to multiply the total consumption during the billing year by 90%. This proposal will replace the current method of using the wet months as a factor for the residential calculation. They may want to get a copy of the staff report of what they did and see if it has any relation to what they would like to do.

7. General Manager's Report (Heldmaier) –

General Manager Clemens Heldmaier reported that he will be out of the office all next week.

FUTURE AGENDAS - none

District Counsel Christine Fitzgerald stated that Director Lohman will be recusing himself from the item in Closed Session agenda pertaining to Real property negotiations due to a conflict of interest under Government code section §87100. His video and audio will be turned off. He will not be in the meeting during this time. As to one of the significant exposures to litigation items one potential case, per government code §54956.9 subdivision (e)(2) the Board is only deciding whether a point has been reached where in the opinion of the Board on advice of legal counsel based on existing facts and circumstances there is a significant exposure to litigation against the District.

Director Boyd added that the conflict of interest that Director Lohman has is that he lives too close to the property, so he doesn't get to participate.

District Counsel added that in reference to the requirements to report the recusal there is no requirement to state what the conflict of interest is when it is a real property 500 ft.

BRIEF RECESS at 8:14 pm

CONVENE IN CLOSED SESSION 8:17 pm

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

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

Case Name: Sabrina Brennan v. Montara Water and Sanitary District (San Mateo County Superior Court No. 8345693)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: Price and Terms of Payment.

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 9:30pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 7th, April 2022

Signed _____
President



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

Personnel Committee Special Meeting

District Board of Directors

March 21, 2022

MINUTES

CALL TO ORDER Committee Member Kathryn Slater-Carter called the meeting to order and Open Session began at 9:31 a.m. via Zoom

ROLL CALL

Committee Members Present: Director Harvey, Director Slater-Carter
Others present: General Counsel, Christine C. Fitzgerald; Labor Counsel, Christopher Boucher

ORAL COMMENTS none

CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1)) Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6) Unrepresented Employee: General Manager

The Committee convened in Closed Session at 9:35 a.m. and reconvened in Open Session at 10:38 a.m.

General Counsel Christine C. Fitzgerald announced that no action was taken in closed session.

ADJOURNMENT – the meeting adjourned at 10:40 a.m.

Respectfully submitted,

Signed: _____
Christine C. Fitzgerald, Secretary Pro Tem

Approved:

_____, 2022
Director Jim Harvey

_____, 2022
Director Kathryn Slater-Carter



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

Personnel Committee Special Meeting

District Board of Directors

March 28, 2022

MINUTES

CALL TO ORDER Committee Member Jim Harvey called the meeting to order and Open Session began at 1:35 p.m. via Zoom

ROLL CALL

Committee Members Present: Director Harvey

Committee Members Absent: Director Slater-Carter

Staff present: General Manager, Clemens Heldmaier

Others present: General Counsel, Christine C. Fitzgerald; Labor Counsel, Christopher Boucher

ORAL COMMENTS none

CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1)) Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6) Unrepresented Employee: General Manager

The Committee convened in Closed Session at 1:38 p.m. and reconvened in Open Session at 1:49 p.m.

General Counsel Christine C. Fitzgerald announced that no action was taken in closed session.

ADJOURNMENT – the meeting adjourned at 1:50 p.m.

Respectfully submitted,

Signed: _____
Christine C. Fitzgerald, Secretary Pro Tem

Approved:

_____, 2022
Director Jim Harvey

_____, 2022
Director Kathryn Slater-Carter



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

Personnel Committee Special Meeting

District Board of Directors

March 31, 2022

MINUTES

CALL TO ORDER Committee Member Jim Harvey called the meeting to order and Open Session began at 8:32 a.m. via Zoom

ROLL CALL

Committee Members Present: Director Harvey, Director Slater-Carter

Staff present: General Manager, Clemens Heldmaier

Others present: General Counsel, Christine C. Fitzgerald; Labor Counsel, Christopher Boucher

ORAL COMMENTS none

CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1)) Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6) Unrepresented Employee: General Manager

The Committee convened in Closed Session at 8:33 a.m. and reconvened in Open Session at 9:48 a.m.

General Counsel Christine C. Fitzgerald announced that no action was taken in closed session.

ADJOURNMENT – the meeting adjourned at 9:49 a.m.

Respectfully submitted,

Signed: _____
Christine C. Fitzgerald, Secretary Pro Tem

Approved:

_____, 2022
Director Jim Harvey


_____, 2022
Director Kathryn Slater-Carter



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 7, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July 2021 through February 28, 2022 - Variances over \$2,000:

- 4400 Fees, \$16,534 above Budget – Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$246,322 above Budget – Property taxes collected outside of budgeted months. Payment of \$25k received in February 2022.
- 4710 Sewer Service Charges, \$294,540 below Budget – Payment of \$265k received in February 2022. Variance will balance as we progress through the year.
- 4720 Sewer Service Refunds, Customers, \$4,833 above budget - Large refund of \$5K returned in July 2021. Variance will balance as we progress through the year.
- **Overall Total Operating Income for the period ending February 28, 2022 was \$33,810 below budget. Total income received to date is \$2,501,593.**
- 5200 Board of Directors, \$50,282 below Budget – No election expenses paid to date.
- 5300 Insurance, \$4,391 above Budget – Property insurance renewal was paid in November 2021.
- 5400 Legal, \$53,384 above Budget – Larger litigation expenses incurred from July 2021 to January 2022, related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$3,284 above Budget – Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5610 Accounting, \$2,938 below Budget – Due to timing.
- 5620 Audit, \$4,661 above Budget – Due to timing.
- 5640 Data Services, \$4,950 above Budget – Large bill of \$8K paid in August for EDS parcel management.
- 5720 Telephone & Internet, \$8,656 above Budget – Variance will balance throughout Fiscal Year.
- 5800 Labor, \$7,814 below Budget – Management wages & payroll taxes lower than expected.
- 6170 Claims, Property Damage, \$13,333 below Budget – No claims paid to date.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 7, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6200 Engineering, \$13,334 above Budget – Large bill of \$7K paid in February 2022 to Nute Engineering. Variance will balance throughout Fiscal Year.
- 6400 Pumping, \$5,226 above Budget – Large bill of \$13k paid to PG&E in February 2022. Variance will balance throughout Fiscal Year.
- 6600 Collection/Transmission, \$6,667 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6940 SAM Maintenance, Collection Sys, \$22,494 below Budget – Due to timing.
- 6950 SAM Maintenance, Pumping, \$23,813 above Budget – Large payment of \$29k made to SAM in February 2022 for pump repairs.
- **Overall Total Operating Expenses for the period ending February 28, 2022, were \$28,119 below Budget.**
- **Total overall Expenses for the period ending February 28, 2022, were \$7,124 below budget. For a net ordinary Income of \$26,686 below Budget. Actual net ordinary Income is \$564,674.**
- 7100 Connection Fees, \$29,733 below Budget – 1 connection sold in February 2022.
- 7200 Interest Income, LAIF, \$20,768 below budget – Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$15,671 below Budget – Variance will balance throughout Fiscal Year.
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2021 thru February 28, 2022 - Variances over \$2,000:

- 4400 Fees, \$87,844 above Budget – Large payment received for \$88K in November 2021.
- 4610 Property Tax Receipts, \$246,322 above Budget – Property taxes collected outside of budgeted months. Payment of \$25k received in February 2022.
- 4740 Testing Backflow, \$7,480 above Budget – Higher number of testing occurred.
- 4810 Water Sales, Domestic, \$84,568 below Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending February 28, 2022 was \$258,132 above budget. Total revenue received to date is \$1,682,340.**
- 5200 Board of Directors, \$50,282 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$7,040 above Budget – Variance will balance out further into fiscal year.
- 5300 Insurance, \$3,215 above Budget – Variance will balance out further into fiscal year.
- 5350 LAFCO Assessment, \$2,000 below Budget – No costs paid to date.
- 5400 Legal, \$41,996 below Budget – Legal expenses are lower than anticipated.
- 5510 Maintenance, Office, \$3,858 above Budget - Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5550 Postage, \$3,469 above Budget – expenses are higher than anticipated
- 5560 Printing & Publishing, \$2,334 below Budget – Minimal costs to date. Variance will balance out further into fiscal year.
- 5610 Accounting, \$2,938 below Budget – Due to timing.
- 5620 Audit, \$4,661 above Budget – Due to timing.
- 5640 Data service, \$3,434 below Budget – Due to timing.
- 5720 Telephone & Internet, \$10,058 above Budget - Variance will balance out further into fiscal year.
- 5800 Labor, \$78,895 below Budget – Difference due to timing in payment of workers compensation premiums which are paid on a quarterly basis, and Staff wages being lower than budgeted.
- 6170 Claims, Property Damage, \$6,667 below Budget – No costs paid to date.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6180 Communications, \$6,500 below Budget – Minimal costs paid to date.
- 6195 Education & Training, \$5,000 below Budget – Minimal costs paid to date.
- 6200 Engineering, \$52,990 below Budget – Minimal costs paid to date.
- 6320 Equipment & Tools, Expensed, \$3,020 above Budget – Larger costs than anticipated.
- 6400 Pumping, \$8,136 below Budget – Minimal costs to date.
- 6500 Supply, \$10,825 below Budget – Minimal costs to date.
- 6600 Collection/Transmission, \$9,445 above Budget – Larger costs than anticipated.
- 6700 Treatment, \$17,390 above Budget – Larger costs than anticipated.
- **Overall Total Operating Expenses for the period ending February 28, 2022 were \$59,571 below Budget.**
- **Total overall Expenses for the period ending February 28, 2022 were \$207,399 below budget. For a net ordinary income of \$465,698 budgeted vs. actual. Actual net ordinary income is \$570,642.**
- 7100 Connection Fees, \$83,965 above Budget – Budget is divided evenly over twelve months. Variance will balance out throughout the fiscal year. One new connection in February 2022.
- 7600 Bond Revenues, G.O. \$77,775 below Budget - Due to timing.
- 7650 Water System Reliability, \$624,580 above Budget – Received higher charges than anticipated.
- 8000 CIP, \$410,561 below Budget – More projects will begin later in fiscal year.
- 9100 GO Bond interest expense \$33,377 below Budget - Due to timing.
- 9150 SRF Loan, \$33,819 below Budget - Variance will balance out further into fiscal year.

RECOMMENDATION:

This is for Board information only

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

July 2021 through February 2022

	Sewer		
	Jul '21 - Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	53,234.24	51,480.00	1,754.24
4400 · Fees			
4410 · Administrative Fee (New Constr)	5,690.00	2,400.00	3,290.00
4420 · Administrative Fee (Remodel)	0.00	666.64	-666.64
4430 · Inspection Fee (New Constr)	5,380.00	2,333.36	3,046.64
4440 · Inspection Fee (Remodel)	0.00	666.64	-666.64
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	8,197.50	2,666.64	5,530.86
Total 4400 · Fees	25,267.50	8,733.28	16,534.22
4510 · Grants	136.00		
4610 · Property Tax Receipts	385,197.08	138,875.00	246,322.08
4710 · Sewer Service Charges	2,028,441.77	2,322,981.36	-294,539.59
4720 · Sewer Service Refunds, Customer	-8,165.92	-3,333.36	-4,832.56
4760 · Waste Collection Revenues	17,410.58	16,666.64	743.94
4990 · Other Revenue	71.52		
Total Income	2,501,592.77	2,535,402.92	-33,810.15
Gross Profit	2,501,592.77	2,535,402.92	-33,810.15
Expense			
5000 · Administrative			
5190 · Bank Fees	4,512.60	4,666.64	-154.04
5200 · Board of Directors			
5210 · Board Meetings	2,400.00	2,000.00	400.00
5220 · Director Fees	4,318.38	5,000.00	-681.62
5230 · Election Expenses	0.00	50,000.00	-50,000.00
Total 5200 · Board of Directors	6,718.38	57,000.00	-50,281.62
5250 · Conference Attendance	722.17	1,666.64	-944.47
5270 · Information Systems	3,261.74	2,666.64	595.10
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	8,057.29	3,333.36	4,723.93
Total 5300 · Insurance	8,057.29	3,666.72	4,390.57
5350 · LAFCO Assessment	0.00	1,666.64	-1,666.64
5400 · Legal			
5430 · General Legal	45,871.76	133,333.36	-87,461.60
5440 · Litigation	140,845.36		
Total 5400 · Legal	186,717.12	133,333.36	53,383.76
5510 · Maintenance, Office	8,617.04	5,333.36	3,283.68
5530 · Memberships	3,807.50		
5540 · Office Supplies	5,398.54	4,333.36	1,065.18
5550 · Postage	70.00	266.64	-196.64
5560 · Printing & Publishing	454.57	1,000.00	-545.43

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

	Jul '21 - Feb 22	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	23,062.50	26,000.00	-2,937.50
5620 · Audit	13,660.50	9,000.00	4,660.50
5630 · Consulting	34,097.57	33,333.36	764.21
5640 · Data Services	9,283.00	4,333.36	4,949.64
5650 · Labor & HR Support	1,708.00	1,666.64	41.36
5660 · Payroll Services	682.15	666.64	15.51
Total 5600 · Professional Services	82,493.72	75,000.00	7,493.72
5710 · San Mateo Co. Tax Roll Charges	119.00	133.36	-14.36
5720 · Telephone & Internet	21,989.53	13,333.36	8,656.17
5730 · Mileage Reimbursement	70.20	133.36	-63.16
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	11,661.78	12,242.64	-580.86
5820 · Employee Benefits	30,027.95	29,215.36	812.59
5830 · Disability Insurance	1,179.36	1,294.00	-114.64
5840 · Payroll Taxes	9,369.78	13,379.36	-4,009.58
5850 · PARS	11,644.13	11,957.36	-313.23
5900 · Wages			
5910 · Management	73,550.92	79,024.64	-5,473.72
5920 · Staff	93,141.50	93,772.00	-630.50
5930 · Staff Certification	1,400.00	1,200.00	200.00
5940 · Staff Overtime	2,871.49	226.64	2,644.85
Total 5900 · Wages	170,963.91	174,223.28	-3,259.37
5960 · Worker's Comp Insurance	1,220.81	1,570.00	-349.19
Total 5800 · Labor	236,067.72	243,882.00	-7,814.28
Total 5000 · Administrative	569,077.12	548,082.08	20,995.04
6000 · Operations			
6170 · Claims, Property Damage	0.00	13,333.36	-13,333.36
6195 · Education & Training	0.00	666.64	-666.64
6200 · Engineering			
6220 · General Engineering	33,334.20	20,000.00	13,334.20
Total 6200 · Engineering	33,334.20	20,000.00	13,334.20
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
6330 · Facilities			
6335 · Alarm Services	3,344.16	3,333.36	10.80
6337 · Landscaping	5,400.00	4,000.00	1,400.00
Total 6330 · Facilities	8,744.16	7,333.36	1,410.80
6400 · Pumping			
6410 · Pumping Fuel & Electricity	34,322.84	30,000.00	4,322.84
6420 · Pumping Maintenance, Generators	903.00		
Total 6400 · Pumping	35,225.84	30,000.00	5,225.84

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

	Jul '21 - Feb 22	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	6,666.64	-6,666.64
Total 6600 · Collection/Transmission	0.00	6,666.64	-6,666.64
6770 · Uniforms	0.00	133.36	-133.36
6800 · Vehicles			
6810 · Fuel	440.50	666.64	-226.14
6820 · Truck Equipment, Expensed	0.00	106.64	-106.64
6830 · Truck Repairs	54.44	666.64	-612.20
Total 6800 · Vehicles	494.94	1,439.92	-944.98
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	193,650.87	221,315.36	-27,664.49
6920 · SAM Operations	1,021,738.80	1,021,738.64	0.16
6940 · SAM Maintenance, Collection Sys	4,172.90	26,666.64	-22,493.74
6950 · SAM Maintenance, Pumping	70,479.68	46,666.64	23,813.04
Total 6900 · Sewer Authority Midcoastside	1,290,042.25	1,316,387.28	-26,345.03
Total 6000 · Operations	1,367,841.39	1,395,960.56	-28,119.17
Total Expense	1,936,918.51	1,944,042.64	-7,124.13
Net Ordinary Income	564,674.26	591,360.28	-26,686.02
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	30,153.00	66,666.64	-36,513.64
7120 · Connection Fees (Remodel)	40,114.50	33,333.36	6,781.14
Total 7100 · Connection Fees	70,267.50	100,000.00	-29,732.50
7200 · Interest Income - LAIF	9,232.03	30,000.00	-20,767.97
Total 7000 · Capital Account Revenues	79,499.53	130,000.00	-50,500.47
Total Other Income	79,499.53	130,000.00	-50,500.47
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	1,255,218.94	1,270,890.00	-15,671.06
Total 8000 · Capital Improvement Program	1,255,218.94	1,270,890.00	-15,671.06

12:19 PM

03/15/22

Accrual Basis

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

	Jul '21 - Feb 22	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	8,052.47	7,915.19	137.28
9200 · I-Bank Loan	11,872.96	20,700.00	-8,827.04
Total 9000 · Capital Account Expenses	19,925.43	28,615.19	-8,689.76
Total Other Expense	1,275,144.37	1,299,505.19	-24,360.82
Net Other Income	-1,195,644.84	-1,169,505.19	-26,139.65
Net Income	-630,970.58	-578,144.91	-52,825.67

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

July 2021 through February 2022

	Jul '21 - Feb 22	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	0.00	0.00	0.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	6,259.00	3,333.36	2,925.64
4420 · Administrative Fee (Remodel)	569.00		
4430 · Inspection Fee (New Constr)	6,263.00	2,666.64	3,596.36
4440 · Inspection Fee (Remodel)	538.00	666.64	-128.64
4450 · Mainline Extension Fees	82,882.40	2,000.00	80,882.40
4460 · Remodel Fees	0.00	0.00	0.00
Total 4400 · Fees	96,511.40	8,666.64	87,844.76
4510 · Grants	136.00		
4610 · Property Tax Receipts	385,197.03	138,875.00	246,322.03
4740 · Testing, Backflow	19,480.00	12,000.00	7,480.00
4810 · Water Sales, Domestic	1,182,098.47	1,266,666.64	-84,568.17
4850 · Water Sales Refunds, Customer	-1,713.04	-2,000.00	286.96
4990 · Other Revenue	630.15		
Total Income	1,682,340.01	1,424,208.28	258,131.73
Gross Profit	1,682,340.01	1,424,208.28	258,131.73
Expense			
5000 · Administrative			
5190 · Bank Fees	2,609.72	1,000.00	1,609.72
5200 · Board of Directors			
5210 · Board Meetings	2,400.00	2,000.00	400.00
5220 · Director Fees	4,318.38	5,000.00	-681.62
5230 · Election Expenses	0.00	50,000.00	-50,000.00
Total 5200 · Board of Directors	6,718.38	57,000.00	-50,281.62
5240 · CDPH Fees	15,706.51	8,666.64	7,039.87
5250 · Conference Attendance	722.16	2,000.00	-1,277.84
5270 · Information Systems	3,261.76	3,333.36	-71.60
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	6,881.29	3,333.36	3,547.93
Total 5300 · Insurance	6,881.29	3,666.72	3,214.57
5350 · LAFCO Assessment	0.00	2,000.00	-2,000.00
5400 · Legal			
5430 · General Legal	50,527.75	93,333.36	-42,805.61
5440 · Litigation	810.00		
Total 5400 · Legal	51,337.75	93,333.36	-41,995.61
5510 · Maintenance, Office	9,191.42	5,333.36	3,858.06
5530 · Memberships	19,844.50	18,000.00	1,844.50
5540 · Office Supplies	5,398.54	4,333.36	1,065.18
5550 · Postage	9,468.65	6,000.00	3,468.65
5560 · Printing & Publishing	999.04	3,333.36	-2,334.32

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

	Jul '21 - Feb 22	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	23,062.50	26,000.00	-2,937.50
5620 · Audit	13,660.50	9,000.00	4,660.50
5630 · Consulting	35,952.49	36,666.64	-714.15
5640 · Data Services	899.50	4,333.36	-3,433.86
5650 · Labor & HR Support	1,708.00	1,333.36	374.64
5660 · Payroll Services	682.17	666.64	15.53
Total 5600 · Professional Services	75,965.16	78,000.00	-2,034.84
5710 · San Mateo Co. Tax Roll Charges	119.00	0.00	119.00
5720 · Telephone & Internet	26,724.42	16,666.64	10,057.78
5730 · Mileage Reimbursement	151.20	1,000.00	-848.80
5740 · Reference Materials	0.00	533.36	-533.36
5790 · Other Administrative	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	28,661.99	29,375.36	-713.37
5820 · Employee Benefits	75,361.96	71,517.36	3,844.60
5830 · Disability Insurance	2,752.64	3,105.36	-352.72
5840 · Payroll Taxes	28,786.42	33,635.36	-4,848.94
5850 · PARS	25,638.47	25,588.64	49.83
5900 · Wages			
5910 · Management	73,551.08	79,024.64	-5,473.56
5920 · Staff	291,033.62	351,284.64	-60,251.02
5930 · Staff Certification	7,700.00	7,600.00	100.00
5940 · Staff Overtime	34,706.20	38,444.00	-3,737.80
5950 · Staff Standby	17,784.73	18,482.00	-697.27
Total 5900 · Wages	424,775.63	494,835.28	-70,059.65
5960 · Worker's Comp Insurance	6,392.21	13,206.64	-6,814.43
Total 5800 · Labor	592,369.32	671,264.00	-78,894.68
Total 5000 · Administrative	827,468.82	975,464.16	-147,995.34
6000 · Operations			
6160 · Backflow Prevention	690.63	666.64	23.99
6170 · Claims, Property Damage	0.00	6,666.64	-6,666.64
6180 · Communications			
6185 · SCADA Maintenance	2,056.94	8,666.64	-6,609.70
6180 · Communications - Other	110.16		
Total 6180 · Communications	2,167.10	8,666.64	-6,499.54
6195 · Education & Training	1,000.32	6,000.00	-4,999.68
6200 · Engineering			
6220 · General Engineering	2,150.00	13,333.36	-11,183.36
6230 · Water Quality Engineering	24,860.01	66,666.64	-41,806.63
Total 6200 · Engineering	27,010.01	80,000.00	-52,989.99
6320 · Equipment & Tools, Expensed	8,353.75	5,333.36	3,020.39

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

July 2021 through February 2022

	Water		\$ Over Budget
	Jul '21 - Feb 22	Budget	
6330 · Facilities			
6335 · Alarm Services	601.56	1,333.36	-731.80
6337 · Landscaping	11,989.05	10,000.00	1,989.05
Total 6330 · Facilities	12,590.61	11,333.36	1,257.25
6370 · Lab Supplies & Equipment	781.74	2,666.64	-1,884.90
6380 · Meter Reading	119.13	333.36	-214.23
6400 · Pumping			
6410 · Pumping Fuel & Electricity	58,031.63	60,000.00	-1,968.37
6420 · Pumping Maintenance, Generators	4,170.00	6,666.64	-2,496.64
6430 · Pumping Maintenance, General	0.00	3,333.36	-3,333.36
6440 · Pumping Equipment, Expensed	129.31	466.64	-337.33
Total 6400 · Pumping	62,330.94	70,466.64	-8,135.70
6500 · Supply			
6510 · Maintenance, Raw Water Mains	253.13	1,666.64	-1,413.51
6520 · Maintenance, Wells	5,765.82	10,000.00	-4,234.18
6530 · Water Purchases	18,156.39	23,333.36	-5,176.97
Total 6500 · Supply	24,175.34	35,000.00	-10,824.66
6600 · Collection/Transmission			
6610 · Hydrants	5,690.20	3,333.36	2,356.84
6620 · Maintenance, Water Mains	32,628.58	33,333.36	-704.78
6630 · Maintenance, Water Svc Lines	7,909.82	13,333.36	-5,423.54
6640 · Maintenance, Tanks	437.50	3,333.36	-2,895.86
6650 · Maint., Distribution General	6,534.61	6,666.64	-132.03
6670 · Meters	18,911.28	2,666.64	16,244.64
Total 6600 · Collection/Transmission	72,111.99	62,666.72	9,445.27
6700 · Treatment			
6710 · Chemicals & Filtering	27,148.79	13,333.36	13,815.43
6720 · Maintenance, Treatment Equip.	8,216.45	10,000.00	-1,783.55
6730 · Treatment Analysis	25,358.44	20,000.00	5,358.44
Total 6700 · Treatment	60,723.68	43,333.36	17,390.32
6770 · Uniforms	763.97	1,333.36	-569.39
6800 · Vehicles			
6810 · Fuel	5,558.23	4,666.64	891.59
6820 · Truck Equipment, Expensed	1,395.20	1,333.36	61.84
6830 · Truck Repairs	1,514.47	3,333.36	-1,818.89
Total 6800 · Vehicles	8,467.90	9,333.36	-865.46
6890 · Other Operations	2,941.91		
Total 6000 · Operations	284,229.02	343,800.08	-59,571.06
Total Expense	1,111,697.84	1,319,264.24	-207,566.40
Net Ordinary Income	570,642.17	104,944.04	465,698.13

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

	Jul '21 - Feb 22	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	79,474.00	66,666.64	12,807.36
7130 · Conn. Fees, PFP (New Constr)	104,491.09	33,333.36	71,157.73
Total 7100 · Connection Fees	183,965.09	100,000.00	83,965.09
7600 · Bond Revenues, G.O.	577,922.05	655,697.36	-77,775.31
7650 · Water System Reliability	624,580.25	0.00	624,580.25
Total 7000 · Capital Account Revenues	1,386,467.39	755,697.36	630,770.03
Total Other Income	1,386,467.39	755,697.36	630,770.03
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	388,605.50	799,166.64	-410,561.14
Total 8000 · Capital Improvement Program	388,605.50	799,166.64	-410,561.14
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	44,428.26	77,805.00	-33,376.74
9125 · PNC Equipment Lease Interest	7,396.42	7,915.19	-518.77
9150 · SRF Loan	32,828.28	66,647.00	-33,818.72
9210 · Conservation Program/Rebates	700.00	0.00	700.00
Total 9000 · Capital Account Expenses	85,352.96	152,367.19	-67,014.23
Total Other Expense	473,958.46	951,533.83	-477,575.37
Net Other Income	912,508.93	-195,836.47	1,108,345.40
Net Income	1,483,151.10	-90,892.43	1,574,043.53

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

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	3,536,057.78	3,089,496.88	2,830,027.26	2,862,974.00	1,651,598.61	4,319,574.12	2,893,909.79	3,020,643.68							
Sewer - Reserve Accounts															
CAMP	-	-	-	-	750,000.00	750,000.00	750,000.00	750,000.00							
LAIF -															
Capital Reserve	4,012,743.50	4,012,743.50	4,012,743.50	4,015,553.22	4,015,553.22	4,015,553.22	4,015,553.22	4,018,211.22					3,015,825.00	996,918.50	133%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00					150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00					486,261.00	(79,379.00)	84%
Sub-total	<u>4,614,225.50</u>	<u>4,614,225.50</u>	<u>4,614,225.50</u>	<u>4,617,035.22</u>	<u>5,367,035.22</u>	<u>5,367,035.22</u>	<u>5,367,035.22</u>	<u>5,369,693.22</u>	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	904,988.43	920,081.06	935,565.86	951,916.00	967,019.35	984,569.84	997,622.65	1,012,992.09					329,816.00	575,172.43	274%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00					1,948,750.00	(1,550,501.00)	20%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00					150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00					48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00							
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	-	-	-	-			
Water - Restricted accounts															
JP Morgan Chase - Water 2020 GO Bonds Fund	1,117,227.94	625,455.15	625,455.15	632,946.29	649,934.84	649,934.84	1,125,842.74	713,648.25	-	-	-	-			
First Republic Bank - Water GO Bonds Fund	<u>3,883.92</u>	<u>3,853.92</u>	<u>3,823.92</u>	-	-	-	-	-	-	-	-	-			
Sub-total	<u>3,883.92</u>	<u>3,853.92</u>	<u>3,823.92</u>	-	-	-	-	-	-	-	-	-			
Total Cash and equivalents	<u>10,921,883.57</u>	<u>9,998,612.51</u>	<u>9,754,597.69</u>	<u>9,810,371.51</u>	<u>9,381,088.02</u>	<u>12,066,614.02</u>	<u>11,129,910.40</u>	<u>10,862,477.24</u>	-	-	-	-			

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

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28					53,234.24	77,220.00	-23,985.76	68.94%
4400 - Fees																
4410 - Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	1,707.00	1,138.00					5,690.00	3,600.00	2,090.00	158.06%
4420 - Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 - Inspection Fee (New Constr)		1,076.00		538.00	538.00	538.00	1,614.00	1,076.00					5,380.00	3,500.00	1,880.00	153.71%
4440 - Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 - Mainline Extension Fees				6,000.00									6,000.00			
4460 - Remodel Fees	1,891.00	694.00	1,860.50	798.00	923.00	569.00	768.00	694.00					8,197.50	4,000.00	4,197.50	204.94%
Total 4400 - Fees	1,891.00	2,908.00	1,860.50	7,905.00	2,030.00	1,676.00	4,089.00	2,908.00					25,267.50	13,100.00	12,167.50	192.88%
4510 - Grants		136.00											136.00			
4610 - Property Tax Receipts		107,781.16	1,214.48	220.94	26,124.08	134,154.83	90,072.52	25,629.07					385,197.08	277,750.00	107,447.08	138.69%
4710 - Sewer Service Charges					876.40	1,762,383.05		265,182.32					2,028,441.77	3,484,472.00	-1,456,030.23	58.21%
4720 - Sewer Service Refunds, Customer	-5,785.92				-2,380.00								-8,165.92	-5,000.00	-3,165.92	163.32%
4760 - Waste Collection Revenues	1,053.19	3,584.83	912.03	3,348.70	829.64	3,123.99	867.77	3,690.43					17,410.58	25,000.00	-7,589.42	69.64%
4990 - Other Revenue				71.52									71.52			
Total Income	3,812.55	121,064.27	10,641.29	18,200.44	34,134.40	1,907,992.15	101,683.57	304,064.10					2,501,592.77	3,872,542.00	-1,370,949.23	64.6%
Gross Profit	3,812.55	121,064.27	10,641.29	18,200.44	34,134.40	1,907,992.15	101,683.57	304,064.10					2,501,592.77	3,872,542.00	-1,370,949.23	64.6%
Expense																
5000 - Administrative																
5190 - Bank Fees	2,411.73	287.61	304.10	284.34	312.44	329.22	308.01	275.15					4,512.60	7,000.00	-2,487.40	64.47%
5200 - Board of Directors																
5210 - Board Meetings		300.00	450.00		300.00	600.00	300.00	450.00					2,400.00	3,000.00	-600.00	80.0%
5220 - Director Fees		987.50	562.50		1,793.38	375.00	75.00	525.00					4,318.38	7,500.00	-3,181.62	57.58%
5230 - Election Expenses													75,000.00		-75,000.00	
Total 5200 - Board of Directors		1,287.50	1,012.50		2,093.38	975.00	375.00	975.00					6,718.38	85,500.00	-78,781.62	7.86%
5250 - Conference Attendance			722.17										722.17	2,500.00	-1,777.83	28.89%
5270 - Information Systems		332.50	62.50		1,823.00	453.12	225.00	365.62					3,261.74	4,000.00	-738.26	81.54%
5300 - Insurance																
5310 - Fidelity Bond														500.00	-500.00	
5320 - Property & Liability Insurance	1,176.00				6,881.29								8,057.29	5,000.00	3,057.29	161.15%
Total 5300 - Insurance	1,176.00				6,881.29								8,057.29	5,500.00	2,557.29	146.5%
5350 - LAFCO Assessment														2,500.00	-2,500.00	
5400 - Legal																
5430 - General Legal		5,378.00	7,772.45		13,842.05	9,707.76	4,742.00	4,429.50					45,871.76	200,000.00	-154,128.24	22.94%
5440 - Litigation		27,870.23	9,552.11		42,779.96	16,446.80	21,109.80	23,086.46					140,845.36			
Total 5400 - Legal		33,248.23	17,324.56		56,622.01	26,154.56	25,851.80	27,515.96					186,717.12	200,000.00	-13,282.88	93.36%
5510 - Maintenance, Office		260.00	310.00	7,017.04		260.00	260.00	260.00					8,617.04	8,000.00	617.04	107.71%
5530 - Memberships					3,807.50								3,807.50			
5540 - Office Supplies		363.41	34.38		3,992.49	171.14	615.53	221.59					5,398.54	6,500.00	-1,101.46	83.05%
5550 - Postage		70.00											70.00	400.00	-330.00	17.5%
5560 - Printing & Publishing	46.90	370.44	43.99		41.89	57.63	-154.97	48.69					454.57	1,500.00	-1,045.43	30.31%
5600 - Professional Services																
5610 - Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00	4,812.50					23,062.50	39,000.00	-15,937.50	59.14%
5620 - Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%
5630 - Consulting	5,148.83	409.78	3,060.20		9,758.74	779.57	9,475.16	5,465.29					34,097.57	50,000.00	-15,902.43	68.2%
5640 - Data Services	899.50	8,383.50											9,283.00	6,500.00	2,783.00	142.82%

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

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
5650 · Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50	213.50					1,708.00	2,500.00	-792.00	68.32%
5660 · Payroll Services	73.48	75.33	77.18	78.47	79.76	79.76	140.99	77.18					682.15	1,000.00	-317.85	68.22%
Total 5600 · Professional Services	6,335.31	10,982.11	8,664.38	78.47	29,012.50	3,272.83	13,579.65	10,568.47					82,493.72	112,500.00	-30,006.28	73.33%
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	200.00	-81.00	59.5%
5720 · Telephone & Internet	3,033.81	3,391.66	3,446.05		6,481.13	2,423.88	3,085.41	127.59					21,989.53	20,000.00	1,989.53	109.95%
5730 · Mileage Reimbursement		70.20											70.20	200.00	-129.80	35.1%
5740 · Reference Materials																
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,511.73	1,515.71	1,490.85	1,450.84	1,488.40	1,263.62	1,534.70	1,405.93					11,661.78	18,364.00	-6,702.22	63.5%
5820 · Employee Benefits	3,545.56	3,545.56	7,091.12		3,545.56	3,454.35	3,454.35	5,391.45					30,027.95	43,823.00	-13,795.05	68.52%
5830 · Disability Insurance	147.42	147.42	147.42		294.84	147.42	147.42	147.42					1,179.36	1,941.00	-761.64	60.76%
5840 · Payroll Taxes	1,084.62	1,088.97	1,061.98	1,018.25	1,059.31	839.82	1,678.80	1,538.03					9,369.78	20,069.00	-10,699.22	46.69%
5850 · PARS	1,460.40	1,470.93	1,470.94	1,433.32	1,470.95	1,508.56	1,433.33	1,395.70					11,644.13	17,936.00	-6,291.87	64.92%
5900 · Wages																
5910 · Management	9,178.24	9,178.24	9,190.74	9,190.74	9,190.74	9,265.74	9,178.24	9,178.24					73,550.92	118,537.00	-44,986.08	62.05%
5920 · Staff	11,674.71	11,900.44	11,825.20	11,288.59	11,825.19	12,586.79	11,288.59	10,751.99					93,141.50	140,658.00	-47,516.50	66.22%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00					1,400.00	1,800.00	-400.00	77.78%
5940 · Staff Overtime	588.74	419.81	139.94	104.95	104.95	209.91	1,303.19						2,871.49	340.00	2,531.49	844.56%
Total 5900 · Wages	21,616.69	21,673.49	21,330.88	20,759.28	21,295.88	22,237.44	21,945.02	20,105.23					170,963.91	261,335.00	-90,371.09	65.42%
5960 · Worker's Comp Insurance				612.19			608.62						1,220.81	2,355.00	-1,134.19	51.84%
Total 5800 · Labor	29,366.42	29,442.08	32,593.19	25,273.88	29,154.94	29,451.21	30,802.24	29,983.76					236,067.72	365,823.00	-129,755.28	64.53%
Total 5000 · Administrative	42,370.17	80,105.74	64,517.82	32,653.73	140,601.57	63,538.59	74,947.67	70,341.83					569,077.12	822,123.00	-253,045.88	69.22%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6220 · General Engineering	570.00	347.50	3,325.00	1,140.00	1,900.00	5,700.00	10,534.00	9,817.70					33,334.20	30,000.00	3,334.20	111.11%
Total 6200 · Engineering	570.00	347.50	3,325.00	1,140.00	1,900.00	5,700.00	10,534.00	9,817.70					33,334.20	30,000.00	3,334.20	111.11%
6320 · Equipment & Tools, Expensed																
6330 · Facilities																
6335 · Alarm Services	127.02	391.80	502.05		910.62	502.05	518.82	391.80					3,344.16	5,000.00	-1,655.84	66.88%
6337 · Landscaping						2,425.00	2,975.00						5,400.00	6,000.00	-600.00	90.0%
Total 6330 · Facilities	127.02	391.80	502.05		910.62	2,927.05	3,493.82	391.80					8,744.16	11,000.00	-2,255.84	79.49%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,107.16		5,555.74		4,780.87	3,145.83	3,953.86	13,779.38					34,322.84	45,000.00	-10,677.16	76.27%
6420 · Pumping Maintenance, Generators					903.00								903.00			
Total 6400 · Pumping	3,107.16		5,555.74		5,683.87	3,145.83	3,953.86	13,779.38					35,225.84	45,000.00	-9,774.16	78.28%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel				283.08	157.42								440.50	1,000.00	-559.50	44.05%
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs				52.07	2.37								54.44	1,000.00	-945.56	5.44%
Total 6800 · Vehicles				335.15	159.79								494.94	2,160.00	-1,665.06	22.91%

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

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections		27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41					193,650.87	331,973.00	-138,322.13	58.33%
6920 · SAM Operations	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35					1,021,738.80	1,532,608.00	-510,869.20	66.67%
6940 · SAM Maintenance, Collection Sys				4,172.90									4,172.90	40,000.00	-35,827.10	10.43%
6950 · SAM Maintenance, Pumping		5,451.01			3,503.76		26,893.48	34,631.43					70,479.68	70,000.00	479.68	100.69%
Total 6900 · Sewer Authority Midcoastside	127,717.35	160,832.77	155,381.76	159,554.66	158,885.52	155,381.76	182,275.24	190,013.19					1,290,042.25	1,974,581.00	-684,538.75	65.33%
Total 6000 · Operations	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80	167,154.64	200,256.92	214,002.07					1,367,841.39	2,093,941.00	-726,099.61	65.32%
Total Expense	173,891.70	241,677.81	229,282.37	193,683.54	308,141.37	230,693.23	275,204.59	284,343.90					1,936,918.51	2,916,064.00	-979,145.49	66.42%
Net Ordinary Income	-170,079.15	-120,613.54	-218,641.08	-175,483.10	-274,006.97	1,677,298.92	-173,521.02	19,720.20					564,674.26	956,478.00	-391,803.74	59.04%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)								30,153.00					30,153.00	100,000.00	-69,847.00	30.15%
7120 · Connection Fees (Remodel)		12,924.00	5,608.00	30,694.50		-8,584.50		-527.50					40,114.50	50,000.00	-9,885.50	80.23%
Total 7100 · Connection Fees		12,924.00	5,608.00	30,694.50		-8,584.50		29,625.50					70,267.50	150,000.00	-79,732.50	46.85%
7200 · Interest Income - LAIF	3,764.31			2,809.72			2,658.00						9,232.03	40,000.00	-30,767.97	23.08%
Total 7000 · Capital Account Revenues	3,764.31	12,924.00	5,608.00	33,504.22		-8,584.50	2,658.00	29,625.50					79,499.53	190,000.00	-110,500.47	41.84%
Total Other Income	3,764.31	12,924.00	5,608.00	33,504.22		-8,584.50	2,658.00	29,625.50					79,499.53	190,000.00	-110,500.47	41.84%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25	12,828.75	836,462.83	2,745.50					1,255,218.94	1,906,335.00	-651,116.06	65.85%
Total 8000 · Capital Improvement Program	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25	12,828.75	836,462.83	2,745.50					1,255,218.94	1,906,335.00	-651,116.06	65.85%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,174.89	1,024.43	1,010.52	996.57	982.56	968.57	954.51	940.42					8,052.47	11,535.00	-3,482.53	69.81%
9200 · I-Bank Loan	1,765.38					10,107.58							11,872.96	20,700.00	-8,827.04	57.36%
Total 9000 · Capital Account Expenses	2,940.27	1,024.43	1,010.52	996.57	982.56	11,076.15	954.51	940.42					19,925.43	32,235.00	-12,309.57	61.81%
Total Other Expense	10,596.77	371,240.57	15,264.66	10,978.40	2,055.81	23,904.90	837,417.34	3,685.92					1,275,144.37	1,938,570.00	-663,425.63	65.78%
Net Other Income	-6,832.46	-358,316.57	-9,656.66	22,525.82	-2,055.81	-32,489.40	-834,759.34	25,939.58					-1,195,644.84	-1,748,570.00	552,925.16	68.38%
Net Income	-176,911.61	-478,930.11	-228,297.74	-152,957.28	-276,062.78	1,644,809.52	-1,008,280.36	45,659.78					-630,970.58	-792,092.00	161,121.42	79.66%

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

	TOTAL												Budget	\$ Over Budget	% of Budget	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22				Jul '21 - Jun 22
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease																
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	2,276.00	1,138.00					6,259.00	5,000.00	1,259.00	125.18%
4420 · Administrative Fee (Remodel)				569.00									569.00			
4430 · Inspection Fee (New Constr)		1,421.00		538.00	538.00	538.00	2,152.00	1,076.00					6,263.00	4,000.00	2,263.00	156.58%
4440 · Inspection Fee (Remodel)				538.00									538.00	1,000.00	-462.00	53.8%
4450 · Mainline Extension Fees					80,069.00			2,813.40					82,882.40	3,000.00	79,882.40	2,762.75%
4460 · Remodel Fees																
Total 4400 · Fees		2,559.00		2,214.00	81,176.00	1,107.00	4,428.00	5,027.40					96,511.40	13,000.00	83,511.40	742.4%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.15	1,214.47	220.94	26,124.08	134,154.81	90,072.52	25,629.06					385,197.03	277,750.00	107,447.03	138.69%
4710 · Sewer Service Charges																
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00	3,000.00	3,000.00						19,480.00	18,000.00	1,480.00	108.22%
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33	140,891.11	140,783.23	159,358.41	150,411.41	132,658.12					1,182,098.47	1,900,000.00	-717,901.53	62.22%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00			-263.31	-98.36	-179.45						-1,713.04	-3,000.00	1,286.96	57.1%
4990 · Other Revenue				71.51	558.64								630.15			
Total Income	355,379.45	80,664.64	139,200.80	146,022.56	252,503.64	297,521.86	247,732.48	163,314.58					1,682,340.01	2,205,750.00	-523,409.99	76.27%
Gross Profit	355,379.45	80,664.64	139,200.80	146,022.56	252,503.64	297,521.86	247,732.48	163,314.58					1,682,340.01	2,205,750.00	-523,409.99	76.27%
Expense																
5000 · Administrative																
5190 · Bank Fees	357.99	317.60	334.11	323.96	375.98	329.23	295.70	275.15					2,609.72	1,500.00	1,109.72	173.98%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00	600.00	300.00	450.00					2,400.00	3,000.00	-600.00	80.0%
5220 · Director Fees		987.50	562.50		1,793.38	375.00	75.00	525.00					4,318.38	7,500.00	-3,181.62	57.58%
5230 · Election Expenses																
Total 5200 · Board of Directors		1,287.50	1,012.50		2,093.38	975.00	375.00	975.00					6,718.38	85,500.00	-78,781.62	7.86%
5240 · CDPH Fees						3,326.00	12,380.51						15,706.51	13,000.00	2,706.51	120.82%
5250 · Conference Attendance			722.16										722.16	3,000.00	-2,277.84	24.07%
5270 · Information Systems		332.50	62.50		1,823.00	453.13	225.00	365.63					3,261.76	5,000.00	-1,738.24	65.24%
5300 · Insurance																
5310 · Fidelity Bond																
5320 · Property & Liability Insurance					6,881.29								6,881.29	5,000.00	1,881.29	137.63%
Total 5300 · Insurance					6,881.29								6,881.29	5,500.00	1,381.29	125.11%
5350 · LAFCO Assessment																
5400 · Legal																
5430 · General Legal		5,498.00	9,752.45		13,914.05	10,157.75	5,279.00	5,926.50					50,527.75	140,000.00	-89,472.25	36.09%
5440 · Litigation		210.00			600.00								810.00			
Total 5400 · Legal		5,708.00	9,752.45		14,514.05	10,157.75	5,279.00	5,926.50					51,337.75	140,000.00	-88,662.25	36.67%
5510 · Maintenance, Office		658.13	310.00	7,017.04	436.25	250.00	260.00	260.00					9,191.42	8,000.00	1,191.42	114.89%
5530 · Memberships					18,987.50	857.00							19,844.50	27,000.00	-7,155.50	73.5%
5540 · Office Supplies		363.43	34.38		3,992.48	171.14	615.53	4,191.26					9,368.22	6,500.00	2,868.22	144.13%
5550 · Postage	1,299.86	1,117.06	811.17		2,329.16	1,402.56	1,107.21						8,067.02	9,000.00	-932.98	89.63%
5560 · Printing & Publishing	46.90	370.43	43.98		586.39	57.62	-154.97	48.69					999.04	5,000.00	-4,000.96	19.98%

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

	TOTAL												Budget	\$ Over Budget	% of Budget	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22			
5600 - Professional Services																
5610 - Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00	4,812.50					23,062.50	39,000.00	-15,937.50	59.14%
5620 - Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%
5630 - Consulting	5,148.82	409.77	3,060.18	1,855.00	9,758.72	779.56	9,475.15	5,465.29					35,952.49	55,000.00	-19,047.51	65.37%
5640 - Data Services	899.50												899.50	6,500.00	-5,600.50	13.84%
5650 - Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50	213.50					1,708.00	2,000.00	-292.00	85.4%
5660 - Payroll Services	73.50	75.34	77.18	78.47	79.76	79.76	140.98	77.18					682.17	1,000.00	-317.83	68.22%
Total 5600 - Professional Services	6,335.32	2,598.61	8,664.36	1,933.47	29,012.48	3,272.82	13,579.63	10,568.47					75,965.16	117,000.00	-41,034.84	64.93%
5710 - San Mateo Co. Tax Roll Charges					119.00								119.00		119.00	100.0%
5720 - Telephone & Internet	3,545.86	3,938.36	3,992.57		7,628.80	3,271.16	3,658.43	602.28					26,637.46	25,000.00	1,637.46	106.55%
5730 - Mileage Reimbursement		70.20				25.50	26.50						122.20	1,500.00	-1,377.80	8.15%
5740 - Reference Materials														800.00	-800.00	
5790 - Other Administrative																
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	3,542.96	3,494.22	3,384.57	3,740.40	3,903.73	3,767.17	3,690.35	3,138.59					28,661.99	44,063.00	-15,401.01	65.05%
5820 - Employee Benefits	9,524.49	9,524.49	19,048.98		9,524.49	9,644.19	9,644.19	8,451.13					75,361.96	107,276.00	-31,914.04	70.25%
5830 - Disability Insurance	344.08	344.08	344.08		688.16	344.08	344.08	344.08					2,752.64	4,658.00	-1,905.36	59.1%
5840 - Payroll Taxes	3,418.03	3,358.81	3,218.25	3,628.03	3,808.15	3,683.50	4,135.40	3,536.25					28,786.42	50,453.00	-21,666.58	57.06%
5850 - PARS	2,980.50	2,991.05	2,991.06	3,287.00	3,445.34	4,043.56	3,106.50	2,793.46					25,638.47	38,383.00	-12,744.53	66.8%
5900 - Wages																
5910 - Management	9,178.26	9,178.26	9,190.76	9,190.76	9,190.76	9,265.76	9,178.26	9,178.26					73,551.08	118,537.00	-44,985.92	62.05%
5920 - Staff	33,992.11	34,139.82	33,956.29	38,286.29	40,592.99	43,241.59	35,562.82	31,261.71					291,033.62	526,927.00	-235,893.38	55.23%
5930 - Staff Certification	875.00	875.00	875.00	1,075.00	1,075.00	1,075.00	975.00	875.00					7,700.00	11,400.00	-3,700.00	67.54%
5940 - Staff Overtime	5,791.39	4,836.05	3,410.44	4,001.96	4,169.69	3,617.59	6,108.92	2,770.16					34,706.20	57,666.00	-22,959.80	60.19%
5950 - Staff Standby	2,282.01	2,315.56	2,084.82	2,319.90	2,199.80	2,209.35	2,233.22	2,140.07					17,784.73	27,723.00	-9,938.27	64.15%
Total 5900 - Wages	52,118.77	51,344.69	49,517.31	54,873.91	57,228.24	59,409.29	54,058.22	46,225.20					424,775.63	742,253.00	-317,477.37	57.23%
5960 - Worker's Comp Insurance				2,933.84			3,458.37						6,392.21	19,810.00	-13,417.79	32.27%
Total 5800 - Labor	71,928.83	71,057.34	78,504.25	68,463.18	78,598.11	80,891.79	78,437.11	64,488.71					592,369.32	1,006,896.00	-414,526.68	58.83%
Total 5000 - Administrative	83,514.76	87,819.16	104,244.43	77,737.65	167,377.87	105,440.70	116,084.65	87,701.69					829,920.91	1,463,196.00	-633,275.09	56.72%
6000 - Operations																
6160 - Backflow Prevention			93.49		597.14								690.63	1,000.00	-309.37	69.06%
6170 - Claims, Property Damage														10,000.00	-10,000.00	
6180 - Communications																
6185 - SCADA Maintenance		309.68	6.50		1,646.12	55.10	39.54						2,056.94	13,000.00	-10,943.06	15.82%
Total 6180 - Communications		309.68	6.50		1,646.12	55.10	39.54						2,056.94	13,000.00	-10,943.06	15.82%
6195 - Education & Training	275.00				100.00		145.00						520.00	9,000.00	-8,480.00	5.78%
6200 - Engineering																
6220 - General Engineering	500.00	-1,887.50				2,862.50		675.00					2,150.00	20,000.00	-17,850.00	10.75%
6230 - Water Quality Engineering		4,539.38	5,137.50	2,132.50	2,705.63	155.00	4,952.50	5,237.50					24,860.01	100,000.00	-75,139.99	24.86%
Total 6200 - Engineering	500.00	2,651.88	5,137.50	2,132.50	2,705.63	3,017.50	4,952.50	5,912.50					27,010.01	120,000.00	-92,989.99	22.51%
6320 - Equipment & Tools, Expensed	40.40	431.21	907.60		622.50	3,502.38	1,009.38	1,381.07					7,894.54	8,000.00	-105.46	98.68%
6330 - Facilities																
6335 - Alarm Services	127.02		110.25		127.02	110.25	127.02						601.56	2,000.00	-1,398.44	30.08%
6337 - Landscaping		850.00	1,900.00		1,050.00	3,275.00	4,025.00	889.05					11,989.05	15,000.00	-3,010.95	79.93%
Total 6330 - Facilities	127.02	850.00	2,010.25		1,177.02	3,385.25	4,152.02	889.05					12,590.61	17,000.00	-4,409.39	74.06%
6370 - Lab Supplies & Equipment			185.13		323.04	273.57							781.74	4,000.00	-3,218.26	19.54%
6380 - Meter Reading					119.13								119.13	500.00	-380.87	23.83%

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

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6400 - Pumping																
6410 - Pumping Fuel & Electricity	6,117.99	2,058.25	10,579.23	2,072.20	8,629.84	6,107.85	6,706.83	15,745.23					58,017.42	90,000.00	-31,982.58	64.46%
6420 - Pumping Maintenance, Generators					383.00		3,787.00						4,170.00	10,000.00	-5,830.00	41.7%
6430 - Pumping Maintenance, General														5,000.00	-5,000.00	
6440 - Pumping Equipment, Expensed			129.31										129.31	700.00	-570.69	18.47%
Total 6400 - Pumping	6,117.99	2,058.25	10,708.54	2,072.20	9,012.84	6,107.85	10,493.83	15,745.23					62,316.73	105,700.00	-43,383.27	58.96%
6500 - Supply																
6510 - Maintenance, Raw Water Mains			253.13										253.13	2,500.00	-2,246.87	10.13%
6520 - Maintenance, Wells	394.38	229.98		28.40	300.12		595.44	4,217.50					5,765.82	15,000.00	-9,234.18	38.44%
6530 - Water Purchases					8,773.77		9,382.62						18,156.39	35,000.00	-16,843.61	51.88%
Total 6500 - Supply	394.38	229.98	253.13	28.40	9,073.89		9,978.06	4,217.50					24,175.34	52,500.00	-28,324.66	46.05%
6600 - Collection/Transmission																
6610 - Hydrants		5,690.20											5,690.20	5,000.00	690.20	113.8%
6620 - Maintenance, Water Mains		7,548.71	5,592.01		2,399.49	5,807.94	3,581.60	7,698.83					32,628.58	50,000.00	-17,371.42	65.26%
6630 - Maintenance, Water Svc Lines					3,065.43	4,844.39							7,909.82	20,000.00	-12,090.18	39.55%
6640 - Maintenance, Tanks		437.50											437.50	5,000.00	-4,562.50	8.75%
6650 - Maint., Distribution General				3,556.00	276.86	874.75	1,005.50	821.50					6,534.61	10,000.00	-3,465.39	65.35%
6670 - Meters			5,119.70			6,048.02		7,743.56					18,911.28	4,000.00	14,911.28	472.78%
Total 6600 - Collection/Transmission		13,676.41	10,711.71	3,556.00	5,741.78	17,575.10	4,587.10	16,263.89					72,111.99	94,000.00	-21,888.01	76.72%
6700 - Treatment																
6710 - Chemicals & Filtering	9,400.00	3,363.20	1,219.05		727.17	5,671.86	6,382.03	385.48					27,148.79	20,000.00	7,148.79	135.74%
6720 - Maintenance, Treatment Equip.		5,702.53			951.50	452.99	108.23	1,001.20					8,216.45	15,000.00	-6,783.55	54.78%
6730 - Treatment Analysis	678.97	3,555.34	1,518.30		3,646.61	11,283.15	1,614.86	3,061.21					25,358.44	30,000.00	-4,641.56	84.53%
Total 6700 - Treatment	10,078.97	12,621.07	2,737.35		5,325.28	17,408.00	8,105.12	4,447.89					60,723.68	65,000.00	-4,276.32	93.42%
6770 - Uniforms					363.97								363.97	2,000.00	-1,636.03	18.2%
6800 - Vehicles																
6810 - Fuel	657.14	713.37	516.72	-283.08	1,693.69	752.51	980.17						5,030.52	7,000.00	-1,969.48	71.87%
6820 - Truck Equipment, Expensed					37.69		1,228.99						1,266.68	2,000.00	-733.32	63.33%
6830 - Truck Repairs	266.01	17.60		11.46	2.76	64.29	1,102.37						1,464.49	5,000.00	-3,535.51	29.29%
Total 6800 - Vehicles	923.15	730.97	516.72	-271.62	1,734.14	816.80	3,311.53						7,761.69	14,000.00	-6,238.31	55.44%
6890 - Other Operations			1,790.60		463.75	457.94	114.62						2,826.91			
Total 6000 - Operations	18,456.91	33,559.45	35,058.52	7,517.48	39,006.23	52,599.49	46,888.70	48,857.13					281,943.91	515,700.00	-233,756.09	54.67%
Total Expense	101,971.67	121,378.61	139,302.95	85,255.13	206,384.10	158,040.19	162,973.35	136,558.82					1,111,864.82	1,978,896.00	-867,031.18	56.19%
Net Ordinary Income	253,407.78	-40,713.97	-102.15	60,767.43	46,119.54	139,481.67	84,759.13	26,755.76					570,475.19	226,854.00	343,621.19	251.47%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)			20,815.00			58,659.00							79,474.00	100,000.00	-20,526.00	79.47%
7130 - Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57	2,183.36	18,937.49	9,892.27	10,800.00	23,240.68					104,491.09	50,000.00	54,491.09	208.98%
Total 7100 - Connection Fees	2,131.36	9,470.36	48,650.57	2,183.36	18,937.49	68,551.27	10,800.00	23,240.68					183,965.09	150,000.00	33,965.09	122.64%
7600 - Bond Revenues, G.O.			3,667.22	756.70	16,231.85	474,949.66	2,623.91						498,229.34	983,546.00	-485,316.66	50.66%
7650 - Water System Reliability						542,892.30		81,687.95					624,580.25		624,580.25	100.0%
Total 7000 - Capital Account Revenues	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91	104,928.63					1,306,774.68	1,133,546.00	173,228.68	115.28%
Total Other Income	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91	104,928.63					1,306,774.68	1,133,546.00	173,228.68	115.28%

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

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66	25,305.72	44,428.05					388,605.50	1,198,750.00	-810,144.50	32.42%
Total 8000 · Capital Improvement Program	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66	25,305.72	44,428.05					388,605.50	1,198,750.00	-810,144.50	32.42%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		6,698.26						37,730.00					44,428.26	77,805.00	-33,376.74	57.1%
9125 · PNC Equipment Lease Interest	518.78	1,024.44	1,010.52	996.57	982.59	968.57	954.52	940.43					7,396.42	11,535.00	-4,138.58	64.12%
9150 · SRF Loan						32,828.28							32,828.28	66,647.00	-33,818.72	49.26%
9210 · Conservation Program/Rebates	150.00	150.00	200.00		100.00			100.00					700.00		700.00	100.0%
Total 9000 · Capital Account Expenses	668.78	7,872.70	1,210.52	996.57	1,082.59	33,796.85	954.52	38,770.43					85,352.96	155,987.00	-70,634.04	54.72%
Total Other Expense	26,192.53	87,455.48	67,305.39	36,590.65	42,895.18	104,060.51	26,260.24	83,198.48					473,958.46	1,354,737.00	-880,778.54	34.99%
Net Other Income	-24,061.17	-77,985.12	-14,987.60	-33,650.59	-7,725.84	982,332.72	-12,836.33	21,730.15					832,816.22	-221,191.00	1,054,007.22	-376.52%
Net Income	229,346.61	-118,699.09	-15,089.75	27,116.84	38,393.70	1,121,814.39	71,922.80	48,485.91					1,403,291.41	5,663.00	1,397,628.41	24,780.0%

Montara Water & Sanitary District
Funds Balance Sheet
 As of February 28, 2022

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,020,643.68	0.00	3,020,643.68
CAMP Investment Fund	750,000.00	0.00	750,000.00
LAIIF Investment Fund			
Capital Reserve	4,018,211.22	0.00	4,018,211.22
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,619,693.22	0.00	4,619,693.22
Total Sewer - Bank Accounts	8,390,336.90	0.00	8,390,336.90
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	1,012,992.09	1,012,992.09
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	713,648.25	713,648.25
Connection Fees Reserve	0.00	253,020.00	253,020.00
Total Restricted Cash	0.00	966,668.25	966,668.25
Total Water - Bank Accounts	0.00	2,472,140.34	2,472,140.34
Total Checking/Savings	8,390,336.90	2,472,140.34	10,862,477.24
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-3,568.22	0.00	-3,568.22
Property Tax Receivable	431.15	0.00	431.15
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-13,198.86	0.00	-13,198.86
Water - Accounts Receivable			
Accounts Receivable	0.00	-167.36	-167.36
Accounts Rec. - Backflow	0.00	21,073.11	21,073.11
Accounts Rec. - Water Residents	0.00	155,409.60	155,409.60
Property Tax Receivable	0.00	431.15	431.15
Unbilled Water Receivables	0.00	249,060.61	249,060.61
Total Water - Accounts Receivable	0.00	425,807.11	425,807.11
Total Accounts Receivable	-13,198.86	425,807.11	412,608.25
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	8,377,138.04	2,940,603.77	11,317,741.81
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
Total Sewer - Fixed Assets	6,985,499.73	0.00	6,985,499.73

11:12 AM
 3/25/22
 Accrual Basis

Montara Water & Sanitary District Funds Balance Sheet As of February 28, 2022

Water - Fixed Assets			
General Plant	0.00	28,621,510.27	28,621,510.27
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-13,818,078.00	-13,818,078.00
Total Water - Fixed Assets	0.00	16,945,089.05	16,945,089.05
Total Fixed Assets	6,985,499.73	16,945,089.05	23,930,588.78
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,772,130.08	0.00	2,772,130.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
Total Water - Other Assets	0.00	1,203,725.68	1,203,725.68
Total Other Assets	2,772,130.08	1,203,725.68	3,975,855.76
TOTAL ASSETS	18,134,767.85	21,089,418.50	39,224,186.35
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	184,840.47	0.00	184,840.47
Accounts Payable - Water	0.00	102,365.68	102,365.68
Total Accounts Payable	184,840.47	102,365.68	287,206.15
Other Current Liabilities			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
Sewer - Current Liabilities			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	30,859.93	0.00	30,859.93
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	23,119.82	0.00	23,119.82
Total Sewer - Current Liabilities	63,974.78	0.00	63,974.78
Water - Current Liabilities			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-12,938.72	-12,938.72
GO Bonds - S/T	0.00	454,157.20	454,157.20
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	23,119.78	23,119.78
SRF Loan Payable X109 - Current	0.00	88,728.96	88,728.96
Temporary Construction Meter	0.00	30,509.33	30,509.33
Total Water - Current Liabilities	0.00	606,659.87	606,659.87
Payroll Liabilities			
Employee Benefits Payable	12,473.21	0.00	12,473.21
Total Payroll Liabilities	12,473.21	0.00	12,473.21
Total Other Current Liabilities	58,466.99	566,638.87	625,105.86
Total Current Liabilities	243,307.46	669,004.55	912,312.01
Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	1,015,460.68	0.00	1,015,460.68
Accrued Vacations	25,210.09	0.00	25,210.09
I-Bank Loan	662,792.83	0.00	662,792.83
PNC Equip. Loan - L/T	353,643.77	0.00	353,643.77
Total Sewer - Long Term Liabilities	2,057,107.37	0.00	2,057,107.37

11:12 AM

Montara Water & Sanitary District
Funds Balance Sheet
As of February 28, 2022

3/25/22

Accrual Basis

Water - Long Term Liabilities			
2020 GO Bonds	0.00	5,690,913.91	5,690,913.91
Accrued Vacations	0.00	35,865.94	35,865.94
PNC Equip. Loan - L/T	0.00	353,643.83	353,643.83
SRF Loan Payable - X109	0.00	2,698,677.87	2,698,677.87
Total Water - Long Term Liabilities	0.00	8,779,101.55	8,779,101.55
Deferred Inflows (Pensions)			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
Total Deferred Inflows (Pensions)	11,473.00	25,537.00	37,010.00
Total Long Term Liabilities	2,068,580.37	8,804,638.55	10,873,218.92
Total Liabilities	2,311,887.83	9,473,643.10	11,785,530.93
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	793,035.73	0.00	793,035.73
Total Sewer - Equity Accounts	12,847,580.80	0.00	12,847,580.80
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-793,035.73	-793,035.73
Total Water - Equity Accounts	0.00	1,898,019.28	1,898,019.28
Equity Adjustment Account	3,606,436.78	8,234,605.02	11,841,041.80
Net Income	-631,137.56	1,483,151.10	852,013.54
Total Equity	15,822,880.02	11,615,775.40	27,438,655.42
TOTAL LIABILITIES & EQUITY	18,134,767.85	21,089,418.50	39,224,186.35

Montara Water & Sanitary District Check Detail

March 29 through April 1, 2022

Date	Num	Name	Paid Amount	
WARRANTS FOR BOARD OF DIRECTORS MEETING AGENDA ON 4/7/2022				
SPLIT				
03/03/2022	12917	ACWA/JPIA	-19,621.15	PAID
03/03/2022	12918	AT&T	-935.25	PAID
03/03/2022	12919	AT&T	-471.18	PAID
03/03/2022	12920	AT&T	-231.12	PAID
03/03/2022	12921	AT&T	-940.12	PAID
03/03/2022	12922	AT&T	-3,400.19	PAID
03/03/2022	12923	Aztec Gardens	-1,050.00	PAID
03/03/2022	12924	CalPERS 457 Plan	-5,071.97	PAID
03/03/2022	12925	CoastsideNet, Inc.	-81.54	PAID
03/03/2022	12926	Comcast	-287.42	PAID
03/03/2022	12928	IEDA	-427.00	PAID
03/03/2022	12929	Rauch Communication Consultants, Inc.	-273.75	PAID
03/03/2022	12931	U.S. Bank PARS	-8,820.55	PAID
03/03/2022	12932	White Glove Housekeeping	-520.00	PAID
03/10/2022	12934	Huntington National Bank	-13,370.00	PAID
03/30/2022	12938	A-B Communications	-173.75	
04/04/2022	12987	ACWA/JPIA	-15,090.29	
03/30/2022	12941	AT&T	-864.75	
03/30/2022	12942	AT&T	-3,400.19	
03/30/2022	12943	AT&T	-231.12	
03/30/2022	12944	AT&T	-471.18	
03/30/2022	12945	AT&T	-859.88	
04/04/2022	12988	Aztec Gardens	-850.00	
03/30/2022	12949	Bay Alarm Company	-220.50	
04/04/2022	12989	CalPERS 457 Plan	-14,180.92	
04/04/2022	12990	CoastsideNet, Inc.	-81.41	
04/04/2022	12991	Comcast	-287.42	
03/30/2022	12955	Fitzgerald Law Offices	-23,026.53	
03/30/2022	12959	Jim Harvey	-150.00	
04/04/2022	12992	Kastama Strategic Consulting	-6,528.05	
03/30/2022	12960	Kathryn Slater-Carter	-150.00	
03/30/2022	12961	KBA Document Solutions	-66.25	
04/04/2022	12993	KBA Document Solutions	-19.15	
03/30/2022	12963	Maze & Associates	-4,500.00	
03/30/2022	12968	Office Depot	-80.63	
03/30/2022	12970	Pacific Gas & Electric	-4,838.34	
03/30/2022	12971	PARS	-844.13	
03/30/2022	12972	PCT	-600.00	
03/30/2022	12973	Peter Dekker	-150.00	
04/04/2022	12994	Rauch Communication Consultants, Inc.	-441.28	
03/30/2022	12975	Ric Lohman	-150.00	
03/30/2022	12977	Scott Boyd	-150.00	
03/30/2022	12981	Standard Insurance Co.	-491.50	

Montara Water & Sanitary District Check Detail

March 29 through April 1, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	
03/30/2022	12982	Tech Solutions	-325.00	
04/04/2022	12995	U.S. Bank PARS	-14,197.13	

Montara Water & Sanitary District Check Detail

March 29 through April 1, 2022

Date	Num	Name	Paid Amount	
WATER				
03/03/2022	12930	SRT Consultants	-25,048.75	PAID
03/11/2022	12936	Evoqua	-2,503.00	PAID
03/10/2022	12933	Hassette Ace Hardware	-347.42	PAID
03/10/2022	12935	Pacific Gas & Electric	-2,014.22	PAID
03/21/2022	12937	Useware, Inc	-9,500.00	PAID
03/30/2022	12939	Andreini Brothers, Inc.	-4,479.63	
03/30/2022	12940	Andreini Brothers, Inc.	-4,637.13	
03/30/2022	12946	AT&T Mobility	-474.70	
03/30/2022	12947	Badger Meter, Inc.	-391.41	
03/30/2022	12948	Balance Hydrologics, Inc.	-7,714.36	
03/30/2022	12950	BSK Lab	-8,109.35	
03/30/2022	12951	Calcon Systems, Inc.	-3,908.13	
03/30/2022	12986	Carol Sheppard	-1,341.59	
03/30/2022	12952	Core & Main	-1,194.85	
03/30/2022	12953	Core & Main	-4,137.90	
03/30/2022	12954	Esbro Chemical	-1,178.32	
03/30/2022	12956	Hach Company	-98.46	
03/30/2022	12962	Linda Mar Ace Home Center	-50.30	
03/30/2022	12965	Mossa Excavation	-36,949.89	
03/30/2022	12964	MWSD GO Bond	-2,538.52	
03/30/2022	12966	North Coast County Water District	-415.00	
03/30/2022	12969	Pacific Gas & Electric Sunshine Vily	-997.48	
03/30/2022	12974	Phil's Tire Pros & auto Care	-66.00	
03/30/2022	12976	Sabre Backflow, LLC	-285.22	
04/04/2022	12996	Teddy Bernardo	-711.95	
03/30/2022	12984	USA Blue Book	-241.14	
03/30/2022	12985	Wells Fargo Remittance Center	-5,434.54	

Montara Water & Sanitary District Check Detail

March 29 through April 1, 2022

Date	Num	Name	Paid Amount	
SEWER				
03/03/2022	12927	Herc Rentals	-4,879.49	PAID
03/30/2022	12957	Herc Rentals	-4,879.49	
03/30/2022	12958	Hue & Cry Security Systems, Inc.	-391.80	
03/30/2022	12967	Nute Engineering	-14,471.50	
03/30/2022	12978	Sewer Authority Mid-Coastside	-7,684.05	
03/30/2022	12979	Sewer Authority Mid-Coastside	-27,664.41	
03/30/2022	12980	Sewer Authority Mid-Coastside	-127,717.35	
03/30/2022	12983	Telstar Instruments, Inc.	-724.00	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for February 2022

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 February 2022.
- Collection System Monthly Overflow Report – February 2022.

The Average Daily Flow for Montara was 0.249 MGD in February 2022 . There was no reportable overflow in February in the Montara System. SAM indicates there were 0.3 inches of rain in February 2022 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2022

February 2022

	Total	<i>Number of S.S.O.'s</i>			
		HMB	GCS	WSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS	WSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
Total	5	3	0	2	0
		60%	0%	40%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS	WSD	SAM
February 2022	0	0	0	0	0
12 Month Moving Total	5	3	0	2	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS	WSD	SAM
February 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

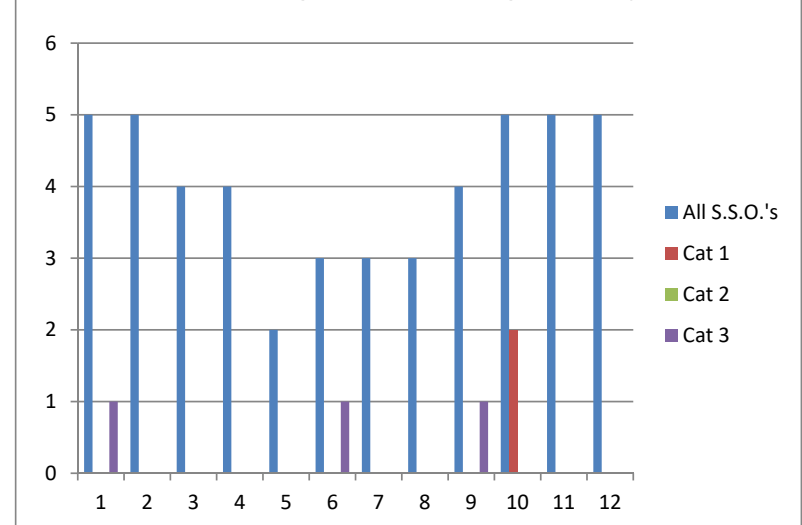
Month	HMB	GCS	WSD	Total Feet	Total Miles
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6

Annual ft	119,392	98,420	90,652	308,464	
-----------	---------	--------	--------	---------	--

Annual Mi.	22.6	18.6	17.2		58.4
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through February 2022



Attachment A

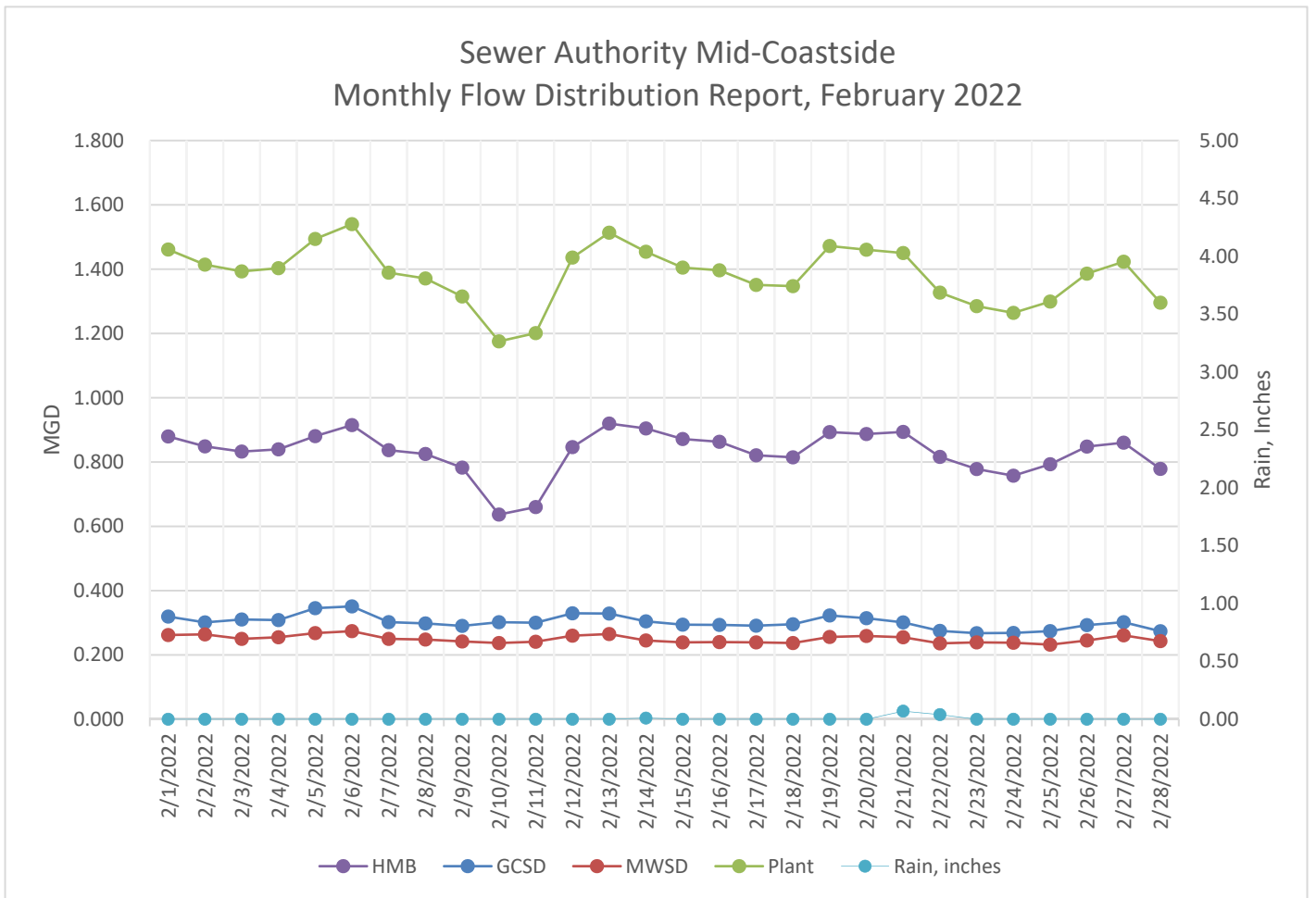
Flow Distribution Report Summary for February 2022

The daily flow report figures for the month of February 2022
have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.832	60.13%
Granada Community Services District	0.302	21.84%
Montara Water and Sanitary District	<u>0.249</u>	<u>18.03%</u>
Total	1.383	100.0%

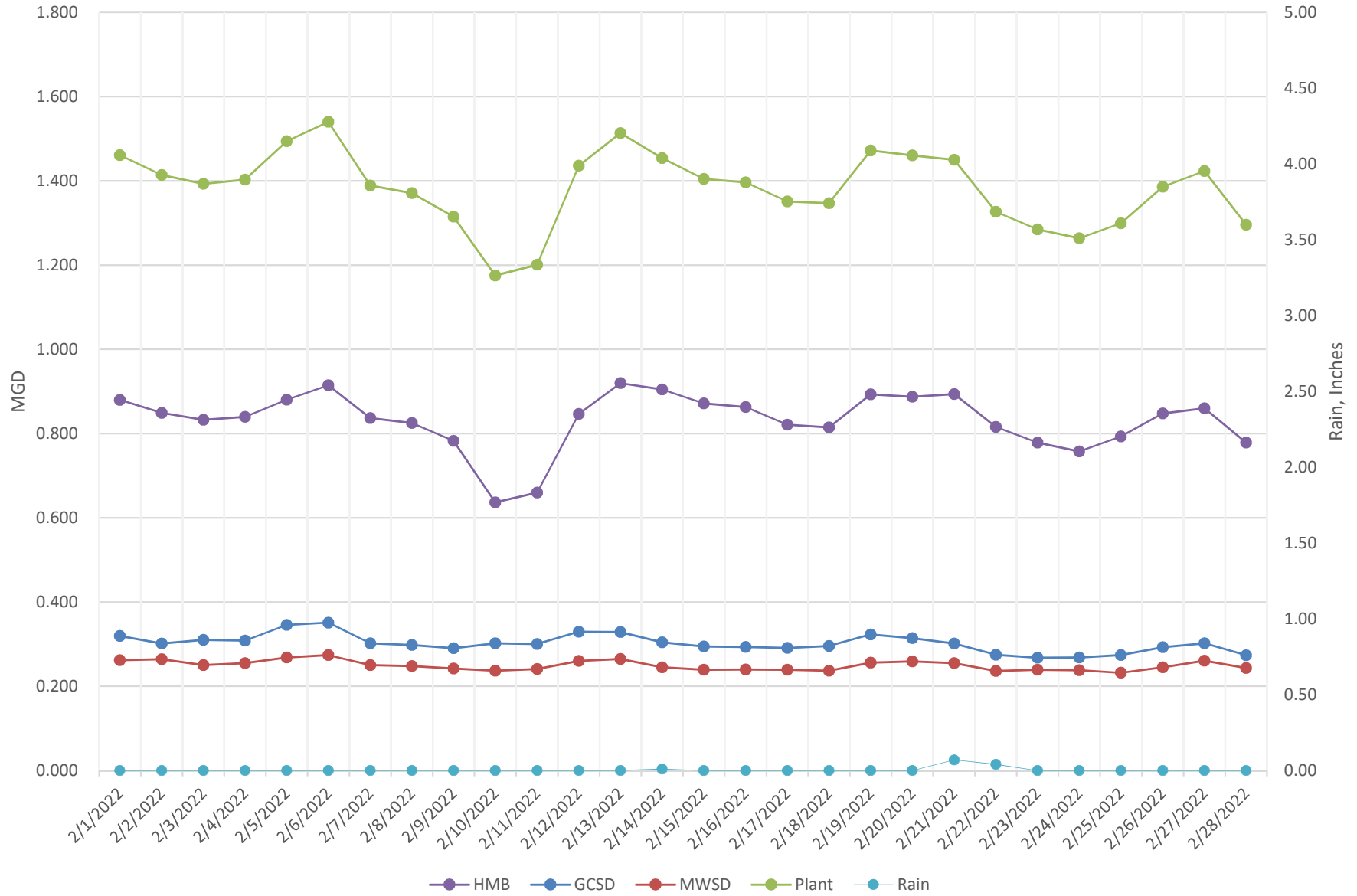


Sewer Authority Mid-Coastside

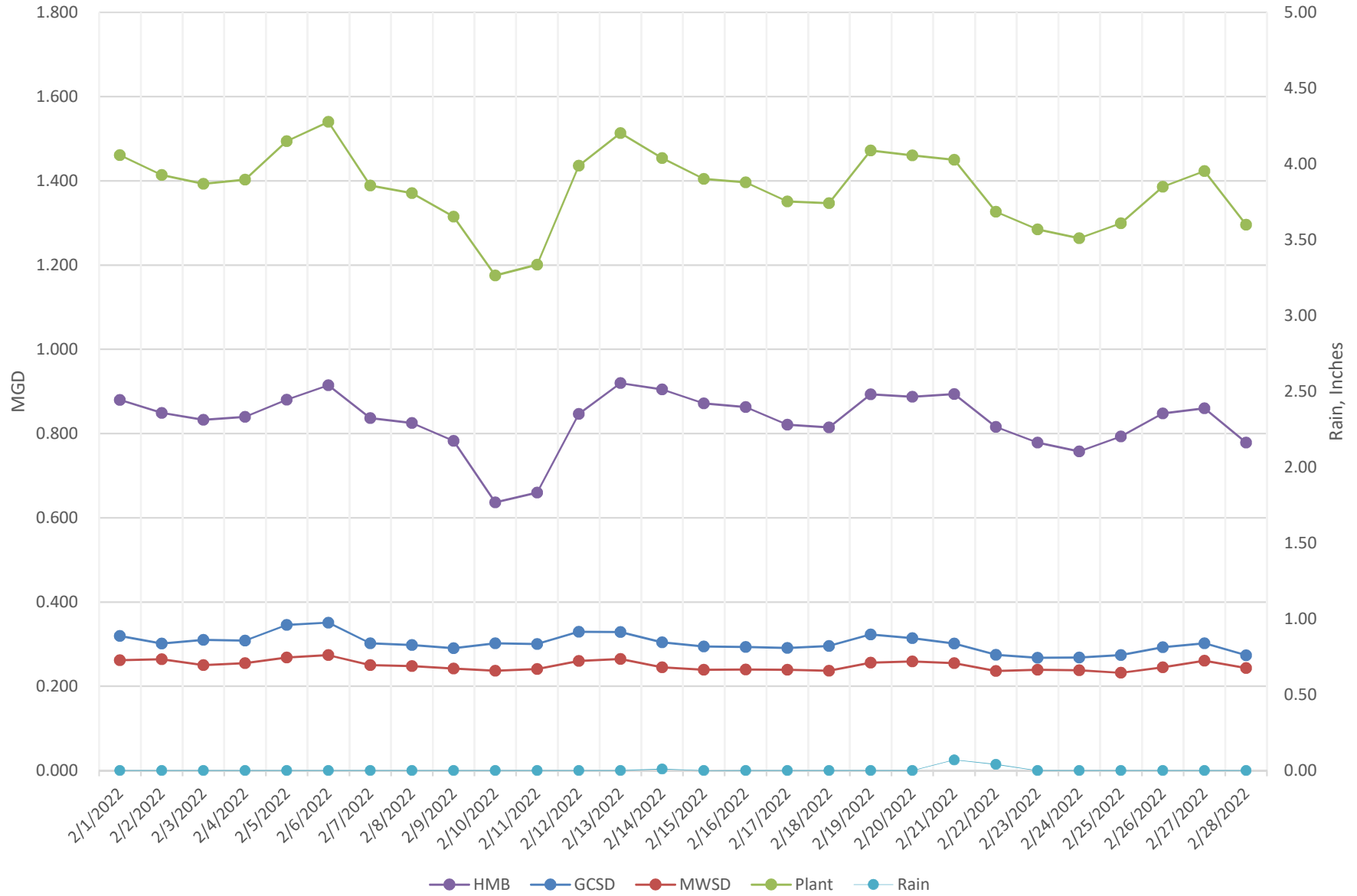
Monthly Flow Distribution Report for February 2022

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2022	0.880	0.319	0.262	1.461	0.00	0.00	0.00
2/2/2022	0.849	0.301	0.264	1.414	0.00	0.00	0.00
2/3/2022	0.833	0.310	0.250	1.393	0.00	0.00	0.00
2/4/2022	0.839	0.309	0.255	1.403	0.00	0.00	0.00
2/5/2022	0.881	0.345	0.268	1.494	0.00	0.00	0.00
2/6/2022	0.915	0.351	0.274	1.540	0.00	0.00	0.00
2/7/2022	0.837	0.302	0.250	1.389	0.00	0.00	0.00
2/8/2022	0.825	0.298	0.248	1.371	0.00	0.00	0.00
2/9/2022	0.783	0.290	0.242	1.315	0.00	0.00	0.00
2/10/2022	0.637	0.302	0.237	1.175	0.00	0.00	0.00
2/11/2022	0.660	0.300	0.241	1.201	0.00	0.00	0.00
2/12/2022	0.847	0.329	0.260	1.436	0.00	0.00	0.00
2/13/2022	0.920	0.329	0.265	1.513	0.00	0.00	0.00
2/14/2022	0.905	0.305	0.245	1.454	0.01	0.01	0.00
2/15/2022	0.872	0.294	0.239	1.405	0.00	0.00	0.00
2/16/2022	0.863	0.293	0.240	1.396	0.00	0.00	0.00
2/17/2022	0.821	0.291	0.239	1.351	0.00	0.00	0.00
2/18/2022	0.815	0.295	0.237	1.347	0.00	0.00	0.00
2/19/2022	0.893	0.323	0.256	1.472	0.00	0.00	0.00
2/20/2022	0.887	0.314	0.259	1.460	0.00	0.00	0.00
2/21/2022	0.894	0.301	0.255	1.450	0.07	0.03	0.22
2/22/2022	0.816	0.275	0.236	1.327	0.04	0.06	0.08
2/23/2022	0.778	0.268	0.239	1.285	0.00	0.00	0.00
2/24/2022	0.758	0.268	0.238	1.264	0.00	0.00	0.00
2/25/2022	0.793	0.274	0.232	1.299	0.00	0.00	0.00
2/26/2022	0.848	0.293	0.245	1.386	0.00	0.00	0.00
2/27/2022	0.860	0.302	0.261	1.423	0.00	0.00	0.00
2/28/2022	0.779	0.274	0.243	1.296	0.00	0.00	0.00
Totals	23.284	8.457	6.980	38.722	0.12	0.10	0.30
Summary							
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>			
Minimum	0.637	0.268	0.232	1.175			
Average	0.832	0.302	0.249	1.383			
Maximum	0.920	0.351	0.274	1.540			
Distribution	60.13%	21.84%	18.03%	100.0%			

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2022

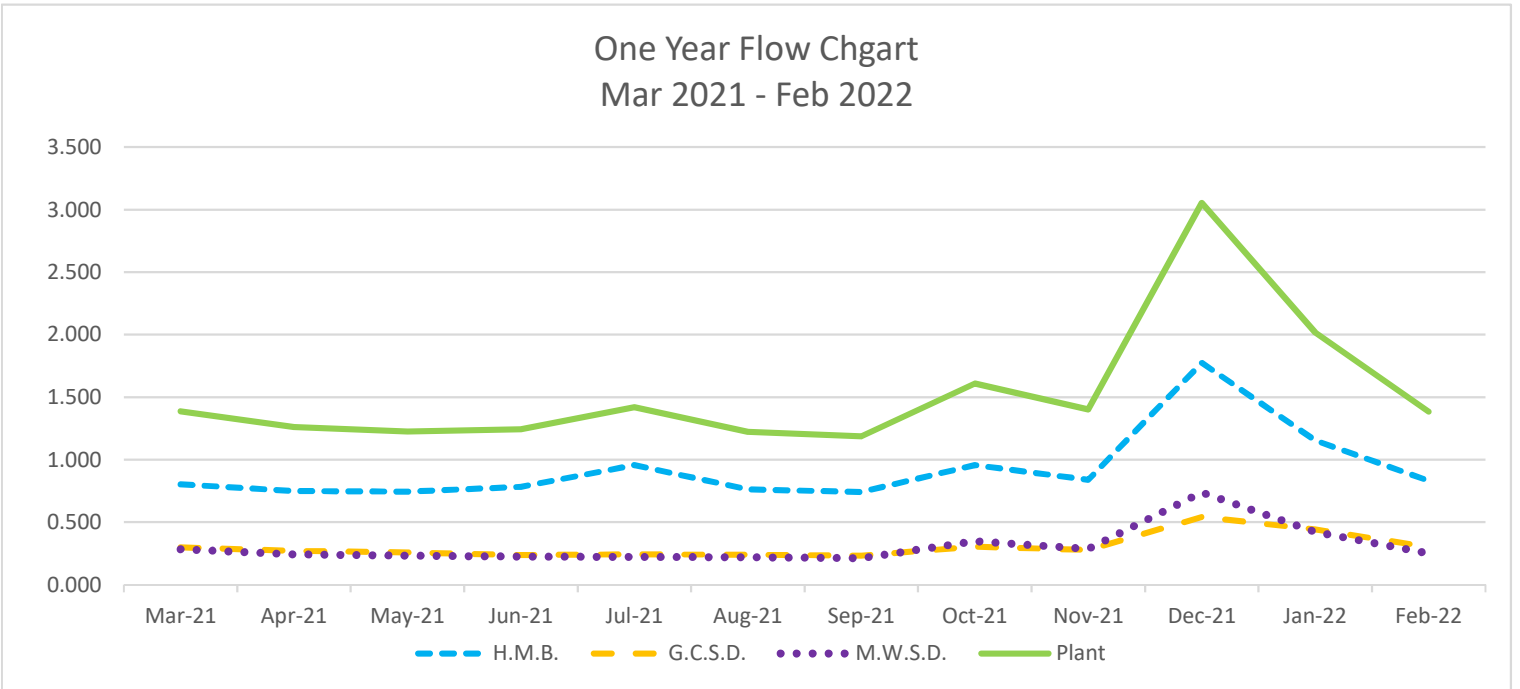


Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2022

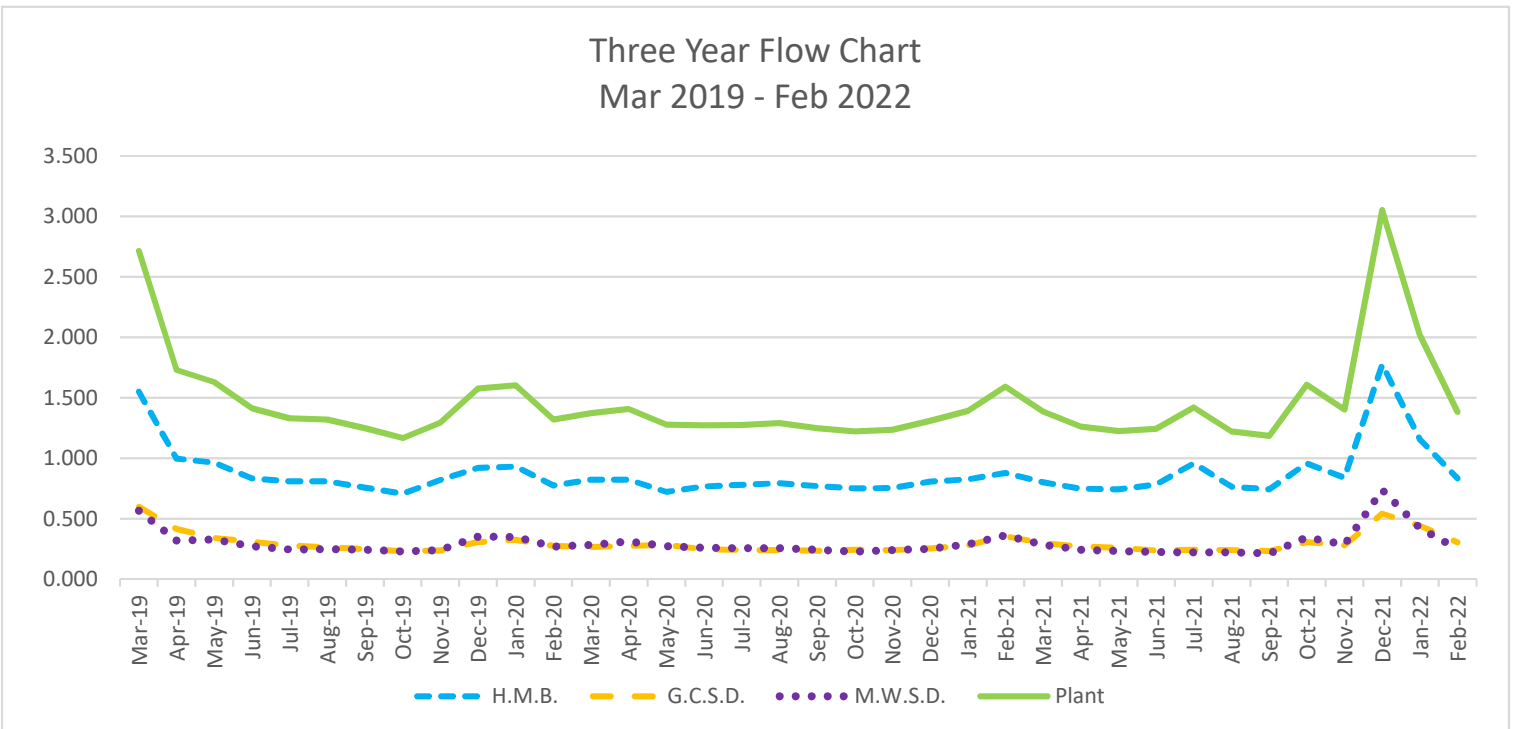


Most recent flow calibration March 2021 PS, March 2021 Plant

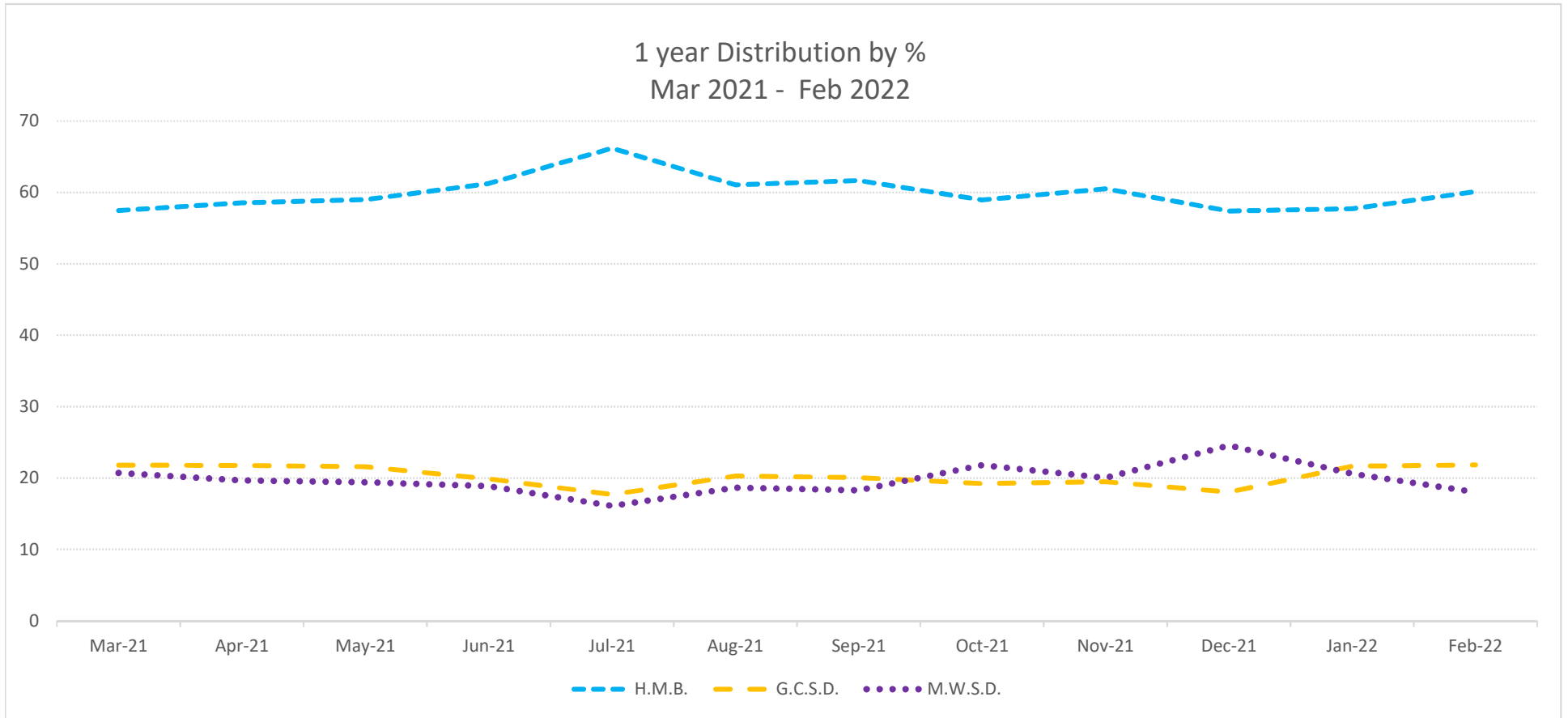
One Year Flow Chgart
Mar 2021 - Feb 2022



Three Year Flow Chart
Mar 2019 - Feb 2022



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 7, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

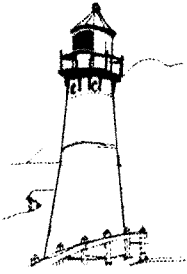
SUBJECT: Review of Current Investment Portfolio

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 February 2022 was 0.278%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 3/31/22 was 0.3857%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of April 7, 2022 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
03-21-22	Frank Walley	350 10 th Street, Montara	SFD

As of April 7, 2022 the following new **Water (Private Fire Sprinkler) Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
03-21-22	Frank Walley	350 10 th Street, Montara	SFD

As of April 7, 2022 the following new **Water Connection Permit** application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
03-21-22	Frank Walley	350 10 th Street, Montara	SFD	DOM

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Monthly Water Production Report

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

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

RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2022 (GALLONS)

GALLONS

7,829,040

7,382,789

	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,829,040	7,382,789										

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: April 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Rain Report

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

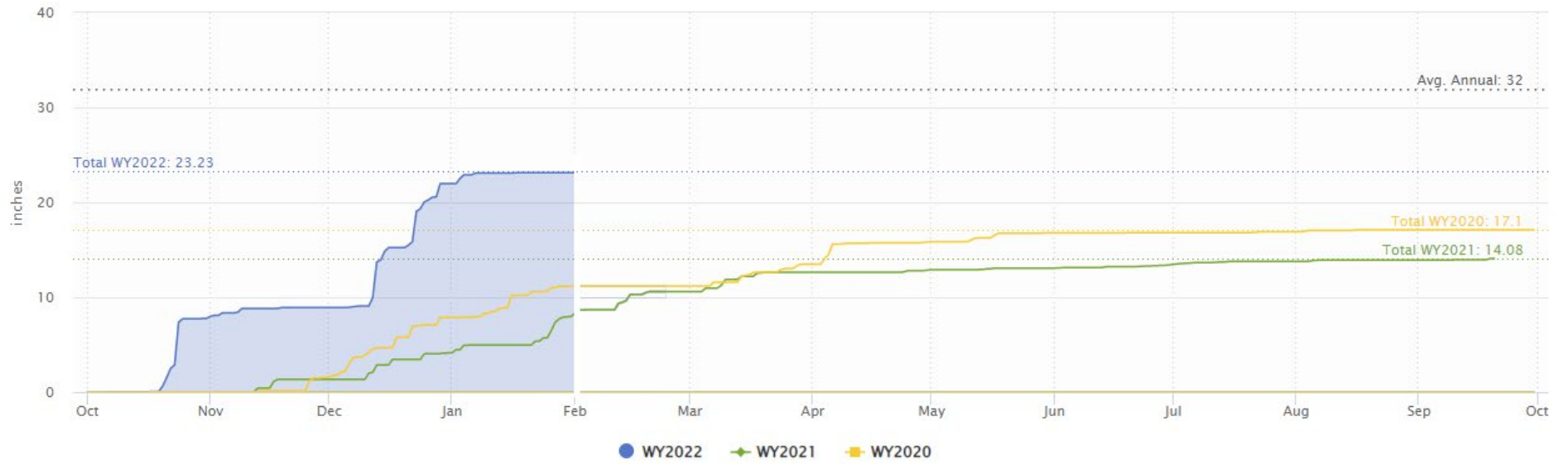
RECOMMENDATION:

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

Attachments: 2

Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



2022 © Balance Hydrologics, Inc.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 47,382 kWh and saved 80,549 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement Service
Report for January 2022.**

The District has received the monthly PARS report for January 2022.

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

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

RECOMMENDATION:

This is for Board information only.

Attachment



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

**Monthly Account Report for the Period
1/1/2022 to 1/31/2022**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 1/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2022
Contributions	\$1,325,160.05	\$8,278.48	(\$63,565.66)	\$617.89	\$1,128.45	\$0.00	\$1,268,126.53
TOTAL	\$1,325,160.05	\$8,278.48	(\$63,565.66)	\$617.89	\$1,128.45	\$0.00	\$1,268,126.53

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

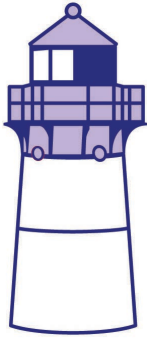
Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	-4.79%	-3.47%	10.4%	12.5%	10.31%	-	03/08/16

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

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

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


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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **April 7, 2022**

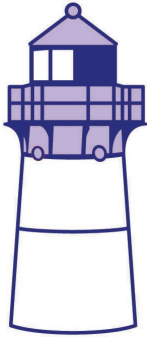
TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

RECOMMENDATION:

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

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

RESOLUTION NO. _____

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

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

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

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

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

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

RESOLUTION NO. _____

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 7th day of April 2022, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 7, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Receipt of District Transparency Certificate of Excellence from the Special District Leadership Foundation

In 2021 Director Lohman asked that MWSD participate in the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence program. Now the MWSD completed the program and the SDLF board approved the District Transparency Certificate of Excellence.

The attached application lists the numerous requirements and benefits for program participants.

SDLF staff is not available today and is planning to award the Certificate to the MWSD board of directors at the next regular scheduled meeting.

RECOMMENDATION:

This is for information only.

Attachments

SDLF



SPECIAL DISTRICT
LEADERSHIP FOUNDATION

March 15, 2022

Clemens Heldmaier
Montara Water and Sanitary District
PO Box 370131
Montara, CA 94037

RE: District Transparency Certificate of Excellence Approval

Dear Clemens Heldmaier;
Congratulations! The Montara Water and Sanitary District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Montara Water and Sanitary District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

Sandy Seifert Raffelson
SDLF Board President



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

3 Years

Application Cost

FREE

Electronic filing is preferable.

info@sdlf.org

District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report -

Includes Compensation Disclosure. *(Government Code Section 53891)*

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)
- Machine readable/searchable agendas

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

- Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 916-231-2909 • Fax: 916-442-7889

Electronic filing is preferable.

info@sdlf.org

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:		
Contact Title:		
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.	Signature:	

**include all state legislators representing the district's area of operation*



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2022-2023 General and Collections Budget.

At the SAM Board of Directors meeting on March 28, 2022, the SAM Board approved the SAM Collections Budget for Fiscal Year 2022/23 to be sent to the member agencies for consideration and approval.

The overall General Budget is suggested to increase by \$932,080 or 13% over the prior Fiscal Year. The 2022/23 assessment for MWSD for the General Budget is \$1,694,036 and would increase by \$161,428, or 11%.

The overall Collections Budget is suggested to decrease by \$125,755, or 14% over the prior Fiscal Year. The 2022/23 collections assessment for MWSD is \$284,186.

The SAM General Manager will be available to present the General Budget.

RECOMMENDATION:

Adopt Resolution, No. ____, Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2022-2023 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget, and adopt Resolution No. ____, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2022-2023.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2022 – 2023 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

WHEREAS, pursuant to Section V of that certain Agreement entitled, "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside," [said District subsequently renamed] dated April 7, 1988, for wastewater collection system maintenance and operation services, the Authority has submitted its Fiscal Year July 1, 2022 – June 30, 2023 budget for such services; and

WHEREAS, this Board has reviewed the budget and desires to signify its approval thereof;

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

1. That certain budget entitled, "Contract Collection Services Budget – Fiscal Year 2022/23," for collection system maintenance and operation services to be provided by Sewer Authority Mid-Coastside to the Montara Water and Sanitary District for said fiscal year, a copy of which is on file in the District Administrative Offices to which reference is hereby made for the particulars thereof, is hereby approved.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
APPROVING AND ADOPTING FISCAL YEAR 2022 – 2023 SEWER
AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM
CONTRACT SERVICES BUDGET**

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____
was duly and regularly adopted and passed by the Board of the Montara Water
and Sanitary District, San Mateo County, California, at a Regular Meeting thereof
held on the 7th day of April, 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2022-2023

WHEREAS, Sewer Authority Mid-Coastside has, pursuant to Article III, Section (F)(3) of the joint exercise of powers agreement dated February 3, 1976, as amended, establishing said Authority, submitted its General Budget for fiscal year July 1, 2022 – June 30, 2023 for the consent of this District; and

WHEREAS, this Board has reviewed the aforesaid budget and desires to signify its approval thereof;

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

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2022-2023 entitled, “General Budget – Fiscal Year 2022/23,” a copy of which is on file in the District’s Administrative Offices to which reference is hereby made for the particulars thereof.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Community Services District and the City of Half Moon Bay.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2022-2023

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 7th day of April, 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2022/23 and Authorize the General Manager to Submit it to the Participating Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2022/23 and authorize the General Manager to submit it to the Participating Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2022/23 is \$747,858. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall decrease in fees of \$125,755 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

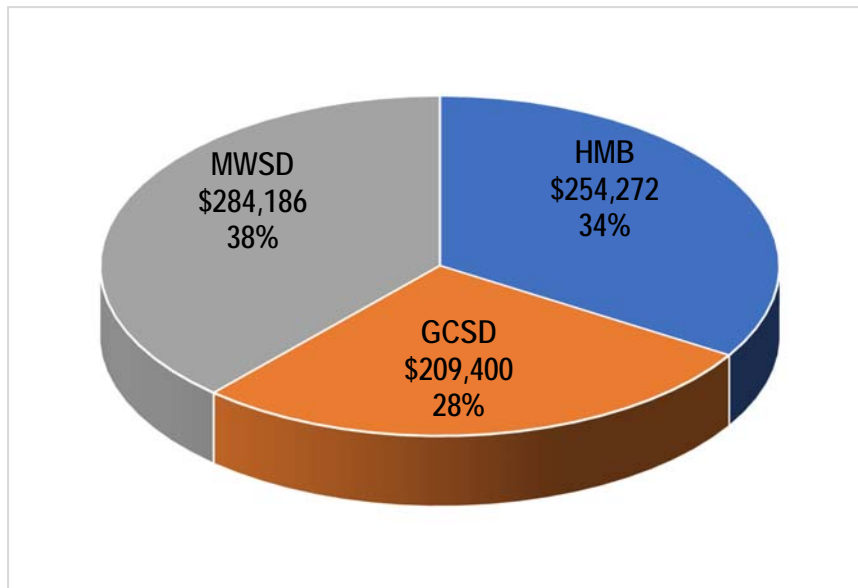
Contract Fees for Each Contracting Agency

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adopted	FY 2022/23 Proposed	\$ Change	% Change
Half Moon Bay	\$271,906	\$233,329	\$297,028	\$254,272	(\$42,756)	-14%
Granada CSD	\$290,128	\$191,979	\$244,612	\$209,400	(\$35,212)	-14%
Montara WSD	\$415,376	\$344,808	\$331,972	\$284,186	(\$47,787)	-14%
	\$977,410	\$770,116	\$873,612	\$747,858	(\$125,755)	-14%

The pie-chart below details the allocation of the proposed budget for each Member Agency

Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*



BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

Background and Discussion/Report

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

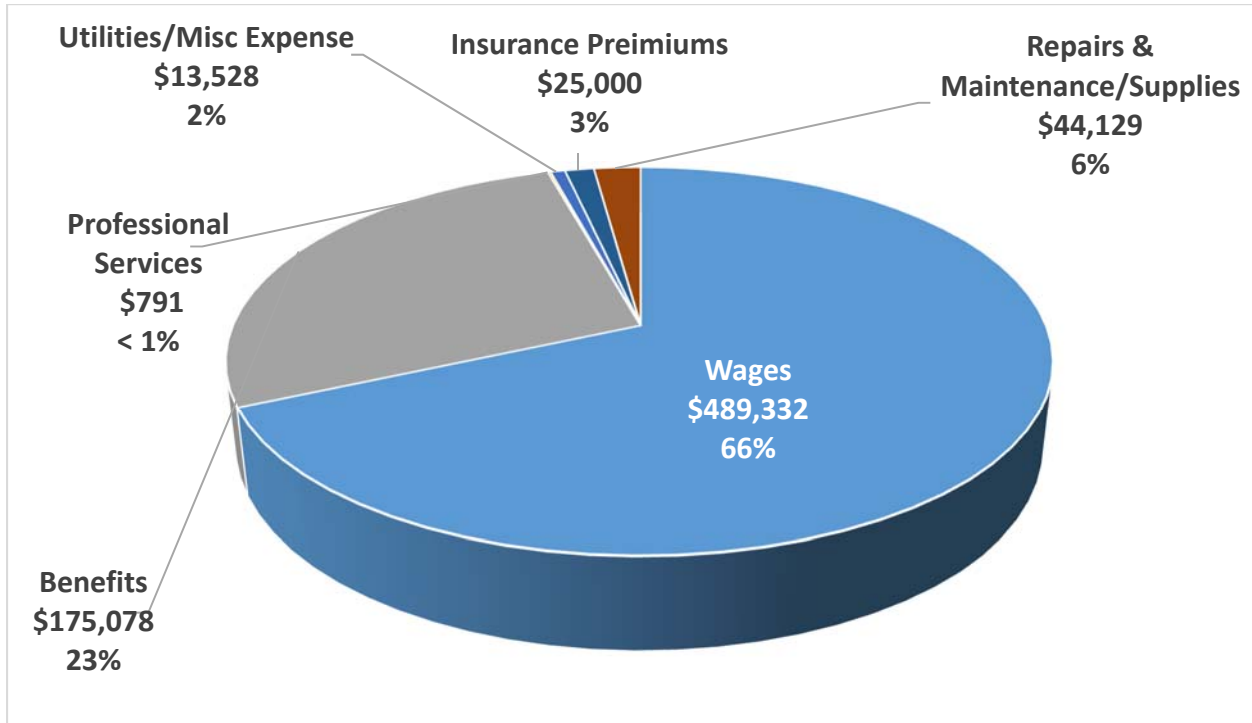
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants have worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

The pie chart below details budget expenditures.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (89%) as shown above are wages and benefits for personnel to perform the work. Other significant costs are Repairs & Maintenance / Supplies estimated at \$44,129 and Insurance Premiums estimated at \$25,000. All other costs combined are around 5% of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$41,414 based on last year’s budget.
2. Decrease of Equipment by \$175,000 purchase of vehicle last year.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2022/23 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2022/23

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

CONTRACT COLLECTION SERVICES BUDGET Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	173,534	186,592	359,008	333,831	375,451	16,443	5%
2 Premium Pay	55,314	63,229	58,635	66,092	68,075	9,440	16%
3 Health Benefits	55,271	84,786	101,422	82,994	109,277	7,855	8%
4 Retirement Cont.	29,710	22,976	28,596	26,195	29,265	669	2%
5 Retiree Med/OPEB	3,371	3,583	6,320	4,473	6,667	347	5%
6 Misc. Benefits	13,354	21,362	30,710	26,412	29,869	(841)	-3%
7 Admin Allocation - 5%	-	-	38,305	39,837	45,806	7,501	20%
8 Subtotal	330,554	382,527	622,996	579,834	664,410	41,414	7%
Non-Personnel							
9 Legal Services	-	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-	-
11 Professional Services	48,269	-	-	768	791	791	-
12 Prof. Memberships	-	-	-	-	-	-	-
13 Insurance Premiums	43,960	-	25,000	25,000	25,000	-	-
14 Misc. Expenses	186,865	17,371	4,102	4,156	4,281	179	-
15 Utilities	9,642	8,015	8,256	8,978	9,247	991	12%
16 Travel & Training	921	1,058	-	-	-	-	-
17 Equipment Rental	150,373	-	-	-	-	-	-
18 Bldg & Maint Services	97,042	101,853	-	-	-	-	-
19 Chemicals	1,855	-	-	-	-	-	-
20 Permits & Licenses	-	-	-	-	-	-	-
21 Supplies	21,178	-	13,258	18,572	19,129	5,871	44%
22 Equipment	-	-	175,000	-	-	(175,000)	100%
23 Infrastructure	-	-	-	-	-	-	-
24 Claims/Penalties	1,419	-	-	-	-	-	-
25 Repairs & Maintenance	-	-	25,000	-	25,000	-	100%
26 Subtotal	561,524	128,296	250,616	57,474	83,448	(167,168)	-67%
25 TOTAL	892,078	510,824	873,612	637,307	747,858	(125,754)	-14%

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	FY 2022/23 % BY AGENCY
REVENUE							
By Type:							
26 JPA Assessments	-	-	-	-	-	-	-
27 Contract Services	977,409	770,116	873,612	672,373	747,858	(125,754)	-14%
28 NDWSCP Fees	11,571	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-	-
33 TOTAL	988,980	770,116	873,612	672,373	747,858	(125,754)	-14%
By Agency:							
34 Half Moon Bay	271,906	233,329	297,028	227,439	254,272	(42,756)	-14%
35 Granada CSD	290,128	191,979	244,611	186,574	209,400	(35,211)	-14%
36 Montara WSD	415,376	344,808	331,973	258,360	284,186	(47,787)	-14%
37 TOTAL	977,410	770,116	873,612	672,373	747,858	(125,754)	-14%



SEWER AUTHORITY MID-COASTSIDE
Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
SUBJECT: Discuss Proposed General Budget for FY 2022/23 and Authorize the General Manager to Submit it to Member Agencies for Approval.

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2022/23 and authorize the General Manager to submit it to Member Agencies for approval.

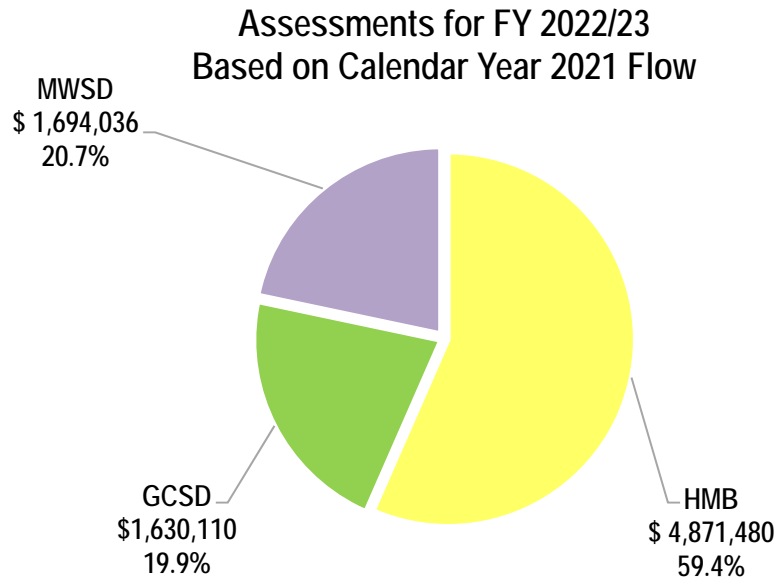
Fiscal Impact

The operation and maintenance expenditure budget for FY 2022/23 is \$8.3 million, including infrastructure project expenses. This is an *overall increase* of \$932,080 from the FY 2021/22 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2022/23 PROPOSED	CHANGE FROM FY 21/22 ADOPTED
Half Moon Bay	\$4,131,899	\$4,133,125	\$4,241,911	\$4,871,480	\$629,569 15%
Granada CSD	\$1,753,394	\$1,589,305	\$1,489,027	\$1,630,110	\$141,083 9%
Montara WSD	\$1,529,139	\$1,584,637	\$1,532,608	\$1,694,036	\$161,428 11%
	\$7,414,433	\$7,307,067	\$7,263,546	\$8,195,626	\$932,080 13%

BOARD MEMBERS: M. Clark B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter
ALTERNATE MEMBERS: S. Boyd E. Suchomel P. Dekker
 J. Harvey H. Rarback N. Marsh



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2021/22 adopted budget.

- Projects in the SAM Board of Directors approved FY 2022/23 Infrastructure Plan will be implemented. The Infrastructure Plan was approved in the Board Meeting on March 14, 2022.
- The position of Engineering & Construction Contracts Manager continues to be defunded and the Accounting Technician position will be activated.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 13 positions:

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

- The vacant position for a Utility Worker has been defunded in favor of adding an additional Operator position which is expected to be filled during FY 2022/23, budgeted at mid-step.
- 3 employees are scheduled for a step increase.
- 5 employees are currently at the top step.
- One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

Budget Overview

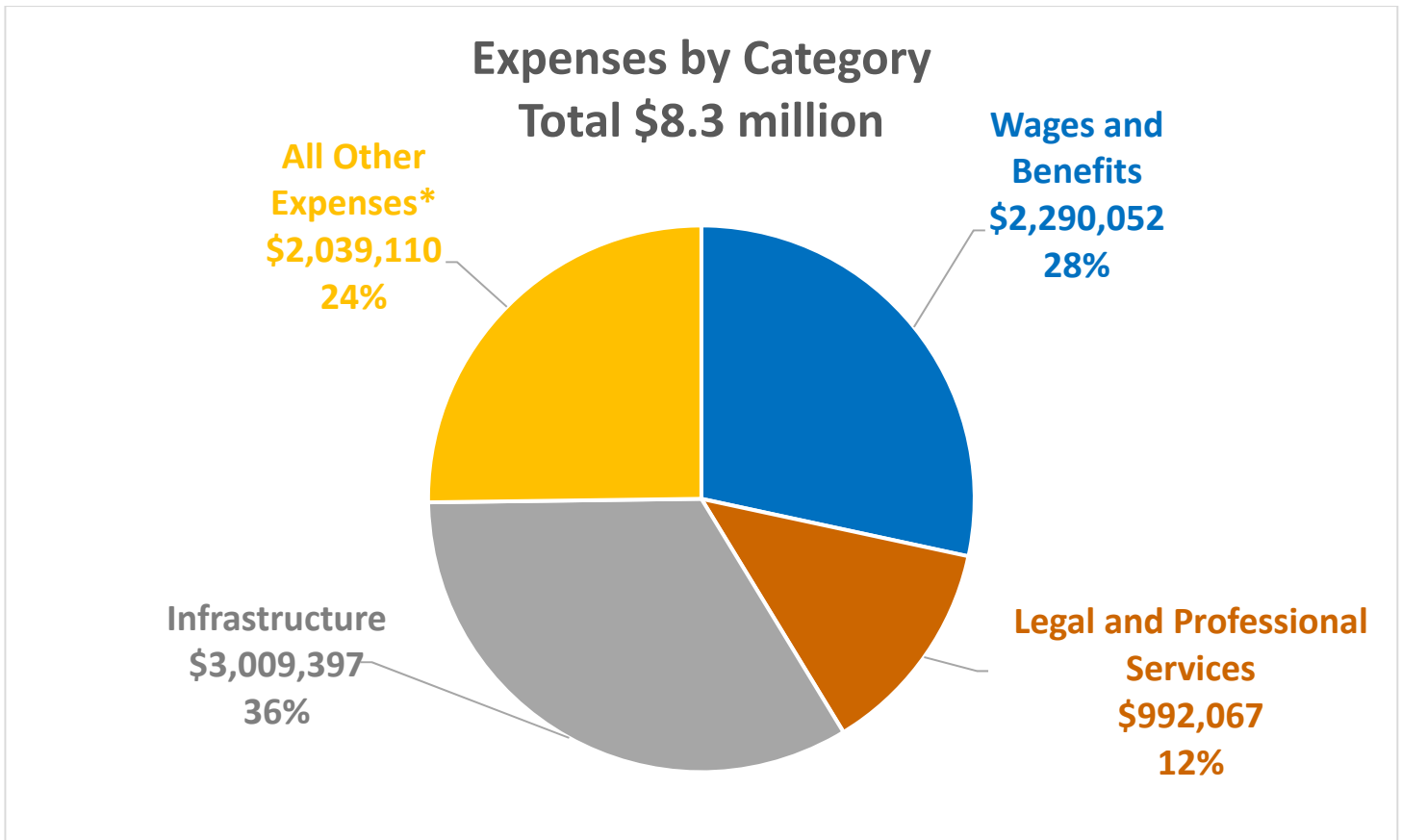
The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2021/22 to the proposed budget for Fiscal Year 2022/23 is \$932,080 (13%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, \$2.29 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$3.009 million (36%). Legal, Engineering and Professional Services is \$.992 million (12%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.039 million (24%) of the budget.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Significant Budget Changes

The Administrative Services division increased \$59,295 (5%). The net increase is a result from the COLA adjustment of 3% and the funding of the Accounting Technician position.

The Treatment division increased \$275,346 (8%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals.

The Environmental Compliance division budget increased \$66,363 (36%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased \$531,077 (21%) to address the projects in the approved FY2022-2023 Capital Improvement Plan.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

Detail Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$163,990 due to staffing changes.
2. Premium Pay: Increase of \$20,108 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$563.
4. Retirement Contributions: Increase of \$2,592 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over)
5. Retirement Medical: Increase of \$2,706 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increase of \$611 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$190,570 in personnel costs primarily due to anticipated increase in staffing.
8. Legal Services: No Change of anticipated expenditures for FY 2021/22
9. Engineering Services: Increase of \$55,565 for design and project management services for projects not identified in the Infrastructure/Capital Improvement Plan.
10. Professional Services: Increase of \$36,501.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract not to exceed \$350,000.
 - Rutan & Tucker, legal services: Contract exists, amount including amendment: \$325,000 for three years starting 2020. Board selected General Counsel based on interviews.
 - Maze Accountants, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump: handles pump repair, generally an emergency repair: As Needed.
11. Precision IT, computer equipment maintenance: IT support as and when needed.
 12. Professional Memberships: Increase of \$13,746 based on current year spending.

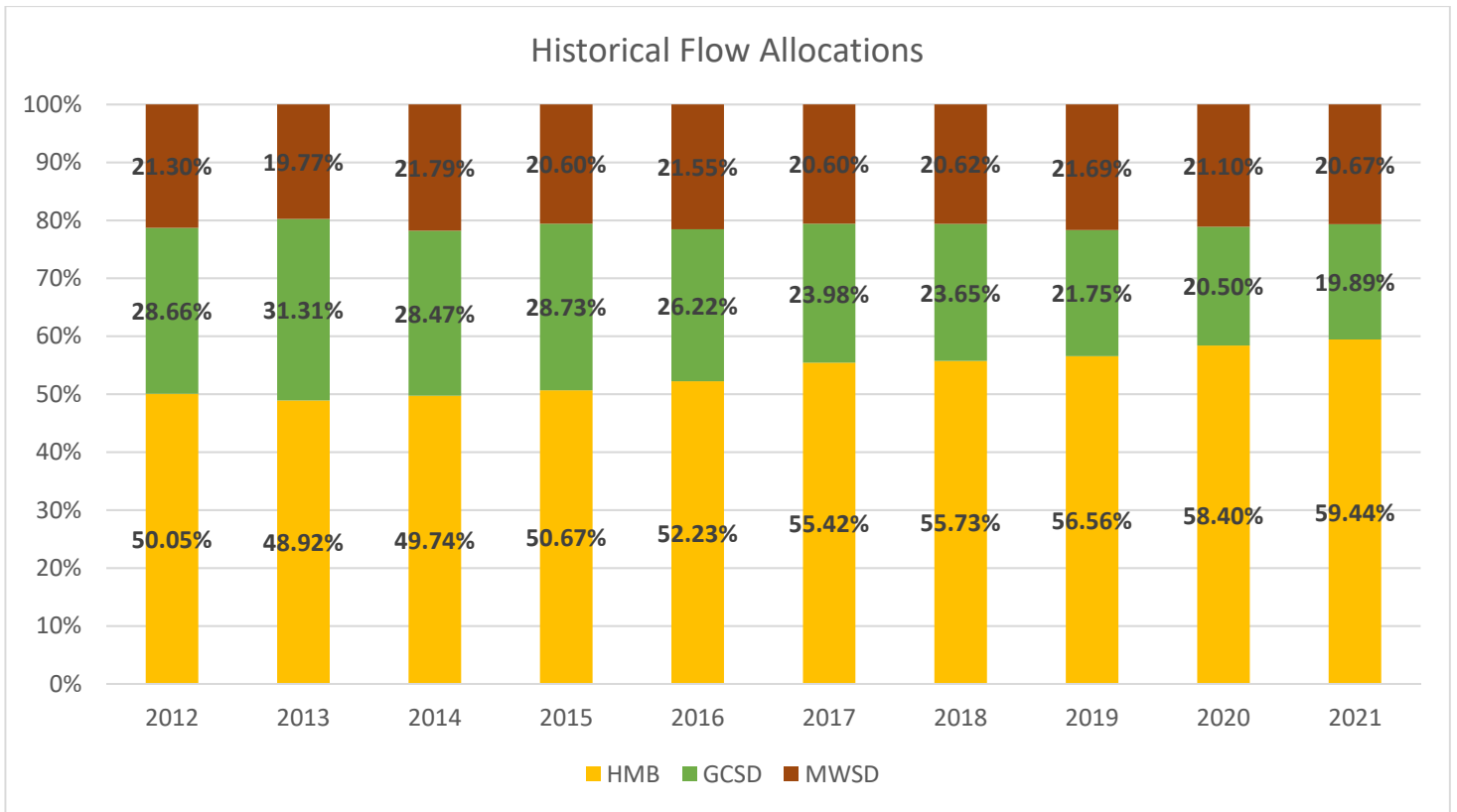
BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

13. Insurance Premiums: Decrease of \$60,364 due to the lack of prior year adjustments that occurred last year.
14. Misc. Expenses: Decrease of \$4,364 anticipated based on detailed review of current year expenditures.
15. Utilities: Increase of \$62,941 for electricity, gas, and water consistent with current costs.
16. Travel & Training: Increase of \$15,489 based on expectation to return to attending conferences that were not attended during the pandemic.
17. Equipment Rental: Increase of \$516 consistent with actual rent experiences in the current year.
18. Building & Maintenance Services: Increase of \$22,959 based on current year expenditures.
19. Chemicals: Increase of \$70,103 based on anticipated expenses consistent with recent experience and expected industry increases.
20. Permits & Licenses: Increase of \$52 based on current year expenditures.
21. Supplies: Increase of \$28,206 based on current year expenditures.
22. Equipment: Increase of \$12,039 based on current year expenditures.
23. Infrastructure: Increase of \$531,077 to address the projects identified in the approved FY 2022/23 Capital Improvement Plan budget.
24. Claims/Penalties: No Change of anticipated expenditures during FY 2021/22.
25. Repairs & Maintenance: Decrease of \$42,957 based on current year expenditures.
26. Non-Personnel Subtotal: Total Increase of \$741,510 (10%).

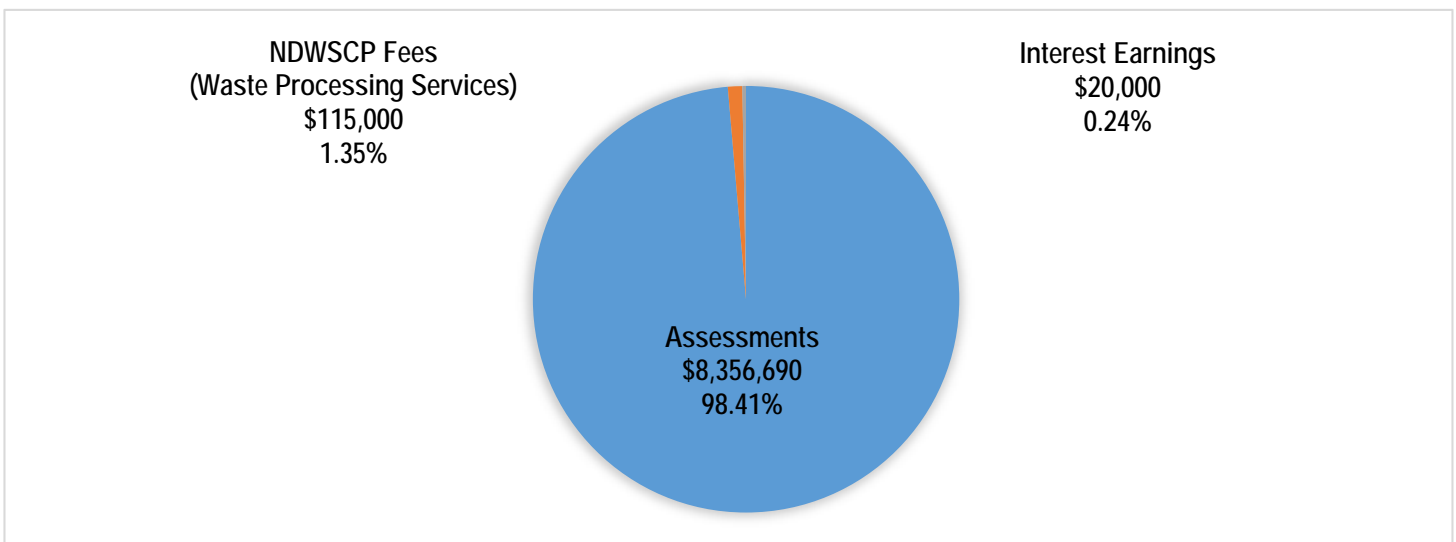
Revenue Allocation

Of the total O&M revenue, the majority (98.41%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (1.35%), and interest earnings (0.24%).



BOARD MEMBERS:

M. Clark
 D. Penrose

B. Dye
 D. Ruddock

R. Lohman
 K. Slater-Carter

ALTERNATE MEMBERS:

S. Boyd
 J. Harvey

E. Suchomel
 H. Rarback

P. Dekker
 N. Marsh

Fiscal Reserve

The Authority has two types of reserves identified in its reserve policy: (a) Emergency Repair Reserve and (b) Operating Reserve. The specific requirements for those reserves are as follows:

Emergency Repair Reserve

1. *Objective: To ensure that adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.*

Target: An emergency reserve of \$1,250,000. If and to the extent the reserve is used, a plan for replenishment will be presented by the SAM Manager to the Board within 60 days.

Uses:

- a. A repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations.*
- b. Any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with Board approval.*

Operating Reserve

1. *Objective: To ensure that adequate cash is available when needed to pay SAM's normal and recurring operating costs.*

Target: An operating and cash flow reserve equal to two months of the fiscal year budgeted operating expenses.

Uses: Payment of budgeted operating expenditures.

SAM maintains their reserve in cash accounts (LAIF, Money Market and Checking) and reports to the Board monthly regarding these balances.

Staff Recommendation

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 16, 2022, for evaluation and approve a final budget before June 1, 2022.

Supporting Documents

Attachment A: SAM General Budget for FY 2022/23

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



General Budget
Fiscal Year 2022/23

OPERATIONS BUDGET



EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

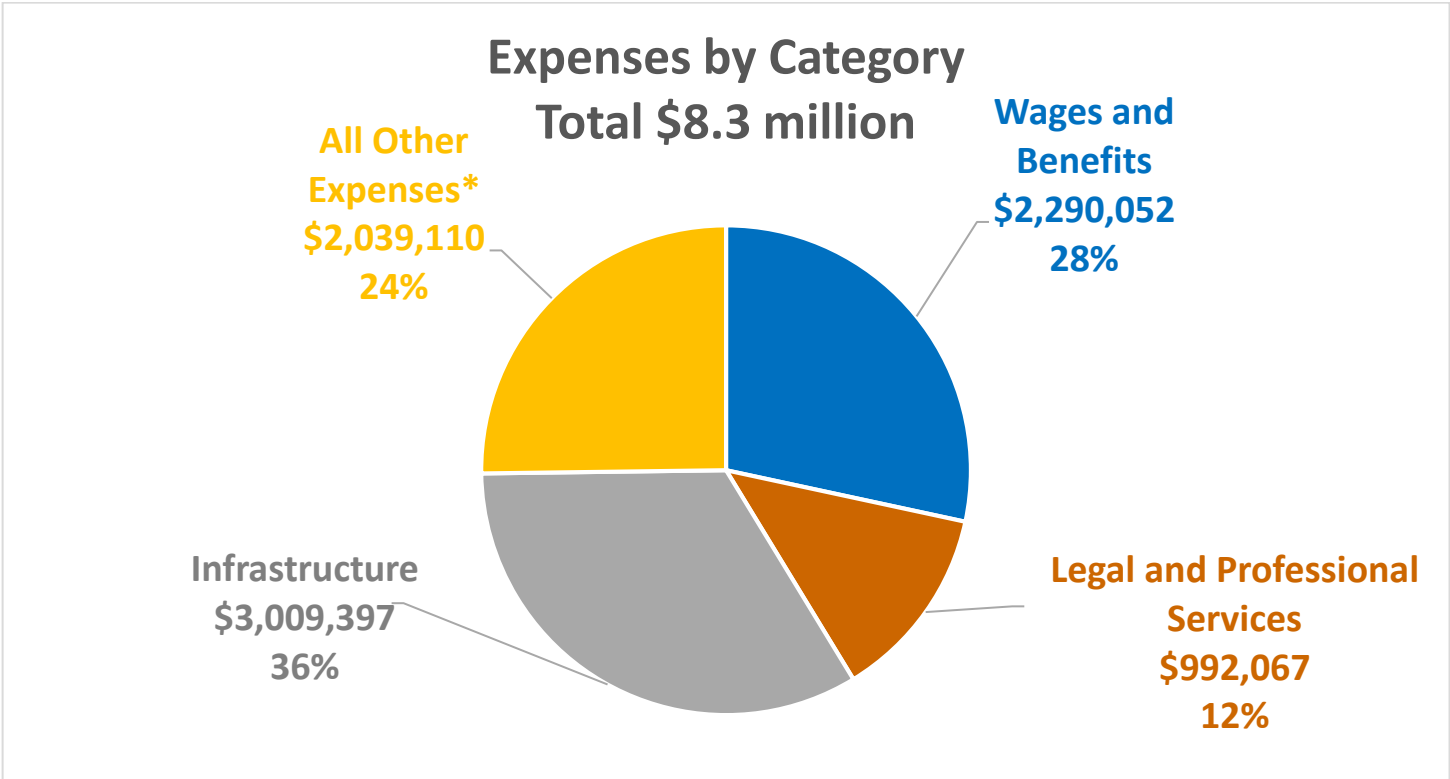
JPA Income & Expenses – General Budget

Operating Income		
Assessments - City of Half Moon Bay	4,871,480	
Assessments - Granada Community Services District	1,630,110	
Assessments - Montara Water & Sanitary District	1,694,036	
Interest Income	20,000	
NDWSCP Fees	115,000	
Total Operating Income		\$ 8,330,626
Operating Expenses		
Wages	1,537,386	
Benefits	752,666	
Legal Services	175,000	
Engineering Services	128,750	
Professional & Technical Services	817,067	
Professional Memberships	54,752	
Insurance Premiums	127,386	
Miscellaneous Expenses	68,457	
Utilities	663,814	
Travel & Training	41,382	
Equipment Rental/Lease	98,101	
Building & Maintenance Services	205,971	
Chemicals	287,048	

Permits & Licenses	45,372	
Supplies	128,681	
Equipment	24,216	
Infrastructure Projects	3,009,397	
Claims & Penalties	15,000	
Repairs & Maintenance	150,179	
Total Expenses		\$ 8,330,626
Total Operating Expenses (less Infrastructure)		\$ 5,321,229
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2021/22 to the proposed budget for Fiscal Year 2022/23 is \$932,080 (13%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, \$2.29 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$3.009 million (36%). Legal, Engineering and Professional Services is \$.992 million (12%) and accounts for a significant percentage of the budget due to SAM’s dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 24% of the budget.



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Division Budgets by Fiscal Year

	<u>FY 2019/20 Actual</u>	<u>FY 2020/21 Actual</u>	<u>FY 2021/22 Adopted</u>	<u>FY 2022/23 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
Administration	\$1,594,923	\$1,720,904	\$1,279,899	\$1,339,194	\$59,295	5%
Treatment	\$3,699,940	\$3,714,449	\$3,457,059	\$3,732,405	\$275,346	8%
Environmental Compliance	<u>\$149,792</u>	<u>\$271,905</u>	<u>\$183,267</u>	<u>\$249,630</u>	<u>\$66,363</u>	<u>36%</u>
Total Operating Budget	\$5,444,655	\$5,707,258	\$4,920,225	\$5,321,229	401,004	8%
Infrastructure	<u>\$132,550</u>	<u>\$149,562</u>	<u>\$2,478,320</u>	<u>\$3,009,397</u>	<u>\$531,077</u>	<u>21%</u>
Total General Budget	\$5,577,205	\$5,856,820	\$7,398,545	\$8,330,626	\$1,093,145	13%

The Administrative Services division increased \$59,295 (5%). The net increase is a result from the COLA adjustment of 3% and the funding of the Accounting Technician position.

The Treatment division increased \$275,346 (8%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals.

The Environmental Compliance division budget increased \$66,363 (36%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased \$531,077 to address the projects in the approved FY2022-2023 Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Flow Results for Budget Allocations*

	HMB	GCSD	MWSD	
FY 2022/23	59.4%	19.9%	20.7%	(Based on Calendar Year 2021)
FY 2021/22	<u>58.4%</u>	<u>20.5%</u>	<u>21.1%</u>	(Based on Calendar Year 2020)
Variance	1%	-0.6%	-0.4%	

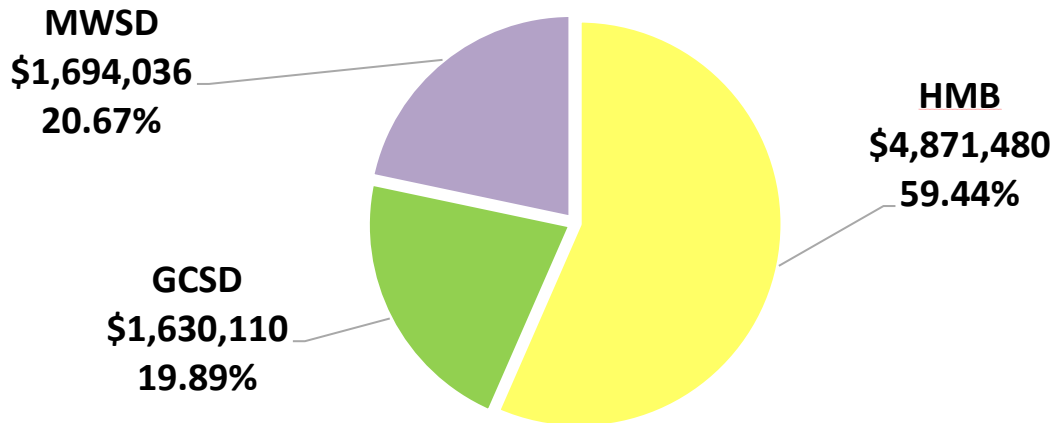
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

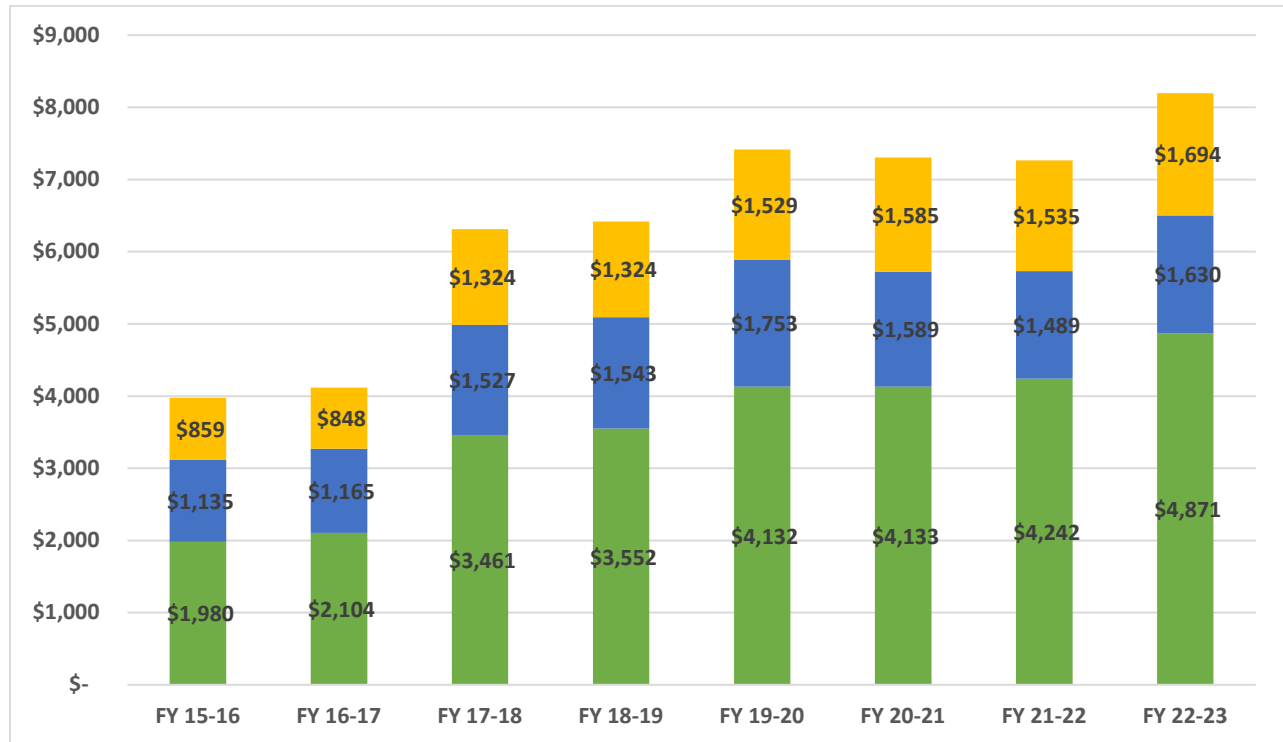
	FY 2019/20 <u>Actual</u>	FY 2020/21 <u>Actual</u>	FY 2021/22 <u>Adopted</u>	FY 2022/23 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,131,900	\$4,133,125	\$4,241,911	\$4,871,480	\$629,569	15%
Granada CSD	\$1,753,395	\$1,589,305	\$1,489,027	\$1,630,110	\$141,083	9%
Montara WSD	\$1,529,139	\$1,584,637	\$1,532,608	\$1,694,036	\$161,428	11%
Total	\$7,414,434	\$7,307,067	\$7,263,546	\$8,195,626	\$932,080	13%

* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2022-23
Based on Calendar Year 2021 Flow**



Assessments History by Agency (in 1,000's)



STAFFING

SAM continues to keep staffing levels as low as possible in order to hold costs down. This results in less impact on Member Agency assessments and lower rates to the end users. SAM struggles with filling vacant positions with qualified persons due to the requirement for Operations, Maintenance and Collections staff to live within 60 minutes of the service area in order to respond to emergency callouts. The high cost of living in the bay area and on the mid-coast makes it difficult to replace retiring staff and other vacancies as new employees are often unable to find suitable housing in an area that allows them to comply with the 60 minute response requirement. SAM will continue to develop programs to retain employees that are able to start in lower level positions and grow within SAM as positions that require higher skill levels open and provides opportunity for staff to make higher wages. The development of a succession plan and staff training programs are underway and over time will help with this challenge.

The following table reflects the operating staff level for SAM over the past six years.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	8.525	10.75	11.00	13.00	14.00	12.0	12.0	13.0

¹FY 2022-23 staffing reflects continuing defunded positions of Utility Worker and Engineering & Construction Contracts Manager.

OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES								
<u>Personnel</u>								
1	Wages	1,463,101	1,445,504	1,373,395	1,359,340	1,537,386	163,990	12%
2	Premium Pay	115,840	113,103	93,518	130,960	113,626	20,108	22%
3	Health Benefits	267,720	247,065	264,999	252,147	265,562	563	0%
4	Retirement Cont.	535,695	477,328	250,989	233,023	253,580	2,592	1%
5	Retiree Med/OPEB	53,502	26,217	30,683	31,248	33,389	2,706	9%
6	Misc. Benefits	95,097	85,867	85,899	85,965	86,509	611	1%
7	Subtotal	2,530,955	2,395,084	2,099,482	2,092,681	2,290,052	190,570	9%
<u>Non-Personnel</u>								
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	0%
9	Engineering Services	104,038	150,095	73,185	125,000	128,750	55,565	76%
10	Professional Services	1,176,309	1,589,800	780,566	1,032,108	817,067	36,501	5%
11	Prof. Memberships	68,675	52,717	41,006	53,157	54,752	13,746	34%
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	137,461	123,020	72,822	66,414	68,457	(4,364)	-6%
14	Utilities	573,863	617,390	600,873	644,965	663,814	62,941	10%
15	Travel & Training	31,289	13,760	25,893	26,892	41,382	15,489	60%
16	Equipment Rental	88,869	49,637	97,585	67,887	98,101	516	1%
17	Bldg & Maint Services	248,338	158,663	183,012	186,019	205,971	22,959	13%
18	Chemicals	209,105	217,060	216,945	284,246	287,048	70,103	32%
19	Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20	Supplies	64,046	97,910	100,475	124,021	128,681	28,206	28%
21	Equipment	7,230	22,101	12,176	23,510	24,216	12,039	99%
22	Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance	-	-	193,135	145,805	150,179	(42,957)	-22%
25	Subtotal	3,046,250	3,461,736	5,299,064	3,233,618	6,040,574	741,510	14%
26	TOTAL	5,577,205	5,856,820	7,398,546	5,326,299	8,330,626	932,080	13%

Key Changes

Personnel costs: net increase due COLA and merit increases	\$ 190,570
Engineering services: Based on Year-to-Date Actuals	\$ 55,565
Professional services: Increase due to estimates based on Year-to-Date Actuals	\$ 36,501
Insurance premiums: Based on Year-to-Date Actuals	\$ (60,364)
Chemicals: Based on Year-to-Date Actuals	\$ 70,103
Repairs & Maintenance: Reclassified Plant Equipment from Prof. Services	\$ (42,957)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ 151,585
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 401,003
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ 531,077
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 932,080

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	7,414,433	7,307,067	7,263,546	7,263,546	8,195,626	932,079	13%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	118,804	54,077	115,000	20,152	115,000	-	0%
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000	-	0%
32	Misc. Revenue	176,300	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	7,761,947	7,371,154	7,398,546	7,295,450	8,330,626	932,079	13%
	By Agency:							
34	Half Moon Bay	4,131,900	4,133,125	4,241,911	4,473,337	4,871,480	629,568	15%
35	Granada CSD	1,753,395	1,589,305	1,489,027	1,666,202	1,630,110	141,083	9%
36	Montara WSD	1,529,139	1,584,637	1,532,608	1,679,207	1,694,036	161,428	11%
37	TOTAL	7,414,434	7,307,067	7,263,546	7,818,746	8,195,626	932,079	13%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

\$ 932,079

TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE

\$ 932,079

FINANCIAL DETAILS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase as results of COLA increase and staffing changes.	\$1,373,395	\$1,537,386
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$93,518	\$113,626
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$264,999	\$265,562
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$250,989	\$253,580
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$30,683	\$33,389
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$85,899	\$86,509
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,099,482	\$2,290,052
8. Legal Services Includes general counsel and employment legal fees	\$175,000	\$175,000
9. <u>Engineering Services</u> Increased to provide design and project management related to treatment division.	\$73,185	\$128,750

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$780,566	\$817,067
11. <u>Professional Membership</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$41,006	\$54,752
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$187,750	\$127,386
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$72,822	\$68,457
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$600,873	\$663,814
15. <u>Travel & Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$25,893	\$41,382
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$97,585	\$98,101
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$183,012	\$205,971
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$216,945	\$287,048
<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>

19.	Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$45,320	\$45,372
20.	<u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$100,475	\$128,681
21.	<u>Equipment Purchase</u> Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,176	\$24,216
22.	<u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$2,478,320	\$3,009,397
23.	Claims/Penalties Reflects claims expenses not covered by insurance.	\$15,000	\$15,000
24.	<u>Repairs & Maintenance</u> Maintenance for plant equipment	\$193,135	\$150,179
25.	Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$5,299,064	\$6,040,574
26.	Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$7,398,546	\$8,330,626

ADMINISTRATIVE SERVICES

By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	<u>Personnel</u>							
1	Wages	431,203	496,538	429,571	480,483	515,459	85,888	20%
2	Premium Pay	21,142	1,000	1,150	2,000	4,290	3,140	273%
3	Health Benefits	53,692	58,287	54,579	56,356	58,408	3,829	7%
4	Retirement Cont.	280,396	267,933	48,141	36,584	49,483	1,342	3%
5	Retiree Med/OPEB	38,539	12,015	15,029	15,495	16,348	1,319	9%
6	Misc. Benefits	22,086	20,655	18,163	22,831	20,705	2,542	14%
7	Subtotal	847,058	856,428	566,632	613,749	664,693	98,061	17%
	<u>Non-Personnel</u>							
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	-
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	231,195	342,476	200,828	178,796	200,411	(417)	0%
11	Prof. Memberships	64,327	45,180	35,860	38,359	39,509	3,649	0
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	46,628	36,486	35,037	31,226	32,163	(2,874)	-8%
14	Utilities	32,317	34,005	32,618	35,504	36,569	3,952	12%
15	Travel & Training	14,053	1,341	587	8,633	8,892	8,305	1415%
16	Equipment Rental	5,329	5,436	5,910	6,239	6,426	516	9%
17	Bldg & Maint Services	11,124	23,141	17,826	41,322	22,561	4,736	27%
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	6,801	6,878	6,850	9,363	10,583	3,733	54%
21	Equipment	-	-	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance	-	-	-	-	-	-	-
25	Subtotal	747,865	864,476	713,267	649,841	674,502	(38,765)	-5%
26	TOTAL	1,594,923	1,720,904	1,279,899	1,263,590	1,339,194	59,296	5%

Key Changes

Wages: Result of COLA and merit increases and the funding of the Accounting Technician position \$ 85,888

Medical, dental, vision premiums and misc. benefits: Result of COLA and merit increases and the funding of the Accounting Technician position \$ 9,511

Retirement: Result of COLA and merit increases \$ 2,661

Insurance Premiums: Decreased based on year-to-date actuals \$ (60,364)

Professional services: decreased based on actual year-to-date experience \$ (417)

Utilities, supplies, misc. expenses: increased by 3% CPI \$ 22,017

TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE \$ 59,296

ADMINISTRATIVE SERVICES

By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	1,249,451	1,335,424	1,259,899	1,259,899	1,319,194	59,296	5%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	-	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	1,301,861	1,345,434	1,279,899	1,271,650	1,339,194	59,296	5%
	By Agency:							
34	Half Moon Bay	696,291	755,361	735,781	755,361	784,129	48,348	7%
35	Granada CSD	295,475	290,458	258,279	290,458	262,388	4,109	2%
36	Montara WSD	257,684	289,605	265,839	289,605	272,677	6,839	3%
37	TOTAL	1,249,450	1,335,424	1,259,899	1,335,424	1,319,194	59,296	5%

Key Changes

Assessments reflect net increase in budget for wages, benefits, and other expenses

\$ 59,296

TOTAL ADMINISTRATION REVENUE BUDGET INCREASE

\$ 59,296

ADMINISTRATIVE SERVICES DIVISION

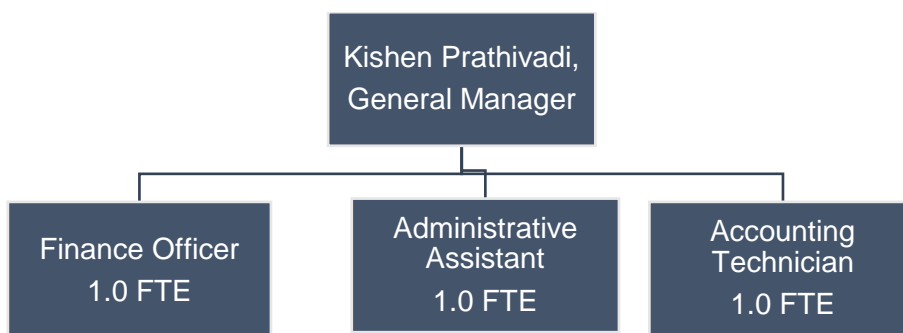


PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: planning and coordination of SAM activities related to the following: finance, human resources, risk management; management of SAM's information systems and web site; and Board services. Public contact by Administrative Services staff is generally the first interaction citizens have with the agency and are often related to complaints or reports of perceived problems. The ability to communicate clearly and understand the concerns of the caller is a skill demonstrated by those in the office. Contact with Member Agency staff and vendors is often first addressed via Administrative Services staff and communications and routing of information is a critical role of those in Administrative Services.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing including CalPERS reporting and benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits and administration of SAM's self-insurance and loss prevention programs.

Administrative Services operations are managed by the General Manager. The following organizational chart reflects the reporting structure for this division.



The following staffing summary reflects the historical cost allocation for this division.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	4.00	3.93	3.98	4.00	3.50	4.00	4.00	3.00	3.00	4.00

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increased due to COLA and merit increases and the funding of the Accounting Technician position	\$429,571	\$515,459
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$1,150	\$4,290
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$54,579	\$58,408
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPR.A.	\$48,141	\$49,483
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$15,029	\$16,348
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$18,163	\$20,705
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits	566,632	664,693

8.	Legal Services Includes general counsel and employment legal fees.	\$175,000	\$175,000
9.	Engineering Services There are no engineering services charged to Administrative Services.	\$0	\$0
10.	Professional Services Includes technical/specialized services that need to be performed by consultants.	\$200,828	\$200,411
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$35,860	\$39,509
12.	<u>Insurance Premiums</u> Insurance premiums for property and liability.	\$187,750	\$127,386
13.	Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$35,037	\$32,163
14.	Utilities Telephone, cellular service, internet connections, etc.	\$32,618	\$36,569
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$587	\$8,892
16.	Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$5,910	\$6,426
17.	Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$17,826	\$22,561

18. Chemicals	\$0	\$0
There are no chemical costs charged to Administrative Services.		
19. Permits & Licenses	\$0	\$0
There are no permit and license costs charged to Administrative Services.		
20. Supplies	\$6,850	\$10,583
Office, computer, breakroom, and general supplies.		
21. Equipment	\$0	\$0
Purchase of replacement computers, small office and ergonomic equipment.		
22. Infrastructure Projects	\$0	\$0
Project costs that exceed \$50,000 each. There are no infrastructure projects charged to Administrative Services		
23. Claims/Penalties	\$15,000	\$15,000
Costs not covered by insurance.		
24. Non-Personnel Subtotal	\$713,267	\$674,502
Subtotal of all costs not associated with Wages and benefits		
25. Total	\$1,279,899	\$1,339,194
Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).		

GOALS

- Provide effective and efficient administrative support to the Board and other divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site, and social media pages.
- Review administrative, financial, and personnel policies each year for compliance and relevance.

ACHIEVEMENTS

- Worked hand in hand with financial consultants to resolve past due audits and continue to do so.
- Developed, posted to SAM website and distributed Board Meeting agendas twice per

month.

- Worked hand in hand with Board Finance and Operations Committees to overcome significant changes in management of SAM.
- Developed and delivered FY2022/23 budget to Board and Member Agencies.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Work with consultants to update policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a biweekly basis, issue, track and collect accounts receivable.
- Provide monthly budget reports each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies, and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and Member Agencies in a timely manner.

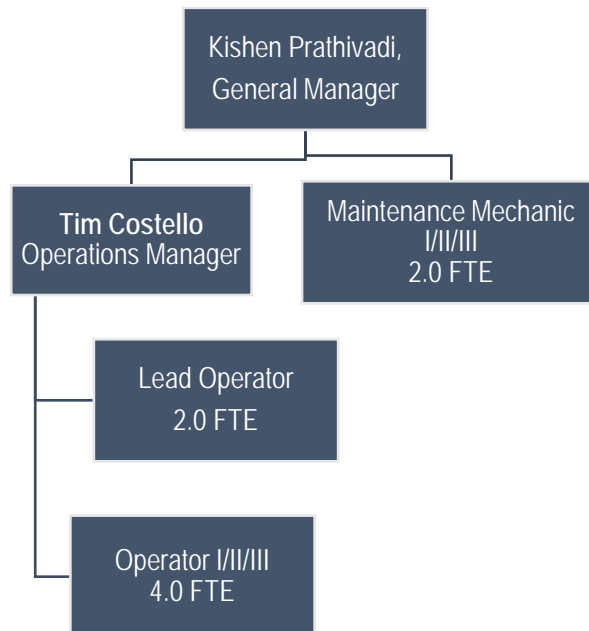
TREATMENT DIVISION



PROGRAM DESCRIPTION

The Treatment division is responsible for the safe, economical, and environmentally acceptable treatment and reclamation of all sanitary wastewater flows from the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The division is responsible for the reliability and integrity of systems and equipment at the Plant and the operation and maintenance of three SAM pump stations and the transmission pipeline. Staff performs predictive and preventive maintenance programs, corrective and rehabilitative maintenance, and in-house equipment and process improvements.

While staff is trying to keep up with the current needs of an aging system, we have had to bring in people that specialize in certain pieces of equipment as necessary. Staff finds that key pieces of equipment no longer have parts available on the primary market which can be problematic. Division services are currently supervised by the Supervisor of Treatment/Field Operations and Engineering & Construction Contracts Manager. The organizational chart on the following page reflects the reporting structure of the division.



The following staffing summary reflects the historical staffing level for the division.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	4.70	4.275	5.95	6.25	8.75	9.75	8.75	8.75	8.75

TREATMENT By Category

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	996,542	910,976	905,295	844,100	983,383	78,088	9%
2 Premium Pay	94,698	110,559	92,368	127,170	107,492	15,124	16%
3 Health Benefits	207,127	183,757	204,978	191,486	201,593	(3,385)	-2%
4 Retirement Cont.	242,026	196,583	190,900	184,875	191,792	893	0%
5 Retiree Med/OPEB	14,442	13,613	15,076	15,192	16,459	1,383	9%
6 Misc. Benefits	70,993	63,163	65,633	61,176	63,744	(1,890)	-3%
7 Subtotal	1,625,828	1,478,651	1,474,249	1,423,998	1,564,462	90,213	6%
<u>Non-Personnel</u>							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	67,798	97,322	73,185	125,000	128,750	55,565	76%
10 Professional Services	776,333	967,472	479,372	523,603	466,656	(12,716)	-3%
11 Prof. Memberships	4,348	7,538	5,146	14,799	15,243	10,097	196%
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	86,040	86,360	37,785	35,188	36,294	(1,490)	-4%
14 Utilities	541,546	583,385	568,255	609,461	627,245	58,990	10%
15 Travel & Training	16,969	12,020	24,859	18,077	32,303	7,444	30%
16 Equipment Rental	83,540	44,202	91,675	61,648	91,675	(0)	0%
17 Bldg & Maint Services	237,214	135,522	165,186	144,697	183,410	18,224	11%
18 Chemicals	206,868	215,238	214,787	280,063	282,740	67,953	32%
19 Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20 Supplies	45,290	74,187	78,955	90,647	93,366	14,411	18%
21 Equipment	7,230	12,503	5,150	14,282	14,710	9,560	186%
22 Infrastructure	-	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance			193,135	145,805	150,179	(42,956)	-22%
25 Subtotal	2,074,112	2,235,798	1,982,810	2,103,396	2,167,942	185,132	9%
26 TOTAL	3,699,940	3,714,449	3,457,059	3,527,394	3,732,405	275,345	8%

Key Changes

Personnel: net increase due to COLA and merit increases	\$ 90,213
Engineering Services: increase based on year-to-date actuals	\$ 55,565
Building & Maintenance: increase based on year-to-date actuals	\$ 18,224
Repairs & Maintenance: decrease based on year-to-date actuals	\$ (42,956)
Increase services, supplies, chemicals, etc. by 3% CPI	\$ 154,299
TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ 275,345

**TREATMENT
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
REVENUE							
By Type:							
27 JPA Assessments	3,461,880	3,821,735	3,342,059	3,342,060	3,617,405	275,345	8%
28 Contract Services	-	-	-	-	-	-	-
29 NDWSCP Fees	118,804	50,220	115,000	20,152	115,000	-	0%
30 Misc. Fees	-	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-	-
32 Misc. Revenue	176,300	-	-	-	-	-	-
33 From/(To) Reserves	-	-	-	-	-	-	-
34 TOTAL	3,756,984	3,871,955	3,457,059	3,362,212	3,732,405	275,345	8%
By Agency:							
34 Half Moon Bay	1,929,229	2,161,703	1,951,763	2,161,703	2,150,185	198,423	10%
35 Granada CSD	818,679	831,237	685,122	831,237	719,502	34,380	5%
36 Montara WSD	713,972	828,795	705,175	828,795	747,718	42,543	6%
37 TOTAL	3,461,880	3,821,735	3,342,059	3,821,735	3,617,405	275,345	8%

Key Changes

Assessments reflect net increased funding for wages, benefits, and other expenses

\$ 275,345

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ 275,345

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase due to COLA and merit increase	\$905,295	\$983,383
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$92,368	\$107,492
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$204,978	\$201,593
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$190,900	\$191,792
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$15,076	\$16,459
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation.	\$65,633	\$63,744
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,474,249	\$1,564,462
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

Budget Line #	FY 2021/22	FY 2022/23
9. <u>Engineering Services</u> Specialized services related to small (<\$50,000) projects.	\$73,185	\$128,750
10. <u>Professional Services</u> Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$479,372	\$466,656
11. <u>Professional Membership</u> Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$5,146	\$15,243
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories.	\$37,785	\$36,294
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$568,255	\$627,245
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$24,859	\$32,303
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$91,675	\$91,675

Budget Line #	FY 2021/22	FY 2022/23
17. <u>Building & Maintenance Services</u> Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$165,186	\$183,410
18. <u>Chemicals</u> Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$214,787	\$282,740
19. <u>Permits & Licenses</u> Annual costs for permits with local, regional and state agencies.	\$45,320	\$45,372
20. <u>Supplies</u> Office, computer, safety, and general supplies.	\$78,955	\$93,366
21. <u>Equipment</u> Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$5,150	\$14,710
22. <u>Infrastructure</u> There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. <u>Claims/Penalties</u> There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. <u>Repairs & Maintenance</u> Maintenance expenses for plan equipment	\$193,135	\$150,179
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,982,810	\$2,167,942
26. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$3,457,059	\$3,732,405

GOALS

- Operate the wastewater system for current and future customers with safe, efficient, and cost-effective treatment services.
- Achieve 100% compliance with all NPDES limits for conventional pollutants.
- Maintain appropriate capacities and effective operations and assure no spills or overflows at SAM facilities.
- Maintain and upgrade SAM facilities at a level that assures uninterrupted quality service and no process interruptions due to equipment failures.
- Promote the development and education of staff to assure the ongoing ability to operate, maintain, troubleshoot and repair all systems and equipment.
- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

HIGHLIGHTS

- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes to improve reliability.

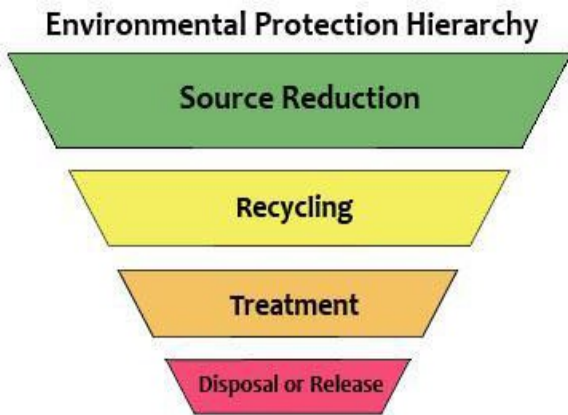
PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

- Meet all effluent quality targets described in the NPDES permit.
- Perform all duties in a safe manner to avoid OSHA recordable and lost time accidents.
- Perform all routine maintenance tasks in a timely manner.

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. SAM contracts with outside laboratories for NPDES requirements that the in-house lab is not certified to complete.

The NDWSC Program includes evaluating facilities and dischargers within SAM's service area that could adversely affect the SAM collection system and/or treatment plant, evaluating discharge permit applications and issuing permits, performing inspections, sampling and monitoring and conducting enforcement when needed. The P2 Program focuses on educating commercial businesses and residents on pollutants that are harmful to the collection system, treatment plant and the environment, including fats, oils, and grease (F.O.G.), and how to reduce or eliminate them. Public information, plant tours, and participation in outreach activities are significant elements.

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.

Supervisor of Treatment & Field Operations

The following staffing summary reflects the historical cost allocation for the division.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	0.225	0.275	0.50	0.25	0.25	0.25	0.25	0.25	0.25

**ENVIRONMENTAL COMPLIANCE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	35,356	37,991	38,530	34,756	38,543	14	0%
2 Premium Pay	-	1,544	-	1,790	1,844	1,844	-
3 Health Benefits	6,901	5,021	5,442	4,306	5,561	119	2%
4 Retirement Cont.	13,273	12,811	11,948	11,564	12,305	357	3%
5 Retiree Med/OPEB	521	589	578	561	582	4	1%
6 Misc. Benefits	2,018	2,049	2,103	1,958	2,061	(42)	-2%
7 Subtotal	58,069	60,005	58,601	54,934	60,897	2,296	4%
<u>Non-Personnel</u>							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-	-
10 Professional Services	72,471	183,063	100,365	329,709	150,000	49,635	49%
11 Prof. Memberships	-	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	4,793	173	-	-	-	-	-
14 Utilities	-	-	-	-	-	-	-
15 Travel & Training	267	399	447	182	187	(260)	-58%
16 Equipment Rental	-	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-	-
18 Chemicals	2,237	1,823	2,158	4,183	4,308	2,151	100%
19 Permits & Licenses	-	-	-	-	-	-	-
20 Supplies	11,955	16,845	14,670	24,011	24,732	10,062	69%
21 Equipment	-	9,598	7,026	9,228	9,505	2,479	35%
22 Infrastructure	-	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance	-	-	-	-	-	-	-
25 Subtotal	91,723	211,901	124,667	367,314	188,733	64,066	51%
26 TOTAL	149,792	271,905	183,267	422,248	249,630	66,362	36%

Key Changes

Professional services: increase based on year-to-date actual

\$ 49,635

Net increase in utilities, services, and supplies

\$ 16,727

TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET

\$ 66,362

**ENVIRONMENTAL COMPLIANCE
By Category**

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	218,102	157,109	183,267	183,267	249,630	66,362	36%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	3,857	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	218,102	160,966	183,267	183,267	249,630	66,362	36%
	By Agency:							
34	Half Moon Bay	121,544	88,866	107,028	108,934	148,380	41,352	39%
35	Granada CSD	51,578	34,172	37,570	36,452	49,651	12,082	32%
36	Montara WSD	44,981	34,071	38,669	37,881	51,598	12,929	33%
37	TOTAL	218,103	157,109	183,267	183,267	249,630	66,362	36%

Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses

	\$ 66,362
TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE	\$ 66,362

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY2021/22	FY 2022/23
1. Wages Cost of 0.25 FTE allocated to division.	\$38,530	\$38,543
2. Premium Pay Special compensation for certification above that required by the position.	\$0	\$1,844
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$5,442	\$5,561
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRRA.	\$11,948	\$12,305
5. Retiree Medical/OPEB Includes contributions to Health Retirement account for current retiree medical premiums and OPEB trust for future retirees.	\$578	\$582
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,103	\$2,061
7. Personnel Sub-total Subtotal of all wage and benefit costs.	\$58,601	\$60,897
8. Legal Services There are no legal services budgeted to EC.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0

10. Professional Services	\$100,365	\$150,000
Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.).		
11. Professional Membership	\$0	\$0
The cost of maintaining membership in CWEA.		
12. Insurance Premiums	\$0	\$0
There are no insurance premiums budgeted to EC.		
13. Misc. Expenses	\$0	\$0
Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.		
14. Utilities	\$0	\$0
There are no utility costs budgeted to EC.		
15. Travel & Training	\$447	\$187
Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.		
16. Equipment Rental/Lease	\$0	\$0
Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.		
17. Building & Maintenance Services	\$0	\$0
There are no building maintenance services budgeted to EC.		
18. Chemicals	\$2,158	\$4,308
Includes chemicals used in the laboratory.		
19. Permits & Licenses	\$0	\$0
There are no permits or licenses budgeted to EC.		
20. <u>Supplies</u>	\$14,670	\$24,732
Lab and general supplies including materials for biology student field trips to the plant.		
21. Equipment	\$7,026	\$9,505
Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.		

22.	Infrastructure Projects There are no project costs budgeted to EC.	\$0	\$0
23.	Claims/Penalties There are no claims or penalties budgeted to EC.	\$0	\$0
24.	Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$124,667	\$188,733
25.	Total Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	\$183,267	\$249,630

GOALS

- Achieve and maintain 100% compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants, with emphasis on educating the public regarding "flushable wipes" and the fact they are harmful to their collection system, treatment plant and the environment
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

- Identified deficiencies in the necessary ELAP certification requirements and implemented necessary changes.
- Performed the annual NDWSC program inspections and sampling at commercial facilities and inspections at food service establishments (FSEs) and dentists in the SAM's service area.
- Conducted classroom tours of the treatment plant for over 280 students.
- Implemented a public awareness program regarding flushable wipes.

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines with focus on the negative impacts of flushable wipes
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students and the mid-coast population.

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services of SAM facilities.

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	0.00	0.00	0.00	0.80	0.50	0.0	0.0	0.0	0.0

**INFRASTRUCTURE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	-	-	-	-	-	-	-
2 Premium Pay	-	-	-	-	-	-	-
3 Health Benefits	-	-	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-	-	-
7 Subtotal	-	-	-	-	-	-	-
<u>Non-Personnel</u>							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	36,240	52,773	-	-	-	-	-
10 Professional Services	96,310	96,788	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-	-
15 Travel & Training	-	-	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-	-
20 Supplies	-	-	-	-	-	-	-
21 Equipment	-	-	-	-	-	-	-
22 Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance	-	-	-	-	-	-	-
25 Subtotal	132,550	149,562	2,478,320	113,067	3,009,397	531,077	21%
26 TOTAL	132,550	149,562	2,478,320	113,067	3,009,397	531,077	21%

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 531,077

**INFRASTRUCTURE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
REVENUE							
By Type:							
27 JPA Assessments	2,485,000	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%
28 Contract Services	-	-	-	-	-	-	-
29 NDWSCP Fees	-	-	-	-	-	-	-
30 Misc. Fees	-	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-	-
33 From/(To) Reserves	-	-	-	-	-	-	-
34 TOTAL	2,485,000	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%
By Agency:							
34 Half Moon Bay	1,384,836	1,127,195	1,447,339	1,447,339	1,788,786	341,447	24%
35 Granada CSD	587,663	433,438	508,056	508,056	598,569	90,513	18%
36 Montara WSD	512,502	432,166	522,926	522,926	622,042	99,117	19%
37 TOTAL	2,485,001	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 531,077

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY 2021/22 and 2022/23 budgets.

Budget Line #	FY2021/22	FY 2022/23
1. Wages No personnel costs are allocated to Infrastructure.	\$0	\$0
2. Premium Pay No personnel costs are allocated to Infrastructure.	\$0	\$0
3. Health Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
4. Retirement Contributions No personnel costs are allocated to Infrastructure.	\$0	\$0

Budget Line #	FY2021/22	FY 2022/23
5. Retiree Medical/OPEB No personnel costs are allocated to Infrastructure.	\$0	\$0
6. Misc. Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services No legal services costs are allocated to Infrastructure.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	\$0	\$0
10. Professional Services Specialized services that cannot be provided by staff.	\$0	\$0
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

Budget Line #	FY2021/22	FY 2022/23
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$0	\$0
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$2,478,320	\$3,009,397
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$2,478,320	\$3,009,397
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,478,320	\$3,009,397

GOALS

- To provide engineering analysis and project development for cost effective implementation of all SAM facility infrastructure projects.
- To effectively plan and implement, inspect and manage future rehabilitation and replacement of the facilities to maintain an efficient, reliable system and to provide timely response with plan review for new development.
- To maintain accurate reproducible records of facility improvements and records.
- To keep informed of all construction that may affect SAM facilities.

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS- Replace Pump 1
 - ✓ Montara PS- Install Grit Removal
 - ✓ Montara PS- Install Hatches
 - ✓ Portola PS- Replace Door, Grating, and Hatch
 - ✓ Replace Bar Screen Drives and Screens
 - ✓ Replace Influent Pump and Motors 1-5
 - ✓ Electrical Improvements for Influent Pumps 1-8
 - ✓ Rehabilitate Aeration Basin No.3 and install Diffusers
 - ✓ Relocate WAS Pump for RDT to Basement of MB2
 - ✓ Install Shade Canopy at Chemical Feed Pumps
 - ✓ Replace Effluent Pumps 1 and 2
 - ✓ Install VFD's on Sludge Transfer Pumps 1 and 2 and add Mag Meter
 - ✓ Install SST Heat Exchanger and Shell
 - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps

These projects are in various stages- order placed, awaiting deliveries, or awaiting order placement. There has been a delay in deliveries and cost increases too due to the pandemic situation.

PROGRAM OBJECTIVES

- Manage research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 4.01 Princeton Pump Station – Replace with Package Pump Station and Rehabilitate Bypass System

This project provides for the replacement of the Princeton Pump Station with a buried package pump station. The existing pump station and sewage pumps have exceeded their expected useful lives and require replacement. The reliability of the pumps is diminishing as they continue to age and replacement parts are more difficult to obtain. The existing configuration of the pump station requires that confined space entry procedures be followed to access the dry-pit pumps, isolation valves, and check valves.

The proposed package pump station would include a pre-fabricated wet well with submersible duplex grinder pumps mounted on rails for ease of routine removal, maintenance, and inspection. The existing wet well and dry pit pump room would be converted to a holding tank for wet weather storage similar to those at the Montara and Portola Pump Stations. The existing MCC and generator system at the Princeton Pump Station will be used to serve the new pump station which would be located in the open parking area outside of the MCC room.



Existing Princeton Pump Station pump room

CIP Total Cost: \$1,263,181

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This is prioritized because it poses a safety risk for SAM staff when maintenance is needed on the pumps. The dry-pit is a permit-required confined space. The existing equipment has also exceeded its useful life, is heavily worn, and replacement parts are difficult to obtain.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
1,263,181		1,263,181			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 -
FY2025 FISCAL YEAR 2022

Project: 6.01 Plant and Cyber Security Measures Implementation

This project involves implementing plant security measures to protect SAM’s physical assets from vandals, saboteurs or natural hazards. This program will also enhance the cyber security system to protect SAM’s data and operational functionality of the plant and pumping stations. Recommendations for security improvements were developed and presented in the August 2021 Sewer Authority Mid-Coastside Security Assessment Technical Memorandum prepared by staff.



Both Physical and Cyber Security are Essential for SAM to Meet its Service Goals

CIP Total Cost: \$325,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: It is important to have protections in place that will maintain security of both physical and electronic Sam assets.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
325,000		325,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 -
FY2025 FISCAL YEAR 2022

Project: 7.06 Backup Electric Power Generator

This project involves furnishing a new backup electric power generator that can be used at a number of locations around the plant and the pumps station. The generator will be trailer-mounted for ease of moving. The generator will be driven by a diesel engine and the trailer will have an onboard fuel storage tank. The engine-driven generator will be similar to the one shown below.



Trailer-Mounted Diesel Engine Driven Electric Power Generator

CIP Total Cost: \$110,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: It is important to have portable power systems that can run critical equipment and pumps in the event of a PG&E power outage.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
110,000		110,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 9.01 Influent Pumping – Replace Influent Pumps and Motors 1 – 5

This project is a continuation of a project that began in 2021 and involves replacing the existing influent pumps 1 through 5 over a two-year period. The influent pumps are located downstream of the plants mechanical bar racks. They lift the raw wastewater from the influent wet well into the plant. The pumps have exceeded their expected useful life and need to be replaced with modern equipment. The pumps at the influent wet well tend to deteriorate faster than other outdoor equipment due to the salt air and sewage environment.



Influent pumping station

CIP Total Cost: \$260,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This project is a priority since the entire treatment process depends on these pumps lifting the wastewater into the plant. These pumps are old and are beginning to need more frequent maintenance and repair.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
260,000	260,000				

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.01 Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier

This project involves replacing the sludge chains, flights, and collector gear reducer in primary clarifiers 1, 2, and 3. The existing chain and flights have been in service since the mid to late 1990s. This continuously moving equipment operates in a harsh environment and its useful life is generally only 10 years. Therefore, these chains and flights are significantly over due for replacement. The flight drive assemblies including the gear reducer are close to or have exceeded their useful life also.



Primary clarified bottom sludge collector chain and flights

CIP Total Cost: \$225,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This is a priority because it is essential to maintain reliable operation of the three primary clarifiers at all times. A chain or gear reducer failure would cause catastrophic problems for the plant’s biological process since the primary clarifiers not only process incoming wastewater, but also serve to settle and remove waste activated sludge (WAS) from the system.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
225,000		225,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.02 Replace Primary Scum Pump and Motor

This project involves replacement of the primary scum pump and motor in the pump gallery of the primary clarifiers. This pump is old and showing signs of deterioration; spare parts are difficult to obtain. It needs to be replaced before it fails. Failure of this progressive cavity pump would be disruptive to the primary clarification process.



Primary scum pump and motor

CIP Total Cost: \$70,304

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. The pump is old and spare parts are difficult to obtain. A new pump would assure reliability of the system into the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
70,304		70,304			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.03 Replace Grit Pumps 1 and 2 and Appurtenances

This project involves replacement of grit pumps 1 and 2 in the primary treatment area of the plant. These pumps are old and spare parts are difficult to obtain. New more efficient pumps would assure reliability of the system into the future. Failure of these pumps would be disruptive to the primary clarification process.



Grit Pump 1



Grit Pump 2

CIP Total Cost: \$246,064

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. These pumps are old and spare parts are difficult to obtain. New pumps would assure reliability of the system in to the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
246,064		246,064			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.04 Replace Primary Sludge Pumps and Motors 1-3

This project involves replacement of the primary sludge pumps and motors. These pumps are old and have reached the end of their useful life and need to be replaced so that the primary sludge removal process is not disrupted. Failure of these pumps would eliminate the mean of removing the heavy waste sludge from the primary clarification process.



Primary Sludge Pumps 1, 2, and 3

CIP Total Cost: \$250,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. These pumps are old and spare parts are difficult to obtain. New pumps would assure reliability of the system into the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
250,000		250,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 11.02 Secondary Treatment –Replace/Rehabilitate Secondary Clarifier Drive Mechanism

This project involves replacing the secondary clarifier drives 1 and 2. The existing drives have been in service since the late 1990s. This continuously moving equipment operates in a harsh environment and they are nearing the end of their useful life. Spare parts are difficult to obtain and may require a long lead time.



Secondary clarifier drive motor and gear reducer

CIP Total Cost: \$220,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This equipment is nearing the end of its useful life. Obtaining replacement parts (if still being manufactured) would require significant lead time that will render the plant without a secondary clarifier in the event of a failure.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
220,000		220,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 3.01 Replace Effluent Pumps 1, 2, and 3

Continuation from 2021

This project involves replacing effluent pumps/motors 1, 2, and 3 over a two-year period starting in 2021 and completed in 2022. These pumps are old and exceeded their useful lives. These pumps are no longer manufactured and replacement parts must be custom fabricated when necessary.



Effluent pumps 1, 2, and 3

CIP Total Cost: \$210,912

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is a priority because these pumps are responsible for conveying all flow out of the WWTP during storm events and high tide when ocean outfall can no longer flow by gravity. Since the WWTP could potentially flood in an event such as this, the pumps must be maintained in peak reliable condition at all times.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
210,912	104,000	210,912			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 17.01 Water Supply and Piping – Replace No. 3 Water Pumps

This project involves replacing the No. 3 water pumps 1, 2, and 3 in the effluent pump station. Pump number 4 is not required and will not be replaced. Pumps 1, 2, and 3 have exceeded their useful lives and need to be replaced. These are important assets since many of the processes within the plant depend on a reliable source of No. 3 water for chemical dilution and feed, wash water, and scum and foam control. These pumps are from the original plant and replacement part are difficult to acquire since the pumps are no longer manufactured. The hydro-pneumatic tank associated with the No. 3 water system should be inspected as part of this project also.



No. 3 water pumps 1, 2, and 3 (pump 4 not shown)

CIP Total Cost: \$250,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

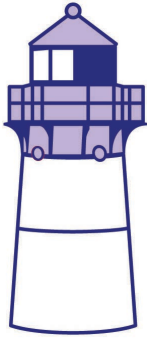
Reason: This is a priority project since the No. 3 water system is critical to proper operation of the entire plant and these pumps are beyond their useful lives and difficult to maintain.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
250,000		250,000			

Position Control List


<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	4.0
Lead Operator	2.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<u>Environmental Compliance:</u>	
Supervisor of Treatment / Field Operations	.25
Total Authorized – General Budget	13.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	17.0



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Draft
Water and Sewer Budget.**

Every year the Board reviews MWSD's budgets in draft form to provide early input to staff. At this time sewer flows are still being assessed by the consultant and sewer revenue unknown. Water and sewer CIP's are also in need to be refined and added to the process. As soon as the March financial data is available it will be used as baseline for next year's estimates.

Peter Medina is available to present the draft budget.

RECOMMENDATION:

This item is for Board discussion and direction to staff, as well as referral to the finance committee. The finalized budget draft will be presented for adoption at a subsequent meeting.

Attachments



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2022-2023

Cash flow summary

Operating cash flow

Operating income	FY 2021-2022	FY 2022-2023	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 3,242,487	\$ 3,474,472	7.15%	\$ 231,985
Cell Tower Lease	\$ 37,500	\$ 80,000	113.33%	\$ 42,500
Fees & Other	\$ 13,100	\$ 22,000	67.94%	\$ 8,900
Property Tax	\$ 275,000	\$ 277,750	1.00%	\$ 2,750
Waste Collection Revenues	\$ 24,000	\$ 27,000	12.50%	\$ 3,000
Total operating income	\$ 3,592,087	\$ 3,881,222		
Operating expenses				
Personnel	\$ (362,038)	\$ -	-100.00%	\$ (362,038)
Professional Services	\$ (189,700)	\$ (311,500)	64.21%	\$ 121,800
Facilities & Administration	\$ (57,000)	\$ (55,900)	-1.93%	\$ (1,100)
Engineering	\$ (60,000)	\$ (35,000)	-41.67%	\$ (25,000)
Pumping	\$ (45,000)	\$ (55,200)	22.67%	\$ 10,200
Sewer Authority Mid-Coastside	\$ (1,948,790)	\$ (2,121,514)	8.86%	\$ 172,724
All other Accounts	\$ (71,110)	\$ (84,760)	19.20%	\$ 13,650
Total operating expenses	\$ (2,733,639)	\$ (2,663,874)		
Net Cash Flow Provided by Operations	\$ 858,448	\$ 1,217,348		
Investment cash flow				
Investment income				
Interest Revenue	\$ 60,000	\$ 20,000	-66.67%	\$ (40,000)
Total investment income	\$ 60,000	\$ 20,000		
Investment expenses				
Capital Improvement Program	\$ (1,985,272)	\$ (1,906,335)	-3.98%	\$ (78,937)
Total investment expenses	\$ (1,985,272)	\$ (1,906,335)		
Net Cash Flow Used by Investments	\$ (1,925,272)	\$ (1,886,335)		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ -	-100.00%	\$ (150,000)
Total financing income	\$ 150,000	\$ -		
Financing expenses				
Loan Interest Expense	\$ (35,116)	\$ (29,157)	-16.97%	\$ (5,958)
Loan Principal Payment	\$ (93,512)	\$ (106,831)	14.24%	\$ 13,319
Total financing expenses	\$ (128,627)	\$ (135,988)		
Net Cash Flow Provided by Financing Activities	\$ 21,373	\$ (135,988)		
Overall projected cash flow	\$ (1,045,451)	\$ (804,975)		
Transfer from Sewer Reserves	\$ 1,045,451	\$ 804,975 *		
Net cash flow	\$ -	\$ -		

* Please see discussion of Sewer operating reserve funds on page 15. In addition, please review the Sewer CIP project summary list on page 11.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2022-2023

Cash flow summary

Operating cash flow

Operating income		FY 2021-2022		FY 2022-2023		Variance (%)		Variance (\$)
Water Sales	\$	1,893,000	\$	1,897,000		0.21%	\$	4,000
Cell Tower Lease	\$	37,500	\$	-		-100.00%	\$	(37,500)
Fees & Other	\$	15,000	\$	18,600		24.00%	\$	3,600
Property Tax	\$	275,000	\$	277,750		1.00%	\$	2,750
Backflow Testing & Other	\$	18,000	\$	15,000		-16.67%	\$	(3,000)
Total operating income	\$	2,238,500	\$	2,208,350				
Operating expenses								
Personnel	\$	(939,877)	\$	(800)		-99.91%	\$	(939,077)
Professional Services	\$	(206,500)	\$	(147,000)		-28.81%	\$	(59,500)
Facilities & Administration	\$	(71,000)	\$	(215,500)		203.52%	\$	144,500
Engineering	\$	(220,000)	\$	(5,000)		-97.73%	\$	(215,000)
Pumping	\$	(110,700)	\$	(94,500)		-14.63%	\$	(16,200)
Supply	\$	(37,500)	\$	(15,700)		-58.13%	\$	(21,800)
Collection/Transmission	\$	(80,500)	\$	(112,500)		39.75%	\$	32,000
Treatment	\$	(85,000)	\$	(35,000)		-58.82%	\$	(50,000)
All Other Accounts	\$	(134,300)	\$	(178,700)		33.06%	\$	44,400
Total operating expenses	\$	(1,885,377)	\$	(804,700)				
Net Cash Flow Provided by Operations	\$	353,123	\$	1,403,650				
Investment cash flow								
Investment income								
GO Bonds, Assessment Receipts	\$	1,150,436				-100.00%	\$	(1,150,436)
Water System Reliability Charge	\$	1,000,000	\$	1,000,000		0.00%	\$	-
Total investment income	\$	2,150,436	\$	1,000,000				
Investment expenses								
Capital Improvement Program	\$	(1,108,750)	\$	(1,198,750)		8.12%	\$	90,000
Total investment expenses	\$	(1,108,750)	\$	(1,198,750)				
Net Cash Flow Used by Investments	\$	1,041,686	\$	(198,750)				
Financing cash flow								
Financing income								
Connection Fees	\$	150,000	\$	170,000		13.33%	\$	20,000
Total financing income	\$	150,000	\$	170,000				
Financing expenses								
Long Term Debt - Interest Expense	\$	(292,561)	\$	(139,532)		-52.31%	\$	(153,029)
Long Term Debt - Principal Payment	\$	(1,175,875)	\$	(1,168,645)		-0.61%	\$	(7,230)
Total financing expenses	\$	(1,468,436)	\$	(1,308,177)				
Net Cash Flow Provided by Financing Activities	\$	(1,318,436)	\$	(1,138,177)				
Overall projected cash flow	\$	76,372	\$	66,723				
Transfer to Water Reserves	\$	76,372	\$	66,723				*
Net cash flow	\$	-	\$	-				

* Please see discussion of Water operating reserve funds on page 14. In addition, please review the Water CIP project summary list on page 12.



MWSD — Fiscal Year 2022-23 Operations Budget - SEWER ENTERPRISE

		2018-19	2019-20	2020-21	Approved Budget	Income/Expenditures		Projected	Projected as	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
Operating Revenue	GL Codes	Actual	Actual	Actual	2021-22	as of February 28, 2022	% To date		% of Budget	2022-23	from 2021-2022 \$	%
Cell Tower Lease:	4220	36,752	42,687	34,032	77,220	53,234	68.94%	79,851	103.41%	80,000	2,780	3.60%
Administrative Fees (New Construction):	4410	3,647	3,794	4,932	3,600	5,690	158.06%	8,535	237.08%	6,000	2,400	66.67%
Administrative Fees (Remodel):	4420	0	542	548	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Inspection Fees (New Construction):	4430	3,448	3,584	3,626	3,500	5,380	153.71%	8,070	230.57%	6,000	2,500	71.43%
Inspection Fees (Remodel):	4440		512	518	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Mainline Extension Fees:	4450					6,000	100.00%	9,000	100.00%	0	0	0.00%
Remodel Fees:	4460	5,376	2,999	10,601	4,000	8,198	204.94%	12,296	307.41%	8,000	4,000	100.00%
Other Fees:	4470			7,500		0	0.00%	0	0.00%			
Grants:	4510		112	136	0	136	100.00%	204	100.00%	0	0	0.00%
Property Tax Receipts:	4610	404,079	407,337	455,194	277,750	385,197	138.69%	577,796	208.03%	277,750	0	0.00%
Sewer Service Charges:	4710	2,610,244	3,086,734	3,429,746	3,484,472	2,028,442	58.21%	3,246,487	93.17%	3,484,472	0	0.00%
Sewer Service Refunds, Customer:	4720	496	(7,751)	(42,650)	(5,000)	(8,166)	163.32%	(12,249)	244.98%	(10,000)	(5,000)	100.00%
Waste Collection Revenues:	4760	23,172	24,353	27,202	25,000	17,411	69.64%	26,116	104.46%	27,000	2,000	8.00%
Other Revenue:	4990	2,825	2,018	189,253		72	100.00%	72	100.00%	0		
Total Operating Revenue:		3,090,039	3,566,921	4,120,639	3,872,542	2,501,593	64.60%	3,956,178	102.16%	3,881,222	8,680	0.22%
Operating Expenses												
Bank Fees:	5190	6,875	6,592	8,517	7,000	4,513	64.47%	6,769	96.70%		(7,000)	-100.00%
Board Meetings:	5210	3,928	3,861	4,050	3,000	2,400	80.00%	3,600	120.00%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	3,525	7,500	4,318	57.58%	6,478	86.37%	7,500	0	0.00%
Election Expenses:	5230	4,265	0	0	75,000	0	0.00%	0	0.00%	10,000	(65,000)	-86.67%
Conference Attendance:	5250	2,467	35	0	2,500	722	28.89%	1,083	43.33%	6,000	3,500	140.00%
Information Systems:	5270	1,725	9,746	6,875	4,000	3,262	81.54%	4,893	122.32%	5,000	1,000	25.00%
Fidelity Bond:	5310	438	0	438	500	0	0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	7,737	1,394	9,851	5,000	8,057	161.15%	14,939	298.78%	15,000	10,000	200.00%
LAFCO Assessment:	5350	1,794	2,060	5,318	2,500	0	0.00%	2,460	98.40%	2,500	0	0.00%
General Legal:	5430	25,260	89,445	59,520	200,000	45,872	22.94%	68,808	34.40%	200,000	0	0.00%
Litigation:	5440	158,255	49,445	203,505		140,845	100.00%	211,268	100.00%			
Maintenance, Office:	5510	7,230	4,614	4,096	8,000	8,617	107.71%	9,500	118.75%	15,000	7,000	87.50%
Memberships:	5530		600	600		3,808	100.00%	5,711	100.00%	4,000	4,000	
Office Supplies:	5540	5,681	6,388	4,094	6,500	5,399	83.05%	8,098	124.58%	2,500	(4,000)	-61.54%
Postage:	5550	2,043	654	463	400	70	17.50%	105	26.25%	400	0	0.00%
Printing & Publishing:	5560	2,490	980	1,397	1,500	455	30.31%	682	45.46%	1,500	0	0.00%
Accounting:	5610	26,503	37,875	34,978	39,000	23,063	59.14%	34,594	88.70%	35,000	(4,000)	-10.26%
Audit:	5620	13,000	8,150	13,150	13,500	13,661	101.19%	13,661	101.19%	14,000	500	3.70%
Consulting:	5630	25,261	50,500	66,299	50,000	34,098	68.20%	51,146	102.29%	50,000	0	0.00%
Data Services:	5640	6,079	7,173	6,386	6,500	9,283	142.82%	9,283	142.82%	9,000	2,500	38.46%
Labor & HR Support:	5650	2,442	2,562	2,562	2,500	1,708	68.32%	2,562	102.48%	2,500	0	0.00%
Payroll Services:	5660	949	967	968	1,000	682	68.22%	1,023	102.32%	1,000	0	0.00%
San Mateo County Tax Roll Charges:	5710	119	119	119	200	119	59.50%	179	89.25%	200	0	0.00%
Telephone & Internet:	5720	25,300	31,129	32,546	20,000	21,990	109.95%	32,984	164.92%	25,000	5,000	25.00%
Mileage Reimbursement:	5730	1,570	327	0	1,500	70	4.68%	105	7.02%	1,500	0	0.00%
Reference Materials:	5740	87	0	55	200	0	0.00%	0	0.00%	200	0	0.00%
Other Administrative:	5790	448	608	94		0	0.00%	0	0.00%		0	
CalPERS 457 Deferred Plan:	5810	18,955	20,180	18,545	18,364	11,662	63.50%	17,493	95.26%		(18,364)	-100.00%
Employee Benefits:	5820	52,115	50,680	55,091	43,823	30,028	68.52%	45,042	102.78%		(43,823)	-100.00%
Disability Insurance:	5830	1,360	1,709	1,747	1,941	1,179	60.75%	1,769	91.12%		(1,941)	-100.00%
Payroll Taxes:	5840	15,610	16,217	17,028	20,069	9,370	46.69%	14,055	70.03%		(20,069)	-100.00%
PARS:	5850	19,459	20,480	25,388	17,936	11,644	64.92%	17,466	97.38%		(17,936)	-100.00%
Management:	5910	112,113	114,041	128,011	118,537	73,551	62.05%	110,326	93.07%		(118,537)	-100.00%
Staff:	5920	125,760	132,421	131,838	140,658	93,142	66.22%	139,712	99.33%		(140,658)	-100.00%
Staff Certification:	5930	1,800	2,225	1,913	1,800	1,400	77.78%	2,100	116.67%		(1,800)	-100.00%
Staff Overtime:	5940	1,435	1,888	3,411	340	2,871	845.68%	4,307	1268.51%		(340)	-100.00%
Worker's Compensation Insurance:	5960	2,622	2,837	2,699	2,355	1,221	51.83%	1,831	77.75%		(2,355)	-100.00%
Claims, Property Damage:	6170	20,514	632	976	20,000	0	0.00%	0	0.00%	20,000	0	0.00%
Education & Training:	6195	559	0	0	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
General Engineering:	6220	33,584	35,060	24,889	30,000	33,334	111.11%	50,001	166.67%	35,000	5,000	16.67%
Alarm Services:	6335	5,028	6,133	6,688	5,000	3,344	66.88%	5,016	100.33%	5,500	500	10.00%
Landscaping:	6337	2,588	4,468	4,875	6,000	5,400	90.00%	5,400	90.00%	6,000	0	0.00%
Pumping Fuel & Electricity:	6410	44,881	39,587	45,778	45,000	34,323	76.27%	51,484	114.41%	45,000	0	0.00%
Pumping Maintenance, Generators:	6420					903	100.00%	1,355	100.00%			



MWSD — Fiscal Year 2022-23 Operations Budget - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>Approved Budget 2021-22</u>	<u>Income/Expenditures as of February 28, 2022</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as % of Budget</u>	<u>Budgeted amounts 2022-23</u>	<u>Increase/(Decrease) from 2021-2022 \$</u>	<u>Increase/(decrease) %</u>
Maintenance, Collection System:	6660	550		0	10,000	0	0.00%	0	0.00%	10,000	0	0.00%
Uniforms:	6770	0	126	0	200	0	0.00%	0	0.00%	200	0	0.00%
Fuel:	6810	1,021	848	687	1,000	441	44.05%	661	66.08%	1,000	0	0.00%
Truck Equipment, Expensed:	6820	27	439	38	160	0	0.00%	0	0.00%	160	0	0.00%
Truck Repairs:	6830	423	622	88	1,000	54	5.44%	82	8.17%	1,000	0	0.00%
Total Other Operations:	6890	0	(29,919)	0			0.00%	0	0.00%		0	
SAM Collections:	6910	329,965	341,549	281,817	331,973	193,651	58.33%	290,476	87.50%	284,186	(47,787)	-14.39%
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,532,608	1,021,739	66.67%	1,532,608	100.00%	1,727,328	194,720	12.71%
SAM Maintenance, Collection System:	6940	0	0	0	40,000	4,173	10.43%	6,259	15.65%	40,000	0	0.00%
SAM Maintenance, Pumping:	6950	82,999	0	0	70,000	70,480	100.69%	105,720	151.03%	70,000	0	0.00%
Total Operations Expense:		2,932,410	3,084,979	3,291,878	2,917,565	1,936,919	66.39%	2,893,094	99.16%	2,657,674	(259,891)	-8.91%
Net Change in position from Operations:		157,629	481,942	828,761	954,977	564,674	59.13%	1,063,084	111.32%	1,223,548	268,571	28.12%

DRAFT
 03/17/2022



MWSD — Fiscal Year 2021-22 Non-Operating Budget - SEWER ENTERPRISE

	GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved Budget 2021-22	Income/Expenditures as of February 28, 2022	% To date	Projected	Projected as % of Budget	Budgeted amounts 2022-23	Increase/(Decrease) from 21-2022 \$	Increase/(decrease) %
Non Operating Revenue												
Connection Fees, Residential New Const:	7110	246,161	225,264	183,873	100,000	30,153	30.15%	45,230	45.23%		(100,000)	-100.00%
Connection Fees, Residential Remodel:	7120	66,218	55,708	2,774	50,000	40,115	80.23%	60,172	120.34%		(50,000)	-100.00%
LAIF, Interest:	7200	99,073	105,107	38,726	40,000	9,232	23.08%	13,848	34.62%	20,000	(20,000)	-50.00%
Total Non Operating Revenue:		411,451	386,079	225,374	190,000	79,500	41.84%	119,249	62.76%	20,000	(170,000)	-89.47%
Non Operating Expense												
PNC Equipment Lease:	9125	17,492	15,151	13,384	11,535	8,052	69.81%	11,535	100.00%	9,441	(2,094)	-18.15%
I-Bank Loan:	9200	22,382	23,801	21,263	20,700	11,873	57.36%	20,700	100.00%	19,716	(984)	-4.76%
Total Non Operating Expense:		39,874	38,952	34,647	32,235	19,925	61.81%	32,235	100.00%	29,157	(3,078)	-9.55%
Net Change in position from Non Operating activities:		371,577	347,127	190,727	157,765	59,574		87,014		(9,157)	(166,922)	

DRAFT
03/17/2022

MWSD — Fiscal Year 2022-23 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2018-19	2019-20	2020-2021	Approved Budget	Income/Expenditures		% To date	Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	Actual	2021-22	as of February 28,	2022			of Budget	2022-23	from 2021-2022 \$	%
Cell Tower Lease:	4220	36,752	42,687	33,985	0	0	0.00%	0	0.00%	0	0	0	#DIV/0!
Administrative Fees (New Construction):	4410	3,126	4,336	6,028	5,000	6,259	125.18%	9,389	187.77%	7,000	2,000	40.00%	
Administrative Fees (Remodel):	4420	0	1,084	548	0	569	100.00%	854	100.00%	600	600	0.00%	
Inspection Fees (New Construction):	4430	2,956	4,096	5,698	4,000	6,263	156.58%	9,395	234.86%	7,000	3,000	75.00%	
Inspection Fees (Remodel):	4440	0	1,536	518	1,000	538	53.80%	807	80.70%	1,000	0	0.00%	
Mainline Extension Fees:	4450	3,119	0	85,905	3,000	82,882	2762.73%	124,323	4144.10%	3,000	0	0.00%	
Remodel Fees:	4460	1,900	1,421	0	0	0	0.00%	0	0.00%	0	0	0.00%	
Other Fees:	4470	3,382	4,400	489	0	0	0.00%	0	0.00%	0	0	#DIV/0!	
Grants:	4510	280	112	136	0	136	100.00%	204	100.00%	0	0	0.00%	
Property Tax Receipts:	4610	404,079	407,337	455,194	277,750	385,197	138.69%	577,796	208.03%	277,750	0	0.00%	
Testing, Backflow:	4740	18,420	25,761	15,828	18,000	19,480	108.22%	29,220	162.33%	15,000	(3,000)	-16.67%	
Water Sales:	4810	1,892,091	1,973,134	1,952,964	1,900,000	1,182,098	62.22%	1,773,148	93.32%	1,900,000	0	0.00%	
Water Sales, Fire Protection:	4820	0	0	0	0	0	0.00%	0	0.00%	0	0	0.00%	
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(2,817)	(3,000)	(1,713)	57.10%	(2,570)	85.65%	(3,000)	0	0.00%	
Other Revenue:	4990	3,936	56,424	6,393	0	630	100.00%	945	100.00%	0	0	0.00%	
Total Operating Revenue:		2,365,369	2,520,990	2,560,868	2,205,750	1,682,340	76.27%	2,523,509	114.41%	2,208,350	2,600	0.12%	
Operating Expenses													
Bank Fees:	5190	3,495	1,434	1,777	1,500	2,610	173.98%	3,915	260.97%	0	(1,500)	-100.00%	
Board Meetings:	5210	3,928	3,861	4,050	3,000	2,400	80.00%	3,600	120.00%	3,000	0	0.00%	
Director Fees:	5220	2,288	4,125	3,525	7,500	4,318	57.58%	6,478	86.37%	7,500	0	0.00%	
Election Expenses:	5230	4,265	0	0	75,000	0	0.00%	0	0.00%	10,000	(65,000)	-86.67%	
Bond Issue Costs - Expense:	5235	0	0	66,381	0	0	0.00%	0	0.00%	0	0	#DIV/0!	
CDPH Fees:	5240	10,530	12,405	12,004	13,000	15,707	120.82%	15,707	120.82%	15,000	2,000	15.38%	
Conference Attendance:	5250	2,467	243	0	3,000	722	24.07%	1,083	36.11%	6,000	3,000	100.00%	
Information Systems:	5270	10,185	18,631	6,875	5,000	3,262	65.24%	4,893	97.85%	5,000	0	0.00%	
Fidelity Bond:	5310	438	0	438	500	0	0.00%	0	0.00%	500	0	0.00%	
Property & Liability Insurance:	5320	2,215	1,173	0	5,000	6,881	137.63%	10,322	206.44%	0	(5,000)	-100.00%	
LAFCO Assessment:	5350	2,520	2,759	5,872	3,000	0	0.00%	0	0.00%	5,000	2,000	0.00%	
Meeting Attendance, Legal:	5420	14	0	0	0	0	0.00%	0	0.00%	0	0	#DIV/0!	
General Legal:	5430	24,250	123,406	116,294	140,000	50,528	36.09%	75,792	54.14%	100,000	(40,000)	-28.57%	
Litigation:	5440	0	0	810	0	1,215	100.00%	1,215	100.00%	0	0	0.00%	
Maintenance, Office:	5510	11,015	6,414	10,653	8,000	9,191	114.89%	9,500	118.75%	15,000	7,000	87.50%	
Meetings, Local:	5520	41	(142)	0	0	0	0.00%	0	0.00%	0	0	#DIV/0!	
Memberships:	5530	22,236	23,026	24,540	27,000	19,845	73.50%	25,000	92.59%	27,000	0	0.00%	
Office Supplies:	5540	7,244	6,525	4,098	6,500	9,368	144.13%	14,052	216.19%	4,500	(2,000)	-30.77%	
Postage:	5550	9,318	11,567	13,451	9,000	8,067	89.63%	12,101	134.45%	14,000	5,000	55.56%	
Printing & Publishing:	5560	3,213	2,171	1,397	5,000	999	19.98%	1,499	29.97%	5,000	0	0.00%	
Accounting:	5610	26,503	37,875	34,978	39,000	23,063	59.14%	34,594	88.70%	35,000	(4,000)	-10.26%	
Audit:	5620	0	8,150	13,150	13,500	13,661	101.19%	13,661	101.19%	14,000	500	3.57%	
Consulting:	5630	0	56,893	64,713	55,000	35,952	65.37%	53,929	98.05%	65,000	10,000	18.18%	
Data Services:	5640	0	900	6,386	6,500	900	13.84%	1,349	20.76%	6,500	0	0.00%	
Labor & HR Support:	5650	2,442	2,641	2,562	2,000	1,708	85.40%	2,562	128.10%	2,500	500	20.00%	
Payroll Services:	5660	949	967	968	1,000	682	68.22%	1,023	102.33%	1,000	0	0.00%	
San Mateo Co. Tax Roll Charges:	5710	119	119	119	0	119	100.00%	179	100.00%	200	200	#DIV/0!	
Telephone & Internet:	5720	31,642	36,093	40,647	25,000	26,637	106.55%	39,956	159.83%	25,000	0	0.00%	
Mileage Reimbursement:	5730	2,188	623	75	1,500	122	8.15%	183	12.22%	1,500	0	0.00%	
Reference Materials:	5740	0	0	55	800	0	0.00%	0	0.00%	800	0	0.00%	
Other Administrative:	5790	791	500	729	0	0	0.00%	0	0.00%	0	0	#DIV/0!	
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,923	44,063	28,662	65.05%	42,993	97.57%	0	(44,063)	-100.00%	
Employee Benefits:	5820	84,851	85,042	120,304	107,276	75,362	70.25%	113,043	105.38%	0	(107,276)	-100.00%	
Disability Benefits:	5830	3,366	3,564	4,041	4,658	2,753	59.09%	4,129	88.64%	0	(4,658)	-100.00%	
Payroll Taxes:	5840	39,124	43,195	47,306	50,453	28,786	57.06%	43,180	85.58%	0	(50,453)	-100.00%	
PARS:	5850	37,916	42,031	26,477	38,383	25,638	66.80%	38,458	100.19%	0	(38,383)	-100.00%	
Management:	5910	112,113	114,042	128,011	118,537	73,551	62.05%	110,327	93.07%	0	(118,537)	-100.00%	
Staff:	5920	356,877	407,112	446,737	526,927	291,034	55.23%	436,550	82.85%	0	(526,927)	-100.00%	
Staff Certification:	5930	9,275	10,625	11,213	11,400	7,700	67.54%	11,550	101.32%	0	(11,400)	-100.00%	
Staff Overtime:	5940	45,516	45,849	48,498	57,666	34,706	60.19%	52,059	90.28%	0	(57,666)	-100.00%	
Staff Standby:	5950	24,705	25,485	26,514	27,723	17,785	64.15%	26,677	96.23%	0	(27,723)	-100.00%	

MWSD — Fiscal Year 2022-23 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2018-19	2019-20	2020-2021	Approved Budget	Income/Expenditures		% To date	Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	Actual	2021-22	as of February 28,	2022			of Budget	2022-23	from 2021-2022 \$	%
Worker's Compensation Insurance:	5960	12,579	14,274	14,332	19,810	6,392	32.27%	9,588	48.40%			(19,810)	-100.00%
Backflow Prevention:	6160	764	326	1,528	1,000	691	69.06%	1,036	103.60%	1,000	0	0	0.00%
Claims, Property Damage:	6170	22	392	0	10,000	0	0.00%	0	0.00%	10,000	0	0	0.00%
SCADA Maintenance:	6185	12,061	2,468	4,816	13,000	2,057	15.82%	3,085	23.73%	13,000	0	0	0.00%
Communications - Other:	6180			771			0.00%	0	0.00%	0	0	0	#DIV/0!
Education & Training:	6195	5,098	4,372	639	9,000	520	5.78%	780	8.67%	5,000	(4,000)		-44.44%
General Engineering:	6220	1,467	12,390	1,352	20,000	2,150	10.75%	3,225	16.13%	20,000	0	0	0.00%
Water Quality Engineering:	6230	420,284	116,823	68,993	100,000	24,860	24.86%	37,290	37.29%	50,000	(50,000)		-50.00%
Equipment & Tools, Expensed:	6320	11,867	17,500	6,943	8,000	7,895	98.68%	11,842	148.02%	12,000	4,000		50.00%
Alarm Services:	6335	718	1,040	1,249	2,000	602	30.08%	902	45.12%	2,000	0	0	0.00%
Landscaping:	6337	5,811	6,950	13,932	15,000	11,989	79.93%	17,984	119.89%	15,000	0	0	0.00%
Lab Supplies & Equipment:	6370	2,251	9,432	993	4,000	782	19.54%	1,173	29.32%	4,000	0	0	0.00%
Meter Reading:	6380		10	121	500	119	23.83%	179	35.74%	500	0	0	0.00%
Pumping Fuel & Electricity:	6410	77,011	75,074	75,172	90,000	58,017	64.46%	87,026	96.70%	90,000	0	0	0.00%
Pumping Maintenance, Generators:	6420	21,339	20,908	8,014	10,000	4,170	41.70%	6,255	62.55%	10,000	0	0	0.00%
Pumping Maintenance, General:	6430	3,448	17	751	5,000	0	0.00%	0	0.00%	5,000	0	0	0.00%
Pumping Equipment, Expensed:	6440	478	8,562	13	700	129	18.47%	388	55.42%	700	0	0	0.00%
Maintenance, Raw Water Mains:	6510	1,857	27	37	2,500	253	10.13%	380	15.19%	2,500	0	0	0.00%
Maintenance, Wells:	6520	8,635	13,281	9,193	15,000	5,766	38.44%	8,649	57.66%	15,000	0	0	0.00%
Water Purchases:	6530	26,826	33,976	34,355	35,000	18,156	51.88%	27,235	77.81%	35,000	0	0	0.00%
Hydrants:	6610		6,481	10,557	5,000	5,690	113.80%	8,535	170.71%	10,000	5,000		100.00%
Maintenance, Water Mains:	6620	46,952	40,201	43,561	50,000	32,629	65.26%	48,943	97.89%	50,000	0	0	0.00%
Maintenance, Water Service Lines:	6630	3,506	6,384	40,898	20,000	7,910	39.55%	11,865	59.32%	20,000	0	0	0.00%
Maintenance, Tanks:	6640	1,593	5,141	4,510	5,000	438	8.75%	656	13.13%	5,000	0	0	0.00%
Maintenance, Distribution General:	6650	7,341	10,890	8,623	10,000	6,535	65.35%	9,802	98.02%	10,000	0	0	0.00%
Meters:	6670	8,177	6,253	11,456	4,000	18,911	472.78%	11,168	279.20%	10,000	6,000		150.00%
Chemicals & Filtering:	6710	20,233	39,914	38,934	20,000	27,149	135.74%	40,723	203.62%	40,000	20,000		
Maintenance, Treatment Equipment:	6720	28,456	13,805	5,546	15,000	8,216	54.78%	12,325	82.17%	15,000	0	0	0.00%
Treatment Analysis:	6730	45,055	18,718	29,278	30,000	25,358	84.53%	38,038	126.79%	40,000	10,000		
Uniforms:	6770	11,459	3,702	1,635	2,000	364	18.20%	546	27.30%	2,000	0	0	0.00%
Fuel:	6810	6,541	6,237	6,677	7,000	5,031	71.87%	7,546	107.80%	10,000	3,000		
Truck Equipment, Expensed:	6820	309	3,433	217	2,000	1,267	63.33%	1,900	95.00%	2,000	0	0	0.00%
Truck Repairs:	6830	2,411	3,694	498	5,000	1,464	29.29%	2,197	43.94%	5,000	0	0	0.00%
Other Operations:	6890	43	4,265			2,827	100.00%	4,240	100.00%		0	0	0.00%
Total Operations Expense:		2,742,378	2,709,058	3,041,396	1,978,896	1,111,865	56.19%	1,627,056	82.22%	878,700	(1,100,196)		-55.60%
Net Change in position from Operations:		(377,009)	(188,067)		226,854	570,475	251.47%	896,454	395.17%	1,329,650	1,102,796		486.13%



MWSD — Fiscal Year 2022-2023 Non-Operating Budget - WATER ENTERPRISE

GL Codes	2018-19	2019-20	2020-2021	Approved Budget	Income/Expenditures			Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
	Actual	Actual	Actual	2021-22	as of February 28, 2022	% To date	Projected	of Budget	2022-23	from 2021-22 \$	%
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	151,098	223,718	89,474	100,000	79.47%	136,241	136.24%	120,000	20,000	20.00%
Connection Fees, Residential Remodel:	7120					0.00%	0	0.00%	0	0	0.00%
Connection Fees, Residential Fire:	7130	164,056	84,517	155,910	50,000	208.98%	179,128	358.26%	50,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140	2,032		3,823		0.00%	0	0.00%		0	
Connection Fees, Well Conversion:	7150					0.00%	0	0.00%		0	
General Obligation Bonds, Assessment Receipts:	7600	1,182,939	1,191,631	1,195,387	983,546	50.66%	1,195,381	121.54%	983,546	(0)	0.00%
Water System Reliability:	7650			949,243	1,000,000	62.46%	1,070,709	107.07%	1,000,000	0	0.00%
Water:	8100	447,526	907,030	400,200	1,198,750	32.42%	388,606				
Total Non Operating Revenue:		1,947,651	2,406,897	2,794,037	3,332,296	50.88%	1,510,750	45.34%	2,153,546	20,000	0.60%
Non Operating Expense											
General Obligation Bonds:	9100	242,762	221,777	126,949	77,805	57.10%	77,805	100.00%	67,450	(10,355)	-13.31%
PNC Equipment Lease:	9125	17,492	15,151	13,384	11,535	64.12%	9,441	81.85%	9,441	(2,094)	-18.15%
State Revolving Fund Loan:	9150	78,501	72,938	69,614	66,647	49.26%	62,640	93.99%	62,640	(4,007)	-6.01%
Conservation Program/Rebates:	9210	1,500	1,350	850		100.00%	3,000	100.00%		0	#DIV/0!
Total Non Operating Expense:		383,970	297,431	210,796	155,987	54.72%	152,887	98.01%	139,532	(16,455)	-10.55%
Net Change in position from Non Operating activities:		1,563,681	2,109,466	2,583,241	3,176,309		1,357,863		2,014,014	36,455	1.15%

DRAFT
03/17/2022

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2021

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$165,850										
	\$132,801	\$132,801	\$136,121	\$139,524	\$143,012	\$146,588	\$150,252	\$154,009	\$157,859	\$161,805	\$165,850
		\$63.85	\$65.44	\$67.08	\$68.76	\$70.47	\$72.24	\$74.04	\$75.89	\$77.79	\$79.74
Superintendent	\$155,431										
	\$124,458	\$124,458	\$127,569	\$130,759	\$134,028	\$137,378	\$140,813	\$144,333	\$147,941	\$151,640	\$155,431
		\$59.84	\$61.33	\$62.86	\$64.44	\$66.05	\$67.70	\$69.39	\$71.13	\$72.90	\$74.73
Senior Operator	\$116,447										
	\$93,242	\$93,242	\$95,573	\$97,963	\$100,412	\$102,922	\$105,495	\$108,132	\$110,836	\$113,606	\$116,447
		\$44.83	\$45.95	\$47.10	\$48.27	\$49.48	\$50.72	\$51.99	\$53.29	\$54.62	\$55.98
Water System Operator	\$94,798										
	\$75,907	\$75,907	\$77,805	\$79,750	\$81,744	\$83,787	\$85,882	\$88,029	\$90,230	\$92,486	\$94,798
		\$36.49	\$37.41	\$38.34	\$39.30	\$40.28	\$41.29	\$42.32	\$43.38	\$44.46	\$45.58
Maintenance Worker I	\$82,307										
	\$65,905	\$65,905	\$67,553	\$69,242	\$70,973	\$72,747	\$74,566	\$76,430	\$78,341	\$80,299	\$82,307
		\$31.69	\$32.48	\$33.29	\$34.12	\$34.97	\$35.85	\$36.75	\$37.66	\$38.61	\$39.57
Account Specialist	\$78,693										
	\$63,012	\$63,012	\$64,587	\$66,202	\$67,857	\$69,553	\$71,292	\$73,074	\$74,901	\$76,774	\$78,693
		\$30.29	\$31.05	\$31.83	\$32.62	\$33.44	\$34.27	\$35.13	\$36.01	\$36.91	\$37.83
District Clerk	\$78,693										
	\$63,012	\$63,012	\$64,587	\$66,202	\$67,857	\$69,553	\$71,292	\$73,074	\$74,901	\$76,774	\$78,693
		\$30.29	\$31.05	\$31.83	\$32.62	\$33.44	\$34.27	\$35.13	\$36.01	\$36.91	\$37.83

2.5 % step increases

	Increase 2.83%	1-Jul-18	Increase 4.01%	1-Jul-19	Increase 1.11%	1-Jul-20	Increase 3.81%	1-Jul-21	Increase 4.20%	1-Jul-22
Operations Manager	1.0283	\$121,178	1.0401	\$121,435	1.011	\$122,771	1.0381	\$127,448	1.0420	\$132,801
Superintendent	1.0283	\$113,565	1.0401	\$113,806	1.011	\$115,058	1.0381	\$119,441	1.0420	\$124,458
Lead Operator	-	-	-	-	-	-	-	93,242	1.0420	\$97,158
Water System Operator	1.0283	\$69,264	1.0401	\$69,410	1.011	\$70,174	1.0381	\$72,848	1.0420	\$75,907
Maintenance Worker	1.0283	\$60,137	1.0401	\$60,265	1.011	\$60,927	1.0381	\$63,249	1.0420	\$65,905
Account Specialist	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.0420	\$63,012
District Clerk	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.0420	\$63,012

Operator in Training \$19 per hour
Temporary Worker \$19 per hour

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
GM	\$ 118,537.10					\$ 118,537.10	\$ 15,169.12	\$ 877.17	\$ 1,114.25	\$ 8,297.60	\$ 8,202.77	\$ 1,718.79	\$ 7,349.30	\$ 161,266.09
Superintendent	\$ 79,004.39	\$ 883.10	\$ 527.96		\$ 1,800.00	\$ 82,215.45	\$ 7,169.17	\$ 608.39	\$ 3,337.95	\$ 5,755.08	\$ 5,467.10	\$ 1,192.12	\$ 5,097.36	\$ 110,842.63
Account Specialist	\$ 72,474.40					\$ 72,474.40	\$ 30,338.24	\$ 536.31	\$ 558.05	\$ 5,073.21	\$ 5,015.23	\$ 1,050.88	\$ 4,493.41	\$ 119,539.73
Lead Operator	\$ 49,793.62	\$ 4,615.32	\$ 4,585.90	\$ 3,096.89	\$ 1,200.00	\$ 63,291.73	\$ 5,519.17	\$ 234.18	\$ 1,284.82	\$ 2,215.21	\$ 1,722.86	\$ 458.87	\$ 1,962.04	\$ 76,688.89
Water Operator	\$ 50,624.35	\$ 5,011.63	\$ 4,979.68	\$ 3,362.82	\$ 1,200.00	\$ 65,178.48	\$ 5,519.17	\$ 241.16	\$ 1,323.12	\$ 2,281.25	\$ 1,751.60	\$ 472.54	\$ 2,020.53	\$ 78,787.86
Water Operator	\$ 96,369.96	\$ 6,755.16	\$ 8,520.40	\$ 6,052.96	\$ 2,400.00	\$ 120,098.49	\$ 11,038.35	\$ 888.73	\$ 4,876.00	\$ 8,406.89	\$ 6,668.80	\$ 1,741.43	\$ 7,446.11	\$ 161,164.79
Water Operator	\$ 73,953.64	\$ 4,834.54	\$ 6,435.39	\$ 4,174.83	\$ 2,400.00	\$ 91,798.40	\$ 11,038.35	\$ 679.31	\$ 3,727.02	\$ 6,425.89	\$ 5,117.59	\$ 1,331.08	\$ 5,691.50	\$ 125,809.13
Water Operator	\$ 83,099.52	\$ 5,324.56	\$ 6,392.27	\$ 4,554.49	\$ 2,400.00	\$ 101,770.84	\$ 21,484.77	\$ 753.10	\$ 4,131.90	\$ 7,123.96	\$ 5,750.49	\$ 1,475.68	\$ 6,309.79	\$ 148,800.53
				\$ -										
Temp. Operator	\$ 20,000.00	\$ 962.58	\$ 62.44	\$ 7,612.16		\$ 28,637.18			\$ 220.51			\$ 415.24	\$ 1,775.50	\$ 31,048.43
Part Time Admin	\$ 1,790.75					\$ 1,790.75			\$ 13.79			\$ 25.97	\$ 111.03	\$ 1,941.53
Totals	\$ 645,647.73	\$ 28,386.89	\$ 31,504.04	\$ 28,854.15	\$ 11,400.00	\$ 745,792.82	\$ 107,276.33	\$ 4,818.36	\$ 20,587.40	\$ 45,579.09	\$ 39,696.44	\$ 9,882.59	\$ 42,256.58	\$ 1,015,889.60
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 118,537.10					\$ 118,537.10	\$ 15,169.12	\$ 877.17	\$ 1,114.25	\$ 8,297.60	\$ 8,202.77	\$ 1,718.79	\$ 7,349.30	\$ 161,266.09
Superintendent	\$ 79,004.39	\$ 883.10	\$ 527.96		\$ 1,800.00	\$ 82,215.45	\$ 7,169.17	\$ 608.39	\$ 772.83	\$ 5,755.08	\$ 5,467.10	\$ 1,192.12	\$ 5,097.36	\$ 108,277.51
District Clerk	\$ 67,856.75					\$ 67,856.75	\$ 21,484.77	\$ 502.14	\$ 522.50	\$ 4,749.97	\$ 4,695.69	\$ 983.92	\$ 4,207.12	\$ 105,002.85
Totals	\$ 265,398.23	\$ 883.10	\$ 527.96	\$ -	\$ 1,800.00	\$ 268,609.29	\$ 43,823.06	\$ 1,987.71	\$ 2,409.57	\$ 18,802.65	\$ 18,365.56	\$ 3,894.83	\$ 16,653.78	\$ 374,546.45

DRAFT
 03/17/2025

MWSD SEWER Capital Improvement Program
2021-22
SEWER SYSTEM

PROJECT	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 75,000	\$ 50,000	\$ 50,000	\$ 974,500	\$ 810,000
Inflow & Infiltration Testing / Televising	\$ 25,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000
Seal Cove Area Repair and Maint. Project	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Replace Pump Station Pumps	\$ 20,000	\$ 5,000	\$ 50,000	\$ 20,000	\$ 20,000
Replace Medium High Priority Sewer Mains	\$ 633,250	\$ 1,169,350	\$ 1,211,150	\$ 681,875	\$ 681,875
Spot Repairs Program	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Replace Distillery Pump Station	\$ 5,000	\$ 15,000	\$ 10,000	\$ 80,000	\$ 80,000
Cabrillo Hwy Express Sewer	\$ 1,092,960				
Pump Station Communication Upgrades	\$ 5,125	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,906,335	\$ 1,311,850	\$ 1,378,650	1,813,875	1,649,375
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B	\$ -	\$ 526,975	\$ 1,015,300	\$ 668,250	\$ 668,250
Pump Station MCC and Coatings					\$ 675,000
TOTAL ANNUAL COST	1,906,335	1,838,825	2,393,950	2,482,125	2,992,625

DRAFT
03/17/2022

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER							5-Year CIP Total
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Distribution System Renewal and Replacement Program (1)	\$ 195,000	\$ 198,900	\$ 202,878	\$ 206,936	\$ 211,074	\$ 1,014,788	
Water Conservation Program	\$ 8,750	\$ 9,013	\$ 9,018	\$ 9,288	\$ 9,567	\$ 45,636	
Storage Tank Rehabilitation Program (2)		\$ 350,000	\$ 1,000,000			\$ 1,350,000	
Pillar Ridge Water Treatment Plan Rehabilitation	\$ 350,000	\$ 150,000				\$ 500,000	
Emergency Generator Replacement Program	\$ 45,000	\$ 45,900	\$ 46,818	\$ 47,754	\$ 48,709	\$ 234,181	
Vehicle Replacement Fund		\$ 40,000	\$ 41,200	\$ 42,436		\$ 123,636	
EXISTING CUSTOMER CIP TOTAL	\$ 598,750	\$ 793,813	\$ 1,299,914	\$ 306,414	\$ 269,350	\$ 3,268,241	
New Customer CIP - WATER							5-Year CIP Total
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Water Main Upgrade Program (1)	\$ 525,000	\$ 1,000,000	\$ 1,030,000	\$ 1,060,900	\$ 1,092,727	\$ 4,708,627	
Existing Well Upgrade Program (3)		\$ 320,000	\$ 329,600	\$ 339,488		\$ 989,088	
New and Upgraded PRV Stations' Program (4)		\$ 250,000	\$ 257,500	\$ 265,225	\$ 273,182	\$ 1,045,907	
Emergency Generator Upgrade Program	\$ 75,000	\$ 77,250	\$ 79,568	\$ 81,955	\$ 84,414	\$ 398,187	
Portola Tank Telemetry Upgrade				\$ 250,000		\$ 250,000	
Develop Additional Supply Reliability			\$ 100,000	\$ 350,000	\$ 1,000,000	\$ 1,450,000	
NEW CUSTOMER CIP TOTAL	\$ 600,000	\$ 1,647,250	\$ 1,796,668	\$ 2,347,568	\$ 2,450,323	\$ 8,841,809	
Total Annual Capital Cost	\$ 1,198,750	\$ 2,441,063	\$ 3,096,582	\$ 2,653,982	\$ 2,719,673	\$ 12,110,050	
CAPITAL FUND BALANCE							
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual Capital Fund TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Less CIP	\$ (1,198,750)	\$ (2,441,063)	\$ (3,096,582)	\$ (2,653,982)	\$ (2,719,673)	\$ (12,110,050)	
Total	\$ (1,198,750)	\$ (2,441,063)	\$ (3,096,582)	\$ (2,653,982)	\$ (2,719,673)	\$ (12,110,050)	
Notes:							
(1) These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. Proposed split is 50/50							
Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1							
(2) This project includes urgent repairs needed to the Portola Tank and is coupled with the above project (1) for cost efficiency							
(3) This project is for the Pillar Ridge wells' rehabilitation and upgrades							
(4) This project would add new PRV stations, sampling stations, valves, and upgrade existing							

Fiscal year 2021-2022

Budget Debt Service

	Original Issue Amount	Balance June 30, 2022	Additions	Retirements	Balance June 30, 2023	Interest Expense
Sewer						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 662,793		\$ 32,752	\$ 630,041	\$ 19,716
PNCEF Lease Obligation	\$ 927,222	\$ 353,644		\$ 74,079	\$ 279,565	\$ 9,441
Subtotal - Sewer		<u>\$ 1,016,437</u>	<u>\$ -</u>	<u>\$ 106,831</u>	<u>\$ 909,606</u>	<u>\$ 29,157</u>
Water						
General Obligation Bonds - 2020 Series	\$ 7,524,000	\$ 6,145,071		\$ 916,095	\$ 5,228,976	\$ 67,450
PNCEF Lease Obligation	\$ 927,222	\$ 353,644		\$ 74,079	\$ 279,565	\$ 9,441
SRF Loan	\$ 4,248,354	\$ 4,787,407		\$ 178,471	\$ 4,608,936	\$ 62,640
Subtotal - Water		<u>11,286,122</u>	<u>-</u>	<u>1,168,645</u>	<u>10,117,477</u>	<u>139,532</u>
Total Debt Service		<u>\$ 12,302,558</u>	<u>\$ -</u>	<u>\$ 1,275,476</u>	<u>\$ 11,027,083</u>	<u>\$ 168,689</u>

PNCEF lease obligation is split evenly between Sewer and Water.

The District entered into an agreement with the State of California Department of health under the Safe Drinking Water State Revolving Fund Law of 1947. This agreement constitutes funding in the form of a loan and a grant made by the State to the District to assist in financing the cost of studies, planning and other preliminary activities for a project which will enable the district to meet safe drinking water standards.

The 2012 General Obligation Bonds were refunded in November 2020 with the issuance of the 2020 General Obligation Bonds.

DRAFT
03/17/2022

Fiscal year 2020-2021 Budget Impact Area Operating Reserves

WATER

Water Operating Account as of February 28, 2022

Wells Fargo Checking: \$ 1,012,992

Current Operating Reserves as of February 28, 2022

Operating: \$ 46,009

Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses.
Based on fiscal year 2022-23 budget the amount of operating reserves is as follows:

Target calculation

\$	804,700	Budgeted fiscal year 2022-23
	<u>12</u>	Months
\$	67,058	Monthly budgeted operating expenses
	<u>x 2</u>	Two months expenditures
<u>\$</u>	<u>134,117</u>	Target Reserve

Conclusion:

Currently, the District has insufficient Operating Water Reserves for Fiscal Year 2022-2023

DRAFT
03/17/2022

Fiscal year 2020-2021 Budget Impact Area Operating Reserves

SEWER

Sewer Operating Account as of February, 2022

Wells Fargo Checking \$ 3,020,644

Current Reserves as of February 28, 2022

Operating: \$ 406,882

Operating Reserve:

For the District's Sewer Operating Reserve, the maximum target amount shall equal ten months' of operating expenses and the minimum target amount shall equal two months' of operating expenses.

Based on fiscal year 2022-23 budget the amount of operating reserves is as follows:

Minimum Target		
\$	2,663,874	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	221,990	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	443,979	Minimum Target Reserve
<hr/>		

Maximum Target		
\$	2,663,874	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	221,990	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	1,775,916	Maximum Target Reserve
<hr/>		

Conclusion: Year

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2022-23

Beginning in Fiscal Year 2020-21 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

Fiscal year 2020-2021 Budget Impact Area Capital and Connection Reserves

CAPITAL RESERVE

Capital Reserve:

For the Water and Sewer capital reserves, the target amounts are based on district engineers' estimates of the annual costs to replace water and sewer facilities and the five year capital improvement plans (CIP). Each Utility enterprise shall have a separate capital reserve. The maximum target amount shall equal the highest total annual amount shown in the CIP applicable to existing customers plus the district engineer's estimate of annual replacement capital project costs. The minimum target amount shall equal the lowest total annual amount shown in the CIP applicable to existing customers plus the district engineers' estimate of annual replacement capital project costs.

WATER

Current Capital Reserves as of January 31, 2022

Capital: \$ 398,249

Minimum Target

\$ 1,198,750	Lowest year CIP existing customers (fiscal year 2021-22)
\$ 750,000	Engineer estimate
<u>\$ 1,948,750</u>	Minimum target

Maximum Target

\$ 3,096,582	Highest year CIP existing customers (fiscal year 2023-24)
\$ 750,000	Engineer estimate
<u>\$ 3,846,582</u>	Maximum target

Conclusion:

Based on the above, the District does not have sufficient reserves for the minimum target Capital reserve.

Fiscal year 2020-2021 Budget Impact Area Capital and Connection Reserves

SEWER

Current Capital Reserves as of April 30, 2020

Capital: \$ 4,008,979

Minimum Target

\$ 1,838,825 Lowest year CIP existing customers (fiscal year 2022-23)

\$ 1,177,000 Engineer estimate

\$ 3,015,825 Minimum target

Maximum Target

\$ 2,992,625 Highest year CIP existing customers (fiscal year 2025-26)

\$ 1,177,000 Engineer estimate

\$ 4,169,625 Maximum target

Conclusion:

Based on the above, the District has sufficient reserves for Capital minimum & maximum target.

CONNECTION FEE RESERVE

Connection Fees:

Provides funds for expansion-related capital projects caused by increases in new water and sewer customers. The connection fee reserves are restricted pursuant to Government Code Section 66013.

The water and sewer connection fee reserves shall equal one year's revenue.

WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.

Fiscal year 2021-22 amount to be reserved is \$150,000.

SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.

Fiscal year 2021-22 amount to be reserved is \$150,000.

Sewer

Personnel

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
Worker's Compensation Insurance:	5960
Management:	5910
Staff :	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950
PARS:	5850

Professional Services

Accounting:	5610
Audit:	5620
Consulting:	5630
Data Services:	5640
Labor & HR Support:	5650
Payroll Services:	5660
Other Professional Services:	5690
Meeting Attendance, Legal:	5420
General Legal:	5430
Litigation:	5440

Facilities & Administration

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Telephone & Internet:	5720
Other Administrative:	5790
Maintenance, Office:	5510

Engineering

Meeting Attendance, Engineering:	6210
General Engineering:	6220

Pumping

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430

Sewer Authority Mid-Coastside

SAM Collections:	6910
SAM Operations:	6920
SAM Prior-Year Adjustment:	6930
SAM Maintenance, Collection System:	6940
SAM Maintenance, Pumping:	6950

All other Accounts

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Membership:	5530
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Treatment Analysis:	6730
Uniform:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

Water

Personnel

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
Worker's Compensation Insurance:	5960
Management:	5910
Staff :	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950
PARS:	5850

Professional Services

Accounting:	5610
Audit:	5620
Consulting:	5630
Data Services:	5640
Labor & HR Support:	5650
Payroll Services:	5660
Other Professional Services:	5690
Meeting Attendance, Legal:	5420
General Legal:	5430
Litigation:	5440

Facilities & Administration

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Maintenance, Office:	5510
Telephone & Internet:	5720
Other Administrative:	5790
Facilities other:	6330

Engineering

Meeting Attendance, Engineering:	6210
General Engineering:	6220
Water Quality Engineering:	6230

Pumping

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430
Pumping Equipment, Expensed:	6440
Pumping - Other:	6400

Supply

Maintenance, Raw Water Mains:	6510
Maintenance, Wells:	6520
Water Purchases:	6530
Supply - Other:	6500

Collection/Transmission

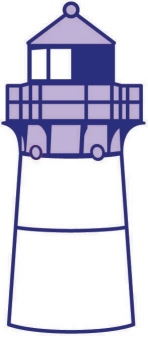
Collection/Transmission - Other:	6600
Hydrants:	6610
Maintenance, Water Mains:	6620
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Maintenance, Collection System:	6660
Meters:	6670

Treatment

Treatment - Other:	6700
Chemicals & Filtering:	6710
Maintenance, Treatment Equipment:	6720
Treatment Analysis:	6730

All other Accounts


Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Bond Issue Costs - Expense:	5235
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Other Operations:	6890
San Mateo Co. Tax Roll Charges:	5710



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **April 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Adoption of Connection Charge Report

Senate Bill 1760 revised a section of the Government Code concerning development fees and charges in 1999, It requires local governments to make available to the public information about capacity charges, what they are used for and whether or not any are available for refund. It provides that any water or sewer connection charges shall not exceed the estimated reasonable cost of providing the service for which the charge is imposed. The attached Annual Connection Charge Report provides a summary of the connection charge revenue received for previous fiscal years through FY 2021, and indicates how that money is allocated.

RECOMMENDATION: Authorize the filing of the Annual Connection Report with the District Clerk.

Attachment

ANNUAL WATER CONNECTION CHARGE REPORT
Montara Water and Sanitary District
June 30, 2021

The District, in compliance with Section 66013 of the Government Code in reviewing the water and sewer connection charges and fees, finds as follows:

<u>Year Ending</u>	<u>Connection Fees Collected</u>	<u>Connection Fees Spent on Capital Projects</u>	<u>Remaining Balance</u>
6/30/2021	\$ 249,208.00	\$ 249,208.00	\$0.00
6/30/2020	\$ 308,235.00	\$ 308,235.00	\$0.00
6/30/2019	\$ 317,186.00	\$ 317,186.00	\$0.00
6/30/2018	\$ 284,556.00	\$ 284,556.00	\$0.00
6/30/2017	\$ 208,785.00	\$ 208,785.00	\$0.00
6/30/2016	\$ 139,419.00	\$ 139,419.00	\$0.00
6/30/2015	\$ 172,492.12	\$ 172,492.12	\$0.00
6/30/2014	\$ 107,520.30	\$ 107,520.30	\$0.00
6/30/2013	\$ 74,314.87	\$ 74,314.87	\$0.00
6/30/2012	\$ 131,890.00	\$ 131,890.00	\$0.00
6/30/2011	\$ 18,382.00	\$ 18,382.00	\$0.00
6/30/2010	\$ 21,971.00	\$ 21,971.00	\$0.00
6/30/2009	\$ 50,848.00	\$ 50,848.00	\$0.00
6/30/2008	\$ 120,108.59	\$ 120,108.59	\$0.00
6/30/2007	\$ 65,900.00	\$ 65,900.00	\$0.00

ANNUAL SEWER CONNECTION CHARGE REPORT
Montara Water and Sanitary District
June 30, 2021

The District, in compliance with Section 66013 of the Government Code in reviewing the water and sewer connection charges and fees, finds as follows:

Year Ending	Connection Fees Collected	Connection Fees Spent on Capital Projects	Remaining Balance
6/30/2021	\$ 186,647.00	\$ 186,647.00	\$0.00
6/30/2020	\$ 280,972.00	\$ 280,972.00	\$0.00
6/30/2019	\$ 312,379.00	\$ 312,379.00	\$0.00
6/30/2018	\$ 229,263.00	\$ 229,263.00	\$0.00
6/30/2017	\$ 175,830.00	\$ 175,830.00	\$0.00
6/30/2016	\$ 100,597.00	\$ 100,597.00	\$0.00
6/30/2015	\$ 166,355.00	\$ 166,355.00	\$0.00
6/30/2014	\$ 66,970.00	\$ 66,970.00	\$0.00
6/30/2013	\$ 36,325.00	\$ 36,325.00	\$0.00
6/30/2012	\$ 43,468.00	\$ 43,468.00	\$0.00
6/30/2011	\$ 6,519.28	\$ 6,519.28	\$0.00
6/30/2010	\$ 49,516.00	\$ 49,516.00	\$0.00
6/30/2009	\$ 102,628.00	\$ 102,628.00	\$0.00
6/30/2008	\$ 153,929.00	\$ 153,929.00	\$0.00
6/30/2007	\$ 295,901.00	\$ 295,901.00	\$0.00