



**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

June 2, 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/82679111804?pwd=R1JrbGNkV3FMdFZxMTVrVjVVcVJLQT09>

MEETING ID: 826 7911 1804

Password: 922871

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

1. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.](#)
2. [Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2022-2023, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2021-2022.](#)

CONSENT AGENDA

1. [Approve Minutes for Finance Committee Meeting May 9, 2022, and Regular Scheduled Board Meeting May 19, 2022.](#)
2. [Approve Financial Statements for April 2022.](#)

3. [Approve Warrants for June 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 March 2022.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.](#)
2. [Review and Possible Action Concerning Approval of 2022/2023 Water and Sewer Budget and Capital Improvement Programs.](#)
3. [Review and Possible Action Concerning Professional Services Agreement with RVE Accounting.](#)
4. [Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2022-2023.](#)
5. [Conclusion of Elected Community Service Academy.](#)

REPORTS

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

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

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

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

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential cases)

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 AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2021**

Type text here

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Sewer Service Charges approved through the 2020 Prop 218 process are also included in the proposed Master Fee Schedule. There are once again no water rate increases included in this year's annual fee adjustments.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$25.04 to \$27.29. The increase is necessary to fund increased SAM assessments and capital improvement expenses.
- Connection Charges and other construction related fees have been increased by 24.52% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 5% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt *Ordinance No. _____*. *Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.*

Attachments

ORDINANCE NO. XXX

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

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

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

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

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

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

WHEREAS, the fees and charges pertaining to water and sewer services and facilities set forth herein are hereby amended; and

WHEREAS, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby restated, having heretofore been established by ordinance duly adopted; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to take place on June 2, 2022 to consider adoption of amended fees or charges for water and sewer services and facilities effective July 1, 2022; and

WHEREAS, all persons present at the aforesaid hearing interested in the adoption of the amended fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearing, if any.

ORDINANCE NO. XXX

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

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

SECTION 1. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$27.29	\$1,309.95
Restaurants	\$47.34	\$2,272.36
Motels	\$28.73	\$1,378.96
Offices	\$24.58	\$1,179.93
General Commercial	\$26.32	\$1,263.76
Schools	\$24.97	\$1,198.75
Hospitals	\$27.21	\$1,305.96

*Hundred cubic feet

Upon a new connection to the District's sewerage system, the applicant shall pay the pro-rated amount of sewer service charges for the remainder of the fiscal year in which connection is made based upon the average annual sewer service charge of all users within the applicant's user classification.
(MWSD Code §4-2.100(f))

SECTION 2. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit	\$32,611.00

ORDINANCE NO. XXX

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

(MWSD Code §3-9.500)

Fixture Unit Charge (MWSD Code §3-9.500)	\$1,341.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$21,808.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$872.00
Connection Permit Administrative Fee (MWSD Code §3-9.600)	Actual Cost (\$597.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600)	Actual Cost (\$565.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$419.00 minimum)
Minor Remodel Inspection Fee, No additional fixture units (MWSD Code §3-9.500)	\$131.00
Private Sewer System Permit (MWSD Code §3-4.200)	Actual Cost (\$193.00 minimum)
Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$3,885.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$597.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$565.00 minimum)
Administrative Fee for Reimbursement	Actual Cost

ORDINANCE NO. XXX

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

Agreement (MWSD Code §3-9.500)	(\$597.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$597.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$565.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$1,341.00
Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$597.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$3,238.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$53.00 per account
Charge to Photocopy Documents	\$1.72 per page for first four pages; \$0.44 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee or actual collection cost, whichever is greater

ORDINANCE NO. XXX

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

Meter Service Charge-4"	\$403.22 per month
-------------------------	--------------------

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

(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller:	\$17.38
6-inch connection:	\$24.65
8-inch connection:	\$32.84
10-inch connection:	\$69.20
12-inch connection:	\$96.57

Private Fire Protection Administrative Fee:*
(MWSD Code §5-3.208) \$597.00 minimum

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

Private Fire Protection Connection Charge:

3/4" meter:	\$7,035.00
1" meter:	\$11,751.00
1½ " meter:	\$23,427.00
2" meter:	\$37,500.00
3" meter:	\$70,355.00
4" meter:	\$117,289.00
6" meter:	\$195,509.00
8" meter:	\$325,915.00
10" meter :	\$543,299.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee* \$565.00
(MWSD Code §5-3.210)

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

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

(d) WATER SYSTEM CONNECTION CAPACITY CHARGES

ORDINANCE NO. XXX

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

(MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$23,562.00
3/4 inch meter	\$25,919.00
1 inch meter	\$32,987.00
1-1/2 inch meter	\$42,416.00
2 inch meter	\$68,330.00
3 inch meter	\$259,182.00
4 inch meter	\$329,867.00

Above 4 inch meter: Charge determined by
General Manager based on
estimated water usage

(e) WATER SYSTEM RELIABILITY CHARGE (MWSD Code §5-3.313)

Water Service Accounts

Meter Size:

5/8 x 3/4 inch meter	\$558.66
3/4 inch meter	\$837.99
1 inch meter	\$1,396.65
1-1/2 inch meter	\$2,793.30
2 inch meter	\$4,469.28
3 inch meter	\$8,379.90
4 inch meter	\$13,966.50

Accounts with Private Fire Service Only

Connection:

Up to 4-inch	\$279.33
6-inch	\$558.66
8-inch	\$893.86
10-inch	\$1,340.78
12-inch	\$1,899.44

(f) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank: \$34.00
(MWSD Code §§1-5.200, 5-5.122)

Poor credit history deposit: Twice estimated first
(MWSD Code §§1-5.200, 5-3.210) payment

ORDINANCE NO. XXX

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

Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$83.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$3,238.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,464.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$654.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$597.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$565.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$3,238.00 deposit
Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §1-5.200, 5-3.210)	<u>\$37.00</u> per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.79 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$173.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400)	\$131.00 per tested device

ORDINANCE NO. XXX

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

(g) SPECIAL PROVISIONS
(MWSD Code §5-3.217)

Financial hardship discount rate (PGE CARE PROGRAM) \$200 per annum; \$33.33 discount applied to each bi-monthly bill

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

SECTION 4. The following provisions of the Master Fee Schedule are hereby restated:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on July 1, 2022 and until thereafter revised are:
(MWSD Code §2-7.100)

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$29.56
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$36.22
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$119.00

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$9.05
 - b. Container not placed at specified collection point and return call required- per container \$18.90
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$9.76
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

ORDINANCE NO. XXX

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

- | | |
|--|-----------------|
| 3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only | incl. w/service |
| 4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) | incl. w/service |
| 5. Weekly food waste and green material collection, limited to one 96 gallon container provided by Recology | incl. w/service |
| 6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags | incl. w/service |
| 7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials | incl. w/service |
| 8. Christmas trees free of charge through January 31st of each year | incl. w/service |
| a. After January 31st charge is \$20 per tree for removal | \$20.00 |

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

- | | |
|---|-------------------|
| 1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs | |
| a. Regular collections: | |
| 1-64 gallon collection once per week | \$142.89 |
| 1-96 gallon collection once per week | \$233.82 |
| b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups | Will vary by size |
| 2. Commercial Container Rental: | |
| a. 1 cubic yard box - per mo. | \$65.01 |
| b. 2 cubic yard box - per mo. | \$84.27 |
| 3. Commercial Container Collections: | |
| a. 1 cubic yard box - per collection | \$54.93 |

ORDINANCE NO. XXX

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

- b. 2 cubic yard box - per collection \$109.30

- 4. Compacted Commercial Container Service:
 - a. 1 cubic yard box - per collection \$107.22
 - b. 2 cubic yard box - per collection \$216.59

- 5. Recyclable material collection up to five times a week incl. w/service

DEBRIS BOX SERVICE

- 1. 7, 14, 20 and 30 yard size containers: \$431.82
- a. Container rental, delivery and pickup charge Tonnage
- b. \$67 per ton confirmed by disposal site weight slip based

SPECIAL PROVISIONS

- 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM)
 - a. 15% reduction 20-gallon can \$25.12
 - b. 15% reduction 32-gallon can \$29.80

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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

ORDINANCE NO. XXX

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

I HEREBY CERTIFY that the foregoing Ordinance No. XXX 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 2nd day of June 2022 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MWSD Master Fee Schedule
Cost Increases
June 2022

Fee	2021 Adjusted Fee	2021 CCI	2021 CPI	2022 Adjusted Fee
Sewer Connection Permit	\$26,922	1.2452		\$33,523
Fixture Unit Charge	\$1,077			\$1,341
Sewer Connection Permit--Paid Sewer Svc Chg	\$17,514	1.2452		\$21,808
Fixture Unit Charge--Sewer Service Paid	\$701			\$872
Connection Permit Administrative Fee	\$569		1.05	\$597
Connection Permit Inspection Fee	\$538		1.05	\$565
Remodel Permit Fee	\$399		1.05	\$419
Second Unit Permit Application	\$236		1.05	\$248
Private Sewer System Permit	\$184		1.05	\$193
Private Sewer Hydrologic Investigation	\$3,120	1.2452		\$3,885
Administrative Charge for Processing Del. Trash	\$50		1.05	\$53
Charge for copying documents -FirstFour Pages	\$1.64		1.05	\$1.72
Additional Pages	\$0.42		1.05	\$0.44
Customer Credit for ACH	\$3.61		1.05	\$3.79
WATER CHARGES				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$32		1.05	\$34
Reconnection Fee due to non-payment	\$79		1.05	\$83
Engineering Review Fee	\$3,084		1.05	\$3,238
Hydrant Meter Deposit	\$1,394		1.05	\$1,464
Service Charge for Posting Door Tag for Delinq. Acct	\$35		1.05	\$37
Service Charge for Unauthorized Use of Fire Hydrant	\$165		1.05	\$173
Cross Connection Control Device Test	\$125		1.05	\$131
Fixture Unit Count	\$125		1.05	\$131
Hydrant Test Fee	\$623		1.05	\$654
Private Fire Protection Connection Charge:				
3/4" to 5/8" meter:	\$5,650	1.2452		\$7,035
1" meter	\$9,437	1.2452		\$11,751
1 1/2" meter	\$18,814	1.2452		\$23,427
2" meter	\$30,116	1.2452		\$37,500
3" meter	\$56,501	1.2452		\$70,355
4" meter	\$94,193	1.2452		\$117,289
6" meter	\$157,010	1.2452		\$195,509
8" meter	\$261,737	1.2452		\$325,915
10" meter	\$436,315	1.2452		\$543,299
Water System Connection Capacity Charge:				
5/8" x 3/4" meter	\$18,922	1.2452		\$23,562
3/4" meter	\$20,815	1.2452		\$25,919
1" meter	\$26,491	1.2452		\$32,987
1-1/2" meter	\$34,064	1.2452		\$42,416
2" meter	\$54,875	1.2452		\$68,330
3" meter	\$208,145	1.2452		\$259,182
4" meter	\$264,911	1.2452		\$329,867
California Cost of Construction Increase				
	Apr-21	7150		
	Apr-22	8903	24.52%	
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-20	309.419		
	Apr-21	324.878	5.00%	

DGS California Construction Cost Index CCCI

Client agencies can find current construction cost index for California by the Real Estate Services Division.

CONTACT

Project Management & Development Branch
Department of General Services
Real Estate Service Division

707 Third St., 4th Floor
West Sacramento, California 95605
Phone: (916) 376-1700
Email: DGSRESDDGeneralInquiries@dgs.ca.gov

PLEASE DO NOT SUBMIT PERSONALLY IDENTIFIABLE INFORMATION.

The California Construction Cost index is developed based upon Building Cost Index (BCI) cost indices average for San Francisco and Los Angeles ONLY as produced by Engineering News Record (ENR) and reported in the second issue each month.

The current five year CCCI table is updated the 2nd half of the month for the current month. The ENR BCI reports cost trends for specific construction trade labor and materials in the California market and does not reflect current market bidding environment. Prior to July 1991, CCCI was recorded quarterly, all months post July 1991 are calculated based on the ENR BCI reports and recorded for each month.

California Construction Cost Index 2021-2025

Month	2025	2024	2023	2022	2021
January				8151	7090
February				8293	7102
March				8736	7130
April				8903	7150
May				9001	7712
June					7746
July					7892
August					8122
September					7900
October					8080
November					8141
December					8072
Annual % *					13.4%

**Annual Percentage is calculated from December to December.*

HISTORIC CALIFORNIA CONSTRUCTION COST INDEX

[Expand All](#)

- [CALIFORNIA CONSTRUCTION COST INDEX 2016-2020](#) +
- [CALIFORNIA CONSTRUCTION COST INDEX 2011-2015](#) +
- [CALIFORNIA CONSTRUCTION COST INDEX 2006-2010](#) +
- [CALIFORNIA CONSTRUCTION COST INDEX 2001-2005](#) +
- [CALIFORNIA CONSTRUCTION COST INDEX 1996-2000](#) +

QUESTIONS AND RESOURCES

Have questions about the CCCI, please contact us.

NOTICE OF PUBLIC HEARING

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

DATE: June 2, 2022

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

PLACE: District Board Chambers
8888 Cabrillo Highway
Montara, CA 94037

Due to COVID-19, remote and telephonic attendance will additionally be permitted by visiting www.mwsd.montara.com for access information.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2022-2023, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2021-2022.

The Health and Safety Code requires that in order for sewer service charges and water system reliability charges to be placed on the property tax roll, a public hearing must be held. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has previously adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

The attached notice regarding collection of the foregoing charges and delinquent charges was published in the HMB Review in accordance with the Code. The Board must now hold a public hearing at which time everyone is given the opportunity to speak regarding their proposed charges. Once the public hearing is held, the Board may then adopt the attached resolution that confirms the final charges, including any Board-directed changes, for the coming fiscal year.

RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. _____, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2022-2023 and Delinquent Refuse Collection and Water Service Charges for Fiscal Year 2021-2022, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

WHEREAS, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2022-2023 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property that shall receive water services and facilities from the District and the amount of the Water System Reliability Charge for each such parcel for Fiscal Year 2022-2023 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2021-2022 was prepared and filed with the District Secretary; and

WHEREAS, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2021-2022 was prepared and filed with the Secretary of the District; and

WHEREAS, hearing was set for consideration of the Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year July 1, 2022 - June 30, 2023, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2021 - June 30, 2022 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

WHEREAS, notice was given of the date, time and place of the above-mentioned hearing in accordance with the provisions of said Code; and

WHEREAS, said matter came on regularly for hearing as so noticed; and

RESOLUTION NO. ____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL
YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER
SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY
ON THE CURRENT ASSESSMENT ROLL**

WHEREAS, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing and all persons present and desiring to be heard were given the opportunity to be heard.

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. Objections to, and protests against, the above-described Reports of Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2022-2023 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2021-2022 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

2. Any and all objections to, and protests against, said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges have been heard and considered by this Board and said objections and protests shall be, and each of them is, hereby overruled.

3. Said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein for entry of said charges on the assessment roll, and the list of the lots or parcels of land as they appear on the current assessment roll subject to such charges and the amounts of the installments of such charges and the interest to be entered against such lots or parcels on the assessment roll are hereby certified.

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

of July 2022, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

5. The County Controller of the County of San Mateo shall, upon receipt of said Reports or the document combining said Reports, enter the amounts of the charges therein described against the corresponding lots or parcels of real property therein described, as said lots or parcels appear on the current assessment roll, and the County Treasurer/Tax Collector shall include the amounts of the installments of such charges and the interest on bills for taxes levied against the said respective lots and parcels of land.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. ____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL
YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER
SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY
ON THE CURRENT ASSESSMENT ROLL**

* * * *

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, County of San Mateo, California, at a regular meeting thereof held on the 2nd day of June 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER & SANITARY
DISTRICT

FINANCE COMMITTEE MEETING
May 9, 2022

MINUTES

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

SPECIAL SESSION BEGAN AT 2:02 p.m.

Directors Present: Dekker; and Harvey

Staff Present: Clemens Heldmaier, General Manager

Others Present: District Accountant, Peter Medina
District Financial Advisor Alex Handlers

ORAL COMMENTS

1. Review of Draft FY 2022-2023 Water and Sewer Budgets

District Accountant Peter Medina stated that since they last met the capital improvement projects (CIP) figures have been added to the budget, and the accounts have been updated. They have actual numbers through April to begin solidifying these figures. The two big missing pieces are the COLA amount, which

at this point is December-to-December which represents a 4.02% increase, and sewer service charges with the new rate increase and water data. Today we will be discussing what you are viewing and any changes that you would like to make.

Director Dekker said one item that is missing that was previously discussed is the reserves. At the last meeting, they looked at the reserve numbers, the one million dollars sitting there in a separate account, and asked if there was going to be any adjustments.

District Accountant Peter Medina replied that currently CAMP has \$750,000 dollars. Additionally, the District has a Water Operations account that serves as reserves. The Sewer Operations account is a general fund. The Water Operations account is for the customers that link their automatic payments to the account. So, there is only revenue coming in at a rate of \$13,000-\$14,000 dollars each month. He and General Manager Clemens Heldmaier discussed transferring some of those funds from the Water Operations account into the CAMP fund to establish reserves for the water fund, as they currently do with LAIF for Sewer. Those funds have not been transferred yet and needs to be cleaned up.

General Manager Clemens Heldmaier commented that if you add Sewer Operations and Water Operating Account (captures autopay water payments), it gives you a better idea of what they have in reserves. This is the first time that they have meaningful reserves on the water side.

Director Dekker stated that the fund for the Water Reliability Charges is a separate fund. If they start intermingling other things, that was not their intention.

District Accountant Peter Medina replied that when they transfer the additional money, they will be designated within CAMP—capital reserve, connection fee reserve, and well as water operating reserves. They will all be carefully tracked. Right now, funds are scattered in various accounts and is not clear.

Gregg Dieguez stated that at the end of the last fiscal year, the monies they are talking about would have shown up in the cash and liquid assets on the balance sheet for the consolidated entity. Is that correct?

District Accountant Peter Medina replied that is correct.

Gregg Dieguez added that he can't find the balance sheet in the documents he received.

District Accountant Peter Medina replied that the best place for it is in the April Board packet within the monthly consent agenda financial packet. There is a worksheet in there that shows the reconciled cash balance by month for the year.

Director Harvey asked if the 12.72% increase in personnel for Sewer was for a new employee added.

Director Dekker replied that it was for a difference in the category in which people were promoted to another category that led to an increase.

District Accountant Peter Medina there is a salary step scale and payroll tab, which captures all the district's expenditures for the year by employee which accounts for some of the difference in water and sewer. This year there is also an addition of a one part-time administrator for about \$50,000 dollars, split 50/50. This increased both funds.

General Manager Clemens Heldmaier clarified that he thinks Director Harvey is asking why there is a higher increase on the Sewer side than the Water side. The existing staff will remain and they will go back to their pre-COVID structure utilizing temps.

Director Harvey asked if this includes the District Clerk.

General Manager Clemens Heldmaier replied that the costs have not been worked out yet. They have it in concept. They will look into that.

District Accountant Peter Medina said in previous years water temps and other water operator costs served as a buffer of sorts, to possibly capture a need for another operator. Now, the water temp is being replaced by an admin temp. That position is part of the budget, but not utilized. If you look at the budget to actuals in the water fund, they are under budget, because the funds were not being utilized plus one operator was out for an extended period of time. That is why you don't see the large increase in the water fund.

Director Harvey asked about the change in pumping fuel and electricity at 156% increase for next year (page 4).

District Accountant Peter Medina replied that this is for equipment rental for the generator and contractor costs, which distorted the view of their operations numbers. It will be capitalized.

Director Harvey asked if they could get an update on the situation at Date/Harte pumpstation at a subsequent meeting and how long it is going to take.

General Manager Clemens Heldmaier replied that they are working on that now, and trying to decide whether to keep renting the generator or install a second manhole, put the new pump in the second manhole, and run the station with the additional manhole until they can get the final fix in. The problem with the additional manhole is that there is power overhead in the way, and they have to get PG&E to move it first.

Director Harvey asked about the mainline extension fees.

District Accountant Peter Medina replied that this doesn't impact the budget talks but something that he needs to have a discussion about possibly moving that item. It is booked as revenue but should probably be adjusted as a deposit.

Director Harvey asked about the meters.

General Manager Clemens Heldmaier replied that there were some larger meters that were inadvertently captured in that account and needs to be identified and capitalized.

Director Harvey thanked everyone.

General Manager Clemens Heldmaier stated they will be implementing a 9% sewer service rate increase as stated in the Prop 218 notice. On the water side, they have the Water System Reliability Charge revenue about one million dollars, and water sales less than two million dollars in income through rates.

Director Dekker inquired about a possible error on the Cash Flow sheet. They have discussed the possibility of a water rate increase a number of times, and have decided to hold off on that for now.

General Manager Clemens Heldmaier said the Board decided to hold off on the water rate increase and decide when the budget process is further along and look at it again. Alex Handlers is present to talk about the water rates. There is no rate study now, but they are looking at this conceptually. The longer the increases are pushed out, the higher they will need to be. They also don't want the community to be burdened with a water and sewer rate increase at the same time. They will have to look at sewer rates again in 2023, as the sewer costs are going up rapidly.

There was discussion in clarifying the sewer service charge numbers and getting clarity on what is what as Director Dekker noticed a discrepancy in the numbers.

District Accountant Peter Medina concluded that the numbers are correct. The adopted budget from last year is 3.484472 million (minus \$5,000 for receipts).

General Manager Clemens Heldmaier said this budget has a placeholder in there, so it is not accurate, as the rate increase has not been applied yet.

District Accountant Peter Medina added that they always subtract some money to allow for refunds and lower water usage.

District Financial Advisor Alex Handlers stated that the district is in a good position on the water side due to the implementation of the Water Reliability charge in

2020, which equated to roughly a 50% rate increase to generate money for capital. The question is when do you want to resume the slight increases to avoid the future rate spikes? Looking at the numbers, he feels this is a policy decision. When do you want to slowly go back to water rate increases, when you just did a big one? On the sewer side though, there has been significant sewer rate increases over three years, and looking at the past numbers, more modest sewer rate increases are likely needed in future years.

Director Dekker commented that 2022-2023 CIP numbers are considerably lower than last year, and it is concerning for the year 2023-24 when investments in the CIP come back up again, forcing them into a more difficult situation for the next fiscal year.

General Manager Clemens Heldmaier said agencies will have a year of light CIP and the following four years it will be heavier. It has to do with immediate cash availability and/or permitting issues.

Gregg Dieguez pointed out that the California Construction Cost Index went up about 13.4% in 2021, then on Jan-to-Jan basis 15%, and on an April-to-April basis 24.5%. He doesn't think the right thing to do is to just look at the immediate coming years of the CIP projects but take a longer-term perspective on the overall age of your assets. He is writing some papers and abstracts and will be submitting them to the Water Works Association and will also send them a copy of the materials. He agrees that it makes sense to wait until they have a more holistic way of assessing the capital adequacy and fiscal sustainability of the District. He feels that more rate increases are coming for the entire industry.

General Manager Clemens Heldmaier commented that there is a lot involved in a water rate study. Should they start this process now or wait?

Director Dekker stated that they should hold off on the rate study until they have an internal discussion about their future plans. He is also thinking about the potential acquisition, which may have a big financial impact as well. There are other factors that play into this.

General Manager Clemens Heldmaier added that they can implement water rate increases at any time during the year.

District Accountant Peter Medina asked when was the last water rate increase not including the Water Reliability Charge?

District Financial Advisor Alex Handlers replied that the last water rate increase went into effect in July 2018.

District Accountant Peter Medina stated that the Water Reliability Charge was for capital needs. They are funding operations through their operational costs. Water

receipts are down and they anticipate a decrease from 1.9 million dollars to 1.75 million dollars. They also have funds budgeted for the water rate study this year.

General Manager Clemens Heldmaier stated that they are okay this fiscal year. However, with construction costs increasing and interest rates going up, capital improvements are going to be more expensive for all agencies.

District Financial Advisor Alex Handlers replied that a lot of agencies he works with look long-term. A lot of agencies deferred rate increases due to COVID. Most agencies keep the rates moving in the right direction to support their operations and capital needs. You will need to keep doing this process forever.

Director Dekker asked about IBANK rates in the last few months.

District Financial Advisor Alex Handlers replied that all the interest rates have gone up. He would have to check. Rates are up considerably from where they were, but still pretty low.

Director Dekker asked for an update on the new IBANK rate at the next Board meeting.

District Financial Advisor Alex Handlers said he will look into this.

General Manager Clemens Heldmaier stated that they will clean the budget up one more time with the April-to-April numbers and the adjusted sewer service, and will take it to the Board at the next meeting in May as a draft and then in June for final approval.

District Accountant Peter Medina said that the CIP accounts have been updated and those are the major drivers of the budget for both sewer and water. Please look through it and ask any questions.

ADJOURNMENT at 3:08 pm

Respectfully Submitted,

Signed _____
Secretary

Approved on the 2nd, June 2022.

Signed _____
President



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2022-2023

Cash flow summary

Operating cash flow

	FY 2021-2022	FY 2022-2023	Variance (%)	Variance (\$)
Operating income				
Water Sales	\$ 1,897,000	\$ 1,897,000	0.00%	\$ -
Permits, Fees & Other	\$ 13,000	\$ 18,600	43.08%	\$ 5,600
Property Tax	\$ 277,750	\$ 277,750	0.00%	\$ -
Backflow Testing & Other	\$ 18,000	\$ 15,000	-16.67%	\$ (3,000)
Total operating income	\$ 2,205,750	\$ 2,208,350		
Operating expenses				
Personnel	\$ (1,006,896)	\$ (1,019,914)	1.29%	\$ 13,018
Professional Services	\$ (257,000)	\$ (224,000)	-12.84%	\$ (33,000)
Facilities & Administration	\$ (75,500)	\$ (80,500)	6.62%	\$ 5,000
Engineering	\$ (120,000)	\$ (70,000)	-41.67%	\$ (50,000)
Pumping	\$ (105,700)	\$ (105,700)	0.00%	\$ -
Supply	\$ (52,500)	\$ (52,500)	0.00%	\$ -
Collection/Transmission	\$ (94,000)	\$ (105,000)	11.70%	\$ 11,000
Treatment	\$ (65,000)	\$ (95,000)	46.15%	\$ 30,000
All Other Accounts	\$ (202,300)	\$ (175,000)	-13.49%	\$ (27,300)
Total operating expenses	\$ (1,978,896)	\$ (1,927,614)		
Net Cash Flow Provided by Operations	\$ 226,854	\$ 280,736		

Investment cash flow

Investment income				
GO Bonds, Assessment Receipts	\$ 905,740	\$ 983,546	8.59%	\$ 77,806
Water System Reliability Charge	\$ 1,000,000	\$ 1,000,000		\$ -
Total investment income	\$ 1,905,740	\$ 1,983,546		
Investment expenses				
Capital Improvement Program	\$ (1,198,750)	\$ (1,039,000)	-13.33%	\$ (159,750)
Total investment expenses	\$ (1,198,750)	\$ (1,039,000)		
Net Cash Flow Used by Investments	\$ 706,990	\$ 944,546		

Financing cash flow

Financing income				
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
Total financing income	\$ 150,000	\$ 150,000		
Financing expenses				
Long Term Debt - Interest Expense	\$ (155,987)	\$ (139,419)	-10.62%	\$ (16,568)
Long Term Debt - Principal Payment	\$ (1,148,574)	\$ (1,169,517)	1.82%	\$ 20,943
Total financing expenses	\$ (1,304,561)	\$ (1,308,936)		
Net Cash Flow Provided by Financing Activities	\$ (1,154,561)	\$ (1,158,936)		
Overall projected cash flow	\$ (220,717)	\$ 66,345		
Transfer to Water Reserves	\$ (220,717)	\$ 66,345	*	
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.



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	\$ 3,479,472	\$ 3,474,472	-0.14%	\$ (5,000)
Cell Tower Lease	\$ 77,220	\$ 80,000	3.60%	\$ 2,780
Permits, Fees & Other	\$ 13,100	\$ 22,000	67.94%	\$ 8,900
Property Tax	\$ 277,750	\$ 277,750	0.00%	\$ -
Waste Collection Revenues	\$ 25,000	\$ 27,000	8.00%	\$ 2,000
Total operating income	\$ 3,872,542	\$ 3,881,222		
Operating expenses				
Personnel	\$ (365,824)	\$ (412,375)	12.72%	\$ 46,551
Professional Services	\$ (312,500)	\$ (311,500)	-0.32%	\$ (1,000)
Facilities & Administration	\$ (47,400)	\$ (55,900)	17.93%	\$ 8,500
Engineering	\$ (30,000)	\$ (35,000)	16.67%	\$ 5,000
Pumping	\$ (45,200)	\$ (45,000)	-0.44%	\$ (200)
Sewer Authority Mid-Coastside	\$ (1,974,581)	\$ (2,121,514)	7.44%	\$ 146,933
All other Accounts	\$ (142,060)	\$ (95,760)	-32.59%	\$ (46,300)
Total operating expenses	\$ (2,917,565)	\$ (3,077,049)		
Net Cash Flow Provided by Operations	\$ 954,977	\$ 804,173		

Investment cash flow

Investment income	FY 2021-2022	FY 2022-2023	Variance (%)	Variance (\$)
Interest Revenue	\$ 40,000	\$ 20,000	-50.00%	\$ (20,000)
Total investment income	\$ 40,000	\$ 20,000		
Investment expenses				
Capital Improvement Program	\$ (1,906,335)	\$ (1,015,900)	-46.71%	\$ (890,435)
Total investment expenses	\$ (1,906,335)	\$ (1,015,900)		
Net Cash Flow Used by Investments	\$ (1,866,335)	\$ (995,900)		

Financing cash flow

Financing income	FY 2021-2022	FY 2022-2023	Variance (%)	Variance (\$)
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
Total financing income	\$ 150,000	\$ 150,000		
Financing expenses				
Loan Interest Expense	\$ (32,235)	\$ (29,157)	-9.55%	\$ (3,078)
Loan Principal Payment	\$ (100,153)	\$ (106,831)	6.67%	\$ 6,678
Total financing expenses	\$ (132,388)	\$ (135,988)		
Net Cash Flow Provided by Financing Activities	\$ 17,612	\$ 14,012		
Overall projected cash flow	\$ (893,746)	\$ (177,715)		
Transfer from Sewer Reserves	\$ 893,746	\$ 177,715 *		
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.



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

Operating Revenue	GL Codes 2018-19 Actual		2019-20 Actual		2020-21 Actual		Budget 2021-22		Income/Expenditures as of April 30, 2022		% To date	Projected	Projected as % of Budget amounts 2022-23	Increase/(Decrease) from 2021-2022 \$	Increase/(decrease) %
	6410	6481	39,587	45,778	45,000	58,696	724	70,435	130.44%	156.52%					
Pumping Fuel & Electricity:	6660	550	126	848	200	0	0	869	7.24%	8.69%	45,000	0	0	0.00%	
Maintenance, Collection System:	6770	0	0	0	200	0	0	0	0.00%	0.00%	10,000	0	0	0.00%	
Uniforms:	6810	1,071	848	687	1,000	441	0	529	44.10%	52.92%	200	0	0	0.00%	
Fuel:	6820	27	439	38	160	0	0	0	0.00%	0.00%	1,000	0	0	0.00%	
Truck Equipment, Expensed:	6830	423	622	88	1,000	54	0	65	5.40%	6.48%	1,000	0	0	0.00%	
Truck Repairs:	6890	0	(29,919)	0	0	0	0	0	0.00%	0.00%	1,000	0	0	0.00%	
Total Other Operations:	6910	329,965	341,549	281,817	331,973	248,980	298,776	298,776	75.00%	90.00%	284,186	(47,787)	(47,787)	-14.39%	
SAM Collections:	6920	1,316,715	1,529,139	1,532,608	1,532,608	1,298,489	1,558,187	1,558,187	84.72%	101.67%	1,727,328	194,770	194,770	12.71%	
SAM Operations:	6940	0	0	0	40,000	19,809	0	23,771	49.52%	59.43%	40,000	0	0	0.00%	
SAM Maintenance, Collection System:	6950	82,999	0	0	70,000	75,359	0	90,431	107.66%	129.19%	70,000	0	0	0.00%	
SAM Maintenance, Pumping:		2,932,411	2,610,711	2,805,280	2,917,564	2,459,739	2,953,749	2,953,749	84.31%	101.24%	3,077,049	159,485	159,485	5.47%	
Total Operations Expense:		157,629	956,210	1,315,358	954,978	1,666,440	1,241,810	1,241,810	174.50%	130.04%	804,173	(150,805)	(150,805)	-15.79%	
Net Change in position from Operations:															

MWSD — Fiscal Year 2022-23 Non-Operating Budget - SEWER ENTERPRISE

GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Budget 2021-22	Income/Expenditure s as of April 30, 2022	% To date	Projected	Projected as % of Budget	Processed Budgeted amounts 2022-23	Increase/(Decrease) from 2021-2022 \$	Increase/(decrease) %
Non Operating Revenue											
7110 Connection Fees, Residential New Const:	246,161	225,264	183,873	100,000	32,307	32.31%	38,768	38.77%	100,000	0	0.00%
7120 Connection Fees, Residential Remodel:	66,218	55,708	2,774	50,000	47,662	85.32%	51,194	102.39%	50,000	0	0.00%
7200 LAIF, Interest:	99,073	105,107	36,726	40,000	9,232	23.08%	11,078	27.70%	20,000	(20,000)	-50.00%
Total Non Operating Revenue:	411,451	386,079	225,373	190,000	84,201	44.32%	101,041	53.18%	170,000	(20,000)	-10.53%
Non Operating Expense											
9125 PNC Equipment Lease:	17,492	15,151	11,535	11,535	8,052	69.81%	11,535	100.00%	9,441	(2,094)	-18.15%
9200 T-Bank Loan:	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	32,798	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	192,575	157,765	64,276		68,806		140,843	(16,922)	

DRAFT 1/15/2022



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

GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved Budget 2021-22	Income/Expenditures as of April 30, 2022	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2022-23	Increase/(Decrease) from 2021-2022 \$	Increase/(decrease) %
Operating Revenue	36,752	42,687	33,985	0	0	0.00%	0	0.00%	0	0	0.00%
Cell Tower Lease:	3,126	4,336	6,028	5,000	7,966	159.32%	9,559	191.18%	7,000	2,000	40.00%
Administrative Fees (New Construction):	0	1,084	548	0	569	100.00%	683	100.00%	600	600	0.00%
Administrative Fees (Remodel):	2,956	4,096	5,698	4,000	7,877	196.93%	9,452	236.31%	7,000	3,000	75.00%
Inspection Fees (New Construction):	0	1,536	518	1,000	538	53.80%	646	64.56%	1,000	0	0.00%
Inspection Fees (Remodel):	3,119	4,450	85,905	3,000	82,882	2762.73%	99,458	3315.28%	3,000	0	0.00%
Mainline Extension Fees:	1,900	1,421	489	0	0	0.00%	0	0.00%	0	0	0.00%
Remodel Fees:	3,382	4,400	0	0	0	0.00%	0	0.00%	0	0	0.00%
Other Fees:	280	112	136	0	136	100.00%	163	100.00%	0	0	0.00%
Grants:	404,079	407,337	455,194	277,750	480,866	173.13%	577,039	207.76%	277,750	0	0.00%
Property Tax Receipts:	18,420	25,761	15,628	19,000	22,480	124.89%	26,976	149.87%	15,000	(3,000)	-16.67%
Testing, Backflow:	1,892,091	1,973,134	1,952,864	1,900,000	1,465,715	77.14%	1,758,858	92.57%	1,900,000	0	0.00%
Water Sales:	(4,670)	(1,338)	(2,817)	(3,000)	(3,055)	101.83%	(3,055)	122.20%	(3,000)	0	0.00%
Water Sales Refunds, Customer:	3,936	56,424	6,933	0	3,164	100.00%	3,797	100.00%	0	0	0.00%
Other Revenue:	2,365,370	2,520,990	2,560,869	2,205,750	2,069,138	93.81%	2,482,966	112.57%	2,206,350	2,600	0.12%
Total Operating Revenue:	36,752	42,687	33,985	0	0	0.00%	0	0.00%	0	0	0.00%
Operating Expenses	3,495	1,434	1,777	1,500	2,505	167.00%	3,006	200.40%	4,000	2,500	166.67%
Bank Fees:	3,928	3,928	4,050	3,000	3,406	113.53%	4,087	136.24%	3,000	0	0.00%
Board Meetings:	2,288	4,125	3,523	7,500	3,838	51.17%	4,606	61.41%	7,500	0	0.00%
Director Fees:	4,265	0	0	75,000	0	0.00%	0	0.00%	10,000	(65,000)	-86.67%
Election Expenses:	10,530	12,004	12,004	13,000	15,707	120.82%	15,707	120.82%	15,000	2,000	15.38%
Bond Issue Cost:	2,467	243	0	3,000	1,434	47.80%	1,721	57.36%	6,000	3,000	100.00%
CDPH Fees:	10,185	18,631	6,875	5,000	3,812	76.24%	4,574	91.49%	5,000	0	0.00%
Conference Attendance:	438	0	0	500	0	0.00%	0	0.00%	500	0	0.00%
Information Systems:	2,215	1,173	530	5,000	6,881	137.62%	8,257	165.14%	0	(5,000)	-100.00%
Fidelity Bond:	2,520	2,759	5,872	3,000	0	0.00%	0	0.00%	5,000	2,000	66.67%
Property & Liability Insurance:	14	0	0	0	0	0.00%	0	0.00%	0	0	0.00%
LAFCO Assessment:	24,250	123,406	116,294	140,000	69,798	49.86%	83,758	59.83%	100,000	(40,000)	-28.57%
Meeting Attendance, Legal:	11,015	6,414	10,653	8,000	2,944	36.80%	3,533	44.16%	15,000	7,000	87.50%
General Legal:	41	(142)	0	0	0	0.00%	0	0.00%	0	0	0.00%
Maintenance, Office:	22,236	23,026	24,540	27,000	19,845	73.50%	25,000	92.59%	27,000	0	0.00%
Memberships:	7,244	6,525	4,098	6,500	10,466	161.02%	12,559	193.22%	4,500	(2,000)	-30.77%
Office Supplies:	9,318	11,567	13,451	9,000	10,325	114.72%	12,390	137.67%	14,000	5,000	55.56%
Postage:	3,213	3,213	3,213	5,000	1,366	27.27%	1,363	27.26%	5,000	0	0.00%
Printing & Publishing:	26,503	37,875	34,978	39,000	25,313	64.91%	30,376	77.89%	35,000	(4,000)	-10.26%
Accounting:	13,000	8,150	13,150	15,500	13,661	101.19%	13,661	101.19%	14,000	500	3.70%
Audit:	28,471	56,893	64,713	59,000	40,431	73.51%	48,517	88.21%	65,000	10,000	18.18%
Consulting:	2,442	2,641	2,562	2,000	10,400	160.00%	12,480	192.00%	6,500	0	0.00%
Date Services:	949	967	968	1,000	761	76.10%	913	91.32%	2,500	500	25.00%
Labor & HR Support:	480	0	0	0	0	0.00%	0	0.00%	1,000	0	0.00%
Payroll Services:	119	119	119	25,000	119	100.00%	143	100.00%	200	0	0.00%
Other Professional Services:	31,642	36,093	40,647	37,433	37,433	149.73%	44,920	179.68%	25,000	0	0.00%
San Mateo County Tax Roll Charges:	2,188	623	75	1,500	301	20.07%	361	24.08%	1,500	0	0.00%
Telephone & Internet:	0	55	800	800	0	0.00%	0	0.00%	800	0	0.00%
Mileage Reimbursement:	791	500	729	44,063	66	100.00%	79	100.00%	0	0	0.00%
Reference Materials:	38,266	42,604	44,923	44,063	36,416	82.65%	43,699	99.17%	49,698	5,635	12.79%
Other Administrative:	84,851	85,042	120,304	107,276	101,874	94.96%	122,249	113.96%	107,276	0	0.00%
CallPERS 457 Deferred Plan:	3,366	3,564	4,041	4,658	3,441	73.87%	4,129	88.65%	596	0	0.00%
Employee Benefits:	39,124	43,195	47,306	50,453	34,673	68.72%	41,608	82.67%	56,225	5,772	12.79%
Disability Insurance:	37,916	42,031	26,477	38,383	29,989	78.13%	35,987	93.76%	5,303	0	0.00%
PARS:	112,113	114,042	128,011	118,537	102,841	86.76%	123,409	104.11%	122,627	4,090	3.45%
Management:	356,877	407,112	446,717	526,927	331,883	62.99%	398,260	75.58%	533,672	6,745	1.28%
Staff:	45,516	45,849	48,498	57,666	38,275	66.32%	45,894	92.37%	11,400	0	0.00%
Staff Certification:	12,579	14,274	14,332	19,810	9,610	48.51%	11,532	86.49%	18,009	(8,405)	-14.58%
Staff Overtime:	6160	6160	6160	10,000	994	9.94%	1,193	11.93%	1,000	0	0.00%
Staff Standby:	22	392	0	0	0	0.00%	0	0.00%	0	0	0.00%
Worker's Compensation Insurance:	12,061	2,468	4,816	13,000	2,247	17.29%	2,696	20.74%	38,000	25,000	192.31%
Backflow Prevention:	0	0	0	0	0	0.00%	0	0.00%	0	0	0.00%
Claims, Property Damage:	0	0	0	0	0	0.00%	0	0.00%	0	0	0.00%
SCADA Maintenance:	0	0	0	0	0	0.00%	0	0.00%	0	0	0.00%
Internet & Telephone, Communications:	0	0	0	0	0	0.00%	0	0.00%	0	0	0.00%

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

Operating Revenue	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved Budget 2021-22	Income/Expenditures as of April 30, 2022	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2022-23	Increase/(Decrease) from 2021-2022 \$	Increase/(decrease) %
6195 Education & Training:	5,098	4,372	639	9,000	1,000	11.11%	1,200	13.33%	5,000	(4,000)	-44.44%
6210 Meeting Attendance, Engineering:					0	0.00%	0	0.00%	0	0	#DIV/0!
6220 General Engineering:	1,467	12,390	1,352	20,000	2,150	10.75%	2,580	12.90%	20,000	0	0.00%
6230 Water Quality Engineering:	420,284	116,823	68,993	100,000	45,353	45.35%	54,424	54.42%	50,000	(50,000)	-50.00%
6320 Equipment & Tools, Expensed:	11,867	17,500	6,943	8,000	10,563	132.04%	12,676	158.45%	12,000	4,000	50.00%
6335 Alarm Services:	718	1,040	1,249	2,000	839	41.95%	1,007	50.34%	2,000	0	0.00%
6337 Landscaping:	5,811	6,950	13,932	15,000	13,889	92.59%	16,667	111.11%	15,000	0	0.00%
6370 Meter Reading:	2,251	9,432	993	4,000	5,357	133.93%	6,428	160.71%	4,000	0	0.00%
6380 Pumping Fuel & Electricity:	0	10	121	500	119	23.80%	143	28.56%	500	0	0.00%
6410 Pumping Maintenance, Generators:	77,011	75,074	75,172	90,000	69,227	76.92%	83,072	92.30%	90,000	0	0.00%
6420 Pumping Maintenance, General:	21,339	20,908	8,014	10,000	7,151	71.51%	8,581	85.81%	10,000	0	0.00%
6430 Pumping Equipment, Expensed:	3,448	17	751	5,000	1,076	21.52%	1,291	25.82%	5,000	0	0.00%
6440 Maintenance, Raw Water Mains:	478	8,562	13	700	129	18.43%	155	22.11%	700	0	0.00%
6510 Maintenance, Wells:	1,857	27	37	2,500	253	10.12%	304	12.14%	2,500	0	0.00%
6520 Maintenance, Water Purchases:	8,635	13,281	9,193	15,000	5,766	38.44%	6,919	46.13%	15,000	0	0.00%
6530 Hydrants:	26,826	33,976	34,355	35,000	25,285	72.24%	30,342	86.69%	35,000	0	0.00%
6610 Maintenance, Water Mains:	0	6,841	10,557	5,000	5,690	113.80%	6,828	136.56%	5,000	5,000	100.00%
6620 Maintenance, Water Service Lines:	46,952	40,201	43,561	50,000	41,402	82.80%	49,682	99.37%	50,000	0	0.00%
6630 Maintenance, Tanks:	3,506	5,141	40,898	20,000	8,245	41.23%	9,894	49.47%	20,000	0	0.00%
6640 Maintenance, Distribution General:	1,593	4,510	4,510	5,000	438	8.76%	526	10.51%	5,000	0	0.00%
6650 Maintenance, Collection System:	7,341	10,890	8,623	10,000	6,535	65.35%	7,842	78.42%	10,000	0	0.00%
6660 Meters:	8,177	6,253	11,456	4,000	20,803	520.08%	24,964	624.09%	10,000	6,000	150.00%
6710 Chemicals & Filtering:	20,233	39,914	38,934	20,000	31,748	158.74%	38,098	190.49%	40,000	20,000	100.00%
6720 Maintenance, Treatment Equipment:	28,456	13,805	5,546	15,000	10,106	67.37%	12,127	80.85%	15,000	0	0.00%
6730 Treatment Analysis:	45,055	18,718	29,278	30,000	30,877	102.92%	37,052	123.51%	40,000	10,000	33.33%
6770 Uniforms:	11,459	3,702	1,635	2,000	764	38.20%	917	45.84%	2,000	0	0.00%
6810 Fuel:	6,541	6,237	6,677	2,000	6,468	92.40%	7,762	110.88%	10,000	3,000	42.86%
6820 Truck Equipment, Expensed:	309	3,433	217	2,000	1,395	69.75%	1,674	83.70%	2,000	0	0.00%
6830 Truck Repairs:	2,411	3,694	498	5,000	1,786	35.72%	2,143	42.86%	5,000	0	0.00%
6890 Other Operations:		4,265		0	2,942	100.00%	3,530	100.00%	0	0	0.00%
Total Operations Expense:	1,773,218	1,489,208	1,784,584	1,978,896	1,361,043	68.78%	1,428,564	82.30%	1,927,614	(51,482)	-2.60%
Net Change in position from Operations:	592,153	831,782	776,285	226,854	708,095	312.14%	854,402	376.63%	280,736	54,082	23.84%



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

GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved Budget 2019-20	Income/Expenditures as of April 30, 2022	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2022- 23	Increase/(Decrease) from 2021-22 \$	Increase/(decrease) %
Non Operating Revenue											
Connection Fees, Residential New Const:	151,098	223,718	89,474	100,000	77,883	77.88%	93,460	93.46%	100,000	0	0.00%
Connection Fees, Residential Remodel:						0.00%	0	0.00%	0	0	#DIV/0!
Connection Fees, Residential Fire:	164,056	84,517	155,910	50,000	116,651	233.30%	139,981	279.96%	50,000	0	0.00%
Connection Fees, Residential Remodel Fire:	2,032		3,823			0.00%	0	0.00%	0	0	0.00%
Connection Fees, Well Conversion:						0.00%	0	0.00%	0	0	0.00%
General Obligation Bonds, Assessment Receipts:	1,182,939	1,191,631	1,195,387	983,546	577,922	58.76%	1,195,381	121.54%	983,546	(0)	0.00%
Water System Reliability:		0	949,243	1,000,000	624,580	62.46%	1,000,000	100.00%	1,000,000	0	0.00%
Total Non Operating Revenue:	1,500,125	1,499,866	1,444,594	1,133,546	1,397,036	123.25%	1,428,822	126.05%	1,133,546	(0)	0.00%
Non Operating Expense											
General Obligation Bonds:	242,762	221,777	126,949	77,805	44,428	57.10%	77,805	100.00%	67,450	(10,355)	-13.31%
PNC Equipment Lease:	17,492	15,151	13,384	11,535	7,356	64.12%	11,535	100.00%	9,441	(2,094)	-18.15%
State Revolving Fund Loan:	78,501	72,938	69,614	66,647	32,828	49.26%	66,647	100.00%	62,527	(4,120)	-6.18%
Water Rebates:	1,500	1,350	850		700	100.00%	1,050	100.00%	3,000	3,000	#DIV/0!
Total Non Operating Expenses:	383,970	311,216	210,797	155,987	85,352	54.72%	157,037	100.67%	142,419	(16,568)	-10.62%
Net Change in position from Non Operating activities:	1,116,155	1,188,650	1,233,797	977,559	1,311,684		1,271,785		991,127	16,568	1.69%

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
 July 1, 2022

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 \$63.85	\$136,121 \$65.44	\$139,524 \$67.08	\$143,012 \$68.76	\$146,588 \$70.47	\$150,252 \$72.24	\$154,009 \$74.04	\$157,859 \$75.89	\$161,805 \$77.79	\$165,850 \$79.74	
Superintendent	\$155,431 \$124,458 \$59.84	\$127,569 \$61.33	\$130,759 \$62.86	\$134,028 \$64.44	\$137,378 \$66.05	\$140,813 \$67.70	\$144,333 \$69.39	\$147,941 \$71.13	\$151,640 \$72.90	\$155,431 \$74.73	
Senior Operator	\$116,447 \$93,242 \$46.71	\$99,587 \$47.88	\$102,077 \$49.08	\$104,629 \$50.30	\$107,245 \$51.56	\$109,926 \$52.85	\$112,674 \$54.17	\$115,491 \$55.52	\$118,378 \$56.91	\$121,337 \$58.34	
Water System Operator	\$94,798 \$75,907 \$36.49	\$77,805 \$37.41	\$79,750 \$38.34	\$81,744 \$39.30	\$83,787 \$40.28	\$85,882 \$41.29	\$88,029 \$42.32	\$90,230 \$43.38	\$92,486 \$44.46	\$94,798 \$45.58	
Maintenance Worker I	\$82,307 \$65,905 \$31.69	\$67,553 \$32.48	\$69,242 \$33.29	\$70,973 \$34.12	\$72,747 \$34.97	\$74,566 \$35.85	\$76,430 \$36.75	\$78,341 \$37.66	\$80,299 \$38.61	\$82,307 \$39.57	
Account Specialist	\$78,693 \$63,012 \$30.29	\$64,587 \$31.05	\$66,202 \$31.83	\$67,857 \$32.62	\$69,553 \$33.44	\$71,292 \$34.27	\$73,074 \$35.13	\$74,901 \$36.01	\$76,774 \$36.91	\$78,693 \$37.83	
District Clerk	\$78,693 \$63,012 \$30.29	\$64,587 \$31.05	\$66,202 \$31.83	\$67,857 \$32.62	\$69,553 \$33.44	\$71,292 \$34.27	\$73,074 \$35.13	\$74,901 \$36.01	\$76,774 \$36.91	\$78,693 \$37.83	

2.5 % step increases

	Increase	1-Jul-18	Increase	1-Jul-19	Increase	1-Jul-20	Increase	1-Jul-21	Increase	1-Jul-22
Operations Manager	2.83%	\$121,178	4.01%	\$121,435	1.011%	\$122,771	3.81%	\$127,448	4.20%	\$132,801
Superintendent	1.0283	\$113,565	1.0401	\$113,806	1.011	\$115,058	1.0381	\$119,441	1.0420	\$124,458
Senior 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

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
GM	\$ 122,626.54					\$ 122,626.54	\$ 15,169.12	\$ 907.44	\$ 1,152.69	\$ 8,583.86	\$ 8,485.76	\$ 1,778.08	6.20%	\$ 166,306.33
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	1.45%	\$ 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		\$ 119,539.73
Senior Operator	\$ 103,769.91	\$ 4,809.16	\$ 4,778.51	\$ 3,226.96	\$ 2,400.00	\$ 118,984.54	\$ 11,038.35	\$ 880.49	\$ 4,830.77	\$ 8,328.92	\$ 7,180.88	\$ 1,725.28		\$ 160,346.26
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		\$ 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		\$ 125,809.13
Water Operator	\$ 83,098.52	\$ 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		\$ 148,800.53
Part-Time Admin	\$ 25,000.00					\$ 25,000.00			\$ 192.50			\$ 362.50		\$ 27,105.00
Totals	\$ 656,298.36	\$ 22,606.53	\$ 26,654.53	\$ 18,009.24	\$ 11,400.00	\$ 734,968.66	\$ 107,276.33	\$ 5,253.77	\$ 22,806.87	\$ 49,697.81	\$ 43,685.85	\$ 10,657.05		\$ 1,019,914.39
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 122,626.54					\$ 122,626.54	\$ 15,169.12	\$ 907.44	\$ 1,152.69	\$ 8,583.86	\$ 8,485.76	\$ 1,778.08		\$ 166,306.33
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		\$ 108,277.51
District Clerk	\$ 72,474.40					\$ 72,474.40	\$ 21,484.77	\$ 536.31	\$ 558.05	\$ 5,073.21	\$ 5,015.23	\$ 1,050.88		\$ 110,686.26
Part-Time Admin	\$ 25,000.00					\$ 25,000.00			\$ 192.50			\$ 362.50		\$ 27,105.00
Totals	\$ 299,105.32	\$ 883.10	\$ 527.96	\$ -	\$ 1,800.00	\$ 302,316.38	\$ 43,823.06	\$ 2,052.14	\$ 2,676.07	\$ 19,412.15	\$ 18,968.09	\$ 4,383.59		\$ 412,375.09

MWSD SEWER Capital Improvement Program

2022-23

DRAFT SEWER SYSTEM DRAFT

PROJECT	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 22,400	\$ 168,750	\$ 75,000	\$ 162,000	\$ 250,000
Inflow & Infiltration Testing / Televising	\$ 15,000	\$ 12,500	\$ 30,000	\$ 25,000	\$ 30,000
Seal Cove Area Repair and Maint. Project	\$ 3,500	\$ 5,000	\$ 15,000	\$ 25,000	\$ 30,000
Replace Pump Station Pumps	\$ 60,000	\$ 21,000	\$ 5,000	\$ 50,000	\$ 22,500
Replace Medium High Priority Sewer Mains	\$ 877,500	\$ 480,000	\$ 1,211,000	\$ 1,125,000	\$ 1,500,000
Spot Repairs Program	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
Distillery Pump Station repalce/repair	\$ 5,000	\$ 5,000	\$ 15,000	\$ 10,000	\$ 180,000
Pump Station Communication Upgrades	\$ 12,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 2,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,015,900	\$ 714,750	\$ 1,378,500	1,425,000	2,040,000
Alternative Budget Items					
Express Sewer					
Cabrillo Hyw Phase 1B-3b, Phase 4	\$ 1,162,960	\$ 526,975	\$ 1,015,300	\$668,250	\$1,822,500
Pump Station MCC and Coatings					\$810,000
Design Vallemar Sewer Relocation	\$215,625				
Dependant on RCD Grant					
TOTAL ANNUAL COST	2,394,485	1,241,725	2,393,800	2,093,250	4,672,500

DRAFT 5/5/2022

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Misc. Repair&Replacement	\$ 10,000	\$ 10,500	\$ 11,025	\$ 11,576	\$ 12,155	\$ 55,256
Water Meters	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 138,142
Water Lateral Services	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 138,142
Water Main Replacements	\$ 110,000	\$ 115,500	\$ 121,275	\$ 127,339	\$ 133,706	\$ 607,820
Fire Hydrants Replacements and Addition	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,465	\$ 165,769
Distribution System Renewal and Replacement Program (1)	\$ 200,000	\$ 210,000	\$ 220,501	\$ 231,626	\$ 243,102	\$ 1,105,129
Water Conservation Program	\$ 9,000	\$ 9,450	\$ 9,923	\$ 10,419	\$ 10,940	\$ 49,732
Storage Tank Rehabilitation Program (2)		\$ 350,000	\$ 1,000,000			\$ 1,350,000
Pillar Ridge Water Treatment Plant Rehabilitation	\$ 500,000	\$ 300,000				\$ 800,000
Emergency Generator Replacement Program	\$ 55,000	\$ 56,100	\$ 57,222	\$ 58,366	\$ 59,534	\$ 286,222
Vehicle Replacement Fund		\$ 50,000	\$ 51,500	\$ 53,045		\$ 154,545
EXISTING CUSTOMER CIP TOTAL	\$ 764,000	\$ 975,550	\$ 1,339,146	\$ 353,356	\$ 313,576	\$ 3,745,628
New Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Water Main Upgrade Program (1)	\$ 200,000	\$ 1,000,000	\$ 1,050,000	\$ 1,102,500	\$ 1,157,625	\$ 4,510,125
Existing Well Upgrade Program (3)		\$ 320,000	\$ 336,000	\$ 352,800		\$ 1,008,800
New and Upgraded PRV Stations' Program (4)		\$ 250,000	\$ 262,500	\$ 275,625	\$ 289,406	\$ 1,077,531
Emergency Generator Upgrade Program	\$ 75,000	\$ 78,750	\$ 82,688	\$ 86,822	\$ 91,163	\$ 414,423
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	\$ 275,000	\$ 1,648,750	\$ 1,831,188	\$ 2,417,747	\$ 2,538,194	\$ 8,710,879
Total Annual Capital Cost	\$ 1,039,000	\$ 2,624,300	\$ 3,170,334	\$ 2,771,103	\$ 2,851,770	\$ 12,456,507
CAPITAL FUND BALANCE						
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Capital Fund TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less CIP	\$ (1,039,000)	\$ (2,624,300)	\$ (3,170,334)	\$ (2,771,103)	\$ (2,851,770)	\$ (12,456,507)
Total	\$ (1,039,000)	\$ (2,624,300)	\$ (3,170,334)	\$ (2,771,103)	\$ (2,851,770)	\$ (12,456,507)
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 2022-2023 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 - 20:	\$ 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		\$ 179,343	\$ 4,608,064	\$ 62,527
Subtotal - Water		<u>11,286,122</u>	<u>-</u>	<u>1,169,517</u>	<u>10,116,605</u>	<u>139,419</u>
Total Debt Service		<u>\$ 12,302,558</u>	<u>\$ -</u>	<u>\$ 1,276,348</u>	<u>\$ 11,026,210</u>	<u>\$ 168,576</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.

Fiscal year 2022-2023 Budget Impact Area

Operating Reserves

WATER

Water Operating Account as of March 31, 2022

Wells Fargo Checking: \$ 1,025,865

Current Operating Reserves as of March 31, 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

\$	1,927,614	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	160,635	Monthly budgeted operating expenses
	x 2	Two months expenditures
<hr/>		
\$	321,269	Target Reserve

Conclusion:

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

Fiscal year 2022-2023 Budget Impact Area Operating Reserves

SEWER

Sewer Operating Account as of March 31, 2022

Wells Fargo Checking \$ 2,651,861

Current Reserves as of March 31, 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		
\$	3,077,049	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	256,421	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	512,842	Minimum Target Reserve
<hr/> <hr/>		

Maximum Target		
\$	3,077,049	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	256,421	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	2,051,366	Maximum Target Reserve
<hr/> <hr/>		

Conclusion: Year

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

Beginning in Fiscal Year 2022-23 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

Fiscal year 2022-2023 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 March 31, 2022

Capital: \$ 398,249

Minimum Target

\$ 1,039,000 Lowest year CIP existing customers (fiscal year 2022-23)

\$ 750,000 Engineer estimate

 \$ 1,789,000 Minimum target

Maximum Target

\$ 3,170,334 Highest year CIP existing customers (fiscal year 2024-25)

\$ 750,000 Engineer estimate

 \$ 3,920,334 Maximum target

Conclusion:

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

Fiscal year 2022-2023 Budget Impact Area Capital and Connection Reserves

SEWER

Current Capital Reserves as of March 31, 2022

Capital: \$ 4,018,211

Minimum Target

\$ 1,241,725 Lowest year CIP existing customers (fiscal year 2023-24)

\$ 1,177,000 Engineer estimate

\$ 2,418,725 Minimum target

Maximum Target

\$ 4,672,500 Highest year CIP existing customers (fiscal year 2026-27)

\$ 1,177,000 Engineer estimate

\$ 5,849,500 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 2022-23 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 2022-23 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 & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
May 19, 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 7:32 p.m.

CALL TO ORDER

ROLL CALL

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

Directors Absent: none

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina

PRESIDENT'S STATEMENT –

Drought has been discussed for quite some time, and while their resources are a little more secure than some of their neighbors, the Governor is talking about instituting restrictions statewide, which may affect everyone. They will keep an eye on it and pass along the information as they know more.

ORAL COMMENTS

Gregg Dieguez stated he is continuing to pursue the missing 3.7 million gallon per day flow that almost wiped out the electrical plant at the Sewer Authority Mid-Coastside (SAM) on December 13th. He has had meetings with John Doughty, and he has invited him to meet with his engineer. He is pursuing this to emphasize the vulnerability of the SAM plant due to a lack of wet weather storage south of that plant. A vendor who does water reclamation systems contacted him and he forwarded the information to all the members of the major water and sewer Boards in the area. It is something long-term that you might be interested in. He attended the Finance Committee meeting and agreed that a water rate increase is not merited at the moment. However, he is working on an article about fiscal sustainability of public works and a survey. He is hoping to be able to present it at a future Board of Directors meeting in late June or August. He feels it will be of interest to the Board in considering their own fiscal sustainability. At the MCC, people are concerned about lead and pollution at the Airport.

Director Slater-Carter stated she received a flyer from smcpreparedness.org to take an on-line survey. This is for a new tax the County is proposing for oneshoreline.org, which leaves out special districts, to manage sea level rise, drought, and wildfire. The new tax will be an annual tax of five cents per square foot of every structure in the County. Right now, everyone is dealing with record high inflation and gas prices, and the County wants to add a tax. And they are not making any promises as to who is managing this money or where it is going. If you think it is good idea, go to smcpreparedness.org.

Director Lohman added that usually it all goes to Bayside.

Gregg Dieguez added that this started as a \$25,000 dollar no bid consulting contract a year and half ago by the County to explore what could be done to raise money and it ballooned into a \$880,000 dollar no bid consulting contract. This firm flagged for the County that the discussion of sea level rise would not be enough to scare the voters to pass the tax, but wildfire would; hence the messaging you are seeing today.

PUBLIC HEARING – none

CONSENT AGENDA

1. **Approve Minutes for Regular Scheduled Board Meeting April 7, and April 21, 2022.**
2. **Approve Financial Statements for March 2022**
3. **Approve Warrants for May 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 February 2022**

Director Lohman made a motion to approve the Consent Agenda items 1-10, and Director Dekker 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 this meeting and any subsequent meetings via teleconference this month. With the increase of COVID cases, it makes sense to stay remote for now. 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.

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 Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

Director Slater-Carter commented she was notified that she may have been exposed to COVID twice recently.

The other Directors commented on the many people they know that have COVID now.

2. **Review and Possible Action Concerning 2021/2022 Draft Water and Sewer Budget**

General Manager Clemens Heldmaier stated that this is the second time the Board is reviewing their draft budget. The Finance Committee reviewed it earlier this month and it will come back in June for final approval. The format and

methodology have remained consistent for the last ten years or so. If anyone has questions, please let them know.

District Accountant Peter Medina went over the highlights of the Sewer cash flow budget sheet. Sewer service charges will have a 6.41% increase, which includes a 9% rate increase. This is the last year of the rate increases that was adopted for a three-year time-period. It is projected to be 3.7 million dollars. Property taxes budgeted flat, based on actual property taxes. They have not budgeted for the Educational Revenue Augmentation Funds (ERAF) for the last three years, although the funds have been increasing over the decade. This year, the District received \$380,000 dollars, and next year it is predicted to go up to \$400,000 dollars. They haven't budgeted the funds because of the possibility that the funds may be eliminated. The State has indicated that the vehicle license revenues are expecting a major shortfall and may use ERAF funds to fill that gap. What that means for special districts is that the funds will be completely eliminated. CSDA has taken a difference stance, proposing a reformulation of how the funds are distributed. The Montara Water and Sanitary District (MWSD) has never depended on ERAF funds from a budgeting aspect. They always help, but it is not taken into account. They expect an increase in personnel with a COLA (April to April) increase of 5% plus a 2.5% merit increase for all eligible staff, and an addition of a part-time administrator, split 50/50 between water and sewer. There is \$147,000 dollars of increased assessments from the Sewer Authority Mid-Coastside (SAM), \$46,300 decrease for election fees (money set aside for re-districting, etc.), which was taken out. Connection fees are flat. Overall bottom line, positive in Operations, Capital, and financing. This is pretty impressive. For water, water sales are flat, with usage going down. Personnel costs includes the admin person which is split 50/50. Expenditures on Services has not been as expected. Engineering is coming down (a lot of that work is happening on the capital side), and there is an increase in water meters, transmitters, as well as chemicals needed which was captured. Bottom line, they have positive operations. Water System Reliability charge at one million is budgeted, and capital improvement program down about \$150,000 dollars. The GO Bond refinance saved \$166,890.00 dollars annually to the ratepayers. Page three through eight are the budget details, history, etc. The Capital Improvement projects (CIP) are based on a five-year plan developed by the engineers. Regarding reserves, they have a CAMP account funded with excess funds from last year. They also have a Water Operating account and plan to shift those funds to CAMP. He wanted to highlight that the conclusion was that the District has sufficient operating water and sewer reserves for fiscal year 2022-2023. In the past, it has not been that way.

Director Slater-Carter asked if water sales go down 5-10%, what is that going to mean for the District? Also, there was a letter in the Half Moon Bay review requesting a Grand Jury investigation of Half Moon Bay's sewer funding. How do they handle the SAM assets in their budget?

District Accountant Peter Medina said that if there is a ten percent decrease in water sales, it would drop them overall into the negative. They would probably experience a reduction in net position for the water fund.

General Manager Clemens Heldmaier added the water sales comprise of the standby fees for the meters as well as the volumetric sales of the water. So, a ten percent reduction will not result in a ten percent reduction in the numbers.

Director Slater-Carter commented the State is going to reduce the income to water and sewer districts, while take away beneficial supplementary funds which can be used to maintain and benefit the water and sewer districts for the population at large. This means it will translate into substantial rate increases. It comes from Sacramento not the Districts.

District Accountant Peter Medina says that Montara recognizes SAM as an asset in terms of the capacity rights available. It is on the Capital Asset worksheet, about 2.7 million dollars. They do not capture the outcome of how SAM performed on an annual basis as an increase or decrease to the bottom line, which differs from the other member agencies. They operate independently of how SAM operates. They fund SAM operations and capital needs, but they do not capture their overall performance in the District budget.

General Manager Clemens Heldmaier said they have had discussions with the auditors in the past, and this is the best way to account for this. An asset is something that can be sold, and the capacity rights are something that can potentially be sold, whereas their portion of ownership of SAM cannot be sold.

Director Lohman commented that he feels that the State looks at the special districts, especially the independent ones, as a revenue source.

Director Slater-Carter encouraged the public to post comments and/or questions via the website. She also voiced her concern on the high inflation, gas prices, and supply shortages. Is there some way they can determine how these increases will impact the District and the rate payers? She feels that they need to be able to show people they are not wasting their money and finds that people are much more comfortable with what they are doing if they know the District is managing and monitoring costs.

Director Lohman asked if there was a way to look ahead and identify critical parts and order them now, before inflation and/or supply shortages affects cost and availability?

General Manager Clemens Heldmaier replied that a lot of things they are working with are no longer available and they usually make sure to always have a spare on hand. It is true for most pumps (not all pumps). He agrees that finding ways of buying things now is a great idea, but there is only so much money available. He

also reported that Alex Handlers was present at the Finance Committee meeting, and he confirmed the rates should have an inflationary increase. But since they implemented the Water Reliability Charge recently, they could postpone the water rate increase for now. However, if costs exceed expectations, they could implement a rate increase any time during the year.

REPORTS

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

Director Slater-Carter stated that at the last Granada Community Services District (GCSD) meeting when the SAM budget was being discussed there were allegations made that were false. There was a transcript made of that portion of the meeting so the record could be corrected.

Director Lohman clarified that General Manager Kishen Prathivadi made a formal presentation refuting everything Granada said. That was an important presentation.

Director Slater-Carter added that these allegations were made as facts, and they had to be refuted.

Director Boyd asked if there was any underlying misunderstanding or a particular misconception?

Director Slater-Carter said she believes part of it was that the GCSD members were speaking in simplified language. One of them used the term "slush fund."

Director Boyd asked if it had to do with the way budget monies were allocated throughout the course of the year.

Director Slater-Carter replied that it had to do with the Third Quarter State of the Budget report. As you know, a budget is a plan, and if something urgent comes up, the general manager should be able to shift funds as needed and reconcile later.

Director Boyd said it is pretty common for people to think that a capital project in a budget is pre-approved and try to skip a mid-year approval of a specific project that was responsive to things like contractor quotes. When they approve a budget, they are saying they are prepared to set aside this much money for this particular project. It is easy to conflate the budget set aside from the specific need to spend. As Director Slater-Carter said, if things come up--a pump blows up for example, and it is essential for operations, he fully expects the General Manager to exercise the General Manager's discretion to allocate

money for the urgent need. He is glad General Manager Kishen Prathivadi was able to provide the detailed explanation.

Director Slater-Carter said that if people are interested, he/she can ask General Manager Kishen Prathivadi for the notes and watch General Manager Kishen Prathivadi's presentation.

Director Lohman added that General Manager Kishen Prathivadi commented that the GCSD Board members call and ask questions, rather than making accusations in public.

Director Slater-Carter said that SAM is fixing things, such as the request to ratify the purchase of temporary cable material for repair of the bus duct that failed. There was also a request to purchase a mechanical bar screen and washer compactor for \$538,000 dollars. Not that long ago, this was done manually, and they found all kinds of things.

Director Boyd encouraged the public to ask questions.

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

3. California Special DA Report (Lohman)

Director Lohman reported that Josh Cosgrove is retiring. So, there will be an opening for his position in the future.

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

Director Lohman reported the situation for City of East Palo Alto/East Palo Alto Sanitary District is on-going. South San Francisco and Westborough Water District are on the agenda later this year, then San Bruno and Millbrae mid to late, and Foster City and the San Mateo Harbor District. They are also re-addressing Broadmoor and the Harbor District. He feels that LAFCo does not like special districts.

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald stated that there are two bills pertaining to the teleconferencing requirements under the Brown Act currently making its way through the legislature. These bills are separate and apart from the Emergency Bill that allows them to currently hold their Board meetings remotely during a declared state of emergency. These bills will apply, if they pass, once a legislative body decides to return to in-person meetings. AB1944 would allow a Board member to teleconference or attend virtually without posting a private address or being required to allow access to the public for attendance at that private location. Additionally, there would be no requirement that a quorum of the legislative body be present within the jurisdiction if a member wishes to attend remotely. AB2449 also allows Board members to attend meeting

remotely without having to post a private address or allow the public to attend the meeting at that private address. However, a quorum of the legislative body would need to be sitting within the District in-person in order for the other one or two members to be permitted to attend remotely. There should be some updates in the next few months.

Director Lohman commented that he doesn't understand why they are insisting to do this in this day and age.

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.

6. Directors' Report

Director Slater-Carter stated that she attended the CSDA Legislative Days in Sacramento. The big topic was the situation with the ERAF funds. It will be taking money from districts that should be spent to help the public. The representatives from San Mateo County were her and the Harbor District. CSDA is expanding itself to Washington DC and is trying to get a definition of public works and special district in federal definitions. So, when there is a disaster and federal funds are available special districts can access financing. Special districts hang on barely while providing the daily quality of life. There are more county-run special districts in San Mateo County, than independent ones. She thinks they should stay in touch with their legislators, both federal and regional, and make noise. There is a new JPA for banking for special districts. As soon as she gets more information, she will pass it along to the Finance Committee. It may give them another level of diversity. She suggested getting new business cards with their current email address on it.

Director Boyd said that if there are any water concerns, please call the office. There is someone to answer the phone (650-728-3545) 24 hours a day.

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

FUTURE AGENDAS

Director Lohman asked for an update on the Pillar Ridge project.

General Manager Clemens Heldmaier replied that there is not much to report. There was discussion over the staging area with Pillar Ridge, and the grant application was submitted.

BRIEF RECESS at 8:55 pm

CONVENE IN CLOSED SESSION 9:00 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 Gov. Code § 54956.9 (1 potential case)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

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

ADJOURNMENT at 10:05 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 2nd, June 2022

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

**Budget vs. Actual – Sewer July 2021 through April 30, 2022 - Variances
over \$2,000:**

- 4200 Cell Tower Lease, \$2,291 above Budget – American Tower receipt collected and recognized in April 2022. .
- 4400 Fees, \$22,494 above Budget – Remodel fees are the main driver. Following a nationwide trend, home improvement projects are causing District customers to pull permits.
- 4610 Property Tax Receipts, \$341,991 above Budget – Property taxes collected outside of budgeted months. District received property tax receipts in the amount of \$192,896 in April (split 50/50).
- 4710 Sewer Service Charges, \$620,922 above Budget – District received \$1,264,163 in April, representing the last major collection for FY 21/22.
- 4720 Sewer Service Refunds, Customers, \$4,000 above budget - Large refund of \$5K returned in July 2021. Variance will reduce as we progress through the fiscal year.
- **Overall Total Operating Income for the period ending April 30, 2022 was \$987,187 above budget. Total income received to date is \$4,121,722.**
- 5200 Board of Directors, \$64,006 below Budget – The expected fallout of redistricting and related election expense is expected to occur in FY 22/23.
- 5300 Insurance, \$3,474 above Budget – Property insurance renewal was paid in November 2021.
- LAFCO assessment, \$2,083 below Budget – No activity in the current fiscal year.
- 5400 Legal, \$72,937 above Budget – Larger litigation expenses incurred from July 2021 to April 2022, related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$3,865 below Budget – Expenses related to the alleviation of dry rot at District office have been moved to capital.
- 5610 Accounting, \$7,188 below Budget – Expenditures related to the completion of budget preparation have not yet been incurred.
- 5620 Audit, \$2,411 above Budget – Billing for services paid at the time of audit receipt in full. Variance decreases as fiscal year moves forward.
- 5630 Consulting, \$3,090 below budget – Mainly due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 2, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5640 Data Services, \$3,866 above Budget – Bill for services paid in full in August for EDS parcel management. Variance reduces as year moves forward.
- 5720 Telephone & Internet, \$15,045 above Budget – Changes to providers and plans has not yielded the desired effect.
- 5800 Labor, \$19,408 above Budget – Variance due to the payout of PTO in FY 21/22.
- 6170 Claims, Property Damage, \$13,590 below Budget – Two claims paid to date through CSRMA for a total of \$3,076.
- 6200 Engineering, \$21,053 above Budget – Payment for general engineering and pump station mechanical engineering.
- 6400 Pumping, \$2,320 above Budget – Payment made for emergency repairs at pump station. \$14K paid between rentals and contractors have now been moved to CIP.
- 6600 Collection/Transmission, \$7,609 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6920 SAM Operations, \$21,316 above Budget – Costs related to FOG and TAS have been captured in this account. These expenses should be re-categorized.
- 6940 SAM Maintenance, Collection Sys, \$13,525 below Budget – Related to pass through expense for collection systems repairs, minimal activity to date.
- 6950 SAM Maintenance, Pumping, \$17,026 above Budget – Large payment of \$29k made to SAM in February 2022 for pump repairs.
- **Overall Total Operating Expenses for the period ending April 30, 2022, were \$2,288 below Budget.**
- **Total overall Expenses for the period ending April 30, 2022, were \$38,864 above budget. For a net ordinary Income of \$950,322 above Budget. Actual net ordinary Income is \$1,654,804.**
- 7100 Connection Fees, \$50,032 below Budget – No full connections purchased in April.
- 7200 Interest Income, LAIF, \$30,768 below budget – Q3 allocation lower due to lower interest rates.
- 8000 CIP, \$303,492 below Budget – Minimal expenses due to be capitalized in March. .
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- 4400 Fees, \$88,975 above Budget – Mainline extension receipts will be re-categorized to a newly established pass thru account.
- 4610 Property Tax Receipts, \$341,991 above Budget – Property taxes collected outside of budgeted months. District received property tax receipts in the amount of \$192,896 in April (split 50/50).
- 4740 Testing Backflow, \$7,480 above Budget – Due to timing of collections from testing.
- 4810 Water Sales, Domestic, \$117,619 below Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending April 30, 2022 was \$323,783 above budget. Total revenue received to date is \$2,069,324.**
- 5200 Board of Directors, \$64,006 below Budget – The expected fallout of redistricting and related election expense is expected to occur in FY 22/23.
- 5240 CDPH Fees, \$4,873 above Budget – Fee is paid one-time annually. Variance will decrease as the fiscal year moves forward.
- 5300 Insurance, \$2,298 above Budget – Variance will balance out further into fiscal year.
- 5350 LAFCO Assessment, \$2,500 below Budget – No costs paid to date.
- 5400 Legal, \$48,868 below Budget – Majority of District Counsel time has been spent working on Sewer enterprise matters.
- 5510 Maintenance, Office, \$3,722 above Budget – Expenses related to the alleviation of dry rot at District offices have been moved to CIP.
- 5550 Postage, \$4,145 above Budget – Due to increased mail interaction with Water customers.
- 5560 Printing & Publishing, \$3,031 below Budget – Costs have been reduced by utilization of District public relations personnel.
- 5610 Accounting, \$7,188 below Budget – Expenditures related to the completion of budget preparation have not yet been incurred.
- 5620 Audit, \$2,411 above Budget – Billing for services paid at the time of audit receipt in full. Variance decreases and fiscal year moves forward.
- 5630 Consulting, \$5,402 below budget – Costs have been held below expectations by District management.
- 5640 Data service, \$4,983 below Budget – Bill for services paid in full in August for EDS parcel management. Variance reduces as year moves forward.



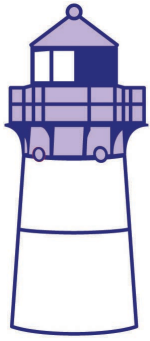
MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5720 Telephone & Internet, \$16,774 above Budget - Changes to providers and plans has not yielded the desired effect.
- 5800 Labor, \$55,498 below Budget – Difference due to being down one Water Operator for a number of months due to injury outside the workplace.
- 6170 Claims, Property Damage, \$8,333 below Budget – No claims incurred and paid to date.
- 6180 Communications, \$8,586 below Budget – costs related to Calcon have been held in check.
- 6195 Education & Training, \$6,500 below Budget – Anticipated costs have not yet been incurred.
- 6200 Engineering, \$52,497 below Budget – Majority of costs have been capital in nature.
- 6320 Equipment & Tools, Expensed, \$3,809 above Budget – Due to the need for specific tools not currently in the District's inventory.
- 6370 Lab Supplies & Equipment, \$2,023 above budget – Significant purchase of supplies made in March 2022. Variance expected to decrease as we complete FY.
- 6400 Pumping, \$10,423 below Budget – True up bill was incurred in February for \$13.8K, which was less than anticipated.
- 6500 Supply, \$12,446 below Budget – Water purchases for Q1 2022 has not yet been received and paid.
- 6600 Collection/Transmission, \$4,779 above Budget – Large maintenance costs incurred due to contractors maintenance of service lines.
- 6700 Treatment, \$18,820 above Budget – Due to the purchase of meters/transmitters.
- **Overall Total Operating Expenses for the period ending April 30, 2022 were \$66,551 below Budget.**
- **Total overall Expenses for the period ending April 30, 2022 were \$222,234 below budget. For a net ordinary income of \$546,016 budgeted vs. actual. Actual net ordinary income is \$642,477.**
- 7100 Connection Fees, \$69,534 above Budget – No full connections sold in April 2022.
- 7600 Bond Revenues, G.O. \$241,700 below Budget - Due to timing.
- 7650 Water System Reliability, \$624,580 above Budget – Funds received from the County are allocated on a receipt by receipt basis. Budget will be established in future years.
- 8000 CIP, \$557,716 below Budget – Projects are currently on-going and others are being planned.
- 9100 GO Bond interest expense \$33,377 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 2, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

RECOMMENDATION:

This is for Board information only

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

	Jul '21 - Apr 22	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	66,641.34	64,350.00	2,291.34
4400 · Fees			
4410 · Administrative Fee (New Constr)	6,828.00	3,000.00	3,828.00
4420 · Administrative Fee (Remodel)	569.00	833.30	-264.30
4430 · Inspection Fee (New Constr)	6,456.00	2,916.70	3,539.30
4440 · Inspection Fee (Remodel)	0.00	833.30	-833.30
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	13,557.98	3,333.30	10,224.68
Total 4400 · Fees	33,410.98	10,916.60	22,494.38
4510 · Grants	136.00		
4610 · Property Tax Receipts	480,865.78	138,875.00	341,990.78
4710 · Sewer Service Charges	3,524,648.97	2,903,726.70	620,922.27
4720 · Sewer Service Refunds, Customer	-8,165.92	-4,166.70	-3,999.22
4760 · Waste Collection Revenues	21,831.02	20,833.30	997.72
4990 · Other Revenue	2,353.42		
Total Income	4,121,721.59	3,134,534.90	987,186.69
Gross Profit	4,121,721.59	3,134,534.90	987,186.69
Expense			
5000 · Administrative			
5190 · Bank Fees	5,073.31	5,833.30	-759.99
5200 · Board of Directors			
5210 · Board Meetings	3,406.30	2,500.00	906.30
5220 · Director Fees	3,837.50	6,250.00	-2,412.50
5230 · Election Expenses	0.00	62,500.00	-62,500.00
Total 5200 · Board of Directors	7,243.80	71,250.00	-64,006.20
5250 · Conference Attendance	1,434.25	2,083.30	-649.05
5270 · Information Systems	3,811.74	3,333.30	478.44
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	8,057.29	4,166.70	3,890.59
Total 5300 · Insurance	8,057.29	4,583.40	3,473.89
5350 · LAFCO Assessment	0.00	2,083.30	-2,083.30
5400 · Legal			
5430 · General Legal	63,645.48	166,666.70	-103,021.22
5440 · Litigation	175,958.24		
Total 5400 · Legal	239,603.72	166,666.70	72,937.02

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

	Jul '21 - Apr 22	Sewer Budget	\$ Over Budget
5510 · Maintenance, Office	2,801.82	6,666.70	-3,864.88
5530 · Memberships	3,807.50		
5540 · Office Supplies	5,572.38	5,416.70	155.68
5550 · Postage	70.00	333.30	-263.30
5560 · Printing & Publishing	591.07	1,250.00	-658.93
5600 · Professional Services			
5610 · Accounting	25,312.50	32,500.00	-7,187.50
5620 · Audit	13,660.50	11,250.00	2,410.50
5630 · Consulting	38,576.37	41,666.70	-3,090.33
5640 · Data Services	9,283.00	5,416.70	3,866.30
5650 · Labor & HR Support	2,135.00	2,083.30	51.70
5660 · Payroll Services	840.38	833.30	7.08
Total 5600 · Professional Services	89,807.75	93,750.00	-3,942.25
5710 · San Mateo Co. Tax Roll Charges	119.00	166.70	-47.70
5720 · Telephone & Internet	31,711.73	16,666.70	15,045.03
5730 · Mileage Reimbursement	195.30	166.70	28.60
5740 · Reference Materials	0.00	0.00	0.00
5790 · Other Administrative	93.94		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	18,567.67	15,303.30	3,264.37
5820 · Employee Benefits	38,228.05	36,519.20	1,708.85
5830 · Disability Insurance	1,474.20	1,617.50	-143.30
5840 · Payroll Taxes	14,216.16	16,724.20	-2,508.04
5850 · PARS	15,497.38	14,946.70	550.68
5900 · Wages			
5910 · Management	112,421.18	98,780.80	13,640.38
5920 · Staff	116,791.90	117,215.00	-423.10
5930 · Staff Certification	1,750.00	1,500.00	250.00
5940 · Staff Overtime	3,352.53	283.30	3,069.23
Total 5900 · Wages	234,315.61	217,779.10	16,536.51
5960 · Worker's Comp Insurance	1,961.35	1,962.50	-1.15
Total 5800 · Labor	324,260.42	304,852.50	19,407.92
Total 5000 · Administrative	724,255.02	685,102.60	39,152.42
6000 · Operations			
6170 · Claims, Property Damage	3,076.40	16,666.70	-13,590.30
6195 · Education & Training	93.00	833.30	-740.30
6200 · Engineering			
6220 · General Engineering	46,052.70	25,000.00	21,052.70
Total 6200 · Engineering	46,052.70	25,000.00	21,052.70

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

	Jul '21 - Apr 22	Sewer Budget	\$ Over Budget
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
6330 · Facilities			
6335 · Alarm Services	4,365.03	4,166.70	198.33
6337 · Landscaping	5,400.00	5,000.00	400.00
Total 6330 · Facilities	9,765.03	9,166.70	598.33
6400 · Pumping			
6410 · Pumping Fuel & Electricity	38,916.58	37,500.00	1,416.58
6420 · Pumping Maintenance, Generators	903.00		
Total 6400 · Pumping	39,819.58	37,500.00	2,319.58
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	724.00	8,333.30	-7,609.30
Total 6600 · Collection/Transmission	724.00	8,333.30	-7,609.30
6770 · Uniforms	0.00	166.70	-166.70
6800 · Vehicles			
6810 · Fuel	440.50	833.30	-392.80
6820 · Truck Equipment, Expensed	0.00	133.30	-133.30
6830 · Truck Repairs	54.44	833.30	-778.86
Total 6800 · Vehicles	494.94	1,799.90	-1,304.96
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	248,979.69	276,644.20	-27,664.51
6920 · SAM Operations	1,298,489.24	1,277,173.30	21,315.94
6940 · SAM Maintenance, Collection Sys	19,808.73	33,333.30	-13,524.57
6950 · SAM Maintenance, Pumping	75,359.17	58,333.30	17,025.87
Total 6900 · Sewer Authority Midcoastside	1,642,636.83	1,645,484.10	-2,847.27
Total 6000 · Operations	1,742,662.48	1,744,950.70	-2,288.22
Total Expense	2,466,917.50	2,430,053.30	36,864.20
Net Ordinary Income	1,654,804.09	704,481.60	950,322.49
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	32,307.00	83,333.30	-51,026.30
7120 · Connection Fees (Remodel)	40,652.50	41,666.70	-1,014.20
7100 · Connection Fees - Other	2,009.00		
Total 7100 · Connection Fees	74,968.50	125,000.00	-50,031.50

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

	Jul '21 - Apr 22	Sewer Budget	\$ Over Budget
7200 · Interest Income - LAIF	9,232.03	40,000.00	-30,767.97
Total 7000 · Capital Account Revenues	84,200.53	165,000.00	-80,799.47
Total Other Income	84,200.53	165,000.00	-80,799.47
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	1,285,120.22	1,588,612.50	-303,492.28
Total 8000 · Capital Improvement Program	1,285,120.22	1,588,612.50	-303,492.28
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	8,052.47	9,753.65	-1,701.18
9200 · I-Bank Loan	11,872.96	20,700.00	-8,827.04
Total 9000 · Capital Account Expenses	19,925.43	30,453.65	-10,528.22
Total Other Expense	1,305,045.65	1,619,066.15	-314,020.50
Net Other Income	-1,220,845.12	-1,454,066.15	233,221.03
Net Income	433,958.97	-749,584.55	1,183,543.52

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

	Jul '21 - Apr 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)	7,966.00	4,166.70	3,799.30
4420 · Administrative Fee (Remodel)	569.00		
4430 · Inspection Fee (New Constr)	7,877.00	3,333.30	4,543.70
4440 · Inspection Fee (Remodel)	538.00	833.30	-295.30
4450 · Mainline Extension Fees	82,882.40	2,500.00	80,382.40
4460 · Remodel Fees	0.00	0.00	0.00
Total 4400 · Fees	99,832.40	10,833.30	88,999.10
4510 · Grants	136.00		
4610 · Property Tax Receipts	480,865.71	138,875.00	341,990.71
4710 · Sewer Service Charges	186.20		
4740 · Testing, Backflow	22,480.00	15,000.00	7,480.00
4810 · Water Sales, Domestic	1,465,714.57	1,583,333.30	-117,618.73
4850 · Water Sales Refunds, Customer	-3,054.63	-2,500.00	-554.63
4990 · Other Revenue	3,163.86		
Total Income	2,069,324.11	1,745,541.60	323,782.51
Gross Profit	2,069,324.11	1,745,541.60	323,782.51
Expense			
5000 · Administrative			
5190 · Bank Fees	2,546.75	1,250.00	1,296.75
5200 · Board of Directors			
5210 · Board Meetings	3,406.30	2,500.00	906.30
5220 · Director Fees	3,837.50	6,250.00	-2,412.50
5230 · Election Expenses	0.00	62,500.00	-62,500.00
Total 5200 · Board of Directors	7,243.80	71,250.00	-64,006.20
5240 · CDPH Fees	15,706.51	10,833.30	4,873.21
5250 · Conference Attendance	1,434.24	2,500.00	-1,065.76
5270 · Information Systems	3,811.76	4,166.70	-354.94
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	6,881.29	4,166.70	2,714.59
Total 5300 · Insurance	6,881.29	4,583.40	2,297.89
5350 · LAFCO Assessment	0.00	2,500.00	-2,500.00

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

	Jul '21 - Apr 22	Water Budget	\$ Over Budget
5400 · Legal			
5430 · General Legal	68,988.47	116,666.70	-47,678.23
5440 · Litigation	810.00		
Total 5400 · Legal	69,798.47	116,666.70	-46,868.23
5510 · Maintenance, Office	2,944.38	6,666.70	-3,722.32
5530 · Memberships	19,844.50	22,500.00	-2,655.50
5540 · Office Supplies	5,670.76	5,416.70	254.06
5550 · Postage	11,644.67	7,500.00	4,144.67
5560 · Printing & Publishing	1,135.52	4,166.70	-3,031.18
5600 · Professional Services			
5610 · Accounting	25,312.50	32,500.00	-7,187.50
5620 · Audit	13,660.50	11,250.00	2,410.50
5630 · Consulting	40,431.28	45,833.30	-5,402.02
5640 · Data Services	10,399.50	5,416.70	4,982.80
5650 · Labor & HR Support	2,135.00	1,666.70	468.30
5660 · Payroll Services	840.40	833.30	7.10
Total 5600 · Professional Services	92,779.18	97,500.00	-4,720.82
5710 · San Mateo Co. Tax Roll Charges	119.00	0.00	119.00
5720 · Telephone & Internet	37,607.16	20,833.30	16,773.86
5730 · Mileage Reimbursement	301.30	1,250.00	-948.70
5740 · Reference Materials	0.00	666.70	-666.70
5790 · Other Administrative	596.55	0.00	596.55
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	40,143.02	36,719.20	3,423.82
5820 · Employee Benefits	101,873.30	89,396.70	12,476.60
5830 · Disability Insurance	3,440.80	3,881.70	-440.90
5840 · Payroll Taxes	38,853.82	42,044.20	-3,190.38
5850 · PARS	33,286.24	31,985.80	1,300.44
5900 · Wages			
5910 · Management	112,421.38	98,780.80	13,640.58
5920 · Staff	369,924.25	439,105.80	-69,181.55
5930 · Staff Certification	9,850.00	9,500.00	350.00
5940 · Staff Overtime	41,935.27	48,055.00	-6,119.73
5950 · Staff Standby	22,244.08	23,102.50	-858.42
Total 5900 · Wages	556,374.98	618,544.10	-62,169.12
5960 · Worker's Comp Insurance	9,609.57	16,508.30	-6,898.73
Total 5800 · Labor	783,581.73	839,080.00	-55,498.27
Total 5000 · Administrative	1,063,647.57	1,219,330.20	-155,682.63

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

	Jul '21 - Apr 22	Water Budget	\$ Over Budget
6000 · Operations			
6160 · Backflow Prevention	994.31	833.30	161.01
6170 · Claims, Property Damage	0.00	8,333.30	-8,333.30
6180 · Communications			
6185 · SCADA Maintenance	2,136.94	10,833.30	-8,696.36
6180 · Communications - Other	110.16		
Total 6180 · Communications	2,247.10	10,833.30	-8,586.20
6195 · Education & Training	1,000.32	7,500.00	-6,499.68
6200 · Engineering			
6220 · General Engineering	2,150.00	16,666.70	-14,516.70
6230 · Water Quality Engineering	45,352.51	83,333.30	-37,980.79
Total 6200 · Engineering	47,502.51	100,000.00	-52,497.49
6320 · Equipment & Tools, Expensed	10,476.18	6,666.70	3,809.48
6330 · Facilities			
6335 · Alarm Services	838.83	1,666.70	-827.87
6337 · Landscaping	13,889.05	12,500.00	1,389.05
6330 · Facilities - Other	86.53		
Total 6330 · Facilities	14,814.41	14,166.70	647.71
6370 · Lab Supplies & Equipment	5,356.74	3,333.30	2,023.44
6380 · Meter Reading	119.13	416.70	-297.57
6400 · Pumping			
6410 · Pumping Fuel & Electricity	69,226.64	75,000.00	-5,773.36
6420 · Pumping Maintenance, Generators	7,151.00	8,333.30	-1,182.30
6430 · Pumping Maintenance, General	1,152.98	4,166.70	-3,013.72
6440 · Pumping Equipment, Expensed	129.31	583.30	-453.99
Total 6400 · Pumping	77,659.93	88,083.30	-10,423.37
6500 · Supply			
6510 · Maintenance, Raw Water Mains	253.13	2,083.30	-1,830.17
6520 · Maintenance, Wells	5,765.82	12,500.00	-6,734.18
6530 · Water Purchases	25,285.39	29,166.70	-3,881.31
Total 6500 · Supply	31,304.34	43,750.00	-12,445.66

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

	Jul '21 - Apr 22	Water Budget	\$ Over Budget
6600 · Collection/Transmission			
6610 · Hydrants	5,690.20	4,166.70	1,523.50
6620 · Maintenance, Water Mains	41,402.14	41,666.70	-264.56
6630 · Maintenance, Water Svc Lines	8,245.04	16,666.70	-8,421.66
6640 · Maintenance, Tanks	437.50	4,166.70	-3,729.20
6650 · Maint., Distribution General	6,534.61	8,333.30	-1,798.69
6670 · Meters	20,802.69	3,333.30	17,469.39
Total 6600 · Collection/Transmission	83,112.18	78,333.40	4,778.78
6700 · Treatment			
6710 · Chemicals & Filtering	31,747.90	16,666.70	15,081.20
6720 · Maintenance, Treatment Equip.	10,255.84	12,500.00	-2,244.16
6730 · Treatment Analysis	30,982.70	25,000.00	5,982.70
Total 6700 · Treatment	72,986.44	54,166.70	18,819.74
6770 · Uniforms	1,686.60	1,666.70	19.90
6800 · Vehicles			
6810 · Fuel	7,415.71	5,833.30	1,582.41
6820 · Truck Equipment, Expensed	1,395.20	1,666.70	-271.50
6830 · Truck Repairs	2,186.08	4,166.70	-1,980.62
Total 6800 · Vehicles	10,996.99	11,666.70	-669.71
6890 · Other Operations	2,941.91		
Total 6000 · Operations	363,199.09	429,750.10	-66,551.01
Total Expense	1,426,846.66	1,649,080.30	-222,233.64
Net Ordinary Income	642,477.45	96,461.30	546,016.15
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	77,883.00	83,333.30	-5,450.30
7130 · Conn. Fees, PFP (New Constr)	116,309.69	41,666.70	74,642.99
7140 · Conn. Fees, PFP (Remodel)	341.11		
Total 7100 · Connection Fees	194,533.80	125,000.00	69,533.80
7600 · Bond Revenues, G.O.	577,922.05	819,621.70	-241,699.65
7650 · Water System Reliability	624,580.25	0.00	624,580.25
Total 7000 · Capital Account Revenues	1,397,036.10	944,621.70	452,414.40
Total Other Income	1,397,036.10	944,621.70	452,414.40

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

	Jul '21 - Apr 22	Water Budget	\$ Over Budget
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	441,241.97	998,958.30	-557,716.33
Total 8000 · Capital Improvement Program	441,241.97	998,958.30	-557,716.33
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	9,753.65	-2,357.23
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	154,205.65	-68,852.69
Total Other Expense	526,594.93	1,153,163.95	-626,569.02
Net Other Income	870,441.17	-208,542.25	1,078,983.42
Net Income	1,512,918.62	-112,080.95	1,624,999.57

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	2,651,861.16	4,009,320.78					
Sewer Reserve Accounts															
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	4,018,211.22	4,018,211.22			3,015,825.00	1,002,386.22	133%
Connection Fee	194,600.00	194,600.00	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	406,882.00	406,882.00			486,261.00	(79,379.00)	84%
Subtotal	4,614,225.50	4,614,225.50	4,614,225.50	4,617,035.22	4,617,035.22	4,617,035.22	4,617,035.22	4,619,693.22	4,619,693.22	4,619,693.22	-	-			
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	1,025,865.27	1,040,217.38			329,816.00	696,049.27	311%
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	398,249.00	398,249.00			1,984,750.00	(1,586,501.00)	20%
Connection Fee	253,020.00	253,020.00	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	48,222.00			48,222.00	-	100%
Operating 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	46,009.00	46,009.00					
Subtotal	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-			
CAMP	-	-	-	-	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00					
Water - Restricted Accounts															
JP Morgan Chase - Water	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	713,648.25	713,648.25					
2020 GO Bond Fund															
First Republic Bank - Water															
GO Bond Fund	3,883.92	3,853.92	3,823.92												
Sub-Total	1,121,111.86	629,309.07	629,279.07	632,946.29	649,934.84	649,934.84	1,125,842.74	713,648.25	713,648.25	713,648.25	-	-			
Total Cash and Equivalents	10,921,883.57	9,998,612.51	9,754,597.69	9,810,371.51	9,381,088.02	12,066,614.02	11,129,910.40	10,862,477.24	10,506,567.90	11,878,379.63	-	-			

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	6,654.28	6,752.82			66,641.34	70,785.00	-4,143.66	94.15%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	1,707.00	1,138.00	569.00	569.00			6,828.00	3,300.00	3,528.00	206.91%
4420 · Administrative Fee (Remodel)										569.00			569.00	916.67	-347.67	62.07%
4430 · Inspection Fee (New Constr)		1,076.00		538.00	538.00	538.00	1,614.00	1,076.00	538.00	538.00			6,456.00	3,208.33	3,247.67	201.23%
4440 · Inspection Fee (Remodel)														916.67	-916.67	
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	6,433.48	-1,073.00			13,557.98	3,666.67	9,891.31	369.76%
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	7,540.48	603.00			33,410.98	12,008.34	21,402.64	278.23%
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	837.07	94,831.63			480,865.78	138,875.00	341,990.78	346.26%
4710 · Sewer Service Charges					876.40	1,762,383.05		265,182.32	1,516.85	1,494,690.35			3,524,648.97	3,194,099.33	330,549.64	110.35%
4720 · Sewer Service Refunds, Customer	-5,785.92				-2,380.00								-8,165.92	-4,583.33	-3,582.59	178.17%
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	981.67	3,438.77			21,831.02	22,916.67	-1,085.65	95.26%
4990 · Other Revenue				71.52						2,281.90			2,353.42			
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	17,530.35	1,602,598.47			4,121,721.59	3,434,101.01	687,620.58	120.02%
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	17,530.35	1,602,598.47			4,121,721.59	3,434,101.01	687,620.58	120.02%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,411.73	287.61	304.10	284.34	312.44	329.22	308.01	275.15	560.71				5,073.31	6,416.67	-1,343.36	79.07%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		1,006.30	600.00	300.00	450.00	300.00				3,406.30	2,750.00	656.30	123.87%
5220 · Director Fees		987.50	562.50		375.00	375.00	75.00	525.00	375.00	562.50			3,837.50	6,875.00	-3,037.50	55.82%
5230 · Election Expenses														68,750.00	-68,750.00	
Total 5200 · Board of Directors		1,287.50	1,012.50		1,381.30	975.00	375.00	975.00	675.00	562.50			7,243.80	78,375.00	-71,131.20	9.24%
5250 · Conference Attendance			722.17		712.08								1,434.25	2,291.67	-857.42	62.59%
5270 · Information Systems		332.50	62.50		1,823.00	453.12	225.00	365.62	162.50	387.50			3,811.74	3,666.67	145.07	103.96%
5300 · Insurance																
5310 · Fidelity Bond														458.33	-458.33	
5320 · Property & Liability Insurance	1,176.00				6,881.29								8,057.29	4,583.33	3,473.96	175.8%
Total 5300 · Insurance	1,176.00				6,881.29								8,057.29	5,041.66	3,015.63	159.81%
5350 · LAFCO Assessment														2,291.67	-2,291.67	
5400 · Legal																
5430 · General Legal		5,378.00	7,772.45		13,842.05	9,707.76	4,742.00	4,429.50	4,677.00	13,096.72			63,645.48	183,333.33	-119,687.85	34.72%
5440 · Litigation		27,870.23	9,552.11		42,779.96	16,446.80	21,109.80	23,086.46	13,510.53	21,602.35			175,958.24			
Total 5400 · Legal		33,248.23	17,324.56		56,622.01	26,154.56	25,851.80	27,515.96	18,187.53	34,699.07			239,603.72	183,333.33	56,270.39	130.69%
5510 · Maintenance, Office		260.00	310.00	200.00	260.00	250.00	260.00	260.00	260.00	741.82			2,801.82	7,333.33	-4,531.51	38.21%
5530 · Memberships					3,807.50								3,807.50			
5540 · Office Supplies		363.41	34.38		3,992.49	171.14	615.53	221.59	40.32	133.52			5,572.38	5,958.33	-385.95	93.52%
5550 · Postage		70.00											70.00	366.67	-296.67	19.09%
5560 · Printing & Publishing	46.90	370.44	43.99		41.89	57.63	-154.97	48.69	33.13	103.37			591.07	1,375.00	-783.93	42.99%

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
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00	4,812.50	2,250.00				25,312.50	35,750.00	-10,437.50	70.8%
5620 · Audit					13,660.50								13,660.50	12,375.00	1,285.50	110.39%
5630 · Consulting	5,148.83	409.78	3,060.20		9,758.74	779.57	9,475.16	5,465.29	558.94	3,919.86			38,576.37	45,833.33	-7,256.96	84.17%
5640 · Data Services	899.50	8,383.50											9,283.00	5,958.33	3,324.67	155.8%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50	213.50	213.50	213.50			2,135.00	2,291.67	-156.67	93.16%
5660 · Payroll Services	73.48	75.33	77.18	78.47	79.76	79.76	140.99	77.18	78.47	79.76			840.38	916.67	-76.29	91.68%
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	3,100.91	4,213.12			89,807.75	103,125.00	-13,317.25	87.09%
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	183.33	-64.33	64.91%
5720 · Telephone & Internet	3,033.81	3,391.66	3,446.05		6,481.13	2,423.88	3,085.41	201.57	6,248.82	3,399.40			31,711.73	18,333.33	13,378.40	172.97%
5730 · Mileage Reimbursement		70.20							125.10				195.30	183.33	11.97	106.53%
5740 · Reference Materials																
5790 · Other Administrative										93.94			93.94			
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	5,421.65	1,484.24			18,567.67	16,833.67	1,734.00	110.3%
5820 · Employee Benefits	3,545.56	3,545.56	7,091.12		3,545.56	3,454.35	3,454.35	5,391.45	4,100.05	4,100.05			38,228.05	40,171.08	-1,943.03	95.16%
5830 · Disability Insurance	147.42	147.42	147.42		294.84	147.42	147.42	147.42	147.42	147.42			1,474.20	1,779.25	-305.05	82.86%
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	3,221.83	1,624.55			14,216.16	18,396.58	-4,180.42	77.28%
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	2,392.62	1,460.63			15,497.38	16,441.33	-943.95	94.26%
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	29,289.98	9,580.28			112,421.18	108,658.92	3,762.26	103.46%
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	12,361.80	11,288.60			116,791.90	128,936.50	-12,144.60	90.58%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00			1,750.00	1,650.00	100.00	106.06%
5940 · Staff Overtime	588.74	419.81	139.94	104.95	104.95	209.91	1,303.19		288.62	192.42			3,352.53	311.67	3,040.86	1,075.67%
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	42,115.40	21,236.30			234,315.61	239,557.09	-5,241.48	97.81%
5960 · Worker's Comp Insurance				612.19			608.62			740.54			1,961.35	2,158.75	-197.40	90.86%
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	57,398.97	30,793.73			324,260.42	335,337.75	-11,077.33	96.7%
Total 5000 · Administrative	42,370.17	80,105.74	64,517.82	25,836.69	140,601.57	63,538.59	74,947.67	70,415.81	86,792.99	75,127.97			724,255.02	753,612.74	-29,357.72	96.1%
6000 · Operations																
6170 · Claims, Property Damage										3,076.40			3,076.40	18,333.33	-15,256.93	16.78%
6195 · Education & Training								93.00					93.00	916.67	-823.67	10.15%
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	6,235.00	6,483.50			46,052.70	27,500.00	18,552.70	167.46%
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	6,235.00	6,483.50			46,052.70	27,500.00	18,552.70	167.46%
6320 · Equipment & Tools, Expensed																
6330 · Facilities																
6335 · Alarm Services	127.02	391.80	502.05		910.62	502.05	518.82	391.80	502.05	518.82			4,365.03	4,583.33	-218.30	95.24%
6337 · Landscaping						2,425.00	2,975.00						5,400.00	5,500.00	-100.00	98.18%
Total 6330 · Facilities	127.02	391.80	502.05		910.62	2,927.05	3,493.82	391.80	502.05	518.82			9,765.03	10,083.33	-318.30	96.84%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,107.16		5,555.74		4,780.87	3,145.83	3,953.86	13,779.38	2,419.17	2,174.57			38,916.58	41,250.00	-2,333.42	94.34%
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	2,419.17	2,174.57			39,819.58	41,250.00	-1,430.42	96.53%

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
6600 · Collection/Transmission																
6660 · Maintenance, Collection System								724.00					724.00	9,166.67	-8,442.67	7.9%
Total 6600 · Collection/Transmission								724.00					724.00	9,166.67	-8,442.67	7.9%
6770 · Uniforms														183.33	-183.33	
6800 · Vehicles																
6810 · Fuel				283.08	157.42								440.50	916.67	-476.17	48.05%
6820 · Truck Equipment, Expensed														146.67	-146.67	
6830 · Truck Repairs				52.07	2.37								54.44	916.67	-862.23	5.94%
Total 6800 · Vehicles				335.15	159.79								494.94	1,980.01	-1,485.07	25.0%
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	27,664.41	27,664.41			248,979.69	304,308.58	-55,328.89	81.82%
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	135,401.40	141,349.04			1,298,489.24	1,404,890.67	-106,401.43	92.43%
6940 · SAM Maintenance, Collection Sys				4,172.90						15,635.83			19,808.73	36,666.67	-16,857.94	54.02%
6950 · SAM Maintenance, Pumping		5,451.01			3,503.76		26,893.48	34,631.43	4,879.49				75,359.17	64,166.67	11,192.50	117.44%
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	167,945.30	184,649.28			1,642,636.83	1,810,032.59	-167,395.76	90.75%
Total 6000 · Operations	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80	167,154.64	200,256.92	214,095.07	177,825.52	196,902.57			1,742,662.48	1,919,445.93	-176,783.45	90.79%
Total Expense	173,891.70	241,677.81	229,282.37	186,866.50	308,141.37	230,693.23	275,204.59	284,510.88	264,618.51	272,030.54			2,466,917.50	2,673,058.67	-206,141.17	92.29%
Net Ordinary Income	-170,079.15	-120,613.54	-218,641.08	-168,666.06	-274,006.97	1,677,298.92	-173,521.02	19,553.22	-247,088.16	1,330,567.93			1,654,804.09	761,042.34	893,761.75	217.44%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)									30,153.00	2,154.00			32,307.00	91,666.67	-59,359.67	35.24%
7120 · Connection Fees (Remodel)		12,924.00	5,608.00	30,694.50		-8,584.50			-527.50		538.00		40,652.50	45,833.33	-5,180.83	88.7%
7100 · Connection Fees - Other										2,009.00			2,009.00			
Total 7100 · Connection Fees		12,924.00	5,608.00	30,694.50		-8,584.50			29,625.50	4,163.00	538.00		74,968.50	137,500.00	-62,531.50	54.52%
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	4,163.00	538.00			84,200.53	177,500.00	-93,299.47	47.44%
Total Other Income	3,764.31	12,924.00	5,608.00	33,504.22		-8,584.50	2,658.00	29,625.50	4,163.00	538.00			84,200.53	177,500.00	-93,299.47	47.44%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	7,656.50	370,216.14	14,254.14	16,798.87	1,073.25	12,828.75	836,462.83	2,745.50	15,418.75	7,665.49			1,285,120.22	1,747,473.75	-462,353.53	73.54%
Total 8000 · Capital Improvement Program	7,656.50	370,216.14	14,254.14	16,798.87	1,073.25	12,828.75	836,462.83	2,745.50	15,418.75	7,665.49			1,285,120.22	1,747,473.75	-462,353.53	73.54%
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	10,637.04	-2,584.57	75.7%
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	31,337.04	-11,411.61	63.58%
Total Other Expense	10,596.77	371,240.57	15,264.66	17,795.44	2,055.81	23,904.90	837,417.34	3,685.92	15,418.75	7,665.49			1,305,045.65	1,778,810.79	-473,765.14	73.37%
Net Other Income	-6,832.46	-358,316.57	-9,656.66	15,708.78	-2,055.81	-32,489.40	-834,759.34	25,939.58	-11,255.75	-7,127.49			-1,220,845.12	-1,601,310.79	380,465.67	76.24%
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	45,492.80	-258,343.91	1,323,440.44			433,958.97	-840,268.45	1,274,227.42	-51.65%

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

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	TOTAL				
													Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease																	
4400 · Fees																	
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	2,276.00	1,138.00	1,138.00	569.00			7,966.00	4,583.33	3,382.67	173.8%	
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	1,076.00	538.00			7,877.00	3,666.67	4,210.33	214.83%	
4440 · Inspection Fee (Remodel)				538.00									538.00	916.67	-378.67	58.69%	
4450 · Mainline Extension Fees					80,069.00			2,813.40					82,882.40	2,750.00	80,132.40	3,013.91%	
4460 · Remodel Fees																	
Total 4400 · Fees		2,559.00		2,214.00	81,176.00	1,107.00	4,428.00	5,027.40	2,214.00	1,107.00			99,832.40	11,916.67	87,915.73	837.75%	
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	837.06	94,831.62			480,865.71	138,875.00	341,990.71	346.26%	
4710 · Sewer Service Charges									186.20				186.20				
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00	3,000.00	3,000.00		2,000.00	1,000.00			22,480.00	16,500.00	5,980.00	136.24%	
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	154,188.33	129,427.77			1,465,714.57	1,741,666.67	-275,952.10	84.16%	
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00			-263.31	-98.36	-179.45		-1,341.59				-3,054.63	-2,750.00	-304.63	111.08%	
4990 · Other Revenue				71.51	558.64				186.20	2,347.51			3,163.86				
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	158,270.20	228,713.90			2,069,324.11	1,906,208.34	163,115.77	108.56%	
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	158,270.20	228,713.90			2,069,324.11	1,906,208.34	163,115.77	108.56%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	357.99	317.60	334.11	323.96	375.98	329.23	295.70	275.15	-74.40	11.43			2,546.75	1,375.00	1,171.75	185.22%	
5200 · Board of Directors																	
5210 · Board Meetings		300.00	450.00		1,006.30	600.00	300.00	450.00	300.00				3,406.30	2,750.00	656.30	123.87%	
5220 · Director Fees		987.50	562.50		375.00	375.00	75.00	525.00	375.00	562.50			3,837.50	6,875.00	-3,037.50	55.82%	
5230 · Election Expenses														68,750.00	-68,750.00		
Total 5200 · Board of Directors		1,287.50	1,012.50		1,381.30	975.00	375.00	975.00	675.00	562.50			7,243.80	78,375.00	-71,131.20	9.24%	
5240 · CDPH Fees						3,326.00	12,380.51						15,706.51	11,916.67	3,789.84	131.8%	
5250 · Conference Attendance			722.16	712.08									1,434.24	2,750.00	-1,315.76	52.15%	
5270 · Information Systems		332.50	62.50	1,823.00	453.13	225.00	365.63	162.50	387.50				3,811.76	4,583.33	-771.57	83.17%	
5300 · Insurance																	
5310 · Fidelity Bond														458.33	-458.33		
5320 · Property & Liability Insurance					6,881.29								6,881.29	4,583.33	2,297.96	150.14%	
Total 5300 · Insurance					6,881.29								6,881.29	5,041.66	1,839.63	136.49%	
5350 · LAFCO Assessment														2,750.00	-2,750.00		
5400 · Legal																	
5430 · General Legal		5,498.00	9,752.45	13,914.05	10,157.75	5,279.00	5,926.50	4,839.00	13,621.72				68,988.47	128,333.33	-59,344.86	53.76%	
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	4,839.00	13,621.72				69,798.47	128,333.33	-58,534.86	54.39%	
5510 · Maintenance, Office		658.13	310.00	200.00	436.25	250.00	260.00	260.00	260.00	310.00			2,944.38	7,333.33	-4,388.95	40.15%	

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

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	TOTAL			
													Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
5530 · Memberships					18,987.50	857.00							19,844.50	24,750.00	-4,905.50	80.18%
5540 · Office Supplies		363.43	34.38		3,992.48	171.14	615.53	221.58	138.69	133.53			5,670.76	5,958.33	-287.57	95.17%
5550 · Postage	1,299.86	1,117.06	811.17		2,329.16	1,402.56	1,107.21	1,401.63	856.45	1,319.57			11,644.67	8,250.00	3,394.67	141.15%
5560 · Printing & Publishing	46.90	370.43	43.98		586.39	57.62	-154.97	48.69	33.12	103.36			1,135.52	4,583.33	-3,447.81	24.78%
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00	4,812.50	2,250.00				25,312.50	35,750.00	-10,437.50	70.8%
5620 · Audit					13,660.50								13,660.50	12,375.00	1,285.50	110.39%
5630 · Consulting	5,148.82	409.77	3,060.18	1,855.00	9,758.72	779.56	9,475.15	5,465.29	558.94	3,919.85			40,431.28	50,416.67	-9,985.39	80.19%
5640 · Data Services	899.50								9,500.00				10,399.50	5,958.33	4,441.17	174.54%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50	213.50	213.50	213.50			2,135.00	1,833.33	301.67	116.46%
5660 · Payroll Services	73.50	75.34	77.18	78.47	79.76	79.76	140.98	77.18	78.47	79.76			840.40	916.67	-76.27	91.68%
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	12,600.91	4,213.11			92,779.18	107,250.00	-14,470.82	86.51%
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	689.24	6,909.49	3,973.25			37,607.16	22,916.67	14,690.49	164.1%
5730 · Mileage Reimbursement		70.20				25.50	26.50	29.00	150.10				301.30	1,375.00	-1,073.70	21.91%
5740 · Reference Materials														733.33	-733.33	
5790 · Other Adminstrative									65.61	530.94			596.55		596.55	100.0%
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	7,753.89	3,727.14			40,143.02	40,391.08	-248.06	99.39%
5820 · Employee Benefits	9,524.49	9,524.49	19,048.98		9,524.49	9,644.19	9,644.19	8,451.13	15,521.10	10,990.24			101,873.30	98,336.33	3,536.97	103.6%
5830 · Disability Insurance	344.08	344.08	344.08		688.16	344.08	344.08	344.08	344.08	344.08			3,440.80	4,269.83	-829.03	80.58%
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	5,886.72	4,180.68			38,853.82	46,248.58	-7,394.76	84.01%
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	4,350.05	3,297.72			33,286.24	35,184.42	-1,898.18	94.61%
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	29,290.00	9,580.30			112,421.38	108,658.92	3,762.46	103.46%
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	40,849.10	38,041.53			369,924.25	483,016.42	-113,092.17	76.59%
5930 · Staff Certification	875.00	875.00	875.00	1,075.00	1,075.00	1,075.00	975.00	875.00	1,075.00	1,075.00			9,850.00	10,450.00	-600.00	94.26%
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	3,539.04	3,690.03			41,935.27	52,860.50	-10,925.23	79.33%
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	2,197.13	2,262.22			22,244.08	25,412.75	-3,168.67	87.53%
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	76,950.27	54,649.08			556,374.98	680,398.59	-124,023.61	81.77%
5960 · Worker's Comp Insurance				2,933.84			3,458.37			3,217.36			9,609.57	18,159.17	-8,549.60	52.92%
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	110,806.11	80,406.30			783,581.73	922,988.00	-139,406.27	84.9%
Total 5000 · Administrative	83,514.76	87,819.16	104,244.43	70,920.61	167,377.87	105,440.70	116,084.65	85,249.60	137,422.58	105,573.21			1,063,647.57	1,341,262.98	-277,615.41	79.3%
6000 · Operations																
6160 · Backflow Prevention			93.49		597.14				303.68				994.31	916.67	77.64	108.47%
6170 · Claims, Property Damage														9,166.67	-9,166.67	
6180 · Communications																
6185 · SCADA Maintenance		309.68	6.50		1,646.12	55.10	39.54		80.00				2,136.94	11,916.67	-9,779.73	17.93%
6180 · Communications - Other								110.16					110.16			
Total 6180 · Communications		309.68	6.50		1,646.12	55.10	39.54	110.16	80.00				2,247.10	11,916.67	-9,669.57	18.86%
6195 · Education & Training	275.00				100.00		145.00	480.32					1,000.32	8,250.00	-7,249.68	12.13%

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
6200 · Engineering																
6220 · General Engineering	500.00	-1,887.50				2,862.50		675.00					2,150.00	18,333.33	-16,183.33	11.73%
6230 · Water Quality Engineering		4,539.38	5,137.50	2,132.50	2,705.63	155.00	4,952.50	5,237.50		20,492.50			45,352.51	91,666.67	-46,314.16	49.48%
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		20,492.50			47,502.51	110,000.00	-62,497.49	43.18%
6320 · Equipment & Tools, Expensed	40.40	431.21	907.60		622.50	3,502.38	1,009.38	1,840.28	1,946.14	176.29			10,476.18	7,333.33	3,142.85	142.86%
6330 · Facilities																
6335 · Alarm Services	127.02		110.25		127.02	110.25	127.02		110.25	127.02			838.83	1,833.33	-994.50	45.75%
6337 · Landscaping		850.00	1,900.00		1,050.00	3,275.00	4,025.00	889.05	1,050.00	850.00			13,889.05	13,750.00	139.05	101.01%
6330 · Facilities - Other										86.53			86.53			
Total 6330 · Facilities	127.02	850.00	2,010.25		1,177.02	3,385.25	4,152.02	889.05	1,160.25	1,063.55			14,814.41	15,583.33	-768.92	95.07%
6370 · Lab Supplies & Equipment			185.13		323.04	273.57		4,575.00					5,356.74	3,666.67	1,690.07	146.09%
6380 · Meter Reading					119.13								119.13	458.33	-339.20	25.99%
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	15,759.44	6,382.38	4,812.63			69,226.64	82,500.00	-13,273.36	83.91%
6420 · Pumping Maintenance, Generators					383.00		3,787.00			2,981.00			7,151.00	9,166.67	-2,015.67	78.01%
6430 · Pumping Maintenance, General								1,076.11	76.87				1,152.98	4,583.33	-3,430.35	25.16%
6440 · Pumping Equipment, Expensed			129.31										129.31	641.67	-512.36	20.15%
Total 6400 · Pumping	6,117.99	2,058.25	10,708.54	2,072.20	9,012.84	6,107.85	10,493.83	15,759.44	7,458.49	7,870.50			77,659.93	96,891.67	-19,231.74	80.15%
6500 · Supply																
6510 · Maintenance, Raw Water Mains			253.13										253.13	2,291.67	-2,038.54	11.05%
6520 · Maintenance, Wells	394.38	229.98		28.40	300.12		595.44	4,217.50					5,765.82	13,750.00	-7,984.18	41.93%
6530 · Water Purchases					8,773.77		9,382.62			7,129.00			25,285.39	32,083.33	-6,797.94	78.81%
Total 6500 · Supply	394.38	229.98	253.13	28.40	9,073.89		9,978.06	4,217.50		7,129.00			31,304.34	48,125.00	-16,820.66	65.05%
6600 · Collection/Transmission																
6610 · Hydrants		5,690.20											5,690.20	4,583.33	1,106.87	124.15%
6620 · Maintenance, Water Mains		7,548.71	5,592.01		2,399.49	5,807.94	3,581.60	7,698.83	8,537.56	236.00			41,402.14	45,833.33	-4,431.19	90.33%
6630 · Maintenance, Water Svc Lines					3,065.43	4,844.39				335.22			8,245.04	18,333.33	-10,088.29	44.97%
6640 · Maintenance, Tanks		437.50											437.50	4,583.33	-4,145.83	9.55%
6650 · Maint., Distribution General				3,556.00	276.86	874.75	1,005.50	821.50					6,534.61	9,166.67	-2,632.06	71.29%
6670 · Meters			5,119.70			6,048.02		7,743.56	391.41	1,500.00			20,802.69	3,666.67	17,136.02	567.35%
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	8,928.97	2,071.22			83,112.18	86,166.66	-3,054.48	96.46%
6700 · Treatment																
6710 · Chemicals & Filtering	9,400.00	3,363.20	1,219.05		727.17	5,671.86	6,382.03	385.48	3,681.32	917.79			31,747.90	18,333.33	13,414.57	173.17%
6720 · Maintenance, Treatment Equip.		5,702.53			951.50	452.99	108.23	1,001.20	98.46	1,940.93			10,255.84	13,750.00	-3,494.16	74.59%
6730 · Treatment Analysis	678.97	3,555.34	1,518.30		3,646.61	11,283.15	1,614.86	3,061.21	4,155.24	1,469.02			30,982.70	27,500.00	3,482.70	112.66%
Total 6700 · Treatment	10,078.97	12,621.07	2,737.35		5,325.28	17,408.00	8,105.12	4,447.89	7,935.02	4,327.74			72,986.44	59,583.33	13,403.11	122.5%
6770 · Uniforms					363.97			400.00		922.63			1,686.60	1,833.33	-146.73	92.0%
6800 · Vehicles																
6810 · Fuel	657.14	713.37	516.72	-283.08	1,693.69	752.51	980.17	527.71	909.95	947.53			7,415.71	6,416.67	999.04	115.57%
6820 · Truck Equipment, Expensed					37.69		1,228.99	128.52					1,395.20	1,833.33	-438.13	76.1%
6830 · Truck Repairs	266.01	17.60		11.46	2.76	64.29	1,102.37	49.98	272.00	399.61			2,186.08	4,583.33	-2,397.25	47.7%

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

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	TOTAL			
													Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Total 6800 · Vehicles	923.15	730.97	516.72	-271.62	1,734.14	816.80	3,311.53	706.21	1,181.95	1,347.14			10,996.99	12,833.33	-1,836.34	85.69%
6890 · Other Operations			1,790.60		463.75	457.94	114.62	115.00					2,941.91			
6900 · Sewer Authority Midcoastside																
6940 · SAM Maintenance, Collection Sys																
Total 6900 · Sewer Authority Midcoastside																
Total 6000 · Operations	18,456.91	33,559.45	35,058.52	7,517.48	39,006.23	52,599.49	46,888.70	51,142.24	33,569.50	45,400.57			363,199.09	472,724.99	-109,525.90	76.83%
Total Expense	101,971.67	121,378.61	139,302.95	78,438.09	206,384.10	158,040.19	162,973.35	136,391.84	170,992.08	150,973.78			1,426,846.66	1,813,987.97	-387,141.31	78.66%
Net Ordinary Income	253,407.78	-40,713.97	-102.15	67,584.47	46,119.54	139,481.67	84,759.13	26,922.74	-12,721.88	77,740.12			642,477.45	92,220.37	550,257.08	696.68%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			20,815.00			58,659.00			-1,591.00				77,883.00	91,666.67	-13,783.67	84.96%
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	9,738.38	2,080.22			116,309.69	45,833.33	70,476.36	253.77%
7140 · Conn. Fees, PFP (Remodel)									341.11				341.11			
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	8,488.49	2,080.22			194,533.80	137,500.00	57,033.80	141.48%
7600 · Bond Revenues, G.O.			3,667.22	756.70	16,231.85	474,949.66	2,623.91	79,692.71					577,922.05	901,583.83	-323,661.78	64.1%
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	184,621.34	8,488.49	2,080.22			1,397,036.10	1,039,083.83	357,952.27	134.45%
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	184,621.34	8,488.49	2,080.22			1,397,036.10	1,039,083.83	357,952.27	134.45%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	25,523.75	79,582.78	66,094.87	42,411.12	41,812.59	70,263.66	25,305.72	44,428.05	45,733.06	86.37			441,241.97	1,098,854.17	-657,612.20	40.16%
Total 8000 · Capital Improvement Program	25,523.75	79,582.78	66,094.87	42,411.12	41,812.59	70,263.66	25,305.72	44,428.05	45,733.06	86.37			441,241.97	1,098,854.17	-657,612.20	40.16%
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	10,637.04	-3,240.62	69.54%
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	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	155,089.04	-69,736.08	55.04%
Total Other Expense	26,192.53	87,455.48	67,305.39	43,407.69	42,895.18	104,060.51	26,260.24	83,198.48	45,733.06	86.37			526,594.93	1,253,943.21	-727,348.28	42.0%
Net Other Income	-24,061.17	-77,985.12	-14,987.60	-40,467.63	-7,725.84	982,332.72	-12,836.33	101,422.86	-37,244.57	1,993.85			870,441.17	-214,859.38	1,085,300.55	-405.12%
Net Income	229,346.61	-118,699.09	-15,089.75	27,116.84	38,393.70	1,121,814.39	71,922.80	128,345.60	-49,966.45	79,733.97			1,512,918.62	-122,639.01	1,635,557.63	-1,233.64%

Montara Water & Sanitary District
Balance Sheet
As of April 30, 2022

05/27/22

Accrual Basis

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Sewer - Bank Accounts	
Wells Fargo Operating - Sewer	4,009,320.78
CAMP Investment Fund	750,000.00
LAIF Investment Fund	
Capital Reserve	4,018,211.22
Connection Fees Reserve	194,600.00
Operating Reserve	406,882.00
	4,619,693.22
Total LAIF Investment Fund	4,619,693.22
Total Sewer - Bank Accounts	9,379,014.00
Water - Bank Accounts	
Wells Fargo Operating - Water	1,040,217.38
Capital Reserve	398,249.00
Operating Reserve	46,009.00
SRF Reserve	48,222.00
Restricted Cash	
2020 GO Bonds Fund - Chase	713,648.25
Connection Fees Reserve	253,020.00
	966,668.25
Total Restricted Cash	966,668.25
Total Water - Bank Accounts	2,499,365.63
Total Checking/Savings	11,878,379.63
Accounts Receivable	
Sewer - Accounts Receivable	
Accounts Receivable	-3,666.76
Property Tax Receivable	431.15
Sewer - Accounts Receivable - Other	-10,061.79
	-13,297.40
Total Sewer - Accounts Receivable	-13,297.40
Water - Accounts Receivable	
Accounts Receivable	54.64
Accounts Rec. - Backflow	21,198.11
Accounts Rec. - Water Residents	160,241.02
Property Tax Receivable	431.15
Unbilled Water Receivables	249,060.61
	430,985.53
Total Water - Accounts Receivable	430,985.53
Total Accounts Receivable	417,688.13

Montara Water & Sanitary District
Balance Sheet
As of April 30, 2022

05/27/22

Accrual Basis

	Apr 30, 22
Other Current Assets	
Due from ADP	20,662.19
Maint/Parts Inventory	42,656.32
Undeposited Funds	-3,369.52
	59,948.99
Total Other Current Assets	
Total Current Assets	12,356,016.75
Fixed Assets	
Sewer - Fixed Assets	
General Plant	6,981,264.99
Land	5,000.00
Other Capital Improv.	
Sewer-Original Cost	685,599.18
Other Cap. Improv.	2,564,810.39
	3,250,409.57
Total Other Capital Improv.	
Seal Cove Collection System	995,505.00
Sewage Collection Facility	
Collection Facility - Org. Cost	1,349,064.00
Collection Facility - Other	3,991,243.33
	5,340,307.33
Total Sewage Collection Facility	
Treatment Facility	244,539.84
Accumulated Depreciation	-9,831,527.00
	6,985,499.73
Total Sewer - Fixed Assets	
Water - Fixed Assets	
General Plant	28,621,510.27
Land & Easements	734,500.00
Surface Water Rights	300,000.00
Water Meters	1,058,985.00
Fixed Assets - Other	48,171.78
Accumulated Depreciation	-13,818,078.00
	16,945,089.05
Total Water - Fixed Assets	
Total Fixed Assets	23,930,588.78
Other Assets	
Sewer - Other Assets	
Def'd Amts Related to Pensions	84,583.00

Montara Water & Sanitary District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
Joint Power Authority	
SAM - Orig Collection Facility	981,592.00
SAM - Expansion	1,705,955.08
Total Joint Power Authority	2,687,547.08
Total Sewer - Other Assets	2,772,130.08
Water - Other Assets	
Def'd Amts Related to Pensions	188,265.00
Due from Sewer	1,015,460.68
Total Water - Other Assets	1,203,725.68
Total Other Assets	3,975,855.76
TOTAL ASSETS	40,262,461.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable - Sewer	159,941.72
Accounts Payable - Water	102,365.68
Total Accounts Payable	262,307.40
Other Current Liabilities	
Water - Net Pension Liability	-40,021.00
Sewer - Net Pension Liability	-17,981.00
Sewer - Current Liabilities	
Accrued Vacations	9,338.91
Deposits Payable	31,125.93
Interest Payable	656.12
PNC Equip. Loan - S/T	9,749.82
Total Sewer - Current Liabilities	50,870.78
Water - Current Liabilities	
Accrued Vacations	19,013.16
Construction Deposits Payable	-232.34
Deposits Payable	-3,971.22
GO Bonds - S/T	454,157.20
PFP Water Deposits	4,302.50
PNC Equip. Loan - S/T	9,749.78
SRF Loan Payable X109 - Current	88,728.96
Temporary Construction Meter	30,951.03
Total Water - Current Liabilities	602,699.07

Montara Water & Sanitary District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
Payroll Liabilities	
Employee Benefits Payable	-1,419.34
Total Payroll Liabilities	-1,419.34
Total Other Current Liabilities	594,148.51
Total Current Liabilities	856,455.91
Long Term Liabilities	
Sewer - Long Term Liabilities	
Due to Water Fund	1,015,460.68
Accrued Vacations	25,210.09
I-Bank Loan	662,792.83
PNC Equip. Loan - L/T	353,643.77
Total Sewer - Long Term Liabilities	2,057,107.37
Water - Long Term Liabilities	
2020 GO Bonds	5,690,913.91
Accrued Vacations	35,865.94
PNC Equip. Loan - L/T	353,643.83
SRF Loan Payable - X109	2,698,677.87
Total Water - Long Term Liabilities	8,779,101.55
Deferred Inflows (Pensions)	
Sewer	11,473.00
Water	25,537.00
Total Deferred Inflows (Pensions)	37,010.00
Total Long Term Liabilities	10,873,218.92
Total Liabilities	11,729,674.83
Equity	
Sewer - Equity Accounts	
Capital Assets Net	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87
Retained Earnings	793,035.73
Total Sewer - Equity Accounts	12,847,580.80

8:52 AM

05/27/22

Accrual Basis

Montara Water & Sanitary District
Balance Sheet
As of April 30, 2022

	<u>Apr 30, 22</u>
Water - Equity Accounts	
Capital Assets Net	2,868,858.70
Restricted Debt Service	1,384,997.90
Unrestricted	-1,562,801.59
Retained Earnings	-793,035.73
Total Water - Equity Accounts	<u>1,898,019.28</u>
Equity Adjustment Account	11,841,041.80
Net Income	<u>1,946,144.58</u>
Total Equity	<u>28,532,786.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>40,262,461.29</u></u>

Montara Water & Sanitary District
Check Detail
May 25 - 27, 2022

Date	Num	Name	Paid Amount
WARRANTS FOR THE BOARD OF DIRECTORS CONSENT AGENDA JUNE 2, 2022			
SPLIT ACCOUNTS			
05/27/2022	13076	A-B Communications	-188.50
05/27/2022	13078	AT&T	-3,397.40
05/27/2022	13079	AT&T	-866.75
05/27/2022	13080	AT&T	-859.80
05/27/2022	13081	AT&T	-470.83
05/27/2022	13082	AT&T	-230.93
05/27/2022	13085	Bay Alarm Company	-254.04
05/27/2022	13088	Column Software PBC	-165.00
05/27/2022	13089	Column Software PBC	-363.00
05/27/2022	13092	Fitzgerald Law Offices	-18,687.40
05/27/2022	13096	Jim Harvey	-225.00
05/27/2022	13129	Julian Platis	-4,692.00
05/27/2022	13097	Kastama Strategic Consulting	-10,760.36
05/27/2022	13098	Kathryn Slater-Carter	-225.00
05/27/2022	13100	Kathryn Slater-Carter/Conference	-967.60
05/27/2022	13099	Kathryn Slater-Carter/replacement chk	-150.00
05/27/2022	13101	KBA Document Solutions	-41.43
05/27/2022	13102	Maze & Associates	-3,525.00
05/27/2022	13108	Office Depot	-187.60
05/27/2022	13109	Pacific Gas & Electric	-5,148.87
05/27/2022	13112	PARS	-844.13
05/27/2022	13114	Peter Dekker	-150.00
05/27/2022	13115	Rauch Communication Consultants, Inc.	-368.75
05/27/2022	13116	Ric Lohman	-150.00
05/27/2022	13117	Scott Boyd	-150.00
05/27/2022	13126	Standard Insurance Co.	-491.50

Montara Water & Sanitary District

Check Detail

May 25 - 27, 2022

Date	Num	Name	Paid Amount	
WATER ACCOUNTS				
05/20/2022	13071	Andreini Brothers, Inc.	-4,479.63	PAID
05/20/2022	13072	Calcon Systems, Inc.	-662.50	PAID
05/20/2022	13073	Core & Main	-982.79	PAID
05/20/2022	13074	Linda Mar Ace Home Center	-44.98	PAID
05/20/2022	13075	Phil's Tire Pros & auto Care	-45.00	PAID
05/27/2022	13077	Andreini Brothers, Inc.	-4,479.63	
05/27/2022	13083	AT&T Mobility	-948.78	
05/27/2022	13084	Badger Meter, Inc.	-112.86	
05/27/2022	13086	BSK Lab	-3,700.40	
05/27/2022	13087	CLA-VAL	-555.75	
05/27/2022	13090	Core & Main	-9,280.89	
05/26/2022	13127	Derek Dye	-747.69	
05/27/2022	13091	Esbro Chemical	-1,562.89	
05/27/2022	13093	Hach Company	-468.00	
05/27/2022	13103	McMaster-Carr Supply Co.	-1,335.42	
05/27/2022	13105	Mossa Excavation	-4,951.70	
05/27/2022	13104	MWSD GO Bond	-4,534.68	
05/26/2022	13128	Nick Carrington	-87.49	
05/27/2022	13106	North Coast County Water District	-520.00	
05/27/2022	13110	Pacific Gas & Electric	-1,014.76	
05/27/2022	13123	State Water Resources Control Board	-120,555.57	
05/27/2022	13124	USA Blue Book	-1,494.22	
05/27/2022	13125	Wells Fargo Remittance Center	-3,689.19	

Montara Water & Sanitary District
Check Detail
May 25 - 27, 2022

Date	Num	Name	Paid Amount
SEWER ACCOUNTS			
05/27/2022	13094	Herc Rentals	-4,879.49
05/27/2022	13095	Hue & Cry Security Systems, Inc.	-391.80
05/27/2022	13107	Nute Engineering	-14,103.70
05/27/2022	13111	Pacific Trenchless, Inc.	-106,388.26
05/27/2022	13113	Peninsula Pump & Equipment	-34,047.24
05/27/2022	13118	Sewer Authority Mid-Coastside	-3,730.45
05/27/2022	13119	Sewer Authority Mid-Coastside	-27,664.41
05/27/2022	13120	Sewer Authority Mid-Coastside	-127,717.35
05/27/2022	13121	Sewer Authority Mid-Coastside	-1,781.82
05/27/2022	13122	Sewer Authority Mid-Coastside	-731.25



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for April 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 April 2022.
- Collection System Monthly Overflow Report – April 2022.

The Average Daily Flow for Montara was 0.246 MGD in April 2022 . There was no reportable overflow in April in the Montara System. SAM indicates there were 1.49 inches of rain in April 2022 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2022

April 2022

	Total	<i>Number of S.S.O's</i>			
		HMB	GCS D	MWSD	SAM
Roots	1	0	1	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	1	0	1	0	0
		100%			

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	1	1	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	1	1	0	0	0
Total	5	3	1	1	0
		60%	20%	20%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
April 2022	1	0	1	0	0
12 Month Moving Total	5	3	1	1	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
April 2022	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	4.8	8.1	3.0	3.7	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	3.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

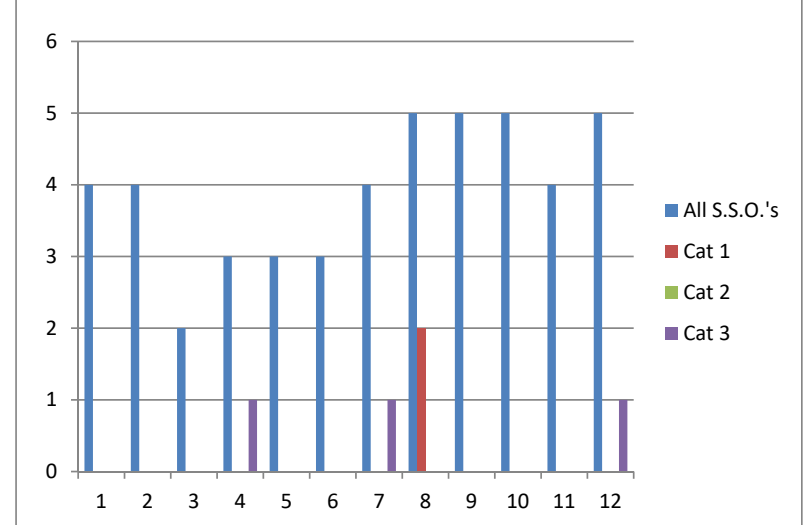
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	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
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3

Annual ft	121,141	110,459	91,038	322,638	
-----------	---------	---------	--------	---------	--

Annual Mi.	22.9	20.9	17.2		61.1
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through April 2022



Attachment A

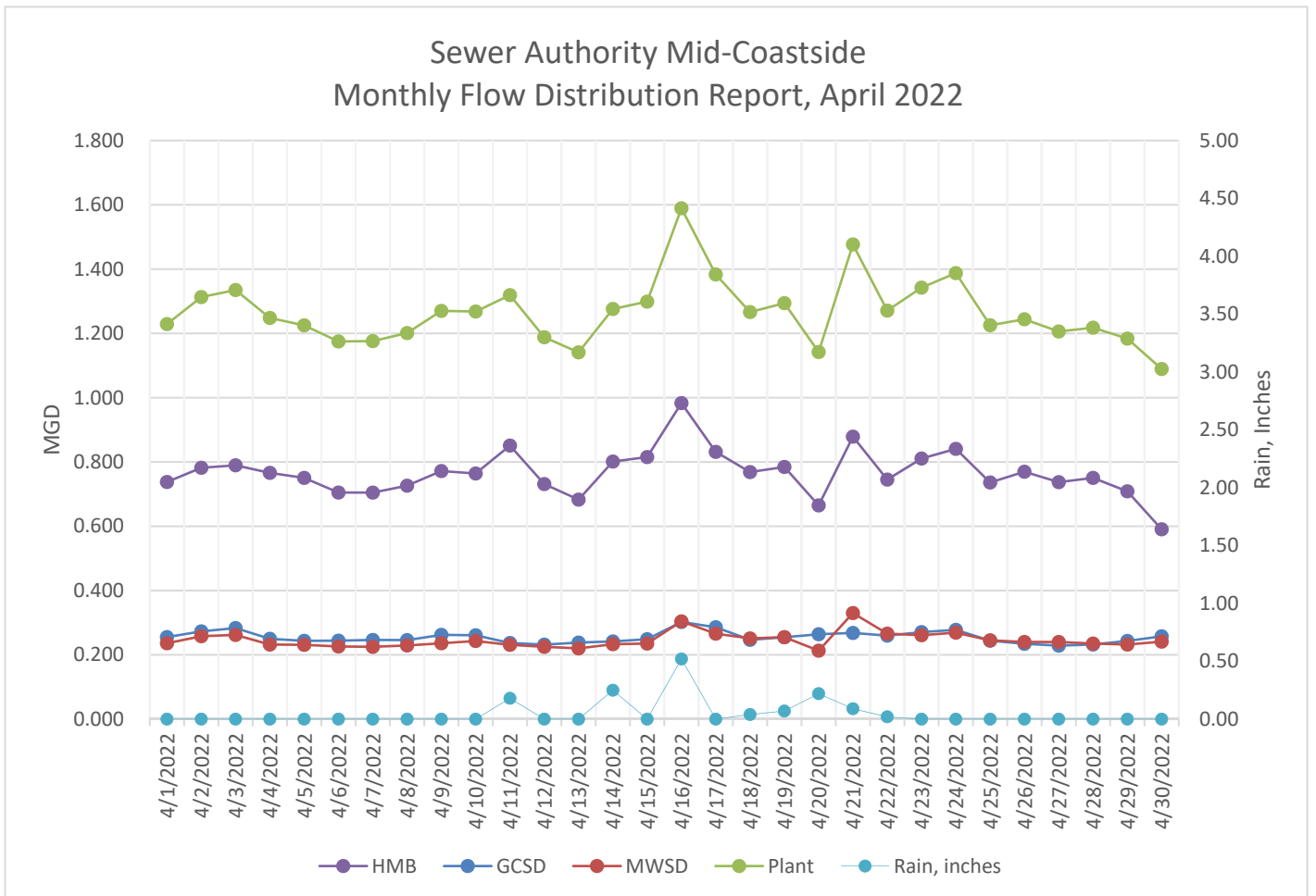
Flow Distribution Report Summary for April 2022

The daily flow report figures for the month of April 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	0.766	60.5%
Granada Community Services District	0.254	20.1%
Montara Water and Sanitary District	<u>0.246</u>	<u>19.4%</u>
Total	1.266	100.0%



Sewer Authority Mid-Coastside

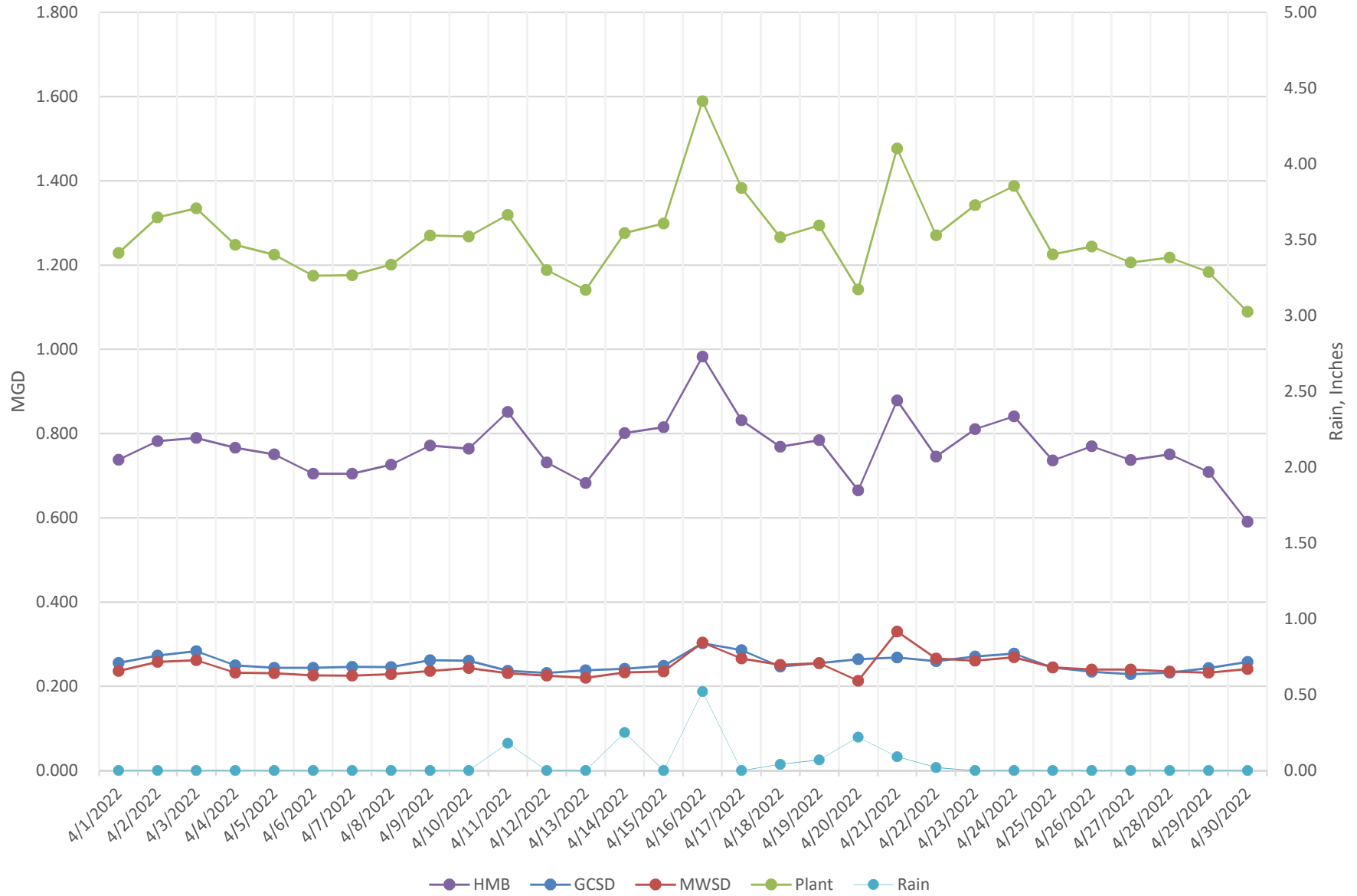
Monthly Flow Distribution Report for April 2022

<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>
4/1/2022	0.738	0.255	0.236	1.229	0.00	0.00	0.00
4/2/2022	0.782	0.273	0.258	1.313	0.00	0.00	0.00
4/3/2022	0.790	0.283	0.262	1.335	0.00	0.00	0.00
4/4/2022	0.766	0.250	0.232	1.248	0.00	0.00	0.00
4/5/2022	0.750	0.244	0.231	1.225	0.00	0.00	0.00
4/6/2022	0.705	0.244	0.226	1.175	0.00	0.00	0.00
4/7/2022	0.705	0.246	0.225	1.176	0.00	0.00	0.00
4/8/2022	0.726	0.246	0.229	1.201	0.00	0.00	0.00
4/9/2022	0.772	0.262	0.236	1.270	0.00	0.00	0.00
4/10/2022	0.764	0.261	0.243	1.268	0.00	0.00	0.00
4/11/2022	0.851	0.237	0.231	1.319	0.18	0.17	0.06
4/12/2022	0.731	0.232	0.225	1.188	0.00	0.00	0.00
4/13/2022	0.683	0.238	0.220	1.141	0.00	0.00	0.00
4/14/2022	0.801	0.242	0.233	1.276	0.25	0.12	0.39
4/15/2022	0.815	0.249	0.235	1.299	0.00	0.00	0.00
4/16/2022	0.983	0.302	0.304	1.589	0.52	0.38	0.48
4/17/2022	0.831	0.286	0.266	1.383	0.00	0.00	0.00
4/18/2022	0.769	0.247	0.251	1.266	0.04	0.01	0.02
4/19/2022	0.784	0.255	0.255	1.294	0.07	0.09	0.11
4/20/2022	0.665	0.264	0.213	1.142	0.22	0.26	0.27
4/21/2022	0.879	0.268	0.330	1.477	0.09	0.11	0.15
4/22/2022	0.745	0.260	0.266	1.271	0.02	0.03	0.01
4/23/2022	0.811	0.271	0.261	1.342	0.00	0.00	0.00
4/24/2022	0.841	0.278	0.269	1.388	0.00	0.00	0.00
4/25/2022	0.736	0.244	0.245	1.225	0.00	0.00	0.00
4/26/2022	0.770	0.234	0.240	1.244	0.00	0.00	0.00
4/27/2022	0.737	0.229	0.240	1.206	0.00	0.00	0.00
4/28/2022	0.751	0.232	0.235	1.218	0.00	0.00	0.00
4/29/2022	0.709	0.243	0.232	1.184	0.00	0.00	0.00
4/30/2022	0.591	0.258	0.241	1.089	0.00	0.00	0.00
Totals	22.981	7.631	7.370	37.982	1.39	1.17	1.49

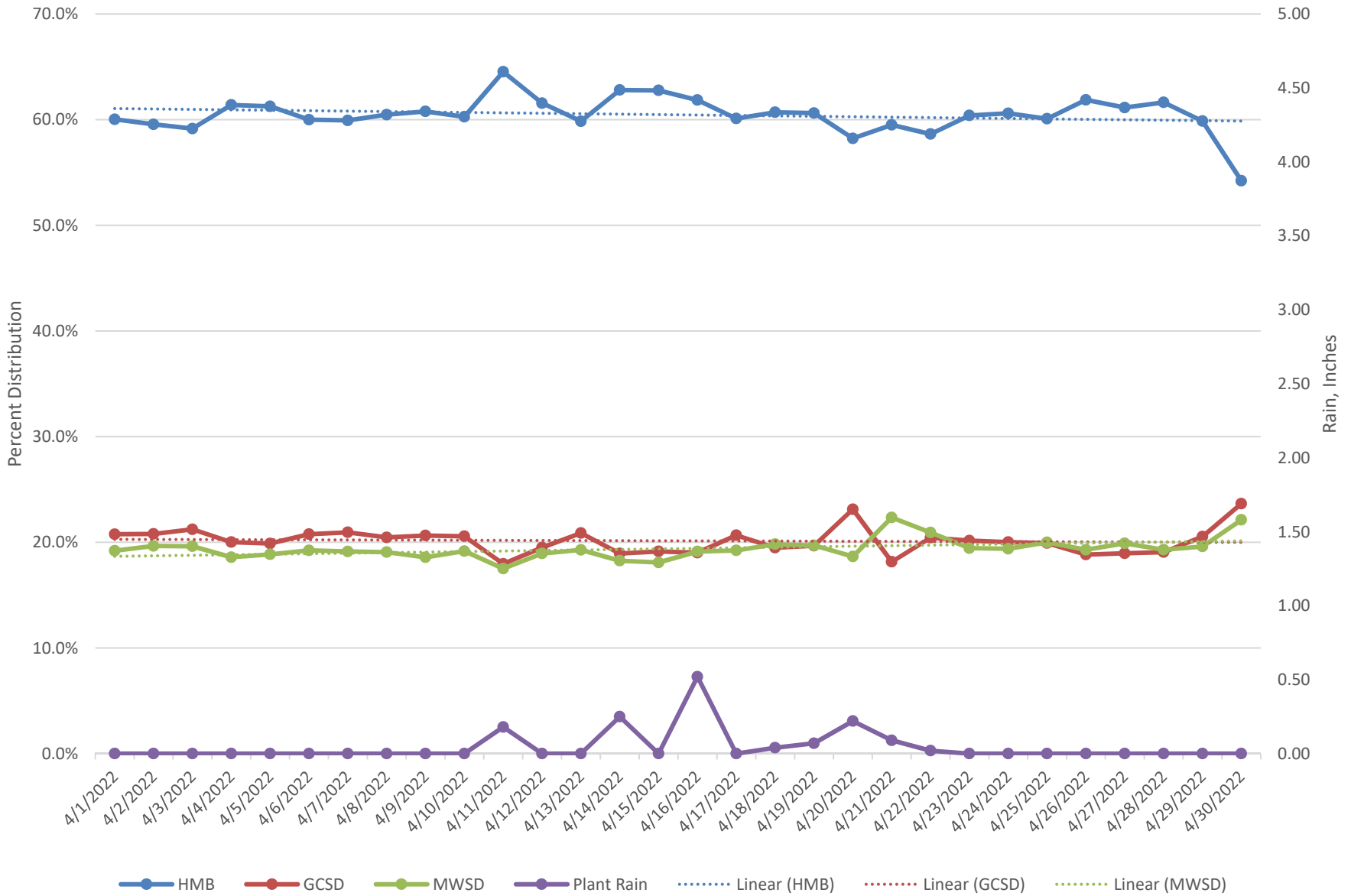
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.591	0.229	0.213	1.089
Average	0.766	0.254	0.246	1.266
Maximum	0.983	0.302	0.330	1.589
Distribution	60.5%	20.1%	19.4%	100.0%

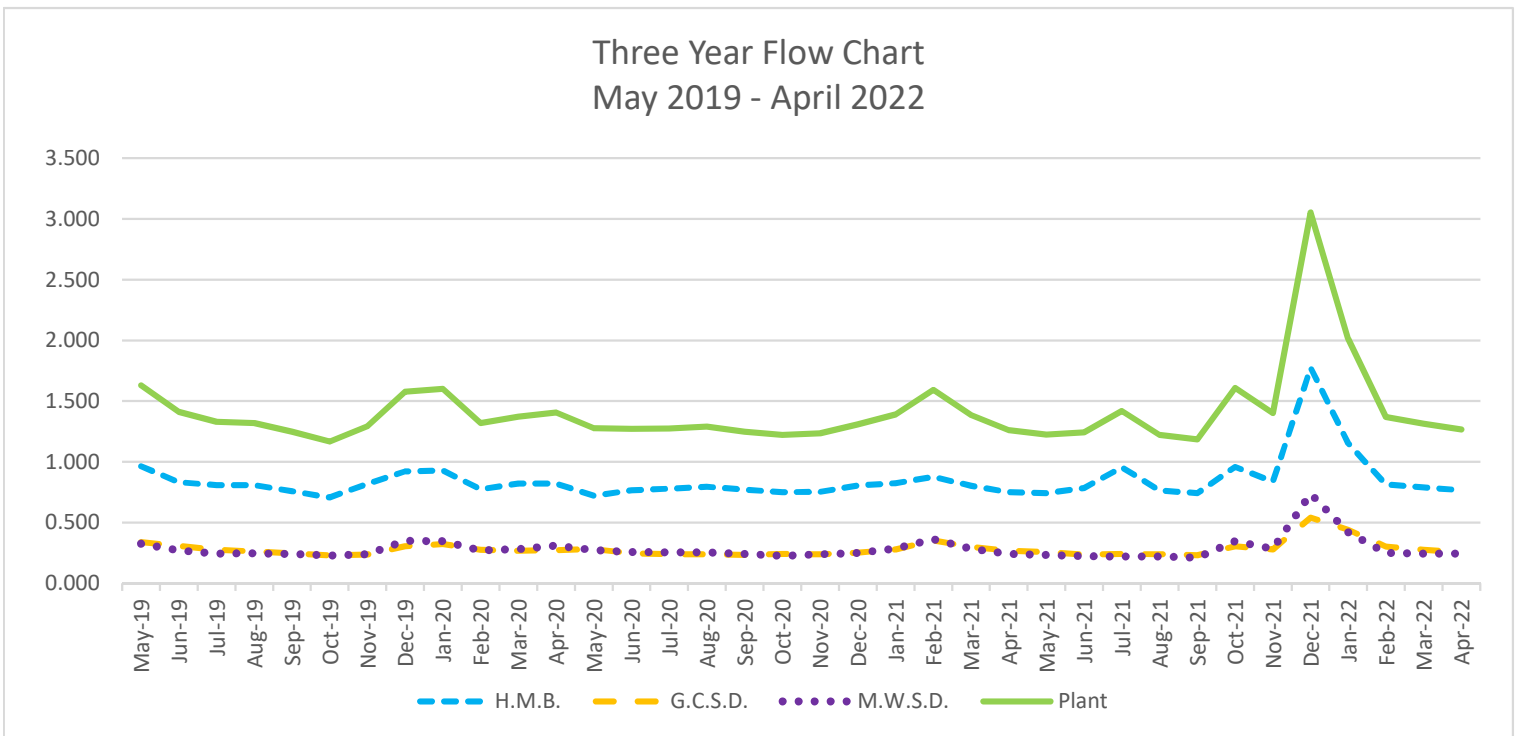
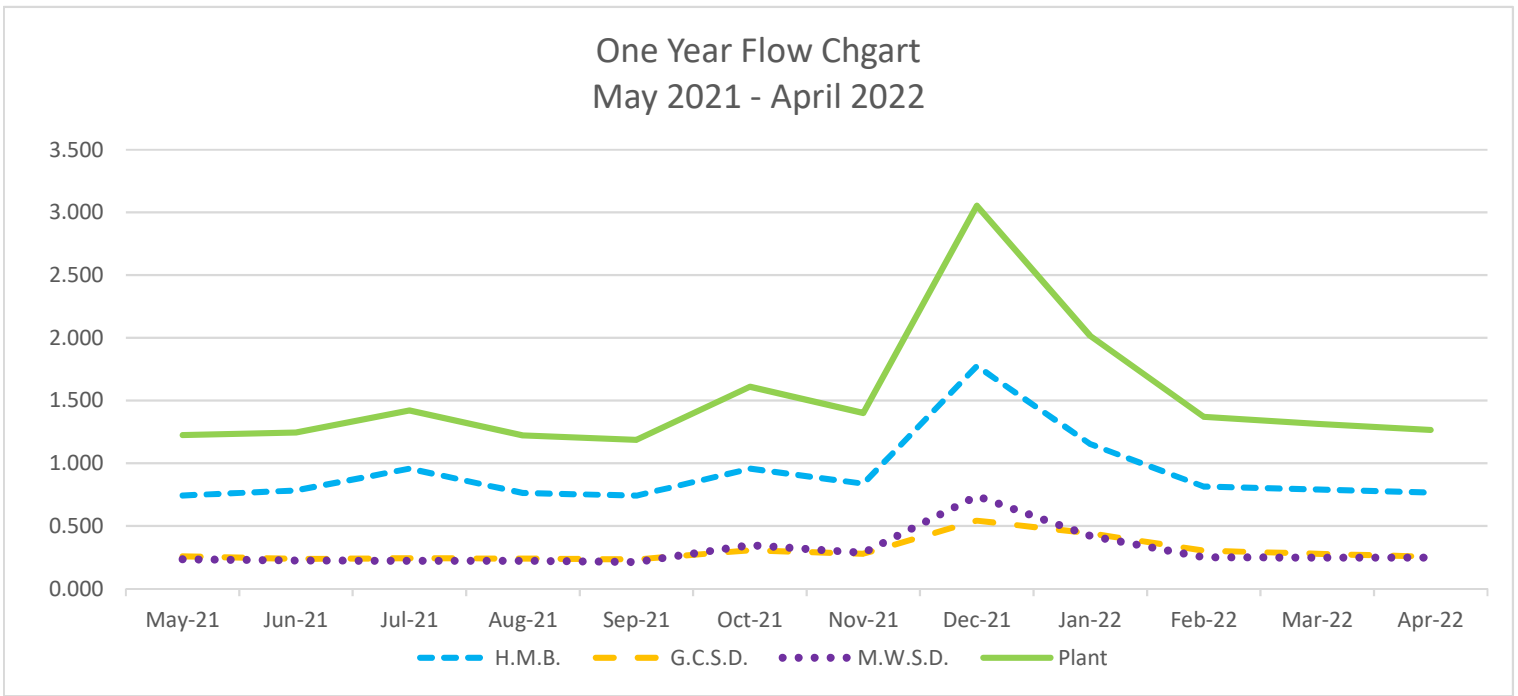
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2022



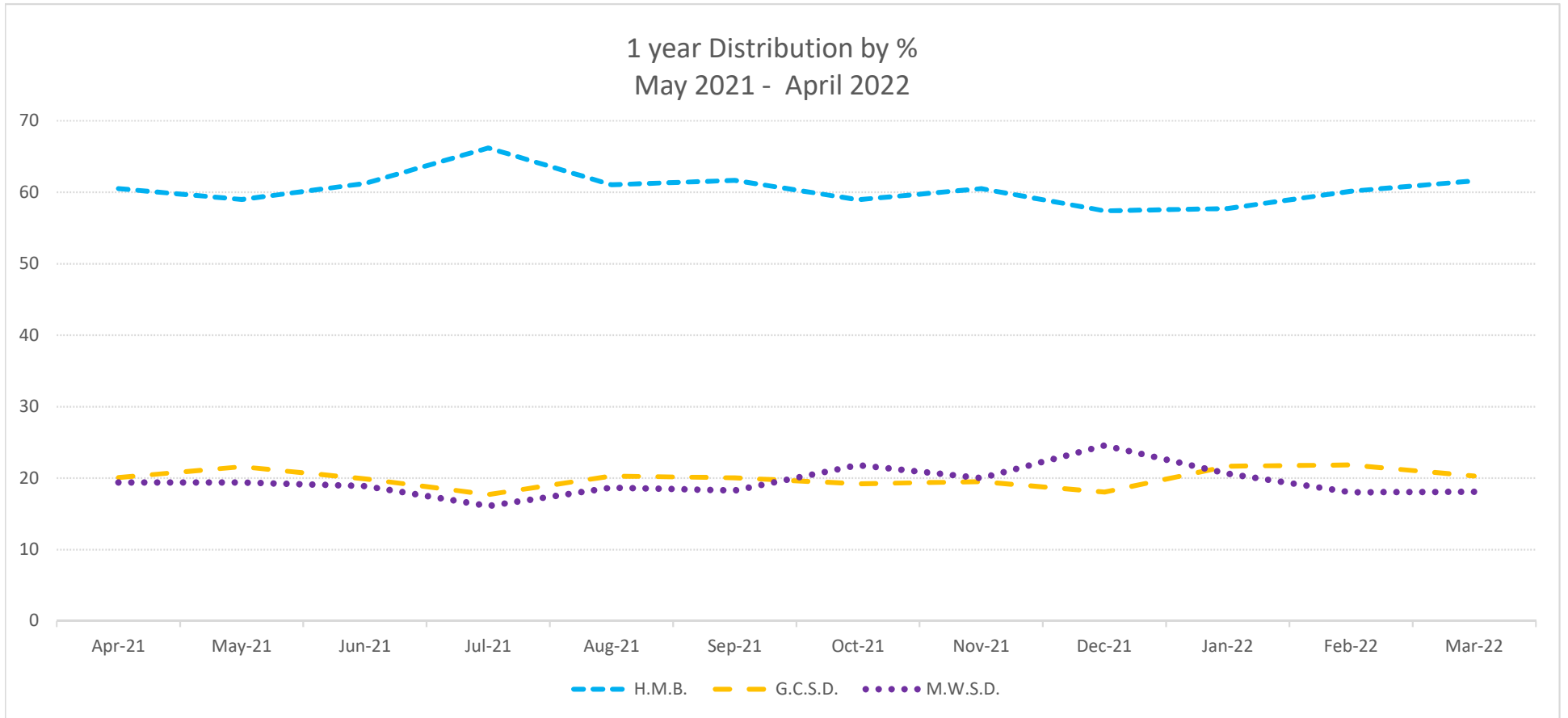
Percent Distribution April 2022



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 2, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for April 2022 was 0.523%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 5/27/22 was 0.90%.
- 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: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of June 2, 2022 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of June 2, 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

As of June 2, 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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 2nd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

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

The first shows a consolidated 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.

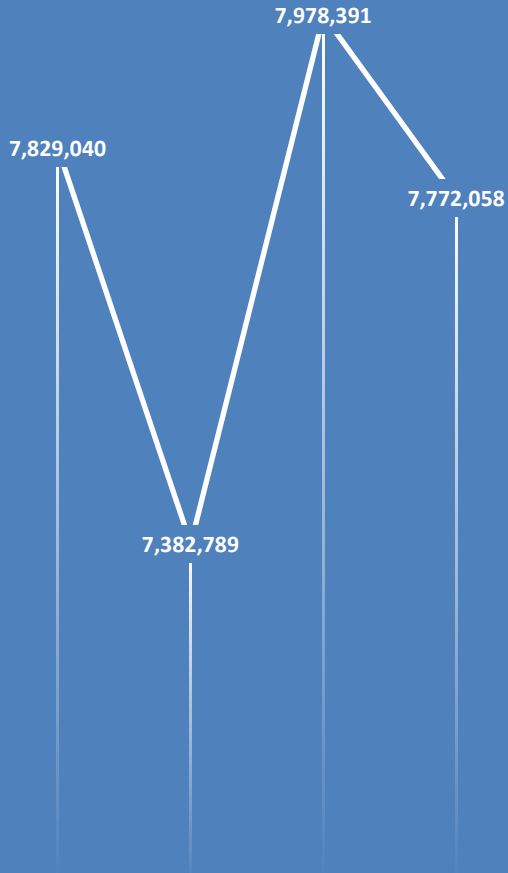
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2022 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,829,040	7,382,789	7,978,391	7,772,058								

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: June 2nd, 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.

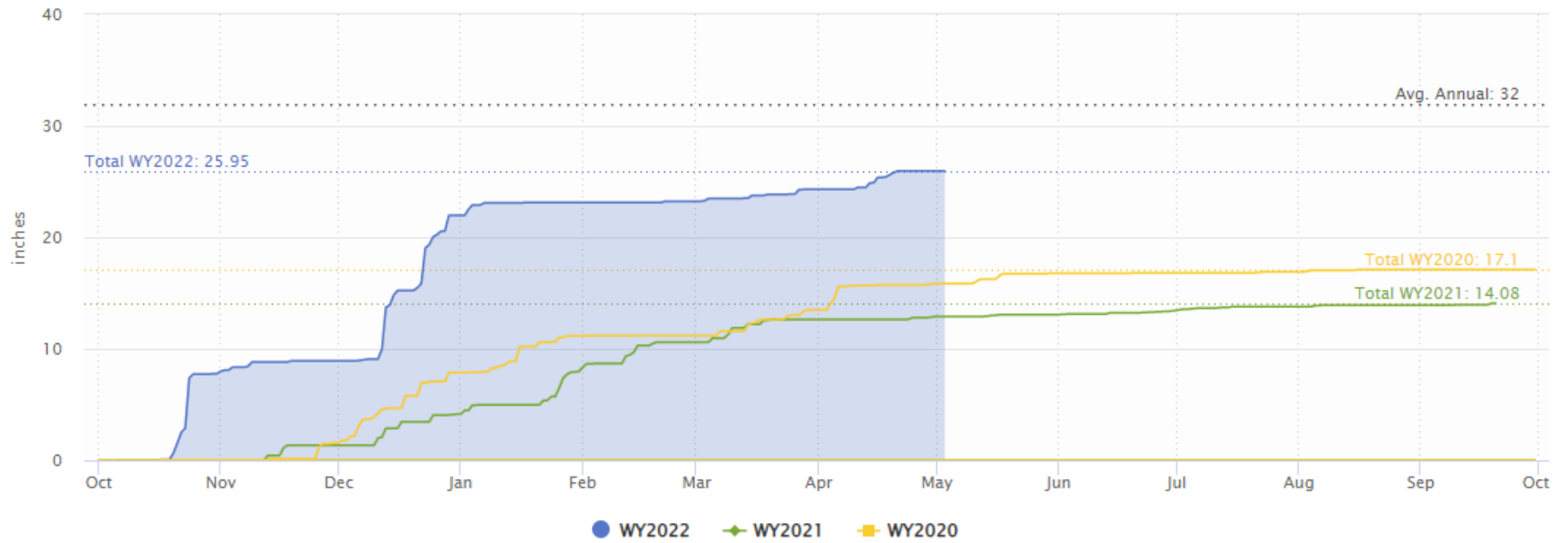
RECOMMENDATION:

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

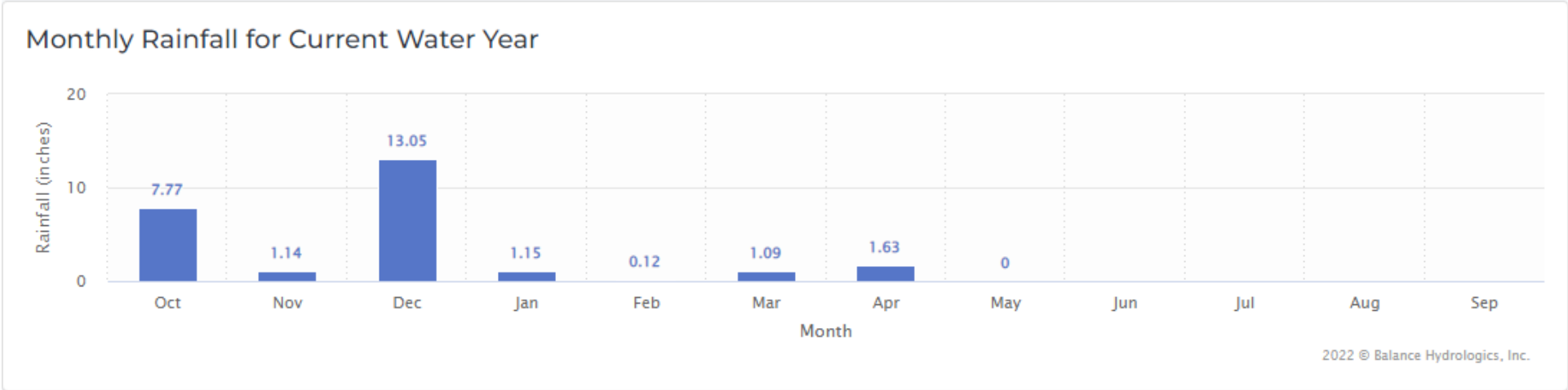
Attachments: 2

Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 2nd, 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 47,928 kWh and saved 81,477 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: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

The District has received the monthly PARS report for March 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
3/1/2022 to 3/31/2022**

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 3/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2022
Contributions	\$1,252,145.50	\$8,820.55	\$15,944.66	\$564.50	\$1,128.45	\$0.00	\$1,275,217.76
TOTAL	\$1,252,145.50	\$8,820.55	\$15,944.66	\$564.50	\$1,128.45	\$0.00	\$1,275,217.76

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	1.27%	-5.37%	4.87%	10.93%	9.59%	-	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.

March 2022 PARS Statement Detail

PARS beginning Balance as of March 1, 2022 \$ 1,252,145.50

Contributions:

February 15, 2022 Calculation

Wages paid	31,906.89			
Employer - 7.01%		\$	2,236.67	
Employee - 7.75%		\$	2,472.78	
Contribution subtotal			4,709.46	\$ 4,709.46

Fund Impact - PARS Wages			
Sewer	Water	Total	
10,491.73	21,415.17	31,906.89	
735.47	1,501.20	2,236.67	

February 28, 2022 Calculation

Wages paid	27,852.90			
Employer - 7.01%		\$	1,952.49	
Employee - 7.75%		\$	2,158.60	
Contribution Subtotal			4,111.09	\$ 4,111.09

Fund Impact - PARS Wages			
Sewer	Water	Total	
9,418.53	18,434.38	27,852.90	
660.24	1,292.25	1,952.49	

Total Contributions thru February \$ 8,820.55

Rounding \$ -

Earnings/(Losses) \$ 15,944.66

Expenses \$ (564.50)

Distributions \$ (1,128.45)

PARS Ending Balance as of March 31, 2022 \$ 1,275,217.76



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **June 2, 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: **June 2, 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 2nd day of June 2022, by the following vote:

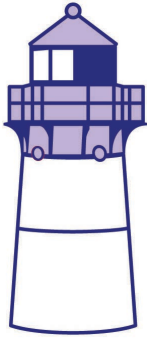
AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning
Approval of 2022/2023 Water and Sewer Budget
and Capital Improvement Programs.**

The Board reviewed a draft version of next fiscal year's budget in April this year. A Draft Water and Sewer Budget was further presented at the May 5 and May 19 meetings for Board Review. The Finance Committee provided input throughout the process and met on May 9 to review the Draft Budget and suggest changes. The budget was presented in final form at the May 19 meeting by Peter Medina, the District's accountant. The Finance Committee recommends approval of the Budget at this time.

The Budget contains a sewer service charge increase of 9%, as suggested and approved in the Sewer Service Study and Prop 218 notice. No rate increase for Water service fees at this time with revenue collections budgeted to be flat. Property tax income was budgeted with a 4% increase or \$11,110 for FY 22/23 at a total of \$577,720 (\$288,860 per fund) to account for increased assessed value and recent home sales in the District.

A 5.00% Cost of Living increase for all non-exempt employees is also included in the Budget. The number of Full Time Position at MWSD will remain at 8, no new FTE hires are planned at this time. In hopes of alleviating the growing burden on our administrative staff, the budget is building in a third, part-time admin position to be overseen by the District Clerk. As discussed in the past, the time needed for the permitting process on various customer projects within the District has grown to a level where our current staffing is not able to keep up with the demand. Of the overall expenses \$1,456,142, are expected personnel costs.

District-wide Infrastructure improvement costs total \$2,254,900 (\$1,015,900 Sewer & \$1,239,000 Water) as detailed in the 5 year CIP program provided by the District's engineers.

Sewer Authority Mid-Coastside assessment for the next FY will be \$2,121,514, a combined increase of 7.44% over the prior year. Loan and other financing expenses amount to \$1,444,924.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Connection fee income is projected to be higher due to increased connection fee costs of roughly 25% as compared to last year. The increase is reflected in the master fee schedule.

MWSD expects a total combined cash flow income of \$8,756,345 and combined expenses of \$8,884,340. Sewer expects to increase reserves by \$54,409 where the Water enterprise is projecting a reduction of reserves by \$182,405 to balance the budget.

RECOMMENDATION:

Authorize a 5.00% Cost of Living increase for all non-exempt employees, and adopt Resolution No. _____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2022-2023.

Attachments

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT APPROVING BUDGET FOR THE
FISCAL YEAR 2022-2023**

RESOLVED, by the Board of the Montara Water and Sanitary District, San Mateo County, California, as follows:

1. That the balances on hand as of June 30, 2022, in each of funds of the District shall be reserved for use by the District during the Fiscal Year 2022-2023.
2. That the budget for said District for the Fiscal Year 2022-2023 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 2nd day of June 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



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	\$ 3,479,472	\$ 3,702,479	6.41%	\$ 223,007
Cell Tower Lease	\$ 77,220	\$ 80,000	3.60%	\$ 2,780
Permits, Fees & Other	\$ 13,100	\$ 22,000	67.94%	\$ 8,900
Property Tax	\$ 277,750	\$ 288,860	4.00%	\$ 11,110
Waste Collection Revenues	\$ 25,000	\$ 27,000	8.00%	\$ 2,000
Total operating income	\$ 3,872,542	\$ 4,120,339		
Operating expenses				
Personnel	\$ (365,824)	\$ (411,868)	12.59%	\$ 46,044
Professional Services	\$ (312,500)	\$ (317,000)	1.44%	\$ 4,500
Facilities & Administration	\$ (47,400)	\$ (55,900)	17.93%	\$ 8,500
Engineering	\$ (30,000)	\$ (35,000)	16.67%	\$ 5,000
Pumping	\$ (45,200)	\$ (45,000)	-0.44%	\$ (200)
Sewer Authority Mid-Coastside	\$ (1,974,581)	\$ (2,121,514)	7.44%	\$ 146,933
All other Accounts	\$ (142,060)	\$ (160,760)	13.16%	\$ 18,700
Total operating expenses	\$ (2,917,565)	\$ (3,147,042)		
Net Cash Flow Provided by Operations	\$ 954,977	\$ 973,297		
Investment cash flow				
Investment income				
Interest Revenue	\$ 40,000	\$ 20,000	-50.00%	\$ (20,000)
Total investment income	\$ 40,000	\$ 20,000		
Investment expenses				
Capital Improvement Program	\$ (1,906,335)	\$ (1,015,900)	-46.71%	\$ (890,435)
Total investment expenses	\$ (1,906,335)	\$ (1,015,900)		
Net Cash Flow Used by Investments	\$ (1,866,335)	\$ (995,900)		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ 213,000	42.00%	\$ 63,000
Total financing income	\$ 150,000	\$ 213,000		
Financing expenses				
Loan Interest Expense	\$ (32,235)	\$ (29,157)	-9.55%	\$ (3,078)
Loan Principal Payment	\$ (100,153)	\$ (106,831)	6.67%	\$ 6,678
Total financing expenses	\$ (132,388)	\$ (135,988)		
Net Cash Flow Provided by Financing Activities	\$ 17,612	\$ 77,012		
Overall projected cash flow	\$ (893,746)	\$ 54,409		
Transfer from/(to) Sewer Reserves	\$ 893,746	\$ (54,409) *		
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	\$ 1,897,000	\$ 1,897,000	0.00%	\$ -
Permits, Fees & Other	\$ 13,000	\$ 18,600	43.08%	\$ 5,600
Property Tax	\$ 277,750	\$ 288,860	4.00%	\$ 11,110
Backflow Testing & Other	\$ 18,000	\$ 15,000	-16.67%	\$ (3,000)
Total operating income	\$ 2,205,750	\$ 2,219,460		
Operating expenses				
Personnel	\$ (1,006,896)	\$ (1,044,274)	3.71%	\$ 37,378
Professional Services	\$ (257,000)	\$ (229,500)	-10.70%	\$ (27,500)
Facilities & Administration	\$ (75,500)	\$ (80,500)	6.62%	\$ 5,000
Engineering	\$ (120,000)	\$ (70,000)	-41.67%	\$ (50,000)
Pumping	\$ (105,700)	\$ (105,700)	0.00%	\$ -
Supply	\$ (52,500)	\$ (52,500)	0.00%	\$ -
Collection/Transmission	\$ (94,000)	\$ (120,000)	27.66%	\$ 26,000
Treatment	\$ (65,000)	\$ (95,000)	46.15%	\$ 30,000
All Other Accounts	\$ (202,300)	\$ (240,000)	18.64%	\$ 37,700
Total operating expenses	\$ (1,978,896)	\$ (2,037,474)		
Net Cash Flow Provided by Operations	\$ 226,854	\$ 181,986		
Investment cash flow				
Investment income				
GO Bonds, Assessment Receipts	\$ 905,740	\$ 983,546	8.59%	\$ 77,806
Water System Reliability Charge	\$ 1,000,000	\$ 1,000,000		\$ -
Total investment income	\$ 1,905,740	\$ 1,983,546		
Investment expenses				
Capital Improvement Program	\$ (1,198,750)	\$ (1,239,000)	3.36%	\$ 40,250
Total investment expenses	\$ (1,198,750)	\$ (1,239,000)		
Net Cash Flow Used by Investments	\$ 706,990	\$ 744,546		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ 200,000	33.33%	\$ 50,000
Total financing income	\$ 150,000	\$ 200,000		
Financing expenses				
Long Term Debt - Interest Expense	\$ (155,987)	\$ (139,419)	-10.62%	\$ (16,568)
Long Term Debt - Principal Payment	\$ (1,148,574)	\$ (1,169,517)	1.82%	\$ 20,943
Total financing expenses	\$ (1,304,561)	\$ (1,308,936)		
Net Cash Flow Provided by Financing Activities	\$ (1,154,561)	\$ (1,108,936)		
Overall projected cash flow	\$ (220,717)	\$ (182,405)		
Transfer from/(to) Water Reserves	\$ 220,717	\$ 182,405	*	
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

Operating Revenue	GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved	Income/Expenditures			Projected as	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
					Budget 2021-22	as of April 30, 2022	% To date	Projected	% of Budget	amounts 2022-23	from 2021-2022 \$	%
Cell Tower Lease:	4220	36,752	42,687	34,032	77,220	73,309	94.94%	79,973	103.57%	80,000	2,780	3.60%
Administrative Fees (New Construction):	4410	3,647	3,794	4,932	3,600	6,828	189.67%	8,194	227.60%	6,000	2,400	66.67%
Administrative Fees (Remodel):	4420	0	542	548	1,000	569	56.90%	683	68.28%	1,000	0	0.00%
Inspection Fees (New Construction):	4430	3,448	3,584	3,626	3,500	6,456	184.46%	7,747	221.35%	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%	7,200	100.00%	0	0	#DIV/0!
Remodel Fees:	4460	5,376	2,999	10,601	4,000	13,558	338.95%	16,270	406.74%	8,000	4,000	100.00%
Other Fees:	4470			7,500		0	0.00%	0	0.00%	0		
Grants:	4510		112	136		136	100.00%	163	100.00%	0	0	#DIV/0!
Property Tax Receipts:	4610	404,079	407,337	455,194	277,750	480,866	173.13%	577,039	207.76%	288,860	11,110	4.00%
Sewer Service Charges:	4710	2,610,244	3,086,734	3,429,746	3,484,472	3,524,649	101.15%	3,484,472	100.00%	3,712,479	228,007	6.54%
Sewer Service Refunds, Customer:	4720	496	(7,751)	(42,650)	(5,000)	(8,166)	163.32%	(9,799)	195.98%	(10,000)	(5,000)	100.00%
Waste Collection Revenues:	4760	23,172	24,353	27,202	25,000	19,621	78.48%	23,545	94.18%	27,000	2,000	8.00%
Other Revenue:	4990	2,825	2,018	189,253		2,353	100.00%	72	100.00%			
Total Operating Revenue:		3,090,039	3,566,921	4,120,638	3,872,542	4,126,179	106.55%	4,195,559	108.34%	4,120,339	247,797	6.40%
Operating Expenses												
Bank Fees:	5190	6,875	6,592	8,517	7,000	5,073	72.47%	6,088	86.97%	7,000	0	0.00%
Board Meetings:	5210	3,928	3,861	4,050	3,000	3,406	113.53%	4,087	136.24%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	3,525	7,500	3,838	51.17%	4,606	61.41%	7,500	0	0.00%
Election Expenses:	5230	4,265	0	0	75,000	0	0.00%	0	0.00%	75,000	0	0.00%
Conference Attendance:	5250	2,467	35	0	2,500	1,434	57.36%	1,721	68.83%	6,000	3,500	140.00%
Information Systems:	5270	1,725	9,746	6,875	4,000	3,812	95.30%	4,574	114.36%	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	161.14%	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%
Meeting Attendance, Legal:	5420	14			0	0	0.00%	0	0.00%	0	0	#DIV/0!
General Legal:	5430	183,515	89,445	59,250	200,000	63,645	31.82%	76,374	38.19%	200,000	0	0.00%
Litigation:	5440		49,445	203,505		175,958		211,150				
Maintenance, Office:	5510	7,230	4,614	4,096	8,000	2,802	35.03%	3,362	42.03%	15,000	7,000	87.50%
Meetings, Local:	5520	0				0	0.00%	0	0.00%	0	0	
Memberships:	5530		600	600		3,808	100.00%	4,570	100.00%	4,000	4,000	
Office Supplies:	5540	5,681	6,388	4,094	6,500	5,572	85.72%	6,686	102.87%	2,500	(4,000)	-61.54%
Postage:	5550	2,043	654	463	400	70	17.50%	84	21.00%	400	0	0.00%
Printing & Publishing:	5560	2,490	980	1,397	1,500	591	39.40%	709	47.28%	1,500	0	0.00%
Accounting:	5610	26,503	37,875	34,978	39,000	25,313	64.91%	30,376	77.89%	38,000	(1,000)	-2.56%
Audit:	5620	13,000	8,150	13,150	13,500	13,661	101.19%	13,661	101.19%	16,500	3,000	22.22%
Consulting:	5630	25,261	50,500	66,299	50,000	38,579	77.15%	46,291	92.58%	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	2,135	85.40%	2,562	102.48%	2,500	0	0.00%
Payroll Services:	5660	949	967	968	1,000	761	76.10%	913	91.32%	1,000	0	0.00%
Other Professional Services:	5690	0				0	0.00%	0	0.00%	0	0	
San Mateo County Tax Roll Charges:	5710	119	119	119	200	119	59.50%	143	71.40%	200	0	0.00%
Telephone & Internet:	5720	25,300	31,129	32,546	20,000	31,637	158.19%	37,964	189.82%	25,000	5,000	25.00%
Mileage Reimbursement:	5730	1,570	327	0	1,500	195	13.00%	234	15.60%	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	0	
CalPERS 457 Deferred Plan:	5810	18,955	20,180	18,545	18,364	17,083	93.02%	20,500	111.63%	19,383	1,019	5.55%
Employee Benefits:	5820	52,115	50,680	55,091	43,823	38,228	87.23%	45,874	104.68%	43,823	0	0.00%
Disability Insurance:	5830	1,360	1,709	1,747	1,471	1,474	75.94%	1,769	91.13%	2,049	108	5.57%
Payroll Taxes:	5840	15,610	16,217	17,028	20,069	12,592	62.74%	15,110	75.29%	23,096	3,027	15.08%
PARS:	5850	19,459	20,480	25,388	17,936	14,037	78.26%	16,844	93.91%	18,940	1,004	5.60%
Management:	5910	112,113	114,041	128,011	118,537	102,841	86.76%	123,409	104.11%	123,568	5,031	4.24%
Staff :	5920	125,760	132,421	131,838	140,658	105,503	75.01%	126,604	90.01%	175,137	34,479	24.51%
Staff Certification:	5930	1,800	2,225	1,913	1,800	1,575	87.50%	1,890	105.00%	1,800	0	0.00%
Staff Overtime:	5940	1,435	1,888	3,411	340	3,160	929.41%	3,792	1115.29%	1,399	1,059	311.34%
Staff Standby:	5950					0	0.00%	0	0.00%	0	0	
Worker's Compensation Insurance:	5960	2,622	2,837	2,699	2,355	1,961	83.27%	2,353	99.92%	2,673	318	13.51%
Claims, Property Damage:	6170	20,514	632	976	20,000	3,076	15.38%	3,691	18.46%	20,000	0	0.00%
Education & Training:	6195	559	0		1,000	93	9.30%	112	11.16%	1,000	0	0.00%
Meeting Attendance, Engineering:	6210					0	0.00%	0	0.00%	0	0	#DIV/0!
General Engineering:	6220	33,584	35,060	24,889	30,000	46,053	153.51%	55,264	184.21%	35,000	5,000	16.67%
Equipment & Tools, Expensed:	6320					0	0.00%	0	0.00%	0	0	#DIV/0!
Alarm Services:	6335	5,028	6,133	6,688	5,000	4,365	87.30%	5,238	104.76%	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%



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

Operating Revenue	GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved	Income/Expenditures			Projected as	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
					Budget 2021-22	as of April 30, 2022	% To date	Projected	% of Budget	amounts 2022-23	from 2021-2022 \$	%
Pumping Fuel & Electricity:	6410	44,881	39,587	45,778	45,000	39,820	88.49%	47,784	106.19%	45,000	0	0.00%
Maintenance, Collection System:	6660	550			10,000	724	7.24%	869	8.69%	10,000	0	0.00%
Uniforms:	6770	0	126		200	0	0.00%	0	0.00%	200	0	0.00%
Fuel:	6810	1,021	848	687	1,000	441	44.10%	529	52.92%	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	5.40%	65	6.48%	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	248,980	75.00%	298,776	90.00%	284,186	(47,787)	-14.39%
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,532,608	1,298,489	84.72%	1,558,187	101.67%	1,727,328	194,720	12.71%
SAM Maintenance, Collection System:	6940	0			40,000	19,809	49.52%	23,771	59.43%	40,000	0	0.00%
SAM Maintenance, Pumping:	6950	82,999			70,000	75,359	107.66%	90,431	129.19%	70,000	0	0.00%
Total Operations Expense:		2,932,411	2,610,711	2,805,280	2,917,564	2,440,863	83.66%	2,931,097	100.46%	3,147,042	229,478	7.87%
Net Change in position from Operations:		157,629	956,210	1,315,358	954,978	1,685,316	176.48%	1,264,462	132.41%	973,297	18,319	1.92%

DRAFT
5/27/2021



MWSD — Fiscal Year 2022-23 Non-Operating Budget - SEWER ENTERPRISE

	<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/Expenditure s as of April 30, 2022</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as % of Budget</u>	<u>Proposed Budgeted amounts 2022-23</u>	<u>Increase/(Decrease) from 2021-2022 \$</u>	<u>Increase/(decrease) %</u>
Non Operating Revenue												
Connection Fees, Residential New Const:	7110	246,161	225,264	183,873	100,000	32,307	32.31%	38,768	38.77%	163,000	63,000	63.00%
Connection Fees, Residential Remodel:	7120	66,218	55,708	2,774	50,000	42,662	85.32%	51,194	102.39%	50,000	0	0.00%
LAIF, Interest:	7200	99,073	105,107	38,726	40,000	9,232	23.08%	11,078	27.70%	20,000	(20,000)	-50.00%
Total Non Operating Revenue:		411,451	386,079	225,373	190,000	84,201	44.32%	101,041	53.18%	233,000	43,000	22.63%
Non Operating Expense												
PNC Equipment Lease:	9125	17,492	15,151	11,535	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	32,798	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	192,575	157,765	64,276		68,806		203,843	46,078	

DRAFT
5/27/2021

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

Operating Revenue	GL Codes	2018-19	2019-20	2020-21	Approved Budget	Income/Expenditures		Projected	Projected as %	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	Actual	2021-22	as of April 30, 2022	% To date		of Budget	amounts 2022-23	from 2021-2022 \$	%
Cell Tower Lease:	4220	36,752	42,687	33,985	0	0	0.00%	0	0.00%	0	0	#DIV/0!
Administrative Fees (New Construction):	4410	3,126	4,336	6,028	5,000	7,966	159.32%	9,559	191.18%	7,000	2,000	40.00%
Administrative Fees (Remodel):	4420	0	1,084	548	0	569	100.00%	683	100.00%	600	600	#DIV/0!
Inspection Fees (New Construction):	4430	2,956	4,096	5,698	4,000	7,877	196.93%	9,452	236.31%	7,000	3,000	75.00%
Inspection Fees (Remodel):	4440	0	1,536	518	1,000	538	53.80%	646	64.56%	1,000	0	0.00%
Mainline Extension Fees:	4450	3,119		85,905	3,000	82,882	2762.73%	99,458	3315.28%	3,000	0	
Remodel Fees:	4460	1,900	1,421	0			0.00%	0	0.00%		0	#DIV/0!
Other Fees:	4470	3,382	4,400	489								
Grants:	4510	280	112	136		136	100.00%	163	100.00%		0	#DIV/0!
Property Tax Receipts:	4610	404,079	407,337	455,194	277,750	480,866	173.13%	577,039	207.76%	288,860	11,110	4.00%
Testing, Backflow:	4740	18,420	25,761	15,828	18,000	22,480	124.89%	26,976	149.87%	15,000	(3,000)	-16.67%
Water Sales:	4810	1,892,091	1,973,134	1,952,964	1,900,000	1,465,715	77.14%	1,758,858	92.57%	1,900,000	0	0.00%
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(2,817)	(3,000)	(3,055)	101.83%	(3,666)	122.20%	(3,000)	0	0.00%
Other Revenue:	4990	3,936	56,424	6,393		3,164	100.00%	3,797	100.00%		0	
Total Operating Revenue:		2,365,370	2,520,990	2,560,869	2,205,750	2,069,138	93.81%	2,482,966	112.57%	2,219,460	13,710	0.62%
Operating Expenses												
Bank Fees:	5190	3,495	1,434	1,777	1,500	2,505	167.00%	3,006	200.40%	4,000	2,500	166.67%
Board Meetings:	5210	3,928	3,861	4,050	3,000	3,406	113.53%	4,087	136.24%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	3,525	7,500	3,838	51.17%	4,606	61.41%	7,500	0	0.00%
Election Expenses:	5230	4,265		0	75,000	0	0.00%	0	0.00%	75,000	0	0.00%
Bond Issue Cost:	5235			66,381		0		0			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	1,434	47.80%	1,721	57.36%	6,000	3,000	100.00%
Information Systems:	5270	10,185	18,631	6,875	5,000	3,812	76.24%	4,574	91.49%	5,000	0	0.00%
Fidelity Bond:	5310	438		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	137.62%	8,257	165.14%	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	66.67%
Meeting Attendance, Legal:	5420	14		0	0	0	0.00%	0	0.00%	0	0	#DIV/0!
General Legal:	5430	24,250	123,406	116,294	140,000	69,798	49.86%	83,758	59.83%	100,000	(40,000)	-28.57%
Maintenance, Office:	5510	11,015	6,414	10,653	8,000	2,944	36.80%	3,533	44.16%	15,000	7,000	87.50%
Meetings, Local:	5520	41	(142)			0	0.00%	0	0.00%		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	10,466	161.02%	12,559	193.22%	4,500	(2,000)	-30.77%
Postage:	5550	9,318	11,567	13,451	9,000	10,325	114.72%	12,390	137.67%	14,000	5,000	55.56%
Printing & Publishing:	5560	3,213	2,171	1,397	5,000	1,136	22.72%	1,363	27.26%	5,000	0	0.00%
Accounting:	5610	26,503	37,875	34,978	39,000	25,313	64.91%	30,376	77.89%	38,000	(1,000)	-2.56%
Audit:	5620	13,000	8,150	13,150	13,500	13,661	101.19%	13,661	101.19%	16,500	3,000	22.22%
Consulting:	5630	28,471	56,893	64,713	55,000	40,431	73.51%	48,517	88.21%	65,000	10,000	18.18%
Data Services:	5640	900	6,386	6,500	10,000	10,400	160.00%	12,480	192.00%	6,500	0	0.00%
Labor & HR Support:	5650	2,442	2,641	2,562	2,000	2,135	106.75%	2,562	128.10%	2,500	500	25.00%
Payroll Services:	5660	949	967	968	1,000	761	76.10%	913	91.32%	1,000	0	0.00%
Other Professional Services:	5690	480		0	0	0	0.00%	0	0.00%		0	
San Mateo County Tax Roll Charges:	5710	119	119	119		119	100.00%	143	100.00%	200		
Telephone & Internet:	5720	31,642	36,093	40,647	25,000	37,433	149.73%	44,920	179.68%	25,000	0	0.00%
Mileage Reimbursement:	5730	2,188	623	75	1,500	301	20.07%	361	24.08%	1,500	0	0.00%
Reference Materials:	5740	0		55	800	0	0.00%	0	0.00%	800	0	0.00%
Other Administrative:	5790	791	500	729		66	100.00%	79	100.00%	0	0	
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,923	44,063	36,416	82.65%	43,699	99.17%	49,977	5,914	13.42%
Employee Benefits:	5820	84,851	85,042	120,304	107,276	101,874	94.96%	122,249	113.96%	107,276	0	0.00%
Disability Insurance:	5830	3,366	3,564	4,041	4,658	3,441	73.87%	4,129	88.65%	5,411	753	16.16%
Payroll Taxes:	5840	39,124	43,195	47,306	50,453	34,673	68.72%	41,608	82.47%	57,850	7,397	14.66%
PARS:	5850	37,916	42,031	26,477	38,383	29,989	78.13%	35,987	93.76%	43,897	5,514	14.37%
Management:	5910	112,113	114,042	128,011	118,537	102,841	86.76%	123,409	104.11%	123,568	5,031	4.24%
Staff :	5920	356,877	407,112	446,737	526,927	331,883	62.99%	398,260	75.58%	542,747	15,820	3.00%
Staff Certification:	5930	9,275	10,625	11,213	11,400	8,775	76.97%	10,530	92.37%	11,400	0	0.00%
Staff Overtime:	5940	45,516	45,849	48,498	57,666	38,245	66.32%	45,894	79.59%	49,935	(7,731)	-13.41%
Staff Standby:	5950	24,705	25,485	26,514	27,723	19,982	72.08%	23,978	86.49%	28,553	830	3.00%
Worker's Compensation Insurance:	5960	12,579	14,274	14,332	19,810	9,610	48.51%	11,532	58.21%	23,661	3,851	19.44%
Backflow Prevention:	6160	764	326	1,528	1,000	994	99.40%	1,193	119.28%	1,000	0	0.00%
Claims, Property Damage:	6170	22	392	0	10,000	0	0.00%	0	0.00%	10,000	0	0.00%
SCADA Maintenance:	6185	12,061	2,468	4,816	13,000	2,247	17.29%	2,696	20.74%	38,000	25,000	192.31%
Internet & Telephone, Communications:	6187				0	0	0.00%	0	0.00%	0	0	

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

Operating Revenue	GL Codes	2018-19 Actual	2019-20 Actual	2020-21 Actual	Approved Budget 2021-22	Income/Expenditures as of April 30, 2022	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2022-23	Increase/(Decrease) from 2021-2022 \$	Increase/(decrease) %
Education & Training:	6195	5,098	4,372	639	9,000	1,000	11.11%	1,200	13.33%	5,000	(4,000)	-44.44%
Meeting Attendance, Engineering:	6210					0	0.00%	0	0.00%	0	0	#DIV/0!
General Engineering:	6220	1,467	12,390	1,352	20,000	2,150	10.75%	2,580	12.90%	20,000	0	0.00%
Water Quality Engineering:	6230	420,284	116,823	68,993	100,000	45,353	45.35%	54,424	54.42%	50,000	(50,000)	-50.00%
Equipment & Tools, Expensed:	6320	11,867	17,500	6,943	8,000	10,563	132.04%	12,676	158.45%	12,000	4,000	50.00%
Alarm Services:	6335	718	1,040	1,249	2,000	839	41.95%	1,007	50.34%	2,000	0	0.00%
Landscaping:	6337	5,811	6,950	13,932	15,000	13,889	92.59%	16,667	111.11%	15,000	0	0.00%
Lab Supplies & Equipment:	6370	2,251	9,432	993	4,000	5,357	133.93%	6,428	160.71%	4,000	0	0.00%
Meter Reading:	6380	0	10	121	500	119	23.80%	143	28.56%	500	0	0.00%
Pumping Fuel & Electricity:	6410	77,011	75,074	75,172	90,000	69,227	76.92%	83,072	92.30%	90,000	0	0.00%
Pumping Maintenance, Generators:	6420	21,339	20,908	8,014	10,000	7,151	71.51%	8,581	85.81%	10,000	0	0.00%
Pumping Maintenance, General:	6430	3,448	17	751	5,000	1,076	21.52%	1,291	25.82%	5,000	0	0.00%
Pumping Equipment, Expensed:	6440	478	8,562	13	700	129	18.43%	155	22.11%	700	0	0.00%
Maintenance, Raw Water Mains:	6510	1,857	27	37	2,500	253	10.12%	304	12.14%	2,500	0	0.00%
Maintenance, Wells:	6520	8,635	13,281	9,193	15,000	5,766	38.44%	6,919	46.13%	15,000	0	0.00%
Water Purchases:	6530	26,826	33,976	34,355	35,000	25,285	72.24%	30,342	86.69%	35,000	0	0.00%
Hydrants:	6610	0	6,841	10,557	5,000	5,690	113.80%	6,828	136.56%	10,000	5,000	100.00%
Maintenance, Water Mains:	6620	46,952	40,201	43,561	50,000	41,402	82.80%	49,682	99.37%	50,000	0	0.00%
Maintenance, Water Service Lines:	6630	3,506	6,384	40,898	20,000	8,245	41.23%	9,894	49.47%	20,000	0	0.00%
Maintenance, Tanks:	6640	1,593	5,141	4,510	5,000	438	8.76%	526	10.51%	5,000	0	0.00%
Maintenance, Distribution General:	6650	7,341	10,890	8,623	10,000	6,535	65.35%	7,842	78.42%	10,000	0	0.00%
Maintenance, Collection System:	6660	414					0.00%	0	0.00%			
Meters:	6670	8,177	6,253	11,456	4,000	20,803	520.08%	24,964	624.09%	25,000	21,000	525.00%
Chemicals & Filtering:	6710	20,233	39,914	38,934	20,000	31,748	158.74%	38,098	190.49%	40,000	20,000	100.00%
Maintenance, Treatment Equipment:	6720	28,456	13,805	5,546	15,000	10,106	67.37%	12,127	80.85%	15,000	0	0.00%
Treatment Analysis:	6730	45,055	18,718	29,278	30,000	30,877	102.92%	37,052	123.51%	40,000	10,000	33.33%
Uniforms:	6770	11,459	3,702	1,635	2,000	764	38.20%	917	45.84%	2,000	0	0.00%
Fuel:	6810	6,541	6,237	6,677	7,000	6,468	92.40%	7,762	110.88%	10,000	3,000	42.86%
Truck Equipment, Expensed:	6820	309	3,433	217	2,000	1,395	69.75%	1,674	83.70%	2,000	0	0.00%
Truck Repairs:	6830	2,411	3,694	498	5,000	1,786	35.72%	2,143	42.86%	5,000	0	0.00%
Other Operations:	6890		4,265		0	2,942	100.00%	3,530	100.00%	0	0	0.00%
Total Operations Expense:		1,773,218	1,689,208	1,784,584	1,978,896	1,361,043	68.78%	1,628,564	82.30%	2,037,474	58,378	2.95%
Net Change in position from Operations:		592,153	831,782	776,285	226,854	708,095	312.14%	854,402	376.63%	181,986	(44,668)	-19.69%

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

GL Codes	2018-19	2019-20	2020-21	Approved Budget	Income/Expenditures	% To date	Projected	Projected as	Proposed	Increase/(Decrease)	Increase/(decrease)
	Actual	Actual	Actual	2021-22	as of April 30, 2022			% of Budget	amounts 2022-	23	from 2021-22 \$
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	151,098	223,718	89,474	100,000	77.88%	93,460	93.46%	150,000	50,000	50.00%
Connection Fees, Residential Remodel:	7120					0.00%	0	0.00%		0	#DIV/0!
Connection Fees, Residential Fire:	7130	164,056	84,517	155,910	50,000	233.30%	139,981	279.96%	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	58.76%	1,195,381	121.54%	983,546	(0)	0.00%
Water System Reliability:	7650		0	949,243	1,000,000	62.46%	1,000,000	100.00%	1,000,000	0	0.00%
Total Non Operating Revenue:		1,500,125	1,499,866	1,444,594	1,133,546	123.25%	1,428,822	126.05%	1,183,546	50,000	4.41%
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%	11,535	100.00%	9,441	(2,094)	-18.15%
State Revolving Fund Loan:	9150	78,501	72,938	69,614	66,647	49.26%	66,647	100.00%	62,527	(4,120)	-6.18%
Water Rebates :	9210	1,500	1,350	850		100.00%	1,050	100.00%	3,000	3,000	#DIV/0!
Total Non Operating Expense:		383,970	311,216	210,797	155,987	54.72%	157,037	100.67%	142,419	(16,568)	-10.62%
Net Change in position from Non Operating activities:		1,116,155	1,188,650	1,233,797	977,559		1,271,785		1,041,127	66,568	6.81%

DRAFT
5/27/2022

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2022

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	\$167,124 \$133,821	\$133,821 \$64.34	\$137,166 \$65.95	\$140,595 \$67.59	\$144,110 \$69.28	\$147,713 \$71.02	\$151,406 \$72.79	\$155,191 \$74.61	\$159,071 \$76.48	\$163,048 \$78.39	\$167,124 \$80.35
Superintendent	\$156,624 \$125,413	\$125,413 \$60.29	\$128,549 \$61.80	\$131,763 \$63.35	\$135,057 \$64.93	\$138,433 \$66.55	\$141,894 \$68.22	\$145,441 \$69.92	\$149,077 \$71.67	\$152,804 \$73.46	\$156,624 \$75.30
Senior Operator	\$116,447 \$93,242	\$97,904 \$47.07	\$100,352 \$48.25	\$102,861 \$49.45	\$105,432 \$50.69	\$108,068 \$51.96	\$110,770 \$53.25	\$113,539 \$54.59	\$116,377 \$55.95	\$119,287 \$57.35	\$122,269 \$58.78
Water System Operator	\$95,526 \$76,490	\$76,490 \$36.77	\$78,402 \$37.69	\$80,362 \$38.64	\$82,371 \$39.60	\$84,431 \$40.59	\$86,541 \$41.61	\$88,705 \$42.65	\$90,923 \$43.71	\$93,196 \$44.81	\$95,526 \$45.93
Maintenance Worker I	\$82,939 \$66,411	\$66,411 \$31.93	\$68,072 \$32.73	\$69,773 \$33.54	\$71,518 \$34.38	\$73,306 \$35.24	\$75,138 \$36.12	\$77,017 \$37.03	\$78,942 \$37.95	\$80,916 \$38.90	\$82,939 \$39.87
Account Specialist	\$79,297 \$63,496	\$63,496 \$30.53	\$65,083 \$31.29	\$66,710 \$32.07	\$68,378 \$32.87	\$70,087 \$33.70	\$71,839 \$34.54	\$73,635 \$35.40	\$75,476 \$36.29	\$77,363 \$37.19	\$79,297 \$38.12
District Clerk	\$79,297 \$63,496	\$63,496 \$30.53	\$65,083 \$31.29	\$66,710 \$32.07	\$68,378 \$32.87	\$70,087 \$33.70	\$71,839 \$34.54	\$73,635 \$35.40	\$75,476 \$36.29	\$77,363 \$37.19	\$79,297 \$38.12
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 5.00%	1-Jul-22
Operations Manager	1.0283	\$121,178	1.0401	\$121,435	1.011	\$122,771	1.0381	\$127,448	1.0500	\$133,821
Superintendent	1.0283	\$113,565	1.0401	\$113,806	1.011	\$115,058	1.0381	\$119,441	1.0500	\$125,413
Senior Operator	-	-	-	-	-	-	-	93,242	1.0500	\$97,904
Water System Operator	1.0283	\$69,264	1.0401	\$69,410	1.011	\$70,174	1.0381	\$72,848	1.0500	\$76,490
Maintenance Worker	1.0283	\$60,137	1.0401	\$60,265	1.011	\$60,927	1.0381	\$63,249	1.0500	\$66,411
Account Specialist	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.0500	\$63,496
District Clerk	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.0500	\$63,496

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
											7%	6.92%	1.45%	
GM	\$ 123,568.01					\$ 123,568.01	\$ 15,169.12	\$ 914.40	\$ 1,161.54	\$ 8,649.76	\$ 8,550.91	\$ 1,791.74	\$ 7,661.22	\$ 167,466.69
Superintendent	\$ 78,304.72	\$ 875.28	\$ 523.29		\$ 1,800.00	\$ 81,503.29	\$ 7,169.17	\$ 603.12	\$ 3,309.03	\$ 5,705.23	\$ 5,418.69	\$ 1,181.80	\$ 5,053.20	\$ 109,943.54
Account Specialist	\$ 71,832.15					\$ 71,832.15	\$ 30,338.24	\$ 531.56	\$ 553.11	\$ 5,028.25	\$ 4,970.79	\$ 1,041.57	\$ 4,453.59	\$ 118,749.25
Senior Operator	\$ 100,351.70	\$ 4,615.31	\$ 4,585.89	\$ 3,096.89	\$ 2,400.00	\$ 115,049.80	\$ 11,038.35	\$ 851.37	\$ 4,671.02	\$ 8,053.49	\$ 6,944.34	\$ 1,668.22	\$ 7,133.09	\$ 155,409.66
Water Operator	\$ 95,516.11	\$ 6,695.31	\$ 8,444.91	\$ 5,999.33	\$ 2,400.00	\$ 119,055.66	\$ 11,038.35	\$ 881.01	\$ 4,833.66	\$ 8,333.90	\$ 6,609.71	\$ 1,726.31	\$ 7,381.45	\$ 159,860.05
Water Operator	\$ 84,422.13	\$ 5,518.89	\$ 7,346.35	\$ 4,765.79	\$ 2,400.00	\$ 104,453.16	\$ 11,038.35	\$ 772.95	\$ 4,240.80	\$ 7,311.72	\$ 5,842.01	\$ 1,514.57	\$ 6,476.10	\$ 141,649.66
Water Operator	\$ 80,354.98	\$ 5,148.71	\$ 6,181.15	\$ 4,404.07	\$ 2,400.00	\$ 98,488.91	\$ 21,484.77	\$ 728.82	\$ 3,998.65	\$ 6,894.22	\$ 5,560.56	\$ 1,428.09	\$ 6,106.31	\$ 144,690.33
Part-Time Operator	\$ 6,965.01			\$ 10,287.31		\$ 17,252.32		\$ 127.67	\$ 700.44			\$ 250.16	\$ 1,069.64	\$ 19,400.23
Part-Time Admin	\$ 25,000.00			\$ -		\$ 25,000.00			\$ 192.50			\$ 362.50	\$ 1,550.00	\$ 27,105.00
Totals	\$ 666,314.81	\$ 22,853.50	\$ 27,081.59	\$ 28,553.39	\$ 11,400.00	\$ 756,203.29	\$ 107,276.33	\$ 5,410.90	\$ 23,660.75	\$ 49,976.57	\$ 43,897.01	\$ 10,964.95	\$ 46,884.60	\$ 1,044,274.41
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 123,568.01					\$ 123,568.01	\$ 15,169.12	\$ 914.40	\$ 1,161.54	\$ 8,649.76	\$ 8,550.91	\$ 1,791.74	\$ 7,661.22	\$ 167,466.69
Superintendent	\$ 78,304.72	\$ 875.28	\$ 523.29		\$ 1,800.00	\$ 81,503.29	\$ 7,169.17	\$ 603.12	\$ 766.13	\$ 5,705.23	\$ 5,418.69	\$ 1,181.80	\$ 5,053.20	\$ 107,400.63
District Clerk	\$ 71,832.15					\$ 71,832.15	\$ 21,484.77	\$ 531.56	\$ 553.11	\$ 5,028.25	\$ 4,970.79	\$ 1,041.57	\$ 4,453.59	\$ 109,895.78
Part-Time Admin	\$ 25,000.00					\$ 25,000.00			\$ 192.50			\$ 362.50	\$ 1,550.00	\$ 27,105.00
Totals	\$ 298,704.88	\$ 875.28	\$ 523.29	\$ -	\$ 1,800.00	\$ 301,903.45	\$ 43,823.06	\$ 2,049.09	\$ 2,673.28	\$ 19,383.24	\$ 18,940.38	\$ 4,377.60	\$ 18,718.01	\$ 411,868.11

MWSD SEWER Capital Improvement Program

2022-23

DRAFT SEWER SYSTEM DRAFT

PROJECT	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 22,400	\$ 168,750	\$ 75,000	\$ 162,000	\$ 250,000
Inflow & Infiltration Testing / Televising	\$ 15,000	\$ 12,500	\$ 30,000	\$ 25,000	\$ 30,000
Seal Cove Area Repair and Maint. Project	\$ 3,500	\$ 5,000	\$ 15,000	\$ 25,000	\$ 30,000
Replace Pump Station Pumps	\$ 60,000	\$ 21,000	\$ 5,000	\$ 50,000	\$ 22,500
Replace Medium High Priority Sewer Mains	\$ 877,500	\$ 480,000	\$ 1,211,000	\$ 1,125,000	\$ 1,500,000
Spot Repairs Program	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
Distillery Pump Station repalce/repair	\$ 5,000	\$ 5,000	\$ 15,000	\$ 10,000	\$ 180,000
Pump Station Communication Upgrades	\$ 12,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 2,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,015,900	\$ 714,750	\$ 1,378,500	1,425,000	2,040,000
Alternative Budget Items					
Express Sewer					
Cabrillo Hyw Phase 1B-3b, Phase 4	\$ 1,162,960	\$ 526,975	\$ 1,015,300	\$668,250	\$1,822,500
Pump Station MCC and Coatings					\$810,000
Design Vallemar Sewer Relocation	\$215,625				
Dependant on RCD Grant					
TOTAL ANNUAL COST	2,394,485	1,241,725	2,393,800	2,093,250	4,672,500

DRAFT
5/27/2022

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Misc. Repair&Replacement	\$ 10,000	\$ 10,700	\$ 11,449	\$ 12,250	\$ 13,108	\$ 57,507
Water Meters	\$ 25,000	\$ 26,750	\$ 28,623	\$ 30,626	\$ 32,770	\$ 143,769
Water Lateral Services	\$ 25,000	\$ 26,750	\$ 28,623	\$ 30,626	\$ 32,770	\$ 143,769
Water Main Replacements	\$ 110,000	\$ 117,700	\$ 125,939	\$ 134,755	\$ 144,188	\$ 632,582
Fire Hydrants Replacements and Addition	\$ 30,000	\$ 32,100	\$ 34,347	\$ 36,751	\$ 39,324	\$ 172,522
Distribution System Renewal and Replacement Program (1)	\$ 200,000	\$ 214,000	\$ 228,981	\$ 245,008	\$ 262,160	\$ 1,150,149
Water Conservation Program	\$ 9,000	\$ 9,630	\$ 10,304	\$ 11,025	\$ 11,797	\$ 51,756
Storage Tank Rehabilitation Program (2)	\$ 200,000	\$ 950,000	\$ 1,000,000			\$ 2,150,000
Pillar Ridge Water Treatment Plant Rehabilitation	\$ 500,000	\$ 300,000				\$ 800,000
Emergency Generator Replacement Program	\$ 55,000	\$ 58,850	\$ 62,970	\$ 67,377	\$ 72,094	\$ 316,291
Vehicle Replacement Fund		\$ 50,000	\$ 53,500	\$ 57,245		\$ 160,745
Staff Retention Program		\$ 100,000	\$ 400,000			\$ 500,000
EXISTING CUSTOMER CIP TOTAL	\$ 964,000	\$ 1,682,480	\$ 1,755,755	\$ 380,655	\$ 346,051	\$ 5,128,941
New Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Water Main Upgrade Program (1)	\$ 200,000	\$ 1,000,000	\$ 1,070,000	\$ 1,144,900	\$ 1,225,043	\$ 4,639,943
Existing Well Upgrade Program (3)		\$ 320,000	\$ 342,400	\$ 366,368		\$ 1,028,768
New and Upgraded PRV Stations' Program (4)		\$ 250,000	\$ 267,500	\$ 286,225	\$ 306,261	\$ 1,109,986
Emergency Generator Upgrade Program	\$ 75,000	\$ 80,250	\$ 85,868	\$ 91,878	\$ 98,310	\$ 431,306
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	\$ 275,000	\$ 1,650,250	\$ 1,865,768	\$ 2,489,371	\$ 2,629,614	\$ 8,910,003
Total Annual Capital Cost	\$ 1,239,000	\$ 3,332,730	\$ 3,621,523	\$ 2,870,026	\$ 2,975,665	\$ 14,038,944
CAPITAL FUND BALANCE						
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Capital Fund TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less CIP	\$ (1,239,000)	\$ (3,332,730)	\$ (3,621,523)	\$ (2,870,026)	\$ (2,975,665)	\$ (14,038,944)
Total	\$ (1,239,000)	\$ (3,332,730)	\$ (3,621,523)	\$ (2,870,026)	\$ (2,975,665)	\$ (14,038,944)
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 2022-2023 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 - 20:	\$ 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		\$ 179,343	\$ 4,608,064	\$ 62,527
Subtotal - Water		<u>11,286,122</u>	<u>-</u>	<u>1,169,517</u>	<u>10,116,605</u>	<u>139,419</u>
Total Debt Service		<u>\$ 12,302,558</u>	<u>\$ -</u>	<u>\$ 1,276,348</u>	<u>\$ 11,026,210</u>	<u>\$ 168,576</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.

Fiscal year 2022-2023 Budget Impact Area

Operating Reserves

WATER

Water Operating Account as of March 31, 2022

Wells Fargo Checking: \$ 1,025,865

Current Operating Reserves as of March 31, 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

\$	2,037,474	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	169,790	Monthly budgeted operating expenses
	x 2	Two months expenditures
<hr/>		
\$	339,579	Target Reserve
<hr/> <hr/>		

Conclusion:

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

Fiscal year 2022-2023 Budget Impact Area

Operating Reserves

SEWER

Sewer Operating Account as of March 31, 2022

Wells Fargo Checking \$ 2,651,861

Current Reserves as of March 31, 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		
\$	3,147,042	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	262,254	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	524,507	Minimum Target Reserve
<hr/> <hr/>		

Maximum Target		
\$	3,147,042	Budgeted fiscal year 2022-23
	12	Months
<hr/>		
\$	262,254	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	2,098,028	Maximum Target Reserve
<hr/> <hr/>		

Conclusion: Year

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

Beginning in Fiscal Year 2022-23 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

Fiscal year 2022-2023 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 March 31, 2022

Capital: \$ 398,249

Minimum Target

\$ 1,239,000	Lowest year CIP existing customers (fiscal year 2022-23)
\$ 750,000	Engineer estimate
<u>\$ 1,989,000</u>	Minimum target

Maximum Target

\$ 3,621,523	Highest year CIP existing customers (fiscal year 2024-25)
\$ 750,000	Engineer estimate
<u>\$ 4,371,523</u>	Maximum target

Conclusion:

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

Fiscal year 2022-2023 Budget Impact Area Capital and Connection Reserves

SEWER

Current Capital Reserves as of March 31, 2022

Capital: \$ 4,018,211

Minimum Target

\$ 1,241,725	Lowest year CIP existing customers (fiscal year 2023-24)
\$ 1,177,000	Engineer estimate
<u>\$ 2,418,725</u>	Minimum target

Maximum Target

\$ 4,672,500	Highest year CIP existing customers (fiscal year 2026-27)
\$ 1,177,000	Engineer estimate
<u>\$ 5,849,500</u>	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 2022-23 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 2022-23 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

DRAFT
5/27/2021

DRAFT

Montara Water and Sanitary District

2022 - 2027

**Draft - Sewer Repairs - 5 Year Capital Improvement Program
and Long Range Priority (CIP) List**

Status: Updated March 7, 2022

Fiscal Year	CIP Capital Improvement Needs	Notes/Status
2022-2023 Fiscal Year Capital Improvement Needs		
	Pump Station -Date Harte PS Update 1 EA D \$650,000 ./LF Date Harte Upgrades \$650,000 1 EA \$20,000 Spot Repairs \$20,000 <u>Contingencies (35%)</u> \$227,500 \$897,500	High Priority Additional work for repairs
	Pump Station Mechanical, Electrical and Coating Upgrades 3 EA @ \$5,000 ./EA pipe works \$15,000 2 EA @ \$30,000 ./EA New Pumps \$60,000 1 EA @ \$12,500 ./EA Electrical/Radios \$12,500 <u>Contingencies (35%)</u> \$30,900 \$118,400	High Priority Corrosion/Leak Risk Scheduled Repairs, Portable Pump, Regulatory compliance
	BASE BUDGET FOR FY 2021-2022 \$1,015,900	
	<u>ALTERNATIVE BUDGET ITEM 1 (Rescheduled from last year)</u>	
	Cabrillo Highway PHASE 1B - Trunk Sewer (16th to 14th) 990 LF @ \$920 ./LF Open Trench \$910,800 1000 LF @ \$350 ./LF Pipe Burst \$350,000 <u>Contingencies and Incidentals Est g* (20%)</u> \$252,160 (*Design 95% cpmpleted, permitting,CM, and construction still rec \$1,162,960	Rescheduled due to Caltrans Continuation of previous project.
	<u>ALTERNATIVE BUDGET ITEM 2 (Accelerated from future work)</u>	
	Design Vallemar Sewer Relocation 0.25 EA @ \$750,000 ./EA Coatings/Mechan. \$187,500 <u>Contingencies (55%)</u> \$28,125 \$215,625	Design for Grant RCD costs
	BASE + ALTERNATIVE BUDGET FOR FY 2021-2022 \$2,394,485	
2023-2024 Fiscal Year Capital Improvement Needs		

	<p>Cabrillo Highway PHASE 2 - Trunk Sewer (14th - 11th) 900 LF @ \$450 ./LF CIPP-Lining \$405,385 <u>Contingencies (30%)</u> \$121,616 (alternative Item) \$526,975</p> <p>Various Moss Beach Sewers Near Carlos St., Seal Cove 1,200 LF @ \$350 ./LF Pipe Burst \$420,000 <u>Contingencies (30%)</u> \$126,000 \$546,000</p> <p>Pump Station Mechanical, Electrical and Coating Upgrades 2 EA @ \$25,000 ./EA Coatings/Mechan. \$50,000 2 EA @ \$8,000 ./EA pipe works \$16,000 1 EA @ \$9,000 ./EA Electrical Work \$9,000 1 EA @ \$50,000 ./LF Distillary Forcemain \$50,000 <u>Contingencies (35%)</u> \$43,750 \$168,750</p> <p>BASE BUDGET FOR FY 2022-2023 \$1,241,725</p>	Move from 13/14 Clean CCTV PSI/SAM Longitudinal Cracks Added 2009, Update 2018 Mediun Priority Long term plan High Priority Corrosion Corrosion/Leak Risk Un-scheduled Repairs Move from 15/16 (spot repaired)
2024-2025 Fiscal Year Capital Improvement Needs		
	<p>Cabrillo Highway PHASE 3a - Parallel Pipes (10th St to 6th Street) 1,420 LF @ \$550 ./LF Open Cut \$781,000 <u>Contingencies (30%)</u> \$234,300 \$1,015,300</p>	Move from 15/16 Caltrans Permit Delay (Pending above projects) Clean CCTV PSI/SAM Montor Condition
	<p>Montara Montara Easements Sewers Various Locations. 1,500 LF @ \$300 ./LF Pipe Burst and Open t \$450,000 <u>Contingencies (30%)</u> \$135,000 \$582,400</p> <p>Various Moss Beach Sewers Near Cypress, Nevada & Buena Vista St. 1,750 LF @ \$350 ./LF Pipe Burst and Open t \$612,500 <u>Contingencies (30%)</u> \$183,600 \$796,100</p> <p>BASE BUDGET FOR FY 2023-2024 \$2,393,800</p>	Added 2018 Mediun Priority Long term plan Monitor with Smart Cover Added 2009, updated 2019 Mediun Priority Long term plan
2025-2026 Fiscal Year Capital Improvement Needs		
	<p>Cabrillo Highway PHASE 3b - Trunk Sewer (11th - 7th + Crossing) 900 LF @ \$550 ./LF CIPP \$495,000 <u>Contingencies (35%)</u> \$173,250 \$668,250</p> <p>Various Sewers Seal Cove. 750 LF @ \$375 ./LF Pipe Burst and Open t \$281,250 <u>Contingencies (30%)</u> \$84,375 \$365,625</p>	Move from 16/17 Caltrans Permit Delay (Pending above projects) Clean CCTV PSI/SAM Revised 2018 Mediun Priority Long term plan

Montara Montara Easements Sewers Various Locations. 750 LF @ \$350 ./LF Pipe Burst and Open t <u>Contingencies (30%)</u>	\$262,500 \$78,750 \$341,250	Revised 2018 Repair and Cleaning Priority Long term plan
Sun Valley Area Trunk Sewer Sam Hot List 950 LF @ \$450 ./LF Open Cut <u>Contingencies (30%)</u>	\$427,500 \$128,250 \$555,750	Moved from 13/14 Infiltration Area Monitor Recent MH Repairs 2018
Pump Station Mechanical, Electrical and Coating Upgrades 2 EA @ \$30,000 ./EA Coatings/Mechan. 2 EA @ \$10,000 ./EA pipe works 2 EA @ \$20,000 ./EA pump rebuilds <u>Contingencies (35%)</u>	\$60,000 \$20,000 \$40,000 \$42,000 \$162,375	High Priority Corrosion Corrosion/Leak Risk Scheduled Repairs
BASE BUDGET FOR FY 2024-2025	\$2,093,250	

2026-2027 Fiscal Years Capital Improvement Needs

Various Moss Beach Sewers Carlos St area 1,500 LF @ \$450 ./LF Pipe Burst and Open t <u>Contingencies (30%)</u>	\$675,000 \$202,500 \$877,500	Revised 2018 Medium Priority Long term plan
Montara Montara Easements Sewers Various Locations. 1,500 LF @ \$250 ./LF Pipe Burst and Open t <u>Contingencies (30%)</u>	\$375,000 \$112,500 \$487,500	Revised 2018 Medium Priority Long term plan
Pump Station -5th street 1 EA @ \$600,000 ./LF Date Harte Upgrades <u>Contingencies (35%)</u>	\$600,000 \$210,000 \$810,000	High Priority Move from 15/16 (Recent Repairs, 17, 19)
Pump Station Mechanical, Electrical and Coating Upgrades 2 EA @ \$30,000 ./EA Coatings/Mechan. 2 EA @ \$20,000 ./EA pump rebuilds 1 EA @ \$200,000 ./EA Date Harte MCC 1 EA @ \$200,000 ./EA Airport MCC <u>Contingencies (35%)</u>	\$60,000 \$40,000 \$200,000 \$200,000 \$175,000 \$675,000	High Priority Corrosion Corrosion/Leak Risk Scheduled Repairs Un-scheduled Repairs
BASE BUDGET FOR FY 2025-2026	\$2,850,000	

2027-2028 Fiscal Years Capital Improvement Needs

Cabrillo Highway PHASE 4 - Force Mains (7th to Kanoff PS) 1,800 LF @ \$750 ./LF CIPP <u>Contingencies (35%)</u>	\$1,350,000 \$472,500 \$1,822,500	Move from 17/18 Monitor Via CCTV
Various Moss Beach Sewers Varginia down town area 1,500 LF @ \$475 ./LF Pipe Burst and Open t	\$712,500	Revised 2018 Medium Priority

Contingencies (30%)	\$213,750	Long term plan
	\$926,250	
Virginia St and frontage road		Multiple Sags
1,500 LF @ \$500 ./LF Open Cut	\$750,000	Grease problem
Contingencies (30%)	\$225,000	(Spot Repairs needed now)
	\$975,000	
BASE BUDGET FOR FY 2026-2027	\$3,723,750	
ALTERNATIVE		
Vallimar Street Sewer PUMPS Part 2 (Strand, Niagara, Private Pumps)		Added 2010, Errosion Risk
10 EA @ \$20,000 ./EA Open Cut	\$200,000	Long term plan
Electrical + Distribution	\$300,000	
PS Niagra Abandonment	\$50,000	
Contingencies (35%)	\$192,500	
	\$742,500	
BASE + ALTERNATIVE FY 2026-27 Total	\$4,466,250	

2028-2029 Fiscal Years Capital Improvement Needs

Pump Station Mechanical, Electrical and Coating Upgrades		High Priority
2 EA @ \$30,000 ./EA Coatings/Mechan.	\$60,000	Corrosion
2 EA @ \$10,000 ./EA Pipe works	\$20,000	Corrosion/Leak Risk
2 EA @ \$20,000 ./EA Pump rebuilds	\$40,000	Scheduled Repairs
2 EA @ \$10,000 ./EA Electrical Work	\$20,000	and Un-scheduled Repairs
Contingencies (35%)	\$49,000	
	\$189,000	
Various Montara Sewers , including 7th st easements		Revised 2018
2,500 LF @ \$450 ./LF Pipe Burst and Open t	\$1,125,000	Mediu Priority
Contingencies (30%)	\$337,500	Long term plan
	\$1,462,500	
Moss Beach Costal Side Sewers, California St vacinity		Multiple Sags, flat grade
2,000 LF @ \$475 ./LF Open Cut	\$950,000	Roots
Contingencies (30%)	\$285,000	(Spot Repairs needed now)
	\$1,235,000	
Airport Pump Station Rebuild		Added 2010, Errosion Risk
1 LS @ \$1,250,000 ./EA Open Cut	\$1,250,000	Long term plan
Electrical + Generator	\$150,000	
Contingencies (35%)	\$490,000	
	\$1,890,000	
2027-28 Total	\$4,776,500	

2029-2030 Fiscal Years Capital Improvement Needs

Pump Station Mechanical, Electrical and Coating Upgrades		High Priority
2 EA @ \$30,000 ./EA Coatings/Mechan.	\$60,000	Corrosion
2 EA @ \$10,000 ./EA Pipe works	\$20,000	Corrosion/Leak Risk
2 EA @ \$20,000 ./EA Pump rebuilds	\$40,000	Scheduled Repairs
2 EA @ \$10,000 ./EA Electrical Work	\$20,000	and Un-scheduled Repairs
Contingencies (35%)	\$49,000	

		\$189,000	
Various Montara Sewers , including 8-12th streets			Revised 2018
2,750 LF @ \$450 ./LF Pipe Burst, Open Cut		\$1,237,500	Mediu Priority
Contingencies (30%)		\$371,250	Long term plan
		\$1,608,750	
Moss Beach Costal Side Sewers, Seal Cove			Multiple Sags, flat grade
2,500 LF @ \$475 ./LF Open Cut		\$1,187,500	Roots
Contingencies (30%)		\$356,250	(Spot Repairs needed now)
		\$1,543,750	
5th St Pump Station Rebuild			Added 2010, Errosion Risk
1 LS @ \$1,000,000 ./EA Open Cut		\$1,000,000	Long term plan
Contingencies (35%)		\$350,000	
		\$1,350,000	
BASE BUDGET FOR FY 2028-2029		\$4,691,500	
2030-2031 Fiscal Years Capital Improvement Needs			
Various Moss Beach Sewers Sunshine Valley			
1,500 LF @ \$425 ./LF Pipe Burst and Open t		\$637,500	Long term plan
Contingencies (30%)		\$191,250	
		\$828,750	
Montara Costal Sewers			
3,000 LF @ \$450 ./LF Open Cut		\$1,350,000	I&I, roots
Contingencies (30%)		\$405,000	
		\$1,755,000	
BASE BUDGET FOR FY 2029-2030		\$2,583,750	
2031-2032 Fiscal Years Capital Improvement Needs			
Various Moss Beach Sewers Sunshine Valley			
2,000 LF @ \$425 ./LF Pipe Burst and Open t		\$850,000	Long term plan
Contingencies (30%)		\$255,000	
		\$1,105,000	



Montara Water and Sanitary District

Water System Capital Improvement Program

Update FY2022/23 – FY2026/27

May 2022

Board of Directors

Scott Boyd, President

Jim Harvey, President Pro Tem

Ric Lohman, Secretary

Peter Dekker, Treasurer

Kathryn Slater-Carter, Director

Clemens Heldmaier, General Manager

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

The Montara Water and Sanitary District (the District or MWSD) water system requires improvements to address system renewal and replacement needs, continue to improve water supply reliability, and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These potential improvements make up the District's Capital Improvement Program (CIP) and include the rehabilitation of the existing infrastructure, addition of new facilities, development of new supply sources, and implementation of repair, replacement, and preventive maintenance programs.

In 2003, the District’s Board of Directors established the CIP prioritization criteria that serve as the foundation for the District's capital improvements decision-making process to determine an achievable implementation schedule and ensure that adequate funding is secured for the needed improvements. In 2011, the Board of Directors began allowing new domestic connections to the water system, resulting in the need for capital projects designed exclusively for or shared by the new customers connecting to the water system. These projects are funded by the Water Capacity Charge (WCC). Capital projects designed to provide appropriate levels of renewal and replacement for customers that are using the existing water system are funded by water system revenues.

In 2020, the District’s Board of Director authorized the Water System Reliability Charge to address the growing needs of the water system facilities. The purpose of the charge is to provide a dedicated funding source to maintain and replace aging pipelines, tanks, pumps and other infrastructure in the District’s water collection and distribution system. The Charge, applied annually by meter size and collected on property tax rolls, is expected to provide a budget of \$1 million per year dedicated to capital improvement projects.

The CIP prioritization criteria provide a method to rate the relative importance of a particular project for projects serving either new or existing customers based on factors such as protection of public health, employee safety, legal and regulatory requirements, and funding constraints. These criteria determine which projects should be implemented in any given year and over the CIP 20-year planning horizon. The prioritization criteria used by MWSD are presented in Table 1, below, categorized into three priority levels that are listed from most to least critical for implementation.

Table 1. CIP Prioritization Criteria

Priority Level	Description	Examples
Level One <i>Mandatory Projects</i>	<i>“Must do” – highest priority,</i> District has little or no control to defer	<ol style="list-style-type: none"> 1. Projects required by law/legislation, regulations; 2. Projects protecting health and safety of employees and the public; and 3. Projects funded by others.
Level Two <i>Necessary Projects</i>	<i>Must be done,</i> District has moderate level of control over the timing of implementation	<ol style="list-style-type: none"> 1. Projects required for providing adequate emergency storage and meeting fire flow requirements; 2. Projects reducing water system losses and reducing pipeline leaks.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

Level Three <i>Discretionary Projects</i>	<i>Should be done,</i> District has significant level of control over the timing of implementation	Required projects that can be deferred to a later date. Level Three Projects can be completed as needed, if Level One or Level Two Projects are postponed or outside funding sources become available.
--	---	--

The planning-level cost estimates included in this CIP are total project costs with the +50%/-30% estimating accuracy and include the following elements:

1. Engineer’s opinion of probable construction cost
2. Planning, permitting, legal, and administrative costs at 40%
3. Planning-level contingency at 25%

Table 2 includes the net present value (NPV) for the replacement costs of existing MWSD assets that are due for replacement within the next 20 years and the other projects required to optimize operations. These projects would be funded through water system revenues.

Table 2. 20-Year Water System Asset Replacement Program

Water System Asset Renewal Program	MWSD Program Description	NPV (2022\$)
Water Storage Tanks	Replacement of the Alta Vista Tank No. 1, Portola Tank and the 2 Pillar Ridge Tanks	\$4,448,640
Groundwater Supply Wells	Rehabilitation of the Alta Vista Well, Drake, North Airport well, South Airport Well, the Portola Wells (Nos. 1, 2, 3, and 4) and the Pillar Ridge Wells (Retiro, Corona and Culebra)	\$3,948,000
PRV Stations	Rehabilitation of all existing sixteen (16) PRV Stations	\$1,310,400
Water Mains	Replacement of approximately 45,000 linear feet of water mains, including associated valves and appurtenances	\$10,726,240
Treatment Plants	Replacement of the Pillar Ridge and the Alta Vista Water Treatment Plants	\$6,238,400
Hydrants	Replacement of 123 hydrants	\$826,560
Booster Pump Stations	Replacement of the Schoolhouse Booster Pump Station	\$3,680,320
Service Meters	Replacement of the Service Meters	\$1,311,520
Generators	Installation of generators at locations that do not currently have any and replacement of aging generators	\$1,105,440
Vehicles	Replacement of the service vehicles every 7 years	\$476,000
SCADA Upgrades	Necessary upgrades of the water system’s electronic controls and monitoring equipment	\$560,000
Supply Reliability Program	Groundwater exploration studies to better understand local aquifers and identify potential groundwater well sites to augment water system supply reliability	\$2,240,000
Office Systems Upgrades	Various improvements required for the functioning MWSD office	\$952,000
20-year CIP Total		\$37,823,520

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

While the CIP projects and programs included in Table 2 provide the long-range projects for the water system, the summary presented in Table 3, Project Cost Distribution and Fiscal Year Schedule, includes capital projects and portions of the capital programs that the District anticipates completing the next five (5) fiscal years. Project descriptions that follow include the cost of the entire project or program that may extend beyond the initial five (5) years of the CIP.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

Table 3. Total Project Cost Distribution and Fiscal Year Schedule – Five-Year Water System CIP

Existing Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Distribution System Renewal and Replacement Program¹						
Misc. Repair & Replacement	\$10,000	\$10,700	\$11,449	\$12,250	\$13,108	\$57,507
Water Meters	\$25,000	\$26,750	\$28,623	\$30,626	\$32,770	\$143,768
Water Lateral Services	\$25,000	\$26,750	\$28,623	\$30,626	\$32,770	\$143,768
Water Main Replacements	\$110,000	\$117,700	\$125,939	\$134,755	\$144,188	\$632,581
Fire Hydrants Replacements and Addition	\$30,000	\$32,100	\$34,347	\$36,751	\$39,324	\$172,522
Total	\$200,000	\$214,000	\$228,980	\$245,009	\$262,159	\$1,150,148
Water Conservation Program	\$9,000	\$9,630	\$10,304	\$11,025	\$11,797	\$51,757
Storage Tank Rehabilitation Program²	\$200,000	\$950,000	\$1,000,000			\$2,150,000
Pillar Ridge Water Treatment Plant Rehabilitation	\$500,000	\$300,000				\$800,000
Emergency Generator Replacement Program	\$55,000	\$58,850	\$62,970	\$67,377	\$72,094	\$316,291
Vehicle Replacement Fund		\$50,000	\$53,500	\$57,245		\$160,745
Staff Retention Program		\$100,000	\$400,000			\$500,000
EXISTING CUSTOMER CIP TOTAL	\$964,000	\$1,682,480	\$1,755,754	\$380,656	\$346,050	\$5,128,940
New Customer CIP - WATER	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
Water Main Upgrade Program¹	\$200,000	\$1,000,000	\$1,070,000	\$1,144,900	\$1,225,043	\$4,639,943
Existing Well Upgrade Program³		\$320,000	\$342,400	\$366,368		\$1,028,768
New and Upgraded PRV Stations' Program⁴		\$250,000	\$267,500	\$286,225	\$306,261	\$1,109,986
Emergency Generator Upgrade Program	\$75,000	\$80,250	\$85,868	\$91,878	\$98,310	\$431,305
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	\$275,000	\$1,650,250	\$1,865,768	\$2,489,371	\$2,629,613	\$8,910,002
Total Annual Capital Cost	\$1,239,000	\$3,332,730	\$3,621,521	\$2,870,028	\$2,975,664	\$14,038,942

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. The proposed cost split between new and existing customers is 50/50. 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 the replacement of the Pillar Ridge tanks, urgent repairs needed to the Portola Tank, which are coupled with the project (1) above 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.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Priority Level One projects almost exclusively address the projected system deficiencies related to adding new customers to the system. Most of the anticipated system deficiencies are due to adding new connections to the system and increasing water demands.

Priority Level One – These are the highest priority, “must do” capital projects. The District has little or no control to defer these projects. Examples of such projects include: (1) Projects required by law/legislation, regulations; (2) Projects protecting health and safety of employees and the public; and (3) Projects funded by others.

The projects and actions described below are designed to allow the District addressing system deficiencies while continue to operate an efficient and reliable water system. The proposed *Priority Level One* near-term improvements continue the District’s progress toward sustainability through investments that:

- (1) Diversify water supply sources,
- (2) Improve water quality,
- (3) Encourage water and energy conservation, and
- (4) Meet current and future infrastructure needs.

Table 4 below, contains *Priority Level One* projects and programs that have been formulated to provide benefit to, and be paid for by, new District customers. A detailed discussion of the projects follows.

Table 4. Priority Level One – Mandatory Projects

1. Water Main Upgrade Program	\$7.5 million
2. Existing Well Upgrade Program	\$3.4 million
3. New and Upgraded PRV Stations’ Program	\$1.31 million
4. Emergency Generator Upgrade Program	\$889,500
5. Portola Tank Telemetry Upgrade	\$250,000
6. Develop Additional Supply Reliability	\$1.98 million

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Program 1: Water Main Upgrade Program

Priority: Level One

Under the water main upgrade program, the District will undertake the effort of designing and constructing upsizing of the existing distribution system mains to accommodate increasing demands due to the addition of new water customers. This program includes an estimated 12,800 linear feet of 8-inch- and 10-inch-diameter mains installed in the water system replacing existing 2-inch, 4-inch, and 6-inch-diameter mains.

Upsizing of existing water mains and isolation and control valves will be required to accommodate new water customers.

The Water Main Upgrade Program will involve the strategic upgrade of existing water mains to incorporate “arterial distribution loops” throughout the system. These arterial loops will provide added redundancy and reinforcement to handle the addition of new customers or potential leaks and pipe failures. The loops will be designed utilizing the existing distribution system and the installation of short spans of new pipelines. Isolation and control valves will also be installed in critical locations as part of the loop design. As a whole, the arterial loops will provide the District’s Operations staff the ability to isolate and repair critical sections of the distribution system while still conveying water throughout the system. Additionally, this program includes upsizing of the existing mains that would become deficient due to added new customer demands.

Project: Water Main Upgrade Program

CIP Total Cost: \$7.5 million

Project Funding: This program will be funded by new customers through the WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it ensures redundancy and reinforcement of the distribution system to handle the addition of new customers or potential leaks and pipe failures.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Program 2: Existing Well Upgrade Program

Priority: Level One

The existing District's wells operate within their design parameters in the existing water system. Hydraulic analysis demonstrates, however, that with increased demands due to new water customers, existing wells' pumps and motors would need to be upsized to pump into the system. The pump and motor replacement and piping modifications are required to accommodate new customers. This program would involve replacement of all existing motor control centers (MCCs) and associated power supply improvements.

Project: Existing Well Upgrade Program

CIP Total Cost: \$3.4 million

Project Funding: This project will be funded by new customers through the WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it is required to accommodate new customers.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Program 3: New and Upgraded Pressure-Regulating Stations' Program

Priority: Level One

Due to the District's water system configuration and the terrain of the service area, the District operates over 20 existing pressure-regulating stations (PRVs). With the addition of new customers throughout the service area, this project will install up to 5 new PRV stations and increase the capacity of 13 existing PRV stations.

Project: New and Upgraded Pressure-Regulating Stations Program

CIP Total Cost: \$1.31 million

Project Funding: This project will be funded by new customers through the WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it ensures reliable and efficient water distribution under new demand conditions.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Program 4: Emergency Generator Upgrade Program

Priority: Level One

Existing generators at the District’s pumping and treatment facilities will become undersized following upgrades of the existing pumps and motors and would require replacement. This program would secure safe and reliable emergency power to the District’s critical water treatment and delivery facilities and provide safe operation by staff under the increased demand conditions due to new customers. The associated appurtenances, including automatic transfer switches (ATS) would also have to be replaced due to the increased generator and system capacities.

Project: Emergency Generator Upgrade Program

CIP Total Cost: \$889,500

Project Funding: This project will be funded by new customers WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it ensures reliability and efficiency of operations under new demand conditions.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project 5: Portola Tank Telemetry Upgrade

Priority: Level One

The existing Portola Tank currently operates with no telemetry link to the District's SCADA system. While this arrangement works to serve existing water customers, addition of new customers throughout the District's service area will require adding the tank to SCADA to ensure operational optimization of the tank under new demand conditions.

Project: Portola Tank Telemetry Upgrade

CIP Total Cost: \$250,000

Project Funding: This project will be funded by new customers through the WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it ensures operational optimization of the Portola Tank under new demand conditions.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Program 6: Develop Additional Supply Reliability

Priority: Level One

This project provides for planning, permitting, and implementation of water supply augmentation to ensure that the water system's reliability remains intact with the addition of the new water customers to the system. Currently, the District has over 20 percent reliability and redundancy in its water supply portfolio achieved by existing District's customers through adding new sources, implementing water system improvements, securing the existing Airport Wells for its water supply portfolio, and through conservation. This portion of the water supply portfolio will initially be utilized to add new customers to the system; however, the supply reliability needs to be replenished and paid for by the new customers to ensure consistent continued reliability of the water system. The project includes new groundwater source planning, permitting, and development.

Project: Develop Additional Supply Reliability

CIP Total Cost: \$1.98 million

Project Funding: This project will be funded by new customers through the WCC.

Basis of Priority: This project is ranked as Priority Level 1 because it ensures consistent continued reliability of the District's water system.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

The District's water system requires improvements to address system renewal and replacement needs and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These necessary improvements make up the District's Priority Level Two, Necessary Projects, which include the rehabilitation of the existing infrastructure, repair and replacement, and preventative maintenance programs.

Priority Level Two programs provide measurable progress in achieving the District's goals, however, the District has a moderate level of control over the timing of implementation. Examples of such projects include projects reducing water system losses and pipeline leaks, treatment plant and storage tank rehabilitation, and other asset replacement programs.

Table 5 below provides a list of the Priority Two Level programs. These projects serve existing District's customers and are funded by the water rate revenues.

Table 5. Priority Level Two – Necessary Projects

1. Distribution System Renewal and Replacement Program	\$16.54 million
2. Groundwater Supply Wells Rehabilitation Program	\$3.95 million
3. Storage Tank Rehabilitation Program	\$4.50 million
4. Generator Replacement Program	\$1.105 million
5. Vehicle Replacement Fund	\$476,000
6. Water Treatment Plant Rehabilitation Program	\$6.24 million
7. Water Conservation Program	\$100,000
8. Staff Retention Program	\$500,000

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 1: Distribution System Renewal and Replacement Program

Priority: Level Two

This program is an on-going annual rehabilitation program that includes the following projects:

- Mechanical systems replacement
- Water meter replacement
- Water lateral replacement
- Water main replacement
- Fire hydrant replacement
- Booster Pump Station replacement

The water main replacement program covers the replacement of aging and vulnerable sections of pipes identified by the Operations Team, which will maintain appropriate flow and pressures to existing connections.

This program also involves the proposed physical and operational merging of the Alta Vista and Portola pressure zones, which will provide additional operational flexibility and improve fire supply to the system.

The hydrant replacement program involves the progressive replacement of selected aging hydrants with new hydrants and the replacement of existing blow-off valves in strategic locations with hydrants, which will strengthen the system's fire supply coverage.

Project: Distribution System Renewal and Replacement Program

CIP Total Cost: \$16.54 million

Project Funding: This program will be funded by existing customers through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it addresses system renewal and replacement needs to ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions, and protects public health and safety.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 2: Groundwater Supply Well Rehabilitation Program

Priority: Level Two

This program is an on-going rehabilitation program that includes rehabilitation of the Alta Vista Well, Drake, North Airport well, South Airport Well, the Portola Wells (Nos. 1, 2, 3, and 4) and the Pillar Ridge Wells (Retiro, Corona and Culebra).

Project: Groundwater Supply Well Rehabilitation Program

CIP Total Cost: \$3.95 million

Project Funding: This program will be funded by existing customers through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it addresses water supply reliability and protects public health and safety.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 3: Storage Tank Rehabilitation Program

Priority: Level Two

The existing Alta Vista Tank No.1 was inspected in 2016 and found needing to be taken off line for rehabilitation. It was determined that the tank floor and areas on the wall of the AVT 1 shows signs of significant corrosion. AVT 1 will be rehabilitated, including: cleaning, recoating and corrosion spot repair. Some areas, such as the tank floor, may require more extensive corrosion repair. Additionally, the Portola Tank is in an immediate need of roof replacement and other appurtenances' rehabilitation. The existing Pillar Ridge Tanks also need to be replaced and upsized to optimize the fire supply available, improve the system's water shortage resilience and increase operational flexibility.

Project: Storage Tank Rehabilitation Program

CIP Total Cost: \$4.50 million

Project Funding: This program will be funded by existing customers through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it ensures continued operation of the existing water system and protects the emergency and fire storage capacity and protects public health and safety.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 4: Emergency Generator Replacement

Priority: Level Two

This program is for the replacement of the existing emergency generators that reached the end of their useful life.

Project: Emergency Generator Replacement

CIP Total Cost: \$1.105 million

Project Funding: This project will be funded by existing customers through water revenues.

Basis of Priority: This project is ranked as Priority Level Two because it ensures efficiency of water operations and provides business continuity assurance and resiliency of the water infrastructure and protects public health and safety.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 5: Vehicle Replacement Fund

Priority: Level Two

This funding is earmarked for the District's fleet of trucks renewal over the 20-year CIP cycle.

Project: Vehicle Replacement Fund

CIP Total Cost: \$476,000

Project Funding: This project will be funded by existing customers through water revenues.

Basis of Priority: This project is ranked as Priority Level Two because it ensures efficiency of water operations.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 6: Water Treatment Plant Rehabilitation Program

Priority: Level Two

The District owns and operates two water treatment plants, the Alta Vista WTP and Pillar Ridge WTP. Both plants contain treatment units and facilities that are approaching the end of their respective useful life and would need to be either rehabilitated or replaced. This program includes funding for the two WTPs complete overhaul.

Project: Water Treatment Plant Rehabilitation Program

CIP Total Cost: \$6.24 million

Project Funding: This program will be funded through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it ensures existing facility functionality and reliability and protects public health and safety.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 7: Water Conservation Program

Priority: Level Two

The District continues its multi-year rebate program to encourage customers to replace their fixtures and appliances with water-efficient units.

Project: Water Conservation Program

CIP Total Cost: \$100,000

Project Funding: This program will be funded by existing customers through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it continues to promote water conservation.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23 – FY2026/27)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program 8: Staff Retention Program

Priority: Level Two

The high local housing costs limit the District's capacity to retain personnel. One of the proposed measures to promote staff retention is to build residential units to be available for rent at below-market rate to current and prospective District staff that require assistance.

Project: Staff Retention Program

CIP Total Cost: \$500,000

Project Funding: This program will be funded by existing customers through water revenues.

Basis of Priority: This program is ranked as Priority Level Two because it participates to the long-term sustainability of operations.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2022/23-FY2026/27)

PRIORITY LEVEL THREE – DISCRETIONARY PROJECTS

Projects not meeting the criteria for Priority Level One or Two are ranked as Priority Level Three. These projects are needed, albeit may not yet have defined scopes, schedules, or funding sources. Many factors exist that may promote Level Three projects to Level One or Two such as the release of new regulations and legislation or the availability of funding.

Priority Level Three – Projects that are required but can be deferred to a later date. Level Three Projects can be completed as needed, if Level One or Level Two Projects are postponed. District has significant level of control over the timing of implementation.

Table 6 below provides a list of the Priority Level Three projects. Funding for these projects is not currently included as part of this CIP.

Table 6. Priority Level Three – Discretionary Projects

1. SCADA Upgrades	\$560,000
2. Supply Reliability Program	\$2,240,000
3. Office Systems Upgrades	\$952,000
4. New Large Service Connections – paid for entirely by the project owner who applies for water service from the District	Example: Big Wave NPA funded and constructed a new 12-inch-diameter water main to serve the future Wellness Center domestic and fire demands.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Professional Services Agreement with RVE
Accounting.**

The Board was notified of District Accountant Peter Medina's departure from Maze Associates in late March 2022. Peter is now working as principal of RVE Accounting. The District desires continuity and asked to continue the professional relationship as Peter has in-depth historical knowledge of District operations in fiscal matters.

Services and cost will remain as established over 8+ years prior. No agreement with Maze exists, however, the District asked RVE Accounting to provide assurances via agreement. Please also see attached agreement for detailed listing of services.

MWSD's legal counsel reviewed the RVE Accounting agreement to form.

RECOMMENDATION:

Approve the RVE Accounting Agreement, and authorize the manager to sign and execute the contract.

Attachment

PROFESSIONAL SERVICES AGREEMENT
(Peter Rey Medina dba RVE Tax, Accounting & Advisory Services)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter "Agreement") is made and entered into by and between the MONTARA WATER & SANITARY DISTRICT, a public agency organized under the laws of the State of California (hereinafter "DISTRICT") and PETER REY MEDINA DBA RVE TAX, ACCOUNTING & ADVISORY SERVICES (hereinafter "CONSULTANT").

WHEREAS, the District requires professional accounting services; and

WHEREAS, Consultant represents that it is qualified and experienced to furnish such services to public clients in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. CONSULTANT shall perform the services described in Exhibit "A" attached hereto and incorporated herein by reference. The services shall be performed by, or under the direct supervision of CONSULTANT'S Authorized Representative: Peter Rey Medina. CONSULTANT shall not replace its Authorized Representative, nor shall CONSULTANT use any subcontractors or subconsultants, without the prior written consent of the DISTRICT.

2. TIME OF PERFORMANCE. Time is of the essence in the performance of services under this Agreement and the timing requirements set forth herein shall be strictly adhered to unless otherwise modified in writing in accordance with this Agreement. CONSULTANT shall commence performance, and shall complete all required services as set forth in Exhibit "A." Any services for which times for performance are not specified in this Agreement shall be commenced and completed by CONSULTANT in a reasonably prompt and timely manner based upon the circumstances and direction communicated to the CONSULTANT. CONSULTANT shall submit all requests for extensions of time to the DISTRICT in writing no later than ten (10) days after the start of the condition which purportedly caused the delay, and not later than the date on which performance is due. DISTRICT shall grant or deny such requests at its sole discretion.

3. STANDARD OF PERFORMANCE. While performing the Services, CONSULTANT will exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT'S profession practicing in the urban Northern California Area, and will use reasonable diligence and best judgment while exercising its professional skill and expertise. Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement.

4. SOLE PROPRIETOR INDEPENDENT CONTRACTOR STATUS.

CONSULTANT is a sole proprietor independent contractor and is solely responsible for all acts of CONSULTANT's owner, agents, or subconsultants, including any negligent acts or omissions. CONSULTANT is not DISTRICT's employee and CONSULTANT shall have no authority, express or implied, to act on behalf of the DISTRICT as an agent, or to bind the DISTRICT to any obligation whatsoever, unless the DISTRICT provides prior written authorization to CONSULTANT. Contractors and CONSULTANT are free to work for other entities while under contract with the DISTRICT. Contractors and CONSULTANT are not entitled to DISTRICT benefits.

5. CONFLICTS OF INTEREST. CONSULTANT (including its owner, agents, and subconsultants) shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Agreement. In the event that CONSULTANT maintains or acquires such a conflicting interest, any contract (including this Agreement) involving CONSULTANT's conflicting interest may be terminated by the DISTRICT.

6. COMPENSATION.

6.1. For services performed by CONSULTANT in accordance with this Agreement, DISTRICT shall pay CONSULTANT on a time and expense basis, at the billing rates set forth in Exhibit "B," attached hereto and incorporated herein by reference. CONSULTANT'S billing rates shall cover all costs and expenses of every kind and nature for CONSULTANT's performance of this Agreement.

6.2. CONSULTANT shall submit monthly invoices to the DISTRICT describing the services performed, including times, dates, and names of persons performing the service.

6.3. Within thirty (30) days after the DISTRICT's receipt of invoice, DISTRICT shall make payment to the CONSULTANT based upon the services described on the invoice and approved by the DISTRICT.

7. TERMINATION. Either party (DISTRICT or CONSULTANT) may terminate this Agreement by giving ten (10) days written notice to other party. Upon termination, CONSULTANT shall give the DISTRICT all original documents, including preliminary drafts and supporting documents, prepared by CONSULTANT for this Agreement. The DISTRICT shall pay CONSULTANT for all services satisfactorily performed in accordance with this Agreement, up to the date notice is given.

8. OWNERSHIP OF WORK. All original documents or electronic content prepared by CONSULTANT for this Agreement, whether complete or in progress, are the property of the DISTRICT, and shall be given to the DISTRICT at the completion of CONSULTANT's services, or upon demand from the DISTRICT. No such documents shall be revealed or made available by CONSULTANT to any third party without the prior written consent of the DISTRICT.

9. INDEMNIFICATION.

9.1. CONSULTANT shall indemnify, defend, and hold harmless the DISTRICT (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of CONSULTANT in the performance of services under this Agreement or failure to comply with any obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the DISTRICT.

9.2 DISTRICT shall indemnify, defend, and hold harmless the CONSULTANT (including owners, agents, and subcontractors) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of DISTRICT in the performance of services under this Agreement or failure to comply with any obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the CONSULTANT.

10. INSURANCE.

10.1. General. CONSULTANT shall, throughout the duration of this Agreement, maintain insurance to cover CONSULTANT, its agents and representatives in connection with the performance of services under this Agreement at the minimum levels set forth herein.

10.2. Commercial General Liability (with coverage at least as broad as ISO form CG 00 01 01 96) "per occurrence" coverage shall be maintained in an amount not less than \$2,000,000 general aggregate and \$1,000,000 per occurrence for general liability, bodily injury, personal injury, and property damage.

10.3. Automobile Liability (with coverage at least as broad as ISO form CA 00 01 07 97, for "any auto") "claims made" coverage shall be maintained in an amount not less than \$500,000 per accident for bodily injury and \$100,000 per accident for property damage.

10.4. Workers' Compensation coverage shall be maintained as required by the State of California. (Not required if consultant provides written verification it has no employees.)

10.5. Professional Liability (Errors and Omissions) "claims made" coverage shall be maintained to cover damages appropriate to CONSULTANT'S profession, that may be the result of errors, omissions, or negligent acts of CONSULTANT in an amount not less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

10.6. Endorsements. CONSULTANT shall obtain endorsements to the commercial general liability with the following provisions:

10.6.1 The DISTRICT (including its elected officials, officers, employees, agents, and volunteers) shall be named as an additional “insured.”

10.6.2 For any claims related to this Agreement, CONSULTANT’S coverage shall be primary insurance with respect to the DISTRICT. Any insurance maintained by the DISTRICT shall be in excess of the CONSULTANT’S insurance and shall not contribute with it.

10.7. Notice of Cancellation. CONSULTANT shall obtain endorsements to all insurance policies by which each insurer is required to provide thirty (30) days prior written notice to the DISTRICT should the policy be canceled before the expiration date. For the purpose of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

10.8. Authorized Insurers. All insurance companies providing coverage to CONSULTANT shall be insurance organizations authorized by the Insurance Commissioner of the State of California to transact the business of insurance in the State of California.

10.9. Insurance Certificate. CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a certificate of insurance, in a form satisfactory to the DISTRICT, no later than ten (10) days after the execution of this Agreement.

10.10 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

11. ASSIGNMENT AND DELEGATION. This Agreement and any portion thereof shall not be assigned or transferred, nor shall any of the CONSULTANT’S duties be delegated, without the written consent of the DISTRICT. Any attempt to assign or delegate this Agreement without the written consent of the DISTRICT shall be void and of no force and effect. A consent by the DISTRICT to one assignment shall not be deemed to be a consent to any subsequent assignment.

12. NOTICES. All notices, demands, or other communications which this Agreement contemplates or authorizes shall be in writing and shall be personally delivered or mailed to the respective party as follows:

To DISTRICT:

Clemens Heldmaier
General Manager
Montara Water & Sanitary District
P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131

To CONSULTANT:

Peter R. Medina
4656 Brenda Circle
Concord, CA 94521

Communications shall be deemed to have been given and received on the first to occur of: (1) actual receipt at the address designated above, or (2) three working days following the deposit in the United States Mail of registered or certified mail, sent to the address designated above.

13. MODIFICATIONS. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.

14. WAIVERS. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

15. SEVERABILITY. In the event any term of this Agreement is held invalid by a court of competent jurisdiction, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect.

16. JURISDICTION AND VENUE. The interpretation, validity, and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of San Mateo.

17. ENTIRE AGREEMENT. This Agreement comprises the entire integrated understanding between the parties concerning the services to be performed for this project. This Agreement supersedes all prior negotiations, representations, or agreements.

18. COMPLIANCE WITH THE LAW. CONSULTANT shall comply with all local, state, and federal laws, whether or not said laws are expressly stated in this Agreement.

19. SIGNATURES. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the DISTRICT. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties do hereby agree to the full performance of the terms set forth herein.

[signatures next page]

DISTRICT

By: Scott Boyd

Title: President, Board of Directors

Date: _____

Attest:

By: Ric Lohman

Title: Secretary, Montara Water & Sanitary District

CONSULTANT

By: Peter R. Medina

Title: Principal-Owner

Date: _____

EXHIBIT "A"

SCOPE OF SERVICES

Provide the District with financial and accounting consulting services. The Consultant will provide the following services, at the direction of the General Manager, including, without limitation:

Weekly:

1. Minimal, and historically related to questions related to specific transactions.

Bi-Monthly:

1. Review of payroll for identification of possible errors in the calculation of PARS employee & employer contribution amounts. The calculation is not the same as the District Sponsored 457 plan as it does not take into account "total" amount paid, but specific PARS'able pay items.

Monthly:

1. Monthly closing process:
 - a. Bank and investment reconciliations:
 - i. Wells Fargo, LAIF, CAMP, JP Morgan – GO Bond fund
 - b. Review Quick Books general ledger in detail:
 - i. Review GL in detail for misclassifications.
 - ii. Adjust specific transactions to tie in with budget specifications
 - iii. Perform monthly allocations, as needed (ex. Vehicle expenses from Water to Sewer).
 - iv. Prepare and review month end budget vs. actual statements
 - v. Prepare yearly activity analysis
 - vi. Prepare executive summary
 - vii. Prepare management level financial statements for Board review & Analysis.
 - viii. Reconcile deposits to the GL
 - ix. Reconcile Water accounts receivable to the GL
 - x. Reconcile monthly debt payments (PNC/Huntington) to GL
 - c. Prepare month end reconciliation of PARS payroll data and transmit to PARS directly along with a copy to Tracy.
 - i. Prepare monthly PARS statement reconciliation and provide details to the Board for use in the consent agenda.
2. Possible participation in Board meetings and deliver presentations.
3. Update Open.Gov platform

Bi-Annual:

1. Prepare Mid-Year budget vs. actual and present to the Board
2. Reconcile bi-annual debt service payments to the GL:
 - a. GO Bond
 - b. SRF
 - c. I-Bank

Annual:

1. Budget process
2. Annual Fiscal year-end close and audit process
3. Recology of the Coastsides – Annual Rate Review and Recalculation
4. Fiscal year end budget vs. actual presentation
5. GANN/Appropriations Limit
6. AB1760 report
7. SCO Financial Transactions Report
8. SCO Compensation Report
9. I-Bank debt compliance
10. CSRMA Insurance worksheet
11. Prepare 1099's.

EXHIBIT "B"

COMPENSATION


CONSULTANT will perform consulting services at a rate of Two Hundred Thirty-Five Dollars (\$235.00) per hour.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Adoption of Appropriations Limit for FY 2022-
2023**

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income and changes in County population.

The appropriation limit for the prior fiscal year was \$2,600,380. Factoring in San Mateo County's County overall area's change in population (0.92%), and the change in the California per capita personal income (7.55%) provides the appropriation limit for the new fiscal year. This information is found in the State Department of Finance report received in May 2022. Based on these adjustments the appropriation limit for Fiscal Year 2022-2023 is \$2,770,979. This is the maximum amount of tax proceeds the District is able to spend in fiscal year 2022-2023. As the attached worksheet shows, the District is \$1,490,546 below its Gann Limit.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

RECOMMENDATION:

Adopt Resolution No. _____, Resolution of the Montara Water and Sanitary District Determining the 2022-2023 Appropriation Limit.

Attachment

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT DETERMINING THE 2022-2023
APPROPRIATION LIMIT**

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. The District, on the basis of appropriations limit calculations, which have been on file and available for public review in the office of the Secretary of the District, has calculated the maximum limit applicable to the appropriations of tax proceeds for the Fiscal Year 2022-2023 to be the sum of Two Million Seven Hundred Seventy Thousand Nine Hundred And Seventy Nine Dollars (\$2,770,979).
2. The basis for said calculations are available and on file in the office of the Secretary of said District.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof on the 2nd day of June 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MONTARA WATER AND SANITARY DISTRICT

Appropriation Limit
FY 2022/2023

USER FEES	SUB-TOTAL	TOTAL
SEWER		
Sewer Service Charges	\$ 3,712,479	
Sewer Connection Fees	\$ 150,000	
Application and Inspection Fees	\$ 22,000	
WATER		
Water Sales and Charges	\$ 1,900,000	
Water Connection Fees	\$ 150,000	
Water Application Fees	\$ 18,600	
Water Reliability Charge	\$ 1,000,000	
TOTAL		\$ 6,953,079
LESS:		
Total Operating Expenses - Sewer	\$ 3,147,042	
Total Operating Expenses - Water	\$ 2,037,474	
Debt Instruments:		
Water Loan Costs	\$ 325,390	
Sewer Loan Costs	\$ 135,988	
TOTAL		\$ 5,645,894
USER FEES IN EXCESS OF COSTS		\$ 1,307,185
ADD:		
User Fees in Excess of Costs	\$ 1,307,185	
Taxes	\$ 555,500	
Franchise Fee	\$ 27,000	
Interest Income	\$ 20,000	
Operating Income or Loss (From Audit)	\$ (629,252)	
TOTAL		\$ 1,280,433
TOTAL APPROPRIATIONS SUBJECT TO LIMIT FOR FY 2022/23		\$ 1,280,433

RECONCILIATION/ CALCULATION	
FY 21/22	
Appropriations Limit	
\$	2,600,380
May 2022 State Department of Finance Report:	
Per Capital Personal Income Increase: 7.55%	
San Mateo County Population Change = -0.92%	
Unincorporated Population Change = -1.01%	
<u>Calculation</u>	
1.0755 x (0.9908) = (1.0656054)	
1.0656054 X \$2,600,380 = 2,770,979	
\$	2,770,979
Appropriations Limit for FY 22/23	
\$	2,770,979
\$	(1,280,433)
\$	1,490,546
BELOW APPROPRIATIONS LIMIT	

MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



SUBJECT: Conclusion of Elected Community Service Academy

To continue its long-standing commitment to community engagement and education, Montara Water and Sanitary District (MWSD) initiated a three session Elected Community Service Academy in Fiscal Year 2021-2022. Academy sessions were held in July 2021 and January 2022. The final session will be held Wednesday June 8th.

The academy sessions engaged community members, with a committed focus towards any underrepresented population, within the MWSD boundary in a series of outreach meetings and communications. The academy worked to improve understanding of the roles and responsibilities of Directors elected to the MWSD Board of Directors, as well as the candidacy, campaign, and election process to secure election to any open seat. The academy has worked to promote broad understanding and interest by all voters in elected leadership positions with MWSD, and other local elected bodies.

The academy has been timed to engage and educate the public prior to 2022 Board elections and candidacy filing deadlines. The academy also serves to prepare qualified candidate prospects should vacancies occur and require appointments to the Board.

The final Academy Session is scheduled for June 8, 2022 6:30-8:00PM and will focus on summarizing our prior academy sessions and elected community leader thoughts on:

- Roles and Responsibilities of Elected Leaders
- Candidate Filing and Campaign Requirements, and Election Calendar

Registration can be completed online at: MWSD.MONTARA.ORG

RECOMMENDATION:

This item is informational only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations Report May 2022

811 Dig Alerts

- 5/3/2022- 740 Franklin, hand dig to test and treat utility pole.
 - Farallone and 10th street intersection to replace water valve cluster
- 5/10/2022- 9851 Cabrillo Hwy, excavate to repair force main sewer leak
 - 740 Franklin, driving steel to reinforce wood utility pole
- 5/12/22- 1385 Birch, cable drop line replacement
- 5/13/22 – 30 Bernal Ave, Electric joint trench
- 5/16/22 – 895 Cedar street repair leaking water main
- 5/17/22 – 839 Sierra street, excavate to install utilities
 - 887 Etheldore street, Remove concrete inside the yard with a backhoe and jackhammer
 - 234 Nevada Ave, pouring concrete or removing concrete
- 5/18/22 - 583 5th street, repair broken water main
- 5/20/22 – 9555 Cabrillo Hwy, Remove tree stump, extend driveway
 - 1237 Grant road, underground electric
- 5/23/22 – 1387 Ivy street, anchor replacement grounding rods
- 5/26/22 - intersection of Valverde and Las Flores, stump removal and install temporary fence posts
 - 880 Park Ave, installing a fence
 - 125 Los Banos, abandon water service line
 - Vallemar street lot 4, dig to install plants and irrigation

Work Orders

- 5/5/2022- 551 Kelmore street, Customer received leak notice and requested profile, blue dial spinning slowly. Gave customer toilet dye tablets and sent over profile data
 - 741 Franklin, MOVO took physical meter read
- 5/10/2022- 540 Stetson, MOVO took physical meter read
 - 451 5th, customer needs help locating meter. Located meter with customer and put blue flag marker to indicate location.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 5/11/22 – 941 Cedar St, Move in Move Out, took physical read, left water on
- 5/12/22 -858 Buena Vista St, Water flowing down Alta Vista St, customer was concerned of a leak. Investigation concluded that water came from 800 Montana Street irrigation system.
 - 300 6th street, customer is experiencing significant drop in pressure. Checked psi at house valve (55), at meter(145), and closest hydrant(145). Determined customers psi drop was due to 10th/Farallon 4 valve cluster replacement the day prior
 - 1299 Grant st, Customer received leak notice and asked for profile, profile shows multiple leaks that lasted multiple days. Emailed profile to customer and advised checking all toilets/ water using fixtures
- 5/13/22 – 461 Lancaster, Move in Move out, took physical read
 - 1011 Park way, Customer received courtesy leak notice and requested profile. Profile shows large leak that was repaired, but another smaller leak still ongoing. Emailed customer the profiler data
- 5/16/22 – 1010 Acacia St, Customer experiencing issues with water pressure, discovered meter shut off valve in meter box was ¼ open and choking flow. Opened fully and asked customer to call back if problem persists
 - 701 Buena Vista, Move in Move out, left water on and toilet tabs per homeowner's request and took physical read
 - 2011 Carlos St, Customer states meter box has water, checked meter and determined meter needs to be replaced due to roots growing into meter and bursting gasket. Replaced meter with new meter and transmitter
 - 11 Juliana, Tenants moving out, turned off water, took physical read and left door tag
- 5/17/22 – 444 8th street needed to locate water meter shut off for plumber to repair ball valve
 - 701 Buena Vista – customer needed water shut off to repair leaking faucet
- 5/18/22 – Coastside Recreation Park, San Mateo County Parks requests water be shut off by 930am, water was shut off at 929am



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 501 Farallone Ave, Customer reported water flowing from sixth street and Farallone flowing onto her property. Pressure station was overflowing, repaired station and stopped flow
- 411 5th St, Customer said she has no water, Water had been shut off earlier for emergency repair and had been left on by mistake. Turned water on and apologized to customer
- 315 5th st, customer said brown water is coming out of all faucets. Water had turned brown due to leak up steam on 5th and Audubon, flushed customers service line from meter until clear, 1.20 cl2 residual
- 779 Kelmore, A note was left on a water payment that there is a water leak on the street in front of 779 Kelmore. Operator went to location and could not get a cl2 total due to low flow. Added location to leak monitor list
- 5/19/22 – 945 Etheldore st, Homeowner sold home, took physical read, turned water off and left door tag
- 5/24/22 – 315 5th St, Customer is experiencing low water pressure, customer thinks something is wrong with the main line. Operator went to location and checked psi at meter (55psi), at front of house spigot (65psi) and back of house spigot (65 psi). Customer does not know if they have pressure reducing valve, could be behind house valve inside of wall. Pressure is consistent with the surrounding houses and suggested they call a plumber to investigate.
 - 1448 Sunshine Valley, operator drove by and noticed running water coming out of the street, traced it back to customers meterbox/ service line. Flow going through the meter, spoke with homeowner and determined active leak in service line. Shut off water and customer called leak detector service to diagnose issue and repair

After Hours Call Outs

- 5/9/2022 – 5:30pm Low chlorine at Alta Vista Treatment Plant
- 5/12/22- 4:30pm Customer calls for low water pressure issue
- 5/14/22- 11:00pm Customer calls to report a leak happening at the corner of Drake and Cedar St, Operator went to location and throttled flow to prevent major break and scheduled repair for Monday when crew was able to mobilize



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 5/18/22 – 6am Customer calls about water flowing from street on 5th and Audubon. Operator went to location and determined service saddle break in the main and started shutting off customer/ mobilizing for repair
 - 113 Seacliff court reported water flowing from driveway. Operator determined leak in occurring on 2” main and scheduled repair for next morning
 - No water at 411 5th St, had been left off by mistake from earlier repair in the morning, operator turned on water
 - Brown water in 315 5th St house faucets from repair done on earlier in day, flushed from meter until clear, 1.20 cl2 residual
- 5/23/22- 5:26pm AB communications called about concerned neighbor at 113 Seacliff for 8200 Cabrillo Hwy leak. The leak was determined to be water main and landscaper had closed valve to shut off water.
- 5/24/22- Paul at pillar ridge called on call number to notify operator that power was out and he opened valve 36.

Repairs and Leaks

- 5/8/2022 – replace flow meters at Airport Well 3 with Rosemount meters. create new flanged spools and weld together.
- 5/10/22- 10th st valve cluster replacement. Valves V-44,45,46, and 47 replaced with new valve. Inoperable PRV and valve removed.
- 5/14/22 – leak at corner of Drake and Cedar street, hole in bottom of 2” steel pipe repaired with full circle clamp.
5/18/22 – Leak on 5th street near intersection of Audubon and 5th, Service saddle had broken and was repaired by MWSD
 - Leak on 2” main in front of 113 Seacliff court, hole in steel pipe repaired with full circle clamp by MWSD
- 5/23/22 – Leak at 8200 Cabrillo Hwy, hole in older repair on service line. Replaced with new stainless steel braided cable

Miscellaneous Maintenance

- 5/25/22 Replace broken pressure gauges at Pressure reducing stations and airport north
 - Exercised pressure relief valves at all PRV stations
 - Prv stations include Farallone and 6th, 6th and Farallone, 3rd street, Alamo St, Marine station, School house, Sunshine Valley station



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

GM Leave: The General Manager will be on vacation from June 6-27.

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

Newsletter: The June-July MWSD Newsletter is published online and attached to this report.

RECOMMENDATION:

This is for Board information only.

Attachment



Montara Water & Sanitary District

Staying Ahead of our Local Community Needs

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

June - July 2022

News for You: Drought & Planning for Our Future; Annual Water Quality Report Available; Community Service Academy No. 3

Drought and Planning for Our Future: Keeping our Local Water and Watersheds Protected

As the Statewide drought continues, MWSD is keeping a close eye on our precious local water supplies. Thankfully, your water conservation efforts continue to assist every day. As we watch how our current drought unfolds, please know we never stop planning for the current and future water needs of our community.

Whether rain, fog, or brilliant sunshine, we provide drinking water to over 1600 customers here in our Coastside community from Montara and Moss Beach, south to Pillar Point. Our water is entirely local – it comes from our hillside watersheds both as surface water directly from Montara Creek as well as groundwater from 12 wells here in our community.

The water you need comes directly from sources developed, owned and operated here by MWSD. This secure independent water supply is maintained by the money you pay on your bill.

We are also lucky to fully control our water resources both drinking water and sewage, as we can locally manage every step of the water cycle. This is a unique

Join (or View) Our Elected Community Service Academy No. 3 Wednesday, June 8, 2022 6:30-8:00PM Via Zoom Teleconference

Serving your community helps ensure decisions are made locally. Join MWSD for the final session of our academy. We'll revisit our prior sessions and roles, responsibilities and what it takes to run for and win an elected role in this community.

Register (or View Recording) Online at
MWSD.MONTARA.ORG

2021 Consumer Confidence Report - Report On Water Quality 2021

Your 2021 Consumer Confidence Report (CCR) is now available online at
mwsd.montara.org/2021-water-quality

This report contains important information about your drinking water. If you would like a paper copy of the 2021 CCR mailed to you or would like to speak with someone about the report, please call (650) 728-3545 or contact Montara Water and Sanitary District at 8888 Cabrillo Hwy., Montara, CA 94037.

benefit for our community. As we keep an eye on our current supply, we keep future options open; such as options for additional groundwater wells or recycled water. Currently, the watersheds of our community provide ALL our drinking water, and also serve as areas of natural beauty, environmental benefit, and habitat. We work hard to protect these priceless resources.

You can help protect our local resources too – take conservation action today!

- Irrigate outdoor areas in early morning or late evening.
- Don't allow water to run-off your property.
- Don't over water! Fix leaks within 5 days!
- Don't hose down cars, equipment or driveways. Wash your car at a car wash that recycles water.
- No washing of streets, parking lots and buildings*.
- Use automatic shut-off devices on hoses.
- No fill or refill of swimming pools, spas, artificial lakes, ponds or streams*.
- No outdoor water use of any kind during power outages.

**except as necessary for public health or fire protection*

Keep our watersheds protected and clean!

- Help keep litter off our mountain and out of our creeks.

As our community continues its recovery from COVID-19, MWSD is committed to providing safe public access via ZOOM teleconference for our regularly scheduled public meetings for the foreseeable future.

Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.
Call: (650) 728-3545 Email: mwsd@coastside.net Visit: mwsd.montara.org



Montara Water & Sanitary District

Un paso adelante de las necesidades de nuestra comunidad local

Montara Water and Sanitary District (MWSD) trabaja todos los días para brindar servicios de agua, recolección de residuos y alcantarillado a los residentes de Montara y Moss Beach. Mas de 6,000 residentes dependen de nuestros servicios para sus hogares y empresas.

Junio – Julio
de 2022

Novedades para usted: Sequía y planificación para nuestro futuro; Informe anual de calidad del agua disponible; Academia de Servicio Comunitario No. 3

Sequía y planificación para nuestro futuro: Mantenemos protegidas nuestras aguas y cuencas hidrográficas locales

Mientras continúa la sequía en todo el estado, MWSD vigila de cerca nuestros preciados suministros de agua locales. Afortunadamente, sus esfuerzos de conservación de agua continúan ayudando día tras día. Mientras observamos cómo evoluciona nuestra actual sequía, deseamos que usted sepa que nunca dejamos de planificar las necesidades de agua actuales y futuras de nuestra comunidad.

Sin importar si hay lluvia, niebla o un sol brillante, suministramos agua potable a más de 1600 clientes aquí en nuestra comunidad costera desde Montara y Moss Beach, y al sur hasta Pillar Point. Nuestra agua es totalmente local: procede de las cuencas hidrográficas de nuestras laderas, tanto en forma de agua superficial directamente de Montara Creek como de agua subterránea procedente de 12 pozos aquí en nuestra comunidad.

El agua que usted necesita proviene directamente de fuentes desarrolladas y operadas aquí por MWSD, y que son propiedad de MWSD. Este suministro de agua seguro e independiente se mantiene con el dinero que usted paga en su factura.

También tenemos la suerte de controlar totalmente nuestros recursos hídricos, tanto el agua potable como el alcantarillado, ya que podemos administrar localmente cada etapa del ciclo del agua. Este es un beneficio único para nuestra comunidad. A medida que vigilamos

Únase (o vea) nuestra Academia de servicio comunitario electo No. 3 el Miércoles, 8 de junio de 2022 de 6:30 a 8:00 p.m. a través de teleconferencia por Zoom

Servir a su comunidad ayuda a garantizar que las decisiones se tomen a nivel local. Únase a MWSD durante la sesión final de nuestra academia. Revisaremos nuestras sesiones y roles anteriores, las responsabilidades y lo que se necesita para postularse y ganar un cargo por elección en esta comunidad.

**Regístrese (o vea la grabación) por Internet en
MWSD.MONTARA.ORG**

Informe de la confianza del consumidor de 2021 - Informe sobre la calidad del agua de 2021

Su Informe de confianza del consumidor (CCR) de 2021 ya está disponible por Internet en mwsd.montara.org/2021-water-quality

Este informe contiene información importante sobre el agua potable que usted consume. Si desea recibir por correo una copia impresa del CCR de 2021 o desea hablar con alguien sobre el informe, llame al (650) 728-3545 o póngase en contacto con el Montara Water and Sanitary District en 8888 Cabrillo Hwy, Montara, CA 94037.

nuestro suministro actual, mantenemos abiertas las opciones futuras; tal como opciones para pozos de agua subterránea adicionales o agua reciclada. En la actualidad, las cuencas hidrográficas de nuestra comunidad proporcionan TODA nuestra agua potable, y también constituyen áreas de belleza natural, beneficio ambiental y hábitat. Trabajamos arduamente para proteger estos recursos de valor incalculable.

Usted también puede ayudar a proteger nuestros recursos locales: ¡tome medidas de conservación hoy mismo!

- Riegue las áreas al aire libre temprano en la mañana o tarde en la noche.
- No permita que el agua escurra de su propiedad.
- ¡No riegue en exceso! ¡Repare las fugas en un plazo de 5 días!
- No lave con manguera los automóviles, el equipo ni las entradas de vehículos. Lave su automóvil en un lavado de autos que recicle el agua.
- No lave las calles, estacionamientos ni edificios*.
- Utilice dispositivos de cierre automático en las mangueras.
- No llene ni rellene piscinas, jacuzzis, lagos artificiales, estanques ni arroyos*.
- No use agua exterior de ningún tipo durante los cortes de energía.

**excepto cuando sea necesario por motivos de salud pública o de protección contra incendios*

¡Mantengamos nuestras cuencas hidrográficas protegidas y limpias!

- Ayude a mantener la basura lejos de nuestra montaña y de nuestros arroyos.

Dado que nuestra comunidad continúa recuperándose de la pandemia de COVID-19, MWSD tiene el compromiso de brindar un acceso seguro al público a través de teleconferencias por ZOOM a nuestras reuniones periódicas programadas en el futuro próximo.

Las reuniones de la junta tienen lugar el 1er y el 3er jueves de cada mes a las 7:30 p.m. en 8888 Cabrillo Highway, Montara.
Llame al: (650) 728-3545 Email: mwsd@coastside.net Visite: mwsd.montara.org