



**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

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

# AGENDA

**District Board of Directors**

**September 1, 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/86021300819?pwd=NkNvVFcvaUFGKdGFHNzF4ZnV0NFZ0Zz09>

MEETING ID: 860 2130 0819

Password: 984703

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](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

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

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING (none)**

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meetings August 4, and August 18, 2022.](#)
2. [Approve Financial Statements for July 2022.](#)
3. [Approve Warrants for September 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 June 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 Authorization to Submit a Grant Application to the Department of Water Resources for the Pillar Ridge Supply Reliability Improvement Project and to File Notice of Exemption in Connection Therewith.](#)
3. [Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Board Meeting.](#)

**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**

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

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code §54956.8)

Property: 770 Harte St., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Rose and Guy Wallace

Under Negotiation: Price and Terms of Payment

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

### **ADJOURNMENT**

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



## **MONTARA WATER & SANITARY DISTRICT**

### **REGULAR BOARD OF DIRECTORS MEETING August 4, 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 Water Engineer, Tanya Yurovski

#### **PRESIDENT'S STATEMENT –**

Director Boyd stated that the August/September newsletter has gone out with some great information. This community has been very good with wise water use,

and is well situated, but they are still in a rough situation. Please keep up the good work and they will get through this.

## **ORAL COMMENTS**

Director Slater-Carter commented that she read an article that Northern California is conserving more water than Southern California, which is surprising given that Northern California has the water, and Southern California is taking the water. The Governor is also talking about starting the Delta Tunnel project again. Pay attention because it is going to take money and resources from our end of the state to give it to the southern end.

Director Harvey added that it was the myriads of lawsuits that stopped the project last time.

## **PUBLIC HEARING - none**

## **CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting July 7, and July 21, 2022.**
- 2. Approve Financial Statements for June 2022**
- 3. Approve Warrants for August 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 May 2022**

Director Slater-Carter commented that if you look at the SAM Flow Report, Granada Community Services District's flow was 18.16% of 100%, Montara Water and Sanitary District's (MWSD) was 18.18%, and Half Moon Bay at 63.66%. Half Moon Bay is suing them because they don't think they should pay for what they signed in the contract, and they are allotted 50% of the major flow in the contract. They are within their limits right now. But maybe they are spending money where they don't need to on putting so much flow into the plant, because so much of the plant is paid for on a flow percentage.

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

## **OLD BUSINESS - none**

## **NEW BUSINESS**

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

General Manager Clemens Heldmaier stated this resolution allows them to hold meetings this month remotely. They are still in a pandemic, and COVID levels are high. 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.

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

General Manager Clemens Heldmaier stated the District was awarded a Wellness grant of \$272.00 dollars from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). Now in its fourth year, the District's Wellness program is for its full-time employees, contributing \$25.00 dollars per month towards a health or fitness expenditure for the employee upon proper documentation. The Board has authorized this program in the past from September to September each year. If all full-time employees participate, the annual cost would be \$2,120.00 dollars. This year, the MWSD employees used to date approximately \$600.00 dollars. Staff recommends the Board of the Directors authorize up to \$2,120.00 dollars of District funds for contributions to MWSD full time employee's participation in wellness activities of \$25.00 dollars per month per employee after proof of payment by the employee.

Director Boyd thanked staff for providing this program. Every little thing helps.

Director Slater-Carter made a motion authorizing up to \$2,120.00 dollars of District funds for contributions to MWSD full time employee's participation in wellness activities of \$25.00 dollars per month per employee after proof of payment by the employee. Director Dekker seconded the motion. A roll-call vote was taken and the motion passed unanimously 5-0.

### **3. Review and Possible Action Concerning 2022 Water System Master Plan Update.**

General Manager Clemens Heldmaier stated that every five years, MWSD prepares a Water System Master Plan. This is very similar to an Urban Water Master Plan required of larger agencies, but not small agencies like MWSD. It is now due for an update and they would like proceed with the update to their master plan. It would include a supply and demand analysis, current and future needs, alternatives, updates to the distribution system, storage capacity, etc. This information is used to develop their 20-year capital improvement project plan. Staff recommendation is to authorize the General Manager and District Water Engineer to initiate the work on the 2022-2023 Water System Master Plan Update. It will be brought back to the Board and public when the first draft has been prepared.

Director Dekker said that every month SRT's billing statement includes a portion for capital improvement. Is this part of that program, or will the Master Plan be an additional charge?

District Water Engineer Tanya Yurovski replied that the monthly bill is mostly for the Pillar Ridge improvements and some it includes hydrologic modeling (which is the pre-work for the Master Plan). The master plan will be an additional charge. The project will take approximately six months for approximately \$30,000 dollars.

Director Slater-Carter commented that it is important to update their needs, alternatives, etc. routinely, so that there are no surprises. It is also good for transparency and long-term planning, and she supports it.

Director Boyd asked if this money is budgeted in this year's budget.

General Manager Clemens Heldmaier replied that they have money in the budget.

Director Boyd added that he is pleased that they have a master plan so well informed and have been executing according to it, with a number of years demonstrating the work that went into the planning bears out in practice. It provides a strong basis for helping the community understand what the state is, and what is going to be required to maintain and improve it.

General Manager Clemens Heldmaier added that in addition to this Master Plan, they also monitor the health of the aquifers. This information is incorporated into the Master Plan and the hydrologists also report on the health of the aquifers periodically.

Director Lohman made a motion to authorize the General Manager and District Water Engineer to initiate the work on the 2022-2023 Water System Master Plan Update. Director Slater-Carter seconded the motion. A roll-call vote was taken and the motion passed unanimously 5-0.

#### **4. Review and Possible Action Concerning Local Agency Formation Commission Special District Member.**



Director Lohman stated that Josh Cosgrove decided to terminate his service with LAFCo, and the alternate Katie Martin was officially appointed as representative, leaving the alternate position open. He feels they should nominate Virginia Chang-Kiraly as she would be a good fit for the position. This is a nomination, not a vote. That will come later.

Director Boyd commented that he was impressed when she joined them for the Academy session.

Director Lohman made a motion to authorize the Board president and secretary to sign the attached letter nominating Virginia Chang Kiraly as candidate for Alternate Special District Representative to the San Mateo County LAFCo. Director Dekker seconded the motion. The motion passed unanimously 5-0.

## **REPORTS**

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

Director Slater-Carter stated that on July 11<sup>th</sup>, the Board voted to decline the ISO-14001 program that Kishen wanted to implement that helps agencies with their environmental training. On July 25<sup>th</sup>, the Board reviewed the Annual Comprehension Fiscal Report (ACFR) and they will continue that. It is a project they started last year, and is a higher level of financial disclosure for an agency. Also, the Board adopted the COVID supplemental sick leave program for non-represented employees. She talked to Kishen about ISO-14001 and they need to keep in mind that several employees will be retiring soon. The SAM plant also has some equipment that is atypical. She would like the support of the Board to ask Kishen to work with the general managers to develop a training and information plan, documenting current employees' institutional knowledge. She would like to see those discussions as agenda items at SAM so they can all work towards a smooth transition when employees do retire.

Director Boyd asked if some of the concern was around someone getting interested in ISO standard or is it the training topic in general.

Director Slater-Carter replied that it was the specific ISO standard and costs. It was also under the amount the general manager needed for Board authorization. Everyone was focused on the money, instead of the real need, in her opinion—the continuity, training, culture, and knowledge at SAM to make it through for the next ten years.

Director Dekker commented he was present at the meeting and voted against the ISO schedule. He is not against putting on paper what the ISO demands, but against the idea of paying \$30,000 to do that, plus another \$4,000 per year to keep the certification in place. They can develop their own standards without paying the money.

Director Boyd commented that he has experience with adopting, training, utilizing and staying up to date with standards. The cost to create internal documentation-- someone bears that cost. His experience has been that if the vendor is wisely chosen you can get the job done for less than it would cost if done inexpertly in-house—you get a much better product, and it is done sooner. They have taken on this subject before at SAM about making sure they are ready when someone retires. The succession planning, whatever form it takes is good, and he hopes the Board will find a way to help Kishen get SAM prepared for this.

Director Slater-Carter added that the ISO argument is dead. However, it is important they discuss the pros and cons of how they are going to move forward with this. She will request it be put on the agenda, stating that MWSD's Board discussed this and are in agreement of the importance of this and go on from there.

- 2. Mid-Coast Community Council Meeting (Slater-Carter) - none**
- 3. California Special Districts Associations Report (Lohman) - none**
- 4. Local Agency Formation Commission (LAFCo) Report (Lohman)- none**
- 5. Attorney's Report (Fitzgerald) – none**
- 6. Directors' Report**

Director Boyd stated that he was excited to get some rain recently. Maybe someday they can have a discussion about what they have learned about fog collection.

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

## **FUTURE AGENDAS**

**BRIEF RECESS at 8:12 pm**

**CONVENE IN CLOSED SESSION 8:15 pm**

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

(Government Code § 54956.9(d)(1))

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

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

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

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code §54956.8)

Property: 770 Harte St., Montara, CA Agency

Negotiators: District General Manager; District General Counsel

Negotiating parties: Rose and Guy Wallace

Under Negotiation: Price and Terms of Payment

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**ADJOURNMENT at 10:30 pm**

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

Respectfully Submitted,

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

Approved on the 1st, September 2022

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



## **MONTARA WATER & SANITARY DISTRICT**

**REGULAR BOARD OF DIRECTORS MEETING  
August 18, 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, and Lohman

Directors Absent: Harvey

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

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

**PRESIDENT'S STATEMENT –**

Director Boyd congratulated and thanked Ric Lohman, Peter Dekker, and incoming new member Bill Softky who have stepped up for the three open positions on the Board that were going to be on the ballot this Fall. Because there were three open positions and three people that applied, there will be no election, and these three people will be appointed by acclamation. He encouraged others to consider public service and volunteerism at the District and any of the neighboring agencies.

**ORAL COMMENTS - none**

**PUBLIC HEARING – none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

**NEW BUSINESS**

**1. Review and Possible Action Concerning District Clerk / Administrative Services Manager.**

General Manager Clemens Heldmaier stated that this has been discussed at other meetings and it is being brought to the Board in its final form. There is a staff shortage on the administrative side and the workload has expanded over the years, due to changing regulatory requirements, increased operations staff, and particularly in permitting projects (after the moratorium ended). With a small administration staff, the District Clerk's position has been impacted greatly, and the job position has been revised to allow for the hiring of additional part time staff to be managed by the District Clerk/Administrative Services Manager. The District Clerk/Administrative Services Manager is an alternative position to the District Clerk, with a promotion retroactive to the hiring date. The fiscal impact will be approximately \$20,000 this fiscal year. Staff recommendation is to approve the position and salary range for District Clerk / Administrative Services Manager.

Director Slater-Carter thanked everyone for doing this. She remembers when Board members came in to pay bills, prepare payroll, and other administrative paperwork. They have come a long way. They now have a full-service staff, as promised when they took over the water system. Having local, dedicated people, and providing full service, benefits the community.

Director Boyd thanked everyone for providing the materials they have in front of them and said it has the elements of a well-conceived package. He commented that he is in support of doing this as a function of the agency, and Ms. Beardsley is a good fit. He has a lot of confidence in their team.

Director Lohman made a motion to approve the position and salary range for District Clerk / Administrative Services Manager. Director Dekker seconded the motion. A roll-call vote was taken and the motion passed unanimously 4-0.

## **2. Update on Application for Grant Funding for FEMA Hazard Mitigation.**

General Manager Clemens Heldmaier stated they had discussed two projects under the Local Hazard Mitigation Plan (LHMP) for the Sewer Authority Mid-Coastside (SAM) in the past. MWSD also has a project submitted through the LHMP. They are working with the San Mateo Resource Conservation District (RCD) to submit a Hazard Mitigation project to FEMA for Hazard Mitigation funding to help protect local infrastructure.

District Sewer Engineer Pippin Cavagnaro said this has been a hectic process as there are a lot of people involved in these grants. FEMA says they have money to help local agencies prepare for potential disasters or hazards. But the process of getting that money is not easy--you get some local agencies that team up usually and put together a proposal that goes through the California Office of Emergency Services (CA OES). CA OES reviews the project then it goes to FEMA. The attachment shows what Montara is dealing with. You have these subdivided streets that you've inherited through a community plan built a long time ago. So, there are a lot of utilities installed by previous generations in some of these paper streets and some of them are on the verge of falling into the ocean or on the verge of being washed away. There are a number of water and sewer utilities, homes and pipes between Moss Beach by Deans Creek which comes in by the church, up towards Montara Creek by 16<sup>th</sup>. Improvements to this area would have mutual benefits to the District and RCD and will protect Montara, its customers and the environment. Right now, it is very vulnerable, as there is very little space to protect the environment if there were a water or sewer main failure. They put together a review of the area, expenditures in the past years for extra projects in this area. The Montara treatment plant was also abandoned partially because of this situation. If Montara was in a different location maybe the JPA wouldn't be formed the way it was. Montara lost the treatment plant in its good condition and incurred a number of repairs over the years which wouldn't have occurred had it not been for this tricky area. The plan is to work on the water and sewer mains, particularly along Vallemar Street, potentially restructure the homes along there so they are pumping up to the street, and relocate the Niagara pumpstation off the cliff. They estimate the new project to be approximately 5 to 5.5 million dollars. It includes replacing large sections of the watermain through the same area making more room for the sewer, by completing the loop in that area and improving the Highway crossing which is a historically vulnerable crossing. They estimate if they don't do anything, it could expose the District to 9-10 million dollars in risks—emergency repairs, violations, etc. He pointed out that on the attachment *Risk Summary* on page 8 the cumulative rainfall graph seems to show a trend of the last two years especially to be more intense in volume but less in frequency, increasing the probability of sewer overflows and erosion risks. Also of interest is this area is also

included in the Tsunami Risk Map for coastline loss. There are slide and fault lines going through the area. One of their goals is to make the facilities more flexible and durable with this project. These are all factors that they believe will make this project more of a cost benefit analysis to FEMA—they are asking them for special consideration due to environmental factors that put these facilities at risk, and the repairs are not just a simple rehabilitation.

Gregg Dieguez commented that this is the kind of leadership he wished every District was doing. There are other agencies that didn't bother with the FEMA process. This is a shining example of what a little bit of initiative and attention to detail can do. It is certainly the right assessment and he hopes they will do the same for SAM. He has also done some work on assessing the capital adequacy of public works. The major solution most agencies face is bailout and this is one of those opportunities. To the degree to which you can get bailout funds you will be able to make up for the reserve deficiencies that have accrued over time in every agency. He is also working on a draft reply to Caltrans on the work they are going to do on a 7-mile stretch on Highway One and he is going to cite Pippin's paper because it flags a bunch of useful risks.

Director Slater-Carter commented that this explains why local government is so important. She would like this be published on their documents page—a lot of people can get some benefit from paying attention to this. There is also a project coming up to help fix Highway One, from South Main Street to Marine Blvd in Moss Beach, and somehow it doesn't make it up into Montara. It would be great to point out if you can add any agendas to this report. Montara is the most geologically active involving pipelines and utilities and it needs to be taken care of too.

## **REPORTS**

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

Director Slater-Carter stated the meeting was canceled but everything is moving along.

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

Gregg Dieguez said the Quarry Park master plan final draft is ready for review. There is a new intervention option involving mental health professionals called CARES pioneered in Half Moon Bay, and he is optimistic that they will replace having armed police presence when it is not needed and improve outcomes for everyone. The MCC gave a statement of support for Seamless Transit, an initiative to have one ticket/fare. Based on the maps he has seen, it won't affect the Coast, as it stops in Pacifica. However, they like the concept. The scoping project of wildfire risk in El Granada is done. RCD ran that project and is pleased as it provides the basis of getting grant money. There are a bunch of Highway projects

in progress. He thinks six of them have been referenced in the MCC newsletter that came out last week and there is a webpage for Highway One on the MCC website. Director Slater-Carter mentioned the Multi Asset Roadway Rehabilitation. The point he wanted to make with the rainfall is that their engineering culverts, based on what happened in Pacifica and Half Moon Bay, no one is taking the design storm specifications seriously. He thinks the engineering needs to be more robust for this roadway.

3. **California Special DA Report (Lohman) - none**
4. **Local Agency Formation Commission (LAFCo) Report (Lohman)**
5. **Attorney's Report (Fitzgerald) - none**
6. **Directors' Report - none**
7. **General Manager's Report (Heldmaier) - none**

#### **FUTURE AGENDAS**

**BRIEF RECESS at 8:20 pm**

**CONVENE IN CLOSED SESSION 8:25 pm**

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

(Government Code § 54956.9(d)(1))

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

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

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

#### **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code §54956.8)

Property: 770 Harte Street, Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Rose and Guy Wallace

Under Negotiation: Price and Terms of Payment.

#### **REPORT OF ACTION TAKEN IN CLOSED SESSION**

**ADJOURNMENT at 10:25 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 1st, September 2022


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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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**Budget vs. Actual – Sewer July 2022 through June 30, 2023 - Variances  
over \$2,000:**

- 4400 Fees, \$6,752 above Budget – Remodel fees are the main driver. Additional fixture units purchased for homes in the District.
- 4610 Property Tax Receipts, \$5,687 above Budget – Property taxes collected outside of budgeted months. Collections received in July to be accrued back to FY 21-22 based on County Remittance Advice.
- 4710 Sewer Service Charges, \$100,454 above Budget – Remittance collection received in July to be accrued back to FY 21-22 based on County Remittance advice.
- 4720 Sewer Service Refunds, Customers, \$28,096 above budget – Refund issued for Sewer Connection. Refund is currently misclassified and will be moved to the 7100 grouping.
- **Overall Total Operating Income for the period ending July 31, 2022 was \$83,605 above budget. Total income received to date is \$93,521.**
- 5200 Board of Directors, \$7,125 below Budget – No activity to date.
- 5400 Legal, \$11,133 below Budget – Costs for routine legal counsel. Minimal activity related to litigation at this time.
- 5610 Accounting, \$3,167 below Budget – Costs related to June were accrued back and July payment was not made until August. Timing difference.
- 5630 Consulting, \$4,167 below Budget – Difference due to timing and capture of accruals for FY 21-22.
- 5800 Labor, \$3,492 below Budget – Staff wages are under-budget due to timing of merit increases.
- 6200 Engineering, \$2,244 above Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6400 Pumping, \$5,360 above Budget – Over-budget due to the payment for a generator from Herc Rentals.
- 6900 SAM Expenses, \$1,326 below Budget – Highlighting due to pumping. In total, under \$2,000, but pumping over by \$4,000 due to emergency maintenance at Distillery pump one.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Overall Total Operating Expenses for the period ending July 31, 2022, were \$3,088 above Budget.**
- **Total overall Expenses for the period ending July 31, 2022, were \$30,389 below budget. For a net ordinary income of \$113,993 above Budget. Actual net ordinary loss is \$138,343.**
- 7110 Connection Fees (New Construction), \$36,094 above Budget – Two new connections issued in July.
- 7200 Interest Income, LAIF, \$3,656 above budget – Q4 allocation was higher than expected.
- 8000 CIP, \$84,459 below Budget – Due to timing. Progress payments paid for in July were accrued back to FY 21-22.
- 9150 SRF Loan, \$44,848 over budget – Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2022 thru June 30, 2023 - Variances over \$2,000:**

- 4610 Property Tax Receipts, \$5,687 above Budget – Property taxes collected outside of budgeted months. Collections received in July to be accrued back to FY 21-22 based on County Remittance Advice.
- 4850 Water Sales, Refunds, Customers, \$24,680 over budget – Due to refunds issued for connection fee related items. Activity to be re-categorized to the 7100 grouping.
- **Overall Total Operating Income for the period ending July 31, 2022 was \$17,652 above budget. Total revenue received to date is \$143,231.**
- 5200 Board of Directors, \$7,125 below Budget – No activity to date.
- 5400 Legal, \$3,323 below Budget – Payment for general legal counsel for the month.
- 5530 Memberships, \$2,250 below Budget – Membership expenses generally paid at the beginning of the calendar year.
- 5540 Office Supplies, \$4,738 above Budget – Expenditure currently being investigated to identify the specific purchase.
- 5610 Accounting, \$3,167 below Budget – Costs related to June were accrued back and July payment was not made until August. Timing difference.
- 5630 Consulting, \$5,417 below Budget – Difference due to timing and capture of accruals for FY 21-22.
- 6180 Communications, \$3,167 below Budget – No activity to date.
- 6200 Engineering, \$5,833 below Budget – Costs related to June were accrued back and July payment was not made until August. Timing difference.
- 6400 Pumping, \$5,673 below Budget – Large true up bill expected in February 2023.
- 6500 Supply, \$3,925 above Budget – Water purchases for Q2 2022 was received and paid for in July 2022. This charge will be accrued back to FY 21-22.
- 6600 Collection/Transmission, \$8,137 above Budget – Maintenance costs incurred due to emergency repairs of water leaks.
- 6700 Treatment, \$4,320 above Budget – Due to the renewal of contract with Hach Company.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**Prepared for the Meeting Of: September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Overall Total Operating Expenses for the period ending July 31, 2022 were \$3,817 below Budget.**
- **Total overall Expenses for the period ending June 30, 2022 were \$27,128 below budget. For a net ordinary income of \$9,476 budgeted vs. actual. Actual net ordinary income is \$570.**
- 7100 Connection Fees, \$36,264 above Budget – Two full connections issued in July 2022.
- 7600 Bond Revenues, G.O. \$57,825 below Budget - Due to timing.
- 7650 Water System Reliability, \$83,333 below Budget – Large deposit is typically received in November. Budget variance will decrease at the time of receipt.
- 8000 CIP, \$14,715 below Budget – Projects are currently on-going and others are being planned.
- 9150 SRF Loan, \$31,827 below Budget – Due to timing.

**RECOMMENDATION:**

This is for Board information only

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

July 2022

	Jul 22	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	6,921.18	6,666.67	254.51
4400 · Fees			
4410 · Administrative Fee (New Constr)	569.00	500.00	69.00
4420 · Administrative Fee (Remodel)	0.00	83.33	-83.33
4430 · Inspection Fee (New Constr)	538.00	500.00	38.00
4440 · Inspection Fee (Remodel)	0.00	83.33	-83.33
4460 · Remodel Fees	7,478.00	666.67	6,811.33
<b>Total 4400 · Fees</b>	8,585.00	1,833.33	6,751.67
4610 · Property Tax Receipts	5,686.52	0.00	5,686.52
4710 · Sewer Service Charges	100,454.02	0.00	100,454.02
4720 · Sewer Service Refunds, Customer	-28,929.50	-833.33	-28,096.17
4760 · Waste Collection Revenues	804.14	2,250.00	-1,445.86
<b>Total Income</b>	93,521.36	9,916.67	83,604.69
<b>Gross Profit</b>	93,521.36	9,916.67	83,604.69
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	673.55	583.33	90.22
5200 · Board of Directors			
5210 · Board Meetings	0.00	250.00	-250.00
5220 · Director Fees	0.00	625.00	-625.00
5230 · Election Expenses	0.00	6,250.00	-6,250.00
<b>Total 5200 · Board of Directors</b>	0.00	7,125.00	-7,125.00
5250 · Conference Attendance	0.00	500.00	-500.00
5270 · Information Systems	0.00	416.67	-416.67
5300 · Insurance			
5310 · Fidelity Bond	0.00	41.67	-41.67
5320 · Property & Liability Insurance	0.00	1,250.00	-1,250.00
<b>Total 5300 · Insurance</b>	0.00	1,291.67	-1,291.67
5350 · LAFCO Assessment	0.00	208.33	-208.33
5400 · Legal			
5430 · General Legal	4,710.50	16,666.67	-11,956.17
5440 · Litigation	823.00		
<b>Total 5400 · Legal</b>	5,533.50	16,666.67	-11,133.17
5510 · Maintenance, Office	0.00	1,250.00	-1,250.00
5530 · Memberships	0.00	333.33	-333.33
5540 · Office Supplies	109.79	208.33	-98.54
5550 · Postage	0.00	33.33	-33.33
5560 · Printing & Publishing	59.85	125.00	-65.15

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

July 2022

	Jul 22	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	0.00	3,166.67	-3,166.67
5620 · Audit	0.00	1,375.00	-1,375.00
5630 · Consulting	0.00	4,166.67	-4,166.67
5640 · Data Services	899.50	750.00	149.50
5650 · Labor & HR Support	213.50	208.33	5.17
5660 · Payroll Services	79.76	83.33	-3.57
<b>Total 5600 · Professional Services</b>	1,192.76	9,750.00	-8,557.24
5710 · San Mateo Co. Tax Roll Charges	0.00	16.67	-16.67
5720 · Telephone & Internet	3,179.02	2,083.33	1,095.69
5730 · Mileage Reimbursement	0.00	125.00	-125.00
5740 · Reference Materials	0.00	16.67	-16.67
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	1,537.23	1,615.25	-78.02
5820 · Employee Benefits	4,100.05	3,651.92	448.13
5830 · Disability Insurance	0.00	170.75	-170.75
5840 · Payroll Taxes	1,088.30	1,924.67	-836.37
5850 · PARS	1,500.14	1,578.33	-78.19
<b>5900 · Wages</b>			
5910 · Management	9,567.78	10,297.33	-729.55
5920 · Staff	11,852.23	14,594.75	-2,742.52
5930 · Staff Certification	175.00	150.00	25.00
5940 · Staff Overtime	385.66	116.58	269.08
<b>Total 5900 · Wages</b>	21,980.67	25,158.66	-3,177.99
5960 · Worker's Comp Insurance	623.80	222.75	401.05
<b>Total 5800 · Labor</b>	30,830.19	34,322.33	-3,492.14
<b>Total 5000 · Administrative</b>	41,578.66	75,055.66	-33,477.00
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	1,666.67	-1,666.67
6195 · Education & Training	0.00	83.33	-83.33
<b>6200 · Engineering</b>			
6220 · General Engineering	5,161.00	2,916.67	2,244.33
<b>Total 6200 · Engineering</b>	5,161.00	2,916.67	2,244.33
<b>6330 · Facilities</b>			
6335 · Alarm Services	548.36	458.33	90.03
6337 · Landscaping	0.00	500.00	-500.00
<b>Total 6330 · Facilities</b>	548.36	958.33	-409.97
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	3,134.87	3,750.00	-615.13
6420 · Pumping Maintenance, Generators	5,975.24		
<b>Total 6400 · Pumping</b>	9,110.11	3,750.00	5,360.11

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

July 2022

	Jul 22	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	833.33	-833.33
<b>Total 6600 · Collection/Transmission</b>	0.00	833.33	-833.33
<b>6770 · Uniforms</b>	0.00	16.67	-16.67
<b>6800 · Vehicles</b>			
6810 · Fuel	0.00	83.33	-83.33
6820 · Truck Equipment, Expensed	0.00	13.33	-13.33
6830 · Truck Repairs	0.00	83.33	-83.33
<b>Total 6800 · Vehicles</b>	0.00	179.99	-179.99
<b>6900 · Sewer Authority Midcoastside</b>			
6960 · SAM NDWSCP	653.57		
6910 · SAM Collections	23,682.17	23,682.17	0.00
6920 · SAM Operations	141,169.66	143,944.00	-2,774.34
6940 · SAM Maintenance, Collection Sys	0.00	3,333.33	-3,333.33
6950 · SAM Maintenance, Pumping	9,961.16	5,833.33	4,127.83
<b>Total 6900 · Sewer Authority Midcoastside</b>	175,466.56	176,792.83	-1,326.27
<b>Total 6000 · Operations</b>	190,286.03	187,197.82	3,088.21
<b>Total Expense</b>	231,864.69	262,253.48	-30,388.79
<b>Net Ordinary Income</b>	-138,343.33	-252,336.81	113,993.48
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	53,844.00	13,583.33	40,260.67
7120 · Connection Fees (Remodel)	0.00	4,166.67	-4,166.67
<b>Total 7100 · Connection Fees</b>	53,844.00	17,750.00	36,094.00
7200 · Interest Income - LAIF	8,655.85	5,000.00	3,655.85
<b>Total 7000 · Capital Account Revenues</b>	62,499.85	22,750.00	39,749.85
<b>Total Other Income</b>	62,499.85	22,750.00	39,749.85
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	199.00	84,658.33	-84,459.33
<b>Total 8000 · Capital Improvement Program</b>	199.00	84,658.33	-84,459.33



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

	Jul 22	Sewer Budget	\$ Over Budget
<b>9000 · Capital Account Expenses</b>			
<b>9125 · PNC Equipment Lease Interest</b>	869.47	869.47	0.00
<b>9150 · SRF Loan</b>	44,848.20		
<b>9200 · I-Bank Loan</b>	0.00	0.00	0.00
<b>Total 9000 · Capital Account Expenses</b>	45,717.67	869.47	44,848.20
<b>Total Other Expense</b>	45,916.67	85,527.80	-39,611.13
<b>Net Other Income</b>	16,583.18	-62,777.80	79,360.98
<b>Net Income</b>	<b>-121,760.15</b>	<b>-315,114.61</b>	<b>193,354.46</b>

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

July 2022

	Water		
	Jul 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4400 · Fees</b>			
4410 · Administrative Fee (New Constr)	569.00	583.33	-14.33
4420 · Administrative Fee (Remodel)	0.00	50.00	-50.00
4430 · Inspection Fee (New Constr)	538.00	583.33	-45.33
4440 · Inspection Fee (Remodel)	0.00	83.33	-83.33
4450 · Mainline Extension Fees	0.00	250.00	-250.00
<b>Total 4400 · Fees</b>	1,107.00	1,549.99	-442.99
4610 · Property Tax Receipts	5,686.50	0.00	5,686.50
4740 · Testing, Backflow	393.00	1,250.00	-857.00
4760 · Waste Collection Revenues	804.13		
4810 · Water Sales, Domestic	160,170.12	158,333.33	1,836.79
4850 · Water Sales Refunds, Customer	-24,929.55	-250.00	-24,679.55
<b>Total Income</b>	143,231.20	160,883.32	-17,652.12
<b>Gross Profit</b>	143,231.20	160,883.32	-17,652.12
<b>Expense</b>			
<b>5000 · Administrative</b>			
5190 · Bank Fees	0.00	333.33	-333.33
<b>5200 · Board of Directors</b>			
5210 · Board Meetings	0.00	250.00	-250.00
5220 · Director Fees	0.00	625.00	-625.00
5230 · Election Expenses	0.00	6,250.00	-6,250.00
<b>Total 5200 · Board of Directors</b>	0.00	7,125.00	-7,125.00
5240 · CDPH Fees	0.00	1,250.00	-1,250.00
5250 · Conference Attendance	0.00	500.00	-500.00
5270 · Information Systems	0.00	416.67	-416.67
<b>5300 · Insurance</b>			
5310 · Fidelity Bond	0.00	41.67	-41.67
5320 · Property & Liability Insurance	0.00	0.00	0.00
<b>Total 5300 · Insurance</b>	0.00	41.67	-41.67
5350 · LAFCO Assessment	0.00	416.67	-416.67
<b>5400 · Legal</b>			
5430 · General Legal	5,010.50	8,333.33	-3,322.83
<b>Total 5400 · Legal</b>	5,010.50	8,333.33	-3,322.83
5510 · Maintenance, Office	0.00	1,250.00	-1,250.00
5530 · Memberships	0.00	2,250.00	-2,250.00
5540 · Office Supplies	5,113.47	375.00	4,738.47
5550 · Postage	0.00	1,166.67	-1,166.67
5560 · Printing & Publishing	59.85	416.67	-356.82

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

July 2022

	Jul 22	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	0.00	3,166.67	-3,166.67
5620 · Audit	0.00	1,375.00	-1,375.00
5630 · Consulting	0.00	5,416.67	-5,416.67
5640 · Data Services	899.50	541.67	357.83
5650 · Labor & HR Support	213.50	208.33	5.17
5660 · Payroll Services	79.76	83.33	-3.57
<b>Total 5600 · Professional Services</b>	<b>1,192.76</b>	<b>10,791.67</b>	<b>-9,598.91</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>0.00</b>	<b>16.67</b>	<b>-16.67</b>
<b>5720 · Telephone &amp; Internet</b>	<b>3,825.26</b>	<b>2,083.33</b>	<b>1,741.93</b>
<b>5730 · Mileage Reimbursement</b>	<b>0.00</b>	<b>125.00</b>	<b>-125.00</b>
<b>5740 · Reference Materials</b>	<b>0.00</b>	<b>66.67</b>	<b>-66.67</b>
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	4,064.03	4,164.75	-100.72
5820 · Employee Benefits	10,990.24	8,939.67	2,050.57
5830 · Disability Insurance	0.00	450.92	-450.92
5840 · Payroll Taxes	3,958.16	4,820.83	-862.67
5850 · PARS	3,498.71	3,658.08	-159.37
<b>5900 · Wages</b>			
5910 · Management	9,567.80	10,297.33	-729.53
5920 · Staff	41,146.90	45,228.92	-4,082.02
5930 · Staff Certification	1,075.00	950.00	125.00
5940 · Staff Overtime	5,281.09	4,161.25	1,119.84
5950 · Staff Standby	2,424.10	2,379.42	44.68
<b>Total 5900 · Wages</b>	<b>59,494.89</b>	<b>63,016.92</b>	<b>-3,522.03</b>
<b>5960 · Worker's Comp Insurance</b>	<b>3,462.22</b>	<b>1,971.75</b>	<b>1,490.47</b>
<b>Total 5800 · Labor</b>	<b>85,468.25</b>	<b>87,022.92</b>	<b>-1,554.67</b>
<b>Total 5000 · Administrative</b>	<b>100,670.09</b>	<b>123,981.27</b>	<b>-23,311.18</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	0.00	83.33	-83.33
6170 · Claims, Property Damage	0.00	833.33	-833.33
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	0.00	3,166.67	-3,166.67
<b>Total 6180 · Communications</b>	<b>0.00</b>	<b>3,166.67</b>	<b>-3,166.67</b>
6195 · Education & Training	61.45	416.67	-355.22
<b>6200 · Engineering</b>			
6220 · General Engineering	0.00	1,666.67	-1,666.67
6230 · Water Quality Engineering	0.00	4,166.67	-4,166.67
<b>Total 6200 · Engineering</b>	<b>0.00</b>	<b>5,833.34</b>	<b>-5,833.34</b>
6320 · Equipment & Tools, Expensed	0.00	1,000.00	-1,000.00
<b>6330 · Facilities</b>			
6335 · Alarm Services	121.27	166.67	-45.40
6337 · Landscaping	0.00	1,250.00	-1,250.00
<b>Total 6330 · Facilities</b>	<b>121.27</b>	<b>1,416.67</b>	<b>-1,295.40</b>

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

July 2022

	Jul 22	Water Budget	\$ Over Budget
6370 · Lab Supplies & Equipment	0.00	333.33	-333.33
6380 · Meter Reading	0.00	41.67	-41.67
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	3,134.86	7,500.00	-4,365.14
6420 · Pumping Maintenance, Generators	0.00	833.33	-833.33
6430 · Pumping Maintenance, General	0.00	416.67	-416.67
6440 · Pumping Equipment, Expensed	0.00	58.33	-58.33
<b>Total 6400 · Pumping</b>	<b>3,134.86</b>	<b>8,808.33</b>	<b>-5,673.47</b>
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	0.00	208.33	-208.33
6520 · Maintenance, Wells	545.37	1,250.00	-704.63
6530 · Water Purchases	7,755.09	2,916.67	4,838.42
<b>Total 6500 · Supply</b>	<b>8,300.46</b>	<b>4,375.00</b>	<b>3,925.46</b>
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	0.00	833.33	-833.33
6620 · Maintenance, Water Mains	12,287.50	4,166.67	8,120.83
6630 · Maintenance, Water Svc Lines	0.00	1,666.67	-1,666.67
6640 · Maintenance, Tanks	0.00	416.67	-416.67
6650 · Maint., Distribution General	4,222.60	833.33	3,389.27
6670 · Meters	1,626.98	2,083.33	-456.35
<b>Total 6600 · Collection/Transmission</b>	<b>18,137.08</b>	<b>10,000.00</b>	<b>8,137.08</b>
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	9,275.30	3,333.33	5,941.97
6720 · Maintenance, Treatment Equip.	0.00	1,250.00	-1,250.00
6730 · Treatment Analysis	2,961.00	3,333.33	-372.33
<b>Total 6700 · Treatment</b>	<b>12,236.30</b>	<b>7,916.66</b>	<b>4,319.64</b>
<b>6770 · Uniforms</b>	0.00	166.67	-166.67
<b>6800 · Vehicles</b>			
6810 · Fuel	0.00	833.33	-833.33
6820 · Truck Equipment, Expensed	0.00	166.67	-166.67
6830 · Truck Repairs	0.00	416.67	-416.67
<b>Total 6800 · Vehicles</b>	<b>0.00</b>	<b>1,416.67</b>	<b>-1,416.67</b>
<b>Total 6000 · Operations</b>	<b>41,991.42</b>	<b>45,808.34</b>	<b>-3,816.92</b>
<b>Total Expense</b>	<b>142,661.51</b>	<b>169,789.61</b>	<b>-27,128.10</b>
<b>Net Ordinary Income</b>	<b>569.69</b>	<b>-8,906.29</b>	<b>9,475.98</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	37,844.00	12,500.00	25,344.00
7130 · Conn. Fees, PFP (New Constr)	15,087.00	4,166.67	10,920.33
<b>Total 7100 · Connection Fees</b>	<b>52,931.00</b>	<b>16,666.67</b>	<b>36,264.33</b>

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

July 2022

	Jul 22	Water Budget	\$ Over Budget
7160 · PFP Pass Thru	341.11		
7250 · CAMP Interest Income	3,056.73		
7600 · Bond Revenues, G.O.	24,136.46	81,962.17	-57,825.71
7650 · Water System Reliability	0.00	83,333.33	-83,333.33
<b>Total 7000 · Capital Account Revenues</b>	<b>80,465.30</b>	<b>181,962.17</b>	<b>-101,496.87</b>
<b>Total Other Income</b>	<b>80,465.30</b>	<b>181,962.17</b>	<b>-101,496.87</b>
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8100 · Water	85,485.23	103,250.00	-17,764.77
8000 · Capital Improvement Program - Other	3,050.00		
<b>Total 8000 · Capital Improvement Program</b>	<b>88,535.23</b>	<b>103,250.00</b>	<b>-14,714.77</b>
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	0.00	0.00	0.00
9125 · PNC Equipment Lease Interest	869.47	869.47	0.00
9150 · SRF Loan	0.00	31,826.61	-31,826.61
9210 · Conservation Program/Rebates	0.00	250.00	-250.00
<b>Total 9000 · Capital Account Expenses</b>	<b>869.47</b>	<b>32,946.08</b>	<b>-32,076.61</b>
<b>Total Other Expense</b>	<b>89,404.70</b>	<b>136,196.08</b>	<b>-46,791.38</b>
<b>Net Other Income</b>	<b>-8,939.40</b>	<b>45,766.09</b>	<b>-54,705.49</b>
<b>Net Income</b>	<b>-8,369.71</b>	<b>36,859.80</b>	<b>-45,229.51</b>

Montara Water Sanitary District  
 Restricted and Non Restricted Cash Assets  
 July 2022 through June 2023

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	3,967,397.95														
<b>Sewer Reserve Accounts</b>															
LAIF															
Capital Reserve	3,894,482.51												2,418,725.00	1,475,757.51	161%
Connection Fee	213,000.00												213,000.00	-	100%
Operating Reserve	524,507.00												524,507.00	-	100%
Subtotal	4,631,989.51	-	-	-	-	-	-	-	-	-	-	-			
<b>Water Operations</b>															
Wells Fargo Operating - Water	13,871.26														
<b>Water - Reserve Accounts</b>															
CAMP - Reserve Funds															
Capital Reserve	2,030,795.03												1,989,000.00	41,795.03	102%
Connection Fee	200,000.00												200,000.00	-	100%
Operating Reserve	339,579.00												339,579.00	-	100%
Subtotal	2,570,374.03	-	-	-	-	-	-	-	-	-	-	-			
<b>Water - Restricted Accounts</b>															
JP Morgan Chase - Water															
2020 GO Bond Fund	1,147,781.98														
Sub-Total	1,147,781.98	-	-	-	-	-	-	-	-	-	-	-			
<b>Total Cash and Equivalents</b>	<b>12,331,414.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

**NOTE: Capital reserve is a minimum target**  
**NOTE: Operating reserve is a minimum target**

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2022 through June 2023

											TOTAL					
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease	6,921.18												6,921.18	80,000.00	-73,078.82	8.65%
4400 · Fees																
4410 · Administrative Fee (New Constr)	569.00												569.00	6,000.00	-5,431.00	9.48%
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)	538.00												538.00	6,000.00	-5,462.00	8.97%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4460 · Remodel Fees	7,478.00												7,478.00	8,000.00	-522.00	93.48%
<b>Total 4400 · Fees</b>	<b>8,585.00</b>												<b>8,585.00</b>	<b>22,000.00</b>	<b>-13,415.00</b>	<b>39.02%</b>
4510 · Grants																
4610 · Property Tax Receipts	5,686.52												5,686.52	288,860.00	-283,173.48	1.97%
4710 · Sewer Service Charges	100,454.02												100,454.02		100,454.02	100.0%
4720 · Sewer Service Refunds, Customer	-28,929.50												-28,929.50	-10,000.00	-18,929.50	289.3%
4760 · Waste Collection Revenues	804.14												804.14	27,000.00	-26,195.86	2.98%
4990 · Other Revenue																
<b>Total Income</b>	<b>93,521.36</b>												<b>93,521.36</b>	<b>407,860.00</b>	<b>-314,338.64</b>	<b>22.93%</b>
<b>Gross Profit</b>	<b>93,521.36</b>												<b>93,521.36</b>	<b>407,860.00</b>	<b>-314,338.64</b>	<b>22.93%</b>
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	673.55												673.55	7,000.00	-6,326.45	9.62%
5200 · Board of Directors																
5210 · Board Meetings														3,000.00	-3,000.00	
5220 · Director Fees														7,500.00	-7,500.00	
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>														<b>85,500.00</b>	<b>-85,500.00</b>	
5250 · Conference Attendance														6,000.00	-6,000.00	
5270 · Information Systems														5,000.00	-5,000.00	
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														15,000.00	-15,000.00	
<b>Total 5300 · Insurance</b>														<b>15,500.00</b>	<b>-15,500.00</b>	
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																
5430 · General Legal	4,710.50												4,710.50	200,000.00	-195,289.50	2.36%
5440 · Litigation	823.00												823.00			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2022 through June 2023

													TOTAL			
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Total 5400 · Legal</b>	5,533.50												5,533.50	200,000.00	-194,466.50	2.77%
5510 · Maintenance, Office														15,000.00	-15,000.00	
5530 · Memberships														4,000.00	-4,000.00	
5540 · Office Supplies	109.79												109.79	2,500.00	-2,390.21	4.39%
5550 · Postage														400.00	-400.00	
5560 · Printing & Publishing	59.85												59.85	1,500.00	-1,440.15	3.99%
<b>5600 · Professional Services</b>																
5610 · Accounting														38,000.00	-38,000.00	
5620 · Audit														16,500.00	-16,500.00	
5630 · Consulting														50,000.00	-50,000.00	
5640 · Data Services	899.50												899.50	9,000.00	-8,100.50	9.99%
5650 · Labor & HR Support	213.50												213.50	2,500.00	-2,286.50	8.54%
5660 · Payroll Services	79.76												79.76	1,000.00	-920.24	7.98%
<b>Total 5600 · Professional Services</b>	1,192.76												1,192.76	117,000.00	-115,807.24	1.02%
5710 · San Mateo Co. Tax Roll Charges														200.00	-200.00	
5720 · Telephone & Internet	3,179.02												3,179.02	25,000.00	-21,820.98	12.72%
5730 · Mileage Reimbursement														1,500.00	-1,500.00	
5740 · Reference Materials														200.00	-200.00	
<b>5800 · Labor</b>																
5810 · CalPERS 457 Deferred Plan	1,537.23												1,537.23	19,383.00	-17,845.77	7.93%
5820 · Employee Benefits	4,100.05												4,100.05	43,823.00	-39,722.95	9.36%
5830 · Disability Insurance														2,049.00	-2,049.00	
5840 · Payroll Taxes	1,088.30												1,088.30	23,096.00	-22,007.70	4.71%
5850 · PARS	1,500.14												1,500.14	18,940.00	-17,439.86	7.92%
<b>5900 · Wages</b>																
5910 · Management	9,567.78												9,567.78	123,568.00	-114,000.22	7.74%
5920 · Staff	11,852.23												11,852.23	175,137.00	-163,284.77	6.77%
5930 · Staff Certification	175.00												175.00	1,800.00	-1,625.00	9.72%
5940 · Staff Overtime	385.66												385.66	1,399.00	-1,013.34	27.57%
<b>Total 5900 · Wages</b>	21,980.67												21,980.67	301,904.00	-279,923.33	7.28%
5960 · Worker's Comp Insurance	623.80												623.80	2,673.00	-2,049.20	23.34%
<b>Total 5800 · Labor</b>	30,830.19												30,830.19	411,868.00	-381,037.81	7.49%
<b>Total 5000 · Administrative</b>	41,578.66												41,578.66	900,668.00	-859,089.34	4.62%
<b>6000 · Operations</b>																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2022 through June 2023

													TOTAL			
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>6200 · Engineering</b>																
6220 · General Engineering	5,161.00												5,161.00	35,000.00	-29,839.00	14.75%
<b>Total 6200 · Engineering</b>	5,161.00												5,161.00	35,000.00	-29,839.00	14.75%
<b>6330 · Facilities</b>																
6335 · Alarm Services	548.36												548.36	5,500.00	-4,951.64	9.97%
6337 · Landscaping														6,000.00	-6,000.00	
<b>Total 6330 · Facilities</b>	548.36												548.36	11,500.00	-10,951.64	4.77%
<b>6400 · Pumping</b>																
6410 · Pumping Fuel & Electricity	3,134.87												3,134.87	45,000.00	-41,865.13	6.97%
6420 · Pumping Maintenance, Generators	5,975.24												5,975.24			
<b>Total 6400 · Pumping</b>	9,110.11												9,110.11	45,000.00	-35,889.89	20.25%
<b>6600 · Collection/Transmission</b>																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>														10,000.00	-10,000.00	
<b>6770 · Uniforms</b>														200.00	-200.00	
<b>6800 · Vehicles</b>																
6810 · Fuel														1,000.00	-1,000.00	
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs														1,000.00	-1,000.00	
<b>Total 6800 · Vehicles</b>														2,160.00	-2,160.00	
<b>6900 · Sewer Authority Midcoastside</b>																
6960 · SAM NDWSCP	653.57												653.57			
6910 · SAM Collections	23,682.17												23,682.17	284,186.00	-260,503.83	8.33%
6920 · SAM Operations	141,169.66												141,169.66	1,727,328.00	-1,586,158.34	8.17%
6940 · SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 · SAM Maintenance, Pumping	9,961.16												9,961.16	70,000.00	-60,038.84	14.23%
<b>Total 6900 · Sewer Authority Midcoastside</b>	175,466.56												175,466.56	2,121,514.00	-1,946,047.44	8.27%
<b>Total 6000 · Operations</b>	190,286.03												190,286.03	2,246,374.00	-2,056,087.97	8.47%
<b>Total Expense</b>	231,864.69												231,864.69	3,147,042.00	-2,915,177.31	7.37%
<b>Net Ordinary Income</b>	-138,343.33												-138,343.33	-2,739,182.00	2,600,838.67	5.05%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
7110 · Connection Fees (New Constr)	53,844.00												53,844.00	163,000.00	-109,156.00	33.03%
7120 · Connection Fees (Remodel)														50,000.00	-50,000.00	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 7100 · Connection Fees	53,844.00												53,844.00	213,000.00	-159,156.00	25.28%
7200 · Interest Income - LAIF	8,655.85												8,655.85	20,000.00	-11,344.15	43.28%
<b>Total 7000 · Capital Account Revenues</b>	<b>62,499.85</b>												<b>62,499.85</b>	<b>233,000.00</b>	<b>-170,500.15</b>	<b>26.82%</b>
<b>Total Other Income</b>	<b>62,499.85</b>												<b>62,499.85</b>	<b>233,000.00</b>	<b>-170,500.15</b>	<b>26.82%</b>
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8075 · Sewer	199.00												199.00	1,015,900.00	-1,015,701.00	0.02%
<b>Total 8000 · Capital Improvement Program</b>	<b>199.00</b>												<b>199.00</b>	<b>1,015,900.00</b>	<b>-1,015,701.00</b>	<b>0.02%</b>
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	869.47												869.47	9,441.00	-8,571.53	9.21%
9150 · SRF Loan	44,848.20												44,848.20			
9200 · I-Bank Loan														19,716.00	-19,716.00	
<b>Total 9000 · Capital Account Expenses</b>	<b>45,717.67</b>												<b>45,717.67</b>	<b>29,157.00</b>	<b>16,560.67</b>	<b>156.8%</b>
<b>Total Other Expense</b>	<b>45,916.67</b>												<b>45,916.67</b>	<b>1,045,057.00</b>	<b>-999,140.33</b>	<b>4.39%</b>
<b>Net Other Income</b>	<b>16,583.18</b>												<b>16,583.18</b>	<b>-812,057.00</b>	<b>828,640.18</b>	<b>-2.04%</b>
<b>Net Income</b>	<b>-121,760.15</b>												<b>-121,760.15</b>	<b>-3,551,239.00</b>	<b>3,429,478.85</b>	<b>3.43%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)	569.00												569.00	7,000.00	-6,431.00	8.13%
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)	538.00												538.00	7,000.00	-6,462.00	7.69%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees														3,000.00	-3,000.00	
<b>Total 4400 · Fees</b>	1,107.00												1,107.00	18,600.00	-17,493.00	5.95%
<b>4510 · Grants</b>																
4610 · Property Tax Receipts	5,686.50												5,686.50	288,860.00	-283,173.50	1.97%
4740 · Testing, Backflow	393.00												393.00	15,000.00	-14,607.00	2.62%
4760 · Waste Collection Revenues	804.13												804.13			
4810 · Water Sales, Domestic	160,170.12												160,170.12	1,900,000.00	-1,739,829.88	8.43%
4850 · Water Sales Refunds, Customer	-24,929.55												-24,929.55	-3,000.00	-21,929.55	830.99%
4990 · Other Revenue																
<b>Total Income</b>	143,231.20												143,231.20	2,219,460.00	-2,076,228.80	6.45%
<b>Gross Profit</b>	143,231.20												143,231.20	2,219,460.00	-2,076,228.80	6.45%
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees														4,000.00	-4,000.00	
5200 · Board of Directors																
5210 · Board Meetings														3,000.00	-3,000.00	
5220 · Director Fees														7,500.00	-7,500.00	
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>														85,500.00	-85,500.00	
5240 · CDPH Fees														15,000.00	-15,000.00	
5250 · Conference Attendance														6,000.00	-6,000.00	
5270 · Information Systems														5,000.00	-5,000.00	
<b>5300 · Insurance</b>																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance																
<b>Total 5300 · Insurance</b>														500.00	-500.00	
5350 · LAFCO Assessment														5,000.00	-5,000.00	
<b>5400 · Legal</b>																
5430 · General Legal	5,010.50												5,010.50	100,000.00	-94,989.50	5.01%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2022 through June 2023

													TOTAL			
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Total 5400 · Legal</b>	5,010.50												5,010.50	100,000.00	-94,989.50	5.01%
5510 · Maintenance, Office														15,000.00	-15,000.00	
5530 · Memberships														27,000.00	-27,000.00	
5540 · Office Supplies	5,113.47												5,113.47	4,500.00	613.47	113.63%
5550 · Postage														14,000.00	-14,000.00	
5560 · Printing & Publishing	59.85												59.85	5,000.00	-4,940.15	1.2%
<b>5600 · Professional Services</b>																
5610 · Accounting														38,000.00	-38,000.00	
5620 · Audit														16,500.00	-16,500.00	
5630 · Consulting														65,000.00	-65,000.00	
5640 · Data Services	899.50												899.50	6,500.00	-5,600.50	13.84%
5650 · Labor & HR Support	213.50												213.50	2,500.00	-2,286.50	8.54%
5660 · Payroll Services	79.76												79.76	1,000.00	-920.24	7.98%
<b>Total 5600 · Professional Services</b>	1,192.76												1,192.76	129,500.00	-128,307.24	0.92%
5710 · San Mateo Co. Tax Roll Charges														200.00	-200.00	
5720 · Telephone & Internet	3,825.26												3,825.26	25,000.00	-21,174.74	15.3%
5730 · Mileage Reimbursement														1,500.00	-1,500.00	
5740 · Reference Materials														800.00	-800.00	
<b>5800 · Labor</b>																
5810 · CalPERS 457 Deferred Plan	4,064.03												4,064.03	49,977.00	-45,912.97	8.13%
5820 · Employee Benefits	10,990.24												10,990.24	107,276.00	-96,285.76	10.25%
5830 · Disability Insurance														5,411.00	-5,411.00	
5840 · Payroll Taxes	3,958.16												3,958.16	57,850.00	-53,891.84	6.84%
5850 · PARS	3,498.71												3,498.71	43,897.00	-40,398.29	7.97%
<b>5900 · Wages</b>																
5910 · Management	9,567.80												9,567.80	123,568.00	-114,000.20	7.74%
5920 · Staff	41,146.90												41,146.90	542,747.00	-501,600.10	7.58%
5930 · Staff Certification	1,075.00												1,075.00	11,400.00	-10,325.00	9.43%
5940 · Staff Overtime	5,281.09												5,281.09	49,935.00	-44,653.91	10.58%
5950 · Staff Standby	2,424.10												2,424.10	28,553.00	-26,128.90	8.49%
<b>Total 5900 · Wages</b>	59,494.89												59,494.89	756,203.00	-696,708.11	7.87%
5960 · Worker's Comp Insurance	3,462.22												3,462.22	23,661.00	-20,198.78	14.63%
<b>Total 5800 · Labor</b>	85,468.25												85,468.25	1,044,275.00	-958,806.75	8.18%
<b>Total 5000 · Administrative</b>	100,670.09												100,670.09	1,487,775.00	-1,387,104.91	6.77%
<b>6000 · Operations</b>																
6160 · Backflow Prevention														1,000.00	-1,000.00	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2022 through June 2023

													TOTAL			
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																
6185 · SCADA Maintenance														38,000.00	-38,000.00	
<b>Total 6180 · Communications</b>														38,000.00	-38,000.00	
6195 · Education & Training	61.45												61.45	5,000.00	-4,938.55	1.23%
6200 · Engineering																
6220 · General Engineering														20,000.00	-20,000.00	
6230 · Water Quality Engineering														50,000.00	-50,000.00	
<b>Total 6200 · Engineering</b>														70,000.00	-70,000.00	
6320 · Equipment & Tools, Expensed														12,000.00	-12,000.00	
6330 · Facilities																
6335 · Alarm Services	121.27												121.27	2,000.00	-1,878.73	6.06%
6337 · Landscaping														15,000.00	-15,000.00	
<b>Total 6330 · Facilities</b>	121.27												121.27	17,000.00	-16,878.73	0.71%
6370 · Lab Supplies & Equipment														4,000.00	-4,000.00	
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,134.86												3,134.86	90,000.00	-86,865.14	3.48%
6420 · Pumping Maintenance, Generators														10,000.00	-10,000.00	
6430 · Pumping Maintenance, General														5,000.00	-5,000.00	
6440 · Pumping Equipment, Expensed														700.00	-700.00	
<b>Total 6400 · Pumping</b>	3,134.86												3,134.86	105,700.00	-102,565.14	2.97%
6500 · Supply																
6510 · Maintenance, Raw Water Mains														2,500.00	-2,500.00	
6520 · Maintenance, Wells	545.37												545.37	15,000.00	-14,454.63	3.64%
6530 · Water Purchases	7,755.09												7,755.09	35,000.00	-27,244.91	22.16%
<b>Total 6500 · Supply</b>	8,300.46												8,300.46	52,500.00	-44,199.54	15.81%
6600 · Collection/Transmission																
6610 · Hydrants														10,000.00	-10,000.00	
6620 · Maintenance, Water Mains	12,287.50												12,287.50	50,000.00	-37,712.50	24.58%
6630 · Maintenance, Water Svc Lines														20,000.00	-20,000.00	
6640 · Maintenance, Tanks														5,000.00	-5,000.00	
6650 · Maint., Distribution General	4,222.60												4,222.60	10,000.00	-5,777.40	42.23%
6670 · Meters	1,626.98												1,626.98	25,000.00	-23,373.02	6.51%
<b>Total 6600 · Collection/Transmission</b>	18,137.08												18,137.08	120,000.00	-101,862.92	15.11%
6700 · Treatment																

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6710 · Chemicals & Filtering	9,275.30												9,275.30	40,000.00	-30,724.70	23.19%
6720 · Maintenance, Treatment Equip.														15,000.00	-15,000.00	
6730 · Treatment Analysis	2,961.00												2,961.00	40,000.00	-37,039.00	7.4%
<b>Total 6700 · Treatment</b>	<b>12,236.30</b>												<b>12,236.30</b>	<b>95,000.00</b>	<b>-82,763.70</b>	<b>12.88%</b>
6770 · Uniforms														2,000.00	-2,000.00	
6800 · Vehicles																
6810 · Fuel														10,000.00	-10,000.00	
6820 · Truck Equipment, Expensed														2,000.00	-2,000.00	
6830 · Truck Repairs														5,000.00	-5,000.00	
<b>Total 6800 · Vehicles</b>														<b>17,000.00</b>	<b>-17,000.00</b>	
<b>Total 6000 · Operations</b>	<b>41,991.42</b>												<b>41,991.42</b>	<b>549,700.00</b>	<b>-507,708.58</b>	<b>7.64%</b>
<b>Total Expense</b>	<b>142,661.51</b>												<b>142,661.51</b>	<b>2,037,475.00</b>	<b>-1,894,813.49</b>	<b>7.0%</b>
<b>Net Ordinary Income</b>	<b>569.69</b>												<b>569.69</b>	<b>181,985.00</b>	<b>-181,415.31</b>	<b>0.31%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	37,844.00												37,844.00	150,000.00	-112,156.00	25.23%
7130 · Conn. Fees, PFP (New Constr)	15,087.00												15,087.00	50,000.00	-34,913.00	30.17%
<b>Total 7100 · Connection Fees</b>	<b>52,931.00</b>												<b>52,931.00</b>	<b>200,000.00</b>	<b>-147,069.00</b>	<b>26.47%</b>
7160 · PFP Pass Thru	341.11												341.11			
7250 · CAMP Interest Income	3,056.73												3,056.73			
7600 · Bond Revenues, G.O.	24,136.46												24,136.46	983,546.00	-959,409.54	2.45%
7650 · Water System Reliability														1,000,000.00	-1,000,000.00	
<b>Total 7000 · Capital Account Revenues</b>	<b>80,465.30</b>												<b>80,465.30</b>	<b>2,183,546.00</b>	<b>-2,103,080.70</b>	<b>3.69%</b>
<b>Total Other Income</b>	<b>80,465.30</b>												<b>80,465.30</b>	<b>2,183,546.00</b>	<b>-2,103,080.70</b>	<b>3.69%</b>
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8100 · Water	85,485.23												85,485.23	1,239,000.00	-1,153,514.77	6.9%
8000 · Capital Improvement Program - Other	3,050.00												3,050.00			
<b>Total 8000 · Capital Improvement Program</b>	<b>88,535.23</b>												<b>88,535.23</b>	<b>1,239,000.00</b>	<b>-1,150,464.77</b>	<b>7.15%</b>
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds														67,450.00	-67,450.00	
9125 · PNC Equipment Lease Interest	869.47												869.47	9,441.00	-8,571.53	9.21%
9150 · SRF Loan														62,527.00	-62,527.00	
9210 · Conservation Program/Rebates														3,000.00	-3,000.00	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 9000 - Capital Account Expenses	869.47												869.47	142,418.00	-141,548.53	0.61%
Total Other Expense	89,404.70												89,404.70	1,381,418.00	-1,292,013.30	6.47%
Net Other Income	-8,939.40												-8,939.40	802,128.00	-811,067.40	-1.11%
Net Income	-8,369.71												-8,369.71	984,113.00	-992,482.71	-0.85%

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of July 31, 2022

8/19/22

Accrual Basis

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,967,397.95	0.00	3,967,397.95
<b>LAIF Investment Fund</b>			
Capital Reserve	4,030,507.51	0.00	4,030,507.51
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
<b>Total LAIF Investment Fund</b>	<b>4,631,989.51</b>	<b>0.00</b>	<b>4,631,989.51</b>
<b>Total Sewer - Bank Accounts</b>	<b>8,599,387.46</b>	<b>0.00</b>	<b>8,599,387.46</b>
<b>Water - Bank Accounts</b>			
CAMP Investment Fund	0.00	2,570,374.03	2,570,374.03
Wells Fargo Operating - Water	0.00	13,871.26	13,871.26
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	1,147,781.98	1,147,781.98
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>1,147,781.98</b>	<b>1,147,781.98</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>3,732,027.27</b>	<b>3,732,027.27</b>
<b>Total Checking/Savings</b>	<b>8,599,387.46</b>	<b>3,732,027.27</b>	<b>12,331,414.73</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-3,666.76	0.00	-3,666.76
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-13,728.55</b>	<b>0.00</b>	<b>-13,728.55</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	3,835.00	3,835.00
Accounts Rec. - Backflow	0.00	20,716.11	20,716.11
Accounts Rec. - Water Residents	0.00	147,813.43	147,813.43
Unbilled Water Receivables	0.00	249,060.61	249,060.61
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>421,425.15</b>	<b>421,425.15</b>
<b>Total Accounts Receivable</b>	<b>-13,728.55</b>	<b>421,425.15</b>	<b>407,696.60</b>
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>42,656.32</b>	<b>42,656.32</b>
<b>Total Current Assets</b>	<b>8,585,658.91</b>	<b>4,196,108.74</b>	<b>12,781,767.65</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
<b>Total Sewer - Fixed Assets</b>	<b>6,985,499.73</b>	<b>0.00</b>	<b>6,985,499.73</b>
<b>Water - Fixed Assets</b>			
General Plant	0.00	28,621,510.27	28,621,510.27
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-13,818,078.00	-13,818,078.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>16,945,089.05</b>	<b>16,945,089.05</b>
<b>Total Fixed Assets</b>	<b>6,985,499.73</b>	<b>16,945,089.05</b>	<b>23,930,588.78</b>



**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of July 31, 2022

8/19/22

Accrual Basis

<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	<u>2,772,130.08</u>	<u>0.00</u>	<u>2,772,130.08</u>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>1,203,725.68</u>	<u>1,203,725.68</u>
<b>Total Other Assets</b>	<u>2,772,130.08</u>	<u>1,203,725.68</u>	<u>3,975,855.76</u>
<b>TOTAL ASSETS</b>	<u><b>18,343,288.72</b></u>	<u><b>22,344,923.47</b></u>	<u><b>40,688,212.19</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	159,791.72	0.00	159,791.72
Accounts Payable - Water	0.00	102,365.68	102,365.68
<b>Total Accounts Payable</b>	<u>159,791.72</u>	<u>102,365.68</u>	<u>262,157.40</u>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	42,340.43	0.00	42,340.43
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	-5,815.53	0.00	-5,815.53
<b>Total Sewer - Current Liabilities</b>	<u>46,519.93</u>	<u>0.00</u>	<u>46,519.93</u>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-8,033.72	-8,033.72
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	-5,815.53	-5,815.53
Temporary Construction Meter	0.00	35,133.03	35,133.03
<b>Total Water - Current Liabilities</b>	<u>0.00</u>	<u>44,367.10</u>	<u>44,367.10</u>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	14,396.03	0.00	14,396.03
<b>Total Payroll Liabilities</b>	<u>14,396.03</u>	<u>0.00</u>	<u>14,396.03</u>
<b>Total Other Current Liabilities</b>	<u>42,934.96</u>	<u>4,346.10</u>	<u>47,281.06</u>
<b>Total Current Liabilities</b>	<u>202,726.68</u>	<u>106,711.78</u>	<u>309,438.46</u>
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	1,015,460.68	0.00	1,015,460.68
Accrued Vacations	25,210.09	0.00	25,210.09
I-Bank Loan	662,792.83	0.00	662,792.83
PNC Equip. Loan - L/T	353,643.77	0.00	353,643.77
<b>Total Sewer - Long Term Liabilities</b>	<u>2,057,107.37</u>	<u>0.00</u>	<u>2,057,107.37</u>
<b>Water - Long Term Liabilities</b>			
2020 GO Bonds	0.00	6,145,071.11	6,145,071.11
Accrued Vacations	0.00	35,865.94	35,865.94
PNC Equip. Loan - L/T	0.00	353,643.83	353,643.83
SRF Loan Payable - X109	0.00	2,698,677.87	2,698,677.87
<b>Total Water - Long Term Liabilities</b>	<u>0.00</u>	<u>9,233,258.75</u>	<u>9,233,258.75</u>
<b>Deferred Inflows (Pensions)</b>			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
<b>Total Deferred Inflows (Pensions)</b>	<u>11,473.00</u>	<u>25,537.00</u>	<u>37,010.00</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of July 31, 2022

Total Long Term Liabilities	2,068,580.37	9,258,795.75	11,327,376.12
<b>Total Liabilities</b>	<u>2,271,307.05</u>	<u>9,365,507.53</u>	<u>11,636,814.58</u>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	8,310.05	0.00	8,310.05
<b>Total Sewer - Equity Accounts</b>	<u>12,062,855.12</u>	0.00	<u>12,062,855.12</u>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-8,310.05	-8,310.05
<b>Total Water - Equity Accounts</b>	0.00	<u>2,682,744.96</u>	<u>2,682,744.96</u>
Equity Adjustment Account	4,130,886.70	10,305,040.69	14,435,927.39
Net Income	-121,760.15	-8,369.71	-130,129.86
<b>Total Equity</b>	<u>16,071,981.67</u>	<u>12,979,415.94</u>	<u>29,051,397.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>18,343,288.72</u></u>	<u><u>22,344,923.47</u></u>	<u><u>40,688,212.19</u></u>

Montara Water & Sanitary District

Check Detail

August 23 - 26, 2022

Date	Num	Name	Paid Amount	
<b>WARRANTS FOR BOARD OF DIRECTORS MEETING CONSENT AGENDA 09/01/2022</b>				
<b>SPLIT</b>				
08/01/2022	13271	ACWA/JPIA	-15,090.29	PAID
08/01/2022	13272	Aztec Gardens	-860.00	PAID
08/01/2022	13285	CalPERS	-6,773.01	PAID
08/01/2022	13273	CoastsideNet, Inc.	-82.19	PAID
08/01/2022	13274	Comcast	-289.00	PAID
08/01/2022	13277	Huntington National Bank	-13,970.00	PAID
08/01/2022	13278	IEDA	-427.00	PAID
08/22/2022	13291	Pacific Gas & Electric	-5,750.13	PAID
08/04/2022	13287	RVE Accounting	-4,660.00	PAID
08/01/2022	13280	Standard Insurance Co.	-487.95	PAID
08/01/2022	13288	Tech Solutions	-1,440.00	PAID
08/04/2022	13289	U.S. BANK PARS	-9,042.38	PAID
08/26/2022	13292	A-B Communications	-172.45	
08/26/2022	13296	AT&T	-1,129.24	
08/26/2022	13297	AT&T	-1,120.05	
08/26/2022	13298	AT&T	-253.45	
08/26/2022	13299	AT&T	-515.83	
08/26/2022	13303	Cintas	-102.77	
08/26/2022	13340	Comcast	-289.01	
08/26/2022	13307	Fitzgerald Law Offices	-9,218.25	
08/26/2022	13309	Jim Harvey	-150.00	
08/26/2022	13310	Kathryn Slater-Carter	-75.00	
08/26/2022	13311	KBA Document Solutions	-82.45	
08/26/2022	13316	PARS	-844.13	
08/26/2022	13317	PCT	-600.00	
08/26/2022	13318	Peter Dekker	-150.00	
08/26/2022	13319	Ric Lohman	-75.00	
08/26/2022	13328	Scott Boyd	-75.00	
08/26/2022	13332	Standard Insurance Co.	-487.95	

## Montara Water & Sanitary District

### Check Detail

August 23 - 26, 2022

Date	Num	Name	Paid Amount	
<b>WATER</b>				
08/01/2022	13282	BSK	-617.40	PAID
08/01/2022	13283	Core & Main	-4,721.27	PAID
08/01/2022	13275	Core & Main	-3,351.94	PAID
08/01/2022	13276	Hassette Ace Hardware	-109.25	PAID
08/05/2022	13290	Pacific Gas & Electric	-2,386.52	PAID
08/01/2022	13284	Phils Tire Pros & Auto Care	-189.95	VOIDED
08/01/2022	13279	SRT Consultants	-26,993.75	PAID
08/01/2022	13281	USA Blue Book	-1,501.25	PAID
08/26/2022	13294	Andreini Brothers, Inc.	-4,479.63	
08/26/2022	13295	Andreini Brothers, Inc.	-9,571.46	
08/26/2022	13300	AT&T Mobility	-416.24	
08/26/2022	13301	Badger Meter, Inc.	-1,166.73	
08/26/2022	13302	Balance Hydrologics, Inc.	-6,556.14	
08/26/2022	13337	Christina Sponselli	-100.00	
08/26/2022	13304	Core & Main	-454.45	
08/26/2022	13306	Esbro Chemical	-1,601.41	
08/26/2022	13338	Lynn Altwer	-63.70	
08/26/2022	13312	McMaster-Carr Supply Co.	-59.43	
08/26/2022	13313	MWSD GO BOND	-3,007.50	
08/26/2022	13314	North Coast County Water District	-415.00	
08/26/2022	13339	Pacific Gas & Electric	-1,607.87	
08/26/2022	13320	San Mateo County Environmental Health Fee	-396.00	
08/26/2022	13321	San Mateo County Environmental Health Fee	-318.00	
08/26/2022	13324	San Mateo County Environmental Health Fee	-396.00	
08/26/2022	13326	San Mateo County Environmental Health Fee	-396.00	
08/26/2022	13334	USA Blue Book	-1,119.08	
08/26/2022	13335	Wells Fargo Remittance Center	-3,910.61	

Montara Water & Sanitary District

Check Detail

August 23 - 26, 2022

Date	Num	Name	Paid Amount
<b>SEWER</b>			
08/26/2022	13305	Engineering Data Services	-8,953.58
08/26/2022	13308	Hue & Cry Security Systems, Inc.	-427.08
08/26/2022	13315	Nute Engineering	-19,543.50
08/26/2022	13322	San Mateo County Environmental Health Fee	-396.00
08/26/2022	13323	San Mateo County Environmental Health Fee	-396.00
08/26/2022	13325	San Mateo County Environmental Health Fee	-396.00
08/26/2022	13327	San Mateo County Environmental Health Fee	-396.00
08/26/2022	13329	Sewer Authority Mid-Coastside	-8,964.23
08/26/2022	13330	Sewer Authority Mid-Coastside	-141,169.66
08/26/2022	13331	Sewer Authority Mid-Coastside	-23,682.17
08/26/2022	13336	Sewer Authority Mid-Coastside	-166.50
08/26/2022	13333	Telstar Instruments, Inc.	-2,397.00



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for July 2022**

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

- Flow Report for July 2022.
- Collection System Monthly Overflow Report – July 2022.

The Average Daily Flow for Montara was 0.217 MGD in July 2022 . There was no reportable overflow in July in the Montara System. SAM indicates there were 0.36 inches of rain in July 2022 in Montara.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2022

**July 2022**

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

**12 Month Moving Total**

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
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	2	1	0	0	1
<b>Total</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
		<b>50%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>

**Reportable SSOs**

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
July 2022	0	0	0	0	0
12 Month Moving Total	6	3	1	1	1

**SSOs / Year / 100 Miles**

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
July 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	5.7	8.1	3.0	3.7	13.7
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	3.8	5.4	3.0	0.0	13.7
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**

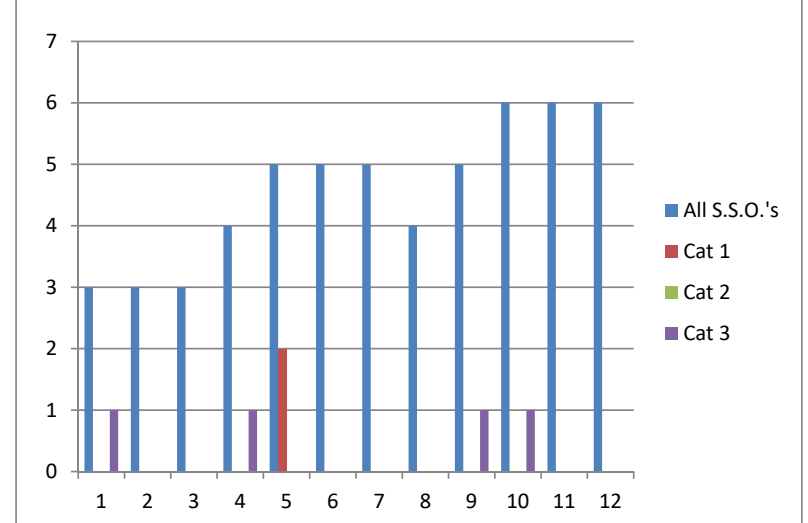
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	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
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	12,491	4,718	25,681	4.9

Annual ft	119,786	127,004	94,314	341,104	
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Annual Mi.	22.7	24.1	17.9		64.6
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Attachment C

**12 Month Moving SSO Totals Through July 2022**



# Attachment A

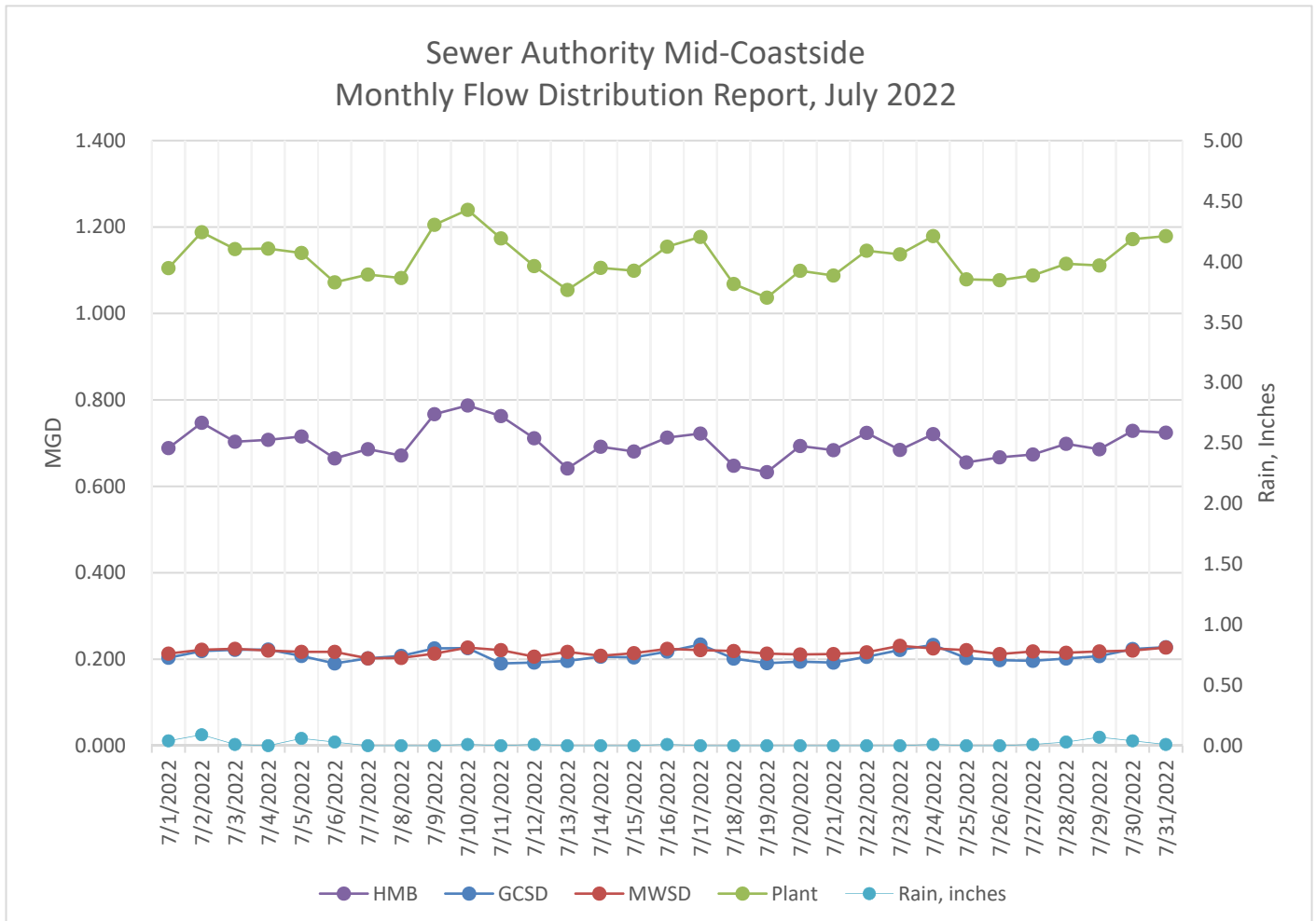
## Flow Distribution Report Summary for July 2022

The daily flow report figures for the month of July 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	0.699	62.18%
Granada Community Services District	0.208	18.53%
Montara Water and Sanitary District	<u>0.217</u>	<u>19.29%</u>
Total	1.125	100.0%





# Sewer Authority Mid-Coastside

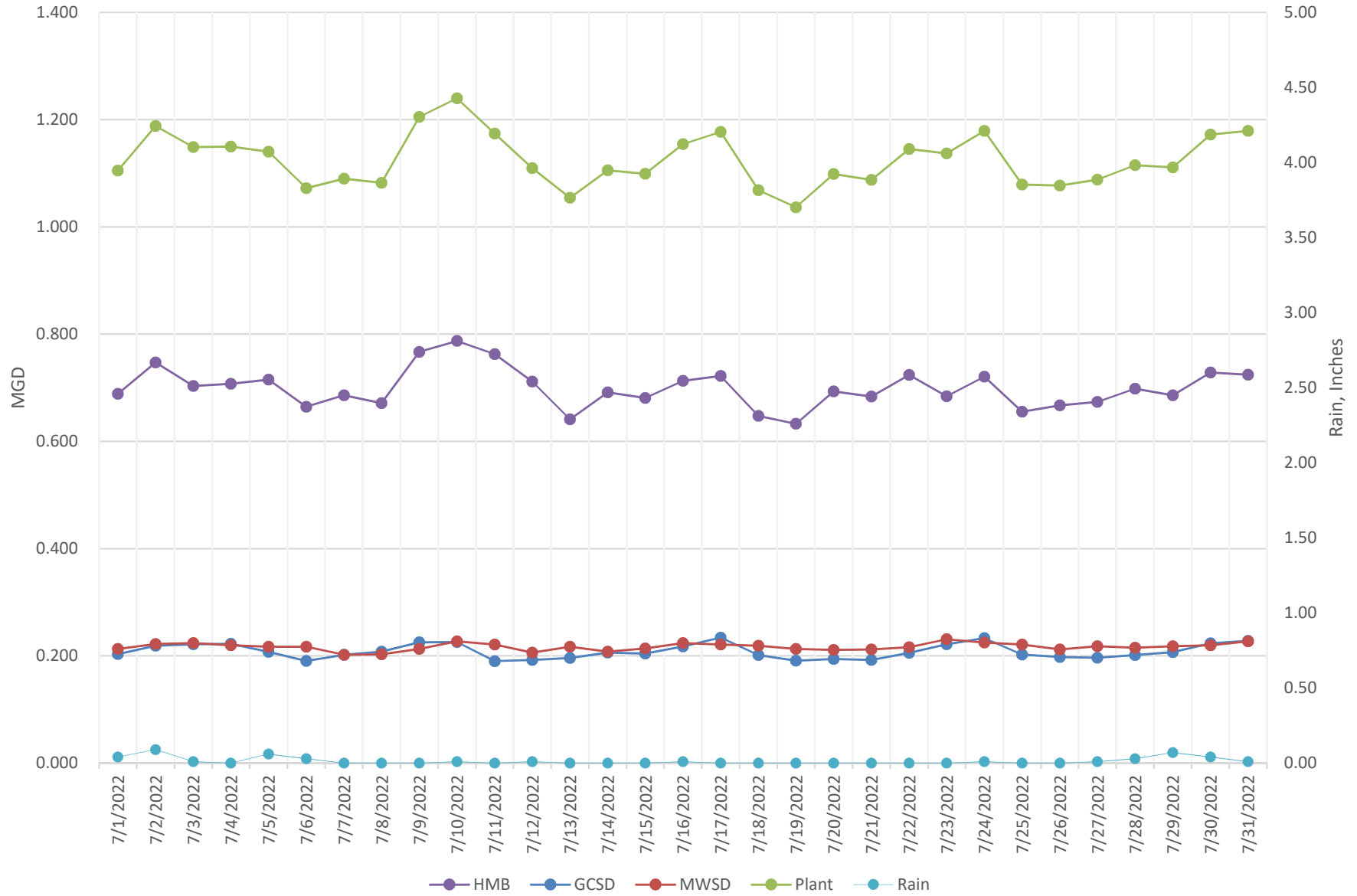
## Monthly Flow Distribution Report for July 2022

<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>
7/1/2022	0.689	0.203	0.213	1.105	0.04	0.02	0.04
7/2/2022	0.747	0.219	0.222	1.188	0.09	0.09	0.09
7/3/2022	0.703	0.222	0.224	1.149	0.01	0.03	0.02
7/4/2022	0.708	0.222	0.220	1.150	0.00	0.00	0.00
7/5/2022	0.715	0.208	0.217	1.140	0.06	0.04	0.04
7/6/2022	0.665	0.190	0.217	1.072	0.03	0.01	0.02
7/7/2022	0.686	0.202	0.202	1.090	0.00	0.00	0.00
7/8/2022	0.671	0.208	0.203	1.082	0.00	0.00	0.01
7/9/2022	0.767	0.225	0.213	1.205	0.00	0.00	0.00
7/10/2022	0.787	0.226	0.227	1.240	0.01	0.00	0.00
7/11/2022	0.763	0.190	0.221	1.174	0.00	0.00	0.00
7/12/2022	0.711	0.192	0.206	1.110	0.01	0.01	0.00
7/13/2022	0.641	0.196	0.217	1.054	0.00	0.00	0.00
7/14/2022	0.692	0.206	0.208	1.105	0.00	0.00	0.00
7/15/2022	0.681	0.204	0.214	1.099	0.00	0.00	0.00
7/16/2022	0.713	0.218	0.224	1.155	0.01	0.00	0.00
7/17/2022	0.722	0.234	0.221	1.177	0.00	0.00	0.00
7/18/2022	0.648	0.202	0.219	1.068	0.00	0.00	0.00
7/19/2022	0.633	0.191	0.213	1.037	0.00	0.00	0.00
7/20/2022	0.693	0.194	0.211	1.099	0.00	0.00	0.00
7/21/2022	0.684	0.192	0.212	1.088	0.00	0.00	0.00
7/22/2022	0.724	0.206	0.216	1.145	0.00	0.00	0.00
7/23/2022	0.684	0.221	0.231	1.137	0.00	0.00	0.00
7/24/2022	0.721	0.233	0.225	1.179	0.01	0.02	0.01
7/25/2022	0.655	0.203	0.221	1.079	0.00	0.01	0.01
7/26/2022	0.667	0.198	0.212	1.077	0.00	0.00	0.00
7/27/2022	0.674	0.196	0.218	1.088	0.01	0.01	0.01
7/28/2022	0.698	0.202	0.215	1.115	0.03	0.05	0.03
7/29/2022	0.686	0.207	0.218	1.111	0.07	0.08	0.04
7/30/2022	0.728	0.224	0.220	1.172	0.04	0.02	0.02
7/31/2022	0.724	0.228	0.227	1.179	0.01	0.01	0.02
<b>Totals</b>	<b>21.680</b>	<b>6.461</b>	<b>6.727</b>	<b>34.868</b>	<b>0.43</b>	<b>0.40</b>	<b>0.36</b>

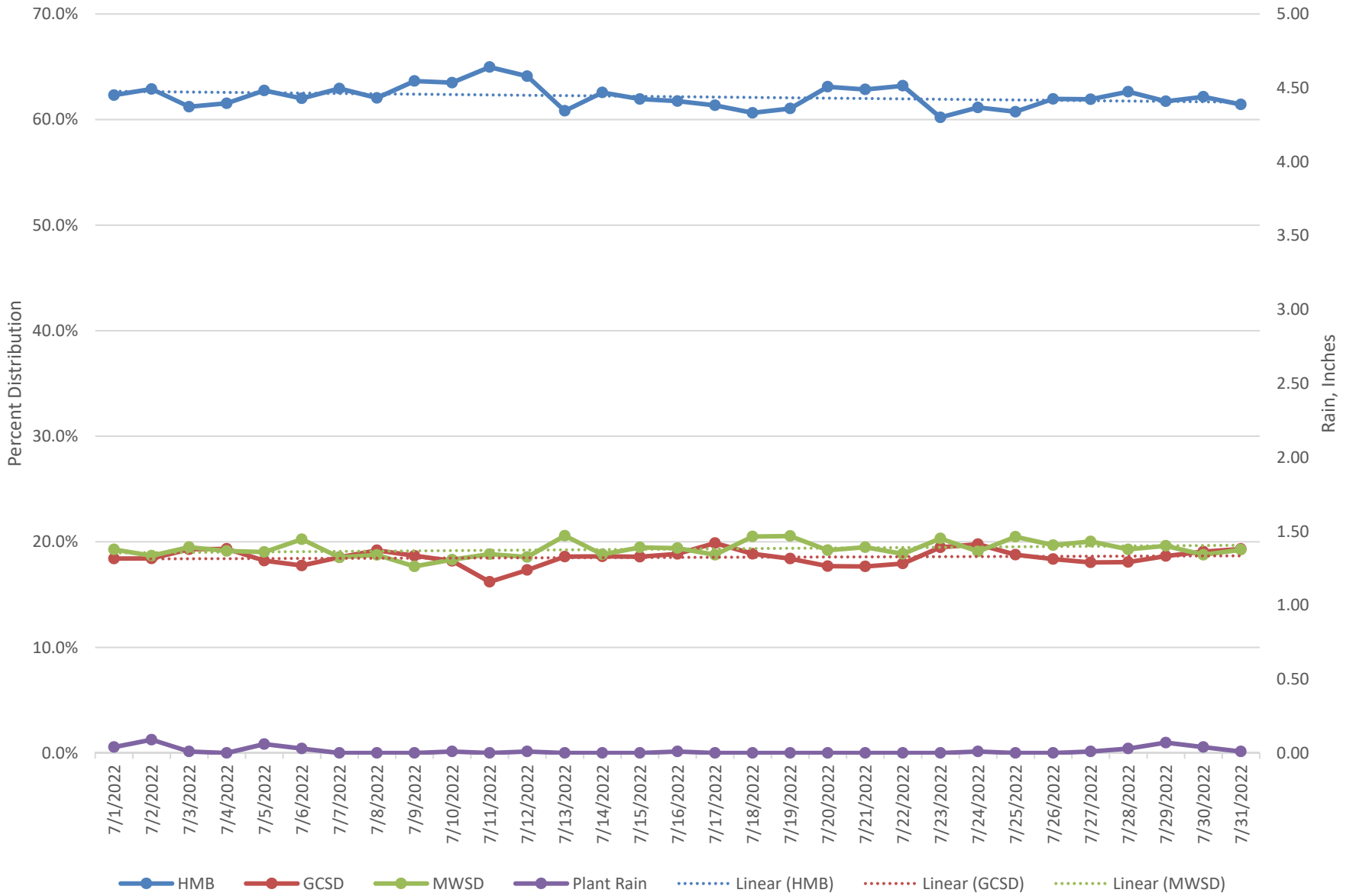
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.633	0.190	0.202	1.037
<b>Average</b>	<b>0.699</b>	<b>0.208</b>	<b>0.217</b>	<b>1.125</b>
Maximum	0.787	0.234	0.231	1.240
<b>Distribution</b>	<b>62.18%</b>	<b>18.53%</b>	<b>19.29%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2022

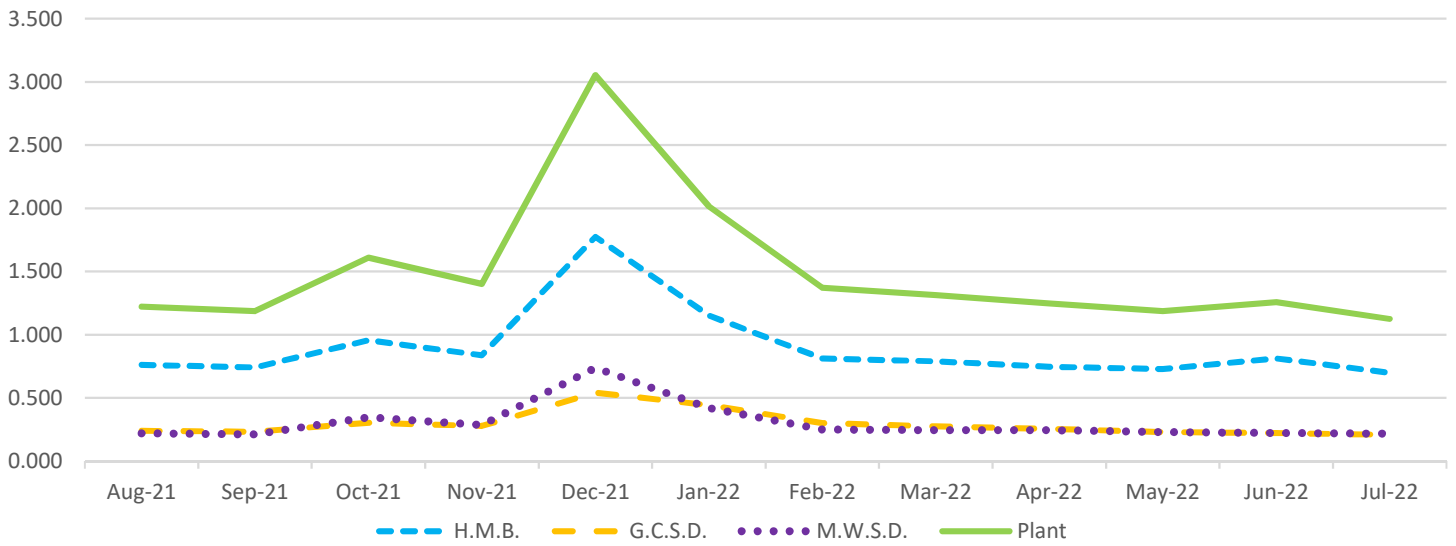


## Percent Distribution July 2022

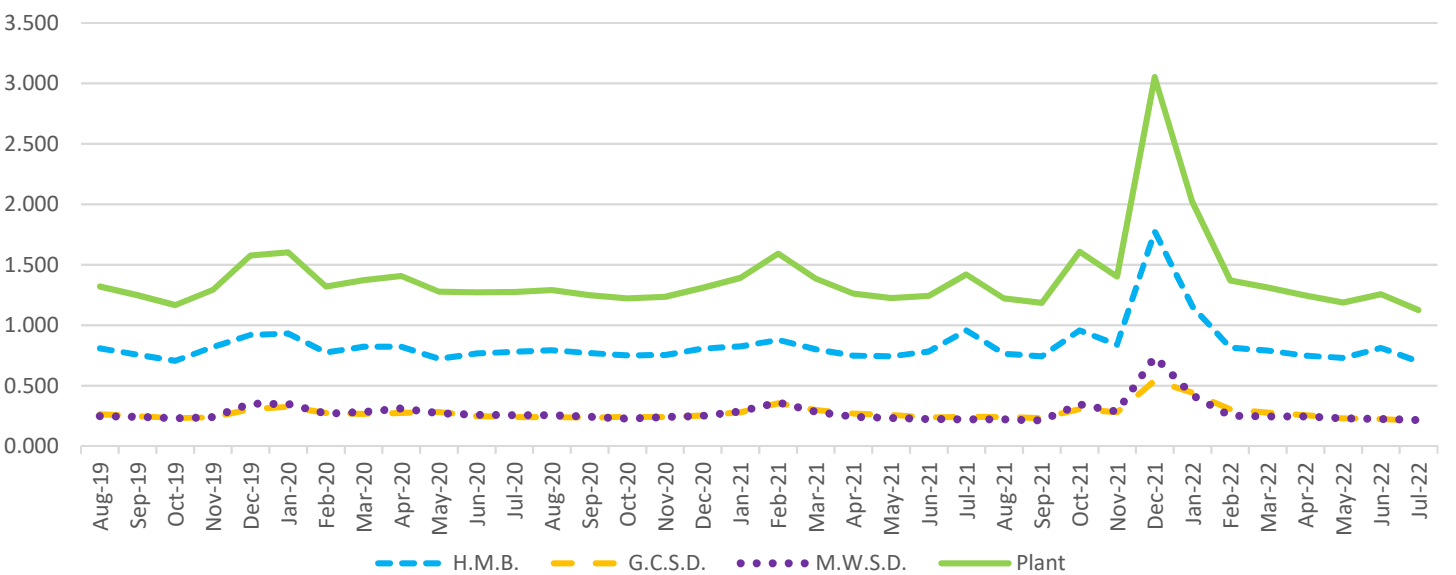


### Most recent flow calibration March 2021 PS, March 2021 Plant

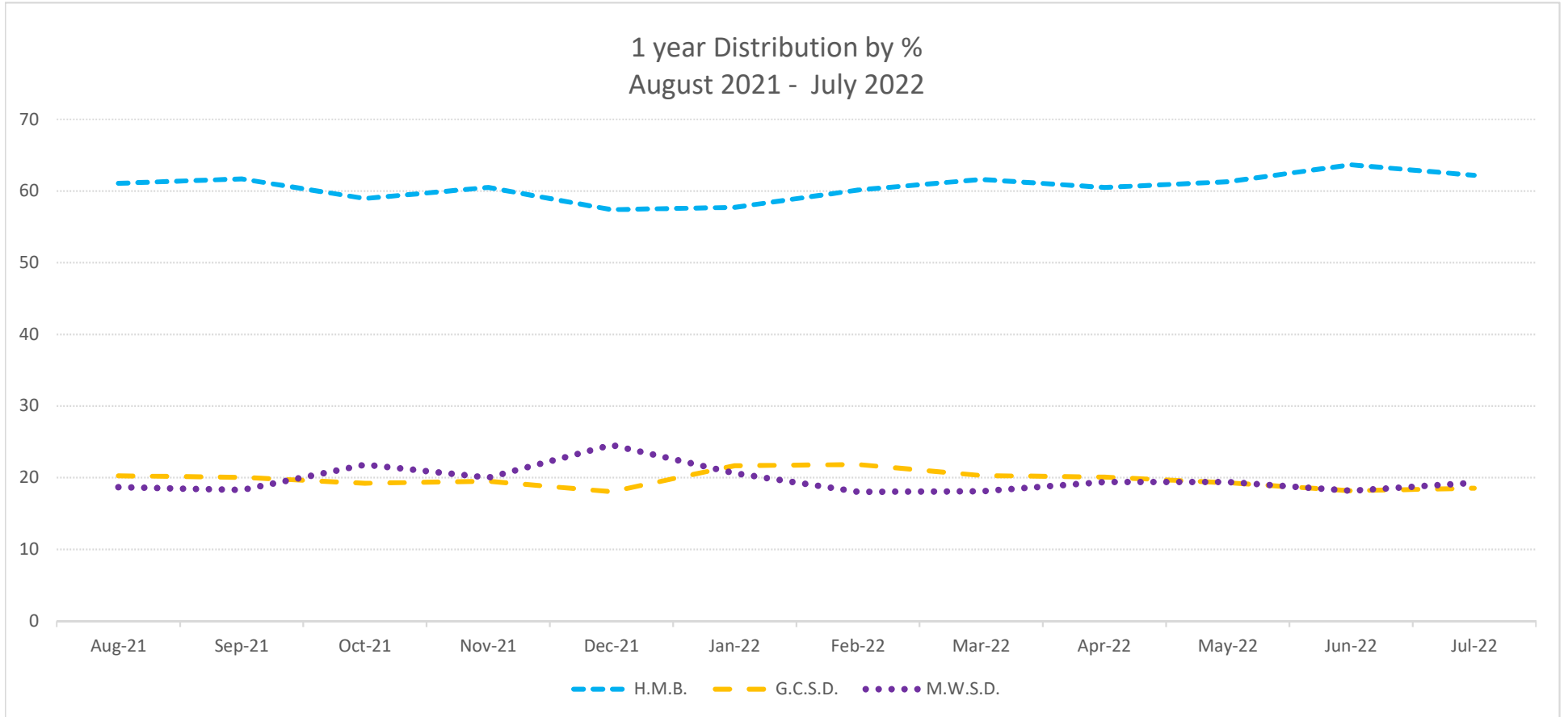
One Year Flow Chgart  
August 2021 - July 2022



Three Year Flow Chart  
August 2019 - July 2022



# Flow based percent distribution based for past year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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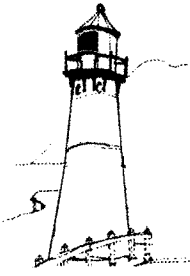
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for July 2022 was 1.09%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 8/26/22 was 2.35%.
- 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: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

As of September 1, 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 September 1, 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 September 1, 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.



*CH*

# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1st, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Water Production Report**

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

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

#### RECOMMENDATION:

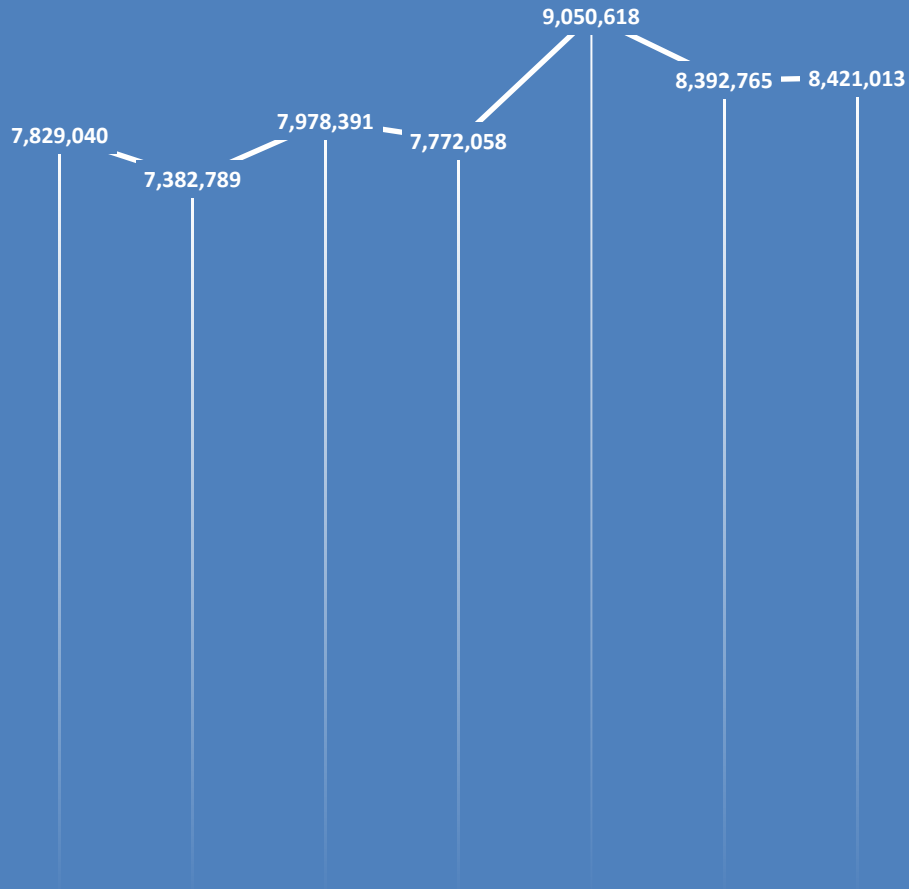
No action is required. These reports are provided for the Board's information only.

Attachments: 2



# TOTAL PRODUCTION 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	9,050,618	8,392,765	8,421,013					

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: September 1st, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Rain Report**

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

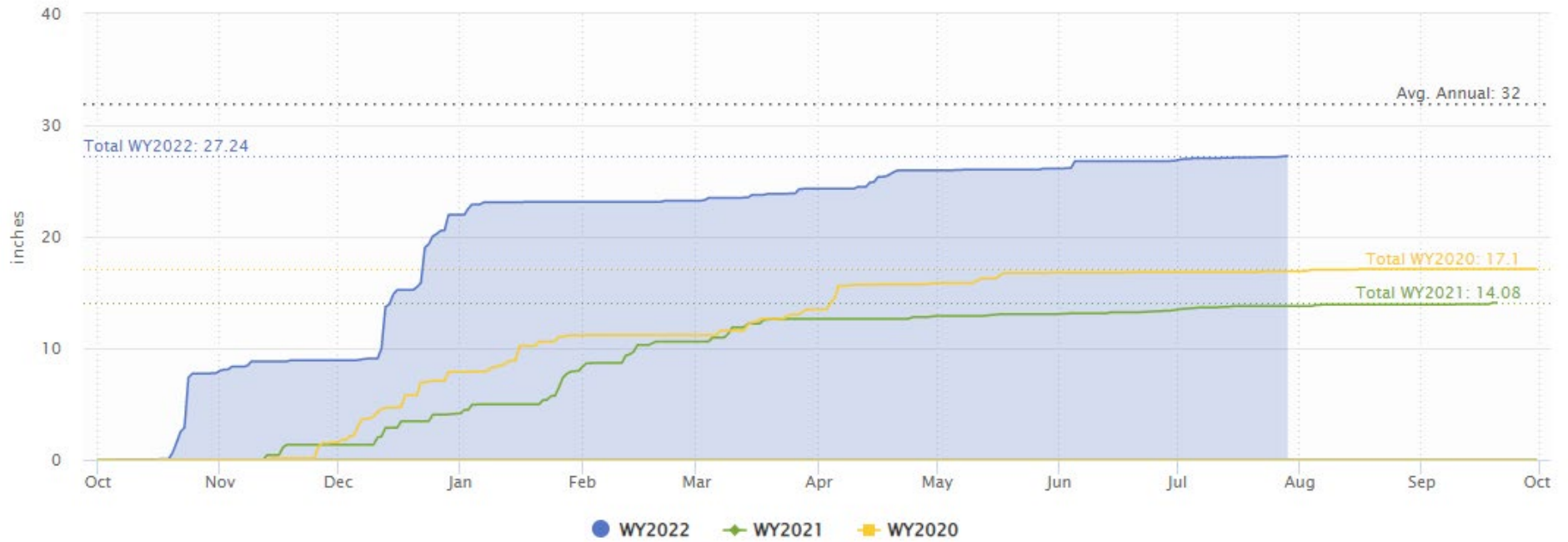
## RECOMMENDATION:

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

Attachments: 2

# Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



# Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1st, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 48,559 kWh and saved 82,550 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2022 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	117	138	187	231	229	224	178					



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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The District has received the monthly PARS report for June 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  
6/1/2022 to 6/30/2022**

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 6/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2022
Contributions	\$1,214,972.90	\$10,494.83	(\$68,905.34)	\$540.86	\$1,139.47	\$0.00	\$1,154,882.06
<b>TOTAL</b>	<b>\$1,214,972.90</b>	<b>\$10,494.83</b>	<b>(\$68,905.34)</b>	<b>\$540.86</b>	<b>\$1,139.47</b>	<b>\$0.00</b>	<b>\$1,154,882.06</b>

**Investment Selection**

**PARS Capital Appreciation INDEX PLUS**

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	0%	-6.32%	-7.08%	7.43%	7.53%	-	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.

## June 2022 PARS Statement Detail

PARS beginning Balance as of June 1, 2022                      \$ 1,214,972.90

**Contributions:**

May 15, 2022 Calculation

Wages paid	<b>33,189.43</b>			
Employer - 7.01%		\$	<b>2,326.58</b>	
Employee - 7.75%		\$	<b>2,572.18</b>	
Contribution subtotal				\$ 4,898.76

Fund Impact - PARS Wages			
Sewer	Water	Total	
10,149.91	23,039.53	<b>33,189.43</b>	
711.51	1,615.07	<b>2,326.58</b>	

May 31, 2022 Calculation

Wages paid	<b>37,913.72</b>			
Employer - 7.01%		\$	<b>2,657.75</b>	
Employee - 7.75%		\$	<b>2,938.31</b>	
Contribution Subtotal				\$ 5,596.07

Fund Impact - PARS Wages			
Sewer	Water	Total	
11,223.10	26,690.63	<b>37,913.72</b>	
786.74	1,871.01	<b>2,657.75</b>	

Total Contributions thru May    \$ 10,494.82

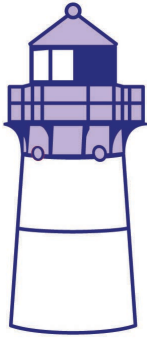
Rounding    \$ 0.01

Earnings/(Losses)    \$ (68,905.34)

Expenses    \$ (540.86)

Distributions    \$ (1,139.47)

PARS Ending Balance as of June 30, 2022                      \$ 1,154,882.06



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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The District has received the monthly PARS report for June 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

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 1<sup>st</sup> day of September 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: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Authorization to Submit a Grant Application to the Department of Water Resources for the Pillar Ridge Supply Reliability Improvement Project and to File Notice of Exemption in Connection Therewith**

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In accordance with the approved Water System Capital Improvement Plan, the Pillar Ridge Supply Reliability Improvement Project (Project) is currently being designed by District staff. The Pillar Ridge Facility Supply Reliability Improvement Project is a multi-faceted improvement project that will ultimately provide the Pillar Ridge neighborhood with a more reliable drinking water supply. The objective of the Project is to enhance the supply reliability, drought resiliency, and operational capacity of the Pillar Ridge facilities and MWSD system through key infrastructure improvements. The proposed Project includes the following major elements:

- **Rehabilitation of the groundwater supply wells:** The three (3) existing potable water wells that currently supply the Pillar Ridge system will be cleaned and rehabilitated to restore the wells to their original condition.
- **Rehabilitation of the Water Treatment Plant:** The treatment processes inside the existing treatment plant building will be updated to efficiently treat the water from the Pillar Ridge wells and maintain acceptable water quality.
- **WTP Electrical Replacement:** The electrical panel at the WTP is aging and needs to be replaced to accommodate the rehabilitated and upgraded facilities. The installation of a generator will provide permanent backup power and increase the resilience of the installed facilities, which are regularly subjected to planned fire prevention power outages.
- **Replacement of the existing treated water tanks:** The two (2) existing 70,000-gallon bolted steel water storage tanks located at the WTP site will be demolished and replaced with two (2) 98,000-gallon welded steel tanks that will provide sufficient operational and fire storage for the Pillar Ridge Zone. The new tanks will occupy the same footprint as the existing tanks. As such, the new tanks will improve the water shortage resilience of the Pillar Ridge zone and increase operational flexibility for MWSD.
- **Replacement of the existing hydro-pneumatic system:** The existing 5,000-gallon horizontal hydro-pneumatic tank is aging and its replacement will ensure





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

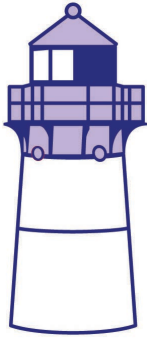
FROM: Clemens Heldmaier, General Manager

proper operation and adequate water pressures throughout the distribution system. The new hydro-pneumatic tank will have a similar configuration and will be located at the WTP site, where the existing hydro-pneumatic tank is currently located. The approximate footprint for the hydro-pneumatic tank is anticipated to remain unchanged.

- **Installation of updated infrastructure to hydraulically connect the Pillar Ridge distribution system to the rest of the MWSD distribution system:** The installation of a booster pump station and yard piping at the Pillar Ridge WTP will complete the physical consolidation between MWSD and Pillar Ridge by allowing water from the Pillar Ridge storage tanks to feed the Schoolhouse Zone and the Schoolhouse tanks.
- **Installation of access points along the supply transmission mains:** The installation of bi-directional street cleanouts at three (3) locations along the transmission mains between the groundwater supply wells and the WTP will provide key new access points to the transmission piping network. The new access points will allow for proper jet-cleaning and maintenance of the pipes, which are experiencing significant iron deposits that impact the pipe's flow capacity.

In an effort to obtain potential funding for the Project, MWSD staff has prepared a grant application to submit to the California Department of Water Resources (DWR) Small Community Drought Relief to fund this Project. DWR's Small Community Drought Relief Program was authorized by the Budget Act of 2021 following the 2021 State drought emergency proclamation. The Program commits 190 million dollars for financial and technical assistance to help small communities respond to and mitigate worsening drought conditions. *"The Program will support projects and program that provide immediate and near-term water supply reliability benefits and improve small communities' drought and water shortage resiliency and preparedness."* Applications for eligible projects are currently accepted on a rolling basis, until December 2023, or until all the funds have been awarded.

Eligibility for funding requires compliance with the California Environmental Quality Act (CEQA); as such, preliminary engineering has been completed for the Project, and Staff has evaluated the Project's impact with respect to CEQA. Based on the details above, Staff has found that the Pillar Ridge Supply Reliability Improvement Project is categorically exempt from the requirement for preparation of environmental documents under the CEQA (Public Resources Code Section 21000 et seq.) and Section 15302 of the "State CEQA Guidelines" (14 CCR Section 15300-15331). It is recommended that the attached Notice of Exemption (NOE) be filed under Section 15302: Class 2, Replacement or Reconstruction.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Staff is seeking Board approval to adopt a resolution authorizing submittal and acceptance of a grant application, as well as authorization to file the NOE for the Project.

## **RECOMMENDATION:**

Adopt Resolution authorizing the General Manager to submit a grant application and execute a grant agreement with DWR, if selected; and authorizing the General Manager to file a Notice of Exemption through the County Clerk of San Mateo County (Class 2: Replacement of Reconstruction)

RESOLUTION NO. [xxxx]

A RESOLUTION OF THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE PILLAR RIDGE SUPPLY RELIABILITY IMPROVEMENT PROJECT.

WHEREAS, Montara Water and Sanitary District proposes to implement the Pillar Ridge Supply Reliability Improvement Project;

WHEREAS, the Pillar Ridge Supply Reliability Improvement Project is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies;

WHEREAS, Montara Water and Sanitary District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, Montara Water and Sanitary District intends to apply for grant funding from the California Department of Water Resources for the Pillar Ridge Supply Reliability Improvement Project;

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, AS FOLLOWS:

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 69, § 112), the Montara Water and Sanitary District General Manager is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
2. The Montara Water and Sanitary District General Manager is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The Montara Water and Sanitary District General Manager is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Montara Water and

Sanitary District at the meeting held on September 1, 2022 by the following vote:

AYES:

NOES:

ABSENT:

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Secretary, Montara Water and Sanitary District

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: San Mateo

\_\_\_\_\_

**From:** (Public Agency): Montara Water & Sanitary District  
8888 Cabrillo Highway  
Montara, CA 94037

(Address)

Project Title: Pillar Ridge Supply Reliability Improvement Project

Project Applicant: Montara Water & Sanitary District

Project Location - Specific:

At the existing Pillar Ridge Water Treatment Plant and Storage site, adjacent to 164 Culebra Street

Project Location - City: Moss Beach Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:

The Pillar Ridge Facility Supply Reliability & Rehabilitation Project will ultimately provide the Pillar Ridge neighborhood with a more reliable drinking water supply. The proposed Project includes the following major elements: well rehabilitation, treatment plant upgrades, and storage facility replacement.

Name of Public Agency Approving Project: Montara Water & Sanitary District

Name of Person or Agency Carrying Out Project: Montara Water & Sanitary District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15302: Class 2, Replacement and Reconst
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The Project consists of the replacement and/or reconstruction of existing water facilities and will be located on the same site as the existing Pillar Ridge Water Treatment Plant and Storage site.

Lead Agency

Contact Person: Clemens Heldmaier

Area Code/Telephone/Extension: \_\_\_\_\_

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: 8/29/2022 Title: General Manager

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Regular Scheduled Board  
Meeting.**

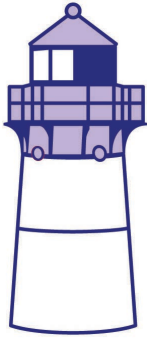
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Staff suggests to cancel the next Regular Scheduled September 15, 2022 meeting. The following Regular Scheduled Meeting is planned for October 6, 2022.

RECOMMENDATION:

This item is for information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: General Manager's Report**

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## Operations Report AUGUST 2022

### 811 Dig Alerts

- 8/3/22- 530 Stetson, work to install grounding rod. No water lines to mark within USA area.
- 8/4/22- 1170 Howells, new sewer lateral install. Water main marked and spoke with contractor.
  - 350 10th, new home trench to install utilities. Water main and service lines marked
  - 112 Orval, replacing asphalt. Marked main and service line within USA area.
- 8/5/22- 538 5th, work to trench and install utilities. Water marked within USA
- 8/11/22- Franklin x Birch, driving steel to reinforce utility pole. Checked to make sure USA marks were still clear and visible.
- 8/12/22- 837 Stetson, install deck footing and stump grinding. No water to mark within USA area.
  - 1237 Grant, saw cut asphalt for new driveway. No water to mark within USA area.
  - Date x Harte, trench to install sewer pump station. Checked to make sure USA marks were still clear and visible
- 8/15/22- development on Vallemar, lot 4. Work to dig and install plants and irrigation. Water marked in street and service line.
- 8/17/22- Farallone x 2nd, grading of ruts. No water lines to mark within USA area.
  - 868 Linda Vista, work to install grounding rod. No water lines to mark within USA area.
- 8/25/22- 112 Orval, replacing asphalt. Checked existing marks within USA.

### Work Orders

- 8/1/22 - Replaced 17 failing meters with new meter encoder and transmitters, 29 manual reads of missed meters.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 266 5th st- Move in Move out, new homeowners, took final read and left water on, did not leave door tag per work order request
- 468 3rd st- Tenant Move in move out, took final read and left door tag for new customer, turned water off at meter
- 390 4th- Customer experiencing problems with water pressure. Pressure checked at house and nearest hydrant, both=75 psi. meter was pulled and flushed service line from main, was flow seemed to be better after flush, customer contacted.
- 8/2/22 – 58 Manual reads of missed, zero flow, and high usage meters for billing
  - 468 3rd st- Homeowner taking over account, turned on water and started account
- 8/3/22-515 Vermont. Customer concerned about possible leak and requested profile. Blue dial not spinning when address visited, profile taken, and information corrupted by failing transmitter. Customer contacted and given toilet tabs.
- 8/4/22- MOVO. Final read taken and water left on.
- 8/5/22-office requested meter anomaly investigation read of 9999. Meter is new and initial read begins at 9999.999.
- 8/8/22-1170 Acacia. MOVO. Final read taken and water left on.
  - 520 Lancaster. MOVO. Final rad taken and water turned off at meter, door tag left.
  - 819 Stetson. MOVO. Final read taken and water left on.
- 8/9/22- 508 8th. MOVO. final read taken and water left on. Door tag left to notify new owners to contact office within 48hrs.
- 8/10/22-574 Sierra. MOVO. Final read taken and water turned off at meter, door tag left.
- 8/11/22- MOVO. Water turned on and start read taken.
- 8/12/22- 1299 Audubon, Leak investigation took meter profile and helped customer trouble shoot leaks cause.
  - 705 George, Leak investigation took meter profile and helped customer trouble shoot leaks cause.
- 8/15/22- 508 8th st. MOVO. Physical meter read taken, water left on.
- 8/16/22- 955 Birch, customer having pressure issue. Helped troubleshoot the problem and find failed pressure regulator.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 240 California, Leak investigation took meter profile and helped customer trouble shoot leaks cause.
- 503 4th, MOVO. Physical meter read taken, water left on.
- 540 Lancaster, meter riser removed and meter box set to grade.
- 280 12th, Leak investigation took meter profile and helped customer trouble shoot leaks cause.
- 8/22/22- 459 5th, helped customer locate meter and gave them information about calling in a USA with 811.
- 8/23/22- Tamper repair for meters 101 Niagara, 500 3rd, 419 5th and 511 Cypress.
- 8/25/22- Shut off water at 870 Tierra Alta rd. for plumbing work. Turn back on the next morning 8/26/2022
- 8/26/22- shut water at 501 Farallon Ave. for customer to replace service line

## After Hours Call Outs

- 8/13/22 – 430am High Nitrate alarm at Airport North Well, APN Well was off and alarm was artificial due to sample feed line being clogged and not creating accurate read. Cleaned Nitrate analyzer and feed lines and stopped issue.

## Miscellaneous

- Distribute and collect Copper and Lead samples from 20 homes in district for state sampling
- Collect 3rd quarter samples
- Site plans & Well Rehab applications for SMC E.H. submitted to Maggioria Bros.
- Work with SMC E.H. on California Health and Safety Code Section 25508(c) for compliance.

## Maintenance

- Alta Vista Well. Pump Failure alarm mystery. After Kyle from Calcon checked all system parameters and multiple re-start attempts we found that the flow meter was not registering and creating an alarm to shut down the well pump that we could not manually reset. The flow meter was disassembled for inspection and we found a piece of a plastic plug lodged between the flow meter impeller and pipe creating a false no flow situation. Once the anomaly was removed, we were able to restart the well



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager  
and create new operating parameters to help manage future pump failure  
alarms.

Since the well is completely sealed from any outside influence, we suspect  
that the piece of plastic we found was from the recent well rehab project.

**GM Leave:** The General Manager will be out of the office on September 13-20.

**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.

RECOMMENDATION:

This is for Board information only.

Attachment