



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

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

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

AGENDA

District Board of Directors

November 3, 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/81888501893?pwd=ZDJlY2lrbWZWQVViSG9rTGR0ODZTQT09>

MEETING ID: 818 8850 1893

Password: 215510

CALL IN PHONE NUMBER: +1 669 900 9128

Clemens Heldmaier is inviting you to a scheduled Zoom meeting.

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/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false>. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

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

Public Comment

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

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

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

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING (none)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting October 6 and October 20, 2022.](#)
2. [Approve Financial Statements for September 2022.](#)
3. [Approve Warrants for November 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 July 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 Impact of Inflation and Discussion of Water and Sewer Rate Updates.](#)
3. [Review and Possible Action Concerning Director Meeting Compensation.](#)

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING October 6, 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 7:30 p.m.
CALL TO ORDER
ROLL CALL**

Directors Present: Boyd, Dekker, Harvey, and Lohman

Directors Absent: Slater-Carter

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

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

PRESIDENT'S STATEMENT –

Director Boyd stated that last week there was an accident in Moss Beach that took the life of one of the residents of Moss Beach, someone well known to many of

them, Harald Herrmann. To compound that tragedy, the Montara Water and Sanitary District (MWSD) crew and another contractor's crew were working at the site and were spared by a tree that stopped the oncoming truck. It is important to know there are real risks for anyone that works outside along roadways. He commended the staff and crew for the work they do, and how they are caring for each other in this time of tragedy. He would like to start the meeting with a moment of silence in the memory of Harald Herrmann out of respect for him and the contributions he made to the community. He is well known for the giving community minded spirit he had. It was a distinguishing mark. His family, loved ones, and friends are all heartbroken over this. A moment of silence was taken.

ORAL COMMENTS

General Manager Clemens Heldmaier thanked staff for their efforts when the accident occurred. There was also another accident about two years ago when one of the operators was involved in an auto accident in Montara. Harald was a good friend, and he thanked him for all that he did. He was always the giver and reached out and tried to help wherever he could. Some of the last conversations he had with Harald was about the safety of Highway One and the time it takes for these projects to be implemented. Connect the Coastside study was just approved and there are some safety improvements planned from Devil Slide to Half Moon Bay. He and Harald grew up in Europe, and in European urban centers there are speed limits of 50km – 35 mph. He and Harald talked about how certain areas of Highway One have high pedestrian traffic, driveways, etc. and yet the speed limit is 50 mph. Everyone should drive slower in these areas. This District has to take a stand on safety on Highway One for our citizens and staff.

Gregg Dieguez commented that he worked on several issues with Harald, and considered him a friend. The speed limit on Highway One will be commented on in an upcoming MCC letter. He would endorse that they have to reduce that speed. He is exploring with the County and DPW what kind of memorial would be appropriate for Harald. Harald was a great guy, and it is a tragedy for his family and the community. Did you notice the Grand Jury report? They produced a Grand Jury report on earthquake impacts and forgot to include Montara.

General Manager Clemens Heldmaier added that the Grand Jury report was sent out to all water agencies in San Mateo County. There may be a reason behind it--perhaps it is because they are water and sanitary district, or that they aren't a county water agency. But they provide water services and everything applies to them as well. The County Office of Emergency Services picked up on this and ensured that they are participating. They just did a tabletop exercise if a tsunami event occurs out there.

Director Harvey commended General Manager Clemens Heldmaier for getting counseling for staff. He thanked the staff for their response and cooperation at the accident. He agrees with the speed limit, and maybe it can be agendized.

District Sewer Engineer Pippin Cavagnaro added that if you go up the Coast on Highway One in similar communities, such as Oregon, frequently the speeds are 25-30 mph. In Oregon they have signs that say “speed,” and if you go 26 mph it is a revenue source. They ticket everyone.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting September 1, 2022**
- 2. Approve Financial Statements for August 2022**
- 3. Approve Warrants for October 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 July 2022**

Director Dekker made a motion to approve the Consent Agenda items 1-10, and Director Boyd seconded the motion. A roll-call vote was taken, and the motion passed unanimously 4-0.

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 meeting as well as any other meeting this month via teleconference. 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 Harvey made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic. Director

Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 4-0.

2. Review and Possible Action Concerning Review of Recology 2023 Solid Waste Rate Increase.

General Manager Clemens Heldmaier stated this is a standard item as part of our franchise agreement. Recology provides financial information around this time each year. They are requesting an index-based rate increase of 5.61% due to increased costs. This means that the standard 32-gallon waste container would increase from \$36.22 to \$38.25 dollars. Our District Account, Peter Medina, reviewed the financial information. A prop 218 notice has also been drafted and they would like approval for the prop 218 process tonight. Staff recommendation is to receive RVE's presentation on the review of the suggested rate increase and associated information and authorize the General Manager to distribute a Prop 218 Notice for a public hearing on December 1, 2022.

District Accountant Peter Medina stated he verifies the financial information for errors, and looks at the prior year and confirms the indices that were agreed upon were utilized. The disposal information shows the garbage was down and organics up. Everything was verified for the work Recology did for the pieces that could be checked.

Director Dekker asked about the 50/50 allocation of trucks and drivers in El Granada and Montara. He thought El Granada has more Recology customers. While he thinks the increase is reasonable, the CPI for water, sewer and trash collection in the United States from 7/2021 to 7/2022 the increase is 4.2%. However, if you factor in the high cost of gasoline, it is close.

District Accountant Peter Medina replied that El Granada has 2,182 customers and Montara has 1,892 customers; this breaks down to 53.6% and 46.4%. It is more, but it is close to 50/50.

Lisa Ketcham said in reference to composting at Pillar Ridge, the residents were using their own bins for composting while they were waiting for their Recology green waste bins. Some of the residents received their green waste bins in mid-September—not everyone-- and Recology stopped picking up composting from anyone not using the green waste bins. The problem is they required the residents to opt in, which is a difficult and incomplete process. And some of the residents that signed up haven't received their green waste carts, and now those people are not receiving any green waste service at all. Can you please ask Recology to restore service for their own cans until everyone has their green waste carts?

Director Boyd asked General Manager Clemens Heldmaier to follow up on this.

General Manager Clemens Heldmaier said he has been in contact with the Pillar Ridge management and he is not aware of any issues with the composting services. He will follow up on this.

Director Boyd said they have received RVE's presentation on the review of the suggested rate increase and associated information and the Board has concurred that the General Manager Clemens Heldmaier is authorized to distribute a Prop218 Notice for a public hearing on December 1, 2022.

3. Review Engineer's Report on District Sewer Inflow and Infiltration Reduction Efforts.

General Manager Clemens Heldmaier stated the topic of inflow and infiltration (I&I) in sewer systems is a topic that comes up often. There is confusion as to what it is and where it is coming from. People think that it is the responsibility of the sewer agencies to manage the sewer system. However, although the sewer agency maintains the sewer mainlines and pumpstations, they have no control over the privately owned sewer laterals of each house. And these privately owned sewer laterals contribute significantly to I&I. Pippin Cavagnaro is here to provide some valuable information about I&I, and what the district has done to reduce peak flows coming from I&I that every agency is grappling with.

District Sewer Engineer Pippin Cavagnaro stated this summary report refers to recent efforts. All the members of the state were encouraged about 15 years ago to televise their entire sewer system and develop a Sewer System Master Plan or a Sewer System Management Plan (SSMP), which isn't just where pipes are and what the capacity is, but includes how the system is operated, maintained, and handles emergencies. The district then started increasing maintenance for sewer mains. In our district, the mains are district property, but when you do the calculations of all the footages in the district, about an equal footage is owned by private homes. So, during capitals projects, the district replaced the property owner's lower laterals if problems were identified, using the latest pipe-bursting technology. The district has an annual budget of about 1.4-1.9 million dollars for sewer infrastructure projects. In addition, they have the contractor televise the sewer pipes further than the vicinity of the capital improvement project to look for defects. So, they have capital improvement projects with sewer improvement targeted work, they replace private laterals when they get permission to do that. That is included in the project costs, and there is no back charging to the residents. It is part of the sewer rate. For minor remodels, if their lateral is cracked or has roots, they ask them to fix it. If it is a major remodel, in most cases, the pipes are being replaced. At the time they are doing the construction work and doing the remodels, they do a visual inspection to verify if roof leaders are not connected into the laterals. They are also installing sealed manholes, rather than the older ones that had holes in them. In some places where they haven't installed them yet, there is equipment available to plug the holes. They have goals for SSO reduction.

They focus on areas that have lots of roots and areas that are like a drainage basin (e.g., Date Harte Street). In recent years they have televised over 50,000 feet of sewer. Spot repairs are done as needed, and SAM staff will replace damaged covers, etc. In addition, the district has SmartCovers located at strategic areas, where they can monitor the water levels during the rain and compare that to past rain events and see how fast the water is coming up. In summary, about 20% district laterals have been replaced, 30% have had some repairs made, 18%-20% sewer lines are new, and additional 10% have had repairs made. The district has repaired or rehabilitated about a third of the system. They have been struggling with the higher rain events—they have been less frequent, but of higher intensity. This puts a lot more stress on the system.

Director Dekker asked if there is a penalty if roof leaders are connected when building a new house.

District Sewer Engineer Pippin Cavagnaro replied that all new houses are required to have a separate cistern system. These are usually found in older homes or someone connects in accidentally.

General Manager Clemens Heldmaier added that they have an enforcement process that can be used, but they do not have a direct fine for this.

Gregg Dieguez said that he has a number of questions that he can put in writing for answers later. Last October they only had 6 inches of clearance in the wet weather storage at the Portola pumpstation during that storm. Half Moon Bay refused to agree to install the 400,000 gallons so they only installed 200,000 and it looks like they should have installed more. Are they going to consider installing the extra 200,000 in even though it is going to cost a lot more? Regarding the Cypress Point project, if you take a look at the hydrological reports and what they propose to do on that property with drainage ponds, etc. there is over 150,000 ft of impervious surface being added there. There are already problems with drainage in Moss Beach, and it will put a lot more stress on the manholes covers or Montara Creek. Has the District reviewed the Cypress Point application so they can ask for mediations and accommodations by the developer now to prevent an exacerbation of I&I in Moss Beach that might stem from this development? Half Moon Bay and El Granada got PG&E to look at their pipes. Did Montara/Moss Beach get the benefit that Half Moon Bay did? What are the trends in the comparative percentage of I&I between Montara compared to other districts and what percentage of the pipes do they typically replace? It sounds like it is much higher. The work for Big Wave and the new joiners wouldn't be related to that, would it? He is curious what the cause of the big increase was.

General Manager Clemens Heldmaier requested those questions in writing, and can answer a couple of them this evening. They don't have an application for the project and have only received a referral from the County.

Gregg Dieguez added that he met with CalFire today and they have not reviewed the Cypress Point project or received payment, which is surprising, because they are going before the Planning Commission in a month or two.

District Sewer Engineer Pippin Cavagnaro added the storm water runoff standpoint is in the jurisdiction of the County and there are requirements for new construction to manage hard surfaces. This should be included in their final development plans and the County should be overseeing that. New pipelines are not considered in the rehabilitation numbers and water lines are another subject. If they look at the flow numbers at SAM over the last years, and the last big storm events, it is clear that Montara's numbers are going down.

4. Review and Possible Action Concerning Approval of Purchase of Two New Ford Ranger Trucks.

General Manager Clemens Heldmaier stated that two of their vehicles are about 10-11 years old and are in need to be replaced. Operations did some research for suitable trucks and decided to buy two Ford Rangers, one being a four-seater. The availability of parts and vehicles are very limited, and in the past the district used a state purchasing system. They would like to get the trucks in a reasonable amount of time, so they are purchasing them from the local dealership. The quotes are in the Board packet, and staff recommendation is to authorize the General Manager to issue the approval for purchase orders for two trucks in Attachments A & B not to exceed \$68,000 dollars for both trucks. This includes some funds for lightbars, and other options they may want to add.

Director Dekker added that Ford Rangers are reliable vehicles.

Director Harvey made a motion to authorize the General Manager to issue the approval for purchase orders for two trucks in Attachments A and B not to exceed \$68,000 dollars. Director Boyd seconded the motion and a roll call vote was taken. The motion passed with 3 Aye votes and one abstention due to technical difficulties with Director Lohman's computer.

REPORTS

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

Director Harvey reported that SAM General Manager discussed the snacks and refreshments that SAM provides for staff.

Gregg Dieguez added that SAM has been replacing some significant equipment.

Director Boyd commented that it is important to stay on top of what needs to be replaced. He is glad to hear that the SAM Board is getting those items approved and done.

Michelle Dragony commented that SAM is going to agendize an initiating presentation for exploring a recycled water master plan for the whole Coastside. It was a brief conversation that Director Slater-Carter brought up and it is on her website.

Director Boyd added that MWSD has had a long-standing active interest in participation to bring recycled water to the Coastside.

Michelle Dragony replied that it is a new time, as CCWD and the city has bought into it. There is a meeting about OneShoreline, including our shoreline.

Director Boyd added to please see www.Coastsidebuzz.com for more details.

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

Gregg Dieguez said they need one more member for the MCC. They don't have enough people running for office to replace all the seats. If anyone is interested, please put your name forward so they can be considered for appointment. The council will be reviewing the Quarry Park masterplan. They are also drafting a letter in reference to the Mid Pen/Cypress Point development. Parks had proposed putting in an audio/visual kiosk at Seal Cove to help people navigate and it was roundly panned by the public. He is working on some issues with Department of Public works, including sidewalks in El Granada and some unsafe situations and traffic signs near Farallone View School District in Montara. There will be some community participation session for this. He wrote a letter and spoke at the SAM meeting about the flows in December which almost caused an overflow at the SAM plant and he is requesting SAM review what caused that. There is an unexplained 5 million gallon/day peak flow rate coming from somewhere. He is hoping Montara will support a review of Half Moon Bay's modeling analysis to see if that was adequately done and some investigation of what those flows were. It may be from somewhere south of the plant, but it hasn't been found. He hopes that they will work on identifying the problem, because it was a near miss last December.

3. California Special Districts Associations Report (Lohman) - none

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

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald reported news about some new legislation that the Governor signed in reference to the Brown Act and remote meetings. AB

2449 was signed into law in September. It allows a minority of the Board to participate in meetings remotely under limited circumstances under just cause and emergencies. Just cause is defined as being sick, having to be home, as a caregiver. The board member does not have to post their location or allow public access. The district would also have to continue providing remote participation to the public. It becomes effective in January 2023. The district has three options for remote meetings: they can continue to conduct remote meetings under AB361, as long as there is a declared state of emergency, which sunsets January 1, 2024. After that, they can use the AB2449 in which a minority of Board members may participate remotely without having to post their location and only under limited circumstances, and that also presumes that the majority of the Board is meeting in person. That law sunsets in 2026. Then there is the traditional teleconferencing rules, by which any board member participating remotely must post his/her location and allow access to the public.

6. Directors' Report -- none

7. General Manager's Report (Heldmaier) –

General Manager Clemens Heldmaier pointed out the newsletter is attached and has already been distributed. There is an item on the newsletter that has not been discussed by the Board yet. He has been discussing with San Diego State the possibility of installing a vertical wind profiler on District property. It is essentially radar looking straight up and is a research and forecasting tool for atmospheric rivers. This is another set of data that they would receive, similar to their Noah station. It will go on the website and complement their other weather data. This will be brought to the Board for review and approval. Some along the Coastside are so excited about it and talking about it, and that is the reason why they added the concept of it in the newsletter.

Director Dekker asked about the status of the steel plates and the generator at 6th and Harte. He noticed cement pipes on the side of the street. He also asked about the generator that they are renting.

General Manager Clemens Heldmaier replied that supply chain issues have been a problem and they are trying to resolve it as soon as possible. A temporary fix is in place.

District Sewer Engineer Pippin Cavagnaro commented they have the supplemental pumping system in place, and because that station is older, they were not able to connect that pump into the existing pipeline so the hoses were strung out there in the emergency which is still on going. They have been having problems getting parts, but they are moving forward slowly on this repair.

Director Dekker asked for clarity on an item on the last page of the report. It says “replace the second Pillar Ridge treatment plant air compressor due to failure of new unit.” Does that mean they get a new unit free of charge?

General Manager Clemens Heldmaier said that the air compressor parts were replaced and are manufactured in their shop.

Michelle Dragony added that she was listening to the Coastside Fire Protection District meeting and they are very excited about the wind profiler as it will help with the atmospheric rivers and disaster control. MWSD is doing a great job.

General Manager Clemens Heldmaier added it will also help them understand what is coming to help them protect their sewer systems.

FUTURE AGENDAS

BRIEF RECESS at 8:58 pm

CONVENE IN CLOSED SESSION 9:03 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, Cr. 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 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 10:00 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 3rd, November 2022

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING October 20, 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
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Boyd said yesterday the fog was very thick, and reminded everyone to slow down. It is a beautiful place to live and full of good people.

ORAL COMMENTS

Director Slater-Carter commented that last night the Chamber of Commerce held a Candidates Forum in Half Moon Bay. She recommends watching the meeting (on YouTube, Half Moon Bay Chamber of Commerce, Candidates Forum, October 19, 2022), especially for the two candidates for the Board of Supervisors. Listening to the comments of all the general questions that were responded to by all the candidates was also interesting. Chris Mickelson was the moderator. One item on CCWD's agenda will be spending 70 million dollars of infrastructure improvements. They are also conducting their meetings in-house with available teleconferencing for the public.

PUBLIC HEARING - none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. Information Related to Launch of District's Nextdoor Page

General Manager Clemens Heldmaier stated that special districts are now allowed to establish a formal page on the Nextdoor website. They will have a Nextdoor page beginning November 1st and will be posting outreach materials (e.g., newsletters, meeting announcements) and emergencies (e.g., water outage).

Alison Kastama said they are working on a posting policy and will train staff. There are 4,500 members in the district's designated area (Montara, Moss Beach, Pillar Ridge, and Princeton by the Sea). The Nextdoor page will direct questions and comments to the district's email and phone number rather than on the district posts.

2. Discuss Possible Changes to Director Meeting Compensation

General Manager Clemens Heldmaier stated this item was requested by Director Slater-Carter. The district pays \$75.00 dollars per meeting to our elected officials. This has not changed for at least two decades or more, and other agencies pay more. If the Board decides to change compensation, the Health and Safety Code specifies that compensation should not exceed \$100.00 per day, but the water code sections allow the governing board to provide compensation exceeding \$100.00 per day, but can only go up 5% each calendar year. The Board can simply raise compensation to \$100 dollars per day, but anything beyond that would be more complicated and would take time. If the Board decides to change compensation, staff would like to ask legal counsel to review and prepare an ordinance for approval at a subsequent meeting.

Director Dekker stated that he feels \$100.00 dollars compensation is appropriate.

Director Slater-Carter commented that El Granada pays \$145.00 dollars and has been for quite a while. When she started, it was \$75.00 dollars per meeting. If that is per diem, she could agree with that if it included committee meetings too. They have all been fortunate in their circumstances, but if they are trying to get a broader diversity on the Board, then compensating people for their time is worthwhile. And bringing it up to 2022 standards is appropriate.

Michelle Dragony said she did a post on Coastside stipends a while ago. Half Moon Bay is paying \$955.00 dollars per month, CFPD gets \$167.50 dollars per meeting with two meetings per month equaling \$335.00 dollars, GCSD is \$145.00 dollars per meeting, CUSD is \$252.00 dollars per month, MCC is zero, Harbor District \$7,200.00 dollars per year, CCWD gets \$150.00 dollars per meeting, etc.

Director Boyd said if someone is working any kind of hourly job, taking the time out to attend one of these meetings, it is going to knock out an entire evening. If they work evenings, that could come at some personal cost. A fair portion of people in the community will say they can never do that. He does not know if \$75.00 dollars is worth an entire evening skipping. They are trying to encourage people to take up public service, and supports this. Is \$100.00 dollars the right number if someone is in that financial condition? Are they providing the incentive they believe would get past the breakpoint? He suggests bringing this back to the Board to where they can consider a motion. It does sound like they want the simple thing, and go to the limit that doesn't require them going through a more elaborate process.

Director Slater-Carter stated SAM is moving towards making SAM compensation \$200.00 dollars for each Board meeting, and \$200.00 dollars for committee meetings. When GCSD changed its compensation, it was based on the percentage increase over the time since the last increase rather than a cap. Maybe they can talk to the GCSD attorneys. As she understands it, it cannot be changed from year to year, but is for a number of years. She wants this done fairly and correctly.

General Manager Clemens Heldmaier suggested that they allow District Counsel Christine Fitzgerald to review and prepare appropriate documents.

Director Slater-Carter said the district has water and sewer budgets, and the Board member stipends can be split on each side of both budgets.

REPORTS

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

Director Slater-Carter stated that the next meeting is next Monday and the agenda is online (<https://samcleanswater.org>). They are getting ready for the budget.

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

Director Slater-Carter said they are having a special meeting next week on what to do in Montara about traffic safety.

3. California Special Districts Associations Report (Lohman) - none

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

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald stated that Director Slater-Carter will be recusing herself from the item in Closed Session agenda pertaining to Real property located at 770 Harte Street due to a conflict of interest under Government code section §87100. Her video and audio will be turned off and will not be in the meeting during this time.

6. Directors' Report

Director Slater-Carters said that at the Chamber of Commerce forum, one of the questions came up on what to do about traffic on the Coast. When she spoke, she said that Montara is going to be leading a movement with the Board of Supervisors and other agencies on the Coast to get the speed limit reduced and get roundabouts put in. If necessary, they will ensure in their jurisdiction the safety and traffic mitigations that are put on big projects by the County do need to be implemented—they can't be just forgiven. Someone has to do it. If they wait for County staff, nothing is going to happen.

Director Boyd added that was the right kind of takeaway from what they heard at the last meeting. She makes a fine point. Projects have been built with conditions for taking care of safety mitigations on the Highway that have never been implemented. Someone has to watchdog that. Even if they can't legislate that, they can ensure that they watch it, talk about it, and let people know about it, as a starting point.

Director Dekker stated that he received an email from Gregg Dieguez stating that public agencies, including Montara is underfunded when it comes to reserves for future infrastructure projects. Mr. Dieguez would like to make a presentation.

7. General Manager's Report (Heldmaier)

General Manager Clemens Heldmaier said that the emergency declaration for COVID is sunseting February 28, 2023, and they need to have a plan in place on how to continue the board meetings going forward.

FUTURE AGENDAS

Director Slater-Carter would like to have an agenda item for a presentation by the economist about the effects of inflation, recession, etc. on what special districts can do for their planning. Even if inflation stopped now, their budget is 8% behind. This is also important information for the public to understand.

Director Dekker added the rate study should be coming soon.

General Manager Clemens Heldmaier commented that Director Slater-Carter's request for our economist is a great starting point for this topic.

BRIEF RECESS at 8:12 pm

CONVENE IN CLOSED SESSION 8:17 pm

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

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

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government

Code §54956.9(d)(1)) Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al. (San Bernardino County Superior Court No. CGC-05-438267)*

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 9:07 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 3rd, November 2022

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager *CH*

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

**Budget vs. Actual – Sewer July 1, 2022 through September 30, 2022 -
Variances over \$2,000:**

- 4400 Fees, \$23,147 above Budget – Remodel fees are the main driver. Additional fixture units purchased for homes in the District. Two large receipts make up the bulk of the over budget.
- 4610 Property Tax Receipts, \$90,879 above Budget – Excess ERAF receipt for \$181,229 received in August. Amount split 50/50 sewer and water.
- 4710 Sewer Service Charges, \$3,960 above Budget – Pro-rated collections received from customers. First major remittance expected in December.
- **Overall Total Operating Income for the period ending September 30, 2022 was \$117,226 above budget. Total income received to date is \$146,976.**
- 5200 Board of Directors, \$20,513 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The project is set to take place in January 2023.
- 5300 Insurance, \$4,635 above Budget – CSRMA annual renewal premium paid in September.
- 5400 Legal, \$39,608 below Budget – Costs for routine legal counsel. Minimal activity related to litigation at this time.
- 5510 Maintenance, Office, \$3,425 below Budget – Scheduled projects have not yet begun.
- 5620 Audit, \$4,125 below Budget – Audit fieldwork is not scheduled to begin until January 2023 due to staffing issues with Eide Bailly.
- 5630 Consulting, \$5,214 below Budget – Vendor expenses are less than expected at this time in fiscal year.
- 5640 Data Services, \$7,603 above Budget – Annual fee for Parcel Management system paid. Budget variance will decrease as year moves forward.
- 5720 Telephone & Internet, \$4,300 above Budget – Increased per month service costs.
- 5800 Labor, \$2,086 below Budget – Management wages and employee benefits are the main items bringing the budget line item below budget.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: November 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$5,000 below Budget – No claims to date.
- 6200 Engineering, \$5,818 above Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6600 Collection/Transmission, \$2,500 below Budget – No activity to date.
- 6900 SAM Expenses, \$558 below Budget – Highlighting due to pumping. In total, under \$2,000, but pumping over by \$10,130 due to emergency maintenance at Distillery pump one and Airport.
- **Overall Total Operating Expenses for the period ending September 30, 2022, were \$18,048 above Budget.**
- **Total overall Expenses for the period ending September 30, 2022, were \$32,208 below budget. For a net ordinary income of \$149,434 above Budget. Actual net ordinary loss is \$607,576.**
- 7110 Connection Fees (New Construction), \$13,094 above Budget – No new connections issued in September.
 - Overall Connection Fees are below budget by \$8,936 – due to refund issued in July 2022.
- 7200 Interest Income, LAIF, \$3,656 above budget – Q1 allocation was higher than expected.
- 8000 CIP, \$219,563 below Budget – Minimal activity to date, strictly engineering support to be capitalized.
- 9200 I-Bank, \$10,108 below budget – Difference due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: November 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2022 thru September 30, 2023 - Variances over \$2,000:

- 4400 Fees, \$3,543 below Budget – Water administration fees have lagged behind expectations.
- 4610 Property Tax Receipts, \$90,879 above Budget – Excess ERAF receipt for \$181,229 received in August. Amount split 50/50 sewer and water.
- 4740 Testing, Backflow, \$3,357 below Budget – Minimal activity. 3 tests performed and collected for in July 2022.
- 4810 Water Sales, Domestic, \$21,793 above Budget - Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending September 30, 2022 was \$108,257 above budget. Total revenue received to date is \$590,902.**
- 5200 Board of Directors, \$20,513 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The project is set to take place in January 2023.
- 5240 CDPH Fees, \$3,750 below Budget – No activity to date.
- 5300 Insurance, \$8,385 above Budget – CSRMA annual renewal premium paid in September.
- 5400 Legal, \$15,832 below Budget – Payment for general legal counsel for the month.
- 5510 Maintenance, Office, \$3,425 below Budget – Scheduled projects have not yet begun.
- 5530 Memberships, \$6,750 below Budget – Membership expenses generally paid at the beginning of the calendar year.
- 5620 Audit, \$4,125 below Budget – Audit fieldwork is not scheduled to begin until January 2023 due to staffing issues with Eide Bailly.
- 5720 Telephone & Internet, \$6,994 above Budget – Increased per month service costs.
- 5800 Labor, \$9,221 below Budget – Under budget mainly due to timing. Personnel costs have been averaged out through the year, however, merit increases for certain staff have not yet come into effect.
- 6170 Claims, Property Damage, \$2,500 below Budget – No claims filed to date.
- 6180 Communications, \$9,500 below Budget – No activity to date.
- 6400 Pumping, \$6,780 below Budget – Large true up bill expected in February 2023.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: November 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6500 Supply, \$6,624 below Budget – Water purchases for Q3 2022 will be paid in October or November 2022.
- 6600 Collection/Transmission, \$12,827 above Budget – Large purchase of meters through Core & Main paid for in September.
- 6700 Treatment, \$5,168 below Budget – costs are less than anticipated for current fiscal year.
- **Overall Total Operating Expenses for the period ending September 30, 2022 were \$25,084 below Budget.**
- **Total overall Expenses for the period ending September 30, 2022 were \$90,962 below budget. For a net ordinary income of \$199,214 budgeted vs. actual. Actual net ordinary income is \$172,495.**
- 7100 Connection Fees, \$37,944 below Budget – Two payments of balances for 3/4” connections paid in September. One large mainline extension refund issued.
- 7600 Bond Revenues, G.O. \$243,974 below Budget - Due to timing. First large receipt received in November or December 2022.
- 7650 Water System Reliability, \$247,352 below Budget – Large deposit is typically received in November or December 2022. Budget variance will decrease at the time of receipt.
- 8000 CIP, \$219,483 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 through September 2022

	Jul - Sep 22	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	20,763.54	20,000.01	763.53
4400 · Fees			
4410 · Administrative Fee (New Constr)	569.00	1,500.00	-931.00
4420 · Administrative Fee (Remodel)	0.00	249.99	-249.99
4430 · Inspection Fee (New Constr)	538.00	1,500.00	-962.00
4440 · Inspection Fee (Remodel)	0.00	249.99	-249.99
4460 · Remodel Fees	27,540.52	2,000.01	25,540.51
Total 4400 · Fees	28,647.52	5,499.99	23,147.53
4510 · Grants	136.00		
4610 · Property Tax Receipts	90,878.92	0.00	90,878.92
4710 · Sewer Service Charges	3,959.67	0.00	3,959.67
4720 · Sewer Service Refunds, Customer	-4,431.13	-2,499.99	-1,931.14
4760 · Waste Collection Revenues	6,387.74	6,750.00	-362.26
4990 · Other Revenue	5.25		
Total Income	146,347.51	29,750.01	116,597.50
Gross Profit	146,347.51	29,750.01	116,597.50
Expense			
5000 · Administrative			
5190 · Bank Fees	2,005.52	1,749.99	255.53
5200 · Board of Directors			
5210 · Board Meetings	600.00	750.00	-150.00
5220 · Director Fees	262.50	1,875.00	-1,612.50
5230 · Election Expenses	0.00	18,750.00	-18,750.00
Total 5200 · Board of Directors	862.50	21,375.00	-20,512.50
5250 · Conference Attendance	0.00	1,500.00	-1,500.00
5270 · Information Systems	993.75	1,250.01	-256.26
5300 · Insurance			
5310 · Fidelity Bond	0.00	125.01	-125.01
5320 · Property & Liability Insurance	8,509.72	3,750.00	4,759.72
Total 5300 · Insurance	8,509.72	3,875.01	4,634.71
5350 · LAFCO Assessment	0.00	624.99	-624.99
5400 · Legal			
5430 · General Legal	6,722.75	50,000.01	-43,277.26
5440 · Litigation	3,669.75		
Total 5400 · Legal	10,392.50	50,000.01	-39,607.51
5510 · Maintenance, Office	325.00	3,750.00	-3,425.00
5530 · Memberships	0.00	999.99	-999.99
5540 · Office Supplies	718.01	624.99	93.02
5550 · Postage	0.00	99.99	-99.99
5560 · Printing & Publishing	154.46	375.00	-220.54

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

	Jul - Sep 22	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	11,030.00	9,500.01	1,529.99
5620 · Audit	0.00	4,125.00	-4,125.00
5630 · Consulting	7,286.51	12,500.01	-5,213.50
5640 · Data Services	9,853.08	2,250.00	7,603.08
5650 · Labor & HR Support	640.50	624.99	15.51
5660 · Payroll Services	282.50	249.99	32.51
Total 5600 · Professional Services	29,092.59	29,250.00	-157.41
5710 · San Mateo Co. Tax Roll Charges	1,980.00	50.01	1,929.99
5720 · Telephone & Internet	10,550.33	6,249.99	4,300.34
5730 · Mileage Reimbursement	0.00	375.00	-375.00
5740 · Reference Materials	0.00	50.01	-50.01
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	5,175.20	4,845.75	329.45
5820 · Employee Benefits	8,200.10	10,955.76	-2,755.66
5830 · Disability Insurance	442.56	512.25	-69.69
5840 · Payroll Taxes	3,881.71	5,774.01	-1,892.30
5850 · PARS	5,076.86	4,734.99	341.87
5900 · Wages			
5910 · Management	28,703.34	30,891.99	-2,188.65
5920 · Staff	43,792.63	43,784.25	8.38
5930 · Staff Certification	525.00	450.00	75.00
5940 · Staff Overtime	941.00	349.74	591.26
5950 · Staff Standby	43.02		
Total 5900 · Wages	74,004.99	75,475.98	-1,470.99
5960 · Worker's Comp Insurance	4,100.05	668.25	3,431.80
Total 5800 · Labor	100,881.47	102,966.99	-2,085.52
Total 5000 · Administrative	166,465.85	225,166.98	-58,701.13
6000 · Operations			
6170 · Claims, Property Damage	0.00	5,000.01	-5,000.01
6195 · Education & Training	0.00	249.99	-249.99
6200 · Engineering			
6220 · General Engineering	14,568.50	8,750.01	5,818.49
Total 6200 · Engineering	14,568.50	8,750.01	5,818.49
6330 · Facilities			
6335 · Alarm Services	1,402.52	1,374.99	27.53
6337 · Landscaping	0.00	1,500.00	-1,500.00
Total 6330 · Facilities	1,402.52	2,874.99	-1,472.47
6400 · Pumping			
6410 · Pumping Fuel & Electricity	9,156.23	11,250.00	-2,093.77
6420 · Pumping Maintenance, Generators	1,095.75		
Total 6400 · Pumping	10,251.98	11,250.00	-998.02

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

	Jul - Sep 22	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	2,499.99	-2,499.99
Total 6600 · Collection/Transmission	0.00	2,499.99	-2,499.99
6770 · Uniforms	0.00	50.01	-50.01
6800 · Vehicles			
6810 · Fuel	0.00	249.99	-249.99
6820 · Truck Equipment, Expensed	0.00	39.99	-39.99
6830 · Truck Repairs	0.00	249.99	-249.99
Total 6800 · Vehicles	0.00	539.97	-539.97
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	71,046.51	71,046.51	0.00
6920 · SAM Operations	423,508.98	431,832.00	-8,323.02
6940 · SAM Maintenance, Collection Sys	6,814.63	9,999.99	-3,185.36
6950 · SAM Maintenance, Pumping	27,630.42	17,499.99	10,130.43
6960 · SAM NDWSCP	820.07		
Total 6900 · Sewer Authority Midcoastside	529,820.61	530,378.49	-557.88
Total 6000 · Operations	556,043.61	561,593.46	-5,549.85
Total Expense	722,509.46	786,760.44	-64,250.98
Net Ordinary Income	-576,161.95	-757,010.43	180,848.48
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	53,844.00	40,749.99	13,094.01
7120 · Connection Fees (Remodel)	23,271.12	12,500.01	10,771.11
7152 · Connection Fee Refunds	-26,922.00		
7153 · Add'l Fixture Units (New Const)	1,073.00		
7170 · Mainline Ext. Pass Thru	-6,952.00		
Total 7100 · Connection Fees	44,314.12	53,250.00	-8,935.88
7200 · Interest Income - LAIF	8,655.85	5,000.00	3,655.85
Total 7000 · Capital Account Revenues	52,969.97	58,250.00	-5,280.03
Total Other Income	52,969.97	58,250.00	-5,280.03
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	34,411.73	253,974.99	-219,563.26
Total 8000 · Capital Improvement Program	34,411.73	253,974.99	-219,563.26

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

	Jul - Sep 22	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	2,564.74	2,564.75	-0.01
9200 · I-Bank Loan	10,107.59	10,107.59	0.00
Total 9000 · Capital Account Expenses	12,672.33	12,672.34	-0.01
Total Other Expense	47,084.06	266,647.33	-219,563.27
Net Other Income	5,885.91	-208,397.33	214,283.24
Net Income	-570,276.04	-965,407.76	395,131.72

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

	Jul - Sep 22	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	569.00	1,749.99	-1,180.99
4420 · Administrative Fee (Remodel)	0.00	150.00	-150.00
4430 · Inspection Fee (New Constr)	538.00	1,749.99	-1,211.99
4440 · Inspection Fee (Remodel)	0.00	249.99	-249.99
4450 · Mainline Extension Fees	0.00	750.00	-750.00
Total 4400 · Fees	1,107.00	4,649.97	-3,542.97
4510 · Grants	136.00		
4610 · Property Tax Receipts	90,878.90	0.00	90,878.90
4740 · Testing, Backflow	393.00	3,750.00	-3,357.00
4810 · Water Sales, Domestic	496,792.79	474,999.99	21,792.80
4850 · Water Sales Refunds, Customer	-101.14	-750.00	648.86
4990 · Other Revenue	840.25		
Total Income	590,046.80	482,649.96	107,396.84
Gross Profit	590,046.80	482,649.96	107,396.84
Expense			
5000 · Administrative			
5190 · Bank Fees	2,005.52	999.99	1,005.53
5200 · Board of Directors			
5210 · Board Meetings	600.00	750.00	-150.00
5220 · Director Fees	262.50	1,875.00	-1,612.50
5230 · Election Expenses	0.00	18,750.00	-18,750.00
Total 5200 · Board of Directors	862.50	21,375.00	-20,512.50
5240 · CDPH Fees	0.00	3,750.00	-3,750.00
5250 · Conference Attendance	0.00	1,500.00	-1,500.00
5270 · Information Systems	993.75	1,250.01	-256.26
5300 · Insurance			
5310 · Fidelity Bond	0.00	125.01	-125.01
5320 · Property & Liability Insurance	8,509.72	0.00	8,509.72
Total 5300 · Insurance	8,509.72	125.01	8,384.71
5350 · LAFCO Assessment	0.00	1,250.01	-1,250.01
5400 · Legal			
5430 · General Legal	9,167.75	24,999.99	-15,832.24
Total 5400 · Legal	9,167.75	24,999.99	-15,832.24
5510 · Maintenance, Office	325.00	3,750.00	-3,425.00
5530 · Memberships	0.00	6,750.00	-6,750.00
5540 · Office Supplies	717.98	1,125.00	-407.02
5550 · Postage	3,512.20	3,500.01	12.19
5560 · Printing & Publishing	154.44	1,250.01	-1,095.57

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

	Jul - Sep 22	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	11,030.00	9,500.01	1,529.99
5620 · Audit	0.00	4,125.00	-4,125.00
5630 · Consulting	7,286.47	16,250.01	-8,963.54
5640 · Data Services	899.50	1,625.01	-725.51
5650 · Labor & HR Support	640.50	624.99	15.51
5660 · Payroll Services	282.52	249.99	32.53
Total 5600 · Professional Services	20,138.99	32,375.01	-12,236.02
5710 · San Mateo Co. Tax Roll Charges	1,506.00	50.01	1,455.99
5720 · Telephone & Internet	13,244.13	6,249.99	6,994.14
5730 · Mileage Reimbursement	188.02	375.00	-186.98
5740 · Reference Materials	0.00	200.01	-200.01
5790 · Other Administrative	487.39		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	12,425.93	12,494.25	-68.32
5820 · Employee Benefits	21,980.48	26,819.01	-4,838.53
5830 · Disability Insurance	1,021.29	1,352.76	-331.47
5840 · Payroll Taxes	12,164.03	14,462.49	-2,298.46
5850 · PARS	10,995.97	10,974.24	21.73
5900 · Wages			
5910 · Management	28,703.40	30,891.99	-2,188.59
5920 · Staff	130,503.74	135,686.76	-5,183.02
5930 · Staff Certification	3,225.00	2,850.00	375.00
5940 · Staff Overtime	12,730.20	12,483.75	246.45
5950 · Staff Standby	7,107.51	7,138.26	-30.75
Total 5900 · Wages	182,269.85	189,050.76	-6,780.91
5960 · Worker's Comp Insurance	10,990.24	5,915.25	5,074.99
Total 5800 · Labor	251,847.79	261,068.76	-9,220.97
Total 5000 · Administrative	313,661.18	371,943.81	-58,282.63
6000 · Operations			
6160 · Backflow Prevention	0.00	249.99	-249.99
6170 · Claims, Property Damage	0.00	2,499.99	-2,499.99
6180 · Communications			
6185 · SCADA Maintenance	0.00	9,500.01	-9,500.01
Total 6180 · Communications	0.00	9,500.01	-9,500.01
6195 · Education & Training	106.45	1,250.01	-1,143.56
6200 · Engineering			
6220 · General Engineering	177.56	5,000.01	-4,822.45
6230 · Water Quality Engineering	19,078.75	12,500.01	6,578.74
Total 6200 · Engineering	19,256.31	17,500.02	1,756.29
6320 · Equipment & Tools, Expensed	1,684.48	3,000.00	-1,315.52

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

	Jul - Sep 22	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	121.27	500.01	-378.74
6337 · Landscaping	2,887.66	3,750.00	-862.34
Total 6330 · Facilities	3,008.93	4,250.01	-1,241.08
6370 · Lab Supplies & Equipment	0.00	999.99	-999.99
6380 · Meter Reading	113.10	125.01	-11.91
6400 · Pumping			
6410 · Pumping Fuel & Electricity	19,185.11	22,500.00	-3,314.89
6420 · Pumping Maintenance, Generators	220.46	2,499.99	-2,279.53
6430 · Pumping Maintenance, General	239.42	1,250.01	-1,010.59
6440 · Pumping Equipment, Expensed	0.00	174.99	-174.99
Total 6400 · Pumping	19,644.99	26,424.99	-6,780.00
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	624.99	-624.99
6520 · Maintenance, Wells	6,500.98	3,750.00	2,750.98
6530 · Water Purchases	0.00	8,750.01	-8,750.01
Total 6500 · Supply	6,500.98	13,125.00	-6,624.02
6600 · Collection/Transmission			
6610 · Hydrants	0.00	2,499.99	-2,499.99
6620 · Maintenance, Water Mains	20,475.79	12,500.01	7,975.78
6630 · Maintenance, Water Svc Lines	0.00	5,000.01	-5,000.01
6640 · Maintenance, Tanks	0.00	1,250.01	-1,250.01
6650 · Maint., Distribution General	8,671.77	2,499.99	6,171.78
6670 · Meters	13,090.49	6,249.99	6,840.50
6600 · Collection/Transmission - Other	589.05		
Total 6600 · Collection/Transmission	42,827.10	30,000.00	12,827.10
6700 · Treatment			
6710 · Chemicals & Filtering	6,939.44	9,999.99	-3,060.55
6720 · Maintenance, Treatment Equip.	2,634.40	3,750.00	-1,115.60
6730 · Treatment Analysis	9,008.41	9,999.99	-991.58
Total 6700 · Treatment	18,582.25	23,749.98	-5,167.73
6770 · Uniforms	174.98	500.01	-325.03
6800 · Vehicles			
6810 · Fuel	2,645.03	2,499.99	145.04
6820 · Truck Equipment, Expensed	21.65	500.01	-478.36
6830 · Truck Repairs	1,826.42	1,250.01	576.41
Total 6800 · Vehicles	4,493.10	4,250.01	243.09
Total 6000 · Operations	116,392.67	137,425.02	-21,032.35
Total Expense	430,053.85	509,368.83	-79,314.98
Net Ordinary Income	159,992.95	-26,718.87	186,711.82

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

July through September 2022

	Jul - Sep 22	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	62,188.00	37,500.00	24,688.00
7130 · Conn. Fees, PFP (New Constr)	45,968.61	12,500.01	33,468.60
7152 · Connection Fee Refunds	-96,442.11		
7160 · PFP Pass Thru	341.11		
Total 7100 · Connection Fees	12,055.61	50,000.01	-37,944.40
7250 · CAMP Interest Income	13,604.09		
7600 · Bond Revenues, G.O.	1,913.00	245,886.51	-243,973.51
7650 · Water System Reliability	2,647.70	249,999.99	-247,352.29
Total 7000 · Capital Account Revenues	30,220.40	545,886.51	-515,666.11
Total Other Income	30,220.40	545,886.51	-515,666.11
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	90,267.07	309,750.00	-219,482.93
Total 8000 · Capital Improvement Program	90,267.07	309,750.00	-219,482.93
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	35,026.91	35,026.91	0.00
9125 · PNC Equipment Lease Interest	2,564.75	2,564.75	0.00
9150 · SRF Loan	0.00	31,826.61	-31,826.61
9210 · Conservation Program/Rebates	100.00	750.00	-650.00
Total 9000 · Capital Account Expenses	37,691.66	70,168.27	-32,476.61
Total Other Expense	127,958.73	379,918.27	-251,959.54
Net Other Income	-97,738.33	165,968.24	-263,706.57
Net Income	62,254.62	139,249.37	-76,994.75

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

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,538,089.31	0.00	3,538,089.31
LAI F Investment Fund			
Capital Reserve	3,894,482.51	0.00	3,894,482.51
Connection Fees Reserve	213,000.00	0.00	213,000.00
Operating Reserve	524,507.00	0.00	524,507.00
Total LAIF Investment Fund	4,631,989.51	0.00	4,631,989.51
Total Sewer - Bank Accounts	8,170,078.82	0.00	8,170,078.82
Water - Bank Accounts			
CAMP Investment Fund			
Capital Reserve	0.00	2,030,795.03	2,030,795.03
Connection Fee Reserve	0.00	200,000.00	200,000.00
Operating Reserve	0.00	350,126.36	350,126.36
Total CAMP Investment Fund	0.00	2,580,921.39	2,580,921.39
Wells Fargo Operating - Water	0.00	43,574.79	43,574.79
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	662,595.35	662,595.35
Total Restricted Cash	0.00	662,595.35	662,595.35
Total Water - Bank Accounts	0.00	3,287,091.53	3,287,091.53
Total Checking/Savings	8,170,078.82	3,287,091.53	11,457,170.35
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-7,204.64	0.00	-7,204.64
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-17,266.43	0.00	-17,266.43
Water - Accounts Receivable			
Accounts Receivable	0.00	3,835.00	3,835.00
Accounts Rec. - Backflow	0.00	20,085.11	20,085.11
Accounts Rec. - Water Residents	0.00	182,377.31	182,377.31
Unbilled Water Receivables	0.00	236,983.89	236,983.89
Total Water - Accounts Receivable	0.00	443,281.31	443,281.31
Total Accounts Receivable	-17,266.43	443,281.31	426,014.88
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	8,152,812.39	3,773,029.16	11,925,841.55
Fixed Assets			
Sewer - Fixed Assets			
General Plant	8,498,942.51	0.00	8,498,942.51
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-10,333,056.00	0.00	-10,333,056.00
Total Sewer - Fixed Assets	8,001,648.25	0.00	8,001,648.25

Montara Water & Sanitary District

Funds Balance Sheet

As of September 30, 2022

10/24/22

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	29,178,537.25	29,178,537.25
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	-14,800,793.00	-14,800,793.00
Total Water - Fixed Assets	0.00	16,519,401.03	16,519,401.03
Total Fixed Assets	8,001,648.25	16,519,401.03	24,521,049.28
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,772,130.08	0.00	2,772,130.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
Total Water - Other Assets	0.00	1,203,725.68	1,203,725.68
Total Other Assets	2,772,130.08	1,203,725.68	3,975,855.76
TOTAL ASSETS	18,926,590.72	21,496,155.87	40,422,746.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	200,462.23	0.00	200,462.23
Accounts Payable - Water	0.00	102,365.68	102,365.68
Total Accounts Payable	200,462.23	102,365.68	302,827.91
Other Current Liabilities			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
Sewer - Current Liabilities			
Accrued Vacations	9,781.90	0.00	9,781.90
Deposits Payable	38,067.18	0.00	38,067.18
Interest Payable	9,376.50	0.00	9,376.50
PNC Equip. Loan - S/T	55,988.33	0.00	55,988.33
Total Sewer - Current Liabilities	113,213.91	0.00	113,213.91
Water - Current Liabilities			
Accrued Vacations	0.00	22,072.48	22,072.48
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-20,882.82	-20,882.82
GO Bonds - S/T	0.00	916,095.24	916,095.24
Interest Payable	0.00	29,623.83	29,623.83
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	55,988.32	55,988.32
SRF Loan Payable X109 - Current	0.00	180,508.81	180,508.81
Temporary Construction Meter	0.00	36,597.03	36,597.03
Total Water - Current Liabilities	0.00	1,224,073.05	1,224,073.05
Payroll Liabilities			
Employee Benefits Payable	-1,419.43	0.00	-1,419.43
Total Payroll Liabilities	-1,419.43	0.00	-1,419.43
Total Other Current Liabilities	93,813.48	1,184,052.05	1,277,865.53
Total Current Liabilities	294,275.71	1,286,417.73	1,580,693.44

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

Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	1,015,460.68	0.00	1,015,460.68
Accrued Vacations	18,831.51	0.00	18,831.51
I-Bank Loan	630,040.61	0.00	630,040.61
PNC Equip. Loan - L/T	279,565.19	0.00	279,565.19
Total Sewer - Long Term Liabilities	1,943,897.99	0.00	1,943,897.99
Water - Long Term Liabilities			
2020 GO Bonds	0.00	4,772,229.98	4,772,229.98
Accrued Vacations	0.00	25,734.03	25,734.03
PNC Equip. Loan - L/T	0.00	279,565.25	279,565.25
SRF Loan Payable - X109	0.00	2,518,169.06	2,518,169.06
Total Water - Long Term Liabilities	0.00	7,595,698.32	7,595,698.32
Deferred Inflows (Pensions)			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
Total Deferred Inflows (Pensions)	11,473.00	25,537.00	37,010.00
Total Long Term Liabilities	1,955,370.99	7,621,235.32	9,576,606.31
Total Liabilities	2,249,646.70	8,907,653.05	11,157,299.75
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	-53,775.55	0.00	-53,775.55
Total Sewer - Equity Accounts	12,000,769.52	0.00	12,000,769.52
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	53,775.55	53,775.55
Total Water - Equity Accounts	0.00	2,744,830.56	2,744,830.56
Equity Adjustment Account	5,246,450.54	9,781,417.64	15,027,868.18
Net Income	-570,276.04	62,254.62	-508,021.42
Total Equity	16,676,944.02	12,588,502.82	29,265,446.84
TOTAL LIABILITIES & EQUITY	18,926,590.72	21,496,155.87	40,422,746.59

Montara Water & Sanitary District Check Detail

October 27 - 28, 2022

Date	Num	Name	Paid Amount	
WARRANTS FOR BOARD OF DIRECTORS MEETING CONSENT AGENDA 11/03/2022				
SPLIT				
10/05/2022	13408	ACWA/JPIA	-15,090.29	PAID
10/07/2022	13421	ACWA/JPIA Workers Comp Qtr 1	-4,338.74	PAID
10/05/2022	13410	Cintas	-51.65	PAID
10/05/2022	13411	CoastsideNet, Inc.	-82.85	PAID
10/05/2022	13414	Huntington National Bank	-13,970.00	PAID
10/05/2022	13415	IEDA	-427.00	PAID
10/05/2022	13416	RVE ACCOUNTING & ADVISORY SERVICES	-8,655.00	PAID
10/05/2022	13418	Tech Solutions	-1,833.50	PAID
10/05/2022	13419	White Glove Housekeeping	-260.00	PAID
10/14/2022	13424	Coastside Printers	-470.31	PAID
10/28/2022	13428	Sandie Arnott S. M. County Tax Collector	-238.00	PAID
10/28/2022	13429	Pacific Gas & Electric	-4,553.79	PAID
10/28/2022	13431	A-B Communications	-180.88	
10/28/2022	13432	AT&T	-1,029.24	
10/28/2022	13433	AT&T	-250.77	
10/28/2022	13434	AT&T	-510.48	
10/28/2022	13435	AT&T	-3,677.35	
10/28/2022	13436	AT&T	-1,037.96	
10/28/2022	13438	Bay Alarm Company	-254.04	
10/28/2022	13440	Communication Leasing Services, Inc.	-750.00	
10/28/2022	13442	Cruzio Internet	-82.49	
10/28/2022	13443	CSDA	-8,810.00	
10/28/2022	13444	Fitzgerald Law Offices	-21,129.55	
10/28/2022	13448	Jim Harvey	-150.00	
10/28/2022	13449	Kastama Strategic Consulting	-10,203.67	
10/28/2022	13450	Kathryn Slater-Carter	-225.00	
10/28/2022	13451	KBA Document Solutions	-135.13	
10/28/2022	13456	ODP Business Solutions	-184.86	
10/28/2022	13457	PARS	-869.46	
10/28/2022	13458	PCT	-300.00	
10/28/2022	13459	Peter Dekker	-225.00	
10/28/2022	13461	Ric Lohman	-225.00	
10/28/2022	13462	Scott Boyd	-225.00	
10/28/2022	13466	Standard Insurance Co.	-487.95	
10/28/2022	13470	Theresa McLaughlin	-2,771.19	

Montara Water & Sanitary District Check Detail

October 27 - 28, 2022

Date	Num	Name	Paid Amount	
WATER				
10/05/2022	13420	Acosta & Sons, Inc.	-1,301.96	PAID
10/05/2022	13409	BSK Lab	-617.40	PAID
10/05/2022	13412	Grainger	-50.39	PAID
10/05/2022	13413	hassette	-177.54	PAID
10/07/2022	13422	Pacific Gas & Electric Pillar Ridge	-2,333.78	PAID
10/05/2022	13417	SRT Consultants	-32,015.51	PAID
10/14/2022	13425	Karen Levin, LCSW	-700.00	PAID
10/14/2022	13426	Quiet River Land Services	-4,700.00	PAID
10/14/2022	13427	Quiet River Land Services	-7,100.00	PAID
10/28/2022	13430	Pacific Gas & Electric	-1,182.77	PAID
10/28/2022	13437	AT&T Mobility	-792.07	
10/28/2022	13439	BSK Lab	-3,770.50	
10/28/2022	13441	County of San Mateo Dept Public Works	-6,190.23	
10/28/2022	13445	Grainger	-50.39	
10/28/2022	13452	MWSD Sewer to Go Bond	-2,592.13	
10/28/2022	13453	Mossa Excavation	-1,695.44	
10/28/2022	13454	North Coast County Water District	-450.00	
10/28/2022	13467	State Water Resources Control Board	-120,555.57	
10/28/2022	13468	Wells Fargo Remittance Center	-4,858.16	

Montara Water & Sanitary District Check Detail

October 27 - 28, 2022

Date	Num	Name	Paid Amount
SEWER			
10/28/2022	13446	Herc Rentals	-4,879.49
10/28/2022	13447	Hue & Cry Security Systems, Inc.	-427.08
10/28/2022	13455	Nute Engineering	-14,118.50
10/28/2022	13460	Recology of the Coastside	-734.75
10/28/2022	13463	Sewer Authority Mid-Coastside	-20,082.39
10/28/2022	13464	Sewer Authority Mid-Coastside	-23,682.17
10/28/2022	13465	Sewer Authority Mid-Coastside	-141,169.66



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for September 2022

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

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

The Average Daily Flow for Montara was 0.210 MGD in September 2022 . There was no reportable overflow in September in the Montara System. SAM indicates there were 0.28 inches of rain in September 2022 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, September 2022

September 2022

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

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	0	2	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
Total	6	2	2	1	1
		33%	33%	17%	17%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
September 2022	0	0	0	0	0
12 Month Moving Total	6	2	2	1	1

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
September 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	5.7	5.4	6.0	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	2.7	6.0	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

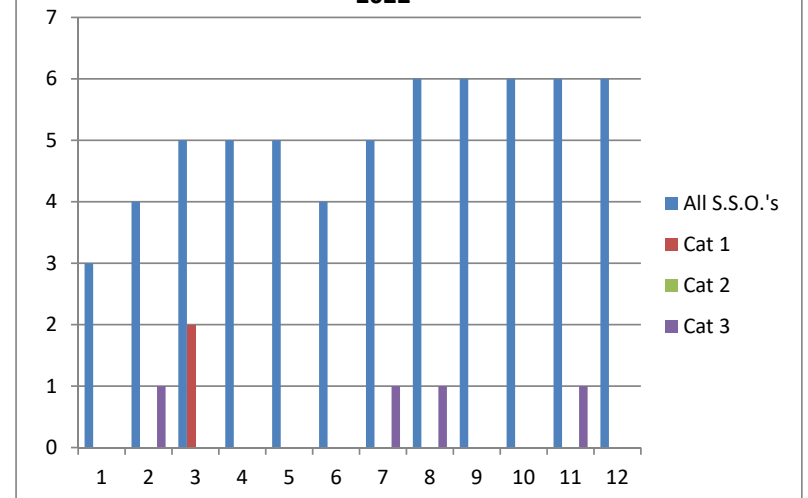
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	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
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2

Annual ft	126,751	129,179	92,355	348,285	
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Annual Mi.	24.0	24.5	17.5		66.0
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Attachment C

12 Month Moving SSO Totals Through September 2022



Attachment A

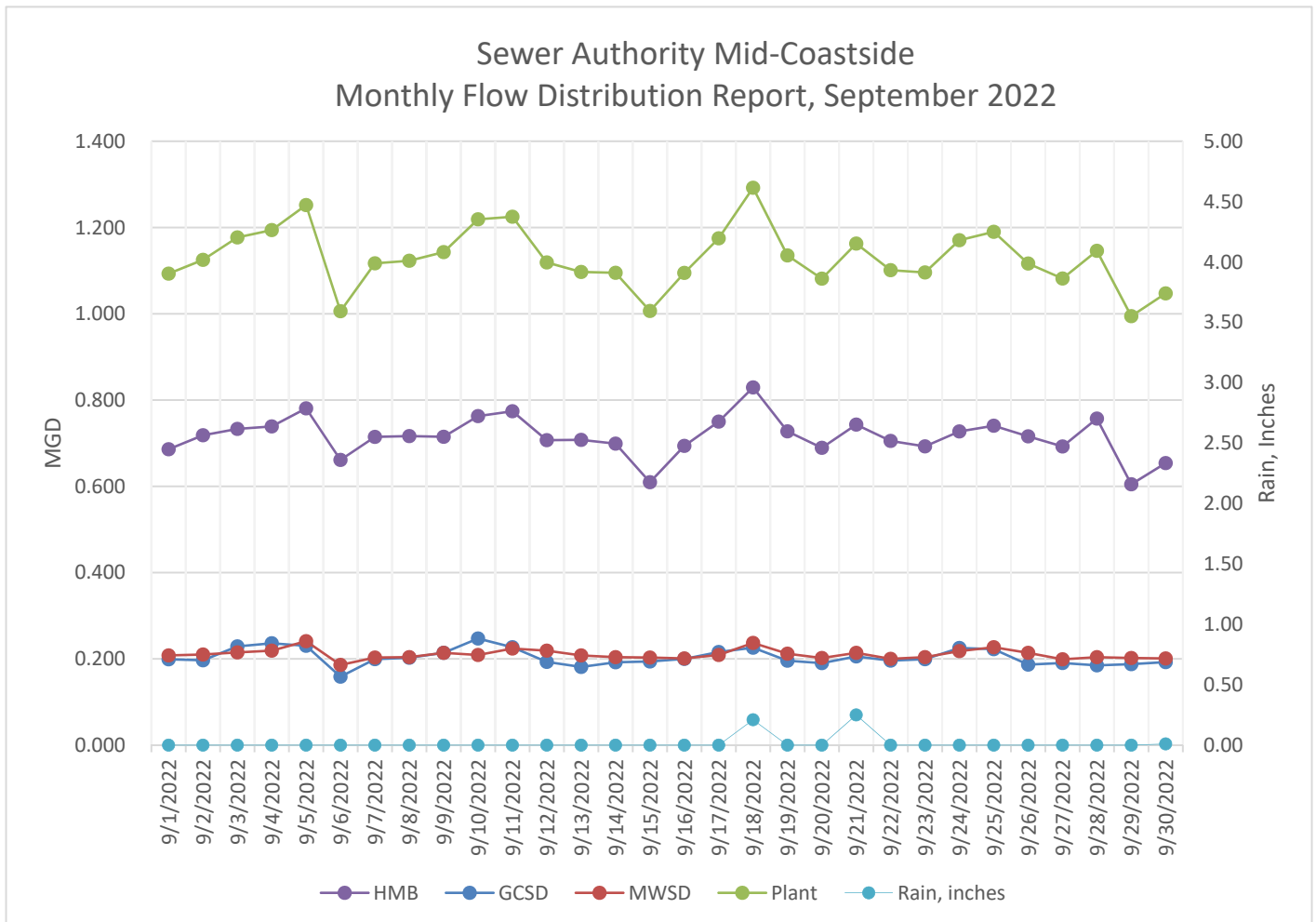
Flow Distribution Report Summary for September 2022

The daily flow report figures for the month of September 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	0.715	63.31%
Granada Community Services District	0.204	18.06%
Montara Water and Sanitary District	<u>0.210</u>	<u>18.63%</u>
Total	1.129	100.0%



Sewer Authority Mid-Coastside

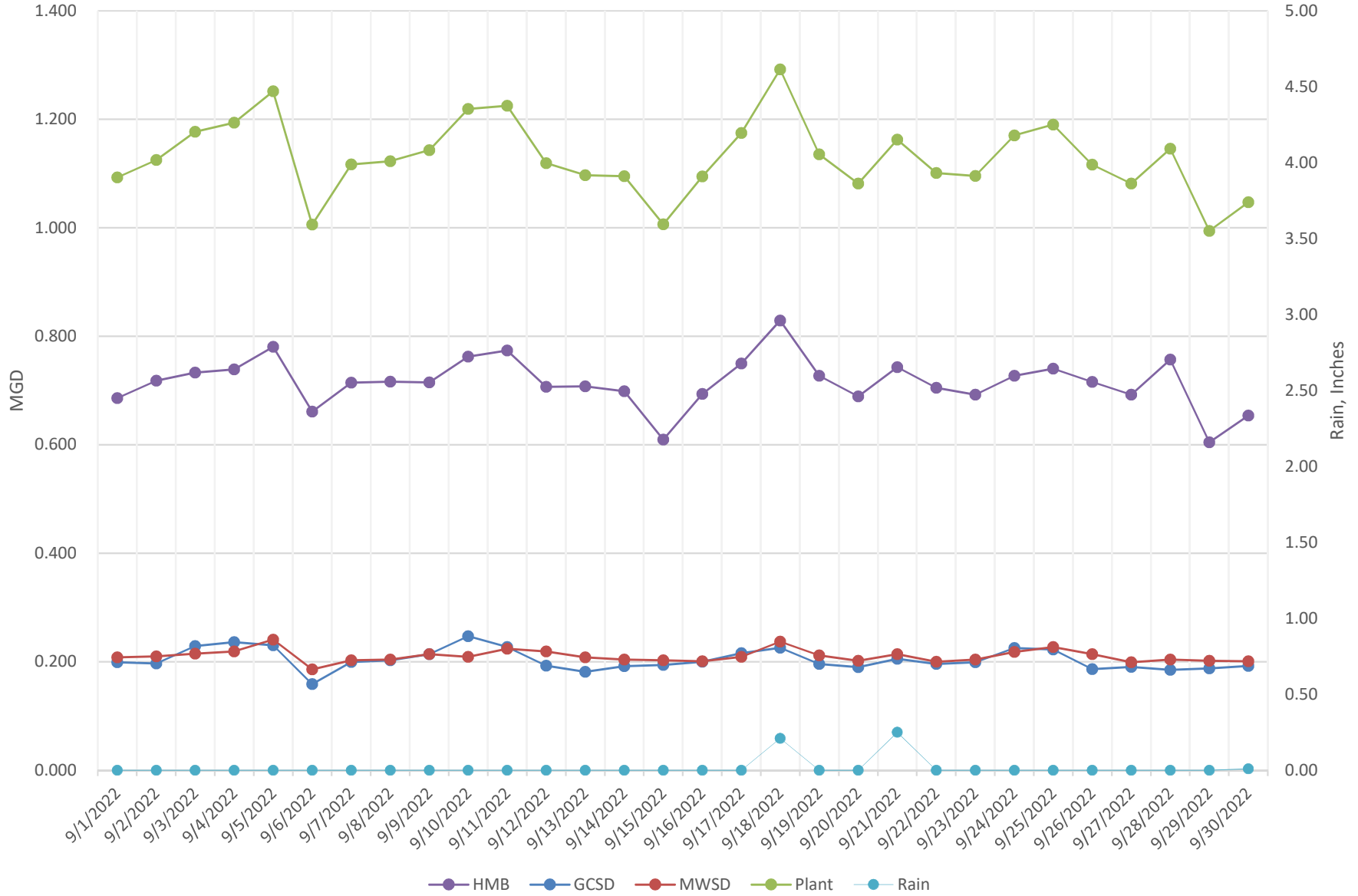
Monthly Flow Distribution Report for September 2022

<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>
9/1/2022	0.686	0.199	0.208	1.093	0.00	0.00	0.00
9/2/2022	0.718	0.197	0.210	1.125	0.00	0.00	0.00
9/3/2022	0.733	0.229	0.215	1.177	0.00	0.00	0.00
9/4/2022	0.739	0.236	0.219	1.194	0.00	0.00	0.00
9/5/2022	0.781	0.230	0.241	1.252	0.00	0.00	0.00
9/6/2022	0.661	0.159	0.186	1.006	0.00	0.00	0.00
9/7/2022	0.715	0.199	0.203	1.117	0.00	0.00	0.00
9/8/2022	0.716	0.203	0.204	1.123	0.00	0.00	0.00
9/9/2022	0.715	0.214	0.214	1.143	0.00	0.00	0.00
9/10/2022	0.763	0.247	0.209	1.219	0.00	0.00	0.00
9/11/2022	0.774	0.227	0.224	1.225	0.00	0.00	0.00
9/12/2022	0.707	0.193	0.219	1.119	0.00	0.00	0.00
9/13/2022	0.708	0.181	0.208	1.097	0.00	0.00	0.00
9/14/2022	0.699	0.192	0.204	1.095	0.00	0.00	0.00
9/15/2022	0.610	0.194	0.203	1.007	0.00	0.00	0.00
9/16/2022	0.694	0.200	0.201	1.095	0.00	0.00	0.00
9/17/2022	0.750	0.216	0.209	1.175	0.00	0.00	0.00
9/18/2022	0.829	0.226	0.237	1.292	0.21	0.16	0.09
9/19/2022	0.727	0.196	0.212	1.135	0.00	0.00	0.00
9/20/2022	0.689	0.190	0.202	1.081	0.00	0.00	0.00
9/21/2022	0.743	0.206	0.214	1.163	0.25	0.27	0.19
9/22/2022	0.705	0.196	0.200	1.101	0.00	0.00	0.00
9/23/2022	0.693	0.199	0.204	1.096	0.00	0.00	0.00
9/24/2022	0.727	0.225	0.218	1.171	0.00	0.00	0.00
9/25/2022	0.741	0.223	0.227	1.190	0.00	0.00	0.00
9/26/2022	0.716	0.187	0.214	1.117	0.00	0.00	0.00
9/27/2022	0.692	0.190	0.199	1.082	0.00	0.00	0.00
9/28/2022	0.757	0.185	0.204	1.146	0.00	0.00	0.00
9/29/2022	0.605	0.188	0.202	0.994	0.00	0.00	0.00
9/30/2022	0.654	0.192	0.201	1.047	0.01	0.00	0.00
Totals	21.446	6.119	6.311	33.876	0.47	0.43	0.28

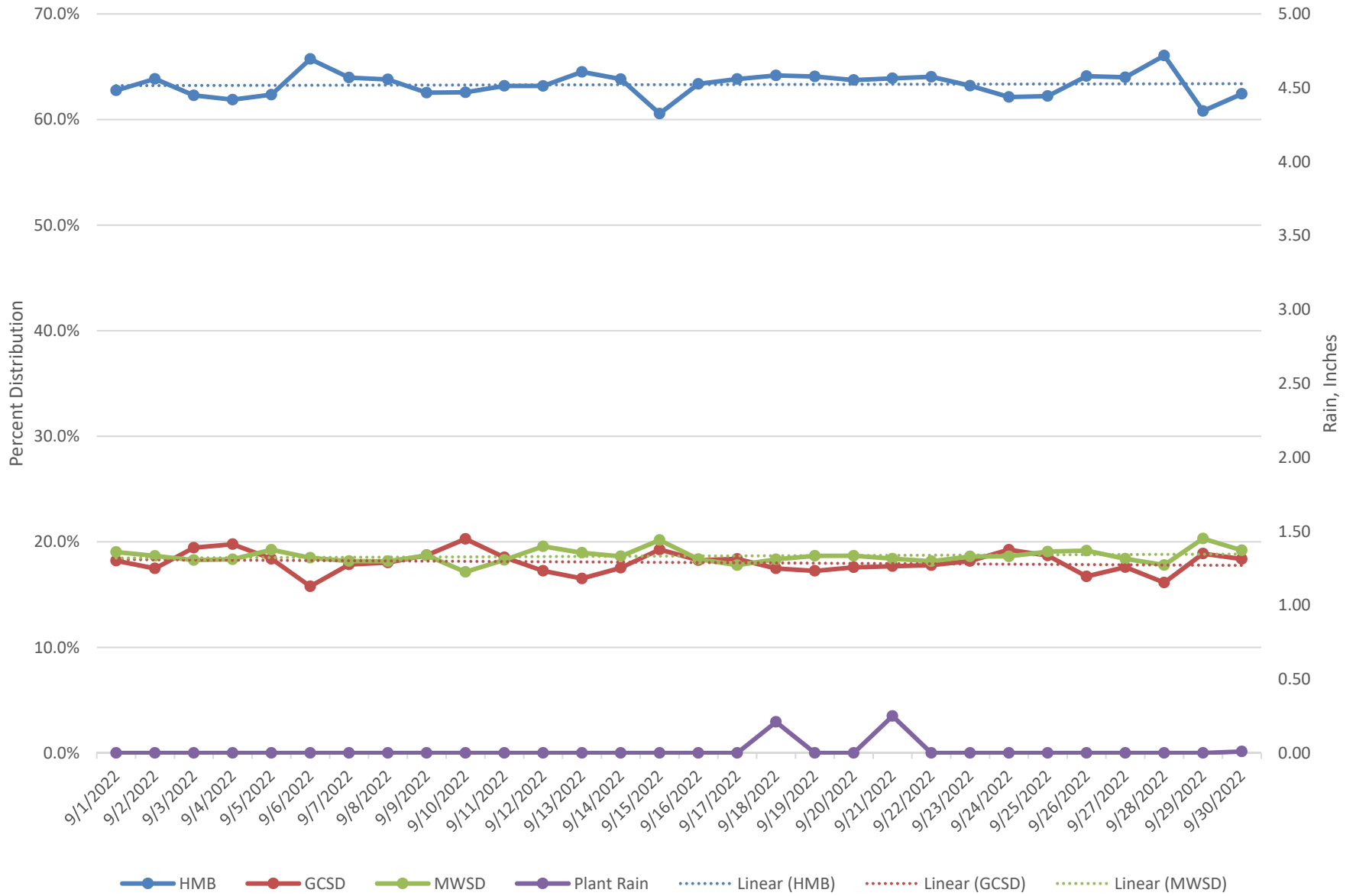
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.605	0.159	0.186	0.994
Average	0.715	0.204	0.210	1.129
Maximum	0.829	0.247	0.241	1.292
Distribution	63.31%	18.06%	18.63%	100.0%

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

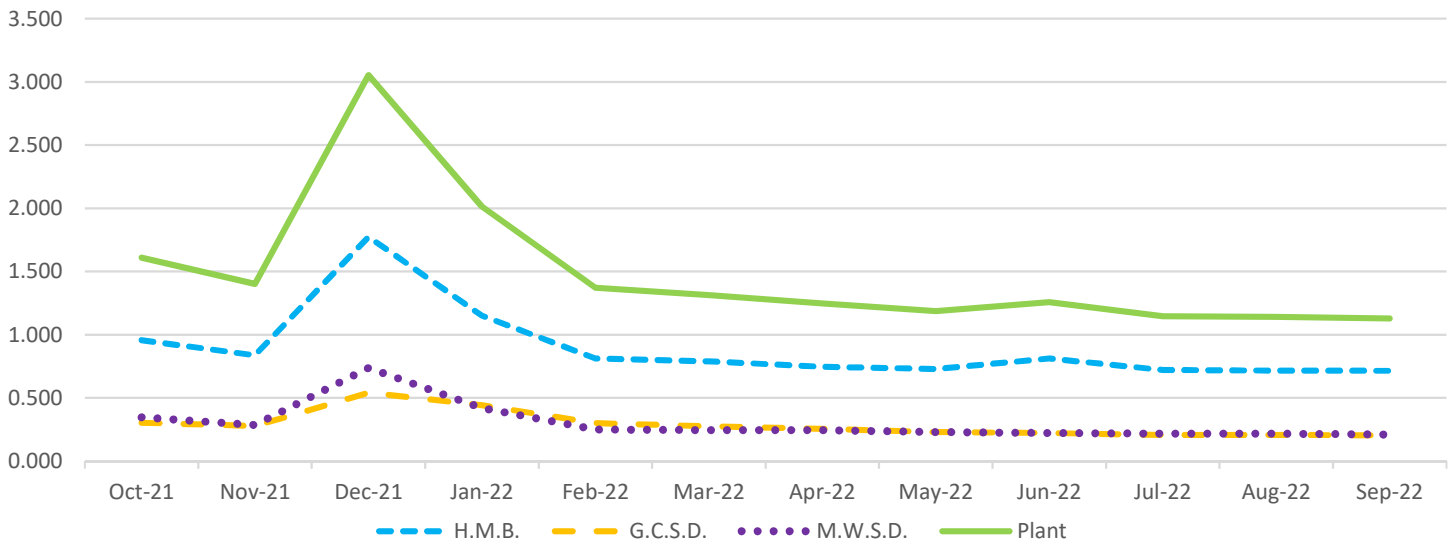


Percent Distribution September 2022

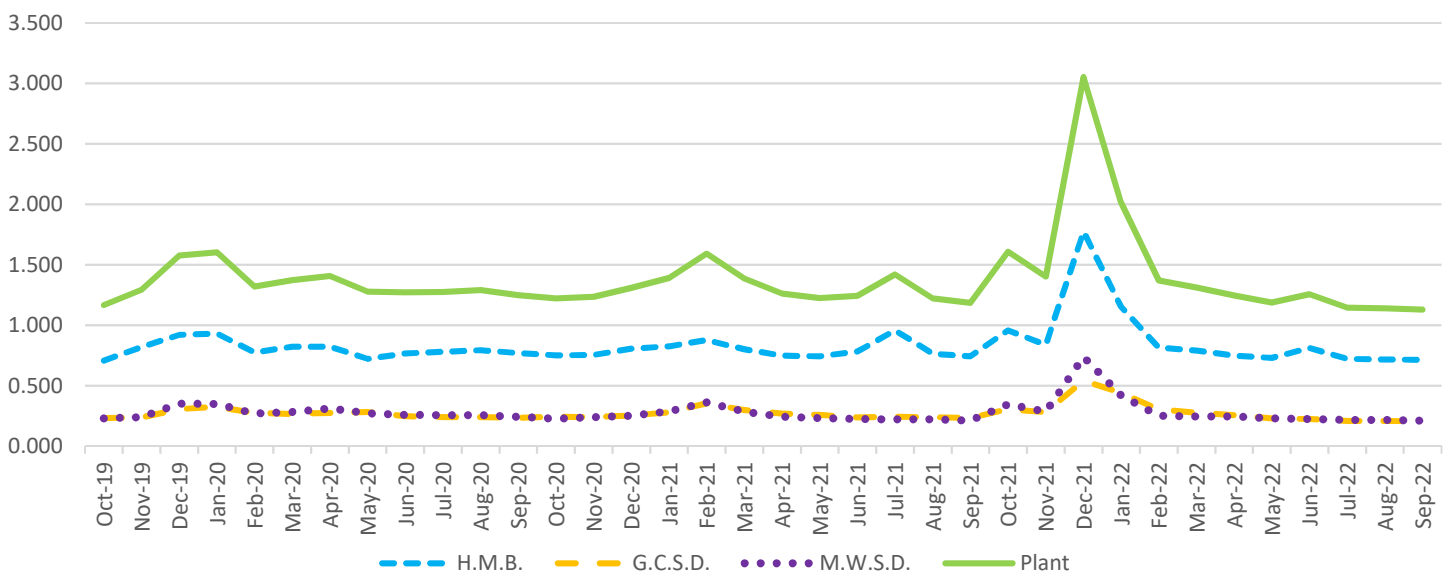


Most recent flow calibration March 2021 PS, March 2021 Plant

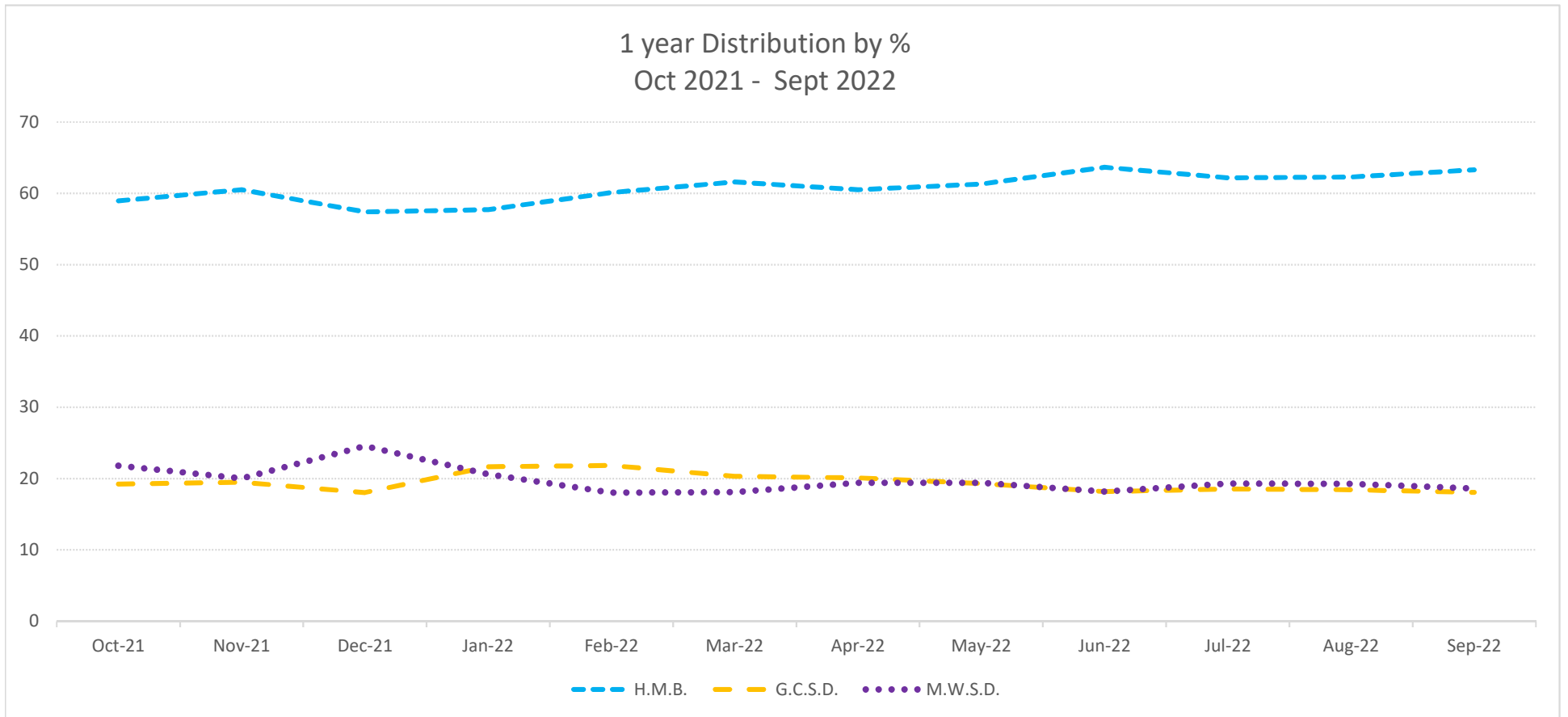
One Year Flow Chgart Oct 2021 - Sept 2022



Three Year Flow Chart Oct 2019 - Sept 2022



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

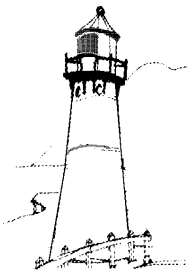
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for September 2022 was 1.513%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 10/28/22 was 3.17%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of November 3, 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 November 3, 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 November 3, 2022 the following new **Water Connection Permit** application was received since the last report:

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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Water Production Report

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

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

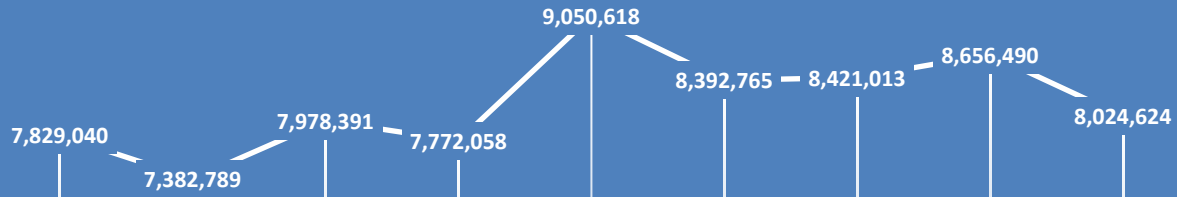
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 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	8,656,490	8,024,624			

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: November 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

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

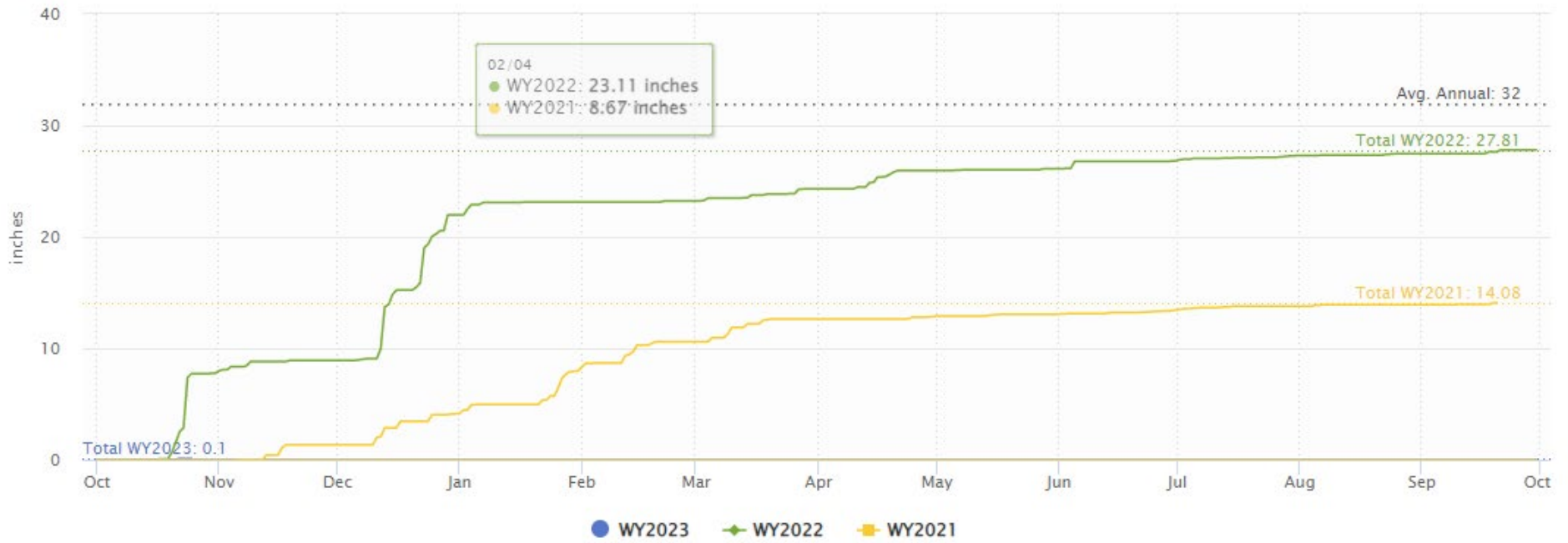
RECOMMENDATION:

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

Attachments: 2

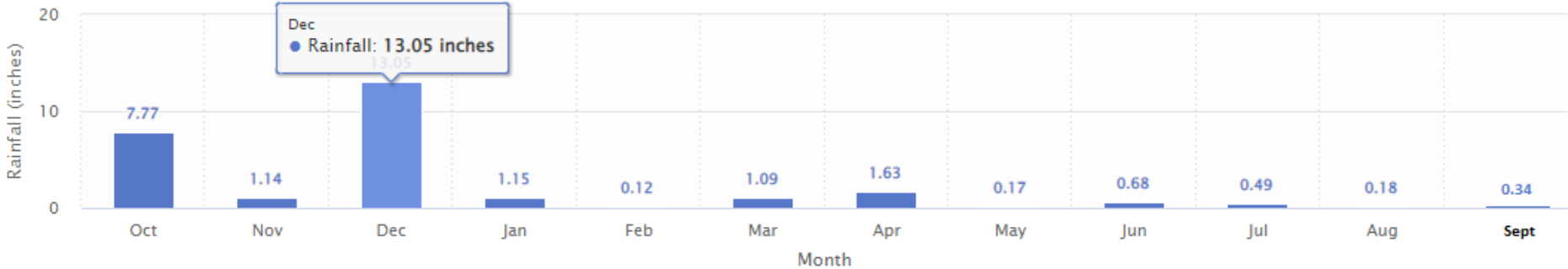
Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Solar Energy Report

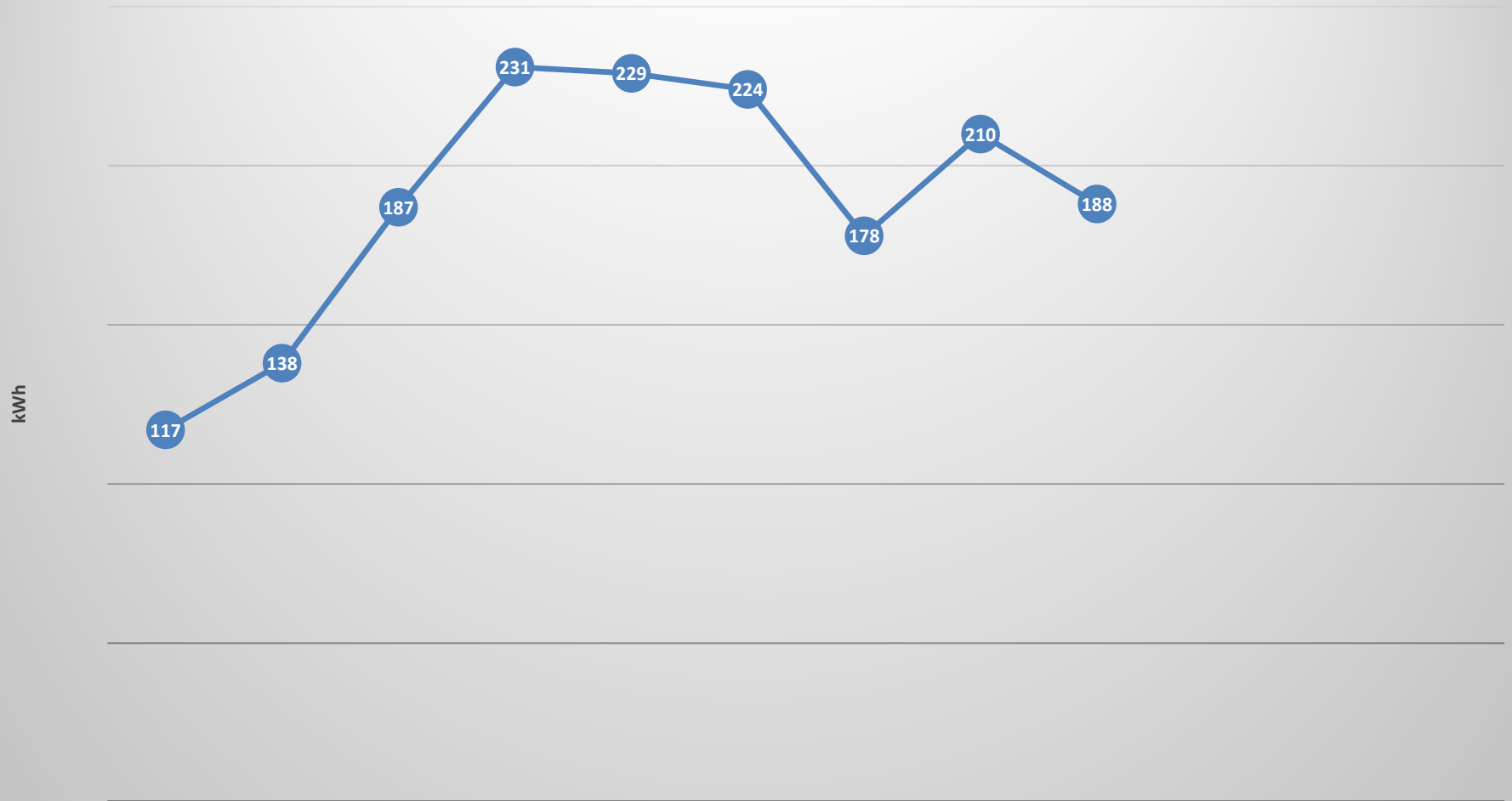
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 48,957 kWh and saved 83,227 lbs of CO₂.

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	210	188			



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

The District has received the monthly PARS report for August 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
8/1/2022 to 8/31/2022**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 8/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2022
Contributions	\$1,230,029.97	\$9,042.38	(\$39,686.20)	\$537.90	\$1,139.47	\$0.00	\$1,197,708.78
TOTAL	\$1,230,029.97	\$9,042.38	(\$39,686.20)	\$537.90	\$1,139.47	\$0.00	\$1,197,708.78

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	-3.22%	-3.44%	-12.55%	6.36%	6.38%	-	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.

August 2022 PARS Statement Detail

PARS beginning Balance as of August 1, 2022 \$ 1,230,029.97

Contributions:

July 15, 2022 Calculation

Wages paid	36,850.43		
Employer - 7.01%		\$	2,583.22
Employee - 7.75%		\$	2,114.40
Contribution subtotal			\$ 4,697.62

Fund Impact - PARS Wages			
Sewer	Water	Total	
10,981.74	25,868.70	36,850.43	
769.82	1,813.40	2,583.22	

July 31, 2022 Calculation

Wages paid	34,459.80		
Employer - 7.01%		\$	2,415.63
Employee - 7.75%		\$	1,929.13
Contribution Subtotal			\$ 4,344.76

Fund Impact - PARS Wages			
Sewer	Water	Total	
10,418.30	24,041.51	34,459.80	
730.32	1,685.31	2,415.63	

Total Contributions thru July \$ 9,042.38

Rounding

Earnings/(Losses) \$ (39,686.20)

Expenses \$ (537.90)

Distributions \$ (1,139.47)

PARS Ending Balance as of August 31, 2022 \$ 1,197,708.78



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

RECOMMENDATION:

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

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

RESOLUTION NO. _____

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

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

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

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

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

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

RESOLUTION NO. _____

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 3rd day of November 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: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Impact of Inflation
and Discussion of Water and Sewer Rate Updates**

Current Inflation Measures

Over the past approximately 18 months, inflation in the U.S. as measured by the Consumer Price Index (CPI) has spiked from below 2% in the early months of 2021 to roughly 8%, where it has remained for most of 2022. The CPI measures the estimated buying power of the dollar over time for goods and services purchased by a typical consumer. Current inflation levels are the highest they have been in over 40 years. Based on the latest inflation data available:

- **CPI** - Through September 2022, the CPI increased 8.2% from the prior year with core inflation (which excludes volatile food and energy prices) up 6.6%.
- **SF Bay Area CPI** - Through August 2022, the San Francisco Bay Area CPI increased 5.7% with core inflation up 4.1%.
- **ENR Construction Cost Index** – The Engineering News-Record (ENR) Construction Cost Index (national 20-Cities average) is a widely-used measure of construction cost inflation and increased 5.7% on an annual basis from Oct-2021 to Oct-2022 and has experienced an average annual increase of approximately 7.3% since Jan-2021.
- **ENR Construction Cost Index for San Francisco Bay Area** – The local ENR Construction Cost Index increased 4.8% on an annual basis from Oct-2021 to Oct-2022 and has experienced an average annual increase of roughly 8.5% since Jan-2021.

How are public agencies being affected

While rising prices are not new, the elevated level of cost increases marks a departure from the prior 20+ years under which cost inflation was substantially lower, typically averaging 2% - 3% per year, or even lower in some recent years. Due to inflation, public agencies are facing increased costs for providing utility services. Since most public utilities are accounted for as self-supporting enterprises, cost increases typically get passed on to customers via higher utility rates and charges.

For water and wastewater utilities, expenses have historically escalated more than the CPI (which is measure of consumer goods and services). Some contributing factors include that a) utility enterprises face increasing regulatory and permit requirements, which have required additional expenses for

compliance, and b) a high percentage of utility costs are incurred on labor, benefits, professional services, and capital improvements, which have historically tended to increase more than CPI.

Supply chain disruptions initially stemming from the coronavirus pandemic have contributed to inflation but have also impacted the availability of construction-related supplies and materials. Some agencies have not been able to get the materials they need or have experienced delays procuring materials needed to move forward with capital projects.

How Has the District Dealt with Cost Inflation

MWSD has attempted to proactively deal with cost inflation in a number of ways:

- MWSD’s labor costs have historically been adjusted annually based on the change in the Bay Area CPI. While this is not mandated by a collective bargaining agreement, the District has aimed to keep its salaries and benefits competitive in order to attract and retain staff.
- MWSD has tried to take advantage of favorable contractor bids when pursuing capital improvement projects. In some cases MWSD has been able to extend the work of a “low cost” bid and/or have the contractor remain onsite and complete additional work at favorable prices.
- MWSD has historically taken advantage of a) low interest rate funding programs, when applicable, and b) low interest rate periods to refinance outstanding debt for savings. Interest rates on outstanding debt include:
 - **General Obligation Refunding Bonds, Series 2020: 1.14%** (refunded prior issue of 2012 GO Bonds, which were in turn issued to refund the original 2003 GO Bonds used to acquire and improve the water system)
 - **PNC Equipment Lease: 2.95%** (renegotiated lower rate in 2013)
 - **I-Bank Loan: 3.05%** (California Infrastructure and Economic Develop Bank Loan funded renovation and upgrade of two sewer pump stations in 2008)
 - **State Revolving Fund Loan: 2.28%** (2012 loan funded Alta Vista Tank)
- When conducting rate studies, financial projections have included slightly conservative (on the high side) projection of operating cost inflation for financial planning purposes. The District has historically adopted rate increases designed to keep revenues in line with projected cost escalation. While the inflation estimates used in prior studies did not anticipate the currently elevated levels of inflation, updated inflation assumptions can be incorporated into upcoming water and sewer rate studies.

Historical Water & Sewer Rates

- **Water Rate History:** MWSD adopted small annual water rate increases almost every year from 2010 through July 1, 2018 to keep rates aligned with the costs of providing service. In 2020, the MWSD adopted new Water System Reliability Charges to provide a dedicated and restricted source of

funding for capital improvement needs including rehabilitation and replacement of aging infrastructure. The adopted maximum charge was designed to generate approximately \$2 million per year for capital improvements and/or related debt service. The new charges went into effect starting July 1, 2020 and have been partially implemented at a level designed to generate approximately \$1 million per year. These charges are collected on the County's property tax rolls and therefore can be adjusted each July 1. The District has the authority to increase these charges up to the maximum adopted level. Additionally, the District anticipates moving forward with a regular water rate study in upcoming months.

- **Sewer Rate History:** MWSD historically adopted small inflationary increases each year from 2010 through 2017. The District has been phasing in more substantial rate increases each year since July 1, 2018 to keep rates aligned with the cost of service and generate more funding for capital improvement projects to the District's sewer collection system and the regional Wastewater Treatment Plant operated by Sewer Authority Mid-Coastside. Most recently, the District adopted 3 years of 9% annual rate increases effective July 1, 2020 through July 1, 2022. MWSD anticipates completing an updated sewer rate study over the next roughly 6 months with the goal of adopting new sewer rates effective starting July 1, 2023.
- Due to the implementation of new Water System Reliability Charges and substantial sewer rate increases in recent years, both water and sewer enterprises are now in much stronger financial health and generate substantially more funding each year for capital improvement projects. However, future rate adjustments will be needed to keep rates in line with escalating costs of service.

Water Rate Study

- District staff are in the process of working with Bartle Wells Associates to update water enterprise financial projections and develop proposed rates for upcoming years. As part of the process, we will also review options for the Water System Reliability Charges for the next fiscal year. The water rate review process was started in 2021 but due to the implementation of the Water System Reliability Charges, no additional water rate increases were deemed necessary over the past 2 years.
- **Staff Recommendation:** Staff proposes that the Board of Directors refer the water rate study to the Finance Committee for preliminary review and input with the anticipation of bringing honed recommendations or options back to the full Board at a subsequent meeting.

Preliminary Schedule

Nov/Dec	Meet with Financing Committee, review findings and alternatives, gain input
Dec 15	Board Meeting, present findings & recommendations, seek direction to move forward with Prop. 218 rate increase process
Late Dec	Mail Prop. 218 Notices to property owners/customers (at least 45 days prior to the date of the Public Hearing)
Feb 15	Board Meeting, hold Public Hearing on proposed water rates
March 1	New water rates become effective; Future annual water rate increases to become effective on January 1 of each year

Sewer Rate Study

- The sewer rate study would follow soon after the water rate study. As proposed, the plan is to work with Bartle Wells Associates to update sewer enterprise financial and rate projections starting early 2023 with the goal of adopting new sewer rates effective July 1, 2023.
- **Staff Recommendation:** Staff proposes that the Board of Directors refer the planned sewer rate study to the Finance Committee for preliminary review and input with the anticipation of bringing honed recommendations or options back to the full Board at a subsequent meeting.

Preliminary Schedule


Jan/Feb	Meet with Financing Committee, review findings and alternatives, gain input
March	Board Meeting, present findings & recommendations, seek direction to move forward with Prop. 218 rate increase process
April	Additional Board Meeting if needed
April/May	Mail Prop. 218 Notices to property owners/customers (at least 45 days prior to the date of the Public Hearing)
May/June	Board Meeting, hold Public Hearing on proposed sewer rates
July 1	New sewer rates become effective; Future annual sewer rate increases to become effective on July 1 of each year



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Director Meeting Compensation**

At the October 20 MWSD board meeting changes to the director's compensation were discussed.

Currently Directors receive \$75 per attended meeting. No direct comparison to other agencies has been prepared, however, the amount is the lowest of any Coastside government agency. The compensation for Directors has not been changed in at least 2 decades.

Legal Counsel reviewed options to increase the director's compensation:

1. Under H&S Code §6489, the Board can increase compensation up to \$100 per day (not per meeting) and not to exceed 6 days per month; this requires an amendment to the District's Code by Ordinance which requires a noticed public hearing.
2. Under Water Code §20202, the Board can increase compensation above \$100 per day, up to a max. amount of \$193.75, which represents the amount equal to 5% per year since the last adjustment in 1997 ($\$75 \times 5\% = \3.75 per year @ 25 years = \$93.75); cannot exceed 10 days per month. This also requires a noticed public hearing (WC §20203).

As both options require an amendment to the MWSD Code a public hearing is required. The earliest possible date for a public hearing to increase the director's compensation would be the MWSD regular scheduled board meeting on December 1.

RECOMMENDATION:

Discuss and direct staff.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: General Manager's Report

Operations Report OCTOBER 2022

811 Dig Alerts

- 10/6/22-30 Bernal. Work to install new Comcast conduit. Water marked.
 - Vallemar X Juiana. Work to install plants and irrigation. Previous USA marks checked.
 - 837 Stetson. Work to install deck footings and stump grinding. No water within USA marks.
 - 151 Orval. Work to install fence. No water within USA marks.
 - 512 5th. Work to install sewer. Water marked.
- 10/10/22- San Ramon X Bernal. Work for "unknown" boring. Water marked.
- 10/12/22- 879 Ocean. Work to repair sewer line. Water marked.
 - 1001 Ocean. Work to install cable television conduit. Remarketed within USA.
- 10/13/22- 989 Ocean. Work to install electrical conduit and communications cable. No water within USA marks.
- 10/14/22- Date X Harte. Trench and excavate to install sewer pump station. Previous marks still visible and correct.
 - 722 Stetson- Work to install electrical conduit. Water marked.
 - 467 3rd. Work to install ground rods. No water within USA marks.
- 10/17/22- 501 Stetson. Work to repair gas leak. No water within USA marks.
- 10/19/22- 50 Hermosa. Trench to install low voltage and power. No water within USA marks.
- 10/20/22- 885 Ocean. Trench to locate and repair manhole. No water within USA marks.
 - 1013 Etheldore. Excavate for new water service. Water marked.
 - 1121 Date. Work to repair gas line. Water marked.
 - 2006 Vallemar. Work to excavate for water service line. Water marked.
 - 1021 Acacia. Work for landscaping. No water within USA marks.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 10/25/22- 720 Edison. Customer has running faucet they cannot shut off and needs water turned off at meter. Water shut off at meter.
- 10/26/22- 1071 Tamarind. Work for emergency gas repair. Main and service line marked.
 - 880-864 Park. Work to excavate road, compact and pave. Water marked.

Work Orders

- 165 MISSED READS FOR MOSS BEACH
- 10/3/22- 46 no usage work orders that were not shown on missed read report.
 - 4 spike in usage work orders not shown on leak report.
 - 2 work orders for strange reads.
 - 512 7th. Read of 9966, actual meter face read 1158.
 - 567 5th. Read of 9968 , actual meter face read 714.
- 10/3/22- 455 Nevada. Customer concerned with usage averages. Spoke with customer and showed findings.
- 10/5/22- 1141 Birch. MOVO. Final read taken.
- 10/6/22- 600 California. MOVO. Final read taken.
- 10/7/22- Customer concerned about seeping water in a trench they had dug. Water coming from a French drain. Customer notified.
- 10/10/22- MOVO. Final read taken.
- 10/11/22- 580 Stetson. New meter head and endpoint installed.
- 10/13/22- 1122 Harte. MOVO. Final read taken.
 - 335 4th. MOVO. Final read taken.
 - 550 Cypress. Customer called concerned about cloudy water. Home flushed and determined cloudiness to be air bubbles from Cypress main repair.
- 10/14/22- 400 Terrace. MOVO. Final read taken.
 - 278 Nevada. MOVO. Final read taken, water turned off and door tag left.
 - 1105. MOVO. Final read taken.
 - 820 Edison. MOVO. Final read taken.
 - 820 Edison. MOVO. Final read taken.
- 10/17/22- 945 Etheldore. MOVO. Final read taken.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 10/18/22- 1015 Tamarind. Customer has low water pressure. Pressure at meter = 127 psi. Pressure at house = 10 psi. Most likely PRV failed at house. Customer notified of findings.
- 10/19/22- 450 Cypress. Customer needs water turned off at meter to make repairs. Water turned off and customer told to contact MWSD when water needs to be turned back on.
- 10/20/22- 367 11th. Customer is concerned that their water usage is not being recorded. Physical inspection of meter showed meter face working properly but wires to endpoint were compromised. Wires too short to repair so new meter and endpoint will be installed one they arrive.
 - 885 Ocean. SAM requested MWSD get cl2 total for potential leak. No cl2 residual, water seems to be ground water.
 - 450 Cypress. Customer completed repair and requested that water be turned back on. Water turned on.
 - 641 Lancaster. MOVO. Final read taken.
- 10/26/22- 800 Sierra, fixture unit count.
 - 555 Sierra, Fixture unit count.
 - 1450 Alamo. Customer received leak notice and requests a profile. Profile taken and customer notified of findings.
 - 428 3rd. MOVO. Final read taken.

After Hours Call Outs

- 10/9/22 – Customer called about water in street near distillery zone, no Cl2 residual with test, determined to be groundwater
- 10/11/22 – Customer called about water with stop and start flow at 855 Ocean, no cl2 total but lines up with sewer lines. Called SAM and they discovered broken check valve for sewer
- 10/15/22- Main break at lighthouse. Leak was isolated at valve #13 and Hostel high lined water from MWSD office.
- 10/19/22- Main break at lighthouse. Leak was isolated at valve #13 and Hostel high lined water from MWSD office.

Repairs and Leaks

- 10/17/22- Repair at lighthouse hostel. Main break on 6" main at hydrant T. Area was excavated by Andreini crew and MWSD Operators, faulty main was removed and replaced with new c900 and restraining couplers. New service line replaced with HDPE.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 10/19/22- Repair at lighthouse hostel. HDPE service line to meter failed. HDPE service line replaced with copper.
- 10/24/22- 90 Madrone. 6" AC main cracked on bottom side. Area excavated by Mossa and MWSD crew. 15" full circle clamp installed.
 - School House below ground vault leaking. Water was shut off on 8" hi and low side to stop water flow. After was pumped out of vault and debris removed MWSD crew determined leak was from a faulty plug in the 8" Cla-Val. Plug replaced, and water restored.

Miscellaneous

- Repair and rebuild fence at lighthouse after main repair.

Maintenance

- 10/11/22- Cypress street. New valve installed to achieve complete shutdown for future leak repair. Cluster of valves excavated to determine extent of future repair.
- 10/14/22- pump water from Cypress repair location.
- 10/13/22. Vessel exchange for AW3

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