



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

8888 Cabrillo Highway
Montara, California 94037

May 4, 2023 at 7:30 p.m.

The meeting will take place in the District offices located at the above address. Seating is limited and social distancing will be practiced due to ongoing public health and safety concerns. Simultaneous public access and participation is also available remotely, via telephone or the ZOOM application:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/82141735397?pwd=YzFwZG45ZFB3NWlacDQ4RVJJbDh2Zz09>

MEETING ID: 821 4173 5397

Password: 452812

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false>. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843. Note: Public participation is not permitted during closed session discussion items.

Public Comment

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. For participants attending the meeting virtually, 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. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. [Receive Final Water and Sewer Rate Studies and Review and Possible Action Concerning Prop 218 Rate Limits for Water and Sewer Rates and Water System Reliability Charges.](#)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting April 6 and 20, 2023 and Finance Committee Meeting April 27, 2023.](#)
2. [Approve Financial Statements for March 2023](#)
3. [Approve Warrants for May 1, 2023](#)
4. [SAM Flow Report](#)
5. [Monthly Review of Current Investment Portfolio](#)
6. [Connection Permit Applications Received](#)
7. [Monthly Water Production Report](#)

8. [Rain Report](#)
9. [Monthly Solar Energy Report](#)
10. [Monthly Public Agency Retirement Service Report for February 2023](#)

OLD BUSINESS

NEW BUSINESS

1. [Review and Possible Action Concerning the District's Economic Hardship Assistance Policy.](#)
2. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2023-2024 Collections Budget.](#)
3. [Review and Possible Action Concerning Authorization to Advertise for Bids – Sewer Improvement Project and Spot Repairs 2020 - 2023 and Cabrillo Highway Sewer Improvement PHASE 1B.](#)
4. [Review and Possible Action Concerning Selection of Auditor.](#)

REPORTS

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

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING

LITIGATION (Government Code §54956.9(d)(1))

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

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

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4)) Initiation of Litigation (3 potential cases)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employee: General Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Receive Final Water and Sewer Rate Studies and Review and Possible Action Concerning Prop 218 Rate Limits for Water and Sewer Rates and Water System Reliability Charges

The Board will hold a public hearing to review and take possible action on the District's proposed increases to Water and Sewer Rates and Water System Reliability Charges.

To support continued investment in our critical local water and sewer systems and keep up with the cost of inflation, Montara Water and Sanitary District is proposing a maximum 6% increase to Water Rates, Sewer Rates and Water System Reliability Charges in Fiscal Year 2023-2024 and maximum 9% annual increases to these charges in each of the subsequent two years. The District anticipates reevaluating rates and finances in future years with the goal of only implementing rate increases as needed. The rates and charges are proposed to go into effect starting on July 1, 2023.

The District's water and sewer utilities are independent self-supporting enterprises that rely primarily on revenues from water and sewer service charges to fund the costs of providing service. As such, water and sewer rates must be set at levels adequate to fund the costs of operations, maintenance, debt service, and capital improvements needed to keep the aging water and wastewater systems in good operating condition. Both systems have identified need for substantial ongoing investment to ensure continued high quality, reliable drinking water, adequate fire protection and sanitation.

Funds collected will be used for operation and maintenance activities, replacement of aging pipelines, tanks, pumps and other infrastructure in the District's water and sewer systems, and high priority improvements to the Sewer Authority Mid-Coastside regional wastewater treatment plant including replacement of the wastewater pipeline that failed during recent storms.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Typical Residential Bill Calculation for Fiscal Year Beginning July 1, 2023:

Water Rate Charges:

Typical residential customers with a 5/8 x 3/4-inch meter and 9 HCF of bi-monthly water use will be billed a service charge of \$61.72 and water quantity charge of \$88.71, totaling \$150.43, equivalent to \$75.22 per month.

Sewer Rate Charges:

The annual sewer service charge is calculated by multiplying annual billable use of 54 hcf x \$29.75 per hcf = \$1,562.22 per year which is collected on the property tax rolls. *A typical residential customer with average monthly winter water use of 4.5 hcf has annualized billable use of 4.5 hcf x 12 months = 54 hcf.*

Water System Reliability Charge:

Typical residential customers with a 5/8 x 3/4-inch meter will be charged the Water System Reliability Charge of \$592.18 which is collected on the property tax rolls.

Background

Since early 2018, the Board and Finance Committee have received repeated presentations and have held discussions regarding revenue deficiencies that impact the District's ability to fund capital infrastructure improvements.

Prior analysis by SRT Consultants estimated that over the long-term the water enterprise would need to fund roughly \$2 million per year of capital improvements to replace aging water system infrastructure. Construction costs have increased significantly since the \$2 million estimate was developed and are projected to continue increasing in future years.

MWSD's prior rate increases and adoption of Water System Reliability Charges have put the water enterprise on a stronger financial footing. However, additional rate increases are needed to support the District's capital improvement needs and keep up with operating cost inflation. Without significant financial adjustments in the form of additional revenues, the District will quickly face challenges in maintaining the critical water and sewer systems the community relies upon for service.

Since 2010, the District has implemented limited water rate increases, with three successive years of 3% water rates increases and no increase in 2019. Sewer rates were similarly limited, with the period of 2013-2017 seeing only 3%



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

increases. These increases did not provide sufficient funds to address capital improvement needs. In 2018, the Board took action to begin to address the deferred sewer system infrastructure investment with 21.7% and 21% sewer rate increases in 2018 and 2019, increases of 9% in 2020, 2021, and 2022. New Water System Reliability Charges went into effect July 1, 2020 and equated to roughly a 50% increase in water rate revenues. These charges provided a dedicated funding source for rehabilitation and replacement of aging water system infrastructure. The Water System Reliability Charges were initially adopted to generate approximately \$1 million per year for capital improvements with the understanding that additional increases would be needed in future years to bring revenues in line with long-term capital funding needs, which exceed \$2 million per year with construction cost inflation.

Though the District always seeks and has successfully secured cost efficient means to finance infrastructure investment – such as state and federal grants, low-interest loans, and general obligation bonds, at this time the District does not have a sufficient revenue stream to secure loans or bonds. Though the District continuously seeks grant funding, grants are not sufficient to address the District’s annual infrastructure investment needs, and frequently are limited to shovel-ready projects where the requesting agency has funds available to match the requested grants funds. There are no known grants available at this time to address District infrastructure projects.

Studies and Board Actions

In November 2022 the Board authorized the initiation of a water rate study and anticipated the initiation of a following sewer rate study to adjust sewer rates for FY 2023/2024. The District’s financial consultant, Bartle Wells, prepared the initial findings of the Water and Sewer Rate Study, which were presented and publicly discussed at the Board’s February 2, 2023 meeting.

Additionally, the Board directed staff to initiate the Prop 218 Hearing Notice based on the rates recommended in the Water and Sewer Rate Study on March 2, 2023 and thereafter authorized the Notice to be mailed to all affected owners on March 16, 2020.

Proposition 218 Process

In 1996, voters approved Proposition 218 and adopted California Constitution Articles XIII C & XIII D, thereafter, codified in The Proposition 218 Omnibus Implementation Act (Gov’t Code §§ 53750-53758; “Act”). As a Water and



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Sanitary District, this Board is authorized to increase and impose new rates to pay for the water, sewer and refuse services and facilities furnished by it as long as the procedural and substantive requirements of Proposition 218 are met (Health & Safety Code §5471(b)). Such rates may be used not only to pay to supply services, but also to pay the capital cost of the public improvement that delivers those services. (Health & Safety Code §5471(c)) For example, the Act defines “water” to mean “any system of public improvements intended to provide for the production, storage, supply, treatment, or distribution of water from any source.” (Gov. Code § 53750(n)) All actions necessary to provide services can be funded through rates. (Gov. Code § 53751(m); Griffith v. Pajaro Valley Water Management Agency (2013) 220 Cal.App.4th 586) Moreover, revenues received from the new or increased rates, inter alia, must be used for the purpose for which the rates are imposed.

As set forth in this staff report, the District provided the requisite notice of the public hearing to all record owners and, therefore, has complied with Proposition 218’s procedural requirement. Moreover, the District’s rate consultant has prepared a sewer and water rate analysis identifying revenue requirements and a schedule of rates to meet those requirements that serves as the evidentiary support for substantive compliance with Proposition 218. Therefore, the District has complied with both the procedural and substantive requirements of Proposition 218. Subject to receipt of less than a majority protest at the hearing, adoption of the rates must be by 2/3rds vote of Board.

Implementation and Timing

Sewer Charges and the Water System Reliability Charge are annual charges affixed to the property tax rolls. This method of collection was selected by the Board to avoid increasing monthly charges that might have a more direct and reoccurring impact on customers. As a tax roll collection, the District must take action before July 1 so that the San Mateo County Assessor can complete processing for inclusion on the 2023-2024 tax bills. If the District delays this action, we will face another year without adequate funding to address our annual infrastructure replacement needs. The water and sewer rate increases must be uniformly applied to all customers and thus are scheduled to be applied on July 1, 2023 as with all prior rate increases.

The District’s rate consultant Alex Handlers and accountant Peter Medina will be available to address any questions. Additionally, the District’s sewer engineer,



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Pippin Cavagnaro of Nute Engineering and the District's water engineer, Tanya Yurovsky of SRT Associates, will also be available.

Administrative Record

This staff report, together with staff presentation and all testimony received during the public hearing, and all engineering and consultant reports, studies, analyses, materials, and meeting minutes where the matter has been discussed, having been made available and relied upon by the Board herein and incorporated by reference, shall become part of administrative record.

RECOMMENDATION:

Receive final Water and Sewer Rate Studies, hold a public hearing, consider and adopt proposed maximum 6% increase to Water Rates, Sewer Rates and Water System Reliability Charges in Fiscal Year 2023-2024 and maximum 9% annual increases to these charges in each of the subsequent two years, beginning July 1, 2023. It is further recommended that the public hearing be conducted as follows:

1. Chair announces opening of public hearing
2. Staff presentation
3. Receive public testimony
4. Chair asks for motion to close public hearing
5. Chair asks Clerk to complete tabulation and announce final number of valid written protests and whether a majority exists (if majority exists, Board may not adopt fees)
6. Board discusses item
7. Board adopts/does not adopt fees

Adopt Resolution No. ___, Resolution of the Montara Water and Sanitary District Establishing Maximum Rates and Charges Pertaining to Water and Sewer Services, and Water System Facilities, Effective July 1, 2023.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES AND CHARGES PERTAINING TO WATER AND SEWER SERVICES, AND WATER SYSTEM FACILITIES, EFFECTIVE JULY 1, 2023

WHEREAS, the Montara Water and Sanitary District (“District”) is organized and operates pursuant to California Health and Safety Code Sections 6400, *et seq.* and has the authority to establish and revise rates, fees and charges for the sewer and water services that it provides; and

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

WHEREAS, periodic adjustments to said rates and charges are necessary because the District’s water and sewer facilities rely primarily on revenues from service charges to fund the costs of providing service and, therefore, water and sewer rates must be set at levels adequate to fund the costs of operating and maintaining District’s water and sewer systems to support safe and reliable service; and

WHEREAS, the District previously established a Water System Reliability Charge (“WSRC”) to fund water system capital improvement needs due to aging infrastructure and the need to support long-term system reliability and additional increases are needed to bring said revenues in line with long-term capital funding needs and to keep up with operating cost inflation; and

WHEREAS, the water, WSRC and sewer rates to be implemented by this Resolution cover no more than the cost that the District incurs to provide water, WSRC and sewer services as detailed in the April 2023 Water and Sewer Rate Study prepared by Bartle Wells Associates, and reviewed and received by the District Board on May 4, 2023; and

WHEREAS, the water, WSRC and sewer rates set forth herein within the District do not exceed the corresponding maximum amounts in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

WHEREAS, pursuant to Article XIII D, section 6, of the California Constitution, the District mailed notice of a public hearing on the proposed service rates and charges to the record owner of each parcel subject to the proposed rates and charges. The notice, which set forth the date, time, and location of the public hearing, as well as the charges, fees, and rates proposed for imposition, was mailed no less than 45 days prior to the public hearing; and

WHEREAS, a public hearing was conducted by the District Board of Directors (“Board”) on May 4, 2023, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the proposed water, WSRC and sewer

rate increases, including future annual inflationary adjustments, and to submit written protests; and

WHEREAS, this Board considered all protests against the proposed fees or charges for said services and written protests against said fees or charges were not presented by a majority of record owners of each parcel subject to the proposed rates and charges; and

WHEREAS, the schedule of maximum rates and charges hereinafter approved and adopted implement the corresponding to costs of providing the water, WSRC and sewer services, and the rates and charges hereby established are maximums for the listed rate components. Rates and charges equal to or less than said maximums may be enacted from time to time by separate resolution or ordinance including, without limitation, by ordinance amending, supplementing or restating the District's Master Fee Schedule; provided, that the last rate or charge or rates or charges so enacted shall remain in full force and effect until superseded by a subsequent enactment, likewise equal to, or less than, said maximums, such that said rates and charges shall in no event revert to the schedule of rates and charges in effect prior to enactment of the above rates and charges or to a lower rate than the last rate enacted pursuant hereto. Nothing herein contained shall be deemed a limitation upon the District to enact rates and charges superseding the maximum rates and charges hereby established; provided that such superseding rates and charges shall have been enacted in accordance with all legal requirements pertaining thereto.

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

1. The above recitals are true and correct and incorporated herein by this reference.
2. The District hereby adopts the Water and Sewer Rate Study dated April, 2023, prepared by Bartle Wells Associates, attached hereto as Exhibit A and incorporated herein by this reference.
3. The schedule of maximum rates and charges as provided in Exhibit B, attached hereto and incorporated herein by reference, is hereby adopted and shall become effective starting July 1, 2023, at which point said schedule will replace previously adopted rates and charges.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 4th day of May 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

Maximum Water Rates				
	Current Water Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Monthly Service Charges				
<i>Fixed monthly charges based on meter size</i>				
<u>Meter Size</u>				
5/8 x 3/4-inch	\$28.80	\$30.86	\$33.10	\$35.50
3/4-inch	31.68	34.97	38.62	42.60
1-inch	40.32	45.26	50.75	56.80
1-1/2-inch	51.84	78.18	108.13	142.00
2-inch	83.52	125.50	173.22	227.20
3-inch	316.82	349.76	386.17	426.00
4-inch	403.22	493.77	595.81	710.00
Water Quantity Charges (\$ per hcf)				
<i>Billed per 100 cubic feet of metered water use (\$/hcf)</i>				
All Residential Accounts & Commercial Accounts with Meters up to 1-Inch				
<i>Tiers for multi-family residential accounts are multiplied by the number of dwelling units</i>				
<u>Tier</u>	<u>Bi-Monthly Use</u>			
Tier 1	0 - 6 hcf	\$8.36	\$8.91	\$9.78
Tier 2	7 - 13 hcf	11.17	11.75	12.68
Tier 3	14 - 27 hcf	13.94	14.57	15.56
Tier 4	Over 27 hcf	19.53	19.55	19.58
Non-Residential Accounts with Meters Larger than 1-Inch				
All Water Use	-	\$11.75	\$12.68	\$13.69
Private Fire Protection Charges				
<i>Fixed monthly charges based on size of service connection</i>				
Up to 4 inch connection	\$17.38	\$18.52	\$19.86	\$21.30
6 inch connection	24.65	37.03	39.72	42.60
8 inch connection	32.84	59.25	63.55	68.16
10 inch connection	69.20	88.88	95.33	102.24
12 inch connection	96.57	125.91	135.05	144.84

Note: One hundred cubic feet (hcf) = approximately 748 gallons

Maximum Water System Reliability Charges				
Meter Size	Current Charges	Proposed Charges Effective on or After		
		July 1 2023	July 1 2024	July 1 2025
Annual Water System Reliability Charges				
Water Service Accounts				
5/8" x 3/4"	\$558.66	\$592.18	\$645.48	\$703.57
3/4"	837.99	888.27	968.22	1,055.36
1"	1,396.65	1,480.45	1,613.70	1,758.93
1-1/2"	2,793.30	2,960.90	3,227.40	3,517.85
2"	4,469.28	4,737.44	5,163.84	5,628.56
3"	8,379.90	8,882.70	9,682.20	10,553.55
4"	13,966.50	14,804.50	16,137.00	17,589.25
Accounts with Private Fire Service Only				
Up to 4"	\$279.33	\$296.09	\$322.74	\$351.79
6"	558.66	592.18	645.48	703.57
8"	893.86	947.49	1,032.77	1,125.71
10"	1,340.78	1,421.23	1,549.15	1,688.57
12"	1,899.44	2,013.41	2,194.63	2,392.14

Note: Water service accounts that also have a private fire service connection shall be charged based on the customer's water meter size only.

Maximum Sewer Rates				
Customer Class	Current Sewer Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Sewer Service Charge Rates				
<i>Volumetric charge billed per hundred cubic feet (hcf) of metered water use.</i>				
<i>Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).</i>				
Residential [1]	\$27.29	\$28.93	\$31.53	\$34.37
Restaurants	47.34	50.18	54.70	59.62
Motels	28.73	30.45	33.19	36.18
Offices	24.58	26.05	28.39	30.95
General Commercial	26.32	27.90	30.41	33.15
Schools	24.97	26.47	28.85	31.45
Hospitals	27.21	28.84	31.44	34.27

1 Residential rates are applied to annualized water use from 2 winter billing periods (Nov-Feb or Dec-Mar); Commercial rates are applied based on annual water use.

Note: One hundred cubic feet (hcf) = approximately 748 gallons



**Montara Water
and Sanitary District**



Water & Sewer Rates

May 4, 2023



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



Presentation Overview



- **Utility Finances**
- **Water & Sewer Rates**
- **Financial Challenges**
- **Proposed Rates**
- **Low Income Discounts**

Purpose: Consider adoption of proposed rate increases



Utility Finances



- **Water & wastewater utilities are financially self-supporting enterprises**
 - Rates are main source of funding & need to be adequate to fund costs of providing service including replacing aging infrastructure
 - 100% of rate revenues go to fund water & sewer system expenses
 - Rates underpin financial and operational stewardship
- **MWSD has provided strong financial management via adoption of rate increases to help meet funding needs**
 - Prior rate increases have been significant steps in the right direction with understanding that additional increases needed in future years



Water Rates

■ Water Rate History

- Historically adopted small annual inflationary rate increases through 2018
 - Collected via bi-monthly bills
- Adopted new Water System Reliability Charges starting July 1, 2020
 - Designed to generate roughly \$1 million per year for capital improvements and rehab/replacement of aging infrastructure
 - Collected on County property tax rolls





Sewer Rates

■ Sewer Rate History

- Historically adopted small annual inflationary rate increases
- Substantial rate increases phased in over past 5 years starting 2018
 - Most recently phased in three 9% rate increases from July 1, 2020 – 2022
 - Increased funding for rehab & replacement of MWSD collection system infrastructure & funding needs of Sewer Authority Mid-Coastside (SAM)
 - Collected on County property tax rolls





Financial Challenges

■ Replacement of Aging Water & Sewer Infrastructure

- **Water:** \$2+ million per year (plus cost escalation) needed for long-term infrastructure replacement based on prior analysis by SRT Consultants
- **Sewer:** \$2+ million per year (plus cost escalation) needed for long-term infrastructure replacement based on prior analysis by Nute Engineering
- SAM facilities are over 40 years old and need substantial overhaul
 - Independent analysis recommended \$40-\$60 million of funding over 10 years
 - Consent decree requires \$8 million of improvement to intertie pipeline
 - Due to recent storm damage, intertie pipeline improvements est. at \$14 million

■ Keep Up with Cost Inflation

- MWSD faces ongoing inflationary cost increases
- Some rate increases needed just to keep up with cost inflation



Proposed Rate Increases

Proposed Maximum Rate Increases			
	July 1 2023	July 1 2024	July 1 2025
Water Rates*	6%	9%	9%
Water System Reliability Charges	6%	9%	9%
Sewer Rates	6%	9%	9%

* Impacts will vary depending on customer class, meter size, and billed usage.

- Goal is to take additional steps toward meeting future funding needs & periodically reevaluate and adjust course as needed
 - More increases in near term = less in longer term, and vice versa
 - Goal is gradual annual rate increases as opposed to periodic rate spikes
- Proposed rates are maximums
 - MWSD can implement charges that are lower than the maximum levels authorized via the Prop 218 process in any year



Rate Structure Modifications

■ Water Rate Structure Modifications

- Water rate recovery: 1/3 Fixed Charges, 2/3 Quantity Charges
- Fixed Service Charges: 3-year phase-in to align fixed charges based on meter capacity
 - Results in larger \$ increase to customers with larger meters who historically have paid fixed charges that are lower than based on meter capacity
- Water Quantity Charges:
 - Maintain tiered rates for all residential accounts & small commercial up to 1-inch
 - Tier breakpoints for multi-family residential accounts based on # of dwelling units
 - Tier rates updated resulting in more even increases between tiers
 - Establish uniform rate for larger non-residential connections with meters >1-inch

■ Water System Reliability Charges: No changes proposed

■ Sewer Rates: No changes proposed



Proposed Maximum Water Rates					
		Current Rates	July 1 2023	July 1 2024	July 1 2025
Overall Rate Increases %			6%	9%	9%
Monthly Service Charges					
<i>Fixed monthly charges based on meter size</i>					
<u>Meter Size</u>	<u>Accts</u>				
5/8 x 3/4-inch	1,500	\$28.80	\$30.86	\$33.10	\$35.50
3/4-inch	38	31.68	34.97	38.62	42.60
1-inch	22	40.32	45.26	50.75	56.80
1-1/2-inch	2	51.84	78.18	108.13	142.00
2-inch	4	83.52	125.50	173.22	227.20
3-inch	-	316.82	349.76	386.17	426.00
4-inch	3	403.22	493.77	595.81	710.00
Water Quantity Charges (\$ per hcf)					
<i>Billed per 100 cubic feet of metered water use (\$/hcf)</i>					
All Residential Accounts & Commercial Accounts with Meters up to 1-Inch					
<i>Tiers for multi-family residential accounts are multiplied by the number of dwelling units</i>					
<u>Tier</u>	<u>Bi-Monthly Use</u>				
Tier 1	0 - 6 hcf	\$8.36	\$8.91	\$9.78	\$10.74
Tier 2	7 - 13 hcf	11.17	11.75	12.68	13.69
Tier 3	14 - 27 hcf	13.94	14.57	15.56	16.65
Tier 4	Over 27 hcf	19.53	19.55	19.58	19.61
Non-Residential Accounts with Meters Larger than 1-Inch					
All Water Use		-	\$11.75	\$12.68	\$13.69



Proposed Maximum Annual Water System Reliability Charges

Meter Size	Current Charges	July 1 2023	July 1 2024	July 1 2025
Rate Increases %		6%	9%	9%
Water Service Accounts				
5/8" x 3/4"	\$558.66	\$592.18	\$645.48	\$703.57
3/4"	837.99	888.27	968.22	1,055.36
1"	1,396.65	1,480.45	1,613.70	1,758.93
1-1/2"	2,793.30	2,960.90	3,227.40	3,517.85
2"	4,469.28	4,737.44	5,163.84	5,628.56
3"	8,379.90	8,882.70	9,682.20	10,553.55
4"	13,966.50	14,804.50	16,137.00	17,589.25
Accounts with Private Fire Service Only				
Up to 4"	\$279.33	\$296.09	\$322.74	\$351.79
6"	558.66	592.18	645.48	703.57
8"	893.86	947.49	1,032.77	1,125.71
10"	1,340.78	1,421.23	1,549.15	1,688.57
12"	1,899.44	2,013.41	2,194.63	2,392.14

Note: Water service accounts that also have a private fire service connection shall be charged based on the customer's water meter size only.



Proposed Maximum Sewer Rates

Customer Class	Current Sewer Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Overall Rate Adjustment %		6%	9%	9%

Sewer Service Charge Rates

*Volumetric charge billed per hundred cubic feet (hcf) of metered water use.
Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).*

Residential [1]	\$27.29	\$28.93	\$31.53	\$34.37
Restaurants	47.34	50.18	54.70	59.62
Motels	28.73	30.45	33.19	36.18
Offices	24.58	26.05	28.39	30.95
General Commercial	26.32	27.90	30.41	33.15
Schools	24.97	26.47	28.85	31.45
Hospitals	27.21	28.84	31.44	34.27

1 Residential rates are applied to annualized water use from 2 winter billing periods (Nov-Feb or Dec-Mar); Commercial rates are applied based on annual water use.

Note: Billing impacts will vary based on customer class and billed usage.



MWSD Hardship Discount

- **MWSD implemented an Economic Hardship Discount Program in 2020**
- **Eligibility based on participation in PG&E's CARE program or Recology's low income discount program**
- **Current discounts**
 - **Water Rate Discount: \$200 per year (\$33.33 applied to bi-monthly bill)**
 - **Sewer Rate Discount: \$200 per year (applied to annual charge on tax rolls)**
- **MWSD proposing to double the discounts**
 - **Water Rate Discount: \$400 per year (\$66.67 applied to bi-monthly bill)**
 - **Sewer Rate Discount: \$400 per year (applied to annual charge on tax rolls)**
- **Info available by contacting MWSD**





LIHWAP Assistance Program

- **MWSD participates in the federally-funded LIHWAP assistance program**
- **Administered by CA's Dept of Community Services & Development**
- **Helps low-income households pay arrearages (past due bills) and utility bills**
- **Priority is to maintain or restore service and avoid disconnection due to delinquency and non-payment**
- **Info available at csd.ca.gov/lihwap or by contacting MWSD**

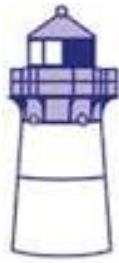


Office of Community Services

Low-Income Household Water Assistance Program | **LIHWAP**

Questions & Discussion





**Montara Water
and Sanitary District**



Water & Sewer Rate Study

April 2023



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



Montara Water & Sanitary District

Water & Sewer Rate Study

Summary of Key Issues



Summary of Proposed Rate Increases

- MWSD’s water and sewer utilities are self-supporting enterprises that rely primarily on revenues from service charges to fund the costs of providing service. As such, water and sewer rates must be set at levels adequate to fund the costs of operations and maintenance, debt service, and capital improvements to the District’s aging water and wastewater infrastructure needed to support safe and reliable service.
- MWSD has historically provided strong financial stewardship via adoption of water and sewer increases to help support the District’s funding needs. While the District’s prior rate increases have put the water and sewer enterprises on stronger financial footing, additional rate increases are needed to a) support rehabilitation, replacement and upgrade of aging infrastructure including MWSD’s water and sewer systems and the regional wastewater conveyance system and treatment plant operated by Sewer Authority Mid-Coastside (SAM), and b) help keep up with inflation and rising costs of operations and capital improvements.
- Bartle Wells Associates (BWA) worked with MWSD to develop updated financial projections to identify future funding needs and evaluate rate increases. Proposed rate increases are summarized below. The proposed increases are designed to help the District take additional steps towards meeting its long-term operating and capital funding needs.

Proposed Maximum Rate Increases			
	July 1 2023	July 1 2024	July 1 2025
Water Rates*	6%	9%	9%
Water System Reliability Charges	6%	9%	9%
Sewer Rates	6%	9%	9%

* Impacts will vary depending on customer class, meter size, and billed usage.

- The proposed rate increases are phased in to help minimize the annual impact on ratepayers while taking significant additional steps in the right direction toward meeting MWSD’s long-term operating and capital improvement funding needs. Proposed Water Rates also include some modifications to the water rate structure designed to better align rates with the cost of providing service. Water System Reliability Charges and Sewer Rates were derived in recent years to reflect the cost of service; as such, no modifications to these rates are proposed at this time.
- The financial projections indicate that additional gradual annual rate increases in the 5% to 6% range will be needed in future years to keep up with cost inflation and continue taking steps toward meeting long-term capital funding needs of MWSD’s and SAM’s aging infrastructure. MWSD can reevaluate its finances and rates in future years and adjust course as needed.

Water Rates & Water System Reliability Charges

- Over the past decade, MWSD adopted small annual water rate increases most years through July 1, 2018. New Water System Reliability Charges went into effect July 1, 2020 and equated to roughly a 50% increase in water rate revenues. These charges provided a dedicated funding source for rehabilitation and replacement of aging water system infrastructure. The Water System Reliability Charges were initially adopted to generate approximately \$1 million per year for capital improvements with the understanding that additional increases would be needed in future years to bring revenues in line with long-term capital funding needs, which exceed \$2 million per year with construction cost inflation.
- Prior analysis by SRT Consultants estimated that over the long-term the water enterprise would need to fund roughly \$2 million per year of capital improvements to replace aging water system infrastructure. Construction costs have increased significantly since the \$2 million estimate was developed and are projected to continue increasing in future years.
- MWSD's prior rate increases and adoption of Water System Reliability Charges have put the water enterprise on a stronger financial footing. However, additional rate increases are needed to support the District's capital improvement needs and keep up with operating cost inflation.
- BWA developed updated financial projections to identify future funding needs and evaluate rate increases. Based on the financial projections and input from the District, both Water Rates and Water System Reliability Charges are proposed to increase by 6% effective July 1, 2023 and by a maximum of 9% per year in each of the following two years.
- Regular water rates include both a) fixed service charges based on meter size, and b) volumetric quantity charges billed based on metered water according to a 4-tiered inclining rate structure. Fixed service charges currently recover roughly one-third of regular water rate revenues while the volumetric quantity charges recover about two-thirds of rate revenues. The District bills customers bi-monthly for water service. The District's Water System Reliability Charges are fixed charges based on meter size that are collected on the San Mateo County property tax rolls.
- BWA also developed an updated cost of service analysis to support the proposed Water Rates, which include some modifications to the water rate structure designed to better align rates with the cost of service. Proposed rate structure modifications include:
 - a) A three-year phase in of modifications to fixed Monthly Service Charges to align fixed rates with the capacity of each meter size, resulting in a range of increases to the fixed charges for larger meter sizes. Over 95% of MWSD's customers are served by 5/8" x 3/4" meters and would essentially not be affected by these modifications.
 - b) Establishment of a uniform Water Quantity Charge for approximately 9 commercial accounts with meters larger than 1-inch. The rate is equivalent to the weighted average rate of the District's tiered water usage rates levied on other customers and will help ensure that rates charged to larger commercial customers reflect the cost of service. Under the current tiered rate structure, some of these larger commercial customers end up purchasing a disproportionate amount of water in higher tiers simply because they are larger customers.
- Water sales have remained very consistent from year to year with a slight reduction during the prior drought in 2014 - 2016, a slight uptick in FY20 & FY21, and subsequent decrease in FY22. Although these numbers vary from year to year, on average peak summer use (from Jul-Aug) is typically about 10% higher than average annual use, and wet weather use (from Jan-Apr) is typically about 10% lower than average annual use.

Sewer Rates

- MWSD historically adopted small annual inflationary sewer rate increases to help keep revenues in line with the costs of providing service. Starting July 1, 2018, MWSD began phasing in more substantial rate increases to help address funding needs of both SAM's regional wastewater treatment plant and MWSD's own aging sewer collection system. MWSD last adopted sewer rate increases in 2020 via implementation 3 years of 9% rate increases. The final year of these rate increases went into effect on July 1, 2022.
- Sewer service charges are billed and collected on the San Mateo County Property Tax Roles. Residential customers are billed based on annual water use from 2 prior wet weather/winter billing periods (Nov-Feb or Dec-Mar) a period of minimal outdoor irrigation. Commercial customers are billed based on annual water.
- Prior analysis by Nute Engineering identified the need for roughly \$2 million per year for rehabilitation and replacement of aging facilities over roughly the next 20 years. Construction costs have increased significantly since the \$2 million estimate was developed and are projected to continue increasing in future years. Roughly 60% of MWSD's sewer pipelines are over 60 years old.
- In addition, SAM's treatment plant is over 40 years old in need of substantial rehabilitation and upgrades. An independent analysis conducted a few ago recommended that SAM budget \$40 to \$60 million over next 5-10 years for wastewater treatment plant improvements to address deficiencies and replace aging facilities. SAM also has a Consent Decree with the Ecologic Rights Foundation (ERF) that requires completion of approximately \$8 million of improvements to the Intertie Pipeline System (IPS) by June 30, 2024. However, due to IPS failures during recent storms, SAM now estimates that IPS improvements will cost \$14 million. MWSD is responsible for funding a little over 20% of SAM capital improvements.
- Sewer rate increases implemented in recent years were designed to take substantial steps in the right direction and gradually increase annual funding generated for capital improvements with the understanding that significant additional sewer rate increases would be needed in subsequent years.
- BWA developed updated financial projections to identify future funding needs and evaluate rate increases. Based on the financial projections and input from the District, Sewer Rates are proposed to increase by 6% effective July 1, 2023 and by a maximum of 9% per year in each of the following two years, consistent with the proposed water rate increases.

Proposed Maximum Water Rates				
	Current Water Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Monthly Service Charges				
<i>Fixed monthly charges based on meter size</i>				
<u>Meter Size</u>				
5/8 x 3/4-inch	\$28.80	\$30.86	\$33.10	\$35.50
3/4-inch	31.68	34.97	38.62	42.60
1-inch	40.32	45.26	50.75	56.80
1-1/2-inch	51.84	78.18	108.13	142.00
2-inch	83.52	125.50	173.22	227.20
3-inch	316.82	349.76	386.17	426.00
4-inch	403.22	493.77	595.81	710.00
Water Quantity Charges (\$ per hcf)				
<i>Billed per 100 cubic feet of metered water use (\$/hcf)</i>				
All Residential Accounts & Commercial Accounts with Meters up to 1-Inch				
<i>Tiers for multi-family residential accounts are multiplied by the number of dwelling units</i>				
<u>Tier</u>	<u>Bi-Monthly Use</u>			
Tier 1	0 - 6 hcf	\$8.36	\$8.91	\$9.78
Tier 2	7 - 13 hcf	11.17	11.75	12.68
Tier 3	14 - 27 hcf	13.94	14.57	15.56
Tier 4	Over 27 hcf	19.53	19.55	19.58
Non-Residential Accounts with Meters Larger than 1-Inch				
All Water Use	-	\$11.75	\$12.68	\$13.69
Private Fire Protection Charges				
<i>Fixed monthly charges based on size of service connection</i>				
Up to 4 inch connection	\$17.38	\$18.52	\$19.86	\$21.30
6 inch connection	24.65	37.03	39.72	42.60
8 inch connection	32.84	59.25	63.55	68.16
10 inch connection	69.20	88.88	95.33	102.24
12 inch connection	96.57	125.91	135.05	144.84

Note: One hundred cubic feet (hcf) = approximately 748 gallons

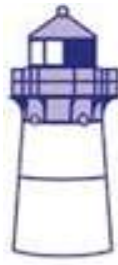
Proposed Maximum Water System Reliability Charges				
Meter Size	Current Charges	Proposed Charges Effective		
		July 1 2023	July 1 2024	July 1 2025
Annual Water System Reliability Charges				
Water Service Accounts				
5/8" x 3/4"	\$558.66	\$592.18	\$645.48	\$703.57
3/4"	837.99	888.27	968.22	1,055.36
1"	1,396.65	1,480.45	1,613.70	1,758.93
1-1/2"	2,793.30	2,960.90	3,227.40	3,517.85
2"	4,469.28	4,737.44	5,163.84	5,628.56
3"	8,379.90	8,882.70	9,682.20	10,553.55
4"	13,966.50	14,804.50	16,137.00	17,589.25
Accounts with Private Fire Service Only				
Up to 4"	\$279.33	\$296.09	\$322.74	\$351.79
6"	558.66	592.18	645.48	703.57
8"	893.86	947.49	1,032.77	1,125.71
10"	1,340.78	1,421.23	1,549.15	1,688.57
12"	1,899.44	2,013.41	2,194.63	2,392.14
Monthly Equivalent				
Water Service Accounts				
5/8" x 3/4"	\$46.56	\$49.35	\$53.79	\$58.63
3/4"	69.83	74.02	80.69	87.95
1"	116.39	123.37	134.48	146.58
1-1/2"	232.78	246.74	268.95	293.15
2"	372.44	394.79	430.32	469.05
3"	698.33	740.23	806.85	879.46
4"	1,163.88	1,233.71	1,344.75	1,465.77
Accounts with Private Fire Service Only				
Up to 4"	\$23.28	\$24.67	\$26.90	\$29.32
6"	46.56	49.35	53.79	58.63
8"	74.49	78.96	86.06	93.81
10"	111.73	118.44	129.10	140.71
12"	158.29	167.78	182.89	199.35

Note: Water service accounts that also have a private fire service connection shall be charged based on the customer's water meter size only.

Proposed Maximum Sewer Rates				
Customer Class	Current Sewer Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Sewer Service Charge Rates				
<i>Volumetric charge billed per hundred cubic feet (hcf) of metered water use.</i>				
<i>Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).</i>				
Residential [1]	\$27.29	\$28.93	\$31.53	\$34.37
Restaurants	47.34	50.18	54.70	59.62
Motels	28.73	30.45	33.19	36.18
Offices	24.58	26.05	28.39	30.95
General Commercial	26.32	27.90	30.41	33.15
Schools	24.97	26.47	28.85	31.45
Hospitals	27.21	28.84	31.44	34.27

1 Residential rates are applied to annualized water use from 2 winter billing periods (Nov-Feb or Dec-Mar); Commercial rates are applied based on annual water use.

Note: One hundred cubic feet (hcf) = approximately 748 gallons



**Montara Water
and Sanitary District**



Water Rate Study

Revised Tables 4-27-23



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Montara Water & Sanitary District
Water Rate Study
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Table 1
Montara Water & Sanitary District
Historical Water Rates

	Jul-1 2009	Dec-1 2010	Jul-1 2012	Oct-1 2013	Jul-1 2014	Jul-1 2015	Jul-1 2016	Jul-1 2017	Jul-1 2018	
Quantity Charge Increase		Varies by Tier	4.0%	4.0%	5.1%	3.0%	3.0%	3.0%	3.0%	
Fixed Service Charge Increase		-40.5%	4.0%	4.0%	13.5%	3.0%	3.0%	3.0%	3.0%	
Quantity Charges (\$ per hcf)										Equiv. Rate per 100 gals
Tier	Bi-Monthly Use									
Tier 1	0-6 hcf	Prior Rates	\$6.54	\$7.07	\$7.43	\$7.65	\$7.88	\$8.12	\$8.36	\$1.12
Tier 2	7-13 hcf	Included	8.72	9.43	9.91	10.21	10.52	10.84	11.17	1.49
Tier 3	14-27 hcf	2-Tiers	10.90	11.34	12.39	12.76	13.14	13.53	13.94	1.86
Tier 4	>27 hcf		15.26	16.50	17.35	17.87	18.41	18.96	19.53	2.61
Service Charge per Meter per Month										\$ per Day
5/8 x 3/4 inch meter	\$35.05	\$20.84	\$21.67	\$22.54	\$25.59	\$26.36	\$27.15	\$27.96	\$28.80	\$0.95
3/4 inch meter	41.81	22.92	23.84	24.79	28.15	28.99	29.86	30.76	31.68	1.04
1 inch meter	56.91	29.18	30.46	31.68	35.83	36.90	38.01	39.15	40.32	1.33
1-1/2 inch meter	76.02	37.51	39.01	40.57	46.06	47.44	48.86	50.33	51.84	1.70
2 inch meter	102.70	60.44	62.85	65.36	74.21	76.44	78.73	81.09	83.52	2.75
3 inch meter	189.99	229.24	238.41	247.95	281.49	289.93	298.63	307.59	316.82	10.42
4 inch meter	258.41	291.76	303.43	315.57	358.26	369.01	380.08	391.48	403.22	13.26
Private Fire Protection Charge per Month										\$ per Day
Up to 4 inch connection	\$13.89	\$13.89	\$14.85	\$15.44	\$15.44	\$15.90	\$16.38	\$16.87	\$17.38	\$0.57
6 inch connection	19.69	19.69	21.05	21.89	21.89	22.55	23.23	23.93	24.65	0.81
8 inch connection	26.24	26.24	28.05	29.17	29.17	30.05	30.95	31.88	32.84	1.08
10 inch connection	55.31	55.31	59.12	61.48	61.48	63.32	65.22	67.18	69.20	2.28
12 inch connection	77.18	77.18	82.51	85.81	85.81	88.38	91.03	93.76	96.57	3.17

Note: 1 hcf = 100 cubic feet, or approximately 748 gallons.

Table 2
Montara Water & Sanitary District
Water System Reliability Charges
 Effective July 1, 2020

Meter Size	Annual Charge	Monthly Equivalent
Water Service Accounts		
5/8" x 3/4"	\$558.66	\$46.56
3/4"	837.99	69.83
1"	1,396.65	116.39
1-1/2"	2,793.30	232.78
2"	4,469.28	372.44
3"	8,379.90	698.33
4"	13,966.50	1,163.88
Accounts with Private Fire Service Only		
Up to 4"	\$279.33	\$23.28
6"	558.66	46.56
8"	893.86	74.49
10"	1,340.78	111.73
12"	1,899.44	158.29

Note: Water service accounts that also have a private fire service connection shall be charged based on the customer's water meter size only.

Table 3
Montara Water & Sanitary District
Accounts by Meter Size

Meter Size	Number of Accounts	% of Water Accounts
Water Service Accounts		
5/8" x 3/4"	1,500	95.6%
3/4"	38	2.4%
1"	22	1.4%
1-1/2"	2	0.1%
2"	4	0.3%
3"	0	0.0%
4"	3	0.2%
Subtotal	1,569	100.0%
Private Fire Service Accounts		
Up to 4"	183	
6"	2	
8"	0	
10"	1	
12"	0	
Subtotal	186	

Source: MWSD account data as of December 2022.

Private Fire Service accounts include accounts that also receive water service and approximately 80 accounts with private fires service only.

Table 4

**Montara Water & Sanitary District
Historical Water Sales (hcf)**

5-Year Average	125,687
5-Year Median	124,766

	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/Jun	Total
2021/22	21,531	21,264	19,223	18,449	20,847	19,839	121,153
2020/21	25,587	24,173	23,096	19,903	17,749	21,382	131,890
2019/20	21,970	23,153	21,514	19,593	18,676	21,370	126,276
2018/19	23,819	23,035	21,278	19,173	17,430	19,616	124,351
2017/18	est. 21,359	23,165	24,234	17,245	18,643	20,120	124,766
2016/17	21,996	22,463	19,734	19,219	17,084	est. 20,226	120,722
2015/16	21,369	21,950	20,336	18,725	17,381	20,069	119,830
2014/15	est. 25,141	21,946	18,683	17,325	19,698	20,043	122,836
2013/14	22,233	23,811	21,344	20,265	17,300	18,776	123,729
2012/13	24,079	23,592	20,389	18,301	18,181	21,366	125,908
2011/12	20,489	21,591	19,193	19,538	18,440	19,280	118,531
2010/11	22,461	23,212	20,948	19,051	17,177	19,543	122,392

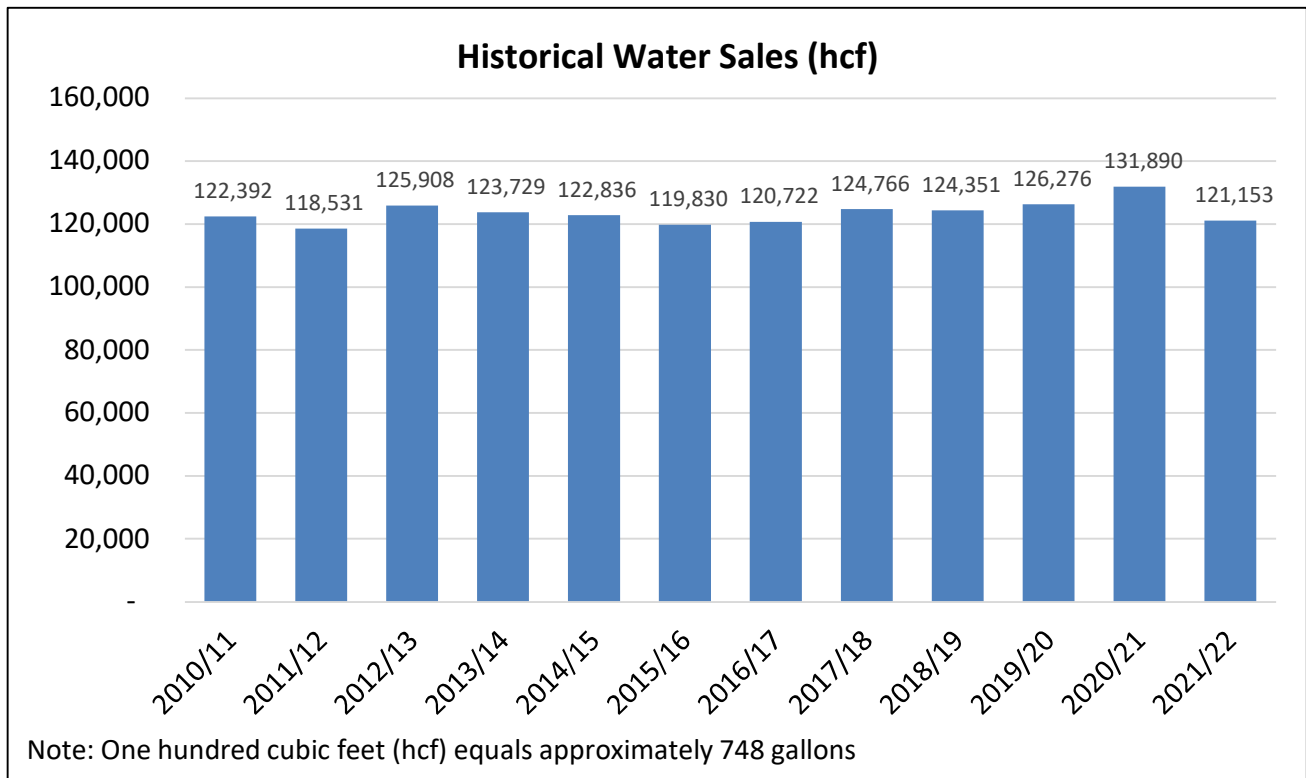


Table 5
Montara Water & Sanitary District
Water Use & Revenues by Tier

Bi-Monthly Use in Tier	Water Use by Tier (hcf)											Revenues by Tier									
	Jan/Feb	Mar/Apr	May/Jun	Jul/Aug	Sep/Oct	Nov/Dec	Total Use	% of Total	Revenues	% of Total											
2022																					
Tier 1 0-6 hcf	10,491	13,823	10,747	10,724	10,800	10,679	67,264	55.5%	\$530,668	43.8%											
Tier 2 7-13 hcf	5,712	5,398	6,208	6,382	7,258	5,213	36,171	29.8%	404,030	33.3%											
Tier 3 14-27 hcf	1,585	1,514	2,147	2,430	2,703	1,917	12,296	10.1%	171,406	14.1%											
Tier 4 >27 hcf	585	743	746	895	1,505	993	5,467	4.5%	106,771	8.8%											
Total	18,373	21,478	19,848	20,431	22,266	18,802	121,198	100.0%	1,212,875	100.0%											
2021																					
Tier 1 0-6 hcf	11,149	10,748	10,814	10,798	10,727	10,569	64,805	53.5%	\$538,401	43.4%											
Tier 2 7-13 hcf	6,224	5,131	7,227	7,021	6,975	6,079	38,657	31.9%	431,625	34.8%											
Tier 3 14-27 hcf	2,096	1,496	2,661	2,854	2,624	1,900	13,631	11.3%	190,044	15.3%											
Tier 4 >27 hcf	478	376	694	830	995	692	4,065	3.4%	79,389	6.4%											
Total	19,947	17,751	21,396	21,503	21,321	19,240	121,158	100.0%	1,239,459	100.0%											
2020																					
Tier 1 0-6 hcf	10,670	10,560	10,745	11,066	11,051	11,591	65,683	54.2%	\$545,565	34.3%											
Tier 2 7-13 hcf	6,110	5,702	7,252	8,583	8,390	7,308	43,345	35.8%	483,297	30.4%											
Tier 3 14-27 hcf	1,774	1,528	2,488	4,049	3,611	3,262	16,712	13.8%	233,132	14.7%											
Tier 4 >27 hcf	1,042	900	888	1,000	1,143	939	5,912	4.9%	327,909	20.6%											
Total	19,596	18,690	21,373	24,698	24,195	23,100	131,652	108.7%	1,589,903	100.0%											

Table 6
Montara Water & Sanitary District
Water Enterprise Debt Service

	2006 PNC Lease	SRF Loan 022 Alta Vista Tank	SRF Loan 024 Planning Loan	Total Debt Service
Issue Size	\$1,818,134	\$2,920,000	\$500,000	
Interest Rate	2.95%	2.2836%	2.0933%	
Term	20 Years	20 Years	5 Years	
Payments	Monthly	Semi-Annual	Semi-Annual	
Purpose	Water Meters (50% Water)	Alta Vista Tank	Planning Loan	
2015/16	59,275	92,500	107,000	258,775
2016/17	62,325	185,000	107,000	354,325
2017/18	65,275	185,000	107,000	357,275
2018/19	68,875	185,000	107,000	360,875
2019/20	72,425	185,000	107,000	364,425
2020/21	76,130	185,000	-	261,130
2021/22	79,905	185,000	-	264,905
2022/23	83,520	185,000	-	268,520
2023/24	87,230	185,000	-	272,230
2024/25	88,558	185,000	-	273,558
2025/26	88,650	185,000	-	273,650
2026/27	29,536	185,000	-	214,536
2027/28	-	185,000	-	185,000
2028/29	-	185,000	-	185,000
2029/30	-	185,000	-	185,000
2030/31	-	185,000	-	185,000
2031/32	-	185,000	-	185,000
2032/33	-	185,000	-	185,000
2033/34	-	185,000	-	185,000
2034/35	-	185,000	-	185,000
2034/35	-	92,500	-	92,500

Table 7
Montara Water & Sanitary District
Water 5-Year Capital Improvement Plan

Lower Cost Option Addressing High Priority Needs Only

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total
Existing Customer CIP						
Distribution System Renewal and Replacement Program (1)						
Misc. Repair&Replacement	25,000	27,500	30,250	33,275	36,603	152,628
Water Meters	35,000	38,500	42,350	46,585	51,244	213,679
Water Lateral Services	25,000	27,500	30,250	33,275	36,603	152,628
Water Main Replacements		200,000	220,000	242,000	500,000	1,162,000
Fire Hydrants Replacements and Addition	45,000	49,500	54,450	59,895	65,885	274,730
Subtotal	130,000	343,000	377,300	415,030	690,333	1,955,663
Water Conservation Program	10,000	11,000	12,100	13,310	14,641	61,051
Storage Tank Rehabilitation Program (2)				1,000,000	1,500,000	2,500,000
Pillar Ridge Water Treatment Plant Rehabilitation	1,800,000					1,800,000
Emergency Generator Replacement Program	60,000	66,000	72,600	79,860	87,846	366,306
Vehicle Replacement Fund	65,000	71,500	78,650			215,150
Staff Retention Program		100,000	400,000			500,000
Existing Customer CIP Total	2,065,000	591,500	940,650	1,508,200	2,292,820	7,398,170
<i>Average Annual Funding Level</i>						<i>1,479,634</i>
New Customer CIP						
Water Main Upgrade Program (1)	1,000,000	1,100,000	1,210,000	1,331,000	1,464,100	6,105,100
Existing Well Upgrade Program (3)	320,000	352,000	387,200	425,920	468,512	1,953,632
New and Upgraded PRV Stations' Program (4)	250,000	275,000	302,500	332,750	366,025	1,526,275
Emergency Generator Upgrade Program	80,000	88,000	96,800	106,480	117,128	488,408
Portola Tank Telemetry Upgrade			300,000			300,000
Develop Additional Supply Reliability			350,000	1,000,000	1,000,000	2,350,000
New Customer CIP Total	1,650,000	1,815,000	2,646,500	3,196,150	3,415,765	12,723,415
Total Annual Capital Cost	3,715,000	2,406,500	3,587,150	4,704,350	5,708,585	20,121,585

(1) These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. Proposed split is 50/50. Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1.

(2) This project includes the replacement of the Pillar Ridge tanks, urgent repairs needed to the Portola Tank, which are coupled with the project (1) above for cost efficiency.

(3) This project is for the Pillar Ridge wells' rehabilitation and upgrades.

(4) This project would add new PRV stations, sampling stations, valves, and upgrade existing PRV stations.

Table 8

MWSD Water Cash Flow Projections

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Effective Date of Rate Increases	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1
Water Rate Increases	0%	6%	9%	9%	5%	5%	5%	5%	5%	5%
Water System Reliability Chg Increases	0%	6%	9%	9%	5%	5%	5%	5%	5%	5%
New Water & Fire Svc Connects (EDUS)		7	7	7	7	7	7	7	7	7
Growth in Customer Base	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%
Water Use (hcf)	120,000	124,000	124,000	124,000	124,000	124,000	124,000	124,000	124,000	124,000
Change in Water Sales	-1.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Interest Earnings Rate	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Cost Escalation		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Beginning Fund Balances All Funds	\$3,925,000	\$4,944,000	\$3,938,000	\$3,100,000	\$2,956,000	\$2,967,000	\$3,013,000	\$3,072,000	\$3,148,000	\$3,199,000
REVENUES										
Water Rate Revenues	1,900,000	1,963,000	2,123,000	2,296,000	2,402,000	2,513,000	2,629,000	2,751,000	2,878,000	3,011,000
Water System Reliability Charges	1,000,000	1,060,000	1,160,000	1,270,000	1,339,000	1,412,000	1,489,000	1,570,000	1,655,000	1,745,000
Property Taxes with ERAF (+2%)	500,000	510,000	520,000	530,000	541,000	552,000	563,000	574,000	585,000	597,000
Water & Fire Connection Fees	200,000	220,000	223,000	227,000	232,000	236,000	241,000	246,000	251,000	256,000
Interest Earnings (est.)	79,000	99,000	79,000	62,000	59,000	59,000	60,000	61,000	63,000	64,000
Other/Misc Revenues	35,000	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000
Total Revenues	3,714,000	3,879,000	4,133,000	4,414,000	4,603,000	4,803,000	5,014,000	5,235,000	5,466,000	5,708,000
EXPENSES										
Operating Expenses	Budget or Est	Draft Budget								
Personnel	1,044,000	1,125,000	1,170,000	1,217,000	1,266,000	1,317,000	1,370,000	1,425,000	1,482,000	1,541,000
Professional Services	230,000	197,000	205,000	213,000	222,000	231,000	240,000	250,000	260,000	270,000
Facilities & Administration	81,000	106,000	110,000	114,000	119,000	124,000	129,000	134,000	139,000	145,000
Engineering	70,000	85,000	88,000	92,000	96,000	100,000	104,000	108,000	112,000	116,000
Pumping	106,000	120,000	125,000	130,000	135,000	140,000	146,000	152,000	158,000	164,000
Supply	40,000	48,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000
Transmission	160,000	177,000	184,000	191,000	199,000	207,000	215,000	224,000	233,000	242,000
Treatment	95,000	75,000	78,000	81,000	84,000	87,000	90,000	94,000	98,000	102,000
Other Operations	100,000	180,000	187,000	194,000	202,000	210,000	218,000	227,000	236,000	245,000
Subtotal Operating Expenses	1,926,000	2,113,000	2,197,000	2,284,000	2,377,000	2,472,000	2,570,000	2,674,000	2,780,000	2,889,000
Debt Service										
PNC Equipment Lease	84,000	87,000	89,000	89,000	30,000	-	-	-	-	-
SRF Loan 022 (Aira Vista Tank)	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000
Subtotal Debt Service	269,000	272,000	274,000	274,000	215,000	185,000	185,000	185,000	185,000	185,000
Capital Improvements	500,000	2,500,000	2,500,000	2,000,000	2,000,000	2,100,000	2,200,000	2,300,000	2,450,000	2,600,000
Total Expenses	2,695,000	4,885,000	4,971,000	4,558,000	4,592,000	4,757,000	4,955,000	5,159,000	5,415,000	5,674,000
Revenues Less Expenses	1,019,000	(1,006,000)	(838,000)	(144,000)	1,000	46,000	59,000	76,000	51,000	34,000
Ending Fund Balances	4,944,000	3,938,000	3,100,000	2,956,000	2,967,000	3,013,000	3,072,000	3,148,000	3,199,000	3,233,000
Reserve Target: 50% O&M + 1M CIP + SRF	2,150,000	2,240,000	2,280,000	2,330,000	2,370,000	2,420,000	2,470,000	2,520,000	2,580,000	2,630,000
Debt Service Coverage: >1.20	6.65	6.49	7.07	7.77	10.35	12.60	13.21	13.84	14.52	15.24
Annual Funding Generated for CIP	1,519,000	1,494,000	1,662,000	1,856,000	2,011,000	2,146,000	2,259,000	2,376,000	2,501,000	2,634,000

Montara Water & Sanitary District Water Revenue & Expense Projections (\$ Millions)

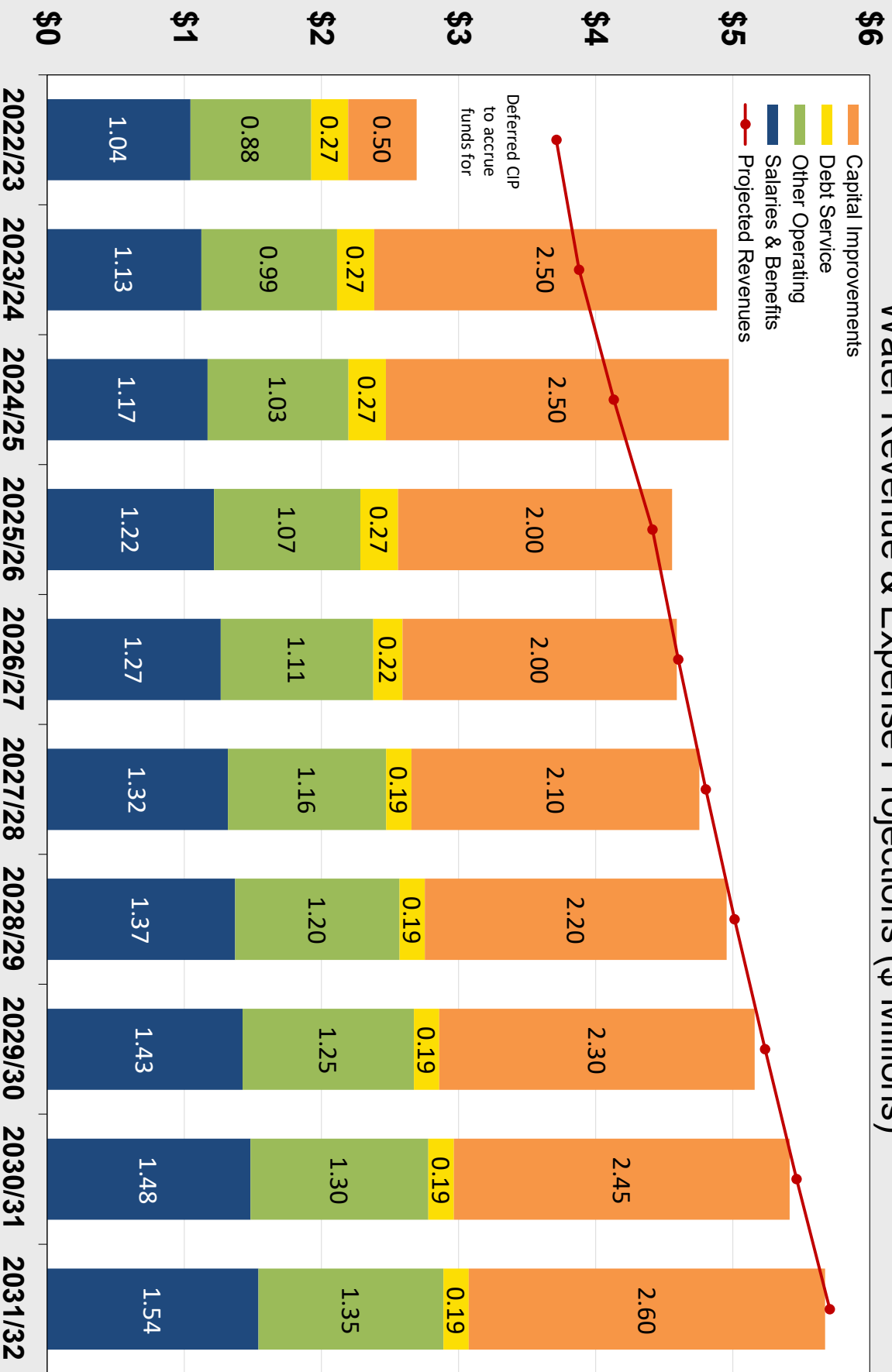


Table 9
Montara Water & Sanitary District
Cost Recovery Allocations

	Current Rates	July 1 2023	July 1 2024	July 1 2025
Rate Increase %		6%	9%	9%
Annual Rate Revenues	\$1,900,000	\$1,963,000	\$2,123,000	\$2,296,000
Fixed Rate Recovery				
Rate Recovery %	31.7%	33.3%	33.3%	33.3%
Rate Recovery \$	\$602,848	\$654,333	\$707,666	\$765,333
Water Quantity Rate Recovery				
Base Cost Recovery %	58.3%	56.7%	56.7%	56.7%
Extra Capacity Recovery %	10.0%	10.0%	10.0%	10.0%
Subtotal %	68.3%	66.7%	66.7%	66.7%
Base Cost Recovery \$	\$1,107,152	\$1,112,367	\$1,203,034	\$1,301,067
Extra Capacity Recovery \$	190,000	196,300	212,300	229,600
Subtotal \$	1,297,152	1,308,667	1,415,334	1,530,667
Total Rate Recovery	\$1,900,000	\$1,963,000	\$2,123,000	\$2,296,000

Notes

Fixed rates targeted to recover 1/3 & quantity charges targeted to recovery 2/3 of total rate revenues.

Costs related to Extra Capacity are estimated to range from 10% to 15% of total expenses; the proposed rates include a 10% allocation of rate revenues to Extra Capacity cost recovery as a conservative estimate.

Table 10
Montara Water & Sanitary District
Accounts by Meter Size

			Based on Standard AWWA Capacities			Alternative Approach*		
Meter Size	Number of Accounts	Current Rate Meter Ratios	AWWA Meter Capacity (gpm)	Meter Capacity Ratios	5/8" x 3/4" Meter Equivalents	Adjusted Meter Capacity (gpm)	Meter Capacity Ratios	5/8" x 3/4" Meter Equivalents
Water Service Accounts								
5/8" x 3/4"	1,500	1.00	20	Ratio to 5/8x3/4 1.00	1,500	25	Ratio to 3/4" 1.00	1,500
3/4"	38	1.10	30	1.50	57	30	1.20	46
1"	22	1.40	50	2.50	55	40	1.60	35
1-1/2"	2	1.80	100	5.00	10	100	4.00	8
2"	4	2.90	160	8.00	32	160	6.40	26
3"	0	11.00	300	15.00	0	300	12.00	0
4"	3	14.00	500	25.00	75	500	20.00	60
Subtotal	1,569				1,729			1,674
Private Fire Service Accounts								
Up to 4"	183	0.60	500	60% Ratio to 4" 0.60	110		60% Ratio to 4" 0.60	110
6"	2	0.86	1,000	1.20	2		1.20	2
8"	0	1.14	1,600	1.92	0		1.92	0
10"	1	2.40	2,400	2.88	3		2.88	3
12"	0	3.35	3,400	4.08	0		4.08	0
Subtotal	186				115			115
Total	1,755				1,844			1,789

* More accurately reflects water demand per meter size, particularly since some homes require slightly larger meters due to plumbing code requirements but have the same underlying water demand as existing homes with 5/8" x 3/4" meters.

Table 11

Montara Water & Sanitary District

With 3-Year Phase in to Updated Meter Capacity Ratios

Fixed Rate Derivation

	Current Rates	July 1 2023	July 1 2024	July 1 2025		
Fixed Rate Recovery Target	\$602,848	\$654,333	\$707,666	\$765,333		
Meter Ratios		<u>With 3-Year Phase In</u>				
5/8" x 3/4"	1.00	1.00	1.00	1.00		
3/4"	1.10	1.13	1.17	1.20		
1"	1.40	1.47	1.53	1.60		
1-1/2"	1.80	2.53	3.27	4.00		
2"	2.90	4.07	5.23	6.40		
3"	11.00	11.33	11.67	12.00		
4"	14.00	16.00	18.00	20.00		
Meter Equivalents						
5/8" x 3/4"	1,500	1,500	1,500	1,500		
3/4"	42	43	44	46		
1"	31	32	34	35		
1-1/2"	4	5	7	8		
2"	12	16	21	26		
3"	0	0	0	0		
4"	42	48	54	60		
Private Fire Svc	0	115	115	115		
Plus Growth	-	7	7	7		
Total	<u>1,630</u>	<u>1,767</u>	<u>1,782</u>	<u>1,796</u>		
Fixed Rate per Meter Equivalent						
Annual	\$369.89	\$370.36	\$397.20	\$426.02		
Monthly	30.82	30.86	33.10	35.50		
Fixed Monthly Service Charges						
<u>Water Service Accounts</u>	<u># of Accts</u>					
5/8" x 3/4"	1,500	\$28.80	\$30.86	\$33.10	\$35.50	
3/4"	38	31.68	34.97	38.62	42.60	
1"	22	40.32	45.26	50.75	56.80	
1-1/2"	2	51.84	78.18	108.13	142.00	
2"	4	83.52	125.50	173.22	227.20	
3"	0	316.82	349.76	386.17	426.00	
4"	3	403.22	493.77	595.81	710.00	
<u>Private Fire Service</u>	<u># of Accts</u>	<u>Mtr Ratio</u>				
Up to 4"	183	0.60	\$17.38	\$18.52	\$19.86	\$21.30
6"	2	1.20	24.65	37.03	39.72	42.60
8"	0	1.92	32.84	59.25	63.55	68.16
10"	1	2.88	69.20	88.88	95.33	102.24
12"	0	4.08	96.57	125.91	135.05	144.84

Table 12
Montara Water & Sanitary District
2-Year Average Water Use by Tier

Rate Tier	Bi-Monthly Use in Tier	2021		2022		2-Year Avg	
		Use (hcf)	%	Use (hcf)	%	Use (hcf)	%
Tier 1	0-6 hcf	64,805	53.5%	67,264	55.5%	66,035	54.5%
Tier 2	7-13 hcf	38,657	31.9%	36,171	29.8%	37,414	30.9%
Tier 3	14-27 hcf	13,631	11.3%	12,296	10.1%	12,964	10.7%
Tier 4	>27 hcf	4,065	3.4%	5,467	4.5%	4,766	3.9%
Total		121,158	100.0%	121,198	100.0%	121,178	100.0%

Table 13
Montara Water & Sanitary District
Water Quantity Rate Derivation for July 1, 2025

	Single & Multi-Family Residential Accounts & Non-Residential Accounts with up to 1" Meters			
	Tier 1 0 - 5	Tier 2 5.01 - 10	Tier 3 10.01 - 20	Tier 4 20.01+
Estimated Water Use (hcf)	66,035	37,414	12,964	4,766
Base Cost Recovery by Tier % of Total Water Use in Each Tier	54.5%	30.9%	10.7%	3.9%
Extra Capacity Cost Recovery by Tier % of Water in Tier for Cost Recovery [1] Volume of Water for Cost Recovery in Each Tier % of Total Water Use for Extra Capacity Cost Recovery	0.0% 0 0.0%	25.0% 9,354 48.2%	50.0% 6,482 33.4%	75.0% 3,575 18.4%
Quantity Charge Cost Recovery				
Base Cost Recovery	\$709,001	\$401,708	\$139,187	\$51,172
Extra Capacity Cost Recovery [2]	0	110,644	76,673	42,283
Total	709,001	512,351	215,860	93,455
Divided by Water Use in Tier (hcf)	66,035	37,414	12,964	4,766
Water Quantity Charges July 1, 2025 (\$/hcf)	\$10.74	\$13.69	\$16.65	\$19.61

1 Reflects that a) MWS&SD uses lower-operating-cost wells to meet base water demands but needs to turn on higher-cost wells to meet higher levels of demand associated with higher levels of water use, and b) components of the water system are oversized to provide adequate capacity for peak demands that are disproportionately driven by higher levels of water use.

2 Accounts for a conservative estimate of 10% of annual water rate revenues allocated to Extra Capacity cost recovery.

Table 14
Montara Water & Sanitary District
Proposed Water Rates

PROPOSED WATER RATES				
	Current Water Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Overall Rate Increases %		6%	9%	9%
Monthly Service Charges				
<i>Fixed monthly charges based on meter size</i>				
Meter Size				
5/8 x 3/4-inch	\$28.80	\$30.86	\$33.10	\$35.50
3/4-inch	31.68	34.97	38.62	42.60
1-inch	40.32	45.26	50.75	56.80
1-1/2-inch	51.84	78.18	108.13	142.00
2-inch	83.52	125.50	173.22	227.20
3-inch	316.82	349.76	386.17	426.00
4-inch	403.22	493.77	595.81	710.00
Water Quantity Charges (\$ per hcf)				
<i>Billed per 100 cubic feet of metered water use (\$/hcf)</i>				
All Residential Accounts & Commercial Accounts with Meters up to 1-Inch				
<i>Tiers for multi-family residential accounts are multiplied by the number of dwelling units</i>				
Tier	Bi-Monthly Use			
Tier 1	0 - 6 hcf	\$8.36	\$8.91	\$9.78
Tier 2	7 - 13 hcf	11.17	11.75	12.68
Tier 3	14 - 27 hcf	13.94	14.57	15.56
Tier 4	Over 27 hcf	19.53	19.55	19.58
Non-Residential Accounts with Meters Larger than 1-Inch				
All Water Use	-	\$11.75	\$12.68	\$13.69
Private Fire Protection Charges				
<i>Fixed monthly charges based on size of service connection</i>				
Up to 4 inch connection	\$17.38	\$18.52	\$19.86	\$21.30
6 inch connection	24.65	37.03	39.72	42.60
8 inch connection	32.84	59.25	63.55	68.16
10 inch connection	69.20	88.88	95.33	102.24
12 inch connection	96.57	125.91	135.05	144.84

Note: One hundred cubic feet (hcf) = approximately 748 gallons

Table 15
Montara Water & Sanitary District
Water Rate Impacts

Note: Regular water rates were last increased July 1, 2018

Bi-Monthly Use (hcf)	Bi-Monthly Bills				3-Year Impact	Monthly Equivalent				3-Year Impact
	Current	2023/24	2024/25	2025/26		Current	-	-	-	
Overall Rate Increase		6.0%	9.0%	9.0%		6.0%	9.0%	9.0%		
0	\$57.60	\$61.72	\$66.20	\$71.00	\$13.40	\$28.80	\$30.86	\$33.10	\$35.50	\$6.70
1	65.96	70.63	75.98	81.74	15.78	32.98	35.32	37.99	40.87	7.89
2	74.32	79.54	85.76	92.47	18.15	37.16	39.77	42.88	46.24	9.08
3	82.68	88.45	95.54	103.21	20.53	41.34	44.23	47.77	51.61	10.27
4	91.04	97.36	105.32	113.95	22.91	45.52	48.68	52.66	56.97	11.45
5 Low	99.40	106.27	115.10	124.68	25.28	49.70	53.14	57.55	62.34	12.64
6	107.76	115.18	124.88	135.42	27.66	53.88	57.59	62.44	67.71	13.83
7	118.93	126.93	137.56	149.12	30.19	59.47	63.47	68.78	74.56	15.09
8 Median	130.10	138.68	150.24	162.81	32.71	65.05	69.34	75.12	81.40	16.35
9	141.27	150.43	162.92	176.50	35.23	70.64	75.22	81.46	88.25	17.61
10 Average	152.44	162.18	175.60	190.20	37.76	76.22	81.09	87.80	95.10	18.88
11	163.61	173.93	188.28	203.89	40.28	81.81	86.97	94.14	101.95	20.14
12	174.78	185.68	200.96	217.59	42.81	87.39	92.84	100.48	108.79	21.40
13	185.95	197.43	213.64	231.28	45.33	92.98	98.72	106.82	115.64	22.66
14	199.89	212.00	229.20	247.93	48.04	99.95	106.00	114.60	123.97	24.02
15	213.83	226.57	244.76	264.58	50.75	106.92	113.29	122.38	132.29	25.37
16	227.77	241.14	260.32	281.23	53.46	113.89	120.57	130.16	140.62	26.73
17	241.71	255.71	275.88	297.89	56.18	120.86	127.86	137.94	148.94	28.08
18	255.65	270.28	291.44	314.54	58.89	127.83	135.14	145.72	157.27	29.44
19	269.59	284.85	307.00	331.19	61.60	134.80	142.43	153.50	165.59	30.79
20 High	283.53	299.42	322.56	347.84	64.31	141.77	149.71	161.28	173.92	32.15
21	297.47	313.99	338.12	364.49	67.02	148.74	157.00	169.06	182.25	33.51
22	311.41	328.56	353.68	381.14	69.73	155.71	164.28	176.84	190.57	34.86
23	325.35	343.13	369.24	397.79	72.44	162.68	171.57	184.62	198.90	36.22
24	339.29	357.70	384.80	414.44	75.15	169.65	178.85	192.40	207.22	37.57
25	353.23	372.27	400.36	431.10	77.87	176.62	186.14	200.18	215.55	38.93
26	367.17	386.84	415.92	447.75	80.58	183.59	193.42	207.96	223.87	40.28
27	381.11	401.41	431.48	464.40	83.29	190.56	200.71	215.74	232.20	41.64
28	400.64	420.96	451.06	484.01	83.37	200.32	210.48	225.53	242.00	41.68
29	420.17	440.51	470.64	503.62	83.45	210.09	220.26	235.32	251.81	41.72
30	439.70	460.06	490.22	523.23	83.53	219.85	230.03	245.11	261.61	41.76

Table 16
Montara Water & Sanitary District
Proposed Water System Reliability Charges

Across-the-Board Rate Increases

PROPOSED WATER SYSTEM RELIABILITY CHARGES				
Meter Size	Current Charges	Proposed Charges Effective		
		July 1 2023	July 1 2024	July 1 2025
Rate Increases %		6%	9%	9%
Annual Water System Reliability Charges				
Water Service Accounts				
5/8" x 3/4"	\$558.66	\$592.18	\$645.48	\$703.57
3/4"	837.99	888.27	968.22	1,055.36
1"	1,396.65	1,480.45	1,613.70	1,758.93
1-1/2"	2,793.30	2,960.90	3,227.40	3,517.85
2"	4,469.28	4,737.44	5,163.84	5,628.56
3"	8,379.90	8,882.70	9,682.20	10,553.55
4"	13,966.50	14,804.50	16,137.00	17,589.25
Accounts with Private Fire Service Only				
Up to 4"	\$279.33	\$296.09	\$322.74	\$351.79
6"	558.66	592.18	645.48	703.57
8"	893.86	947.49	1,032.77	1,125.71
10"	1,340.78	1,421.23	1,549.15	1,688.57
12"	1,899.44	2,013.41	2,194.63	2,392.14
Monthly Equivalent				
Water Service Accounts				
5/8" x 3/4"	\$46.56	\$49.35	\$53.79	\$58.63
3/4"	69.83	74.02	80.69	87.95
1"	116.39	123.37	134.48	146.58
1-1/2"	232.78	246.74	268.95	293.15
2"	372.44	394.79	430.32	469.05
3"	698.33	740.23	806.85	879.46
4"	1,163.88	1,233.71	1,344.75	1,465.77
Accounts with Private Fire Service Only				
Up to 4"	\$23.28	\$24.67	\$26.90	\$29.32
6"	46.56	49.35	53.79	58.63
8"	74.49	78.96	86.06	93.81
10"	111.73	118.44	129.10	140.71
12"	158.29	167.78	182.89	199.35

Note: Water service accounts that also have a private fire service connection shall be charged based on the customer's water meter size only.



Sewer Rate Study

Revised Tables 4-27-23



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Montara Water & Sanitary District
Sewer Rate Study
List of Tables

- Table 1 - Historical Sewer Rates
 - Table 2 - Outstanding Sewer Debt
 - Table 3 - Sewer Authority Mid-Coastside Expenses
 - Table 4 - 5-Year Sewer Capital Improvement Program
 - Table 5 - 10-Year Sewer Cash Flow Projections
 - Table 6 - Projected Sewer Rates
 - Table 7 - Projected Residential Rate Impacts
-

Table 1
Montara Water & Sanitary District
Historical Sewer Rates

	July 1 2010	July 1 2011	July 1 2012	July 1 2013	July 1 2014	July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019	July 1 2020	July 1 2021	July 1 2022
Residential Rate Adjustment		2.5%	4.3%	3.0%	3.0%	3.0%	3.0%	2.9%	21.7%	21.0%	9.0%	9.0%	9.0%
Sewer Service Charge Rates													
<i>Volumetric charges billed per month of winter water use (\$ per hcf) subject to a minimum charge</i>													
Residential	\$11.56	\$11.85	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91	\$14.31	\$17.41	\$21.07	\$22.97	\$25.04	\$27.29
Restaurants	20.98	21.50	22.42	23.09	23.78	24.50	25.23	25.96	30.21	36.55	39.84	43.43	47.34
Motels	12.43	12.74	13.29	13.69	14.10	14.52	14.96	15.39	18.33	22.18	24.18	26.36	28.73
Offices	10.22	10.48	10.92	11.25	11.59	11.94	12.29	12.65	15.69	18.98	20.69	22.55	24.58
General Commercial	11.08	11.35	11.84	12.19	12.56	12.93	13.32	13.70	16.80	20.33	22.16	24.15	26.32
Schools	10.41	10.67	11.12	11.45	11.98	12.15	12.52	12.88	15.93	19.28	21.02	22.91	24.97
Hospitals	11.63	11.92	12.43	12.81	13.19	13.59	13.99	14.40	17.36	21.01	22.90	24.96	27.21
All Other Commercial	12.05	12.35	12.88	13.26	13.66	14.07	14.49	14.91	n/a	n/a			
<i>Minimum Charge: Minimum sewer bill based on 48 hcf of annual billed use (4 hcf per month)</i>													

Notes:

Residential charges are applied based on water use from two winter billing periods (Nov/Dec & Jan/Feb or Dec/Jan & Feb/Mar).

Commercial charges are applied based on annual water use from the prior fiscal year.

Note: 1 hcf = 1 hundred cubic feet, or approximately 748 gallons.

Table 2
Montara Water & Sanitary District
Outstanding Sewer Debt

	2008 CIEDB Loan	2013 PNC Lease (50% Sewer Share)	Total
Sewer Proceeds	\$1,010,000	\$909,067	
Interest Rate	3.05%	2.95%	
Term	30 Years	20 Years	
Payments	Semi-Annual	Monthly	
Purpose	Sewer Lift Stations	Water Meters	
2020/21	54,600	76,100	130,700
2021/22	54,600	79,900	134,500
2022/23	54,600	83,500	138,100
2023/24	54,600	87,200	141,800
2024/25	54,000	88,600	142,600
2025/26	54,000	88,700	142,700
2026/27	54,000	29,500	83,500
2027/28	54,000	-	54,000
2028/29	54,000	-	54,000
2029/30	53,300	-	53,300
2030/31	53,300	-	53,300
2031/32	53,300	-	53,300
2032/33	53,300	-	53,300
2033/34	53,300	-	53,300
2034/35	47,000	-	47,000
2035/36	47,000	-	47,000
2036/37	47,000	-	47,000
2037/38	47,000	-	47,000
2038/39	23,000	-	23,000

Debt service rounded to nearest \$100

Table 3
Montara Water & Sanitary District
Sewer Authority Mid-Coastside Expenses

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Projected	2023/24 Draft Budg
MWSD'S SHARE OF SEWER AUTHORITY MID-COASTSIDE (SAM) EXPENSES									
Wastewater Treatment									
Administrative Services	\$245,000	\$204,000	\$223,000	\$370,000	\$258,000	\$290,000	\$266,000	\$290,000	\$298,000
Treatment Division	463,000	425,000	525,000	547,000	714,000	829,000	705,000	829,000	747,000
Environmental Compliance	-	66,000	35,000	35,000	45,000	34,000	39,000	49,000	46,000
Subtotal	708,000	695,000	783,000	952,000	1,017,000	1,153,000	1,010,000	1,168,000	1,091,000
Contract Collection Services	326,000	322,000	391,000	415,000	455,000	344,000	457,000	284,000	295,000
Total Operating Expenses	1,034,000	1,017,000	1,174,000	1,367,000	1,472,000	1,497,000	1,467,000	1,452,000	1,386,000
Infrastructure	161,000	154,000	541,000	372,000	513,000	432,000	523,000	523,000	681,000
Total Expenses	1,195,000	1,171,000	1,715,000	1,739,000	1,985,000	1,929,000	1,990,000	1,975,000	2,067,000

Source: SAM Budgets

Table 4
Montara Water & Sanitary District
5-Year Sewer Capital Improvement Program

	2023/24	2024/25	2025/26	2026/27	2027/28
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$15,000	\$135,000	\$75,000	\$375,000	\$728,000
Inflow & Infiltration Testing / Televising	25,000	13,000	30,000	25,000	30,000
Seal Cove Area Repair and Maint. Project	75,000	5,000	15,000	50,000	30,000
Replace Pump Station Pumps	30,000	21,000	5,000	40,000	40,000
Replace Medium High Priority Sewer Mains	1,176,000	1,560,000	1,901,000	2,240,000	1,367,000
Spot Repairs Program	20,000	20,000	25,000	25,000	21,000
Distillery Pump Station Replace/Repair	5,000	5,000	15,000	15,000	150,000
Pump Station Repairs (ongoing)	763,000	0	0	0	0
Pump Station Communication Upgrades	12,000	3,000	3,000	3,000	3,000
Subtotal	2,121,000	1,762,000	2,069,000	2,773,000	2,369,000
OTHER MWSD CAPITAL PROJECTS					
Express Sewer					
Cabrillo Hwy Phase 1B-3b, Phase 4	1,527,000	790,000	1,200,000	790,000	1,944,000
Pump Station MCC and Coatings					1,210,000
Design Vallemar Sewer Relocation (MWSD Share)		500,000			
<i>Dependent on Grant Funding</i>					
Subtotal	1,527,000	1,290,000	1,200,000	790,000	3,154,000
TOTAL ANNUAL COST	3,648,000	3,052,000	3,269,000	3,563,000	5,523,000

Table 5 Montara Water & Sanitary District - Sewer Cash Flow Projections

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Rate Adjustment Effective Date	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1
Rate Adjustments	9%	6%	9%	9%	6%	6%	6%	5%	5%	5%	5%
New Sewer Connections (EDUs)		7	7	7	7	7	7	7	7	7	7
Sewer Capacity Charges (EDU)	\$32,611	\$33,263	\$33,928	\$34,607	\$35,299	\$36,005	\$36,725	\$37,460	\$38,209	\$38,973	\$39,752
Interest Earnings Rate	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Cost Escalation		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Beginning Sewer Fund Balances	\$7,464,000	\$7,716,000	\$5,143,000	\$3,391,000	\$2,406,000	\$2,154,000	\$2,536,000	\$2,643,000	\$2,680,000	\$2,757,000	\$2,836,000
REVENUES											
Sewer Service Charges	3,712,000	3,951,000	4,324,000	4,732,000	5,036,000	5,360,000	5,704,000	6,013,000	6,339,000	6,682,000	7,044,000
Property Taxes with ERAF (+2%)	500,000	510,000	520,000	530,000	541,000	552,000	563,000	574,000	585,000	597,000	609,000
Connection/Remodel Fees	200,000	243,000	247,000	252,000	257,000	262,000	267,000	272,000	277,000	283,000	288,000
Interest Earnings (est.)	149,000	154,000	103,000	68,000	48,000	43,000	51,000	53,000	54,000	55,000	57,000
Cell Phone Tower Lease	80,000	83,000	85,000	88,000	91,000	94,000	97,000	100,000	103,000	106,000	109,000
Other Revenues	50,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000	66,000	68,000
Total Revenues	4,691,000	4,991,000	5,331,000	5,724,000	6,029,000	6,369,000	6,742,000	7,074,000	7,422,000	7,789,000	8,175,000
EXPENSES											
Operating Expenses	Budget or Est	Draft Budget									
Personnel	412,000	461,000	479,000	498,000	518,000	539,000	561,000	583,000	606,000	630,000	655,000
Professional Services	317,000	303,000	315,000	328,000	341,000	355,000	369,000	384,000	399,000	415,000	432,000
Addl Legal Expenses	200,000	200,000	100,000	104,000	108,000	112,000	116,000	121,000	126,000	131,000	136,000
Facilities/Admin/Engnr/Pumping	136,000	191,000	199,000	207,000	215,000	224,000	233,000	242,000	252,000	262,000	272,000
Other Operating Expenses	160,000	100,000	104,000	108,000	112,000	116,000	121,000	126,000	131,000	136,000	141,000
SAM Wastewater Treatment	1,168,000	1,091,000	1,135,000	1,180,000	1,227,000	1,276,000	1,327,000	1,380,000	1,435,000	1,492,000	1,552,000
SAM Collection Services	284,000	295,000	307,000	319,000	332,000	345,000	359,000	373,000	388,000	404,000	420,000
Subtotal	2,677,000	2,641,000	2,639,000	2,744,000	2,853,000	2,967,000	3,086,000	3,209,000	3,337,000	3,470,000	3,608,000
Debt Service											
PNC Equipment Lease	84,000	87,000	89,000	89,000	30,000	0	0	0	0	0	0
I-Bank Loan	55,000	55,000	54,000	54,000	54,000	54,000	54,000	53,000	53,000	53,000	53,000
Subtotal	139,000	142,000	143,000	143,000	84,000	54,000	54,000	53,000	53,000	53,000	53,000
Non-Operating Expenses											
MWSD Capital Improvements	1,000,000	3,500,000	3,000,000	2,500,000	2,000,000	2,000,000	2,500,000	2,750,000	2,900,000	3,100,000	3,300,000
SAM IPS Replacement	100,000	600,000	600,000	600,000	600,000	200,000	206,000	212,000	218,000	225,000	232,000
SAM WWTP Improvements	523,000	681,000	701,000	722,000	744,000	766,000	789,000	813,000	837,000	862,000	888,000
Subtotal	1,623,000	4,781,000	4,301,000	3,822,000	3,344,000	2,966,000	3,495,000	3,775,000	3,955,000	4,187,000	4,420,000
Total Expenses	4,439,000	7,564,000	7,083,000	6,709,000	6,281,000	5,987,000	6,635,000	7,037,000	7,345,000	7,710,000	8,081,000
Revenues Less Expenses	252,000	(2,573,000)	(1,752,000)	(985,000)	(252,000)	382,000	107,000	37,000	77,000	79,000	94,000
Ending Fund Balances	7,716,000	5,143,000	3,391,000	2,406,000	2,154,000	2,536,000	2,643,000	2,680,000	2,757,000	2,836,000	2,930,000
Reserve Target: 50% O&M + 1M CIP	2,339,000	2,321,000	2,320,000	2,372,000	2,427,000	2,484,000	2,543,000	2,605,000	2,669,000	2,735,000	2,804,000
Debt Service Coverage: ≥1.20	14.49	16.55	18.83	20.84	37.81	63.00	67.70	72.92	77.08	81.49	86.17
\$ Generated for MWSD & SAM CIP	1,875,000	2,208,000	2,549,000	2,837,000	3,092,000	3,348,000	3,602,000	3,812,000	4,032,000	4,266,000	4,514,000

Montara Water & Sanitary District

Sewer Revenue & Expense Projections (\$ Millions)

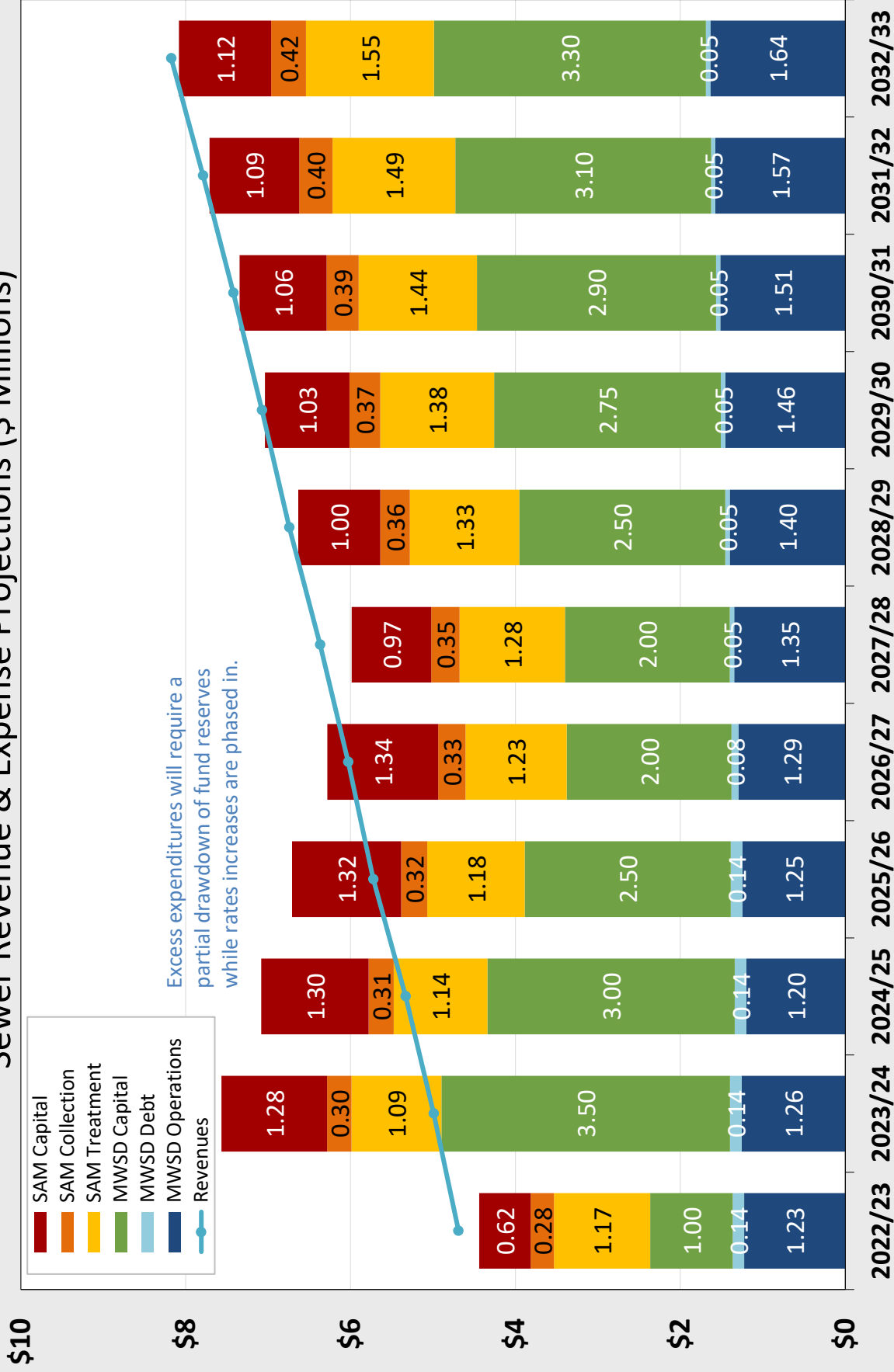


Table 6
Montara Water & Sanitary District
Projected Sewer Rates

Across-the-Board Rate Increases

Proposed Maximum Sewer Rates				
Customer Class	Current Sewer Rates	Proposed Rates Effective On or After		
		July 1 2023	July 1 2024	July 1 2025
Overall Rate Adjustment %		6%	9%	9%
Sewer Service Charge Rates				
<i>Volumetric charge billed per hundred cubic feet (hcf) of metered water use.</i>				
<i>Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).</i>				
Residential [1]	\$27.29	\$28.93	\$31.53	\$34.37
Restaurants	47.34	50.18	54.70	59.62
Motels	28.73	30.45	33.19	36.18
Offices	24.58	26.05	28.39	30.95
General Commercial	26.32	27.90	30.41	33.15
Schools	24.97	26.47	28.85	31.45
Hospitals	27.21	28.84	31.44	34.27

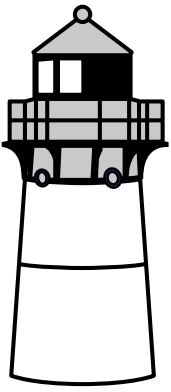
1 Residential rates are applied to annualized water use from 2 winter billing periods (Nov-Feb or Dec-Mar); Commercial rates are applied based on annual water use.

Note: Billing impacts will vary based on customer class and billed usage.

Table 7
Montara Water & Sanitary District
Projected Residential Rate Impacts

Customer Class	Monthly Sewer Use (hcf)	Current Sewer Rates	Projected Rates Effective On or After			
			July 1 2023	July 1 2024	July 1 2025	
RESIDENTIAL BILLS						
Monthly Charges						
Minimum	50% of bills	4.0	\$109.16	\$115.72	\$126.12	\$137.48
Average	65% at or below	4.5	122.81	130.19	141.89	154.67
Mod-High	Top 10%	7.5	204.68	216.98	236.48	257.78
Annual Charges						
Minimum	50% of bills	4.0	\$1,309.92	\$1,388.64	\$1,513.44	\$1,649.76
Average	65% at or below	4.5	1,473.66	1,562.22	1,702.62	1,855.98
Mod-High	Top 10%	7.5	2,456.10	2,603.70	2,837.70	3,093.30

Note: Sewer service charges are collected on the County property tax rolls.



Montara Water & Sanitary District

NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES TO WATER AND SEWER RATES AND WATER SYSTEM RELIABILITY CHARGES

This Notice provides information about proposed increases to water and sewer rates and charges.

HEARING DATE: Thursday, May 4, 2023

HEARING TIME: 7:30 p.m.

LOCATION: Montara Water and Sanitary District
8888 Cabrillo Highway
Montara, CA 94037

(Adjacent to the Point Montara Lighthouse & Hostel)

Dear Property Owner or Customer,

To support continued investment in our critical local water and sewer systems and keep up with the cost of inflation, Montara Water and Sanitary District (MWSD) is proposing a maximum 6% increase to Water Rates, Sewer Rates and Water System Reliability Charges this upcoming fiscal year and maximum 9% annual increases to these charges in each of the subsequent two years. MWSD anticipates reevaluating rates and finances in future years with the goal of only implementing rate increases as needed. The rates and charges are proposed to go into effect starting on July 1, 2023.

The water and sewer utilities are independent self-supporting enterprises that rely primarily on revenues from water and sewer service charges to fund the costs of providing service. As such, water and sewer rates must be set at levels adequate to fund the costs of operations, maintenance, debt service, and capital improvements needed to keep the aging water and wastewater systems in good operating condition. Both systems have identified need for substantial ongoing investment to ensure continued high quality, reliable drinking water, adequate fire protection and sanitation.

What Do the Proposed Increases Pay for? Funds collected will be used for operation and maintenance activities, replacement of aging pipelines, tanks, pumps and other infrastructure in the District's water and sewer systems, and high priority improvements to the Sewer Authority Mid-Coastside regional wastewater treatment plant including replacement of the wastewater pipeline that failed during recent storms.

Continuing Our Infrastructure Investment

Since 1958, we have been protecting the environment through the collection and treatment of sewage in Montara and Moss Beach. In 2001, our community added ownership and operation of our local water system. These two critical systems require continued maintenance and repair to serve our community. Many aging facilities have reached the end of their useful lives and need to be replaced to support safe and reliable operations. We continue to make improvements and investments every year to keep these systems operating for you.

Pursuant to Government Code §53759, any judicial action or proceeding to attack, review, set aside, void, validate, or annul the District Board's adoption of the proposed water or sewer rates must be commenced within 120 days of the effective date or of the date of the final passage, adoption, or approval of the ordinance or resolution adopting the rates.

PLEASE CONTACT US IF YOU HAVE QUESTIONS OR COMMENTS

Tel: (650) 728-3545 • Email: info@mwsd.net • Write: P.O. Box 370131 Montara, CA 94037-0131

Proposed Water and Sewer Rates, Water System Reliability Charges

The District is proposing increases to water and sewer rates and charges to support water and sewer system operations and infrastructure improvements beginning July 1, 2023, as described on these pages.

Proposed Water Rates: MWSD is proposing to adopt water rate increases for the next three fiscal years as shown below. The proposed rates include overall rate increases as well as rate structure modifications designed to improve equity. The proposed Water Quantity Rates are applied per hundred cubic feet (hcf) of billable usage per bi-monthly billing period. The proposed Monthly Service Charges are applied monthly by meter size and applied to the regular bi-monthly water system service and quantity charges.

Proposed Maximum Water Rates		Effective On or After			
Water Quantity Rates	Current	July 1, 2023	July 1, 2024	July 1, 2025	
Residential and Non-Residential Accounts: Meters less than 1-inch					
Tier 1 (0 to 6 per HCF)	\$8.36	\$8.91	\$9.78	\$10.74	←
Tier 2 (7 to 13 per HCF)	\$11.17	\$11.75	\$12.68	\$13.69	
Tier 3 (14 to 27 per HCF)	\$13.94	\$14.57	\$15.56	\$16.65	
Tier 4 (28 and over per HCF)	\$19.53	\$19.55	\$19.58	\$19.61	
Non-Residential Meters >1-inch, all use		\$11.75	\$12.68	\$13.69	
Monthly Service Charge by Meter Size					
	Current	July 1, 2023	July 1, 2024	July 1, 2025	
5/8 x 3/4-inch	\$28.80	\$30.86	\$33.10	\$35.50	←
3/4-inch	\$31.68	\$34.97	\$38.62	\$42.60	
1-inch	\$40.32	\$45.26	\$50.75	\$56.80	
1-1/2-inch	\$51.84	\$78.18	\$108.13	\$142.00	
2-inch	\$83.52	\$125.50	\$173.22	\$227.20	
3-inch	\$316.82	\$349.76	\$386.17	\$426.00	
4-inch	\$403.22	\$493.77	\$595.81	\$710.00	
Private Fire Service Only					
Up to 4 inch	\$17.38	\$18.52	\$19.86	\$21.30	
6 inch	\$24.65	\$37.03	\$39.72	\$42.60	
8 inch	\$32.84	\$59.25	\$63.55	\$68.16	
10 inch	\$69.20	\$88.88	\$95.33	\$102.24	
12 inch	\$96.57	\$125.91	\$135.05	\$144.84	

The District's water rates include two components:

1. Water Quantity Rates. Most customers are billed according to a 4-tiered rate structure with water purchased first in Tier 1 and then subsequently in higher tiers. Non-residential accounts with meters larger than 1-inch would be billed a uniform rate for all water use.
2. Fixed Monthly Service Charges based on meter size.

Typical Residential Bill Calculation for Fiscal Year Beginning July 1, 2023:

Typical residential customers with a 5/8 x 3/4-inch meter and 9 HCF of bi-monthly water use will be billed a service charge of \$61.72 and water quantity charge of \$88.71, totaling \$150.43, equivalent to \$75.22 per month.

How to Protest the Proposed Rate Increases

Property owners or customers may file written protests against the proposed rate increases. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number; b) include the name and signature of the customer or property owner submitting the protest; and c) indicate opposition to the specific proposed: 1) Water rate increases, 2) Water System Reliability Charges, or 3) Sewer rate increases.

Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. The proposed rates will not be adopted if written protests are received from the owners or customers representing a majority of affected parcels. Only one protest will be counted per parcel.

Written protests may be mailed to: District Clerk, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037-0131. Written protests may also be delivered to the District's headquarters at 8888 Cabrillo Highway. All written protests must be submitted prior to the close of the Public Hearing on May 4, 2023.

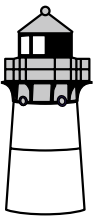
Proposed Sewer Rates: The District is proposing to adopt sewer rate increases for the next three fiscal years as shown on the table below. The proposed sewer rates are applied per hundred cubic feet (hcf) of billable annual usage subject to a minimum charge based on 4 hcf per month (48 hcf per year) of billable use. Residential sewer service charges are currently calculated based on annualized water use from four wet-weather months (depending on water billing cycle), a period of minimal outdoor irrigation. Commercial sewer service charges vary based on customer class and wastewater strength and are applied based on annual water use. The first rate increase will be effective July 1, 2023. Sewer service charges are collected on the San Mateo County property tax rolls.

Proposed Maximum Sewer Rates		Effective On or After			
Customer Class	Current	July 1, 2023	July 1, 2024	July 1, 2025	
<i>Volumetric charge billed per hundred cubic feet (hcf) of metered water use. Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).</i>					
Residential	\$27.29	\$28.93	\$31.53	\$34.37	
Restaurants	\$47.34	\$50.18	\$54.70	\$59.62	
Motels	\$28.73	\$30.45	\$33.19	\$36.18	
Offices	\$24.58	\$26.05	\$28.39	\$30.95	
General Commercial	\$26.32	\$27.90	\$30.41	\$33.15	
Schools	\$24.97	\$26.47	\$28.85	\$31.45	
Hospitals	\$27.21	\$28.84	\$31.44	\$34.27	
Sewer Rates are usage-based rates billed per hundred cubic feet (hcf) of billable use; 1 hcf = one hundred cubic feet, or approximately 748 gallons. Annual sewer service charges are subject to a minimum charge based on 4 hcf per month (48 hcf per year) of billable use.					

Sample Residential Bill Calculation for Fiscal Year Beginning July 1, 2023:

A typical residential customer with average monthly winter water use of 4.5 hcf has annualized billable use of 4.5 hcf x 12 months = 54 hcf. The annual sewer service charge is calculated by multiplying annual billable use of 54 hcf x \$29.75 per hcf = \$1,562.22 per year which is collected on the property tax rolls.

Proposed Maximum Water System Reliability Charges		Effective On or After				
Water System Reliability Charges are collected annually on the San Mateo County property tax rolls, and are solely based on the water service meter size.	By Meter Size	Current	July 1, 2023	July 1, 2024	July 1, 2025	
	Water accounts with both regular water service and a private fire service connection pay only the base charge according to meter size.	5/8 x 3/4-inch	\$558.66	\$592.18	\$645.48	\$703.57
3/4-inch		\$837.99	\$888.27	\$968.22	\$1,055.36	
1-inch		\$1,396.65	\$1,480.45	\$1,613.70	\$1,758.93	
1-1/2-inch		\$2,793.30	\$2,960.90	\$3,227.40	\$3,517.85	
2-inch		\$4,469.28	\$4,737.44	\$5,163.84	\$5,628.56	
3-inch		\$8,379.90	\$8,882.70	\$9,682.20	\$10,553.55	
4-inch		\$13,966.50	\$14,804.50	\$16,137.00	\$17,589.25	
Private Fire Service Only						
Up to 4 inch		\$279.33	\$296.09	\$322.74	\$351.79	
6 inch		\$558.66	\$592.18	\$645.48	\$703.57	
8 inch	\$893.86	\$947.49	\$1,032.77	\$1,125.71		
10 inch	\$1,340.78	\$1,421.23	\$1,549.15	\$1,688.57		
12 inch	\$1,899.44	\$2,013.41	\$2,194.63	\$2,392.14		



Montara Water and Sanitary District

PRSRT STD
U.S. POSTAGE
PAID
XXX

P.O. Box 370131
Montara, CA 94037
Voice: 650-728-3545
Email: info@mwsd.net
Web: mwsd.montara.org

DIRECTORS

Scott Boyd, President
Peter Dekker, Treasurer
Kathryn Slater-Carter, Secretary
Bill Softky, Director
Carlyle Ann (Cid) Young, Director

GENERAL MANAGER

Clemens Heldmaier

This was mailed using a legally mandated list. If you receive multiple copies, or received this in error, we apologize.

Montara Water & Sanitary District - NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES IN WATER AND SEWER RATES AND CHARGES

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses. To provide adequate funding for operations, and continue maintenance of and investment in critical water and sewer system infrastructure, MWSD is proposing a maximum 6% increase to Water Rates, Sewer Rates and Water System Reliability Charges this upcoming fiscal year effective starting July 1, 2023, and maximum 9% annual increases to these charges in each of the subsequent two fiscal years.

QUESTIONS OR COMMENTS?

Call: (650) 728-3545
8:30 AM to 5:00 PM Mon-Fri

Email: info@mwsd.net

Write: PO Box 370131,
Montara, CA 94037

Web: mwsd.montara.org

Attend: Public Hearing on
Thursday, May 4, 2023 at
7:30 PM at:

8888 Cabrillo Highway,
Montara, CA 94037
(Adjacent to the Point
Montara Lighthouse & Hostel)

Customers experiencing financial hardship may qualify for MWSD's Economic Hardship Assistance Discount.

The Hardship Assistance Discount offers qualified customers an annual sewer charge credit, and a bi-monthly water charge credit.

Customers enrolled in the PG&E Care Program and/or Recology of the Coast's low income rate program qualify for the District's Hardship Assistance Discount. Customers participating in Recology's low income rate program will be automatically enrolled in MWSD's program after July 1, 2023.

To Enroll: Call Recology of the Coast Customer Service at (650) 355-9000 or MWSD directly at (650) 728-3545.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District mailed notices in accordance with Proposition 218 to all property owners of a proposed increase in sewer and water rates. Any written protests must be mailed or delivered to the District and received prior to the public hearing or presented and counted at the public hearing. A public hearing will be held by the Board of Directors at a meeting of the Board as follows:

DATE: May 4, 2023

TIME: 7:30 p.m., or as soon thereafter as may be heard.

PLACE: District Board Chambers

8888 Cabrillo Highway
Montara, CA 94037

Remote and telephonic attendance will additionally be permitted by visiting www.mwsd.montara.org for access information.

Published in the Half Moon Bay Review April 26 & May 3, 2023



MONTARA WATER & SANITARY DISTRICT

**REGULAR BOARD OF DIRECTORS MEETING
April 6, 2023**

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

REGULAR SESSION began at 7:32 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

Staff Present: Clemens Heldmaier, General Manager

Others Present: District Counsel, Christine Fitzgerald
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT

Director Boyd said the current district newsletter is out, and they will be discussing one of the items tonight and that is how they will be going to district elections. If you don't have the newsletter yet, it is posted on the website <https://mwsd.montara.org/>.

ORAL COMMENTS

General Manager Clemens Heldmaier they are invited to an Open House event at PCT (Pacific Coast Television) on Saturday April 15th at 580 Crespi Drive from 1-5pm. Anyone interested can take a tour and check out their facilities. Also, Tim Monahan from SRT passed away two days ago. He designed many of the features they implemented at the water system there and was a wonderful person to work with. He was soft-spoken and friendly, and they will definitely miss him.

Director Dekker asked if he died unexpectedly.

General Manager Clemens Heldmaier replied he was sick for a long time.

Director Boyd said he wasn't aware that Mr. Monahan was ill, and stated it was a big loss. Tim was a calming professional presence in some really challenging times, especially at the Sewer Authority Mid-Coastside (SAM).

The other directors expressed their condolences and how much they appreciated his work at the district and SAM.

Gregg Dieguez asked what was happening with the rate study. He was waiting for the financial projects showing future reserves and other stuff. Where are the financial analyses to support the rate increase?

General Manager Clemens Heldmaier replied that those documents will be available during the public hearing on May 4th.

Director Boyd said at prior meetings they discussed what is leading up to the May 4th meeting, giving direction and feedback to the district financial advisor.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meetings March 2 and 16, 2023.**
- 2. Approve Financial Statements for February 2023**
- 3. Approve Warrants for April 1, 2023**
- 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 January 2023

Director Dekker made a motion to approve the consent agenda items 1-10, and Director Slater-Carter seconded it. All directors were in favor, and the motion passed 5-0.

OLD BUSINESS - none

NEW BUSINESS

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

General Manager Clemens Heldmaier stated that every year they bring a preliminary draft of the budget to the Board so that they can get input from the Board and give everyone an idea of where they are in the process. Also, their audit is very late this year.

District Accountant Peter Medina said there are some items they cannot move forward on, such as the CIP (Capital Improvement Program). They are currently modeling personnel on a 5% cost of living adjustment. They have not modeled anything larger than a flat increase from a revenue standpoint. They have gone through all the operational expenses and debt. They will continue to work with the finance committee, and more will get filled in a month or so.

Director Young said since she is new, she needs clarification on some of the acronyms, such as "PFP Pass-through." She asked if District Accountant Peter Medina could include a chart at the bottom of the report.

District Accountant Peter Medina said he will include a glossary.

Director Softky asked if the same spreadsheet can also be sorted numerically, in descending order. It would be easier to look at costs relative to each other.

General Manager Clemens Heldmaier said the budget is sorted according to groups of expenses.

District Accountant Peter Medina said that is possible.

Director Dekker said they could have a graph that shows the expenses like SAM.

Director Slater-Carter said there are so many ways to sort this information and suggested Director Softky work with District Accountant Peter Medina to get the numbers sorted in the way he wants.

Director Boyd said he appreciates having the budget early to review. He likes to look at the variances and see if it has changed significantly over the previous year. There is always a story, and it is good for board members to understand it. The big dollar amount items may not be where their spending priorities are more greatly affected. He suggested looking at every line of the budget. The small items can add up.

Director Slater-Carter suggested Bill and anyone else interested view the website <http://mwsd.opengov.com/> and see a wealth of information about the Montara Water and Sanitary District (MWSD) and other agencies.

Director Young asked where the anniversary expenses are listed in the budget.

District Accountant Peter Medina said they have not budgeted for that yet.

General Manager Clemens Heldmaier said he will meet with the new directors and explain the budget to them.

Director Dekker said he has been keeping a spreadsheet of all the checks he signs and compares the numbers to the budget. He has been doing this for the last four years, and they get more certain about the numbers coming out of the budget by knowing what they have done in the previous years. When numbers seem out of line, then it is something that is discussed.

General Manager Clemens Heldmaier commended Director Dekker for doing this. It is a great second budget control.

Director Slater-Carter said SAM still doesn't have the numbers for the damages that occurred during the storm. What are they going to do in terms of the budget? Montara and Granada would like to keep costs as low as possible and repair the pipe now, but that may not be possible given the other regulatory agencies as well as other issues with the pipe itself.

Director Young said they should rally to make the repair like for like, and they should look at connection fees for the new joiners for revenue.

2. Review and Possible Action Concerning Montara Water and Sanitary district 65 Year Anniversary

General Manager Clemens Heldmaier said 65 years ago in September 1958 the Montara Sewer District was founded and in 2003, 20 years ago, they acquired the water system. He would like to celebrate this occasion and would like an ad hoc committee to be formed to help organize the event.

Director Young said she has organized special events before and would like to be on the ad hoc committee. What is the budget going to be for this event?

Director Softky also volunteered for the ad hoc committee.

General Manager Clemens Heldmaier said they would like to keep costs as low as possible. The question would be where would the event be held and how much would it cost? It also may be difficult to find a suitable venue in the district.

Director Slater-Carter said she would ask the yacht club. It should be around the anniversary, in September.

Director Boyd said last time they had it at the Light House—which was largely outside. In September, Montara has a street fair. In terms of venue, an outdoor event, such as a block party, is something to consider.

Director Slater-Carter suggested they invite SAM, with a piece of the broken sewer pipe so people can see what 50 years of service does to a pipe. She also would like a list of all the board members from day one, and a timeline of their history going back 65 years. Acquiring the water system was a huge accomplishment and should be celebrated. She would also like to do a segment on the website of their history. There is so much history, and if anyone has any historical information, please let her know.

Gregg Dieguez said Barbara Dye has a wealth of historical information. Their new supervisor has made a point of stressing his connection to the Coastside and opened an office at the Harbor Village. It would have an advantage of holding an event there, so people could walk around the mall, and there is a lot of parking. He doesn't know if Supervisor Mueller would consider helping defray costs or not, but it would give him an opportunity to be more visible and involved.

Alison Kastama said before the pandemic they had planned a system tour. She encouraged connecting people with their facilities and needs, bringing pipes of different sizes, and other tactile things and the district can demonstrate what is actually in the ground. It will be great opportunity to bring people back to what they rely on every day.

Director Softky said he liked Director Slater-Carter's idea of aggregating the history of the district. It would be nice to have a central place to gather all the historical data/artifacts, and even nicer if there was space in the building to do it.

Director Young asked about sponsorships.

District Counsel Christine Fitzgerald said they have to be a little careful about gifts to a public agency and will look into the limitations there may be on sponsorships to public agencies.

General Manager Clemens Heldmaier said their 15 anniversary was only five years ago, and they have quite a bit of historical documents that were prepared.

Director Softky asked District Counsel Christine Fitzgerald about the limitations on alcohol.

General Manager Clemens Heldmaier said alcohol is not allowed on the district premises.

Director Slater-Carter said they should also talk to Recology about using recyclable materials.

Director Young asked for a date.

Director Boyd said it should be in September.

Director Dekker suggested the Mavericks event center.

Director Boyd asked for an update at the next meeting.

3. Review and Possible Action Concerning Transition from At-Large to By-Division Based Election

General Manager Clemens Heldmaier stated they are required to transition from At-large to by-division based elections. There will be a public hearing on April 20th with information on what the process is. This is the first of a series of meetings. The first two meetings will be providing information, then map suggestings/hearings, and lastly two post map hearings. The dates are published and are very important.

Director Young asked if the demographer will be there.

General Manager Clemens Heldmaier replied that a representative from the demographer company will be present.

Director Boyd said August 17th will be the day they adopt the map. And they will be talking about this just about every meeting until then.

General Manager Clemens Heldmaier said they will be guided by professionals through the process.

Director Boyd said he has worked with the demographers early on and was satisfied with their expertise and professionalism. This process is frustrating because it is hard to get people to step up, and breaking up the district into five different regions is going to make it interesting. It is up to them and the community to raise interest and draw more people in. Maybe they can use the opportunity of

the event to help people learn about and appreciate what is going on and how they can help.

Director Softky added they were just talking about the anniversary celebration, but if they imagine how much money is at stake should the process of governance fail by not having candidates to run the board as it should, all of sudden the stakes are much higher than merely a party. They might want to consider that part of their public outreach budget is being set by the requirement of having this level of involvement.

REPORTS

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

Director Slater-Carter said the major discussion was about how to get the pipeline fixed. They put out a Request for Proposal (RFP) and received one bid for the initial work at \$380,000 dollars. They arrived at \$180,000 for some of the preliminary work. That is getting started and it will be on future agendas. She recommends reading the article in the Half Moon Bay Review. This will be a major budget item coming up, and a lot of money is needed.

Director Young commented that things don't get cheaper over time and the fact that they delayed it means it is going to cost more. She asked about the EIR that was needed.

Director Slater-Carter agreed that costs go up as well as ancillary problems which add to the costs. She asked staff to ask the County if they make the repairs/replacement like for like, can they do it with a negative declaration (neg dec) which says that the changes won't have any negative environmental impacts. It saves a lot of money and time.

Director Boyd added there are things that can make it hard to get a neg dec. But they had tremendous success with a neg dec, such as the wet weather project in El Granada, and straight up repairs. Taking things that are worn out and putting them back in good working order is what he believes is within the spirit of what a neg dec are all about. If you can't get a neg dec, then you have to do a lot of environmental work to estimate things like what it would impact. It needs to be back in working order as soon as possible. They are under tremendous pressure from the regulators and their budgets.

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

Gregg Dieguez stated that for over a year he has been pursuing a study of the causes of the sewer overflow in December 2021; and it happened again in December 2022. A few meetings ago, he asked for a report or analysis of the causes, and nothing was received from SAM. So, the MCC wrote a letter

requesting a visible discussion of public debate on the need for a study to analyze the causes. What came out of that was only an analysis to study the water hammer rather than a complete understanding of the causes of the overflow at the SAM plant. Please continue to watch what SAM is doing and not doing to understand that. Half Moon Bay is doing a geomorphology study to study their stormwater. The MCC should have seven members on April 12, 2023. He also forwarded an analysis he received about some bills pending that will strengthen and improve the Brown Act for remote meetings. Would MWSD be willing to write a letter in support of those bills? They have a report on communication vulnerabilities on the Midcoast and are looking into a community fiber network. There have been 500 or more of these formed in the country in the last few years. Is MWSD interested in being a user of a more reliable higher speed telecommunication system? Would you also support their report and add any concerns so they can take it forward to the elected officials all the way up to the state? They will also try to get a report on stormwater. He invited MWSD and anyone personally who has concerns about stormwater drainage to contribute their comments to the MCC and he will be posting something on NextDoor. They want to get a study of stormwater capacity and required solutions in their area. He would appreciate MWSD contribute their concerns. Supervisor Mueller is working on education, and there will be a meeting about the Cabrillo schools at the MCC. There are funding issues in our school systems.

Director Slater-Carter commented on Mr. Dieguez's first point, about the examination of the SAM flow during the storm. The stormwater researcher said they are looking at the meter under the bridge in Half Moon Bay, because that is the amount of water that impacted the plant and the surrounding area. He said it doesn't matter where the water came from and that is why he wasn't looking at other sources. It is the amount that came in under the bridge that is metered. It is of interest to know solutions for slowing it down or stopping it and maybe other alternatives to bring the sewer treatment plant up-to-date or what it would take to put package treatment plants in various places. There are many more discussions to have on that. She commended Mr. Dieguez for his work in trying to improve their telecommunications vulnerabilities. As a community they do it better when they do it themselves.

Gregg Dieguez said he talked to Cruzio.net and they did fiberoptics in Santa Cruz for 50 million and he got a ballpark estimate of 23 million dollars to do it for our district. Twenty years ago, the water system was formed with 20 million dollars and 23 million dollars to form a robust communications system seems something worth continuing to pursue.

- 3. California Special Districts Associations Report (Slater-Carter)-none**
- 4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)-none**

5. Attorney's Report (Fitzgerald)

District Counsel, Christine Fitzgerald stated as Gregg Dieguez mentioned there are some bills in the legislature pertaining to remote meetings. One of the bills, AB 557 would extend the previous COVID remote bill, AB 361, which would allow the ability to have remote meetings during a state of emergency beyond the year 2024. Also, the EPA is currently considering some proposed regulation which would establish some legally enforceable maximums contaminate levels for some synthetic substances known as PFAS. Exposure to these chemicals has proven harmful to humans and animals. They can be transmitted via water. Water systems would be required to monitor for these chemicals and if they exceed the maximum limits then reduce those levels. There will be a comment period once it is filed in the federal register. She has advised General Manager Clemens Heldmaier and District Water Engineer Tanya Yurovsky of this.

Director Young asked if MWSD already tests for it.

General Manager Clemens Heldmaier said water systems do not test for it. They have the advantage there that their water comes from the mountain. Once the EPA sets the regulations, they will comply.

6. Directors' Report

Director Boyd commented that he was home the other day, and two water operators came out to replace the transmitter on his water meter that had died. It was a good reminder that everything needs to be fixed and/or replaced at some point. He also commended the MWSD staff for their good work.

General Manager Clemens Heldmaier added that they have been replacing transmitters as needed throughout the district. There was a supply chain issue earlier, but things are now back on track. They should last another ten years or so.

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

FUTURE AGENDAS - none

BRIEF RECESS at 9:05 pm

CONVENE IN CLOSED SESSION 9:10 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 (3 potential case)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)

Unrepresented Employee: General Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch
Under Negotiation: Price and Terms of Payment.

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT at 11:00 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th, May 2023

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING April 20, 2023

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

REGULAR SESSION began at 7:32 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
Kastama Consulting, Alison Kastama
Redistricting Partners, Elizabeth Stitt

PRESIDENT'S STATEMENT

Director Boyd stated that tonight they will be discussing transitioning from at-large to by-division elections. He encouraged anyone interested in public service to watch this meeting and upcoming meeting.

ORAL COMMENTS

Director Slater-Carter said she is also on the Harbor District Board, and they had a presentation by consultant Brad Damitz about the dredging of the Harbor. However, the permitters have delayed the permit for another year. There are serious problems with the fragility of that area of Highway One, and she asked the harbor to declare an emergency and start working to get the sand out of the harbor and back on Surfers Beach. She is asking for support from the community because they must stop the Highway from eroding. The highway will be unusable if the erosion is not contained, and El Granada is not designed to be a highway.

Virginia Chang-Kiraly asked for support for the seat on the LAFCo Board vacated by the passing of Director Lohman.

Director Young said she attended the Fire Safe Council meeting, and the chipper date for Montara and Moss Beach is May 8th and El Granada May 1st. There are specific streets which are posted on NextDoor. She also attended the PCT open house anniversary event and Supervisor Mueller was there.

PUBLIC HEARING

1. Review and Possible Action Concerning Transition from At-Large to By-Division Based Election

General Manager Clemens Heldmaier stated they are required to transition from at-large to by-division election system. Tonight, is the first of a series of public hearing meetings which will cover information about the about the districting process and its laws, descriptions of the data and mapping tools, and ways the community and elected officials can provide input on where community interests exist, and how they can contribute to the building of potential districts. Elizabeth Stitt of Redistricting Partners will be making a presentation.

Elizabeth Stitt said tonight she will be explaining what districting is. The California Voting Rights Act (CVRA) was passed in the 2000s prohibiting the use of At Large Election Systems in local government if there is racially polarized voting. At-large is when the entire district votes for all board members. What they will be doing is by-district elections. Racially polarized voting is when there is evidence that a protected class—Latinos, Asians, African Americans, etc.—votes cohesively together and the majority population votes against their interests. The CVRA is similar to the Federal Voting Rights Act, but it takes the principles and expands on them. Under the FVRA there is a majority minority district in which a protected

class of citizen voting age population of over 50% then an agency may be obligated to ensure that population is drawn together. The CVRA only requires the ability to influence the election, rather than the federal Voting Rights Act's majority minority standard. Additionally, plaintiffs get full reimbursement for legal fees associated with any successful challenge. Districting is the process of creating election district boundaries, with redistricting occurring after the next census cycle. So, one must live within their district boundaries to run for election and/or vote for those candidates. The Voting Rights Act is a law that seeks to remedy racial disenfranchisement. Section two is the majority minority district. If there is a district that can be drawn which over 50% of citizen voting age population of a protected class, then the agency might be required to ensure that protected class remain together. This district does not have the 50% in any area of the district. The following criteria will be used, based on the requirement of the Fair Maps Act, which does not apply to special districts, but is used as best practices: each zone is to be relatively equal size of people—under 10% total deviation, each election zone must be contiguous, maintain communities of interest (group of people living close together with similar policy concerns), easily identifiable and understandable lines, and keeping district compact. The purpose is to ensure people have a voice when they are voting and with their elected representatives. So, communities of interest are the building blocks of election districts. A community of interest includes ethnic and language minorities, and other groups (LGBTQ+, seniors, rural, urban, renters, homeowners, etc.). Districting uses the 2020 Census and the Citizen Voting Age Population (over the age 18 and a US citizen) data sets. So, the population is just over 5,500 people, divided by five, would be 1,100 people. The total deviation can't be more than a total of 10%. So, the differences between each of the proposed districts will be 30-60 people approximately.

Director Boyd asked if the population groupings are done by the number of people not voters.

Elizabeth Stitt said that is correct.

Director Young asked if the map includes Moss Beach. It is not shown on the map or the data information.

Elizabeth Stitt said it does and they will change it.

Director Softky referred to the lawsuit and this is the first time that he has heard there has to be evidence of racially polarized voting. He would like to see what evidence was presented in court and also is interested to know how the election will be conducted. As a data guy, it is important for him to know how the numbers add up.

Director Boyd said he is not familiar with the boundaries being utilized. It seems to include the air force base.

Elizabeth Stitt said this map was provided by the district.

General Manager Clemens Heldmaier said this is the official elections map for the district filed in San Mateo County.

Director Slater-Carter said she needs a larger scale map.

Elizabeth Stitt said she will send a URL link, so they can type in their address, and they can zoom in and see on the street level.

Elizabeth Stitt went over the public hearing schedule. Tonight, is the introduction of the process. May 18th is the community outreach meeting getting input from the community on how the maps should be drawn and how they can get involved, June 1st they will discuss the drafts maps (at least three maps), July 20th the revised maps will be discussed, and finally on August 17th the final map will be chosen and adopted.

Director Boyd opened the public hearing.

Gregg Dieguez asked why they lost the lawsuit.

Director Boyd said a complaint was brought making claims. And the way the law is written, there is only one outcome that is likely to happen. And with much consideration, the district decided to do what most of the other districts have done. The law is what it is, and someone insisted it be applied, and that is where they are.

Gregg Dieguez said it took them months to find people willing to serve on the Midcoast Community Council. What happens if no one steps up in their specific district? Can someone be appointed from another district?

Elizabeth Stitt said the person has to live within their district whether they are appointed or not. These lines won't go into effect until 2024. The reason they are starting early is to help with the recruitment process.

Director Softky said Gregg Dieguez brought up a good point. What happens in small districts when they are further divided into tiny parts? What is the range of redistricting populations that you have done? What was the biggest and smallest?

Elizabeth Stitt replied they have worked with huge agencies, such as the city of New York or Los Angeles to a very small school district in Central California with a few hundred people. She feels that this district may run into census bureau block issues. Because San Mateo is shaped oddly, with hills and water, there are very oddly shaped census blocks.

Director Young asked if that elected person vacates his/her seat, then they have to find someone within that district to fill the vacancy?

Elizabeth Stitt replied yes.

District Counsel Christine Fitzgerald added that if the district fails to appoint a director within their specific district, then the San Mateo County Board of Supervisors would appoint someone from that district.

Michelle Dragony asked what the school district Ms. Stitt was referring to.

Elizabeth Stitt said she will have to get back to her.

Bob Ptacek said he supports the federal Voting Right Act. However, dividing this district is not the best thing for them. There are 2,928 registered voters, which is 52% of the population. In the last election, 1,707 people voted (58% turnout). Splitting using the latest number, makes it 340 people per district, of which 3 seats could be accomplished and won by 1,024 votes. The minimum number if everyone voted would only take 171 votes in a district to win, so three of those districts, or 17.49% would be able to dictate what this district does. That goes against the federal voting rights, racially discriminated folks need to have the ability to have a voice. This is going to allow people who can't get elected (because their ideas are not something the population supports) to control the board. There is a rule of 13 from 30-40 years ago and this is how the South school boards were controlled 13% of the population was able to control the Board. This could have a detrimental effect on the board. This goes against the spirit of the law.

Director Boyd, hearing no more comments, closed the public hearing.

Director Dekker made a motion to close the public hearing and Director Young seconded the motion. All were in favor and the motion passed 5-0.

Director Boyd stated this law undermines the ability of small communities to take the people that are willing to serve and put them to work in the public interest and creates artificial barriers to public participation which runs counter to good public process. Like Mr. Ptacek, he strongly supports any unrepresented group having support, and he is mindful of the small number of control aspects that they have to be on guard for. They have had a number of meetings in which they have been attempting to put information out there to help educate people on how this works and have been appealing to people to consider public service and serve.

Director Slater-Carter said there are some larger monetary interests who have a particular point of view that would eliminate this district. Can MWSD put in our own campaign finance regulations? She looked at what happened at the Harbor District and each district was divided into long skinny districts with a vested interest in

what happens on the Bay and the ocean. She would like the districts to encompass both Montara and Moss Beach, so it has a uniting effect.

Directors thanked Ms. Stitt for the presentation.

CONSENT AGENDA - none

OLD BUSINESS

1. Review and Possible Action Concerning Montara Water and Sanitary District 65 Year Anniversary.

General Manager Clemens Heldmaier stated that an ad hoc was formed at the last meeting. Today they hope to decide on establishing the date and a location.

Director Young went over the dates available in September and the events/holidays already planned. After all was reviewed, their choices are September 9, 10, 30 or October 1st. The preference of the ad hoc committee and general manager Clemens Heldmaier is to have the event out in the parking lot. Mavericks wanted a deposit of \$1000 dollars, and their maximum capacity was only 141 people.

Director Dekker suggested Saturday, September 9th.

Director Slater-Carter suggested a potluck.

Director Slater-Carter requested uniformed traffic control.

All the directors agreed to have the event on September 9, 2023, in front of the district office.

Michelle Dragony suggested Blake Merkes organize the event.

NEW BUSINESS

1. Review and Possible Action Concerning Update of Standard Specifications for the Water System

General Manager Clemens Heldmaier said they are updating the Water System Standard Specification to reflect the changes in their District Code and the law, specifically addressing the second meter requirements for accessory dwelling units (ADU). Staff recommendation is to adopt the updated Standards of the Water System and the resolution of the Montara Water and Sanitary District adopting the standard specifications for water system improvements and rescinding resolution number 1631.

Director Slater-Carter said she attended the meeting at SAM with FEMA about the damages that occurred. They were looking for lots of documentation and asked if the materials to fix the pipe were the same as the original. SAM replied that stronger material was used. FEMA then asked if that specification is documented anywhere. So, for Montara they should have a specific inventory of all their equipment, parts, materials, etc. so if they ever have to go to FEMA for funding, they have the documentation available. She suggested General Manager Clemens Heldmaier talk to SAM. She hopes they will get funding for the damage.

Director Dekker said he glanced at the specification for the water pipes. So, with a little fine tuning they could use the ADU specification to update the other specifications.

General Manager Clemens Heldmaier added the sewer specifications are very clear on what materials to use in which scenario while giving them some flexibility.

Director Dekker made the motion to adopt the updated Standards of the Water System and the resolution of the Montara Water and Sanitary District adopting the standard specifications for water system improvements and rescinding resolution number 1631. Director Slater-Carter seconded the motion. A roll call vote was taken, and all were in favor 5-0.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).

Director Slater-Carter said there is a meeting on Monday to discuss the budget, and there is a 3.5-million-dollar infrastructure project to finish the pipeline repairs from Montara to El Granada as part of a settlement decree with ERF. They may not be able to get it completed by the timeline. The 3.5 million dollars is only part of the multi-million-dollar project. The design work is in process and a biologist has been hired and things are moving forward.

Director Dekker said they are also interviewing companies for auditors. They received three offers.

2. Midcoast Community Council Meeting (Slater-Carter).

Gregg Dieguez said they now have 7 members on the MCC. Ann Rothman and Kimberly Williams have been officially sworn in. The MCC wrote another letter supporting changes in the Brown Act to allow remote participation. He hasn't seen any letters from MWSD or SAM supporting these bills and ask that they look at what they've done and write letters. They have updated the telecommunications report, and he offered to make a presentation on the concept of a community fiber network at MWSD. There is also something called the Middle Mile of Funding the state has come up with. There is hope

that a broadband cable will be installed on Highway One in the year 2025 or 2026. If that occurs and they are state funded, they could avoid the oligopoly, but they would have to get under the networks themselves. He will have the report transmitted to MWSD and SAM for them to augment and/or endorse the report in terms of the statement of needs and problems. He is not asking for them to endorse the recommendations and solutions, but if the problem statement is accurate then he would support the definition of it. They are looking into stormwater, and he is trying to find what the stormwater management process is out there. The City County Associations of Governments (CCAG) who has been doing some proactive work on stormwater mitigation will be talking about what they have been doing in other cities, but he would like to contrast that with what is being done in their area. If they know anyone who knows what is being done about stormwater management let him know. Both the schools in El Granada and Montara are going to get some of the BOND proceeds and there will be re-designs and upgrades to both schools. That presentation is on the MCC website.

Director Slater-Carter said five or six years ago there was a stormwater problem with flooding on the lower part of Cedar Street, and the County put in a storm drain that diverted water into Montara Creek where it is now flooding areas downhill on Cypress along the creek. There is a lot of inflow and infiltration (I & I) in Montara and El Granada, particularly Quarry Park. She has pictures of the Alameda with water pouring down and running into the ocean. Does he want letters of support from individuals?

Gregg Dieguez replied he would appreciate any letters from MWSD, SAM or individuals supporting their statements about the telecommunications and/or stormwater problems.

Director Young said she attended the CCAG meeting, and they discussed some funding that is available. That would be something the County would have to do. She agreed that the flooding at Quarry Park is bad, going down Santa Maria from the park, but then public works channel it over on Columbus down through Avenue Cabrillo and off to Santiago. But the water was still going down Santa Maria and just going across the road and flowing out into the Mirada Surf east and flooding the multi modal trail.

Gregg Dieguez asked for her testimony on what she witnessed on the multi modal trail.

3. CSDA Report (Slater-Carter) - none

4. LAFCo Report (Slater-Carter).

Director Slater-Carter LAFCo is replacing Director Lohman. She suggested supporting Virginia Chang-Kiraly as she supports special districts.

5. **Attorney's Report (Fitzgerald) – none**
6. **Directors' Reports – none**
7. **General Manager's Report (Heldmaier) - none**

FUTURE AGENDAS - none

BRIEF RECESS at 9:05 pm

CONVENE IN CLOSED SESSION 9:10 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 (3 potential case)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957(b)(1))
Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)
Unrepresented Employee: General Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code §54956.8)
Property: 771 Rivera Rd., Montara, CA Agency Negotiators: District General Manager; District General Counsel
Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch
Under Negotiation: Price and Terms of Payment.

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT at 10:30 pm

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

Respectfully Submitted,

Signed _____

Secretary

Approved on the 4th, May 2023

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

FINANCE COMMITTEE MEETING

April 27, 2023

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

SPECIAL SESSION BEGAN AT 10:02 a.m.

Directors Present: Dekker and Slater-Carter

Staff Present: General Manager Clemens Heldmaier
District Clerk Tracy Beardsley

Others Present: District Accountant, Peter Medina

CALL TO ORDER

ROLL CALL

ORAL COMMENTS (Items other than those on the agenda)

NEW BUSINESS

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

District Accountant Peter Medina stated that pulling from their reserves they are budgeting in excess of their expected revenue targets. Their Capital Improvement Projects (CIP) have lagged behind expectations. Since the last draft that was produced, they received the CIP drafts, sewer 3.85 million dollars from Nute and

water 3.7 million dollars for SRT. The other audit piece is open, and he has a placeholder for it.

General Manager Clemens Heldmaier said that he wants it to be clear that the way they budget the money not spent last fiscal year for sewer improvements are re-budgeted for this year. They will show in the CIP every dollar they plan to spend. However, if they don't spend the funds, the money is added to next year's budget. That is why there is a larger number.

District Accountant Peter Medina said that he will do a better job talking about their reserves. Although it is on the balance sheet, those funds should be incorporated in a more comprehensive way.

Director Dekker said the year-to-year sheet is easier to read. What happened with the target reserves and why is it different than before?

District Accountant Peter Medina said their target reserves are established at the beginning of the year. Water has a calculation two months of operation.

Director Dekker replied that at the last meeting they agreed to change it to three or six months.

District Accountant Peter Medina said it may need board approval or a policy change.

Director Slater-Carter said she would like to know the implication for reporting and rates.

District Accountant Peter Medina continued since the CIP funds haven't been used for a few years, there may be a perception that the district is sitting on a large amount of money, especially if the current reserves exceed what the policy says. They have three reserves—connections, CIP, and operations. Maybe they can set up an emergency reserve. They don't need a connections reserve with the acknowledgement that those funds are not to be used for operations. But each year, our capital improvement costs always exceed the connection fees collected.

General Manager Clemens Heldmaier said the connection charge report takes care of the connection reserve. When someone comes in and pays for a connection it goes into a restricted fund for capital improvements. So, the connection report and the connection reserve do the same thing. It is really not needed.

Director Dekker said it is a simple change to three months of operational reserves. They can go up another month as time goes by.

General Manager Clemens Heldmaier said they can use six months immediately, and shift funds from other capital reserves.

General Manager Clemens Heldmaier said the spreadsheet needs to be revised. It shows over target, and they are not over target. They should show our minimum and maximum reserves. They plan to go out for the sewer CIP project, and they have alternative projects, and they will need enough to pay for SAM ERF project.

District Accountant Peter Medina said he will update the reserve pieces for operations and capital as well as updating the policy. The other piece missing is the payroll. He is using 5% as a modeling tool (based on last year). The April-to-April report has not been released. This is an open item.

Director Dekker said to increase this to 5.5% for planning purposes.

District Accountant Peter Medina said the water rates are the other open piece. Water and sewer are budgeted flat with last year.

General Manager Clemens Heldmaier said they are raising rates 6% across the board, and same for the sewer. The water side is a shot in the dark, because the volumetric charge is variable. However, water consumption is pretty stable here, so they can just raise everything 6%,

Peter Medina said okay, then it is 2.14 million dollars.

Director Dekker asked about the Sewer line item 5230.

District Accountant Peter Medina replied this is based on the RFP--Redistricting Partners, \$15,000 dollars for water/sewer.

The Directors decided on the following changes to the budget:

<u>Line-Item</u>	<u>New Budget water</u>	<u>New Budget sewer</u>
5720 Telephone & Internet	\$40,000	\$50,000
5940 Staff Overtime		\$7,000
6220 General Engineering		\$70,000
6950 SAM, maintenance		\$134,000

District Accountant Peter Medina asked if general legal was okay.

Director Dekker said he thought it was sufficient--\$200,000 dollars.

Director Dekker said to go to the Water budget and said ERAF should be increased.

Director Slater-Carter said that they should plan not to get the money.

Director Dekker asked about line item 4990 – Other revenue.

District Accountant Peter Medina said they never budget for Other Revenue, but they billed PG&E for damages from the storms. This will not be repeated.

Director Dekker said he has seen increases in water leak reimbursements.

General Manager Clemens Heldmaier said with rates going up, more people will be coming to the district for water and sewer adjustment reimbursement. He says some of the large amounts are related to construction.

Director Dekker said Water Sale Refunds (4850) should increase to \$8,000 dollars.

Director Dekker said line item 6210 – meeting attendance- why is it zero? He knows the engineers attend meetings.

District Accountant Peter Medina said they don't budget for that, because the engineers do not break it out in their invoices.

The directors decided to make the following changes to the budget:

<u>Line-item</u>	<u>New Budget Amount</u>
6230 Water Quality Engineering	\$115,000
6420 Pumping Maintenance	\$30,000
6520 Maintenance Wells	\$25,000
6620 Maintenance Water Mains	\$170,000
6650 Maintenance Distribution	\$15,000

District Accountant Peter Medina said they increased the water budget by approximately \$100,000 dollars.

Director Dekker asked about the connection fee estimate and wants to increase to \$295,000 dollars for Sewer and \$240,00 dollars for Water.

Director Slater-Carter said they should keep income projections conservative.

General Manager Clemens Heldmaier said the Net Cash flow provided by Operations are breaking even on the water side, 2.4 million overall.

Director Dekker said the Net Cash flow provided by operations is \$67,000 dollars.

Director Dekker said they are on the right path. They are conservative and manage the business.

General Manager Clemens Heldmaier said the next steps—they are waiting for COLA numbers, sewer service charge numbers in May. The other projections have been updated. When he gets the final numbers, he will send them to the Finance Committee for review. If all is okay, then the second meeting in May they can bring to the Board with a final version. They can have the Board approve the Collections contract on Thursday. For SAM they have a conservative number now, based on the SAM budget discussed at the last meeting.

Director Dekker asked about the audit report. Depending on what is on the report they may want to have another meeting.

District Accountant Peter Medina said when he gets the audit draft and reviews it, they can set up another meeting.

ADJOURNMENT at 11:54 a.m.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th, May 2023.

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

**Budget vs. Actual – Sewer July 1, 2022 through March 31, 2023 - Variances
over \$2,000:**

- 4220 Cell Tower Lease, \$2,291 above Budget – Annual adjustment was larger than anticipated during last year's budget process.
- 4400 Fees, \$7,968 below Budget – all fee categories have lagged behind expectations for various economic reasons.
- 4610 Property Tax Receipts, \$237,504 above Budget – \$196,988 of Excess ERAF was received in January. Minimal activity in March.
- 4710 Sewer Service Charges, \$601,479 below Budget – The District received another Sewer service apportionment in February in the amount of \$276,400.
- 4720 Sewer Service Refunds, Customer, \$2,835 below Budget – less refunds issued than anticipated through Q3.
- **Overall Total Operating Income for the period ending March 31, 2023 was \$366,508 below budget. Total operating income received to date is \$2,651,532.**
- 5200 Board of Directors, \$56,597 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The District has decided on a demographer with the project expected to be completed by October 2023.
- 5250 Conference attendance, \$3,374 below Budget – Attendance to ACWA conference occurred in March. Additional conferences planned in the future.
- 5300 Insurance, \$3,115 below Budget – Actuals less than anticipated.
- 5400 Legal, \$16,096 below Budget – Costs related to the defense of various legal proceedings less than expected.
- 5510 Maintenance, Office, \$4,462 below Budget – Boardroom upgrades were completed and the cost was less than anticipated.
- 5540 Office Supplies, \$3,573 above Budget – Various pieces of office equipment purchased including battery back-ups and computer equipment.
- 5610 Accounting, \$3,792 above Budget – Variance due to year end workload including SCO reporting, audit prep, budget prep and FYE budget vs. actual.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5620 Audit, \$12,375 below Budget – Audit fieldwork was completed, we are awaiting a draft.
- 5630 Consulting, \$2,098 above Budget – It has been discovered that a portion of consulting contracts contain a variety of expense categories. Reclassification entries will be made in future months.
- 5640 Data Services, \$3,103 above Budget – Annual fee for Parcel Management system paid. Budget variance will decrease as year moves forward.
- 5720 Telephone & Internet, \$15,300 above Budget – Increased per month service costs.
- 6170 Claims, Property Damage, \$15,000 below Budget – No claims to date.
- 6200 Engineering, \$24,184 above Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6400 Pumping, \$13,616 above Budget – Catch-up bill received and paid in February 2023. Bill was 3X typical amount. In addition, Costs related the Agency fees have been incurred, but unexpected. These fees amount to \$5K.
- 6600 Collection/Transmission, \$7,500 below Budget – No activity to date.
- 6900 SAM Expenses, \$22,534 above Budget – Pump station repair costs in March amounted to \$18K, costs are a pass-thru from SAM.
- **Overall Total Operating Expenses for the period ending March 31, 2023, were \$39,461 above Budget.**
- **Total overall Expenses for the period ending March 31, 2023, were \$31,445 below budget. For a net ordinary income of \$335,062 above Budget. Actual net ordinary income is \$322,696.**
- 7110 Connection Fees (New Construction), \$49,870 above Budget – No new connections issued in March.
 - Refund issued in July 2022.
- 7200 Interest Income, LAIF, \$33,697 above budget – Due to the increase in rates.
- 8000 CIP, \$597,886 below Budget – Minimal activity to date, mainly engineering support and generator expenses.
- 9200 I-Bank Loan, \$8,423 below Budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2022 thru March 31, 2023 - Variances over \$2,000:

- 4400 Fees, \$9,357 below Budget – Water administration fees have lagged behind expectations.
- 4610 Property Tax Receipts, \$237,504 above Budget – \$196,988 of Excess ERAF was received in January. Minimal activity in March.
- 4740 Testing, Backflow, \$6,435 above Budget – Difference due to timing of testing and collections.
- 4810 Water Sales, Domestic, \$66,880 below Budget - Difference mainly due to timing of collections.
- 4850 Water Refunds, Customer, \$3,590 above budget – meter adjustment refund issued in March of \$4,500.
- **Overall Total Operating Income for the period ending March 31, 2023 was \$175,214 below budget. Total operating revenue received to date is \$1,767,594.**
- 5200 Board of Directors, \$56,597 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The District has decided on a demographer with the project expected to be completed by October 2023.
- 5240 CDPH Fees, \$6,276 above Budget – Annual permit fee paid in January.
- 5250 Conference attendance, \$3,374 below Budget – Attendance to ACWA conference occurred in March. Additional conferences planned in the future.
- 5300 Insurance, \$8,134 above Budget – CSRMA annual renewal premium paid in September.
- 5350 LAFCO assessments, \$3,750 below Budget – Bill typically received and paid in June.
- 5400 Legal, \$33,024 below Budget – Majority of time spent on Sewer related issues.
- 5510 Maintenance, Office, \$2,300 below Budget – Boardroom upgrades were completed and the cost was less than anticipated.
- 5540 Office Supplies, \$2,115 above Budget – Purchase of battery back-ups and additional office equipment in January & February.
- 5560 Printing & Publishing, \$2,873 below Budget – It has been discovered that certain components of contractor expenses which include printing & publishing are currently booked to consulting. Reclassifications will be made and will reduce variance.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5610 Accounting, \$3,792 above Budget – Variance due to year end workload including SCO reporting, audit prep, budget prep and FYE budget vs. actual
- 5620 Audit, \$12,375 below Budget – Audit fieldwork was completed, we are awaiting a draft.
- 5630 Consulting, \$9,152 below Budget – Work related to the rate study has not yet been billed.
- 5640 Data Services, \$3,975 below Budget – Will be used later in Fiscal Year to assist with Water Reliability charge.
- 5720 Telephone & Internet, \$22,829 above Budget – Increased per month service costs.
- 5800 Labor, \$18,965 below Budget – Reflective of the loss of an experienced operator.
- 6170 Claims, Property Damage, \$7,359 below Budget – Reimbursement paid in November.
- 6180 Communications, \$24,919 below Budget – Minimal payments for SCADA maintenance paid to date.
- 6195 Education & Training, \$2,690 below Budget – Less activity than anticipated.
- 6200 Engineering, \$37,972 above Budget – Mainly due to costs related to water quality engineering.
- 6400 Pumping, \$17,998 above Budget - Catch-up bill received and paid in February 2023. Bill was 3X typical amount.
- 6500 Supply, \$10,302 below Budget – Q2 water purchases were less than anticipated.
- 6600 Collection/Transmission, \$163,269 above Budget – Unexpected costs arose in November & December due to water leaks and the need to pay for water main maintenance. Additional costs paid for in March are being inspected for possible capitalization.
- 6700 Treatment, \$27,552 below Budget – payments made for chemicals are less than anticipated.
- **Overall Total Operating Expenses for the period ending March 31, 2023 were \$144,751 above Budget.**
- **Total overall Expenses for the period ending March 31, 2023 were \$48,401 above budget. For a net ordinary income of \$126,813 budgeted vs. actual. Actual net ordinary income is \$191,086.**
- 7100 Connection Fees, \$29,219 above Budget – No new construction connections purchased in March.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: May 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7250 CAMP interest, \$70,947 above Budget – No budget was established for CAMP interest income as it was unknown what amount of principal balance would be transferred into CAMP in order to earn interest.
- 7600 Bond Revenues, G.O. \$182,490 below Budget – Assessment received in the amount of \$372K. In January, \$460K was transferred to the Chase Bank account in anticipation of the February GO bond debt service payment.
- 7650 Water System Reliability, \$161,233 below Budget – The District received the first Water Reliability Charge remittance. \$512,336. \$74,452 received in February.
- 8000 CIP, \$637,933 below Budget – Projects are currently on-going and others are being planned.
- 9100 Interest expense, GO Bond, \$29,189 below Budget – Difference due to timing.
- 9150 SRF Loan, \$31,714 below Budget – Due to timing.
- 9210 Conservation Program/Rebates, \$2,150 below Budget – Less water reduction appliance rebates are being claimed.

RECOMMENDATION:

This is for Board information only

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

July 2022 through March 2023

	Jul '22 - Mar 23	Sewer Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4220 · Cell Tower Lease	62,290.62	60,000.03		2,290.59
4400 · Fees				
4410 · Administrative Fee (New Constr)	1,763.00	4,500.00		-2,737.00
4420 · Administrative Fee (Remodel)	0.00	749.97		-749.97
4430 · Inspection Fee (New Constr)	1,668.00	4,500.00		-2,832.00
4440 · Inspection Fee (Remodel)	0.00	749.97		-749.97
4460 · Remodel Fees	5,101.00	6,000.03		-899.03
Total 4400 · Fees	8,532.00	16,499.97		-7,967.97
4510 · Grants	136.00			
4610 · Property Tax Receipts	381,933.90	144,430.00		237,503.90
4710 · Sewer Service Charges	2,182,879.91	2,784,359.25		-601,479.34
4720 · Sewer Service Refunds, Customer	-4,664.88	-7,499.97		2,835.09
4760 · Waste Collection Revenues	20,394.70	20,250.00		144.70
4990 · Other Revenue	29.51			
Total Income	2,651,531.76	3,018,039.28		-366,507.52
Gross Profit	2,651,531.76	3,018,039.28		-366,507.52
Expense				
5000 · Administrative				
5190 · Bank Fees	4,198.05	5,249.97		-1,051.92
5200 · Board of Directors				
5210 · Board Meetings	3,927.84	2,250.00		1,677.84
5220 · Director Fees	3,600.00	5,625.00		-2,025.00
5230 · Election Expenses	0.00	56,250.00		-56,250.00
Total 5200 · Board of Directors	7,527.84	64,125.00		-56,597.16
5250 · Conference Attendance	1,126.06	4,500.00		-3,373.94
5270 · Information Systems	4,696.25	3,750.03		946.22
5300 · Insurance				
5310 · Fidelity Bond	0.00	375.03		-375.03
5320 · Property & Liability Insurance	8,509.72	11,250.00		-2,740.28
Total 5300 · Insurance	8,509.72	11,625.03		-3,115.31
5350 · LAFCO Assessment	0.00	1,874.97		-1,874.97
5400 · Legal				
5430 · General Legal	36,694.75	150,000.03		-113,305.28
5440 · Litigation	97,209.72			
Total 5400 · Legal	133,904.47	150,000.03		-16,095.56
5510 · Maintenance, Office	6,787.63	11,250.00		-4,462.37
5530 · Memberships	4,435.00	2,999.97		1,435.03
5540 · Office Supplies	5,447.91	1,874.97		3,572.94
5550 · Postage	0.00	299.97		-299.97
5560 · Printing & Publishing	826.64	1,125.00		-298.36

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

July 2022 through March 2023

	Jul '22 - Mar 23	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	32,292.50	28,500.03	3,792.47
5620 · Audit	0.00	12,375.00	-12,375.00
5630 · Consulting	39,597.97	37,500.03	2,097.94
5640 · Data Services	9,853.08	6,750.00	3,103.08
5650 · Labor & HR Support	1,921.50	1,874.97	46.53
5660 · Payroll Services	934.07	749.97	184.10
Total 5600 · Professional Services	84,599.12	87,750.00	-3,150.88
5710 · San Mateo Co. Tax Roll Charges	119.00	150.03	-31.03
5720 · Telephone & Internet	34,050.19	18,749.97	15,300.22
5730 · Mileage Reimbursement	299.50	1,125.00	-825.50
5740 · Reference Materials	0.00	150.03	-150.03
5790 · Other Administrative	60.36		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	15,507.93	14,537.25	970.68
5820 · Employee Benefits	37,378.13	32,867.28	4,510.85
5830 · Disability Insurance	1,288.93	1,536.75	-247.82
5840 · Payroll Taxes	12,836.29	17,322.03	-4,485.74
5850 · PARS	15,655.91	14,204.97	1,450.94
5900 · Wages			
5910 · Management	86,235.02	92,675.97	-6,440.95
5920 · Staff	129,402.77	131,352.75	-1,949.98
5930 · Staff Certification	1,575.00	1,350.00	225.00
5940 · Staff Overtime	5,233.09	1,049.22	4,183.87
5950 · Staff Standby	43.02		
Total 5900 · Wages	222,488.90	226,427.94	-3,939.04
5960 · Worker's Comp Insurance	2,850.75	2,004.75	846.00
Total 5800 · Labor	308,006.84	308,900.97	-894.13
Total 5000 · Administrative	604,594.58	675,500.94	-70,906.36
6000 · Operations			
6170 · Claims, Property Damage	0.00	15,000.03	-15,000.03
6195 · Education & Training	42.00	749.97	-707.97
6200 · Engineering			
6220 · General Engineering	50,434.50	26,250.03	24,184.47
Total 6200 · Engineering	50,434.50	26,250.03	24,184.47
6330 · Facilities			
6335 · Alarm Services	4,461.59	4,124.97	336.62
6337 · Landscaping	4,800.00	4,500.00	300.00
Total 6330 · Facilities	9,261.59	8,624.97	636.62
6400 · Pumping			
6410 · Pumping Fuel & Electricity	37,843.20	33,750.00	4,093.20
6420 · Pumping Maintenance, Generators	9,523.24		
Total 6400 · Pumping	47,366.44	33,750.00	13,616.44

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

July 2022 through March 2023

	Sewer		
	Jul '22 - Mar 23	Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	7,499.97	-7,499.97
Total 6600 · Collection/Transmission	0.00	7,499.97	-7,499.97
6770 · Uniforms	0.00	150.03	-150.03
6800 · Vehicles			
6810 · Fuel	2,748.33	749.97	1,998.36
6820 · Truck Equipment, Expensed	111.32	119.97	-8.65
6830 · Truck Repairs	607.69	749.97	-142.28
Total 6800 · Vehicles	3,467.34	1,619.91	1,847.43
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	213,139.53	213,139.53	0.00
6920 · SAM Operations	1,270,526.94	1,295,496.00	-24,969.06
6940 · SAM Maintenance, Collection Sys	28,153.86	29,999.97	-1,846.11
6950 · SAM Maintenance, Pumping	100,558.78	52,499.97	48,058.81
6960 · SAM NDWSCP	1,290.53		
Total 6900 · Sewer Authority Midcoastside	1,613,669.64	1,591,135.47	22,534.17
Total 6000 · Operations	1,724,241.51	1,684,780.38	39,461.13
Total Expense	2,328,836.09	2,360,281.32	-31,445.23
Net Ordinary Income	322,695.67	657,757.96	-335,062.29
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	151,677.00	122,249.97	29,427.03
7120 · Connection Fees (Remodel)	36,195.12	37,500.03	-1,304.91
7152 · Connection Fee Refunds	-28,620.75		
7153 · Add'l Fixture Units (New Const)	17,165.00		
7155 · Add'l Fixture Units (Remodel)	45,461.52		
7165 · Meter Pass Thru Costs	-5,306.38		
7170 · Mainline Ext. Pass Thru	-6,952.00		
Total 7100 · Connection Fees	209,619.51	159,750.00	49,869.51
7200 · Interest Income - LAIF	48,696.50	15,000.00	33,696.50
Total 7000 · Capital Account Revenues	258,316.01	174,750.00	83,566.01
Total Other Income	258,316.01	174,750.00	83,566.01
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	164,039.46	761,924.97	-597,885.51
Total 8000 · Capital Improvement Program	164,039.46	761,924.97	-597,885.51

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Accrual Basis

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

	Jul '22 - Mar 23	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	6,852.06	7,286.86	-434.80
9200 · I-Bank Loan	11,292.70	19,716.00	-8,423.30
Total 9000 · Capital Account Expenses	18,144.76	27,002.86	-8,858.10
Total Other Expense	182,184.22	788,927.83	-606,743.61
Net Other Income	76,131.79	-614,177.83	690,309.62
Net Income	398,827.46	43,580.13	355,247.33

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

July 2022 through March 2023

	Water		
	Jul '22 - Mar 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,360.00	5,249.97	-2,889.97
4420 · Administrative Fee (Remodel)	0.00	450.00	-450.00
4430 · Inspection Fee (New Constr)	2,233.00	5,249.97	-3,016.97
4440 · Inspection Fee (Remodel)	0.00	749.97	-749.97
4450 · Mainline Extension Fees	0.00	2,250.00	-2,250.00
Total 4400 · Fees	4,593.00	13,949.91	-9,356.91
4510 · Grants	136.00		
4610 · Property Tax Receipts	381,933.82	144,430.00	237,503.82
4740 · Testing, Backflow	17,685.00	11,250.00	6,435.00
4810 · Water Sales, Domestic	1,358,119.53	1,424,999.97	-66,880.44
4850 · Water Sales Refunds, Customer	-5,839.83	-2,250.00	-3,589.83
4990 · Other Revenue	10,966.54		
Total Income	1,767,594.06	1,592,379.88	175,214.18
Gross Profit	1,767,594.06	1,592,379.88	175,214.18
Expense			
5000 · Administrative			
5190 · Bank Fees	4,198.10	2,999.97	1,198.13
5200 · Board of Directors			
5210 · Board Meetings	3,927.83	2,250.00	1,677.83
5220 · Director Fees	3,600.00	5,625.00	-2,025.00
5230 · Election Expenses	0.00	56,250.00	-56,250.00
Total 5200 · Board of Directors	7,527.83	64,125.00	-56,597.17
5240 · CDPH Fees	17,525.56	11,250.00	6,275.56
5250 · Conference Attendance	1,126.06	4,500.00	-3,373.94
5270 · Information Systems	4,696.25	3,750.03	946.22
5300 · Insurance			
5310 · Fidelity Bond	0.00	375.03	-375.03
5320 · Property & Liability Insurance	8,509.72	0.00	8,509.72
Total 5300 · Insurance	8,509.72	375.03	8,134.69
5350 · LAFCO Assessment	0.00	3,750.03	-3,750.03
5400 · Legal			
5430 · General Legal	41,855.75	74,999.97	-33,144.22
5440 · Litigation	120.00		
Total 5400 · Legal	41,975.75	74,999.97	-33,024.22
5510 · Maintenance, Office	8,949.77	11,250.00	-2,300.23
5530 · Memberships	22,175.00	20,250.00	1,925.00
5540 · Office Supplies	5,489.51	3,375.00	2,114.51
5550 · Postage	12,178.60	10,500.03	1,678.57
5560 · Printing & Publishing	876.59	3,750.03	-2,873.44

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

July 2022 through March 2023

	Water		
	Jul '22 - Mar 23	Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	32,292.50	28,500.03	3,792.47
5620 · Audit	0.00	12,375.00	-12,375.00
5630 · Consulting	39,597.88	48,750.03	-9,152.15
5640 · Data Services	899.50	4,875.03	-3,975.53
5650 · Labor & HR Support	1,921.50	1,874.97	46.53
5660 · Payroll Services	934.16	749.97	184.19
Total 5600 · Professional Services	75,645.54	97,125.03	-21,479.49
5710 · San Mateo Co. Tax Roll Charges	1,625.00	150.03	1,474.97
5720 · Telephone & Internet	41,578.94	18,749.97	22,828.97
5730 · Mileage Reimbursement	697.70	1,125.00	-427.30
5740 · Reference Materials	0.00	600.03	-600.03
5790 · Other Administrative	465.49		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	37,299.89	37,482.75	-182.86
5820 · Employee Benefits	97,186.96	80,457.03	16,729.93
5830 · Disability Insurance	2,929.98	4,058.28	-1,128.30
5840 · Payroll Taxes	37,828.20	43,387.47	-5,559.27
5850 · PARS	33,965.01	32,922.72	1,042.29
5900 · Wages			
5910 · Management	86,235.20	92,675.97	-6,440.77
5920 · Staff	388,470.03	407,060.28	-18,590.25
5930 · Staff Certification	9,225.00	8,550.00	675.00
5940 · Staff Overtime	44,343.98	37,451.25	6,892.73
5950 · Staff Standby	20,902.09	21,414.78	-512.69
Total 5900 · Wages	549,176.30	567,152.28	-17,975.98
5960 · Worker's Comp Insurance	5,854.65	17,745.75	-11,891.10
Total 5800 · Labor	764,240.99	783,206.28	-18,965.29
Total 5000 · Administrative	1,019,482.40	1,115,831.43	-96,349.03
6000 · Operations			
6160 · Backflow Prevention	838.26	749.97	88.29
6170 · Claims, Property Damage	140.64	7,499.97	-7,359.33
6180 · Communications			
6185 · SCADA Maintenance	6.50	28,500.03	-28,493.53
6180 · Communications - Other	3,575.00		
Total 6180 · Communications	3,581.50	28,500.03	-24,918.53
6195 · Education & Training	1,059.60	3,750.03	-2,690.43
6200 · Engineering			
6220 · General Engineering	3,422.07	15,000.03	-11,577.96
6230 · Water Quality Engineering	87,050.00	37,500.03	49,549.97
Total 6200 · Engineering	90,472.07	52,500.06	37,972.01
6320 · Equipment & Tools, Expensed	7,096.20	9,000.00	-1,903.80

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

July 2022 through March 2023

	Water		
	Jul '22 - Mar 23	Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	617.86	1,500.03	-882.17
6337 · Landscaping	13,462.66	11,250.00	2,212.66
Total 6330 · Facilities	14,080.52	12,750.03	1,330.49
6370 · Lab Supplies & Equipment	2,326.80	2,999.97	-673.17
6380 · Meter Reading	356.72	375.03	-18.31
6400 · Pumping			
6410 · Pumping Fuel & Electricity	73,945.49	67,500.00	6,445.49
6420 · Pumping Maintenance, Generators	23,019.50	7,499.97	15,519.53
6430 · Pumping Maintenance, General	308.24	3,750.03	-3,441.79
6440 · Pumping Equipment, Expensed	0.00	524.97	-524.97
Total 6400 · Pumping	97,273.23	79,274.97	17,998.26
6500 · Supply			
6510 · Maintenance, Raw Water Mains	45.43	1,874.97	-1,829.54
6520 · Maintenance, Wells	16,676.89	11,250.00	5,426.89
6530 · Water Purchases	12,350.41	26,250.03	-13,899.62
Total 6500 · Supply	29,072.73	39,375.00	-10,302.27
6600 · Collection/Transmission			
6610 · Hydrants	0.00	7,499.97	-7,499.97
6620 · Maintenance, Water Mains	145,117.82	37,500.03	107,617.79
6630 · Maintenance, Water Svc Lines	13,073.89	15,000.03	-1,926.14
6640 · Maintenance, Tanks	2,670.61	3,750.03	-1,079.42
6650 · Maint., Distribution General	12,369.20	7,499.97	4,869.23
6670 · Meters	80,037.49	18,749.97	61,287.52
Total 6600 · Collection/Transmission	253,269.01	90,000.00	163,269.01
6700 · Treatment			
6710 · Chemicals & Filtering	13,754.57	29,999.97	-16,245.40
6720 · Maintenance, Treatment Equip.	5,994.35	11,250.00	-5,255.65
6730 · Treatment Analysis	23,949.00	29,999.97	-6,050.97
Total 6700 · Treatment	43,697.92	71,249.94	-27,552.02
6770 · Uniforms	2,397.51	1,500.03	897.48
6800 · Vehicles			
6810 · Fuel	9,034.76	7,499.97	1,534.79
6820 · Truck Equipment, Expensed	333.97	1,500.03	-1,166.06
6830 · Truck Repairs	1,823.08	3,750.03	-1,926.95
Total 6800 · Vehicles	11,191.81	12,750.03	-1,558.22
6890 · Other Operations	171.05		
Total 6000 · Operations	557,025.57	412,275.06	144,750.51
Total Expense	1,576,507.97	1,528,106.49	48,401.48
Net Ordinary Income	191,086.09	64,273.39	126,812.70

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

July 2022 through March 2023

	Jul '22 - Mar 23	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	144,656.00	112,500.00	32,156.00
7130 · Conn. Fees, PFP (New Constr)	101,984.11	37,500.03	64,484.08
7152 · Connection Fee Refunds	-98,581.11		
7155 · Add'l Fixture Units (Remodel)	16,092.00		
7160 · PFP Pass Thru	12,701.11		
7165 · Meter Pass Thru Costs	2,367.08		
Total 7100 · Connection Fees	179,219.19	150,000.03	29,219.16
7250 · CAMP Interest Income	70,946.52		
7600 · Bond Revenues, G.O.	555,169.44	737,659.53	-182,490.09
7650 · Water System Reliability	588,766.63	749,999.97	-161,233.34
Total 7000 · Capital Account Revenues	1,394,101.78	1,637,659.53	-243,557.75
Total Other Income	1,394,101.78	1,637,659.53	-243,557.75
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	291,317.38	929,250.00	-637,932.62
Total 8000 · Capital Improvement Program	291,317.38	929,250.00	-637,932.62
9000 · Capital Account Expenses			
9075 · PFP Connection Expenses	4,000.00		
9100 · Interest Expense - GO Bonds	38,261.27	67,450.00	-29,188.73
9125 · PNC Equipment Lease Interest	6,852.12	7,286.86	-434.74
9150 · SRF Loan	30,813.50	62,527.00	-31,713.50
9210 · Conservation Program/Rebates	100.00	2,250.00	-2,150.00
Total 9000 · Capital Account Expenses	80,026.89	139,513.86	-59,486.97
Total Other Expense	371,344.27	1,068,763.86	-697,419.59
Net Other Income	1,022,757.51	568,895.67	453,861.84
Net Income	1,213,843.60	633,169.06	580,674.54

Montara Water & Sanitary District
Funds Balance Sheet
As of March 31, 2023

4/21/23

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	4,232,736.86	0.00	4,232,736.86
LAIIF Investment Fund			
Capital Reserve	3,934,523.16	0.00	3,934,523.16
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	4,672,030.16	0.00	4,672,030.16
Total Sewer - Bank Accounts	8,904,767.02	0.00	8,904,767.02
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	1,050,268.66	1,050,268.66
Total CAMP Investment Fund	0.00	3,281,063.69	3,281,063.69
Wells Fargo Operating - Water	0.00	8,446.14	8,446.14
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	724,078.99	724,078.99
Total Restricted Cash	0.00	724,078.99	724,078.99
Total Water - Bank Accounts	0.00	4,013,588.82	4,013,588.82
Total Checking/Savings	8,904,767.02	4,013,588.82	12,918,355.84
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	10,102.03	10,102.03
Accounts Rec. - Backflow	0.00	25,390.61	25,390.61
Accounts Rec. - Water Residents	0.00	169,616.10	169,616.10
Unbilled Water Receivables	0.00	236,983.89	236,983.89
Total Water - Accounts Receivable	0.00	442,092.63	442,092.63
Total Accounts Receivable	-17,266.43	442,092.63	424,826.20
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	8,887,500.59	4,498,337.77	13,385,838.36
Fixed Assets			
Sewer - Fixed Assets			
General Plant	8,552,709.89	0.00	8,552,709.89
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	8,055,415.63	0.00	8,055,415.63

Montara Water & Sanitary District
Funds Balance Sheet
As of March 31, 2023

4/21/23

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	<u>0.00</u>	<u>16,519,401.03</u>	<u>16,519,401.03</u>
Total Fixed Assets	8,055,415.63	16,519,401.03	24,574,816.66
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	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
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	1,357,906.25	1,357,906.25
Total Water - Other Assets	<u>0.00</u>	<u>1,546,171.25</u>	<u>1,546,171.25</u>
Total Other Assets	2,772,130.08	1,546,171.25	4,318,301.33
TOTAL ASSETS	<u>19,715,046.30</u>	<u>22,563,910.05</u>	<u>42,278,956.35</u>
LIABILITIES & EQUITY			
Liabilities	2,564,523.86	8,284,621.75	10,849,145.61
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	-189,852.95	0.00	-189,852.95
Total Sewer - Equity Accounts	<u>11,864,692.12</u>	<u>0.00</u>	<u>11,864,692.12</u>
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	189,852.95	189,852.95
Total Water - Equity Accounts	<u>0.00</u>	<u>2,880,907.96</u>	<u>2,880,907.96</u>
Equity Adjustment Account	4,887,002.86	10,184,536.74	15,071,539.60
Net Income	398,827.46	1,213,843.60	1,612,671.06
Total Equity	<u>17,150,522.44</u>	<u>14,279,288.30</u>	<u>31,429,810.74</u>
TOTAL LIABILITIES & EQUITY	<u>19,715,046.30</u>	<u>22,563,910.05</u>	<u>42,278,956.35</u>

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

YTD Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
Sewer - Operations															
Wells Fargo Operating	3,967,397.95	3,840,685.70	3,538,089.31	3,138,677.85	2,874,320.40	5,265,844.99	5,147,134.07	5,173,568.50	4,232,736.86						
Sewer Reserve Accounts															
LAIF															
Capital Reserve	3,894,482.51	3,894,482.51	3,894,482.51	3,910,243.47	3,910,243.47	3,910,243.47	3,934,523.16	3,934,523.16	3,934,523.16				5,849,500.00	(1,914,976.84)	67%
Connection Fee	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00				213,000.00	-	100%
Operating Reserve	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00				524,507.00	-	100%
Subtotal	4,631,989.51	4,631,989.51	4,631,989.51	4,647,750.47	4,647,750.47	4,647,750.47	4,672,030.16	4,672,030.16	4,672,030.16	-	-	-			
Water Operations															
Wells Fargo Operating	13,871.26	29,591.21	43,574.79	59,858.11	76,149.30	92,082.78	106,921.76	122,507.24	8,446.14						
Water - Reserve Accounts															
CAMP - Reserve Funds															
Capital Reserve	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,741,484.69				4,371,523.00	(1,630,038.31)	63%
Connection Fee	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00				200,000.00	-	100%
Operating Reserve	339,579.00	344,593.98	350,126.36	357,003.96	365,309.09	374,799.15	384,821.84	394,319.83	339,579.00				339,579.00	10,547.36	103%
Subtotal	2,570,374.03	2,575,389.01	2,580,921.39	2,587,798.99	2,596,104.12	2,605,594.18	2,615,616.87	2,625,114.86	3,281,063.69	-	-	-			
Water - Restricted Accounts															
JP Morgan Chase - Water															
2020 GO Bond Fund	1,147,781.98	656,009.18	662,595.35	665,187.48	678,886.51	1,138,086.81	1,141,109.35	720,495.45	724,078.99						
Sub-Total	1,147,781.98	656,009.18	662,595.35	665,187.48	678,886.51	1,138,086.81	1,141,109.35	720,495.45	724,078.99	-	-	-			
Total Cash and Equivalents	12,331,414.73	11,733,664.61	11,457,170.35	11,099,272.90	10,873,210.80	13,749,359.23	13,682,812.21	13,313,716.21	12,918,355.84	-	-	-			

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

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL					
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget		
Ordinary Income/Expense																		
Income																		
4220 · Cell Tower Lease	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18				62,290.62	80,000.00	-17,709.38	77.86%		
4400 · Fees																		
4410 · Administrative Fee (New Constr)	569.00			597.00				597.00					1,763.00	6,000.00	-4,237.00	29.38%		
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00			
4430 · Inspection Fee (New Constr)	538.00			565.00				565.00					1,668.00	6,000.00	-4,332.00	27.8%		
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00			
4460 · Remodel Fees	1,016.00	597.00	1,325.00		597.00	419.00	1,016.00		131.00				5,101.00	8,000.00	-2,899.00	63.76%		
Total 4400 · Fees	2,123.00	597.00	1,325.00	1,162.00	597.00	419.00	1,016.00	1,162.00	131.00				8,532.00	22,000.00	-13,468.00	38.78%		
4510 · Grants		136.00											136.00					
4610 · Property Tax Receipts		90,614.66	264.26	803.79	21,224.70	143,248.81	100,082.15	24,835.73	859.80				381,933.90	288,860.00	93,073.90	132.22%		
4710 · Sewer Service Charges		2,875.29	1,084.38			1,902,038.09		276,400.20	481.95				2,182,879.91	3,712,479.00	-1,529,599.09	58.8%		
4720 · Sewer Service Refunds, Customer				-1,554.96					-3,109.92				-4,664.88	-10,000.00	5,335.12	46.65%		
4760 · Waste Collection Revenues	1,608.27	3,331.66	1,447.81	3,610.02	930.84	3,592.34	1,013.47	3,946.21	914.08				20,394.70	27,000.00	-6,605.30	75.54%		
4990 · Other Revenue		5.25			9.55			14.71					29.51					
Total Income	10,652.45	104,481.04	11,042.63	10,942.03	29,683.27	2,056,219.42	109,032.80	313,280.03	6,198.09				2,651,531.76	4,120,339.00	-1,468,807.24	64.35%		
Gross Profit	10,652.45	104,481.04	11,042.63	10,942.03	29,683.27	2,056,219.42	109,032.80	313,280.03	6,198.09				2,651,531.76	4,120,339.00	-1,468,807.24	64.35%		
Expense																		
5000 · Administrative																		
5190 · Bank Fees	1,404.72	275.11	325.69	331.64	406.55	346.98	436.27	337.16	333.93				4,198.05	7,000.00	-2,801.95	59.97%		
5200 · Board of Directors																		
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00	300.00	847.02	1,430.82				3,927.84	3,000.00	927.84	130.93%		
5220 · Director Fees		262.50		525.00	337.50		825.00	300.00	1,350.00				3,600.00	7,500.00	-3,900.00	48.0%		
5230 · Election Expenses														75,000.00	-75,000.00			
Total 5200 · Board of Directors		562.50	300.00	675.00	637.50	300.00	1,125.00	1,147.02	2,780.82				7,527.84	85,500.00	-77,972.16	8.8%		
5250 · Conference Attendance								815.00	311.06				1,126.06	6,000.00	-4,873.94	18.77%		
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00	1,187.75	318.75	162.50				4,696.25	5,000.00	-303.75	93.93%		
5300 · Insurance																		
5310 · Fidelity Bond														500.00	-500.00			
5320 · Property & Liability Insurance			8,509.72										8,509.72	15,000.00	-6,490.28	56.73%		
Total 5300 · Insurance			8,509.72										8,509.72	15,500.00	-6,990.28	54.9%		
5350 · LAFCO Assessment														2,500.00	-2,500.00			
5400 · Legal																		
5430 · General Legal	3,594.75	3,128.00	1,178.00	4,272.50	6,290.25	5,555.75		5,437.50	7,238.00				36,694.75	200,000.00	-163,305.25	18.35%		
5440 · Litigation	708.75	2,961.00	18,773.55	1,466.10	30,509.56	39,368.71		952.50	2,469.55				97,209.72					
Total 5400 · Legal	4,303.50	6,089.00	19,951.55	5,738.60	36,799.81	44,924.46		6,390.00	9,707.55				133,904.47	200,000.00	-66,095.53	66.95%		
5510 · Maintenance, Office			325.00	497.38	130.00	130.00	130.00	1,581.41	3,993.84				6,787.63	15,000.00	-8,212.37	45.25%		
5530 · Memberships				4,405.00				30.00					4,435.00	4,000.00	435.00	110.88%		
5540 · Office Supplies	139.79	376.68	201.54	424.16	305.66	413.08	2,337.13	1,084.04	165.83				5,447.91	2,500.00	2,947.91	217.92%		
5550 · Postage														400.00	-400.00			
5560 · Printing & Publishing	59.85	41.23	53.38	67.57	296.87	73.72	30.99	156.07	46.96				826.64	1,500.00	-673.36	55.11%		
5600 · Professional Services																		

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

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget												
Net Income	-174,648.00	-136,481.16	-263,352.22	-237,567.56	-236,269.12	1,782,753.83	-55,616.94	8,627.45	-288,618.82				398,827.46	161,240.00	237,587.46	247.35%

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

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL				
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4400 · Fees																	
4410 · Administrative Fee (New Constr)	569.00			597.00			597.00	597.00					2,360.00	7,000.00	-4,640.00	33.71%	
4420 · Administrative Fee (Remodel)														600.00	-600.00		
4430 · Inspection Fee (New Constr)	538.00			565.00			565.00	565.00					2,233.00	7,000.00	-4,767.00	31.9%	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00		
4450 · Mainline Extension Fees														3,000.00	-3,000.00		
Total 4400 · Fees	1,107.00			1,162.00			1,162.00	1,162.00					4,593.00	18,600.00	-14,007.00	24.69%	
4510 · Grants		136.00											136.00				
4610 · Property Tax Receipts		90,614.65	264.25	803.79	21,224.69	143,248.79	100,082.14	24,835.72	859.79				381,933.82	288,860.00	93,073.82	132.22%	
4740 · Testing, Backflow	393.00			4,192.00	3,930.00	5,240.00	-131.00	3,144.00	917.00				17,685.00	15,000.00	2,685.00	117.9%	
4810 · Water Sales, Domestic	160,170.12	186,375.59	150,247.08	162,843.35	144,638.37	129,211.25	159,917.83	103,150.52	161,565.42				1,358,119.53	1,900,000.00	-541,880.47	71.48%	
4850 · Water Sales Refunds, Customer	-37.44	-63.70		-1,216.23						-4,522.46			-5,839.83	-3,000.00	-2,839.83	194.66%	
4990 · Other Revenue		840.25			9.55		10,102.03	14.71					10,966.54				
Total Income	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04	271,133.00	132,306.95	158,819.75				1,767,594.06	2,219,460.00	-451,865.94	79.64%	
Gross Profit	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04	271,133.00	132,306.95	158,819.75				1,767,594.06	2,219,460.00	-451,865.94	79.64%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	1,404.72	275.11	325.69	331.65	406.56	346.98	436.29	337.16	333.94				4,198.10	4,000.00	198.10	104.95%	
5200 · Board of Directors																	
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00	300.00	847.02	1,430.81				3,927.83	3,000.00	927.83	130.93%	
5220 · Director Fees		262.50		525.00	337.50		825.00	300.00	1,350.00				3,600.00	7,500.00	-3,900.00	48.0%	
5230 · Election Expenses														75,000.00	-75,000.00		
Total 5200 · Board of Directors		562.50	300.00	675.00	637.50	300.00	1,125.00	1,147.02	2,780.81				7,527.83	85,500.00	-77,972.17	8.8%	
5240 · CDPH Fees						4,247.00	13,278.56						17,525.56	15,000.00	2,525.56	116.84%	
5250 · Conference Attendance								815.00	311.06				1,126.06	6,000.00	-4,873.94	18.77%	
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00	1,187.75	318.75	162.50				4,696.25	5,000.00	-303.75	93.93%	
5300 · Insurance																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance			8,509.72										8,509.72		8,509.72	100.0%	
Total 5300 · Insurance			8,509.72										8,509.72	500.00	8,009.72	1,701.94%	
5350 · LAFCO Assessment														5,000.00	-5,000.00		
5400 · Legal																	
5430 · General Legal	4,914.75	4,253.00	1,178.00	5,652.50	6,890.25	5,555.75		5,821.50	7,590.00				41,855.75	100,000.00	-58,144.25	41.86%	
5440 · Litigation						120.00							120.00				
Total 5400 · Legal	4,914.75	4,253.00	1,178.00	5,652.50	6,890.25	5,675.75		5,821.50	7,590.00				41,975.75	100,000.00	-58,024.25	41.98%	
5510 · Maintenance, Office			325.00	497.37	130.00	175.85	130.00	1,746.43	5,945.12				8,949.77	15,000.00	-6,050.23	59.67%	
5530 · Memberships				4,405.00	16,840.00			930.00					22,175.00	27,000.00	-4,825.00	82.13%	
5540 · Office Supplies	139.78	376.69	201.51	424.12	305.65	413.07	2,378.85	1,084.02	165.82				5,489.51	4,500.00	989.51	121.99%	
5550 · Postage	1,014.66	1,496.27	1,001.27	1,503.60	1,392.62	1,674.66	1,104.56	1,858.79	1,132.17				12,178.60	14,000.00	-1,821.40	86.99%	

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

												TOTAL				
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	36,410.74	130,238.03	-10,782.23	25,015.98	-55,372.97	92,004.02	98,363.10	-23,262.28	-101,528.30				191,086.09	181,985.00	9,101.09	105.0%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	37,844.00		24,344.00		25,919.00	56,549.00							144,656.00	150,000.00	-5,344.00	96.44%
7130 · Conn. Fees, PFP (New Constr)	15,087.00	11,800.00	19,081.61		11,751.00	28,513.50		15,751.00					101,984.11	50,000.00	51,984.11	203.97%
7152 · Connection Fee Refunds	-24,892.11		-71,550.00		-2,139.00								-98,581.11			
7155 · Add'l Fixture Units (Remodel)				16,092.00									16,092.00			
7160 · PFP Pass Thru	341.11							12,360.00					12,701.11			
7165 · Meter Pass Thru Costs			855.33		715.50	330.00	-875.25	681.50	660.00				2,367.08			
Total 7100 · Connection Fees	28,380.00	11,800.00	-27,269.06	16,092.00	36,246.50	85,392.50	-875.25	13,041.50	16,411.00				179,219.19	200,000.00	-20,780.81	89.61%
7250 · CAMP Interest Income	3,056.73	5,014.98	5,532.38	6,877.60	8,305.13	9,490.06	10,022.69	9,497.99	13,148.96				70,946.52			
7600 · Bond Revenues, G.O.			1,913.00	2,592.13	13,699.03	459,200.30	4,402.87	69,778.57	3,583.54				555,169.44	983,546.00	-428,376.56	56.45%
7650 · Water System Reliability		1,163.88	628.49			512,336.39		74,451.65	186.22				588,766.63	1,000,000.00	-411,233.37	58.88%
Total 7000 · Capital Account Revenues	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	1,066,419.25	13,550.31	166,769.71	33,329.72				1,394,101.78	2,183,546.00	-789,444.22	63.85%
Total Other Income	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	1,066,419.25	13,550.31	166,769.71	33,329.72				1,394,101.78	2,183,546.00	-789,444.22	63.85%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	41,627.18	23,909.89	24,730.00	24,397.50	30,451.25	37,079.65	56,976.56	26,990.35	25,155.00				291,317.38	1,239,000.00	-947,682.62	23.51%
Total 8000 · Capital Improvement Program	41,627.18	23,909.89	24,730.00	24,397.50	30,451.25	37,079.65	56,976.56	26,990.35	25,155.00				291,317.38	1,239,000.00	-947,682.62	23.51%
9000 · Capital Account Expenses																
9075 · PFP Connection Expenses						4,000.00							4,000.00			
9100 · Interest Expense - GO Bonds		5,837.82						32,423.45					38,261.27	67,450.00	-29,188.73	56.73%
9125 · PNC Equipment Lease Interest	434.73	855.17	840.11	825.00	809.86	794.68	779.46	764.20	748.91				6,852.12	9,441.00	-2,588.88	72.58%
9150 · SRF Loan				30,813.50									30,813.50	62,527.00	-31,713.50	49.28%
9210 · Conservation Program/Rebates		100.00											100.00	3,000.00	-2,900.00	3.33%
Total 9000 · Capital Account Expenses	434.73	6,792.99	840.11	31,638.50	809.86	4,794.68	779.46	33,187.65	748.91				80,026.89	142,418.00	-62,391.11	56.19%
Total Other Expense	42,061.91	30,702.88	25,570.11	56,036.00	31,261.11	41,874.33	57,756.02	60,178.00	25,903.91				371,344.27	1,381,418.00	-1,010,073.73	26.88%
Net Other Income	-10,625.18	-12,724.02	-44,765.30	-30,474.27	26,989.55	1,024,544.92	-44,205.71	106,591.71	7,425.81				1,022,757.51	802,128.00	220,629.51	127.51%
Net Income	25,785.56	117,514.01	-55,547.53	-5,458.29	-28,383.42	1,116,548.94	54,157.39	83,329.43	-94,102.49				1,213,843.60	984,113.00	229,730.60	123.34%

Montara Water & Sanitary District Check Detail

April 28, 2023

Date	Num	Name	Paid Amount	
Consent Agenda for Board of Directors Meeting on 05/04/2023				
SPLIT				
04/04/2023	13827	ACWA/JPIA	-14,329.92	PAID
04/12/2023	13837	ACWA/JPIA Workers Comp	-4,401.86	PAID
04/04/2023	13828	CalPERS 457 Plan	-7,531.71	PAID
04/04/2023	13829	Cintas	-304.86	PAID
04/03/2023	13836	Clemens H Heldmaier	-224.12	PAID
04/12/2023	13838	Column Software PBC	-181.50	PAID
04/12/2023	13839	Cruzio Internet	-94.42	PAID
04/12/2023	13841	Huntington National Bank	-13,970.00	PAID
04/04/2023	13830	IEDA	-427.00	PAID
04/12/2023	13843	ODP Business Solutions	-205.41	PAID
04/20/2023	13850	OpenGov, Inc	-5,720.00	PAID
04/24/2023	13851	Pacific Gas & Electric	-8,424.83	PAID
04/12/2023	13845	PCT	-800.00	PAID
04/20/2023	13849	Sigma Prime Geosciences	-4,400.00	PAID
04/12/2023	13846	Tech Solutions	-1,450.00	PAID
04/04/2023	13834	U.S. Bank PARS	-10,675.53	PAID
04/13/2023	13848	Wells Fargo Remittance	-5,000.00	PAID
04/04/2023	13835	White Glove Housekeeping	-260.00	PAID
04/28/2023	13853	A-B Communications	-174.90	
04/28/2023	13855	AT&T	-1,057.11	
04/28/2023	13856	AT&T	-3,828.47	
04/28/2023	13857	AT&T	-260.40	
04/28/2023	13858	AT&T	-529.08	
04/28/2023	13859	AT&T	-1,051.40	
04/28/2023	13890	Aztec Gardens	-1,065.00	
04/28/2023	13863	Bay Alarm Company	-254.04	
04/28/2023	13867	CalPERS 457 Plan	-6,399.80	
04/28/2023	13868	Coastside Printers	-210.00	
04/28/2023	13869	Column Software PBC	-165.00	
04/28/2023	13875	KBA Document Solutions	-90.46	
04/28/2023	13891	Kastama Consulting	-4,162.85	
04/28/2023	13876	Machu Picchu Roofing	-7,800.00	
04/28/2023	13881	PARS	-869.46	
04/28/2023	13885	Strawflower Electronics, Inc.	-51.00	
04/28/2023	13886	U.S. Bank PARS	-9,661.46	

Montara Water & Sanitary District

Check Detail

April 28, 2023

Date	Num	Name	Paid Amount	
WATER				
04/04/2023	13831	Machu Picchu Roofing	-2,200.00	PAID
04/04/2023	13832	MWSD Sewer to GO BOND	-45,675.92	PAID
04/04/2023	13833	SRT Consultants	-49,997.50	PAID
04/12/2023	13847	Julian Martinez	-110.07	PAID
04/12/2023	13842	North Coast County Water District	-450.00	PAID
04/12/2023	13844	Pacific Gas & Electric	-2,170.26	PAID
04/28/2023	13854	Andreini Brothers, Inc.	-19,328.15	
04/28/2023	13860	AT&T Mobility	-480.83	
04/28/2023	13861	Badger Meter, Inc.	-4,804.39	
04/28/2023	13862	Balance Hydrologics, Inc.	-29,690.83	
04/28/2023	13864	Bay Area Air Quality Management District	-875.00	
04/28/2023	13865	BSK Lab	-1,153.80	
04/28/2023	13866	Calcon Systems, Inc.	-3,750.00	
04/28/2023	13889	Chez Santini/Santina Construction	-4,489.20	
04/28/2023	13870	Core & Main	-3,457.11	
04/28/2023	13871	County of San Mateo Dept Public Works	-7,323.48	
04/28/2023	13872	Esbro Chemical	-1,170.76	
04/28/2023	13873	Hach Company	-156.19	
04/28/2023	13888	Karl Kehl	-100.00	
04/28/2023	13878	Mossa Excavation	-16,211.37	
04/28/2023	13877	MWSD Sewer to GO BOND	-274,513.59	
04/28/2023	13880	Pacific Gas & Electric	-1,163.03	
04/28/2023	13887	USA Blue Book	-632.63	
04/25/2023	13852	Wells Fargo Remittance	-9,062.07	

Montara Water & Sanitary District Check Detail

April 28, 2023

Date	Num	Name	Paid Amount	
SEWER				
04/12/2023	13840	Herc Rentals	-4,879.49	PAID
04/28/2023	13874	Hue & Cry Security Systems, Inc.	-427.08	
04/28/2023	13879	Nute Engineering	-17,939.50	
04/28/2023	13882	Sewer Authority Mid-Coastside	-141,169.66	
04/28/2023	13883	Sewer Authority Mid-Coastside	-23,682.17	
04/28/2023	13884	Sewer Authority Mid-Coastside	-8,570.96	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: SAM Flow Report for March 2023

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 March 2023.
- Collection System Monthly Overflow Report – March 2023.

The Average Daily Flow for Montara was 0.832 MGD in March 2023 . There were 0 reportable overflows in March in the Montara System. SAM indicates there were 8.72 inches of rain in Montara 2023 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2023

March 2023

	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	3	0	2	1	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	2	1	0	0	1
Total	17	5	2	3	7
		29%	12%	18%	41%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
March 2023	0	0	0	0	0
12 Month Moving Total	17	5	2	3	7

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
March 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	16.3	13.5	6.0	11.1	95.9
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	5.7	2.7	6.0	7.4	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

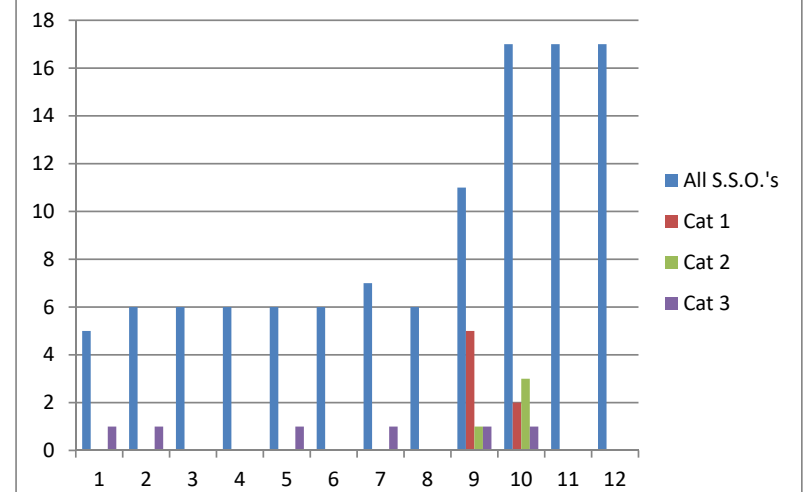
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	12,491	4,718	25,681	4.9
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0

Annual ft	140,895	120,228	90,496	351,619	
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Annual Mi.	26.7	22.8	17.1		66.6
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Attachment C

12 Month Moving SSO Totals Through March 2023



Attachment A

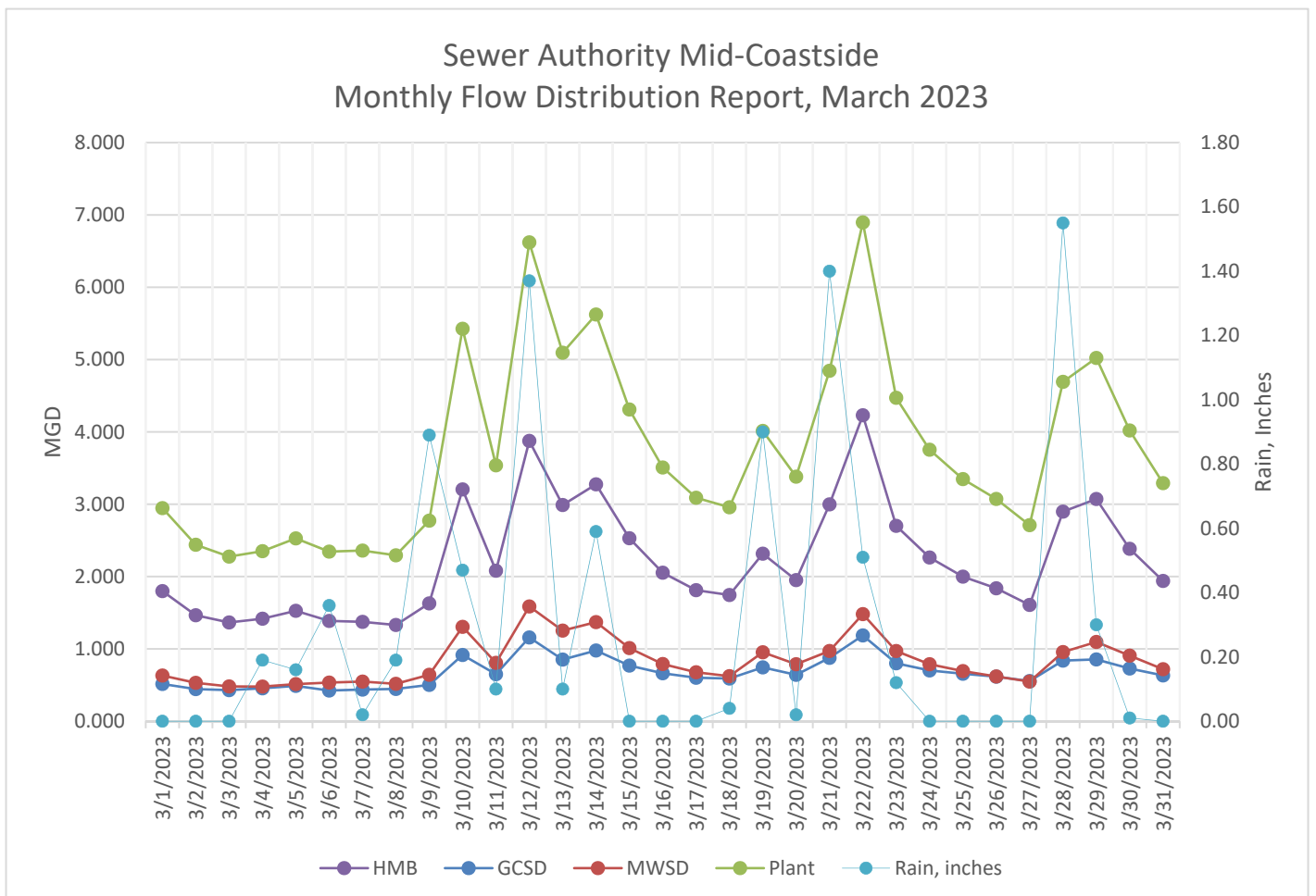
Flow Distribution Report Summary for March 2023

The daily flow report figures for the month of March 2023
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	2.228	59.53%
Granada Community Services District	0.682	18.24%
Montara Water and Sanitary District	<u>0.832</u>	<u>22.23%</u>
Total	3.742	100.0%



Sewer Authority Mid-Coastside

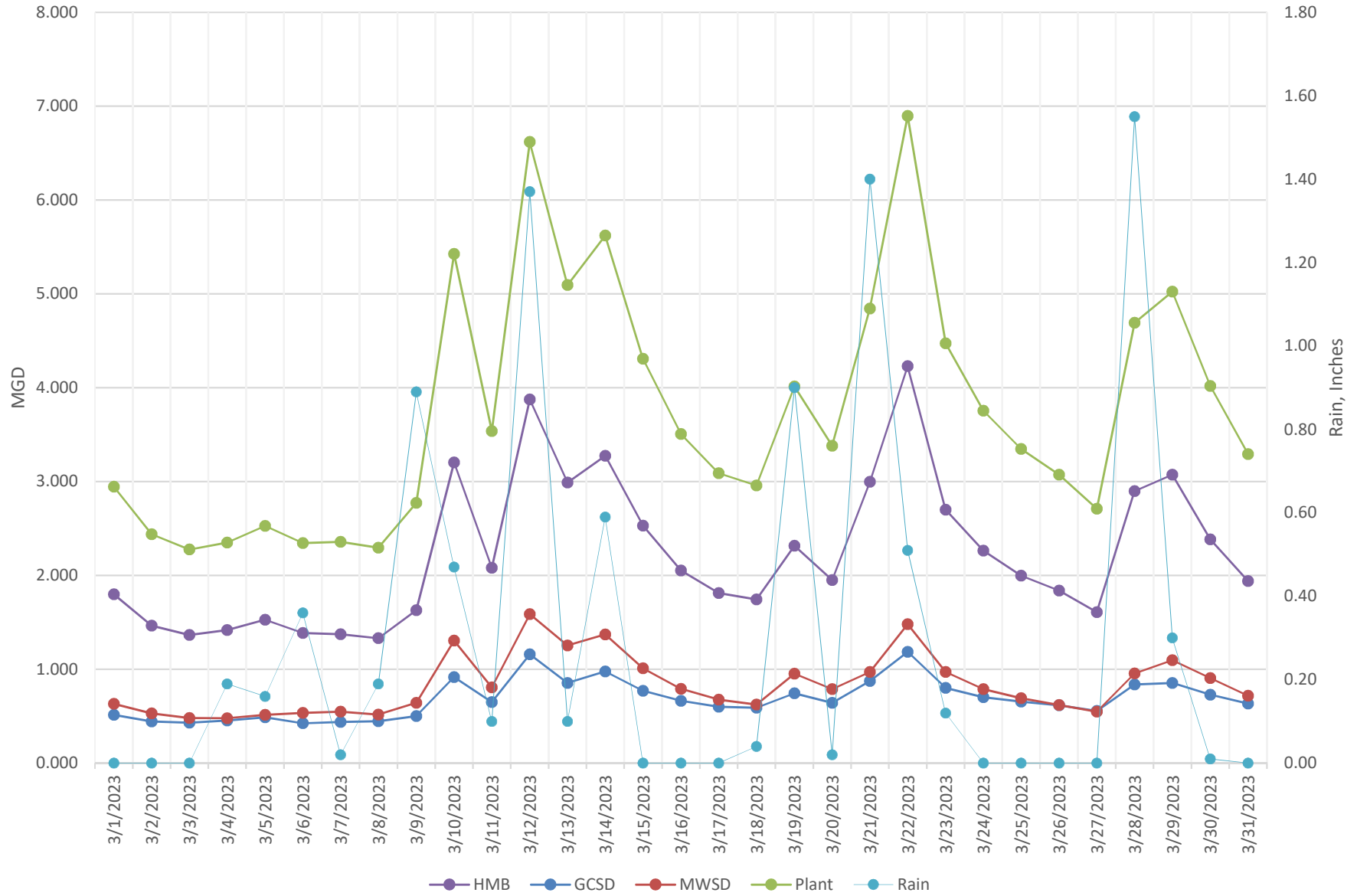
Monthly Flow Distribution Report for March 2023

<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>
3/1/2023	1.799	0.515	0.632	2.946	0.00	0.00	0.00
3/2/2023	1.465	0.444	0.531	2.440	0.00	0.00	0.00
3/3/2023	1.365	0.430	0.481	2.276	0.00	0.00	0.00
3/4/2023	1.417	0.455	0.479	2.351	0.19	0.11	0.08
3/5/2023	1.526	0.489	0.513	2.528	0.16	0.05	0.27
3/6/2023	1.387	0.424	0.534	2.345	0.36	0.25	0.16
3/7/2023	1.373	0.438	0.548	2.359	0.02	0.01	0.01
3/8/2023	1.331	0.446	0.517	2.294	0.19	0.22	0.15
3/9/2023	1.629	0.502	0.642	2.773	0.89	0.93	0.72
3/10/2023	3.205	0.916	1.305	5.426	0.47	0.56	0.48
3/11/2023	2.081	0.650	0.807	3.538	0.10	0.10	0.10
3/12/2023	3.876	1.158	1.587	6.621	1.37	1.35	1.66
3/13/2023	2.989	0.853	1.253	5.095	0.10	0.10	0.12
3/14/2023	3.275	0.978	1.370	5.623	0.59	0.47	0.63
3/15/2023	2.530	0.769	1.011	4.310	0.00	0.00	0.00
3/16/2023	2.054	0.663	0.791	3.508	0.00	0.00	0.00
3/17/2023	1.812	0.601	0.677	3.090	0.00	0.00	0.00
3/18/2023	1.745	0.590	0.623	2.958	0.04	0.04	0.04
3/19/2023	2.316	0.745	0.953	4.014	0.90	0.80	0.70
3/20/2023	1.951	0.642	0.788	3.381	0.02	0.04	0.01
3/21/2023	2.998	0.876	0.971	4.845	1.40	1.35	1.25
3/22/2023	4.230	1.186	1.481	6.897	0.51	0.56	0.65
3/23/2023	2.701	0.801	0.970	4.472	0.12	0.10	0.07
3/24/2023	2.264	0.702	0.788	3.754	0.00	0.00	0.00
3/25/2023	1.999	0.656	0.693	3.348	0.00	0.00	0.00
3/26/2023	1.838	0.616	0.619	3.073	0.00	0.00	0.00
3/27/2023	1.608	0.555	0.548	2.711	0.00	0.00	0.00
3/28/2023	2.898	0.838	0.956	4.692	1.55	1.27	1.18
3/29/2023	3.073	0.854	1.096	5.023	0.30	0.69	0.41
3/30/2023	2.384	0.729	0.907	4.020	0.01	0.00	0.03
3/31/2023	1.940	0.633	0.719	3.292	0.00	0.02	0.00
Totals	69.060	21.153	25.790	116.003	9.29	9.02	8.72

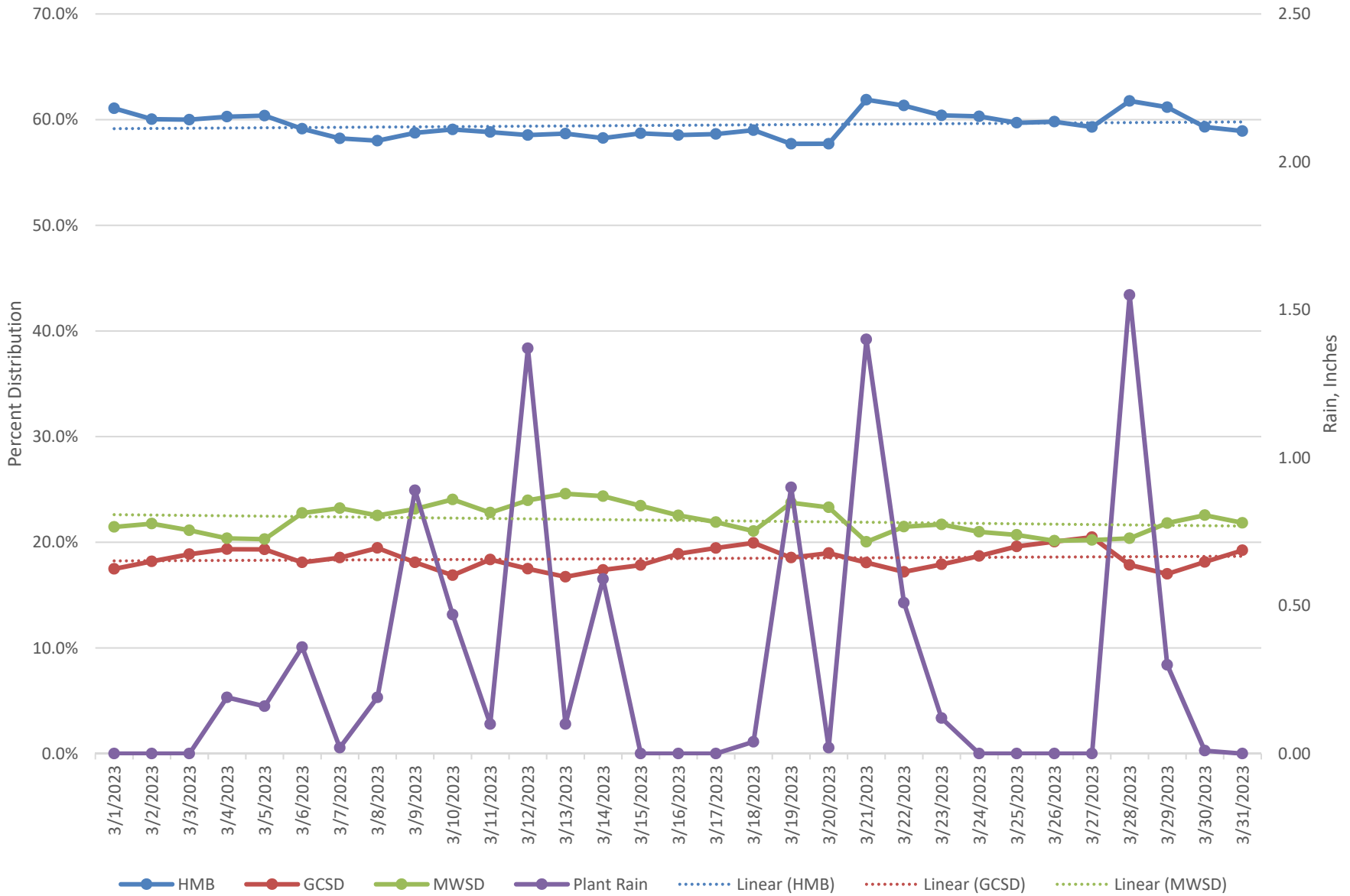
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	1.331	0.424	0.479	2.276
Average	2.228	0.682	0.832	3.742
Maximum	4.230	1.186	1.587	6.897
Distribution	59.53%	18.24%	22.23%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2023

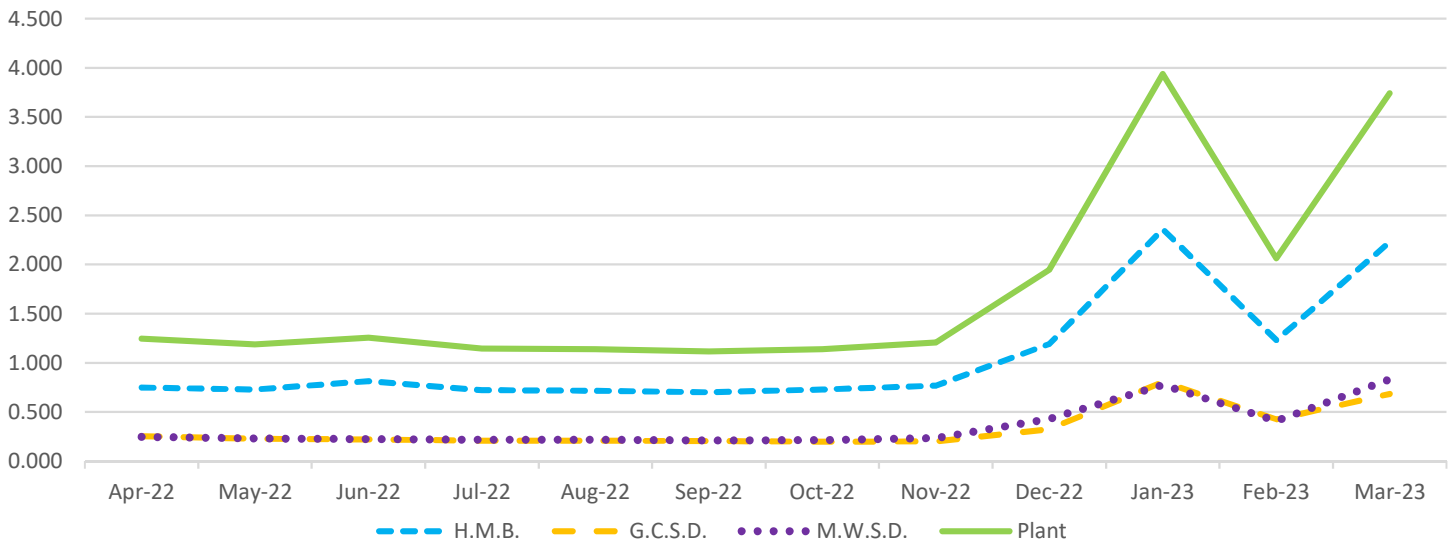


Percent Distribution March 2023

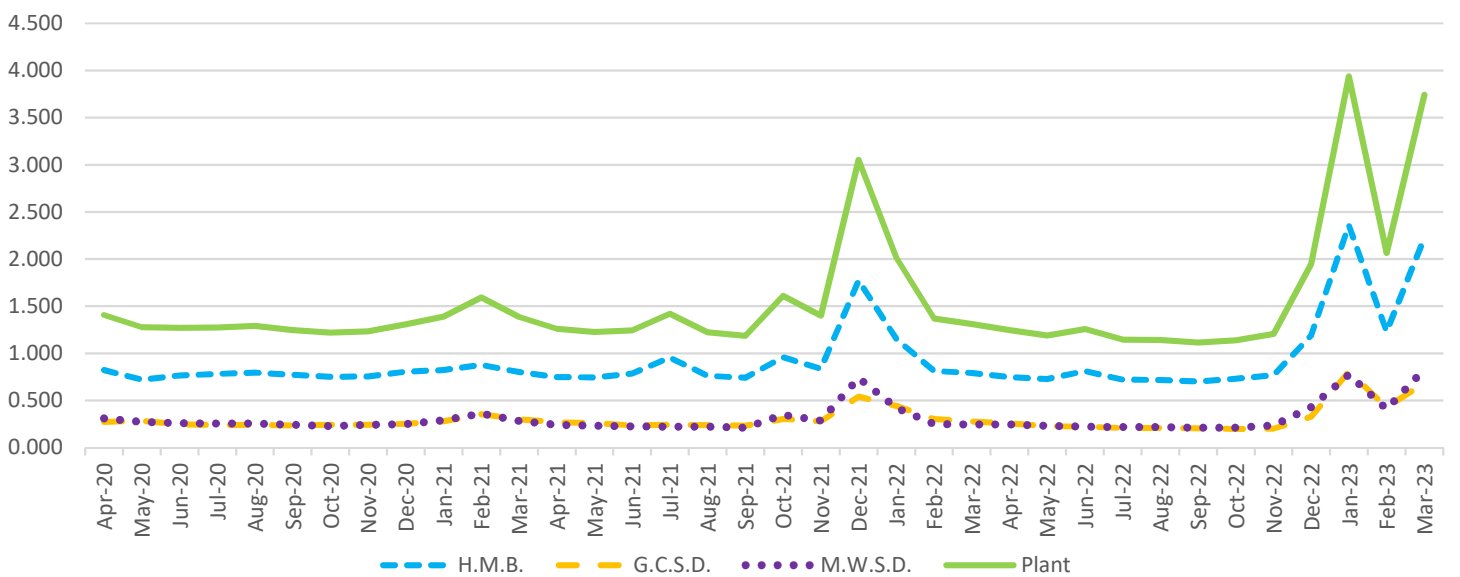


Most recent flow calibration March 2021 PS, March 2021 Plant

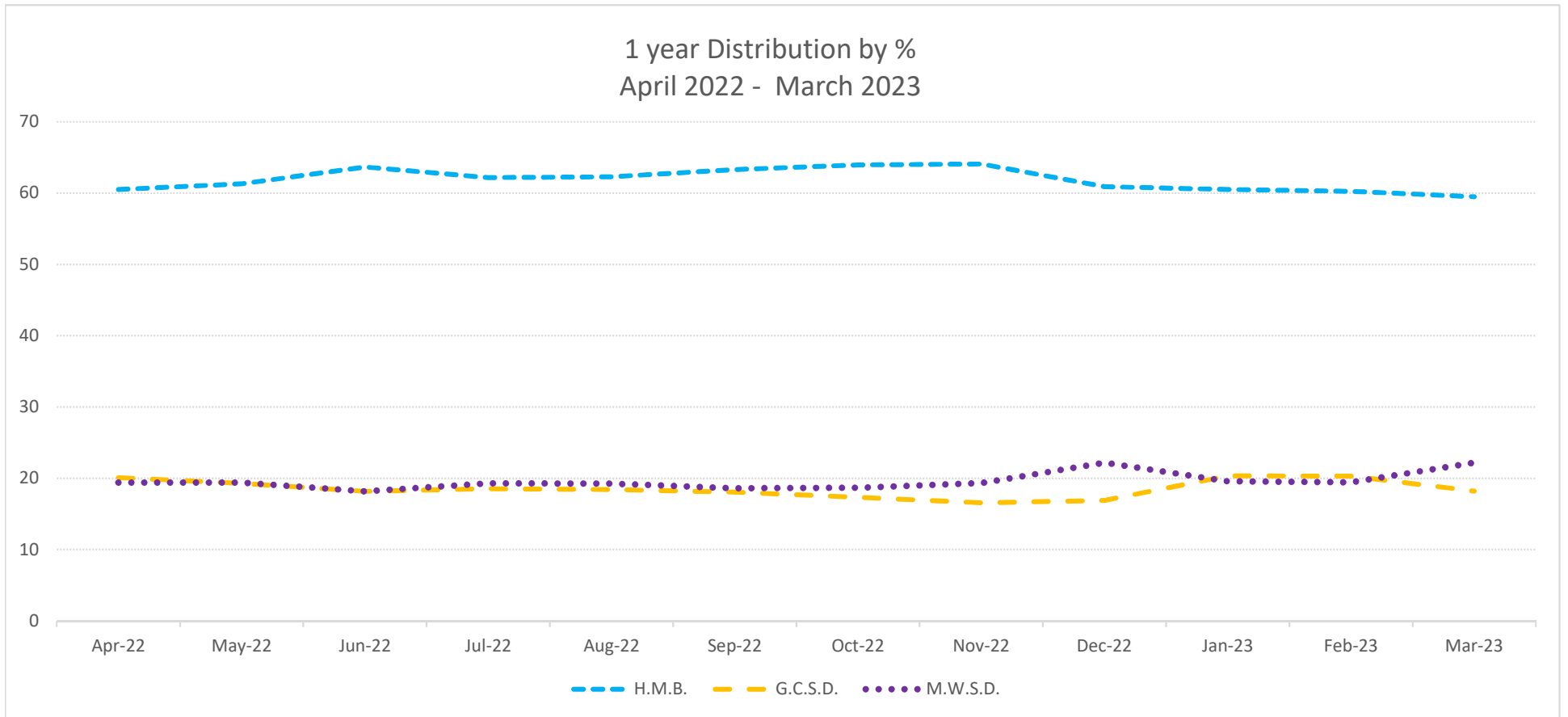
One Year Flow Chgart April 2022 - Mar 2023



Three Year Flow Chart April 2020 - Mar 2023



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for March 2023 was 2.831%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 4/27/23 was 5.00%.
- 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: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of May 4, 2023 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of May 4, 2023 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 May 4, 2023 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: May 4th, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

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

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

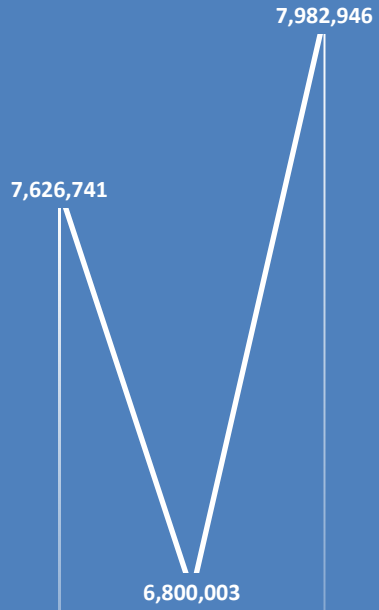
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2023 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,626,741	6,800,003	7,982,946									

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of May 4th, 2023

TO: BOARD OF DIRECTORS *CH*
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.

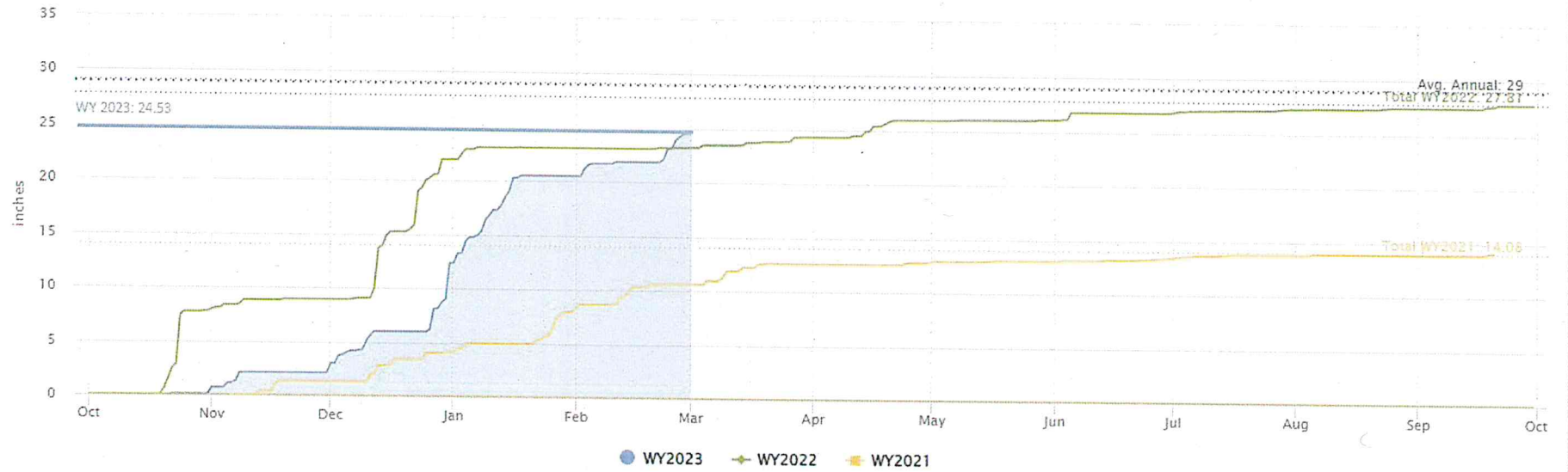
RECOMMENDATION:

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

Attachments: 2

Annual Cumulative Rainfall

Rainfall at MWSD at Alta Vista Avenue Annual Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



2023 © Balance Hydrologics, Inc.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 4th, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 49,628 kWh and saved 84,367 lbs of CO₂.

RECOMMENDATION:

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


Attachments: 1



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement
Service Report for February 2023.**

The District has received the monthly PARS report for February 2023.

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
2/1/2023 to 2/28/2023**

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 2/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 2/28/2023
Contributions	\$1,290,138.30	\$12,831.95	(\$33,371.99)	\$592.00	\$1,151.02	\$0.00	\$1,267,855.24
TOTAL	\$1,290,138.30	\$12,831.95	(\$33,371.99)	\$592.00	\$1,151.02	\$0.00	\$1,267,855.24

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	-2.57%	-0.62%	-6.99%	6.48%	5.49%	-	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.

February 2023 PARS Statement Detail

PARS beginning Balance as of February 1, 2023 \$ 1,290,138.30

Contributions:

January 15, 2023 Calculation

Wages paid	35,631.79		
Employer - 7.30%	\$ 2,497.79		
Employee - 7.75%	\$ 2,761.46		
Contribution subtotal		\$ 5,259.25	

Fund Impact - PARS Wages		
Sewer	Water	Total
11,294.30	24,337.50	35,631.79
791.73	1,706.06	2,497.79

January 31, 2023 Calculation

Wages paid	35,631.79		
Employer - 7.30%	\$ 4,407.25		
Employee - 7.75%	\$ 3,165.46		
Contribution Subtotal		\$ 7,572.70	

Fund Impact - PARS Wages		
Sewer	Water	Total
12,596.38	28,248.22	40,844.59
883.01	1,980.20	2,863.21

Total Contributions thru January \$ 12,831.95

Rounding \$ -

Earnings/(Losses) \$ (33,371.99)

Expenses \$ (592.00)

Distributions \$ (1,151.02)

PARS Ending Balance as of February 31, 2022 \$ 1,267,855.24



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning the
District's Economic Hardship Assistance Policy**

In conjunction with revisions to water and sewer rates, the MWSD board asked for an increase in the level of assistance to customers who qualify under the District's Economic Hardship Assistance Policy. Established in 2020, the policy initially offered to qualifying customers a \$200 discount on sewer rates and \$200 discount on water rates per year. The Board has asked for review of the policy to consider an increase to the discount to \$400 on sewer rates and \$400 discount on water rates.

RECOMMENDATION:

Adopt Resolution No. ___, Resolution of the Montara Water and Sanitary District Amending the Economic Hardship Discount Program for Sewer and Water Services and Designating Funding Source Therefor.

Attachments

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
AMENDING THE ECONOMIC HARDSHIP DISCOUNT PROGRAM FOR
SEWER AND WATER SERVICES AND DESIGNATING FUNDING SOURCE
THEREFOR**

WHEREAS, the Montara Water and Sanitary District (“District”) is organized and operates pursuant to California Health and Safety Code Sections 6400, *et seq.* and has the power to do any act necessary or proper to the complete exercise and effect of any of its powers, or for the purposes for which it is formed; and

WHEREAS, in order to provide financial relief to needy and low income customers of the District, the Board wishes to amend its Economic Hardship Discount Program (“Program”) for water and sewer services; and

WHEREAS, the Program discount shall contain annual eligibility requirements based upon participation in PG&E’s CARE program or ATT’s Lifeline program and limited to an annual \$400 discount for water service and an annual \$400 discount for sewer service; and

WHEREAS, Program participants whose service accounts are delinquent at the time of eligibility determination are disqualified to receive the discount; and

WHEREAS, only non-rate discretionary District revenues in compliance with the law shall be used to fund the Program; and

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

1. The above recitals are true and correct and incorporated herein by this reference, and the Board hereby amends its Economic Hardship Discount Program to increase the discount rate as aforesaid.
2. The Manager of the District is hereby authorized and directed to implement the Program in accordance with this Resolution.
3. The Board may revise or repeal the Program or this Resolution at any time. All prior resolutions or portions thereof in conflict with this Resolution are hereby repealed.
4. This Resolution shall take effect in accordance with the terms herein.

President, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
AMENDING THE ECONOMIC HARDSHIP DISCOUNT PROGRAM FOR
SEWER AND WATER SERVICES AND DESIGNATING FUNDING SOURCE
THEREFOR**

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 4th day of May 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



Montara Water & Sanitary District

Economic Hardship Discount

Policy Summary



Economic Hardship Discount


- Proposed discount & method of applying discount
 - \$100 annual sewer service charge discount
 - Sewer discount can be paid to qualifying customer via a check from the District or can be applied to annual charge collected on the property tax rolls
 - In cases when a property changes hands and the prior owner did not qualify for the sewer discount but the new owner does qualify, the sewer discount can be pro-rated for the remaining portion of the fiscal year (e.g. based on date of change in ownership)
 - \$100 annual water service charge discount
 - Water discount to be applied to each bi-monthly water bill; applies to the billpayer of record (\$100 annual discount = \$16.67 discount per bi-monthly bill)
- Annual eligibility based on participation in PG&E's CARE program
 - PG&E CARE program participation is verified each year by Recology
 - Recology requires name on PG&E account to match name on Recology account
 - Recology can provide MWSD with a list of eligible customers for automatic enrollment in MWSD's discount program
 - Customer may need to provide Recology authority to provide their info to MWSD
 - Recology only provides a discount to customers with the smallest cart size
 - MWSD may need to verify CARE program participation for a small number of customers
 - Customers whose names do not match the Recology account
 - Customers who are on the CARE program but do not receive the discount from Recology because they don't have the smallest cart size
 - Recology currently provides discount to 23 customers in MWSD service area
- Funding source: property tax revenues (discretionary revenues)
 - Under Prop 218, a discount for some customers cannot be funded by higher charges on other customers (no ratepayer subsidy)
- MWSD's regular water service rates also provide benefit to Pillar Ridge and to customers with low water use
 - In 2010, MWSD significantly reduced its Fixed Water Service Charges and transitioned Water Quantity Charges from 2 to 4 tiers, increasing conservation incentive and reducing the financial burden on customers with low water use
- Economic Hardship Policy can be reviewed and revised in future years



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2023-2024 Collections Budget.

At the SAM Board of Directors meeting on April 24, 2023, the SAM Board approved the SAM Collections Budget for Fiscal Year 2023/24 to be sent to the member agencies for consideration and approval.

The General Budget has not been approved for distribution to the member agencies.

The overall Collections Budget is suggested to decrease by \$28,094, or 4% over the prior Fiscal Year. The 2023/24 collections assessment for MWSD is \$294,862.

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

RECOMMENDATION:

Adopt Resolution, No.____, Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2023-2024 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2023 – 2024 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

WHEREAS, pursuant to Section V of that certain Agreement entitled, “Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside,” [said District subsequently renamed] dated April 7, 1988, for wastewater collection system maintenance and operation services, the Authority has submitted its Fiscal Year July 1, 2023 – June 30, 2024 budget for such services; and

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

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

1. That certain budget entitled, "Contract Collection Services Budget – Fiscal Year 2023/24," for collection system maintenance and operation services to be provided by Sewer Authority Mid-Coastside to the Montara Water and Sanitary District for said fiscal year, a copy of which is on file in the District Administrative Offices to which reference is hereby made for the particulars thereof, is hereby approved.

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
APPROVING AND ADOPTING FISCAL YEAR 2023 – 2024 SEWER
AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM
CONTRACT SERVICES BUDGET**

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____
was duly and regularly adopted and passed by the Board of the Montara Water
and Sanitary District, San Mateo County, California, at a Regular Meeting thereof
held on the 4th day of May, 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

CONTRACT COLLECTION SERVICES BUDGET

Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2021/22 ACTUAL	FY 2022/23 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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EXPENDITURES

Personnel

1 Wages	369,342	375,451	355,966	401,567	45,601	12%
2 Premium Pay	57,568	68,075	51,588	60,861	9,273	14%
3 Health Benefits	102,699	109,277	98,027	124,143	26,117	24%
4 Retirement Cont.	42,173	29,265	27,529	30,163	2,635	9%
5 Retiree Med/OPEB	(9,014)	6,667	6,345	5,841	(504)	(8%)
6 Misc. Benefits	28,906	29,869	25,464	27,039	1,575	5%
7 Admin/Tim Allocation - 5%	-	45,806	45,806	51,214	5,408	12%
8 Subtotal	591,674	664,410	610,724	700,829	90,105	14%

Non-Personnel

9 Legal Services	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-
11 Professional Services	-	791	-	-	-	0%
12 Prof. Memberships	-	-	-	-	-	-
13 Insurance Premiums	12,082	25,000	-	25,000	25,000	100%
14 Misc. Expenses	7,707	4,281	3,121	3,214	94	2%
15 Utilities	1,150	9,247	7,229	7,446	217	2%
16 Travel & Training	-	-	1,944	2,002	58	-
17 Equipment Rental	215,661	-	-	-	-	-
18 Bldg & Maint Services	-	-	-	-	-	-
19 Chemicals	-	-	-	-	-	-
20 Permits & Licenses	11,700	-	-	-	-	-
21 Supplies	-	19,129	20,486	21,101	615	3%
22 Equipment	-	-	-	-	-	-
23 Infrastructure	-	-	-	-	-	-
24 Claims/Penalties	-	-	-	-	-	-
25 Repairs & Maintenance	-	25,000	-	50,000	50,000	200%
26 Subtotal	248,301	83,448	32,780	108,763	75,983	91%

25 TOTAL	839,974	747,858	643,504	809,592	61,733	8%
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	FY 2021/22 ACTUAL	FY 2022/23 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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REVENUE

By Type:

26 JPA Assessments	-	-	-	-	-	-
27 Contract Services	1,093,976	747,858	747,858	775,953	28,094	4%
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 From/(To) Reserves (*)	-	-	-	33,639	33,639	-
33 TOTAL	1,093,976	747,858	747,858	809,592	61,733	8%

By Agency:

34 Half Moon Bay	312,625	254,272	254,272	263,824	9,552	4%	34.00%
35 Granada CSD	324,221	209,400	209,400	217,267	7,866	4%	28.00%
36 Montara WSD	457,131	284,186	284,186	294,862	10,676	4%	38.00%

37 TOTAL	1,093,976	747,858	747,858	775,953	28,094	4%
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(*) Figure represents difference between collections assessments received from member agencies & collections expenditures as noted in the FY 21-22 audited financial statements.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2023/24 and authorize the General Manager to submit it to the Member Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2023/24 is \$809,592. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$61,733 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2023-2024 budgeted member agency Collections Assessment has been reduced by \$33,639. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2022 audited financial statements.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	

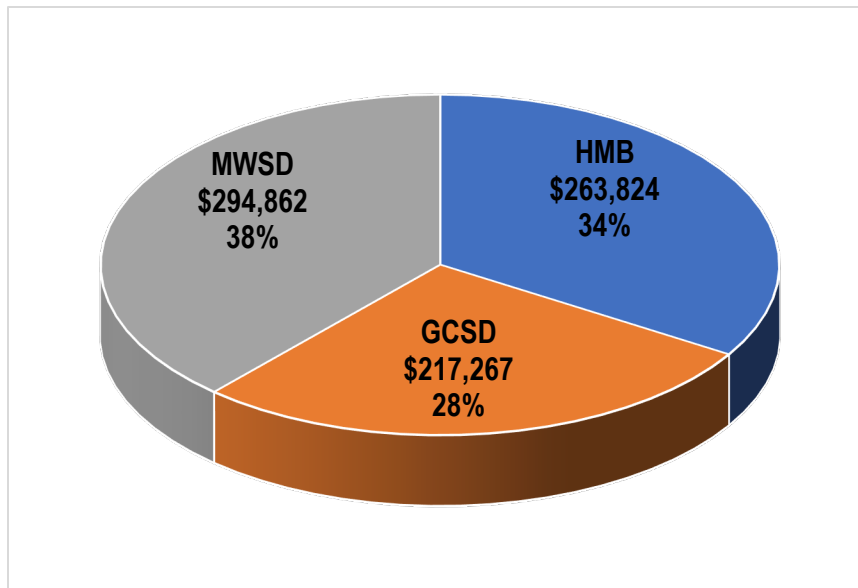
Contract Fees for Each Contracting Agency

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Adopted	FY 2023/24 Proposed	\$ Change	% Change
Half Moon Bay	\$233,329	\$312,625	\$254,272	\$263,824	\$9,552	4%
Granada CSD	\$191,979	\$324,221	\$209,400	\$217,267	\$7,866	4%
Montara WSD	\$344,972	\$457,131	\$284,186	\$294,862	\$10,676	4%
	\$770,280	\$1,093,977	\$747,858	\$775,953	\$28,094	4%

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

Strategic Plan Compliance

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



BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	

Background and Discussion/Report

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

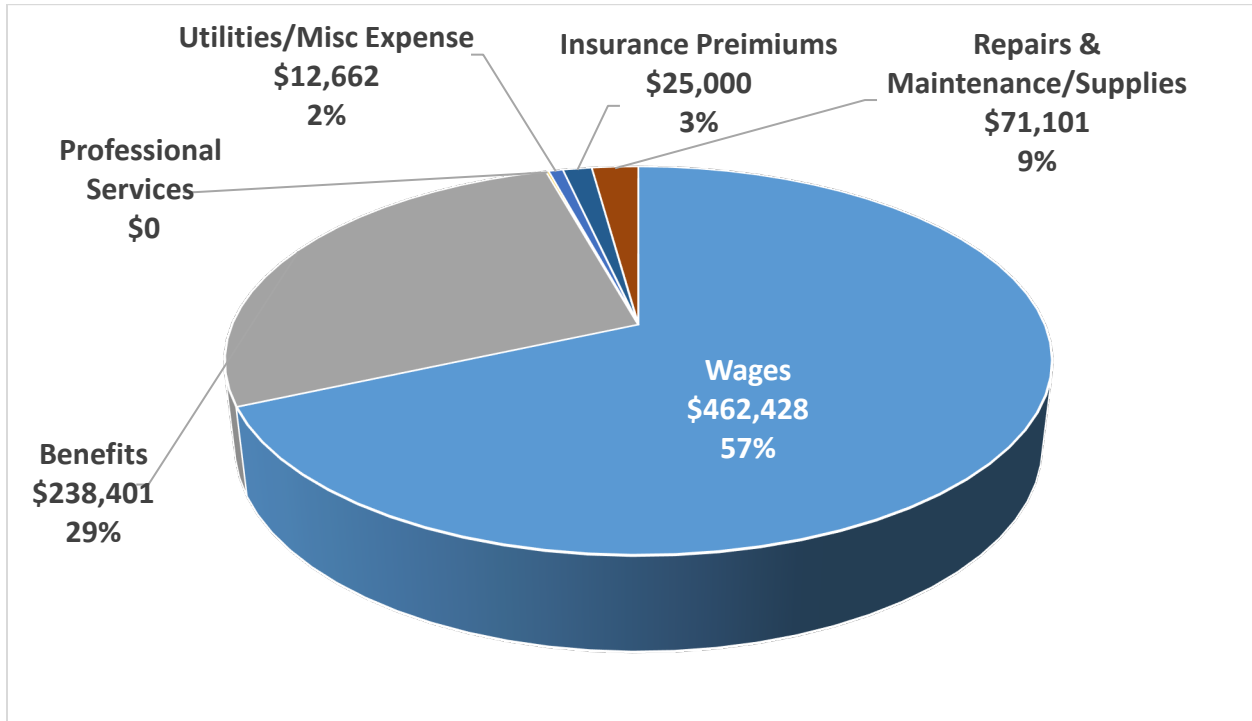
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year,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

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

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

The pie chart on the next page details budget expenditures.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (87%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Repairs & Maintenance / Supplies estimated at \$71,101 and Insurance Premiums estimated at \$25,000. All other costs combined are around 5% of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$90,105 based on last year’s budget.
2. Increase in Repairs & Maintenance of \$50,000.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2023/24 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2023/24


BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Authorization to Advertise for Bids - SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2020 - 2023 and CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B.

In accordance with the revised 5-year Capital Improvement Plan (CIP) and working with SAM sewer maintenance staff, the two CIP projects are being prepared for public bid: #1) SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023 (SIP 22-23) and #2) CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B (Cabrillo Phase 1B). The current FY CIP continues the rehabilitation of Medium and High Priority Sewer Mains, update and seal an estimated over 40 sewer laterals, miscellaneous maintenance and spot repairs as well as continuing to update and harden and improve worker safety on the express sewer serving Montara running parallel in the Hwy 1 corridor. Also, additional CCTV inspections are planned for the purpose of reducing Sanitary Sewer Overflows and Inflow and Infiltration in the District's sewer collection system. 2022-23 Sewer Budget is \$2,394,485. Project 1) SIP 22-23 above is estimated to cost \$1.7M for the Base Bid, and \$950K for the Alternate Bid work, for a total SIP of \$2.65M, requiring ~\$250K to be taken from reserves. Project 2) Cabrillo Phase 1B construction cost is estimated to be \$1.45-1.65M range. Previously \$1.25M was set aside 2020-2021 in reserve for the Cabrillo Phase 1B, but the project was postponed due to supply issues during COVID and CALTRANS delays. Construction costs have increased 10-30% for different work items in the last two years which has impacted the budget.

Staff recommends that the District call for sealed bids to be submitted by 2:00 PM, Wednesday, June 7th, 2023 for the SIP 2023, and Thursday June 8th, 2023, for the bid openings to allow award of the Contract for the improvements described in the Plans and Specifications entitled, listed above dated May 2023, prepared by Nute Engineering, Civil and Sanitary Consultants.

The work for SIP 2022-2023 includes the furnishing of all labor, materials and equipment for the construction and rehabilitation of sanitary sewer mains primarily by pipe bursting near 7th at HWY1, Cedar and Birch, Park Way and Marine, Alton, Bernal, Harte, Crecent, Howells, Ivy, including lower laterals, miscellaneous spot repairs, and CCTV of sewers, together with all appurtenances, for the complete project as described in the Plans and Specifications.

Work for the Cabrillo Phase 1B is the installation of the Express Sewer between 16th Street and 14th Street offset out of the traffic lane, rehabilitation of the lower 14th street sewer to Farallone, and CIPP of the existing pipe and HWY 1 crossing to harden and



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

protect the existing utility to be use for emergency or maintenance, including lower laterals, miscellaneous spot repairs, and CCTV of sewers, together with all appurtenances, for the complete project as described in the Plans and Specifications.

Pippin Cavagnaro, P.E., from Nute Engineering, will be available to present the Projects and answer any questions the Board might have.

RECOMMENDATION:

Authorize Advertisement for Bids for bids for SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023, and CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B and authorize filing Notice of Exemption(s) under the California Environmental Quality Act (repair/replacement of existing facilities).

Attachments

MONTARA WATER AND SANITARY DISTRICT

San Mateo County, California

PLANS

FOR THE CONSTRUCTION OF
SIP & SPOT REPAIR 2022-2023

April 2023

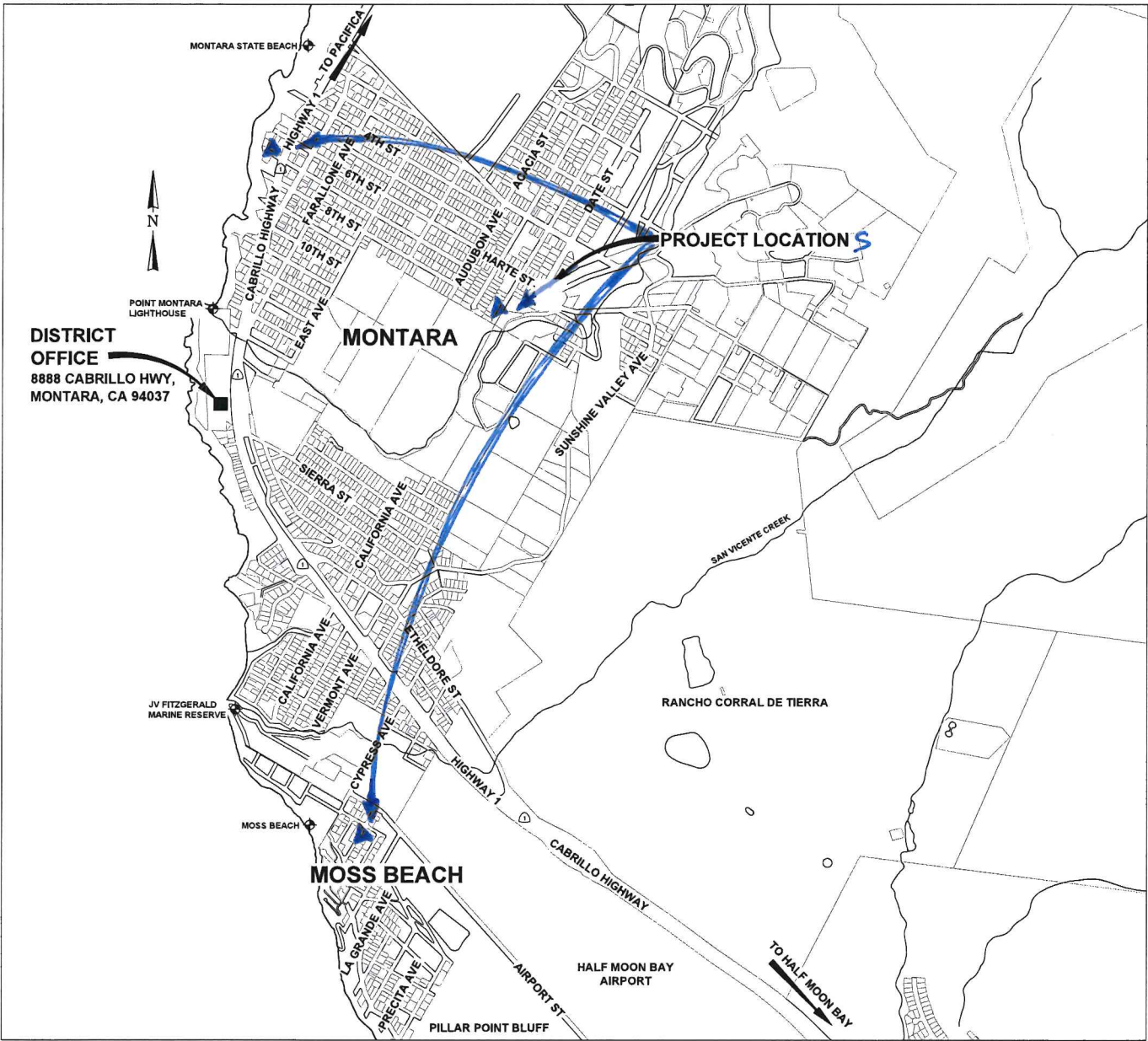
DISTRICT BOARD

- SCOTT BOYD - PRESIDENT
- KATHRYN SLATER-CARTER - SECRETARY
- PETER DEKKER - TREASURER
- BILL SOFTKY - DIRECTOR
- CARLYSLE ANN (CID) YOUNG - DIRECTOR
- CLEMENS HELDMAIER - GENERAL MANAGER

NUTE ENGINEERING

907 Mission Ave.
San Rafael, California
Tel 415.453.4480
Fax 415.453.0343

DRAFT



PROJECT LOCATION MAP

INDEX TO PLANS

1. PROJECT LOCATION MAP AND INDEX TO PLANS
2. NOTES, LEGEND AND ABBREVIATIONS
3. STANDARD AND MISCELLANEOUS DETAILS AND NOTES
4. MISCELLANEOUS DETAILS AND NOTES
5. 7TH ST LINES A1, A2
6. CEDAR-BIRCH B1, B2, B3, B4
7. PARK WAY - MARINE - LINES C & D
8. ALTON AVE - MARINE - LINES E & F
9. ADDITIVE ALTERNATE - HARTS, CRECENT, TRAVELS, IVBY

Not Approved
For Construction

NO.	DESCRIPTION	DATE	DATE	DATE	DATE
1	REVISION 1	11/2/2022			
	DESC.	DATE	DATE	DATE	DATE
	DESC.	DATE	DATE	DATE	DATE
	DESC.	DATE	DATE	DATE	DATE
	DESC.	DATE	DATE	DATE	DATE

Checked By: [Signature]
Drawn By: [Signature]
Project No.: 9079
Scale: 1" = 100'
IF THIS DOES NOT MEASURE UP, ARE NOT TO SCALE.

PREPARED BY:
NUTE ENGINEERING
Civil and Sanitary Consultants
907 MISSION AVE. SAN RAFAEL, CA 94901
T. 415.453.4480 F. 415.453.0343 nute.biz

PREPARED FOR:
Montara Water and Sanitary District
8888 CABRILLO HWY MONTARA, CALIFORNIA 94037
P. 650-728-3545 MWSD.MONTARA.ORG

SAN MATEO COUNTY
CALIFORNIA
MONTARA WATER AND SANITARY DISTRICT
SIP & SPOT REPAIR 2022-2023
PROJECT LOCATION MAP
AND INDEX TO PLANS

Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, except for liability arising from the sole negligence of design professional.



SAFETY

- 1. THE CONTRACTOR AGREES THAT, IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
2. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL BE IN POSSESSION OF AN APPROVED SAFETY PLAN. THE SAFETY PLAN SHALL MEET OR EXCEED ALL CAL-OSHA REQUIREMENTS AND THE CSRMA CONTRACTOR SAFETY HANDBOOK.
3. THE CONTRACTOR SHALL POST EMERGENCY TELEPHONE NUMBERS FOR POLICE, FIRE, AMBULANCE, AND THOSE AGENCIES RESPONSIBLE FOR MAINTENANCE OF UTILITIES IN THE VICINITY OF JOBSITE.
4. TRAFFIC CONTROL DURING CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL CONFORM TO THE CONTRACT DOCUMENTS AND APPROVED TRAFFIC CONTROL PLANS.
5. OVERHEAD ELECTRIC AND TELEPHONE DISTRIBUTION SYSTEMS AND INDIVIDUAL SERVICE LINES EXIST IN THE VICINITY OF THE WORK AREA AND ARE NOT ALL SHOWN ON THE DRAWINGS. CONTRACTOR SHALL EXERCISE CAUTION WHILE WORKING NEAR OR UNDER ALL UTILITY LINES.
6. WHILE WORKING ON THE PROJECT, THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL COMPLY WITH THE DISTRICT'S CONFINED SPACE ENTRY PROCEDURES FOR ALL PERMIT SPACE ENTRIES. THE FOLLOWING SPACES ARE HEREBY DESIGNATED PERMIT SPACES: MANHOLES, PUMP PITS, VALVE PITS, UNDERGROUND PITS, PUMP STATIONS, CONCRETE CULVERTS. SRSD CONFINED ENTRY SPACE PROCEDURES ARE AVAILABLE FROM SRSD.
7. THE PROJECT WILL REQUIRE EXCAVATION IN CLOSE VICINITY TO PG&E GAS MAINS. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL PG&E SAFETY REQUIREMENTS. THE CONTRACTOR SHALL NOTIFY PG&E WHEN WORKING NEAR GAS MAINS AND COORDINATING CONTINUOUS OBSERVATION BY A PG&E REPRESENTATIVE AS REQUIRED. HAND DIGGING WILL BE REQUIRED WITHIN 5 FEET OF THE GAS TRANSMISSION PIPES.

GENERAL PROJECT NOTES

- 8. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL OF THE WORK PERFORMED BY HIS SUBCONTRACTORS, WITHOUT EXCEPTION.
9. THE CONTRACTOR SHALL IDENTIFY A RESPONSIBLE CONTACT PERSON, WHO IS AN EMPLOYEE OF THE CONTRACTOR, AND A 24-HOUR TELEPHONE NUMBER TO CALL TO RESOLVE PROBLEMS WITH NOISE, DUST OR OTHER CONSTRUCTION-RELATED ISSUES.
10. THE CONTRACTOR SHALL BE REQUIRED TO KEEP ALL CONSTRUCTION ACTIVITIES WITHIN THE RIGHTS-OF-WAY AND EASEMENTS OBTAINED FOR THIS PROJECT UNLESS OTHERWISE SHOWN. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, VEHICLES AND EQUIPMENT, LIMITS OF TRENCH EXCAVATIONS, AND STOCKPILED NEW MATERIAL.
11. THE CONTRACTOR SHALL PROVIDE PROTECTION DEVICES INCLUDING BARRICADES, FENCING, WARNING SIGNS, LIGHTS, FLAGGERS, CHANGEABLE MESSAGE SIGNS, FLASHING ARROW BOARDS OR OTHER ITEMS NECESSARY TO ENSURE PUBLIC SAFETY WITHIN THE PROJECT SITE. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
12. CONTRACTOR SHALL EXERCISE DUE CAUTION DURING CONSTRUCTION TO PROTECT ALL EXISTING LANDSCAPING, FENCING, EQUIPMENT, PIPES WHICH ARE TO REMAIN, ANY DAMAGE RESULTING FROM CONTRACTOR OPERATIONS SHALL BE REPAIRED AS DIRECTED BY THE DISTRICT'S REPRESENTATIVE, AT NO ADDITIONAL COST TO THE DISTRICT.
13. CONTRACTOR SHALL CONFORM TO ALL LAWS REGARDING MONUMENT AND SURVEY POINT PROTECTION, PRESERVATION, AND RESTORATION. THE CONTRACTOR SHALL PRESERVE ALL SURVEY MARKERS AND MONUMENTATION. THE CONTRACTOR SHALL NOTIFY THE CITY/COUNTY ENGINEER OF ANY EXISTING FEDERAL, STATE, COUNTY, CITY AND PRIVATE LAND SURVEY MARKER REQUIRING RESETTling PRIOR TO DISTURBANCE.
14. CONTRACTOR SHALL RESTORE STRIPING ON ROADWAY REMOVED OR DAMAGED AS PART OF CONSTRUCTION WITH THERMOPLASTIC INCLUDING CROSSWALK LINES, PAVEMENT LEGENDS AND ALL STRIPING.
15. CONTRACTOR SHALL RESTORE ALL EXISTING PRIVATE AND PUBLIC IMPROVEMENTS TO THEIR EXISTING CONDITION OR BETTER. THIS INCLUDES, BUT IS NOT LIMITED TO ALL LANDSCAPING, IRRIGATION, AND UTILITIES UNLESS NOTED OR DIRECTED OTHERWISE BY THE DISTRICT'S REPRESENTATIVE.
16. CONTRACTOR SHALL COMPLY WITH THE MONTARA WATER AND SANITATION DISTRICT STANDARD SPECIFICATIONS AND DRAWINGS.
17. ALL ABANDONED PIPES SHALL BE PLUGGED AT BOTH ENDS WITH 3' CONCRETE AND/OR FILLED WITH GROUT AS SPECIFIED ON PLANS.
18. PROJECT ACCEPTANCE WILL NOT BE MADE UNTIL THE CONTRACTOR DELIVERS TO THE DISTRICT A NEAT AND LEGIBLE SET OF AS BUILT PRINTS.

LAYOUT NOTES

- 19. ALL ELEVATIONS ON THE DRAWINGS ARE BASED ON NAVD 88.
20. HORIZONTAL AND VERTICAL DIMENSIONS PROVIDED ON THE DRAWINGS ARE APPROXIMATE. FIELD MEASUREMENTS MAY VARY FROM THOSE ON THE DRAWINGS. ADJUSTMENTS TO LINE AND GRADE MAY BE MADE BY THE ENGINEER DURING CONSTRUCTION.
21. SHOULD IT APPEAR THAT THE WORK TO BE DONE OR ANY MATTER RELATIVE THERETO, IS INSUFFICIENTLY OR INCORRECTLY DETAILED OR EXPLAINED ON THESE PLANS, CONTRACTOR SHALL CONTACT THE DISTRICT'S REPRESENTATIVE FOR SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY.
22. THE CONTRACTOR SHALL NOTIFY THE DISTRICT'S REPRESENTATIVE IMMEDIATELY, UPON DISCOVERY OF ANY POTENTIAL FIELD CONFLICTS.
23. PROVIDE SEVEN (7) CALENDAR DAY NOTICE IN ADVANCE OF NEED FOR STAKES. CALL 415-453-4480. ALL POTHOLING LOGS SHALL BE PROVIDED PRIOR TO STAKING REQUEST.

APPROVALS & COORDINATION NOTES

- 24. A MINIMUM OF 2 WORKING DAYS, BUT NOT MORE THAN 14 CALENDAR DAYS, PRIOR TO COMMENCING ANY EXCAVATION WORK, THE CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" AT 1-800-227-2600 FOR LOCATING AND MARKING UTILITIES IN THE AREAS OF THE WORK.
25. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY TO PERFORM THE WORK SHOWN IN THESE PLANS FROM THE APPROPRIATE AGENCIES, PRIOR TO COMMENCING WORK.
26. THE CONTRACTOR SHALL PREPARE A WRITTEN NOTIFICATION OF THE STARTING AND ENDING DATES OF THE WORK AND DELIVER TO HOMES AND BUSINESSES IN THE VICINITY OF THE PROJECT AT LEAST TWO WEEKS IN ADVANCE OF THE WORK. THE CONTRACTOR SHALL INCLUDE THE HOURS OF WORK IN THE WRITTEN NOTIFICATIONS. PROVIDE THE SAN RAFAEL SANITATION DISTRICT WITH A COPY OF ALL NOTIFICATION LETTERS TO BE SENT TO THE RESIDENTS AND BUSINESSES.
27. THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL SOUND CONTROL AND NOISE LEVEL RULES, REGULATION AND ORDINANCES WHICH APPLY TO ANY WORK PERFORMED UNDER THE CONTRACT. EACH INTERNAL COMBUSTION ENGINE USED ON THE PROJECT SHALL BE EQUIPPED WITH A SPARK ARRESTING MUFFLER RECOMMENDED BY THE MANUFACTURER. NO INTERNAL COMBUSTION ENGINE SHALL BE OPERATED ON THE PROJECT WITHOUT SAID MUFFLER. NOISE LEVELS SHALL BE KEPT TO THE SATISFACTION OF THE DISTRICT.
28. THE CONTRACTOR SHALL COORDINATE ALL WORK WITH THE DISTRICT, OTHER CONTRACTORS WORKING IN THE AREA AND WITH THE APPROPRIATE UTILITY COMPANY.

APPROVALS & COORDINATION NOTES (CONTINUED)

- 29. LOCATIONS OF UTILITIES SHOWN ARE FROM THE RECORDS OF THE VARIOUS UTILITY COMPANIES, LOCAL CITY AND COUNTY PUBLIC WORK AGENCIES, AND MAY NOT ALL BE SHOWN. THE DISTRICT AND ITS ENGINEER MAKE NO GUARANTEE THAT THE LOCATIONS OF UTILITIES ENCOUNTERED WILL NOT BE DIFFERENT THAN THOSE SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND MAKING HIS(HER) OWN DETERMINATION OF LOCATIONS OF EXISTING UTILITIES BY POTHOLING (HAND EXCAVATING) POTENTIAL CONFLICTS IN ADVANCE OF CONSTRUCTING THE CONTRACT PIPELINES OR AS REQUIRED ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO AND ALL PROTECTION FOR, AND/OR COORDINATING THE RELOCATION OF EACH BY THE UTILITY COMPANY AS NECESSARY.

TREE PROTECTION NOTES

- 30. ARBORIST: IF TREE ROOTS ARE TO BE ENCOUNTERED, CONTRACTOR SHALL CONTACT THE DISTRICT INSPECTOR OR ENGINEER. NO TREE PRUNING, REMOVAL OR ROOT-CUTTING SHALL OCCUR WITHOUT THE ARBORIST'S DIRECTION, RECOMMENDATIONS OR APPROVAL.
31. TRENCHING; ALL TRENCHING WITHIN THE DRIP LINE OF EXISTING TREES SHALL BE BY HAND WITH CARE TAKEN NOT TO DAMAGE ROOTS OVER 2" DIAMETER.
32. PRUNING: TREE ROOTS & BRANCHES SHALL BE PRUNED ONLY AS RECOMMENDED BY CALTRANS ARBORIST AND SHALL BE APPROVED IN ADVANCE AS DIRECTED BY THE CITY.
33. CONSTRUCTION OPERATIONS: NO NO TREES ARE TO BE REMOVED OTHER THAN SPECIFIED HEREIN.
34. STORAGE: THE AREA UNDER THE DRIP LINE OF THE TREE SHALL BE KEPT CLEAN. NO CONSTRUCTION MATERIALS NOR CHEMICAL SOLVENTS SHALL BE STORED OR DUMPED UNDER A TREE.
35. TREE DAMAGE: ANY DAMAGE TO EXISTING TREE CROWNS OR ROOT SYSTEMS SHALL BE REPAIRED IMMEDIATELY BY AN APPROVED TREE SURGEON UNDER THE DIRECTION OF THE DISTRICT.

ADDITIONAL NOTES

- 36. UNDERGROUND SERVICE LINES TO BUILDINGS INCLUDING WATER, GAS, ELECTRIC, TELEPHONE, CABLE ETC ARE NOT ALL SHOWN. THE CONTRACTOR SHALL ASSUME THAT ALL BUILDINGS HAVE UNDERGROUND SERVICE LINES. CALL USA FOR MARKING AND POTHOLE PRIOR TO TRENCHING. BID ITEM FOR POTHOLING COVERS POTHOLING FOR UTILITY MAINS ONLY. LOCATION OF AND PROTECTION OF ALL UNDERGROUND SERVICES IS THE CONTRACTORS RESPONSIBILITY, AT NO ADDITIONAL COST TO THE DISTRICT.
37. THE CONTRACTOR SHALL INSTALL PUMPS TO DIVERT SEWAGE AROUND THE WORK AREA. DURING NON WORKING HOURS THE SEWAGE FLOW THROUGH THE SEWER SHALL BE RESTORED.
38. WHERE THE NEW SEWER IS TO FOLLOW THE ALIGNMENT OF THE EXISTING SEWER THE CONTRACTOR SHALL LOCATE THE ALIGNMENT OF THE EXISTING SEWER BY ELECTRONIC MEANS OR BY POTHOLING PRIOR TO SAW CUTTING PAVEMENT.
39. THE CONTRACTOR SHALL USE SHORING METHODS THAT WILL PREVENT MOVEMENT OF ADJACENT GROUND. ALL DAMAGES RESULTING FROM SOIL MOVEMENT SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE DISTRICT.
40. EXISTING SEWERS, LATERALS, MANHOLES AND RODHOLES MAY BE BACKFILLED WITH PEA GRAVEL WHICH MAY REQUIRE ADDITIONAL SHORING AND ADDITION TRENCH AND SURFACE RESTORATION, AT NO ADDITIONAL EXPENSE TO THE DISTRICT.
41. AT THE END OF THE DAY'S WORK PERIOD NOT MORE THAN 20' OF TRENCH MAY BE LEFT WITHOUT COMPACTED BACKFILL TO THE GROUND SURFACE UNLESS APPROVED BY DISTRICT ENGINEER.
42. WHERE A WATER MAIN IS CLOSE TO THE SEWER ALIGNMENT THE CONTRACTOR SHALL COORDINATE HIS WORK WITH MMWD. IT IS THE CONTRACTORS RESPONSIBILITY TO SUPPORT THE WATER MAIN AT ALL TIMES.
43. USE EXTREME CARE WHEN EXCAVATING NEAR BENDS OR TEES ON WATER MAINS SO AS NOT TO DISTURB ANY THRUST BLOCKS. IF A THRUST BLOCK IS DISPLACED OR DISTURBED IT SHALL BE REPLACED BEFORE THE END OF THAT DAYS WORK PERIOD.
44. GROUND WATER CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR. GROUND WATER SHALL NOT BE DISCHARGED TO STORM DRAINS. WATER FROM TRENCH DEWATERING MAY BE DISCHARGED TO THE SANITARY SEWER PROVIDING ROCKS, GRAVEL, DEBRIS, DIRT, AND SILT HAVE BEEN REMOVED. FOR THIS PROJECT GROUND WATER SHALL BE EXPECTED IN EXCAVATIONS DEEPER THAN 5 FEET.
45. ALL PAVEMENT, CURBS, GUTTERS AND SIDEWALKS DAMAGED BY THE WORK SHALL BE RESTORED PER THE SURFACE RESTORATION DETAILS. CURBS, GUTTERS AND SIDEWALKS SHALL BE REPLACED TO MATCH EXISTING DIMENSIONS AND CONFIGURATION.
46. TRENCH WORK IN STREETS INCLUDES:
- TRENCHES FOR SEWER MAIN CONSTRUCTION.
- OPENCUT TRENCHING FOR SEWER MAIN CONSTRUCTION.
- EXCAVATION FOR MANHOLES OR RODHOLES.
- EXCAVATION OF LOWER LATERALS.
- POTHOLES FOR UTILITY LOCATION AND PROTECTION
- DIRECTIONAL DRILLING
47. CLEANOUT BOXES SHALL NOT BE INSTALLED ON PRIVATE PROPERTY UNLESS SPECIFICALLY DIRECTED BY THE DISTRICT.
48. USE OF " CUT BACK " ASPHALT FOR TEMPORARY TRENCH PAVING IN THE PUBLIC RIGHT OF WAY IS NOT PERMITTED. USE TRENCH PLATES OR HOT MIX ONLY. TRENCH PLATES IN CALTRANS RIGHT OF WAY MUST BE CUT INTO ROAD SURFACE SO THEY ARE FLUSH WITH NO BUMP AND MUST BE PINNED INTO PLACE. ALL PLATES MUST HAVE A NONSKID SURFACE.
49. FOR PIPE BEDDING AND PIPE ZONE BACKFILL SEE TRENCH SECTION SD4.
50. THE CONTRACTOR SHALL POTHOLE ALL UTILITIES BEFORE THE ENGINEER WILL SET THE GRADES.
51. NO FINAL PAVING OR SIDEWALK RESTORATION SHALL OCCUR UNTIL THE NEW SEWER MAIN HAS BEEN TELEVIEWED, AIR TESTED, AND THE LOCATOR WIRES HAVE BEEN TESTED TO THE SATISFACTION OF THE DISTRICT INSPECTOR.
52. EXISTING SEWER SHOWN ON THE PROFILE MAY BE OUT OF PLANE IN A DIFFERENT ALIGNMENT THAN THE NEW SEWER.
53. ASSUME ALL EXISTING MANHOLES ARE CONSTRUCTED WITH AT LEAST A THREE FOOT (3') OVER POUR OF CONCRETE AND CONCRETE COLLARS.
54. ROCK MAY BE ENCOUNTERED DURING EXCAVATION AND SHALL BE PAID BY THE BID ITEM THEREFOR.
55. IF MAILBOXES NEED TO BE REMOVED AND REPLACED TO FACILITATE CONSTRUCTION, THE MAILBOX MUST BE SET IN A SECURE TEMPORARY LOCATION ACCESSIBLE BY THE USPS MAIL DELIVERY PERSON.
56. IF CONTRACTORS EXCAVATION WORK IS ADJACENT TO A JOINT UTILITY POLE, IT IS THE CONTRACTORS RESPONSIBILITY TO NOTIFY AND COORDINATE WITH PG&E AND TO PROTECT AND SUPPORT JOINT UTILITY POLE.

- 57. WHILE WORKING ON THE PROJECT, THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL COMPLY WITH THE DISTRICT'S CONFINED SPACE ENTRY PROCEDURES FOR ALL PERMIT SPACE ENTRIES. THE FOLLOWING SPACES ARE HEREBY DESIGNATED PERMIT SPACES: MANHOLES.

CONFINED SPACE NOTE:

ABBREVIATIONS INCLUDE BUT ARE NOT LIMITED TO:

Table with 4 columns: Abbreviation, Description, Abbreviation, Description. Includes AC (Asphalt Concrete), ALT (Approximate), ALUM (Aluminum), ATR (All-thread Rod), BKG (Blocking), BM (Benchmark), BTWN (Between), BOT (Bottom), CBC (California Building Code), CC (Center to Center), CI (Cast Iron), CL (Center Line), CLR (Clear), CO (Cleanout), CONC (Concrete), CON (Continuous), CONN (Connect, Connection), CPLG (Coupling), d (Diameter), DIA (Diameter), DIMS (Dimensions), DBL (Double), DET (Detail), DF (Douglas Fir), DISCH (Discharge), DP (Deep), DRN (Drain), DWG (Drawing), DWY (Driveway), (E) (Existing), EXIST (Existing), EA (Each), EL (Elevation), ENGR (Engineer), EQ (Equal), ETW (Edge of Traveled Way), EW (Each Way), EXPJT (Expansion Joint), FCA (Flanged Coupling Adapter), FDN (Foundation), FTG (Footing), G (Gas), GALV (Galvanized), GI (Galvanized Iron), GPM (Gallons per Minute), GRTG (Grating), HDG (Hot Dip Galvanized), HGR (Hanger), ID (Inside Diameter), INV (Invert), IPS (Iron Pipe Size), JP (Joint Pole), LAT (Lateral), LC (Lined and Coated), LJC (Lined and Coated), MANUF (Manufacturer), MAX (Maximum), MB (Machine Bolt), MI (Malleable Iron), MIN (Minimum), MH (Manhole), (N) (New), N/A (Not Applicable), NO (No), NTS (Not to Scale), O (Over), OD (Outside Diameter), OH (Overhead Line), OPNG (Opening), PS (Pump Station), P/L (Property Line), PVC (Polyvinyl Chloride), PT (Pressure Treated), RDWD, RWD (Redwood), REINF (Reinforcement), REQD (Required), SCH (Schedule), SHT (Sheet), SIM (Similar), SPECS (Specifications), SQ (Square), SS (Stainless Steel), SSE (Sanitary Sewer Easement), STD (Standard), SYM (Symmetrical), T&B (Top and Bottom), TEL (Telephone), THRD, THD (Threaded), TYP (Typical), UON (Unless Otherwise Noted), VC, VCP (Vitrified Clay Pipe), W (With), WM (Water Meter), WS (Welded Steel), # (Size of Reinforcing Bar), @ (at (spacing))

LEGEND INCLUDE BUT ARE NOT LIMITED TO:

Legend symbols and descriptions: W (Water Line), FW (Fire Water Line), RW (Reclaimed Water Line), G (Gas Line), G (High Pressure Gas Line), JT (Joint Trench Line), E (Electric Line), OH (Overhead Utility Line), T (Telephone Line), FO (Fiber Optic Line), TS (Traffic Signal Conduit), TV (Television Line), SS (Existing Sewer Line), FM (Existing Sewer Force Main), SF (Silt Fence), (New Sewer Main), (Storm Drain Line), (Abandoned Line), (Edge of Pavement), (Joint Pole & Joint Pole with Guy), (Fire Hydrant), (Catch Basin), (Gas Meter & Valve), (Water Meter & Valve), (Survey Monument), (Survey Benchmark), (Street Lights), (New Sewer Cleanout), (Existing Sewer Cleanout), (New Sewer Manhole), (Existing Sewer Manhole), (Storm Drain Manhole), (Tele/Comm Manhole & Vault), (Electric Manhole & Vault), (Traffic Signal)

MONTARA LIGHTING DISTRICT GENERAL NOTE

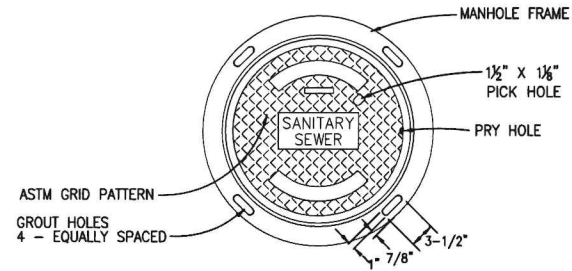
CARE MUST BE TAKEN TO PROTECT THE EXISTING LIGHT POLES AND ANY WIRING ASSOCIATED WITH THEM DURING CONSTRUCTION. ANY DAMAGES TO THE LIGHTING DISTRICT FACILITIES DURING THE CONSTRUCTION SHALL BE REPAIRED IN ACCORDANCE WITH THE DIG SAFE ACT OF 2016 PER THE LIGHTING DISTRICT STANDARD DETAILS.

SEWAGE PUMPING REQUIREMENTS

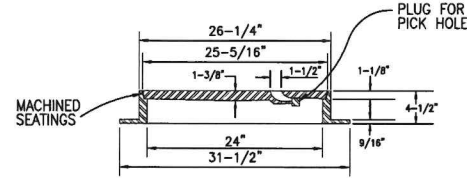
- 1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING CONTINUOUS PUMPING OF ALL SEWAGE AROUND WORK AREA WHERE SEWAGE FLOW IS INTERRUPTED.
2. PUMPS MUST BE ELECTRICAL AND PROPERLY MAINTAINED IN ORDER TO AVOID UPSTREAM OVERFLOW OF SEWAGE. SEWAGE OVERFLOWS ARE ABSOLUTELY PROHIBITED.
3. WHENEVER SEWAGE IS BEING PUMPED, THE CONTRACTOR SHALL MAINTAIN AN AUXILIARY PUMP ON THE JOB SITE.
4. PROTECT DOWNSTREAM SEWER FROM ENTRANCE OF ROCKS AND DEBRIS.
5. DURING NON WORKING HOURS TEMPORARILY RECONNECT EXISTING SEWER TO NEWLY LAID SEWER. IF PUMPING MUST CONTINUE OVERNIGHT OR ON WEEKENDS, THE CONTRACTOR MUST ARRANGE FOR 24-HOUR MAINTENANCE.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO SEWERS, PRIVATE LATERALS, SPILLS, FINES, ETC THAT MAY RESULT FROM IMPROPER OPERATION OF TEMPORARY PUMPS AND/OR FAILURE TO RESPOND TO ALARMS OR OVERFLOWS.
7. IF TEMPORARY PUMPS ARE OUT OF SERVICE FOR ANY REASON THE CONTRACTOR SHALL PROVIDE TANK TRUCKS TO PUMP OUT SEWAGE AND TRANSPORT TO A LOCATION DESIGNATED BY THE DISTRICT.

Vertical sidebar containing: Project No. 9079, Date 1/12/2023, Revision 1, Engineer's Seal (NUTE ENGINEERING), Prepared For: MONTARA WATER AND SANITARY DISTRICT SIP & SPOT REPAIR 2022-2023, Date: April 3, 2023, Page 2 of 9.

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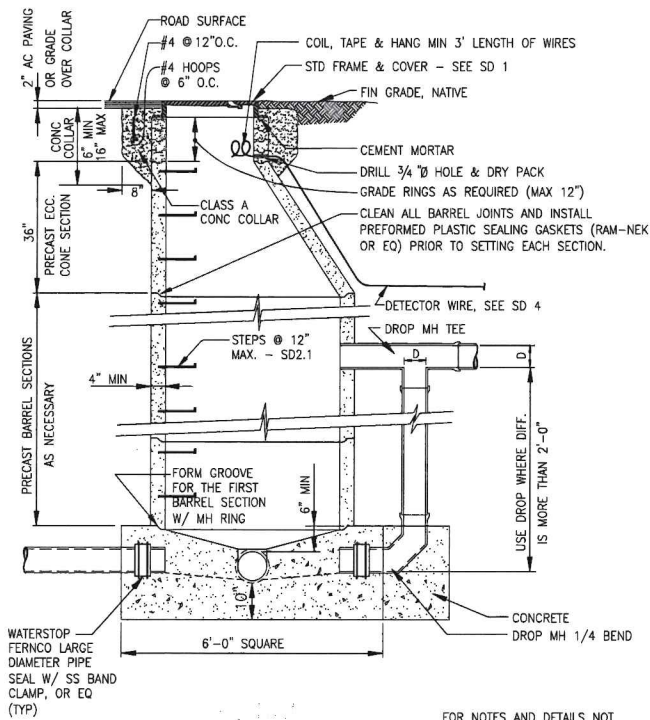
PLAN



- NOTES:
1. MANHOLE FRAME AND COVER SHALL BE AS MANUFACTURED BY PHOENIX IRON WORKS, OAKLAND, NO. P-1090 OR APPROVED EQUIVALENT.
 2. FOR MANHOLES LOCATED IN SIDEWALK AREAS USE PHOENIX NO. P-1067 FRAME AND COVER OR APPROVED EQUIVALENT.
 3. MINIMUM WEIGHT OF FRAME IS 138 LBS. MINIMUM WEIGHT OF COVER IS 130 LBS.
 4. NOT FOR USE IN HIGHWAY 1 TRAVELED WAY

MONTARA WATER & SANITARY DISTRICT

STANDARD MANHOLE FRAME AND COVER	
2017	SD 1.0



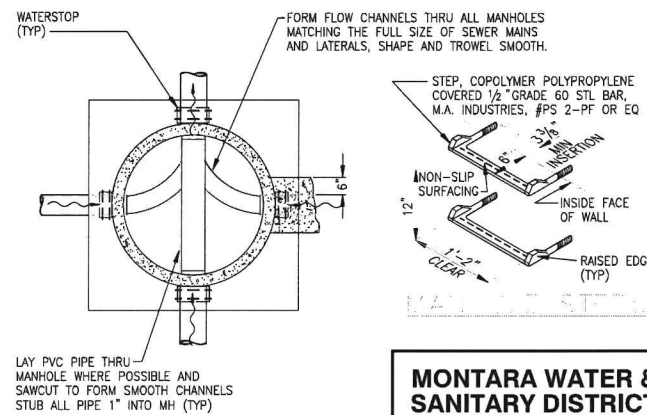
FOR NOTES AND DETAILS NOT SHOWN SEE STD DETAIL SD 2.1

MONTARA WATER & SANITARY DISTRICT

STANDARD SEWER MANHOLE	
2017	SD 2.0

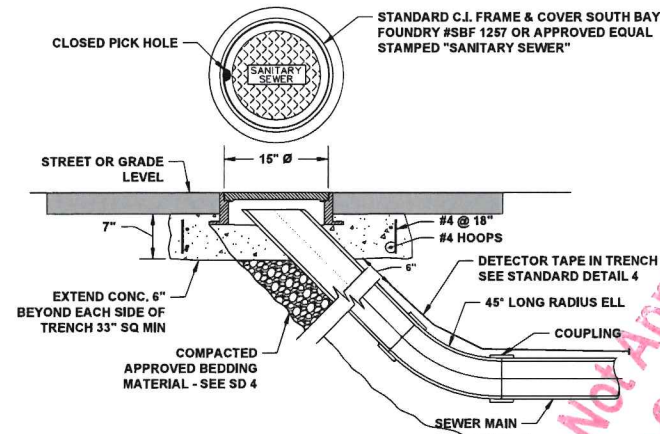
NOTES

1. MANHOLE BASE SHALL BE CLASS A (6-sack) CONCRETE AND SHALL BE POURED AGAINST CRUSHED ROCK BEDDING.
2. PRECAST CONCRETE CONE, BARREL AND GRADE RINGS SHALL CONFORM TO A.S.T.M. Spec C-478, EXCEPT THAT TYPE II Modified PORTLAND CEMENT SHALL BE USED.
3. STEPS SHALL BE POLYPROPYLENE REINFORCED WITH 1/2" GRADE 60 STEEL BAR AS DETAILED BELOW, #PS 2-PF AS MANUFACTURED BY M.A. INDUSTRIES OR EQ.
4. FRAME AND COVER MAY BE ADJUSTED TO GRADE LEVEL EITHER BEFORE OR AFTER PAVING, BUT FINAL GRADE SHALL CONFORM TO ADJACENT FINISH PAVEMENT GRADE WITHIN 1/8".
5. ECCENTRIC CONE SECTION SHALL BE POSITIONED AS DIRECTED BY THE DISTRICT.
6. WHERE FRAME AND COVER IS SET AFTER PAVING, THE CONCRETE COLLAR SHALL BE BROUGHT TO FINISH GRADE AND THE EXPOSED CONCRETE SURFACE SHALL BE COLORED WITH LAMPBLACK.
7. RECESS IN MANHOLE BASE SHALL BE FORMED WITH AN APPROVED METAL FORMING RING TO RECEIVE PRECAST MANHOLE JOINT. PERFORMED PLASTIC SEAL GASKET SHALL BE INSTALLED BEFORE PLACING FIRST BARREL SECTION.
8. PRECAST MANHOLE BASES ARE NOT ALLOWED.



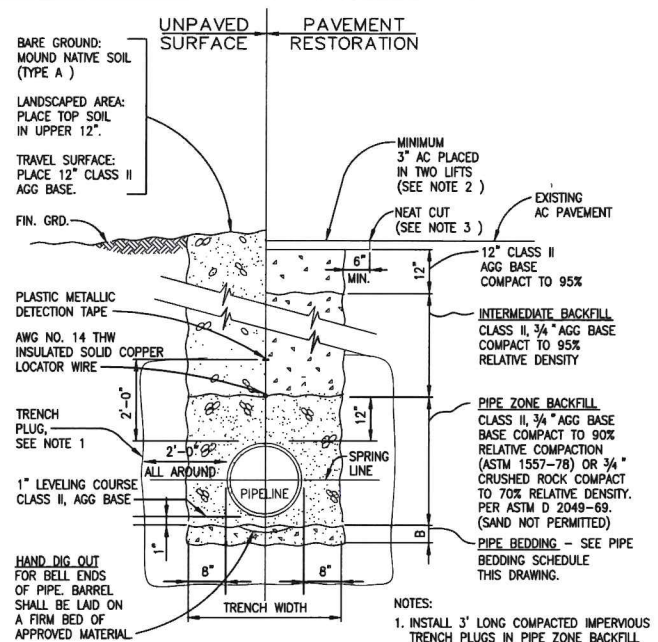
MONTARA WATER & SANITARY DISTRICT

STANDARD SEWER MANHOLE	
2017	SD 2.1



MONTARA WATER & SANITARY DISTRICT

STANDARD 6 INCH RODDING INLET	
2017	SD 3

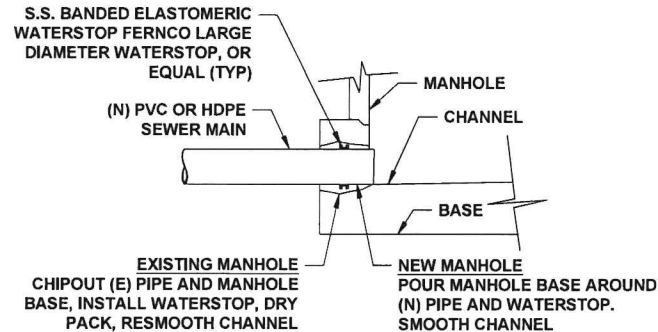


- NOTES:
1. INSTALL 3' LONG COMPACTED IMPERVIOUS TRENCH PLUGS IN PIPE ZONE BACKFILL AND PIPE BEDDING AT 100' INTERVALS.
 2. ASPHALT THICKNESS SHALL CONFORM TO THE REQUIREMENTS OF THE AGENCY WITH JURISDICTION OVER STREET.
 3. CONSULT LOCAL JURISDICTION FOR ASPHALT CUTTING REQUIREMENTS.

TRENCH MATERIAL	BEDDING DEPTH - B	BEDDING MATERIAL
SOIL - DRY	6"	3/4" CRUSHED ROCK OR CLASS II, AGG BASE
SOIL W/ WATER	12"	1 1/2" CRUSHED ROCK
ROCK OR HARD PAN - DRY	6"	3/4" CRUSHED ROCK OR CLASS II AGG BASE
ROCK OR HARD PAN W/ WATER	6"	1 1/2" CRUSHED ROCK
BAY MUD	SEE BAY MUD TRENCH DETAIL DRAWING SD 4.1	

MONTARA WATER & SANITARY DISTRICT

TYPICAL TRENCH SECTION	
2017	SD 4.0



NOTE: WHEN PIPE STUB ENTERS MANHOLE THROUGH BARREL WALL, CORE DRILL HOLE AND CONNECT WITH LINK SEAL, FILL GAPS WITH DRY PACK MORTAR.

MANHOLE CONNECTION DETAIL 1/3

N.T.S.

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Project No.: 9079

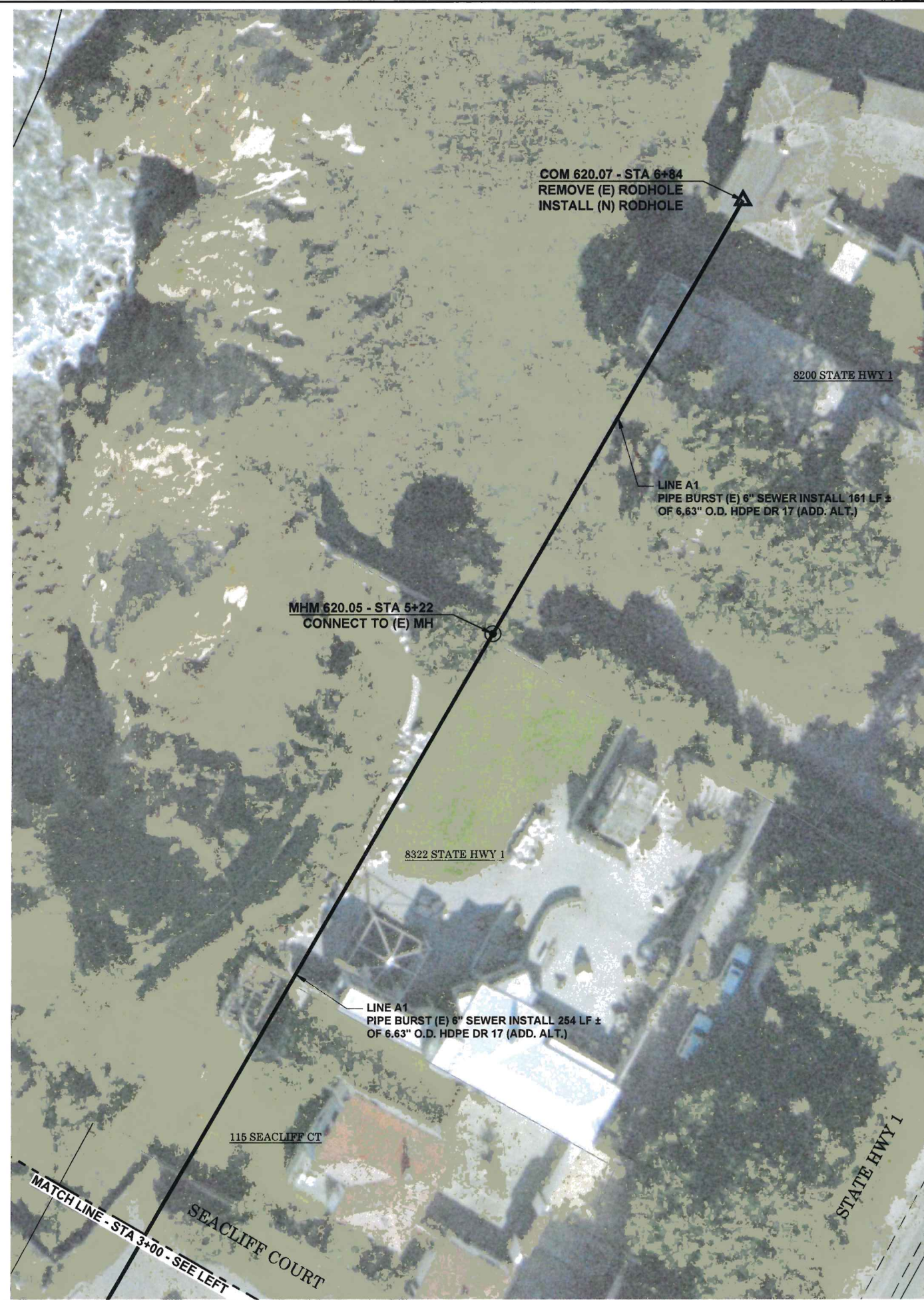
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PREPARED BY: **MONTARA WATER AND SANITARY DISTRICT**
SIP & SPOT REPAIR 2022-2023
STANDARD AND MISCELLANEOUS DETAILS AND NOTES

DATE: April 3, 2023

SHEET: 3 OF 4

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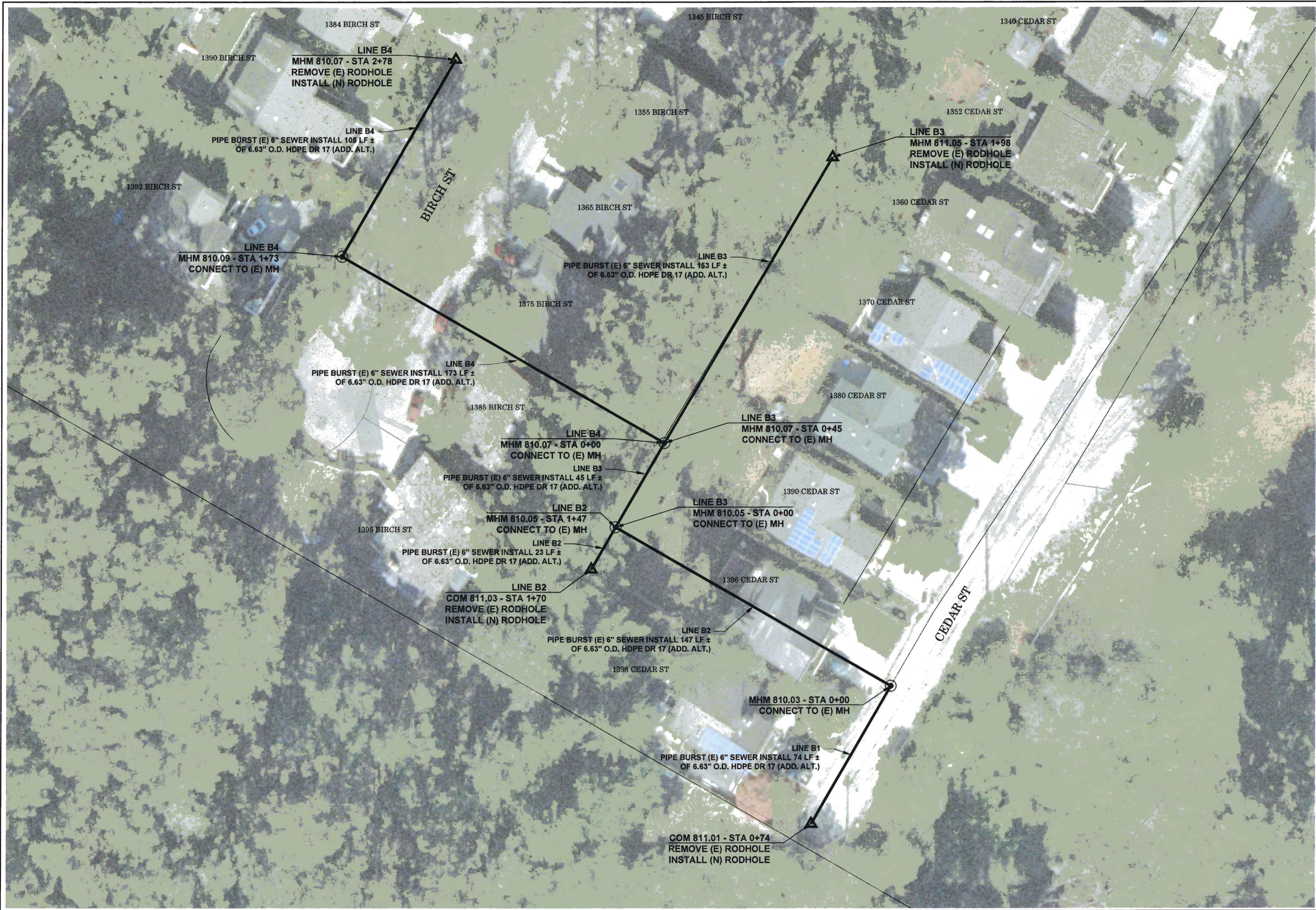
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Project No.:	9079

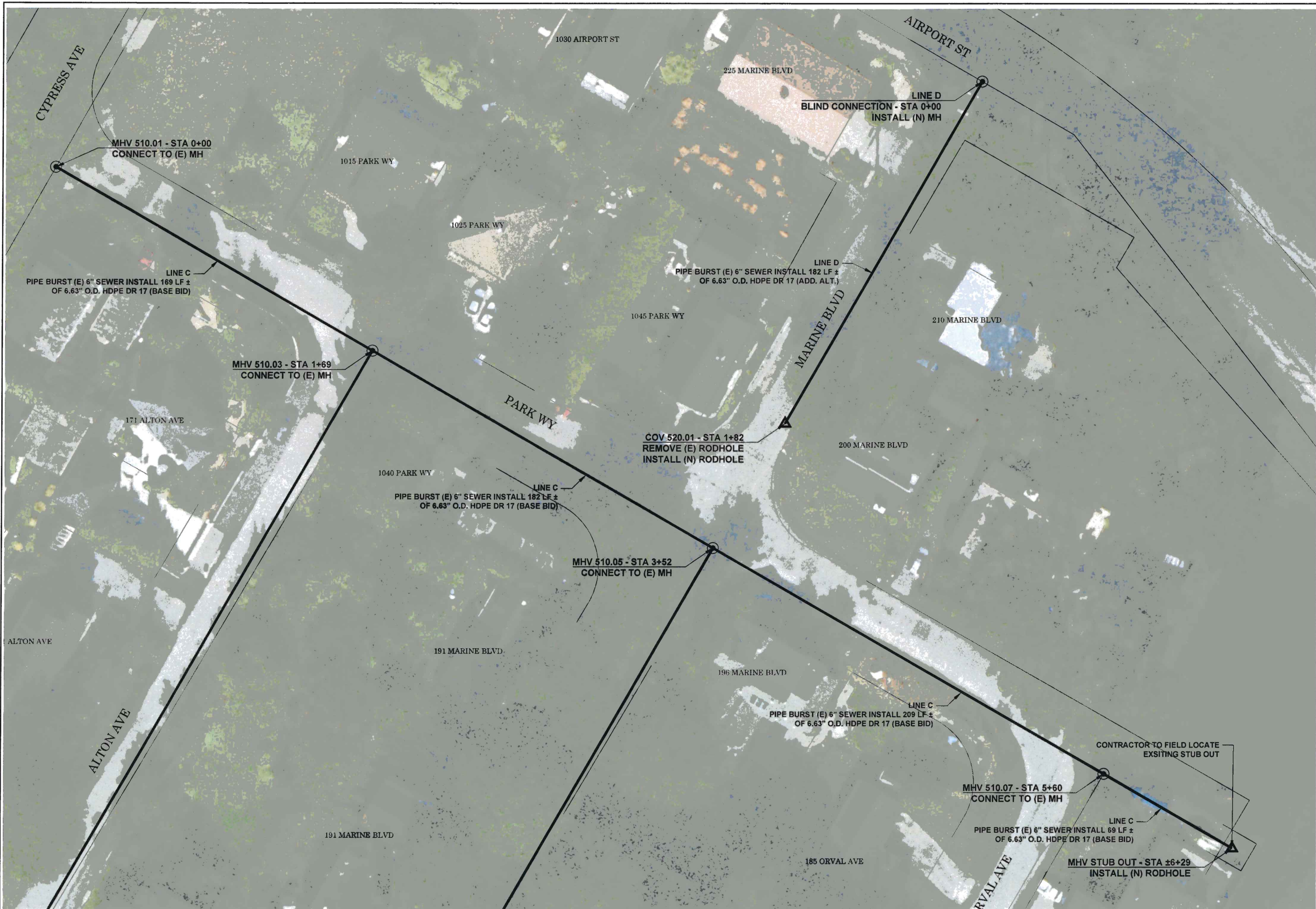
NUTE ENGINEERING
 Civil and Sanitary Consultants
 907 MISSION AVE. SAN RAFAEL, CA 94901
 T. 415.453.4480 F. 415.453.0343 nute.biz

PREPARED FOR:
 CALIFORNIA
MONTARA WATER AND SANITARY DISTRICT
 SIP & SPOT REPAIR 2022-2023
 LINE A1 STA. 0+00 - STA. 6+84 &
 LINE A2 STA. 0+00 - STA. 1+72

DATE:	April 3, 2023
SHEET:	9079
SHEET:	5 of 9



SAN MATEO COUNTY		CALIFORNIA	
MONTARA WATER AND SANITARY DISTRICT			
SIP & SPOT REPAIR 2022-2023			
LINE B1 STA 0 - 0+74 & LINE B2 STA 0 - 1+70		LINE B3 STA 0 - 1+98 & LINE B4 STA 0 - 2+78	
CONTRACT NO.:			
DATE: April 3, 2023			
SHEET:			
6 OF 9			
PREPARED FOR:		 Montara Water and Sanitary District 8888 CABRILLO HWY MONTARA, CALIFORNIA 94027 P. 650-728-3545 MWS.D.MONTARA.ORG	
PREPARED BY:		 NOTE ENGINEERING Civil and Sanitary Consultants 907 MISSION AVE. SAN RAFAEL, CA 94901 T. 415-453-4480 F. 415-453-0943 nute.biz	
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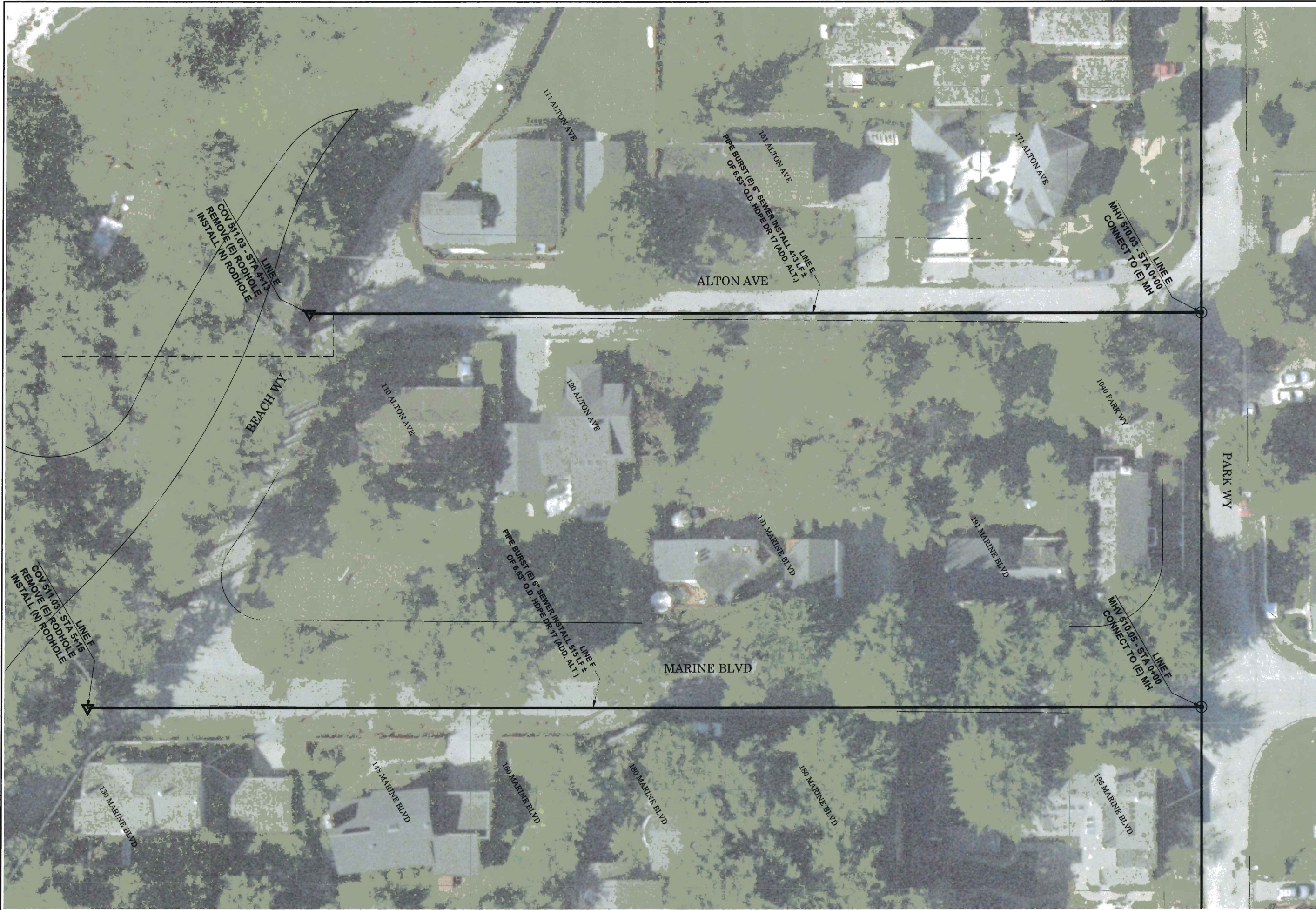
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IF THIS DOES NOT MEASURE AS SHOWN, CONTACT THE DESIGNER.	

PREPARED BY: NUTE ENGINEERING
Civil and Sanitary Consultants
907 MISSION AVE. SAN RAFAEL, CA 94901
T: 415-453-4480 F: 415-453-0343 nute.biz

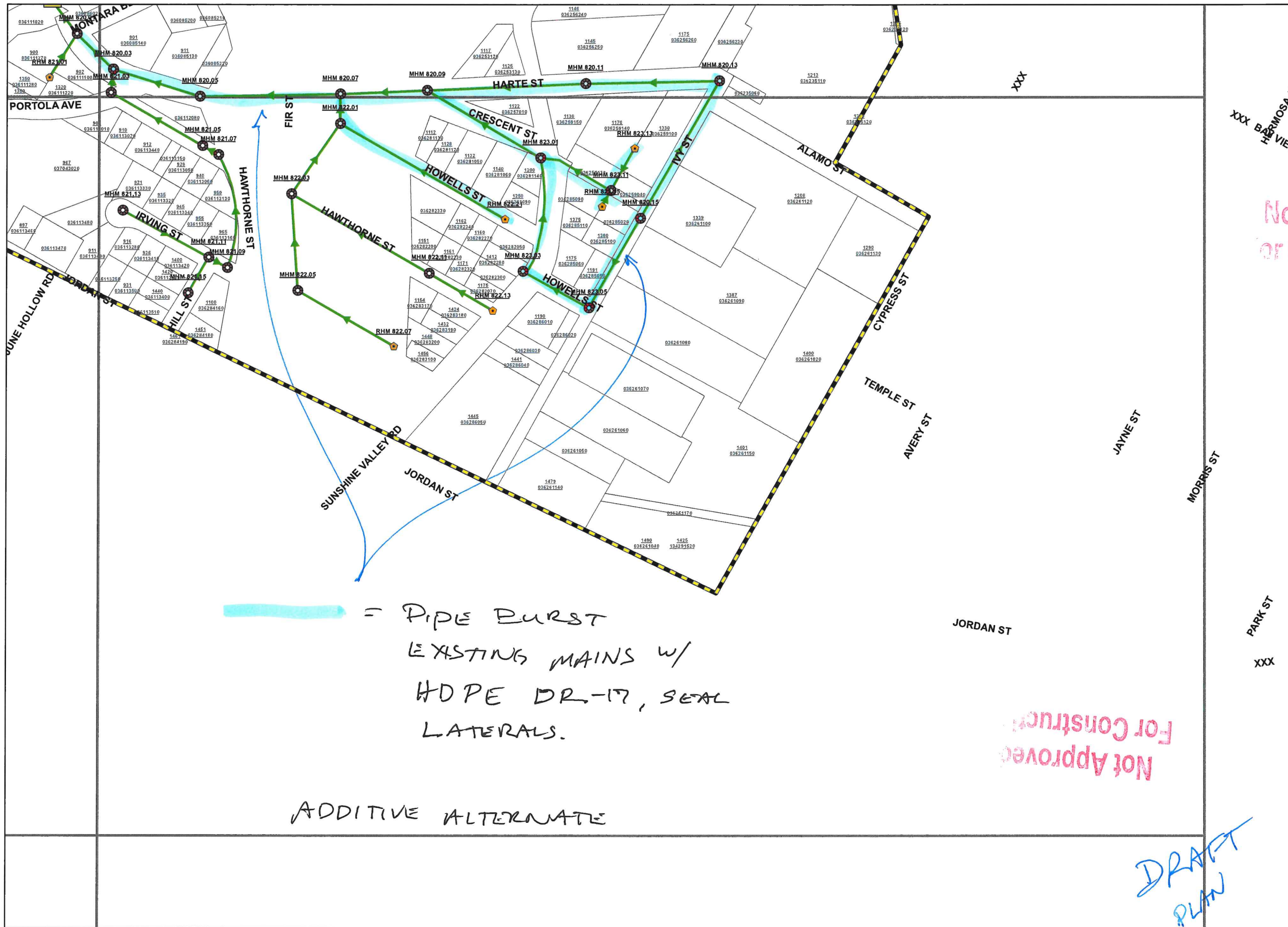
PREPARED FOR: Montara Water and Sanitary District
8888 CABRILLO HWY. MONTARA, CALIFORNIA 94027
P: 650-728-3545 MWSD.MONTARA.ORG

SAN MATEO COUNTY CALIFORNIA
MONTARA WATER AND SANITARY DISTRICT
SIP & SPOT REPAIR 2022-2023
LINE C STA 0+00 - STA 6+29 (BASE BID) & LINE D STA 0+00 - STA 1+82 (ADD. ALT.)

DATE:	April 3, 2023
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SHEET:	7 OF 9



SAN MATEO COUNTY		CALIFORNIA	
MONTARA WATER AND SANITARY DISTRICT			
SIP & SPOT REPAIR 2022-2023			
LINE E STA 0+00 - STA 6+29 (ADD. ALT.)			
LINE F STA 0+00 - STA 6+29 (ADD. ALT.)			
DATE: April 3, 2023			
SHEET: 8 OF 9			
PREPARED FOR:	 Montara Water and Sanitary District 8888 CARBILLO HWY, MONTARA, CALIFORNIA 94037 P. 650-728-2545 MWSD.MONTARA.ORG		
PREPARED BY:	 NUTE ENGINEERING Civil and Sanitary Consultants 907 MISSION AVE, SAN RAFAEL, CA 94901 T. 415-453-4480 F. 415-453-0343 nute.biz		
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Project No.:	9079	DATE	11/02/2022
IF THE USER DOES NOT MEASURE OR PRINT TO SCALE, THE USER SHALL BE RESPONSIBLE FOR THE SCALE.		REVISION 1	BEO
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M04	M05	M06
M07	M08	M09
M10	M11	M12
M13	M14	M15
M16	M17	
M18	M19	
M20		



SANITARY SEWER SYSTEM

MONTARA SANITARY DISTRICT
SAN MATEO COUNTY, CALIFORNIA

M09

NUTE
Nute Engineering

Printed

Date: 4/17/2014

9 of 9

MONTARA WATER AND SANITARY DISTRICT

San Mateo County, California

PLANS

FOR THE CONSTRUCTION OF
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

MAY 2023

DISTRICT BOARD

SCOTT BOYD - PRESIDENT

PETER DEKKER - TREASURER

KATHRYN SLATER-CARTER - SECRETARY

BILL SOFTKY - DIRECTOR

CARLYSLE ANN (CID) YOUNG - DIRECTOR

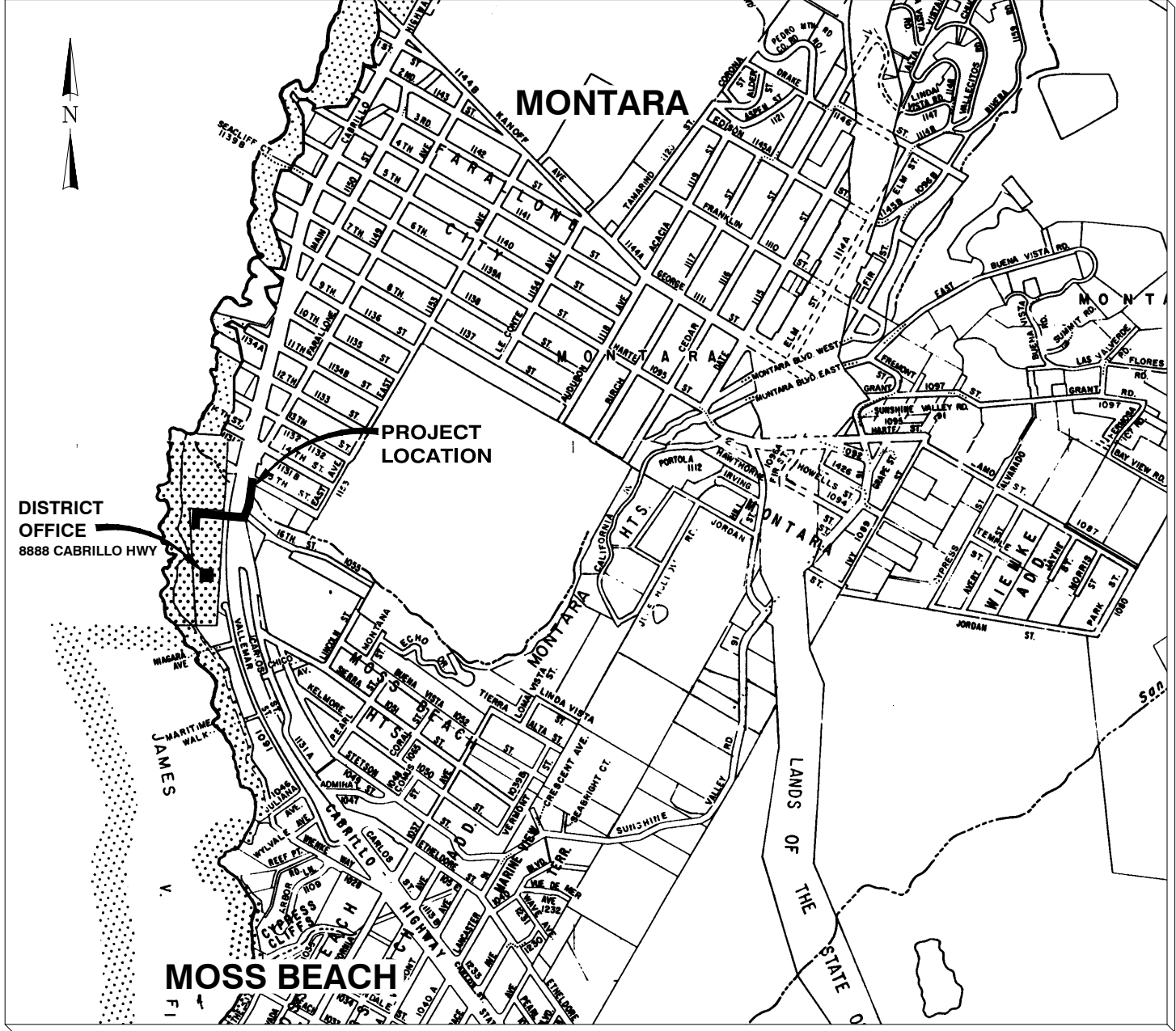
CLEMENS HELDMAIER - GENERAL MANAGER

NUTE ENGINEERING

907 Mission Ave.
San Rafael, California

Tel 415.453.4480

Fax 415.453.0343



PROJECT LOCATION MAP

INDEX TO PLANS

1. PROJECT LOCATION MAP AND INDEX TO PLANS
2. NOTES, LEGEND AND ABBREVIATIONS
3. STANDARD AND MISCELLANEOUS DETAILS AND NOTES
4. MISCELLANEOUS DETAILS AND NOTES
5. PLAN AND PROFILE - LINE A - STA 0+00 TO STA 3+70
6. PLAN AND PROFILE - LINE A - STA 3+70 TO STA 5+27 - LINE B - STA 0+00 TO STA 0+96
7. PLAN - LINE C - CIPP EXISTING SEWER - ADDITIONAL LATERAL WORK
8. PRELIMINARY TRAFFIC CONTROL PLAN
9. PRELIMINARY EROSION CONTROL PLAN
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14. CALTRANS EROSION DETAILS (T62)
15. CALTRANS EROSION DETAILS (T63)
16. CALTRANS EROSION DETAILS (T64)
17. CALTRANS EROSION DETAILS (T65)
18. CALTRANS ALTERNATE TRENCH SECTION - D4 ENCROACHMENT PERMIT

SUBMITTED BY:

Pippin Carrasco

CONSULTING SANITARY ENGINEERS



Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, except for liability arising from the sole negligence of design professional.



MONTARA WATER AND SANITARY DISTRICT
San Mateo County, California

CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

PROJECT LOCATION MAP AND INDEX TO PLANS

NUTE ENGINEERING

907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480

Drawn by:	BEO	Job No.:	8809	Scale:	AS SHOWN
Checked by:	PC	Date:	MAY 2023		

SAFETY

- THE CONTRACTOR AGREES THAT, IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL BE IN POSSESSION OF AN APPROVED SAFETY PLAN. THE SAFETY PLAN SHALL MEET OR EXCEED ALL CAL-OSHA REQUIREMENTS AND THE CSRMA CONTRACTOR SAFETY HANDBOOK.
- THE CONTRACTOR SHALL POST EMERGENCY TELEPHONE NUMBERS FOR POLICE, FIRE, AMBULANCE, AND THOSE AGENCIES RESPONSIBLE FOR MAINTENANCE OF UTILITIES IN THE VICINITY OF JOBSITE.
- TRAFFIC CONTROL DURING CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL CONFORM TO THE CONTRACT DOCUMENTS AND APPROVED TRAFFIC CONTROL PLANS.
- OVERHEAD ELECTRIC AND TELEPHONE DISTRIBUTION SYSTEMS AND INDIVIDUAL SERVICE LINES EXIST IN THE VICINITY OF THE WORK AREA AND ARE NOT ALL SHOWN ON THE DRAWINGS. CONTRACTOR SHALL EXERCISE CAUTION WHILE WORKING NEAR OR UNDER ALL UTILITY LINES.
- WHILE WORKING ON THE PROJECT, THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL COMPLY WITH THE DISTRICT'S CONFINED SPACE ENTRY PROCEDURES FOR ALL PERMIT SPACE ENTRIES. THE FOLLOWING SPACES ARE HEREBY DESIGNATED PERMIT SPACES: MANHOLES, PUMP PITS, VALVE PITS, UNDERGROUND PITS, PUMP STATIONS, CONCRETE CULVERTS. SRSD CONFINED ENTRY SPACE PROCEDURES ARE AVAILABLE FROM SRSD.
- THE PROJECT WILL REQUIRE EXCAVATION IN CLOSE VICINITY TO PG&E GAS MAINS. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL PG&E SAFETY REQUIREMENTS. THE CONTRACTOR SHALL NOTIFY PG&E WHEN WORKING NEAR GAS MAINS AND COORDINATING CONTINUOUS OBSERVATION BY A PG&E REPRESENTATIVE AS REQUIRED. HAND DIGGING WILL BE REQUIRED WITHIN 5 FEET OF THE GAS TRANSMISSION PIPES.

GENERAL PROJECT NOTES

- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL OF THE WORK PERFORMED BY HIS SUBCONTRACTORS, WITHOUT EXCEPTION.
- THE CONTRACTOR SHALL IDENTIFY A RESPONSIBLE CONTACT PERSON, WHO IS AN EMPLOYEE OF THE CONTRACTOR, AND A 24-HOUR TELEPHONE NUMBER TO CALL TO RESOLVE PROBLEMS WITH NOISE, DUST OR OTHER CONSTRUCTION-RELATED ISSUES.
- THE CONTRACTOR SHALL BE REQUIRED TO KEEP ALL CONSTRUCTION ACTIVITIES WITHIN THE RIGHTS-OF-WAY AND EASEMENTS OBTAINED FOR THIS PROJECT UNLESS OTHERWISE SHOWN. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, VEHICLES AND EQUIPMENT, LIMITS OF TRENCH EXCAVATIONS, AND STOCKPILED NEW MATERIAL.
- THE CONTRACTOR SHALL PROVIDE PROTECTION DEVICES INCLUDING BARRICADES, FENCING, WARNING SIGNS, LIGHTS, FLAGGERS, CHANGEABLE MESSAGE SIGNS, FLASHING ARROW BOARDS OR OTHER ITEMS NECESSARY TO ENSURE PUBLIC SAFETY WITHIN THE PROJECT SITE. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- CONTRACTOR SHALL EXERCISE DUE CAUTION DURING CONSTRUCTION TO PROTECT ALL EXISTING LANDSCAPING, FENCING, EQUIPMENT, PIPES WHICH ARE TO REMAIN. ANY DAMAGE RESULTING FROM CONTRACTOR OPERATIONS SHALL BE REPAIRED AS DIRECTED BY THE DISTRICT'S REPRESENTATIVE, AT NO ADDITIONAL COST TO THE DISTRICT.
- CONTRACTOR SHALL CONFORM TO ALL LAWS REGARDING MONUMENT AND SURVEY POINT PROTECTION, PRESERVATION, AND RESTORATION. THE CONTRACTOR SHALL PRESERVE ALL SURVEY MARKERS AND MONUMENTATION. THE CONTRACTOR SHALL NOTIFY THE CITY/COUNTY ENGINEER OF ANY EXISTING FEDERAL, STATE, COUNTY, CITY AND PRIVATE LAND SURVEY MARKER REQUIRING RESETTING PRIOR TO DISTURBANCE.
- CONTRACTOR SHALL RESTORE STRIPING ON ROADWAY REMOVED OR DAMAGED AS PART OF CONSTRUCTION WITH THERMOPLASTIC INCLUDING CROSSWALK LINES, PAVEMENT LEGENDS AND ALL STRIPING.
- CONTRACTOR SHALL RESTORE ALL EXISTING PRIVATE AND PUBLIC IMPROVEMENTS TO THEIR EXISTING CONDITION OR BETTER. THIS INCLUDES, BUT IS NOT LIMITED TO ALL LANDSCAPING, IRRIGATION, AND UTILITIES UNLESS NOTED OR DIRECTED OTHERWISE BY THE DISTRICT'S REPRESENTATIVE.
- CONTRACTOR SHALL COMPLY WITH THE MONTARA WATER AND SANITATION DISTRICT STANDARD SPECIFICATIONS AND DRAWINGS.
- ALL ABANDONED PIPES SHALL BE PLUGGED AT BOTH ENDS WITH 3' CONCRETE AND/OR FILLED WITH GROUT AS SPECIFIED ON PLANS.
- PROJECT ACCEPTANCE WILL NOT BE MADE UNTIL THE CONTRACTOR DELIVERS TO THE DISTRICT A NEAT AND LEGIBLE SET OF AS BUILT PLANS.

LAYOUT NOTES

- ALL ELEVATIONS ON THE DRAWINGS ARE BASED ON NAVD 88.
- HORIZONTAL AND VERTICAL DIMENSIONS PROVIDED ON THE DRAWINGS ARE APPROXIMATE. FIELD MEASUREMENTS MAY VARY FROM THOSE ON THE DRAWINGS. ADJUSTMENTS TO LINE AND GRADE MAY BE MADE BY THE ENGINEER DURING CONSTRUCTION.
- SHOULD IT APPEAR THAT THE WORK TO BE DONE OR ANY MATTER RELATIVE THERETO, IS INSUFFICIENTLY OR INCORRECTLY DETAILED OR EXPLAINED ON THESE PLANS, CONTRACTOR SHALL CONTACT THE DISTRICT'S REPRESENTATIVE FOR SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY.
- THE CONTRACTOR SHALL NOTIFY THE DISTRICT'S REPRESENTATIVE IMMEDIATELY, UPON DISCOVERY OF ANY POTENTIAL FIELD CONFLICTS.
- PROVIDE SEVEN (7) CALENDAR DAY NOTICE IN ADVANCE OF NEED FOR STAKES. CALL 415-453-4480. ALL POTHOLING LOGS SHALL BE PROVIDED PRIOR TO STAKING REQUEST.

APPROVALS & COORDINATION NOTES

- A MINIMUM OF 2 WORKING DAYS, BUT NOT MORE THAN 14 CALENDAR DAYS, PRIOR TO COMMENCING ANY EXCAVATION WORK, THE CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" AT 1-800-227-2600 FOR LOCATING AND MARKING UTILITIES IN THE AREAS OF THE WORK.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY TO PERFORM THE WORK SHOWN IN THESE PLANS FROM THE APPROPRIATE AGENCIES, PRIOR TO COMMENCING WORK.
- THE CONTRACTOR SHALL PREPARE A WRITTEN NOTIFICATION OF THE STARTING AND ENDING DATES OF THE WORK AND DELIVER TO HOMES AND BUSINESSES IN THE VICINITY OF THE PROJECT AT LEAST TWO WEEKS IN ADVANCE OF THE WORK. THE CONTRACTOR SHALL INCLUDE THE HOURS OF WORK IN THE WRITTEN NOTIFICATIONS. PROVIDE THE SAN RAFAEL SANITATION DISTRICT WITH A COPY OF ALL NOTIFICATION LETTERS TO BE SENT TO THE RESIDENTS AND BUSINESSES.
- THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL SOUND CONTROL AND NOISE LEVEL RULES, REGULATION AND ORDINANCES WHICH APPLY TO ANY WORK PERFORMED UNDER THE CONTRACT. EACH INTERNAL COMBUSTION ENGINE USED ON THE PROJECT SHALL BE EQUIPPED WITH A SPARK ARRESTING MUFFLER RECOMMENDED BY THE MANUFACTURER. NO INTERNAL COMBUSTION ENGINE SHALL BE OPERATED ON THE PROJECT WITHOUT SAID MUFFLER. NOISE LEVELS SHALL BE KEPT TO THE SATISFACTION OF THE DISTRICT.
- THE CONTRACTOR SHALL COORDINATE ALL WORK WITH THE DISTRICT, OTHER CONTRACTORS WORKING IN THE AREA AND WITH THE APPROPRIATE UTILITY COMPANY.
- LOCATIONS OF UTILITIES SHOWN ARE FROM THE RECORDS OF THE VARIOUS, UTILITY COMPANIES, LOCAL CITY AN COUNTY PUBLIC WORK AGENCIES, AND MAY NOT ALL BE SHOWN. THE DISTRICT AND ITS ENGINEER MAKE NO GUARANTEE THAT THE LOCATIONS OF UTILITIES ENCOUNTERED WILL NOT BE DIFFERENT THAN THOSE SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND MAKING HIS(HER) OWN DETERMINATION OF LOCATIONS OF EXISTING UTILITIES BY POTHOLING (HAND EXCAVATING) POTENTIAL CONFLICTS IN ADVANCE OF CONSTRUCTING THE CONTRACT PIPELINES OR AS REQUIRED ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO AND ALL PROTECTION FOR, AND/OR COORDINATING THE RELOCATION OF EACH BY THE UTILITY COMPANY AS NECESSARY.

TREE PROTECTION NOTES

- ARBORIST: IF TREE ROOTS ARE TO BE ENCOUNTERED, CONTRACTOR SHALL CONTACT THE DISTRICT INSPECTOR OR ENGINEER. NO TREE PRUNING, REMOVAL OR ROOT-CUTTING SHALL OCCUR WITHOUT THE ARBORIST'S DIRECTION, RECOMMENDATIONS OR APPROVAL.
- TRENCHING: ALL TRENCHING WITHIN THE DRIP LINE OF EXISTING TREES SHALL BE BY HAND WITH CARE TAKEN NOT TO DAMAGE ROOTS OVER 2" DIAMETER.
- PRUNING: TREE ROOTS & BRANCHES SHALL BE PRUNED ONLY AS RECOMMENDED BY CALTRANS ARBORIST AND SHALL BE APPROVED IN ADVANCE AS DIRECTED BY THE CITY.
- CONSTRUCTION OPERATIONS: NO NO TREES ARE TO BE REMOVED OTHER THAN SPECIFIED HEREIN.
- STORAGE: THE AREA UNDER THE DRIP LINE OF THE TREE SHALL BE KEPT CLEAN. NO CONSTRUCTION MATERIALS NOR CHEMICAL SOLVENTS SHALL BE STORED OR DUMPED UNDER A TREE.
- TREE DAMAGE: ANY DAMAGE TO EXISTING TREE CROWNS OR ROOT SYSTEMS SHALL BE REPAIRED IMMEDIATELY BY AN APPROVED TREE SURGEON UNDER THE DIRECTION OF THE DISTRICT.

ADDITIONAL NOTES

- UNDERGROUND SERVICE LINES TO BUILDINGS INCLUDING WATER, GAS, ELECTRIC, TELEPHONE, CABLE ETC ARE NOT ALL SHOWN. THE CONTRACTOR SHALL ASSUME THAT ALL BUILDINGS HAVE UNDERGROUND SERVICE LINES. CALL USA FOR MARKING AND POT HOLE PRIOR TO TRENCHING. BID ITEM FOR POT HOLING COVERS POT HOLING FOR UTILITY MAINS ONLY. LOCATION OF AND PROTECTION OF ALL UNDERGROUND SERVICES IS THE CONTRACTORS RESPONSIBILITY, AT NO ADDITIONAL COST TO THE DISTRICT.
- THE CONTRACTOR SHALL INSTALL PUMPS TO DIVERT SEWAGE AROUND THE WORK AREA. DURING NON WORKING HOURS THE SEWAGE FLOW THROUGH THE SEWER SHALL BE RESTORED.
- WHERE THE NEW SEWER IS TO FOLLOW THE ALIGNMENT OF THE EXISTING SEWER THE CONTRACTOR SHALL LOCATE THE ALIGNMENT OF THE EXISTING SEWER BY ELECTRONIC SEANS OR BY POT HOLING PRIOR TO SAW CUTTING PAVEMENT.
- THE CONTRACTOR SHALL USE SHORING METHODS THAT WILL PREVENT MOVEMENT OF ADJACENT GROUND. ALL DAMAGES RESULTING FROM SOIL MOVEMENT SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE DISTRICT.
- EXISTING SEWERS, LATERALS, MANHOLES AND RODHOLES MAY BE BACKFILLED WITH PEA GRAVEL WHICH MAY REQUIRE ADDITIONAL SHORING AND ADDITION TRENCH AND SURFACE RESTORATION, AT NO ADDITIONAL EXPENSE TO THE DISTRICT.
- AT THE END OF THE DAY'S WORK PERIOD NOT MORE THAN 20' OF TRENCH MAY BE LEFT WITHOUT COMPACTED BACKFILL TO THE GROUND SURFACE UNLESS APPROVED BY DISTRICT ENGINEER.
- WHERE A WATER MAIN IS CLOSE TO THE SEWER ALIGNMENT THE CONTRACTOR SHALL COORDINATE HIS WORK WITH MMWD. IT IS THE CONTRACTORS RESPONSIBILITY TO SUPPORT THE WATER MAIN AT ALL TIMES.
- USE EXTREME CARE WHEN EXCAVATING NEAR BENDS OR TEES ON WATER MAINS SO AS NOT TO DISTURB ANY THRUST BLOCKS. IF A THRUST BLOCK IS DISPLACED OR DISTURBED IT SHALL BE REPLACED BEFORE THE END OF THAT DAYS WORK PERIOD.
- GROUND WATER CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR. GROUND WATER SHALL NOT BE DISCHARGED TO STORM DRAINS. WATER FROM TRENCH DEWATERING MAY BE DISCHARGED TO THE SANITARY SEWER PROVIDING ROCKS, GRAVEL, DEBRIS, DIRT, AND SILT HAVE BEEN REMOVED. FOR THIS PROJECT GROUND WATER SHALL BE EXPECTED IN EXCAVATIONS DEEPER THAN 5 FEET.
- ALL PAVEMENT, CURBS, GUTTERS AND SIDEWALKS DAMAGED BY THE WORK SHALL BE RESTORED PER THE SURFACE RESTORATION DETAILS. CURBS, GUTTERS AND SIDEWALKS SHALL BE REPLACED TO MATCH EXISTING DIMENSIONS AND CONFIGURATION.
- TRENCH WORK IN STREETS INCLUDES:
 - TRENCHES FOR SEWER MAIN CONSTRUCTION.
 - OPENCUT TRENCHING FOR SEWER MAIN CONSTRUCTION
 - EXCAVATION FOR MANHOLES OR RODHOLES.
 - EXCAVATION OF LOWER LATERALS.
 - POTHOLES FOR UTILITY LOCATION AND PROTECTION
 - DIRECTIONAL DRILLING
- CLEANOUT BOXES SHALL NOT BE INSTALLED ON PRIVATE PROPERTY UNLESS SPECIFICALLY DIRECTED BY THE DISTRICT.
- USE OF " CUT BACK " ASPHALT FOR TEMPORARY TRENCH PAVING IN THE PUBLIC RIGHT OF WAY IS NOT PERMITTED. USE TRENCH PLATES OR HOT MIX ONLY. TRENCH PLATES IN CALTRANS RIGHT OF WAY MUST BE CUT INTO ROAD SURFACE SO THEY ARE FLUSH WITH NO BUMP AND MUST BE PINNED INTO PLACE. ALL PLATES MUST HAVE A NONSKID SURFACE.
- FOR PIPE BEDDING AND PIPE ZONE BACKFILL SEE TRENCH SECTION SD4.
- THE CONTRACTOR SHALL POT HOLE ALL UTILITIES BEFORE THE ENGINEER WILL SET THE GRADES.
- NO FINAL PAVING OR SIDEWALK RESTORATION SHALL OCCUR UNTIL THE NEW SEWER MAIN HAS BEEN TELEVISED, AIR TESTED, AND THE LOCATOR WIRES HAVE BEEN TESTED TO THE SATISFACTION OF THE DISTRICT INSPECTOR.
- EXISTING SEWER SHOWN ON THE PROFILE MAY BE OUT OF PLANE IN A DIFFERENT ALIGNMENT THAN THE NEW SEWER.
- ASSUME ALL EXISTING MANHOLES ARE CONSTRUCTED WITH AT LEAST A THREE FOOT (3') OVER POUR OF CONCRETE AND CONCRETE COLLARS.
- ROCK MAY BE ENCOUNTERED DURING EXCAVATION AND SHALL BE PAID BY THE BID ITEM THEREFOR.
- IF MAILBOXES NEED TO BE REMOVED AND REPLACED TO FACILITATE CONSTRUCTION, THE MAILBOX MUST BE SET IN A SECURE TEMPORARY LOCATION ACCESSIBLE BY THE USPS MAIL DELIVERY PERSON.
- IF CONTRACTORS EXCAVATION WORK IS ADJACENT TO A JOINT UTILITY POLE, IT IS THE CONTRACTORS RESPONSIBILITY TO NOTIFY AND COORDINATE WITH PG&E AND TO PROTECT AND SUPPORT JOINT UTILITY POLE.
- DISTRICT WATER ENGINEER IS SRST CONSULTANTS, 415-776-5800 AND ARE SPECIFICALLY INVOLVED WITH SUBMITTAL REVIEW AND CONSTRUCTION ENGINEERING REVIEW OF WORK IDENTIFIED ON PLAN SHEETS 5 AND 7.

CONFINED SPACE NOTE:

WHILE WORKING ON THE PROJECT, THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL COMPLY WITH THE DISTRICT'S CONFINED SPACE ENTRY PROCEDURES FOR ALL PERMIT SPACE ENTRIES. THE FOLLOWING SPACES ARE HEREBY DESIGNATED PERMIT SPACES: MANHOLES

ABBREVIATIONS INCLUDE BUT ARE NOT LIMITED TO:

AC	ASPHALT CONCRETE	EA	EACH	NTS	NOT TO SCALE
APPROX	APPROXIMATE	EL	ELEVATION	OI	OVER
ALT	ALTERNATE	ENGR	ENGINEER	OD	OUTSIDE DIAMETER
ALUM	ALUMINUM	EQ	EQUAL	OH	OVERHEAD LINE
ATR	ALL-THREAD ROD	ETW	EDGE OF TRAVELED WAY	OPNG	OPENING
BLKG	BLOCKING	EW	EACH WAY	PS	PUMP STATION
BM	BENCH MARK	EXPJT	EXPANSION JOINT	P/L	PROPERTY LINE
BTWN	BETWEEN	FCA	FLANGED COUPLING ADAPTER	PVC	POLYVINYL CHLORIDE
BOT	BOTTOM	FDN	FOUNDATION	PT	PRESSURE TREATED
CBC	CALIFORNIA BUILDING CODE	FTG	FOOTING	RWD,RWD	REDWOOD
CC	CENTER TO CENTER	G	GAS	REINF	REINFORCEMENT
CI	CAST IRON	GALV	GALVANIZED	REQD	REQUIRED
CL	CENTER LINE	GI	GALVANIZED IRON	SCH	SCHEDULE
CLR	CLEAR	GPM	GALLONS PER MINUTE	SHT	SHEET
CO	CLEANOUT	GRTG	GRATING	SIM	SIMILAR
CONC	CONCRETE	HDG	HOT DIP GALVANIZED	SPECS	SPECIFICATIONS
CON	CONTINUOUS	HGR	HANGER	SQ	SQUARE
CONN	CONNECT, CONNECTION	ID	INSIDE DIAMETER	SS	STAINLESS STEEL
CPLG	COUPLING	INV	INVERT	SSE	SANITARY SEWER EASEMENT
d	PENNY (NAIL SIZE)	IPS	IRON PIPE SIZE	STD	STANDARD
DI	DUCTILE IRON	JP	JOINT POLE	SYM	SYMMETRICAL
DIA	DIAMETER	JT	JOINT TRENCH	T&B	TOP AND BOTTOM
DIMS	DIMENSIONS	LAT	LATERAL	TEL	TELEPHONE
DBL	DOUBLE	L/C	LINED AND COATED	THRD, THD	THREADED
DET	DETAIL	MANUF	MANUFACTURER	TYP	TYPICAL
DF	DOUGLAS FIR	MAX	MAXIMUM	UON	UNLESS OTHERWISE NOTED
DISCH	DISCHARGE	MB	MACHINE BOLT	VC, VCP	VITRIFIED CLAY PIPE
DP	DEEP	MI	MALLEABLE IRON	W/	WITH
DRN	DRAIN	MIN	MINIMUM	WM	WATER METER
DWG	DRAWING	MH	MANHOLE	WS	WELED STEEL
DWY	DRIVEWAY	(N)	NEW	#	SIZE OF REINFORCING BAR
(E)	EXISTING	N/A	NOT APPLICABLE	@	AT (SPACING)
EXIST	EXISTING	NO	NUMBER		

LEGEND INCLUDE BUT ARE NOT LIMITED TO:

	W	WATER LINE		JOINT POLE & JOINT POLE WITH GUY
	FW	FIRE WATER LINE		FIRE HYDRANT
	RW	RECLAIMED WATER LINE		CATCH BASIN
	G	GAS LINE		GAS METER & VALVE
	G	HIGH PRESSURE GAS LINE		WATER METER & VALVE
	JT	JOINT TRENCH LINE		SURVEY MONUMENT
	E	ELECTRIC LINE		SURVEY BENCHMARK
	OH	OVERHEAD UTILITY LINE		STREET LIGHT
	T	TELEPHONE LINE		NEW SEWER CLEANOUT
	FO	FIBER OPTIC LINE		EXISTING SEWER CLEANOUT
	TS	TRAFFIC SIGNAL CONDUIT		NEW SEWER MANHOLE
	TV	TELEVISION LINE		EXISTING SEWER MANHOLE
	SS	EXISTING SEWER LINE		STORM DRAIN MANHOLE
	FM	EXISTING SEWER FORCE MAIN		TELE/COMM MANHOLE & VAULT
	SF	SILT FENCE		ELECTRIC MANHOLE & VAULT
		NEW SEWER MAIN		TRAFFIC SIGNAL
		STORM DRAIN LINE		
		ABANDONED LINE		

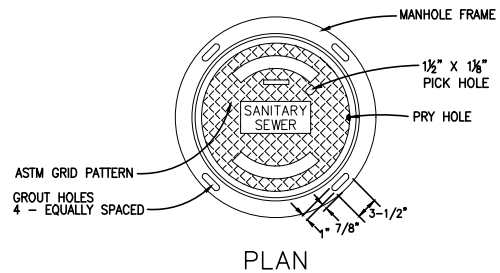
SEWAGE PUMPING REQUIREMENTS

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING CONTINUOUS PUMPING OF ALL SEWAGE AROUND WORK AREA WHERE SEWAGE FLOW IS INTERRUPTED.
- PUMPS MUST BE ELECTRICAL AND PROPERLY MAINTAINED IN ORDER TO AVOID UPSTREAM OVERFLOW OF SEWAGE. SEWAGE OVERFLOWS ARE ABSOLUTELY PROHIBITED.
- WHENEVER SEWAGE IS BEING PUMPED, THE CONTRACTOR SHALL MAINTAIN AN AUXILIARY PUMP ON THE JOB SITE.
- PROTECT DOWNSTREAM SEWER FROM ENTRANCE OF ROCKS AND DEBRIS.
- DURING NON WORKING HOURS TEMPORARILY RECONNECT EXISTING SEWER TO NEWLY LAID SEWER. IF PUMPING MUST CONTINUE OVERNIGHT OR ON WEEKENDS, THE CONTRACTOR MUST ARRANGE FOR 24-HOUR MAINTENANCE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO SEWERS, PRIVATE LATERALS, SPILLS, FINES, ETC THAT MAY RESULT FROM IMPROPER OPERATION OF TEMPORARY PUMPS AND/OR FAILURE TO RESPOND TO ALARMS OR OVERFLOWS.
- IF TEMPORARY PUMPS ARE OUT OF SERVICE FOR ANY REASON THE CONTRACTOR SHALL PROVIDE TANK TRUCKS TO PUMP OUT SEWAGE AND TRANSPORT TO A LOCATION DESIGNATED BY THE DISTRICT.

MONTARA WATER AND SANITARY DISTRICT
San Mateo County, California
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

**NOTES, LEGEND
AND ABBREVIATIONS**

NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
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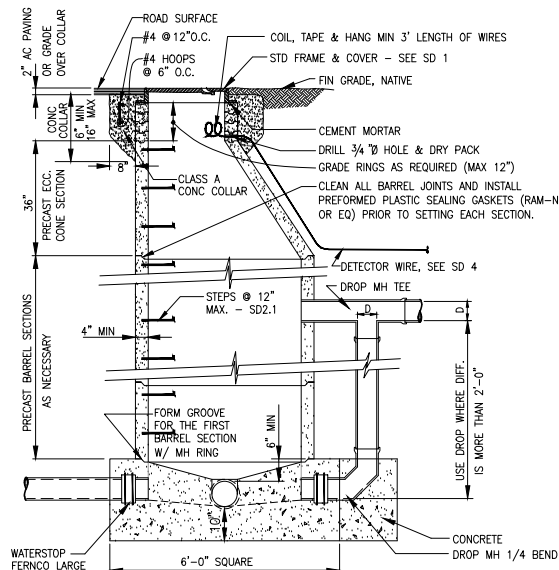


- NOTES:
- MANHOLE FRAME AND COVER SHALL BE AS MANUFACTURED BY PHOENIX IRON WORKS, OAKLAND, NO. P-1090 OR APPROVED EQUIVALENT.
 - FOR MANHOLES LOCATED IN SIDEWALK AREAS USE PHOENIX NO. P-1067 FRAME AND COVER OR APPROVED EQUIVALENT.
 - MINIMUM WEIGHT OF FRAME IS 138 LBS. MINIMUM WEIGHT OF COVER IS 130 LBS.
 - NOT FOR USE IN HIGHWAY 1 TRAVELED WAY

MONTARA WATER & SANITARY DISTRICT

STANDARD MANHOLE FRAME AND COVER

2017 SD 1.0



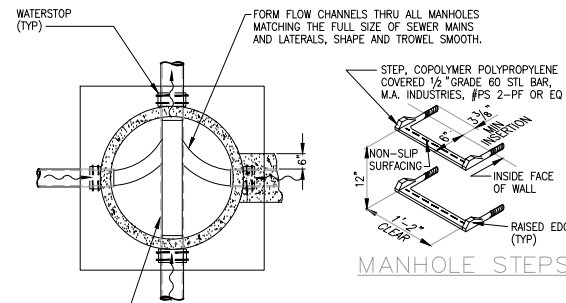
FOR NOTES AND DETAILS NOT SHOWN SEE STD DETAIL SD 2.1

MONTARA WATER & SANITARY DISTRICT

STANDARD SEWER MANHOLE

2017 SD 2.0

- NOTES:
- MANHOLE BASE SHALL BE CLASS A (6--sack) CONCRETE AND SHALL BE POURED AGAINST CRUSHED ROCK BEDDING.
 - PRECAST CONCRETE CONE, BARREL AND GRADE RINGS SHALL CONFORM TO A.S.T.M. Spec C-478, EXCEPT THAT TYPE II Modified PORTLAND CEMENT SHALL BE USED.
 - STEPS SHALL BE POLYPROPYLENE REINFORCED WITH 1/2" GRADE 60 STEEL BAR AS DETAILED BELOW, #PS 2-PF AS MANUFACTURED BY M.A. INDUSTRIES OR EQ.
 - FRAME AND COVER MAY BE ADJUSTED TO GRADE LEVEL EITHER BEFORE OR AFTER PAVING, BUT FINAL GRADE SHALL CONFORM TO ADJACENT FINISH PAVEMENT GRADE WITHIN 1/8".
 - ECCENTRIC CONE SECTION SHALL BE POSITIONED AS DIRECTED BY THE DISTRICT.
 - WHERE FRAME AND COVER IS SET AFTER PAVING, THE CONCRETE COLLAR SHALL BE BROUGHT TO FINISH GRADE AND THE EXPOSED CONCRETE SURFACE SHALL BE COLORED WITH LAMPBLACK.
 - RECESS IN MANHOLE BASE SHALL BE FORMED WITH AN APPROVED METAL FORMING RING TO RECEIVE PRECAST MANHOLE JOINT. PREFORMED PLASTIC SEAL GASKET SHALL BE INSTALLED BEFORE PLACING FIRST BARREL SECTION.
 - PRECAST MANHOLE BASES ARE NOT ALLOWED.

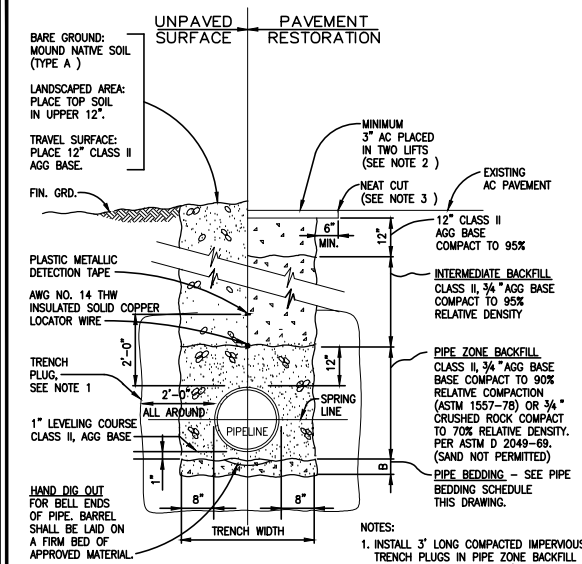


LAY PVC PIPE THRU MANHOLE WHERE POSSIBLE AND SAWCUT TO FORM SMOOTH CHANNELS. STUB ALL PIPE 1" INTO MH (TYP)

MONTARA WATER & SANITARY DISTRICT

STANDARD SEWER MANHOLE

2017 SD 2.1

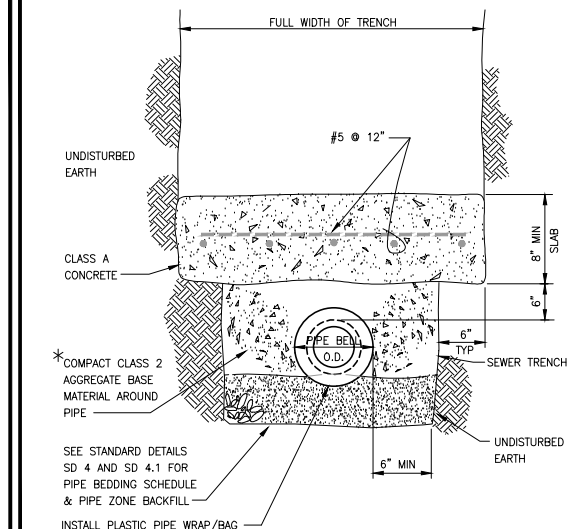


MONTARA WATER & SANITARY DISTRICT

TYPICAL TRENCH SECTION

2017 SD 4.0

TRENCH MATERIAL	BEDDING DEPTH - B	BEDDING MATERIAL
SOIL - DRY	6"	3/4" CRUSHED ROCK OR CLASS II AGG BASE
SOIL W/ WATER	12"	1 1/2" CRUSHED ROCK
ROCK OR HARD PAN - DRY	6"	3/4" CRUSHED ROCK OR CLASS II AGG BASE
ROCK OR HARD PAN W/ WATER	6"	1 1/2" CRUSHED ROCK
BAY MUD		SEE BAY MUD TRENCH DETAIL DRAWING SD 4.1



SEE STANDARD DETAILS SD 4 AND SD 4.1 FOR PIPE BEDDING SCHEDULE & PIPE ZONE BACKFILL

INSTALL PLASTIC PIPE WRAP/BAG

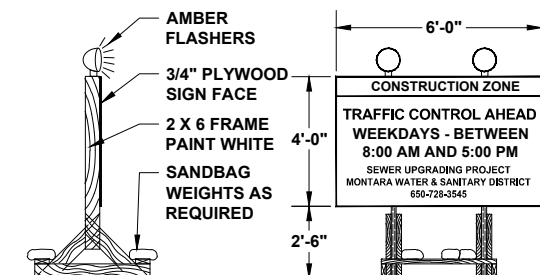
*REPLACE PIPE ZONE MATERIAL WITH CDF OR LEAN CONCRETE IF REQUIRED BY ENCROACHMENT PERMIT.

MONTARA WATER & SANITARY DISTRICT

STANDARD CONCRETE PIPE PROTECTION

2017 *2019 SD 13

SEE ALTERNATE SECTION DETAIL CALTRANS, PAGE 18



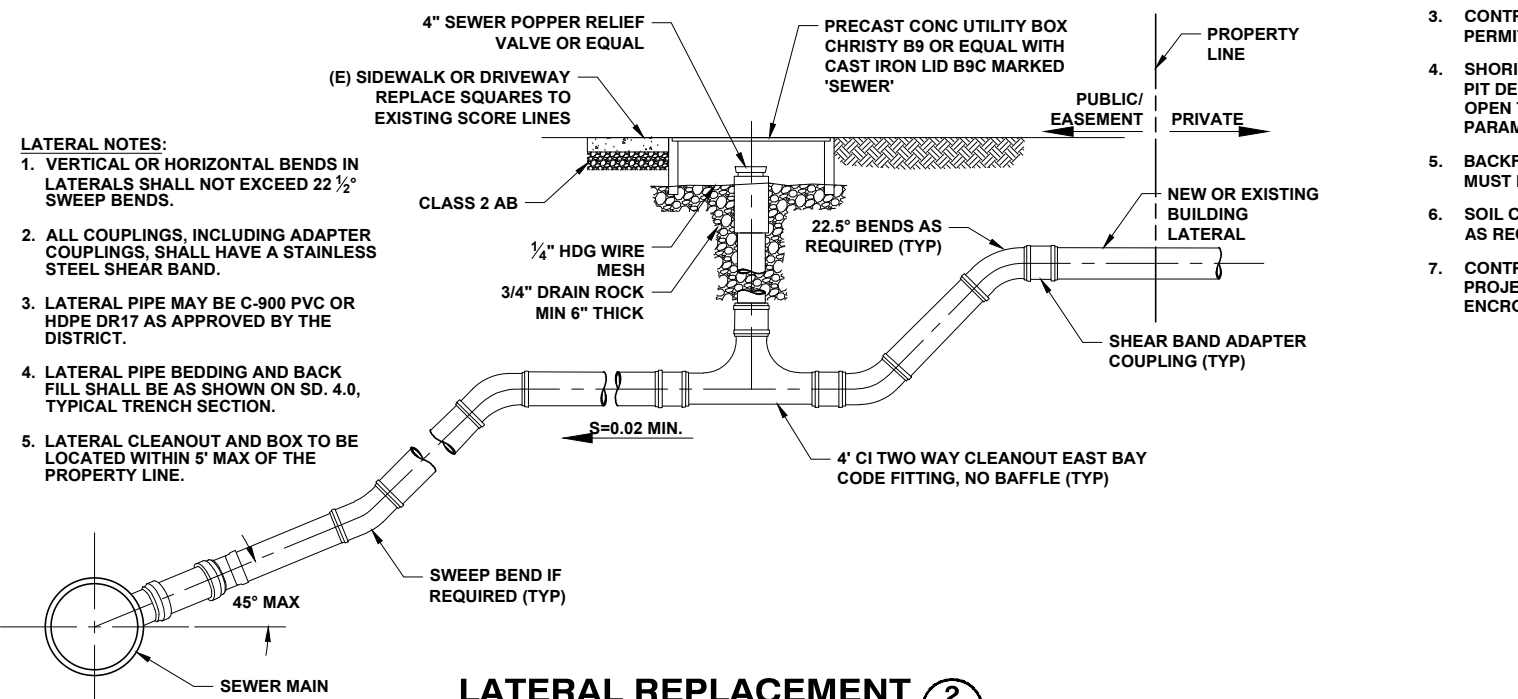
- NOTE:
- LINE 1 - 4" SERIES D LETTERS BLACK ON REFLECTIVE ORANGE BACKGROUND
 - LINE 2 TO 4 - 6" SERIES D LETTERS BLACK LETTERS ON REFLECTIVE WHITE BACKGROUND
 - LINE 5 TO 7 - 4" SERIES D LETTERS BLACK LETTERS ON REFLECTIVE WHITE BACKGROUND

TYPE I SIGN 1 OF 3

N.T.S. (2 REQUIRED)

TRAFFIC CONTROL REQUIREMENTS

- BEFORE COMMENCING WORK, THE CONTRACTOR SHALL PREPARE A TRAFFIC CONTROL PLAN SHOWING SIGN PLACEMENT, FLAGGERS, ETC. FOR APPROVAL BY THE COUNTY OF SAN MATEO AND CALTRANS. ALL TEMPORARY SIGNS, ARROW BOARDS, LIGHTS AND DEVICES SHALL BE IN ACCORDANCE WITH THE CALIFORNIA STATE DIVISION OF HIGHWAYS "MANUAL OF TRAFFIC CONTROL FOR CONSTRUCTION AND MAINTENANCE WORK ZONES", CURRENT EDITION. SEE SHEET 8.
- AT LEAST 1 WEEK BEFORE THE START OF CONSTRUCTION, THE CONTRACTOR SHALL POST TYPE I SIGNS AT APPROPRIATE LOCATIONS ON EACH END OF AREA OF WORK TO BE STARTED FIRST.
- THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO ALLOW EMERGENCY VEHICLES TO PASS THROUGH THE CONSTRUCTION ZONES WITHOUT ANY DELAYS.
- DURING NON-WORKING HOURS, ALL TRENCHES SHALL EITHER BE BACKFILLED OR COVERED WITH STEEL PLATES, AND ALL STREETS AND DRIVEWAYS OPEN TO NORMAL TRAFFIC.
- IF DRIVEWAYS WILL BE TEMPORARILY BLOCKED, ARRANGE WITH PROPERTY OWNERS IN ADVANCE SO THEY CAN MOVE VEHICLES.
- WORKING HOURS IN PUBLIC STREETS NOT SPECIFIED IN THE ENCROACHMENT PERMITS SHALL BE BETWEEN 8 AM AND 5 PM. NO WORK IS PERMITTED ON SATURDAYS, SUNDAYS OR HOLIDAYS. NIGHT WORK MAY BE REQUIRED.
- THE COST OF ALL TRAFFIC CONTROL, INCLUDING CANTRANS ENCROACHMENT PERMIT, ALL SIGNS, DELINEATORS, ARROW BOARDS, APPURTENANCES, FLAGGERS, ETC. SHALL BE INCLUDED IN THE BID PRICE FOR TRAFFIC CONTROL.



LATERAL REPLACEMENT 2 OF 3

N.T.S.

TRENCHING AND SHORING NOTES:

- ALL TRENCH WORK, SHORING AND CASING INSTALLATION WORK MUST BE INSTALLED IN ACCORDANCE WITH THE CALTRANS ENCROACHMENT PERMIT CONDITIONS AND THE ENCROACHMENT PERMIT MANUAL CHAPTER 600 SECTION 623 AND THE CALTRANS TRENCHING AND SHORING MANUAL.
- CONTRACTOR SHALL POTHOLE AND PERFORM SOIL BORING AND/OR SAMPLING TO DETERMINE SUITABLE OPEN TRENCH SHORING, CASING INSTALLATION AND BACK FILL METHODS WHICH MUST BE SUBMITTED TO CALTRANS FOR APPROVAL PRIOR TO COMMENCING WORK.
- CONTRACTOR IS RESPONSIBLE FOR DRILLING AND MINING AND TUNNELING PERMITS IF REQUIRED.
- SHORING PLANS MAY INCLUDE BUT ARE NOT LIMITED TO: BORE AND RECEIVING PIT DESIGN AND OPEN TRENCH LOCATIONS DETAILS. INCLUDE EXCAVATION AND OPEN TRENCH SHORING DESIGN, MONITORING PLAN, REACTION WALL DESIGN PARAMETERS, GROUTING PLAN FOR ANNULAR SPACE.
- BACKFILL DESIGN AND COMPACTION TESTING METHODS AND FREQUENCY PLAN MUST BE SUBMITTED TO CALTRANS, SEE ADDITIONAL NOTES SHEET 2.
- SOIL COMPACTION TESTS SHALL BE EVERY 50 LF, EVERY 2' VERTICAL FEET MIN OR AS REQUIRED BY ENCROACHMENT PERMIT(S).
- CONTRACTOR TO PROVIDE SETTLEMENT MONITORING THROUGHOUT THE PROJECT AND PROVIDE A REPORT TO CALTRANS FOR FAVORABLE REVIEW UPON ENCROACHMENT PERMIT FINAL RELEASE.

MONTARA WATER AND SANITARY DISTRICT
San Mateo County, California

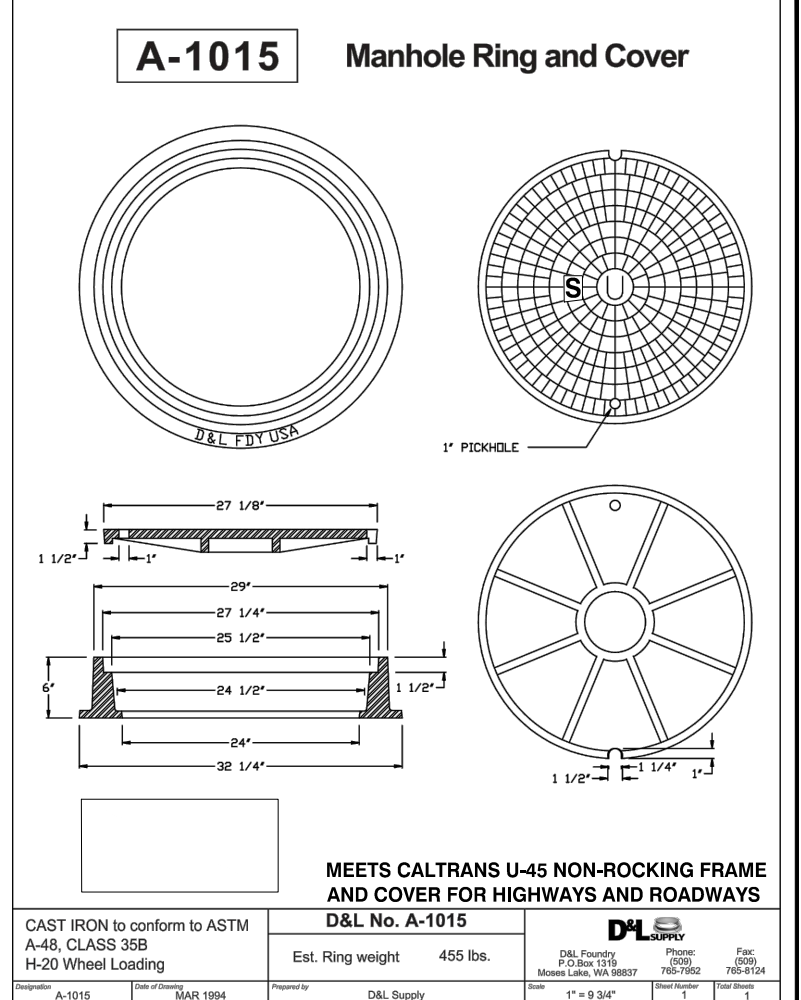
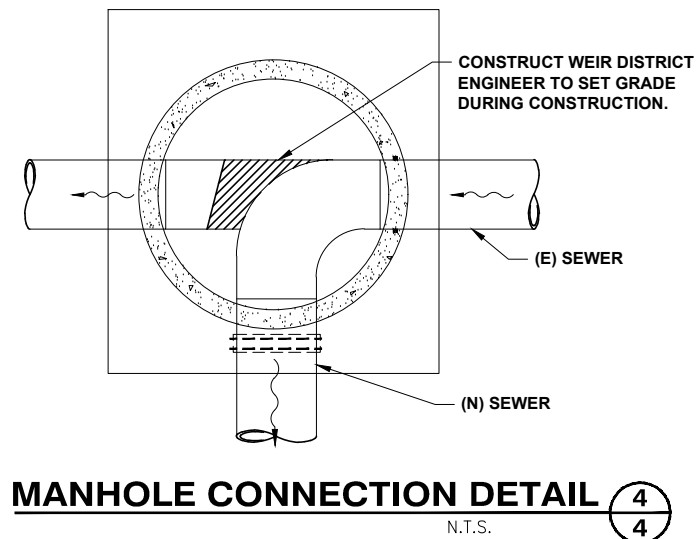
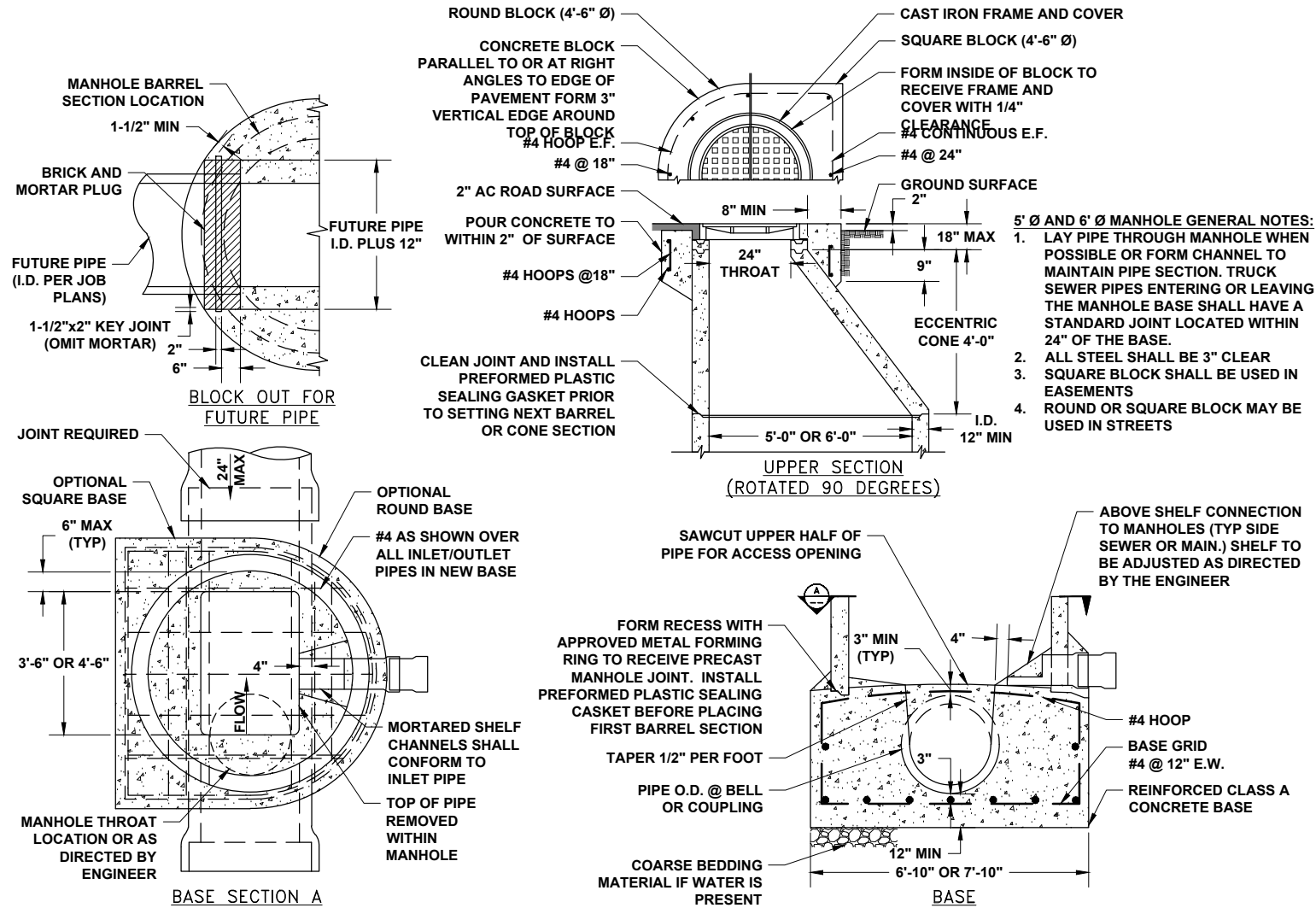
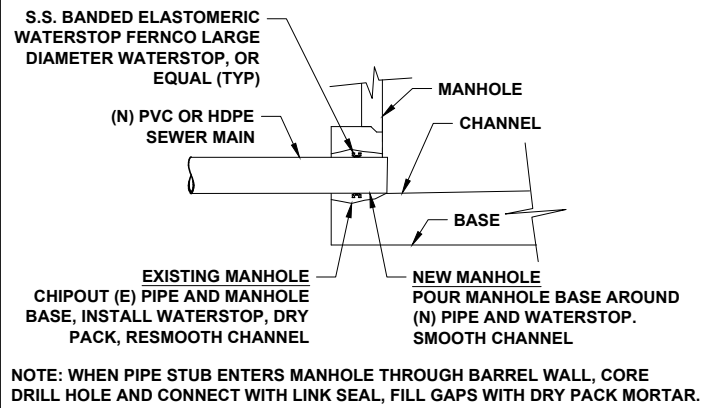
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

STANDARD AND MISCELLANEOUS DETAILS AND NOTES

NUTE ENGINEERING
907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480

Drawn by: BEO Job No.: 8809 Scale: AS SHOWN
Checked by: PC Date: MAY 2023

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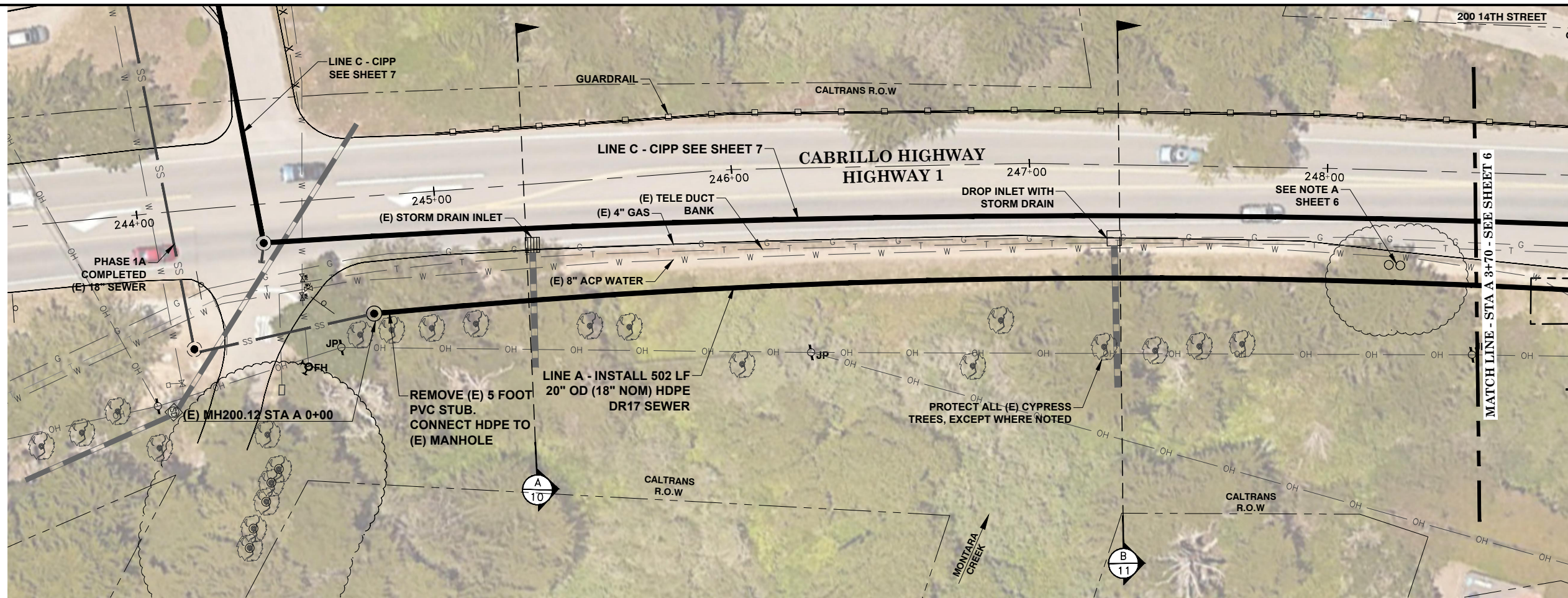


HEAVY DUTY NON-ROCKING MANHOLE FRAME AND COVER 3
D&L A-1015, PHOENIX IRONWORKS OR EQUAL

MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
MISCELLANEOUS DETAILS AND NOTES		
NUTE ENGINEERING 907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
Checked by: PC		Date: MAY 2023

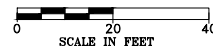
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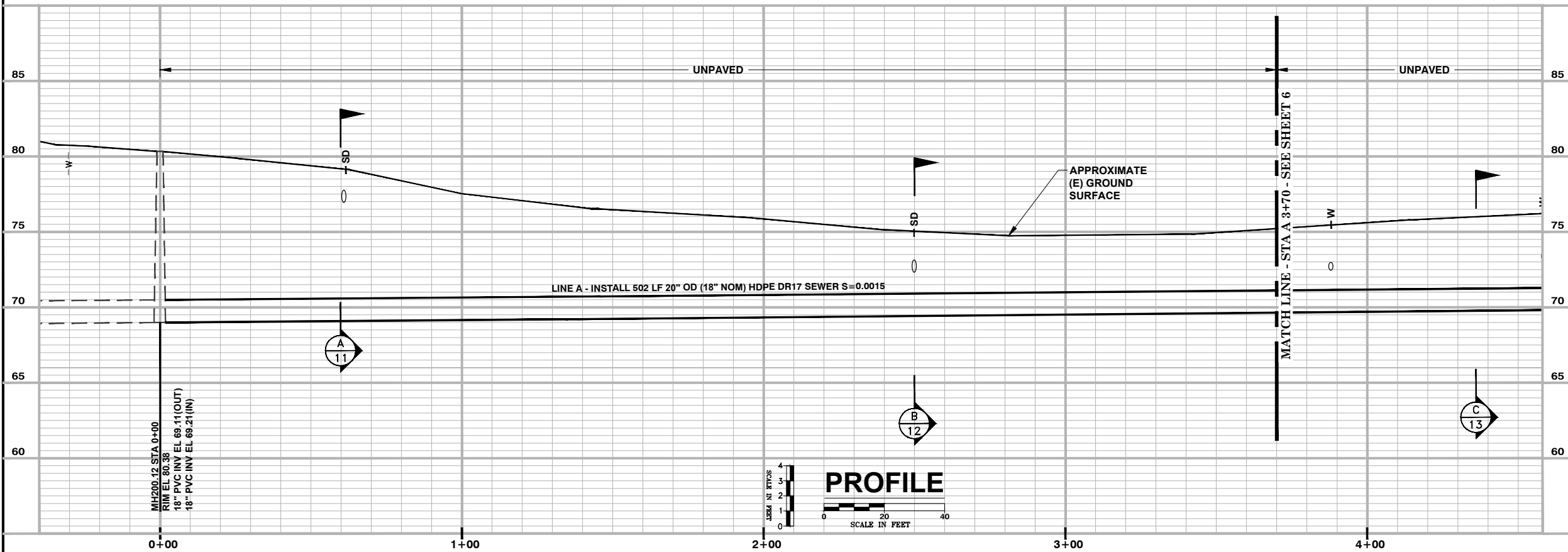
CAUTION -
 CONTRACTOR SHALL IDENTIFY
 LOCATIONS OF HIGH VOLTAGE
 OVERHEAD ELECTRICAL LINES
 AND PLACE WARNING SIGNS
 PER CAL/OSHA REQUIREMENTS

PLAN

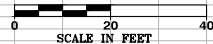


POTHOLE (E) UTILITIES PRIOR
 TO ENGINEER SETTING LINE
 AND GRADE STAKES

NOTE: UTILITIES SHOWN ARE FROM
 UTILITY/RECORD DRAWINGS AND ARE
 APPROXIMATE. CONTRACTOR TO
 POTHOLE TO VERIFY EXACT LOCATION



PROFILE

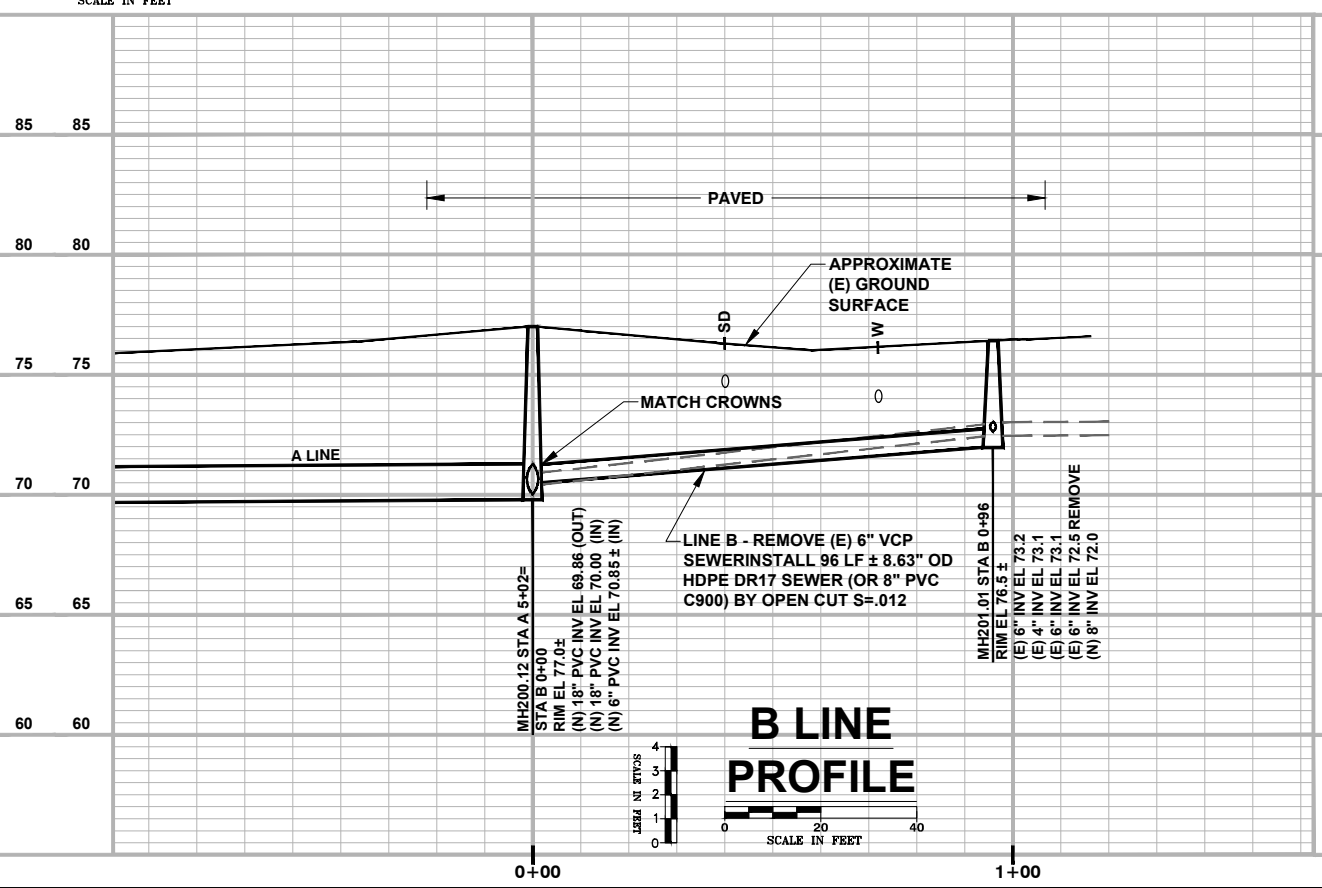
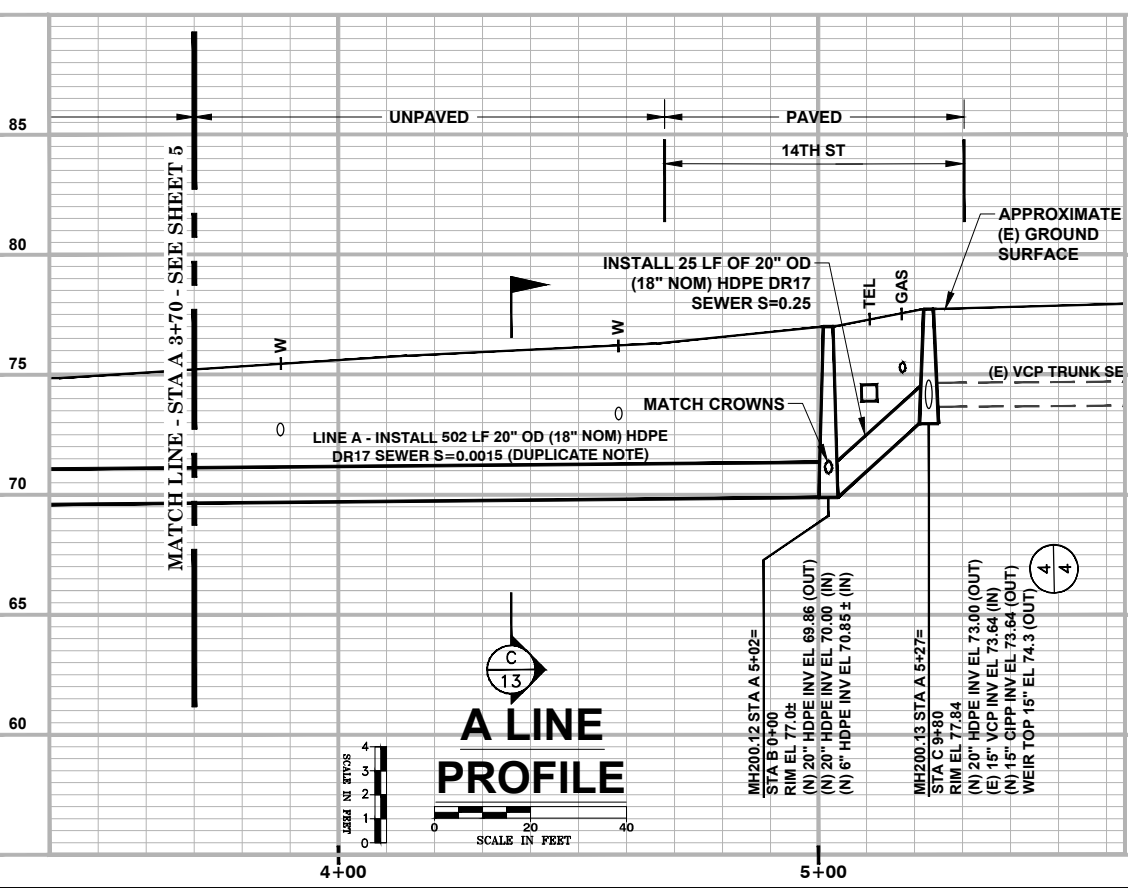
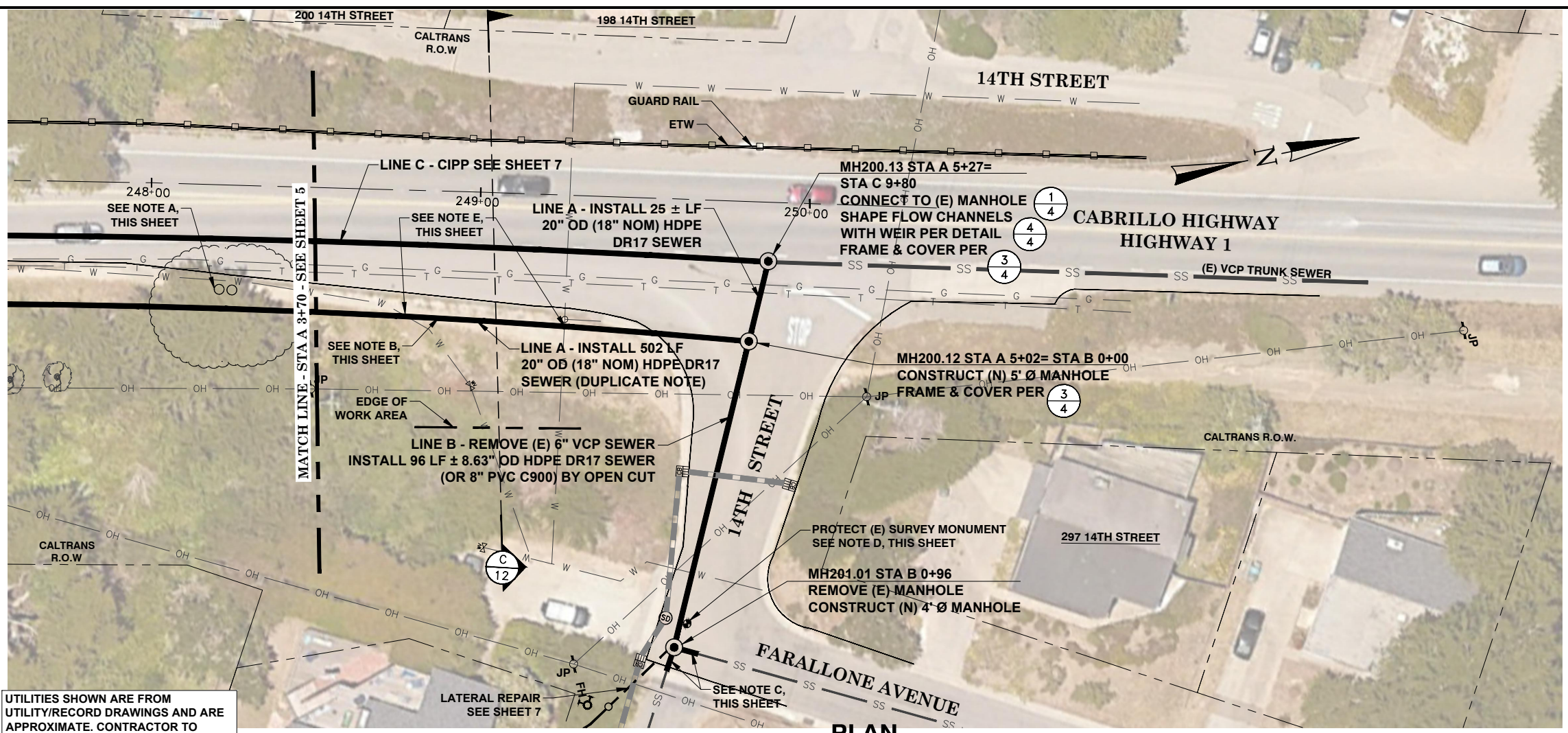


<p>JURISDICTION : CALTRANS SAN MATEO COUNTY</p>		
<p>MONTARA WATER AND SANITARY DISTRICT San Mateo County, California</p>		
<p>CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B</p>		
<p>PLAN AND PROFILE</p>		
<p>LINE A - STA 0+00 TO STA 3+70 LINE C - CIPP EXISTING SEWER</p>		
<p>NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480</p>		
<p>Drawn by: BEO</p>	<p>Job No.: 8609</p>	<p>Scale: AS SHOWN</p>
<p>Checked by: PC</p>	<p>Date: MAY 2023</p>	

5
 OF
 18

1"
 IF THIS DOES NOT MEASURE ONE INCH,
 THESE PLANS ARE NOT TO SCALE.

CAUTION -
 CONTRACTOR SHALL IDENTIFY
 LOCATIONS OF HIGH VOLTAGE
 OVERHEAD ELECTRICAL LINES
 AND PLACE WARNING SIGNS
 PER CAL/OSHA REQUIREMENTS



- NOTES:**
- REMOVE 2(E) 18" CYPRESS TREES AS REQUIRED. COORDINATE WITH DISTRICT AND CALTRANS TO INSURE NO BIRDS ARE NESTING IN TREES.
 - EXCAVATION AREA NEAR 14TH ST MAY REQUIRE TURN LANE CLOSER APPROVAL FROM CALTRANS; CONTRACTOR SHALL SUBMIT DETAILED TRAFFIC PLANS AND LANE CLOSER REQUESTS TO CALTRANS FOR APPROVAL OF ALL WORK PRIOR TO CONSTRUCTION.
 - INSTALL 5" PVC STUB OUTS. CONNECT TO (E) VCP WITH S.S. SHEAR BAND COUPLER, MATCH (E) PIPE DIAMETER.
 - CONTRACTOR TO PROTECT SURVEY AND CITY MONUMENTS, AND REINSTALL MONUMENTS AT THEIR EXPENSE IF DISTURBED.
 - POTHOLE (E) UTILITIES PRIOR TO ENGINEER SETTING LINE AND GRADE STAKES.

JURISDICTION :
 CALTRANS
 SAN MATEO COUNTY

MONTARA WATER AND SANITARY DISTRICT
 San Mateo County, California

CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

PLAN AND PROFILE

LINE A - STA 3+70 TO STA 5+27
LINE B - STA 0+00 TO STA 0+96

NUTE ENGINEERING
 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480

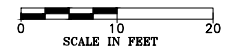
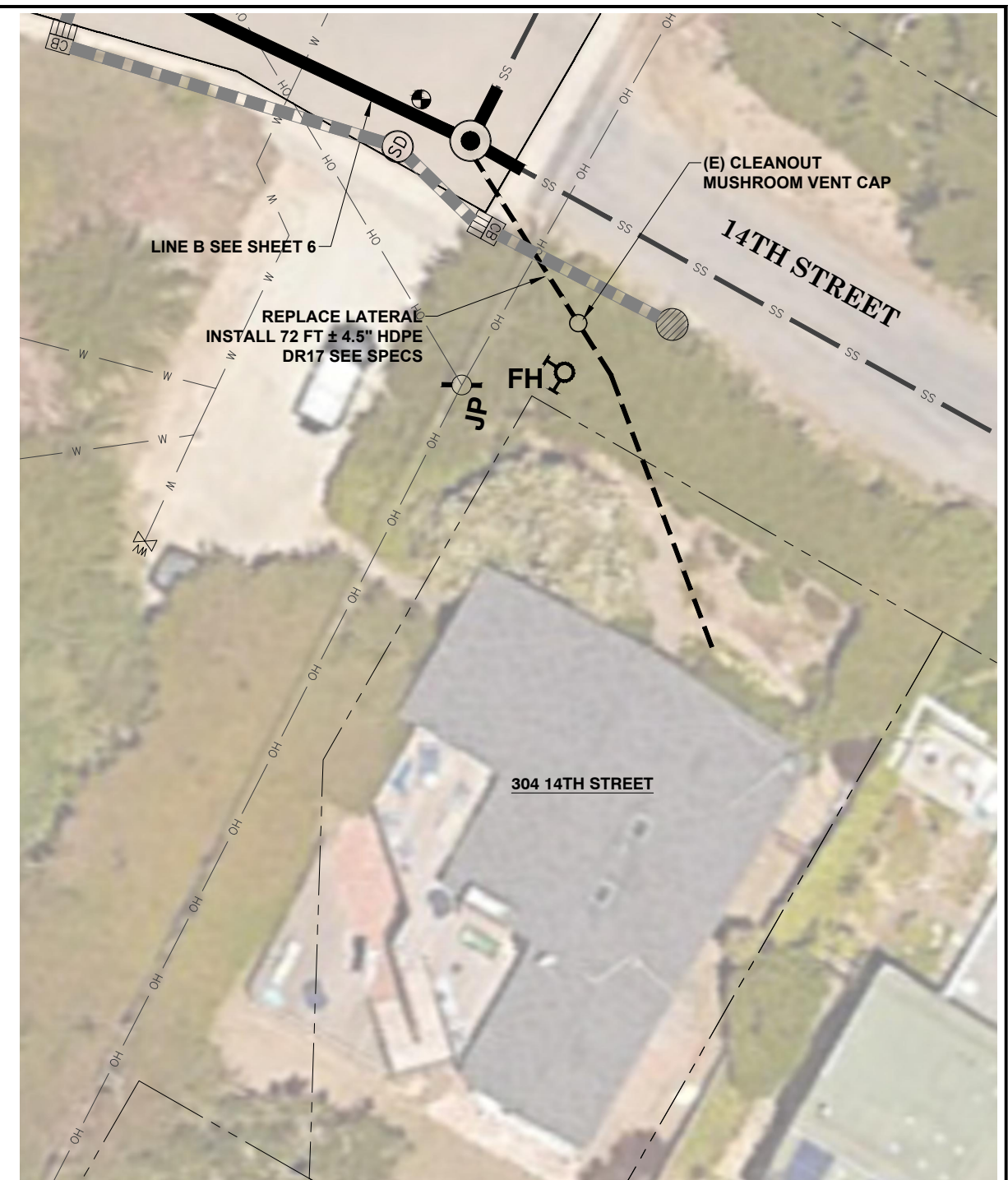
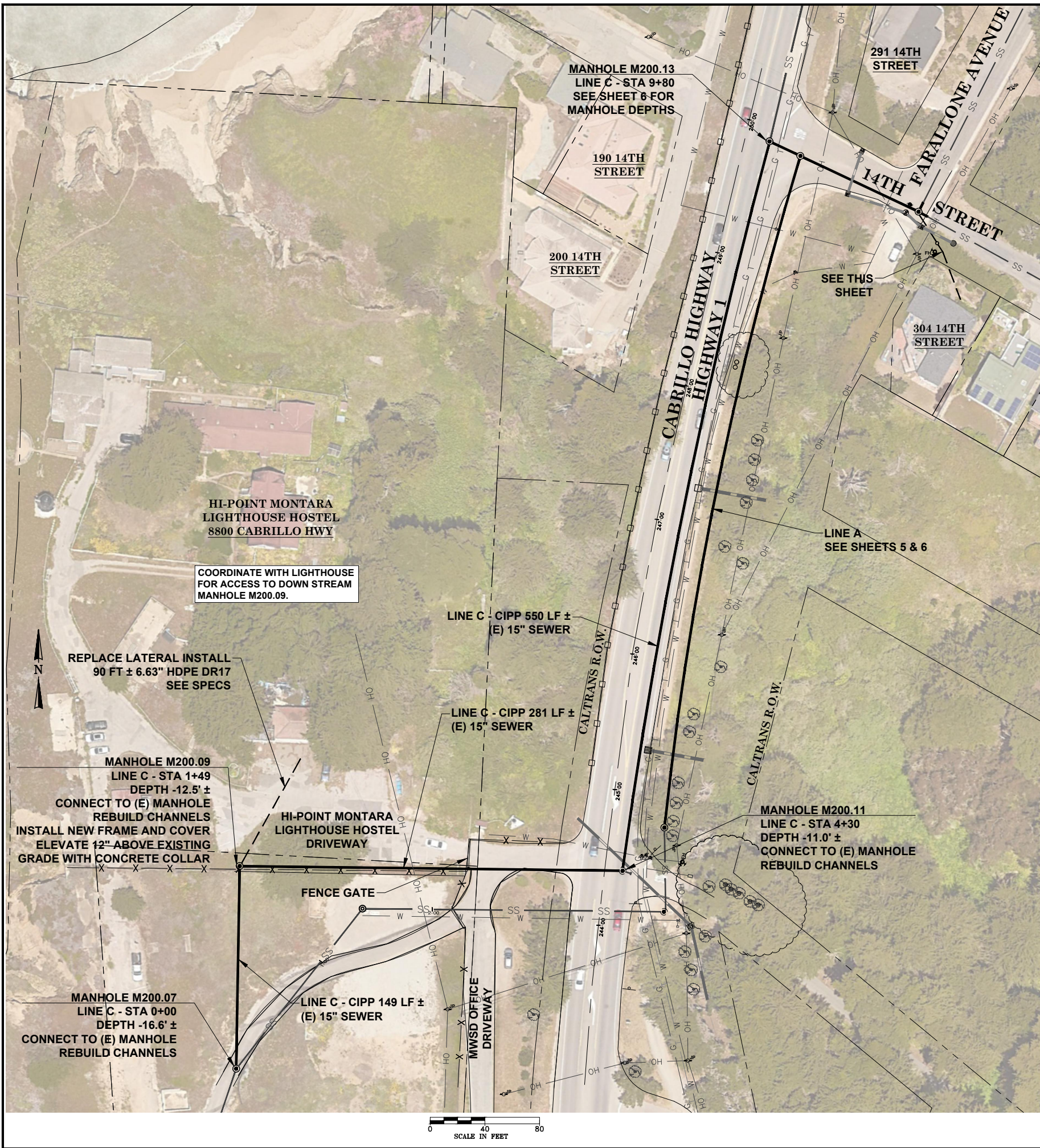
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 Checked by: PC Date: MAY 2023

6 OF 18

1" IF THIS DOES NOT MEASURE ONE INCH, THESE PLANS ARE NOT TO SCALE.

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UTILITIES SHOWN ARE FROM UTILITY/RECORD DRAWINGS AND ARE APPROXIMATE. CONTRACTOR TO POT-HOLE TO VERIFY EXACT LOCATION

7 OF 18

JURISDICTION :
CALTRANS
SAN MATEO COUNTY

IF THIS DOES NOT MEASURE ONE INCH, THESE PLANS ARE NOT TO SCALE.

MONTARA WATER AND SANITARY DISTRICT
San Mateo County, California

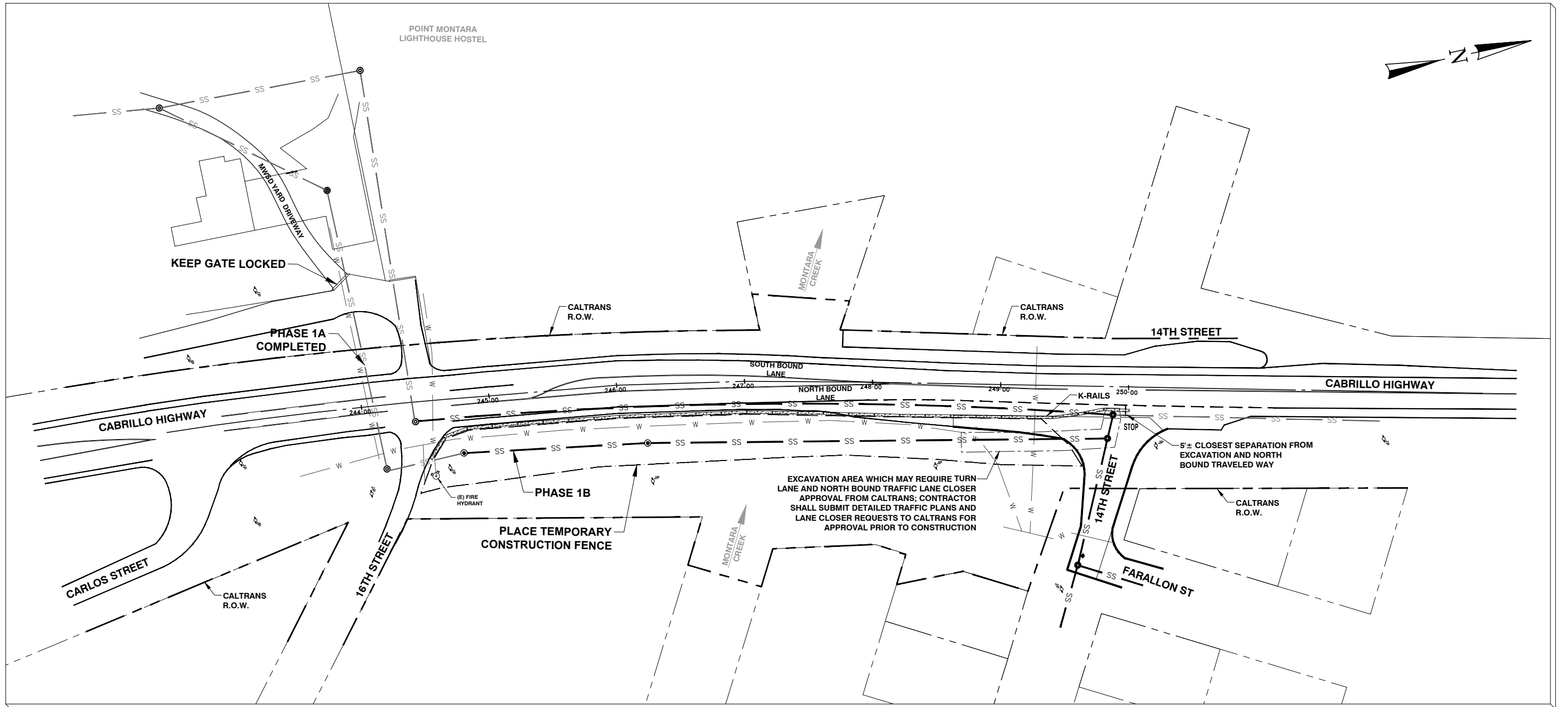
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

PLAN
**LINE C - CIPP EXISTING SEWER
ADDITIONAL LATERAL WORK**

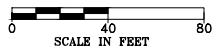
NUTE ENGINEERING
907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480

Drawn by: BEO	Job No.: 8609	Scale: AS SHOWN
Checked by: PC	Date: MAY 2023	

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PLAN



THIS PLAN APPLIES TO TRAFFIC CONTROL ONLY, AND IS A SAMPLE PRELIMINARY PLAN. CONTRACTOR IS RESPONSIBLE TO SUBMIT A FULL TRAFFIC CONTROL PLAN TO CALTRANS.

CALTRANS MAPS AND PLANS REFERENCED:

1. CALTRANS RIGHT OF WAY MAP: RM-33.15, 1969
2. CALTRANS RIGHT OF WAY MAP: RM 33.16, 1969
3. CALTRANS RIGHT OF WAY MAP: R-509.15, 1991
4. CALTRANS RIGHT OF WAY MAP: PLANS REFERENCED: DEPARTMENT OF TRANSPORTATION PROJECT PLANS FOR CONSTRUCTION ON STATE HIGHWAY IN SAN MATEO COUNTY IN MONTARA FROM 0.1 SOUTH OF CARLOS STREET TO 14TH STREET.

CALTRANS MAPS AND PLANS REFERENCED:

1. SANITARY SEWER CROSSING IS PROPOSED TO BE APPROXIMATELY AT HIGHWAY 1 STA 244+10, ~MP 35.9
2. THE HIGHWAY HAS BEEN RESTRIPEDED AT 16TH STREET AND NOW INCLUDES ONE NORTH BOUND, ONE SOUTH BOUND AND ONE CENTER TURN LANE.
3. CONTRACTOR TO DEVELOP TRAFFIC PLAN INCLUDING SIGN PLACEMENT, SAFETY PLAN AND HIGHWAY OPERATION BASED ON CALTRANS STANDARDS.
4. CONSTRUCTION FENCING SHALL SURROUND WORK AREAS, DURING NON WORK HOURS THE FENCING SHALL BE SEALED
5. STEEL PLATE ALL EXCAVATIONS AFTER WORKING HOURS.

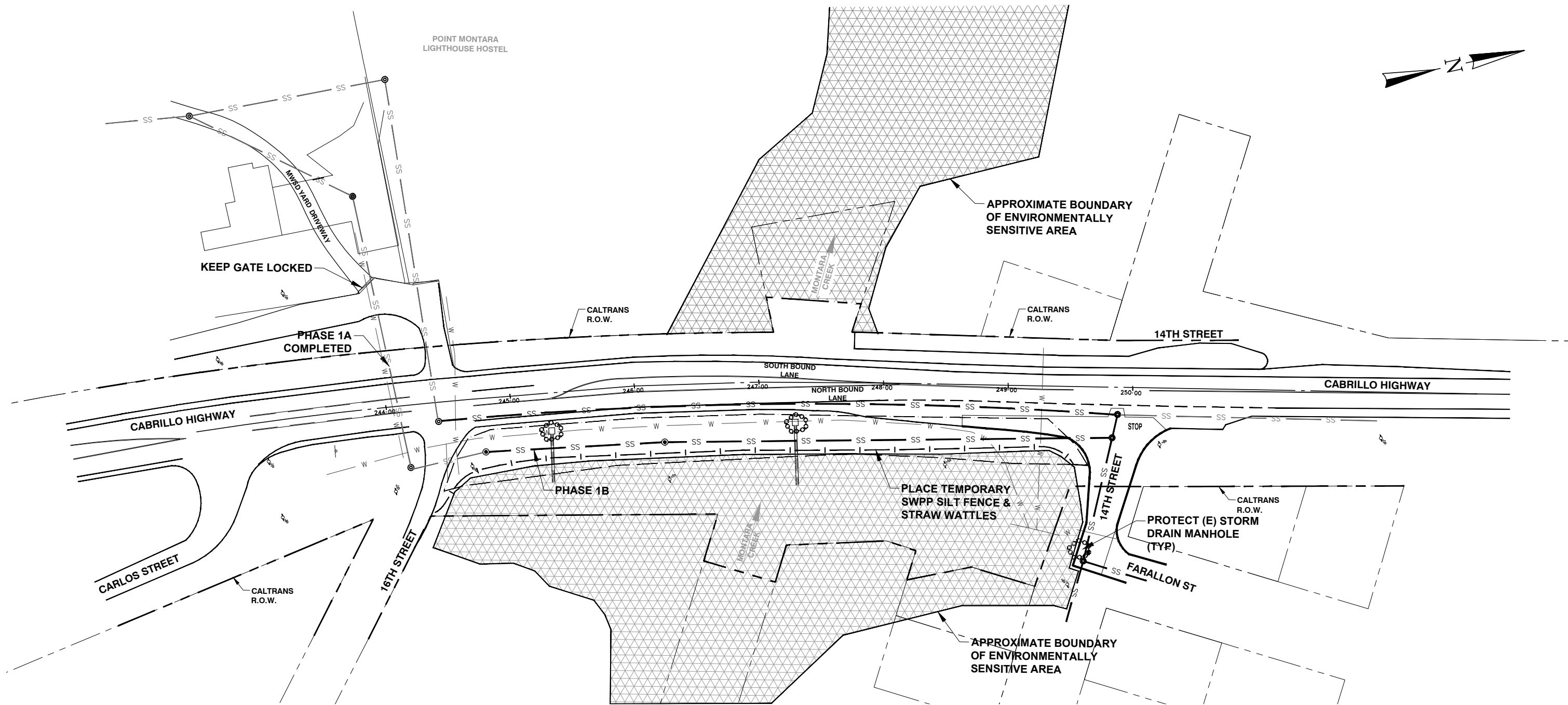
LEGEND

- K-RAILS, SEE SHEET 14, T3A
- TEMPORARY CONSTRUCTION FENCE AS REQUIRED BY CALTRANS ENCROACHMENT PERMIT, SEE SHEET 17, T65

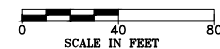
1"
 IF THIS DOES NOT MEASURE ONE INCH, THESE PLANS ARE NOT TO SCALE.

MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
PRELIMINARY TRAFFIC CONTROL PLAN		
NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
Checked by: PC		Date: MAY 2023

Printed: April 20, 2023 11:35 AM
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PLAN



THIS PLAN APPLIES TO EROSION CONTROL ONLY, AND IS A SAMPLE PRELIMINARY PLAN. CONTRACTOR IS RESPONSIBLE TO SUBMIT A FULL SWPPP AND EROSION CONTROL PLAN TO CALTRANS

SWPPP & SITE PREPARATION NOTES: (SEE SHEETS 15, 16, 17, 18)

- 1) PLACE TRAFFIC SIGNS AS REQUIRED BY ENCROACHMENT PERMITS AND CALTRANS HIGHWAY MANUAL.
- 2) CHECK WITH COUNTY PLANNING DEPARTMENT AND FLOOD CONTROL DISTRICT FOR CREEK SET-BACK REQUIREMENTS.
- 3) DURING GRADING PHASE, TRACK-WALK UP AND DOWN SLOPES, NOT PARALLEL.
- 4) STABILIZE SITE ENTRANCE TO PREVENT TRACKING SOIL OFF SITE.
- 5) INSTALL STRAW WATTLES ALONG CONTOUR AT OR > 2:1 SLOPE, KEYED INTO GROUND AT LEAST 3" IN DEEP, SEE SHT 18.
- 6) INSTALL SILT FENCE AS SECONDARY MEASURE ALONG CONTOURS TO KEEP SEDIMENT ONSITE TO MINIMIZE VEHICLE AND FOOT TRAFFIC BEYOND LIMITS OF SITE DISTURBANCE, SEE SHT 18..
- 7) INSTALL EROSION BLANKETS ON ANY DISTURBED AREA AT OR > THAN A 2:1 SLOPE.
- 8) COVER ALL STOCK PILES AND CONSTRUCTION DEBRIS, KEEP BEHIND SILT FENCE, AND AWAY FROM WATER BODIES.
- 9) USE SAND BAGS AND FILTER FABRIC AROUND DRAIN INLETS.
- 10) PLACE A PORT-A-POTTY NEAR STABILIZED SITE ENTRANCE AND AWAY FROM STORM DRAIN INLETS AND WATER BODIES.
- 11) COVER ALL EXPOSED SOIL WITH STRAW OR STRAW/TACKIFIER.
- 12) ALL SWPPP MUST CONFORM WITH CALTRANS ENCROACHMENT PERMIT REQUIREMENTS AND THE CURRENT CALTRANS SWPPP MANUAL.
- 13) SEDIMENT AND EROSION CONTROL SHALL BE CONTINUALLY MAINTAINED THROUGHOUT THE LOCAL RAINY SEASON AND TO REMAIN EFFECTIVE DURING CONSTRUCTION PHASE 1. CONTINUE INSPECTION AND MAINTENANCE OF BMPs BEFORE AND AFTER RAIN EVENTS.
- 14) RESTORE ALL DISTURBED AREAS AFTER WORK IS COMPLETE.

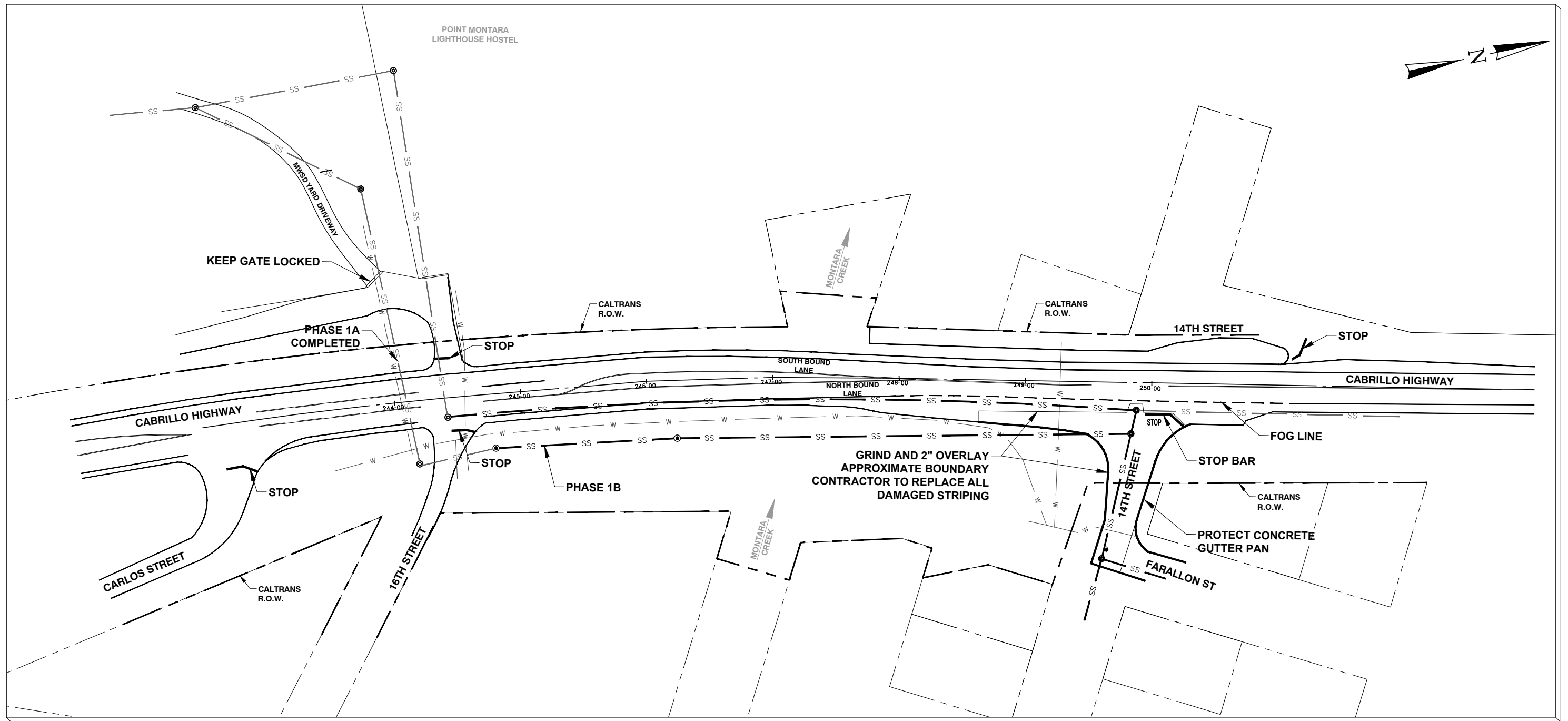
LEGEND

- SILT FENCE AND STRAW WATTLES
SEE SHEET 14, T.18 T65
- DRAINAGE INLET PROTECTION
SEE SHEET 15, T62 AND S.16, T63, S.17, T64
- ENVIRONMENTALLY SENSITIVE AREA
- TEMPORARY CONSTRUCTION FENCE, S.18, T65

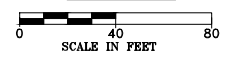
1"
 IF THIS DOES NOT MEASURE ONE INCH, THESE PLANS ARE NOT TO SCALE.

MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
PRELIMINARY EROSION CONTROL PLAN		
NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
Checked by: PC		Date: MAY 2023

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PLAN



THIS PLAN APPLIES TO DELINEATION AND SIGNAGE ONLY, AND IS A SAMPLE PRELIMINARY PLAN. CONTRACTOR IS RESPONSIBLE TO SUBMIT A FULL DELINEATION AND SIGNAGE PLAN TO CALTRANS

APPROXIMATE AREA OF PAVING

10
OF
18

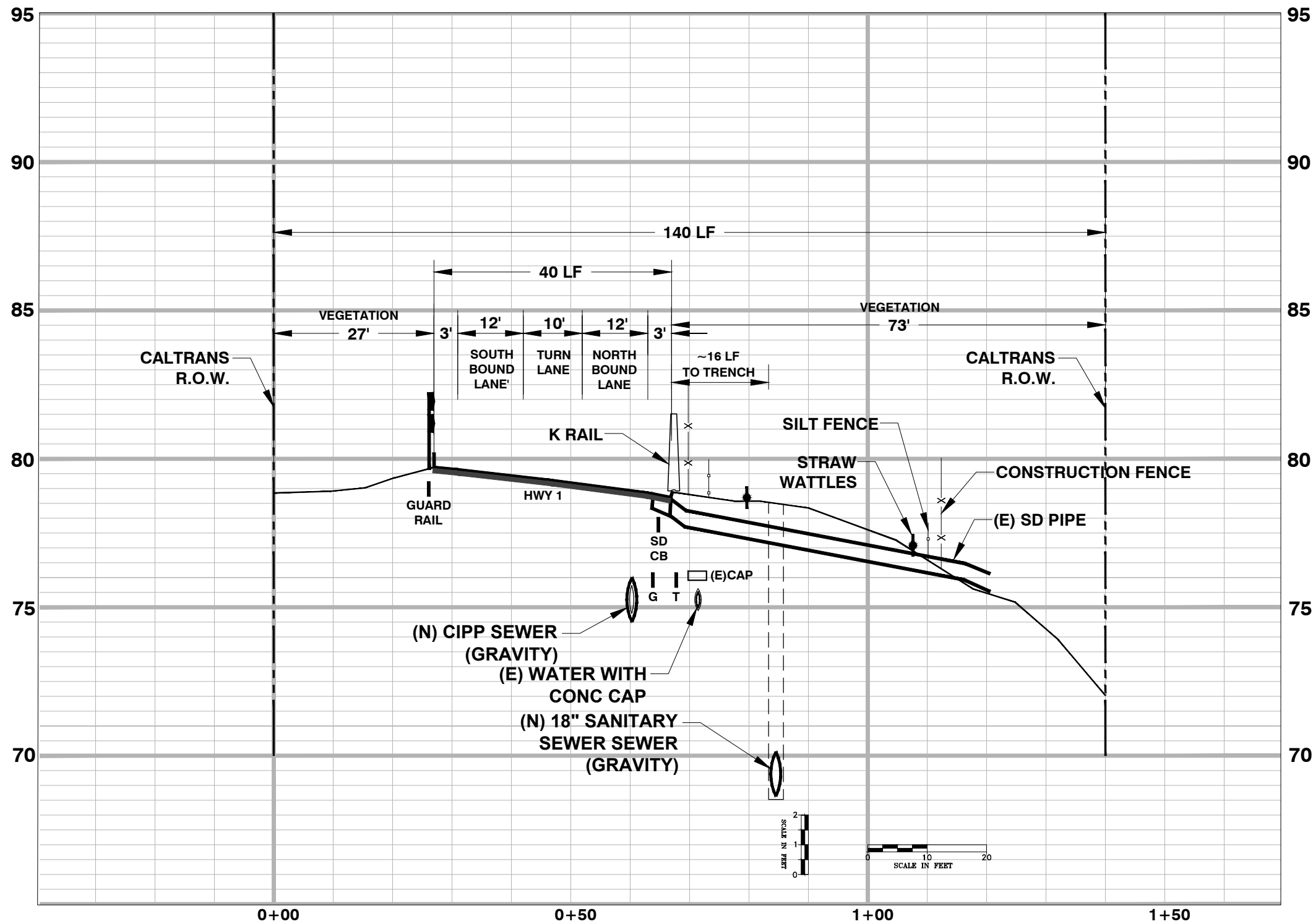
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IF THIS DOES NOT MEASURE ONE INCH, THESE PLANS ARE NOT TO SCALE.

CALTRANS STATIONING NOTES:

- 1) PLANS REFERENCED: DEPARTMENT OF TRANSPORTATION PROJECT PLANS FOR CONSTRUCTION ON STATE HIGHWAY IN SAN MATEO COUNTY IN MONTARA FROM 0.1 SOUTH OF CARLOS STREET TO 14TH STREET.
- 2) SANITARY SEWER CROSSING IS PROPOSED TO BE APPROXIMATELY AT HIGHWAY 1 STA 244+35, ~MP 35.9
- 3) THE HIGHWAY HAS BEEN RESTRIPIED AT 16TH STREET AND NOW INCLUDES ONE NORTH BOUND, ONE SOUTH BOUND AND ONE CENTER TURN LANE.

MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
PRELIMINARY PAVEMENT AND STRIPING PLAN		
NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
Checked by: PC		Date: MAY 2023

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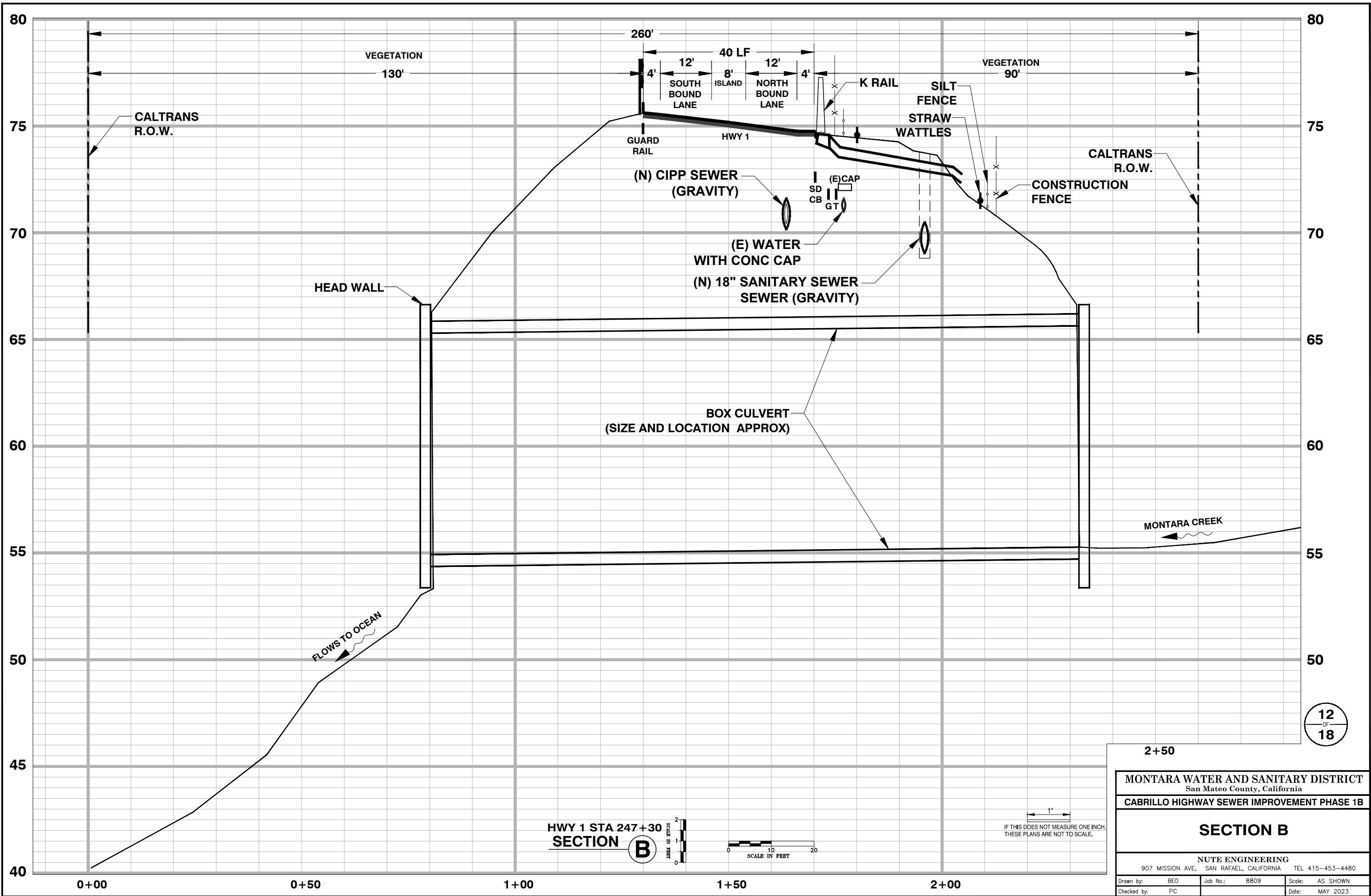


HWY 1 STA 245+30
SECTION A

1"
IF THIS DOES NOT MEASURE ONE INCH,
THESE PLANS ARE NOT TO SCALE.

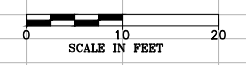
MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
SECTION A		
NUTE ENGINEERING 907 MISSION AVE, SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
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12 OF 18

HWY 1 STA 247+30
SECTION B



1"
IF THIS DOES NOT MEASURE ONE INCH,
THESE PLANS ARE NOT TO SCALE.

2+50

MONTARA WATER AND SANITARY DISTRICT
San Mateo County, California

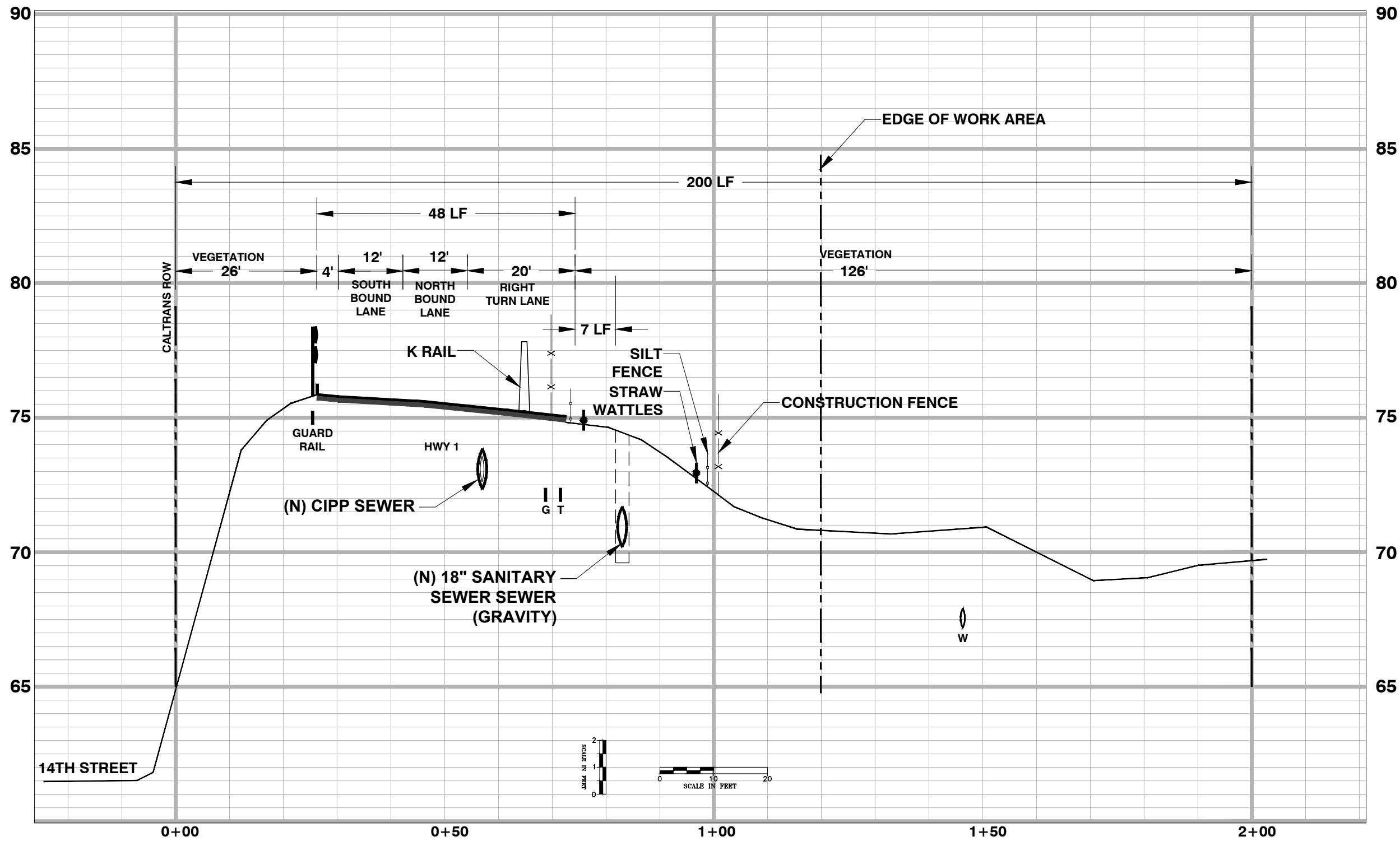
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B

SECTION B

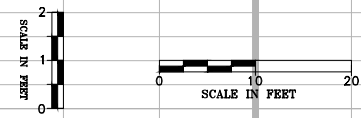
NUTE ENGINEERING
907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480

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Checked by: PC	Date: MAY 2023	

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HWY 1 STA 249+15
SECTION C



1"
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THESE PLANS ARE NOT TO SCALE.

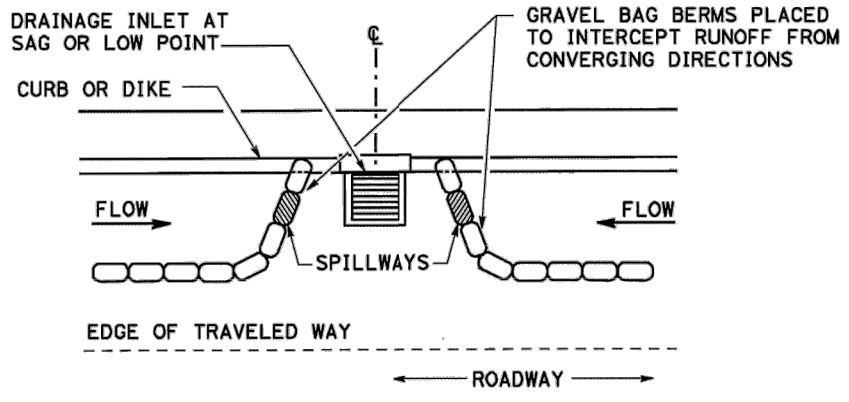
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OF
18

MONTARA WATER AND SANITARY DISTRICT San Mateo County, California		
CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B		
SECTION C		
NUTE ENGINEERING 907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480		
Drawn by: BEO	Job No.: 8809	Scale: AS SHOWN
Checked by: PC		Date: MAY 2023

GRAVEL BAG BERM (TYPE 3A) SPACING TABLE

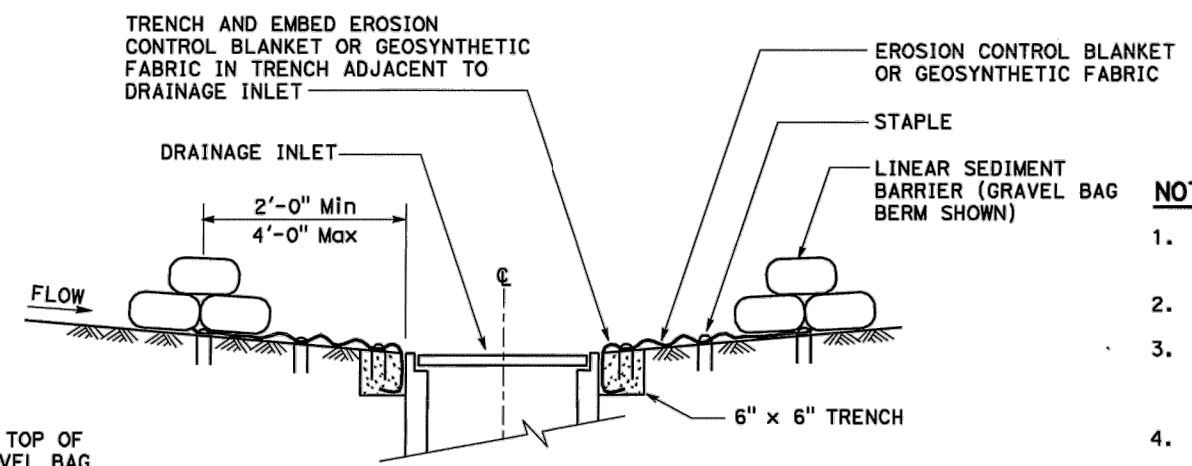
SLOPE OF ROADWAY (PERCENT)	1 TO 3.9	4 TO 5.9	6 TO 7.9	8 TO 10	10+
INTERVAL BETWEEN BERM	100'	75'	50'	25'	12'

For slope of less than 1%, install barriers only if erosion/sediment is prevalent



PLAN

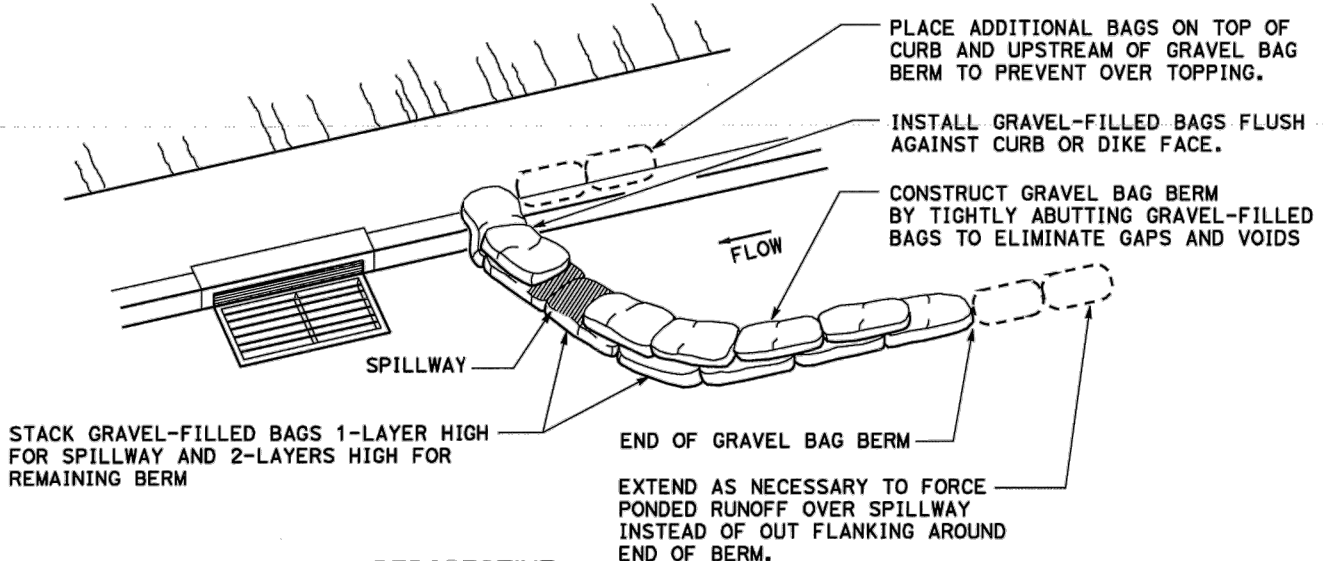
**CONFIGURATION FOR SAG POINT INLET
 (GRAVEL BAG BERM)**



SECTION A-A

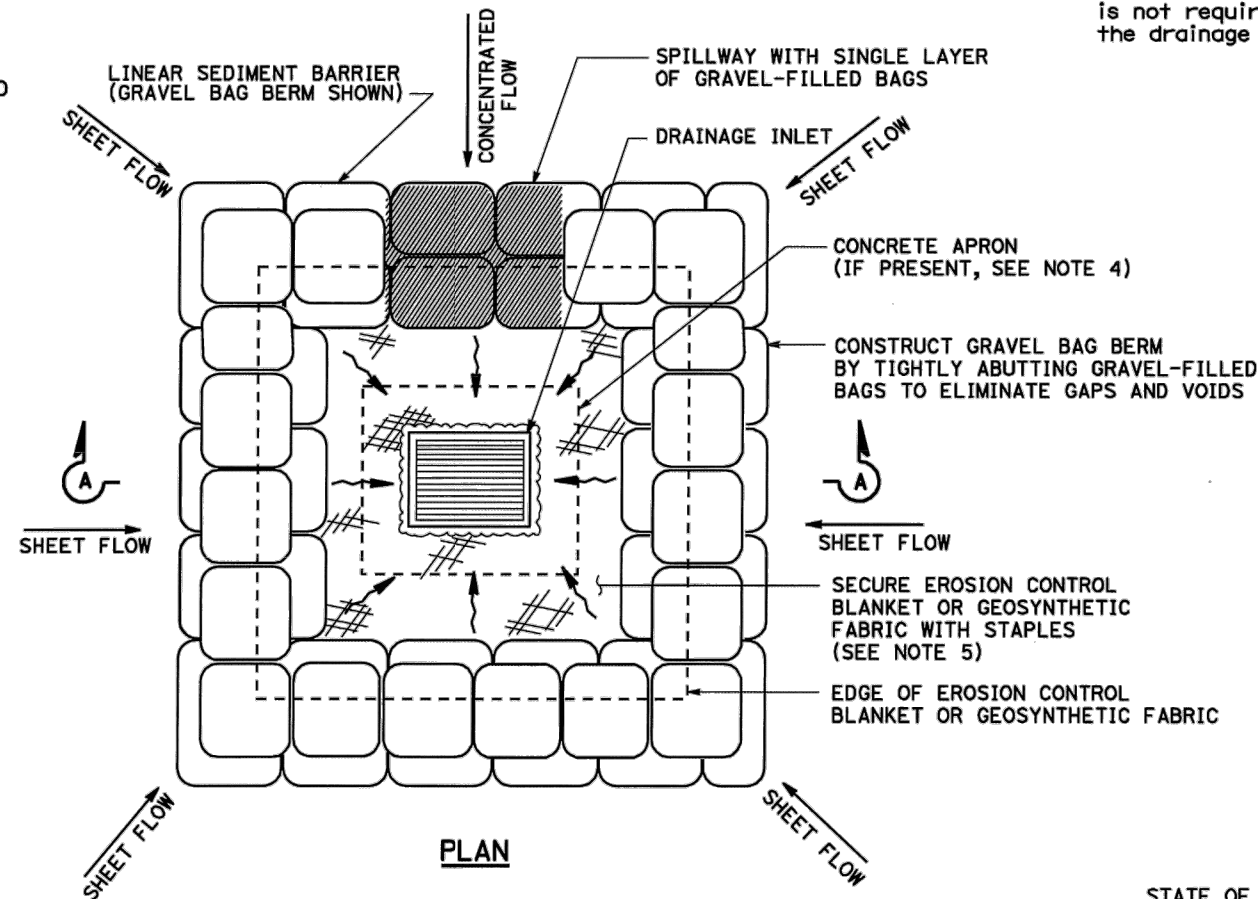
NOTES:

1. Place safety cones adjacent to drainage inlet protection.
2. Dimensions may vary to fit field conditions.
3. Install a minimum of 3 gravel bag berms upstream of each drainage inlet to be protected.
4. Position erosion control blanket or geosynthetic fabric at edge of concrete apron and secure in trench.
5. Erosion control blanket or geosynthetic fabric is not required if the area adjacent to the drainage inlet is vegetated or paved.



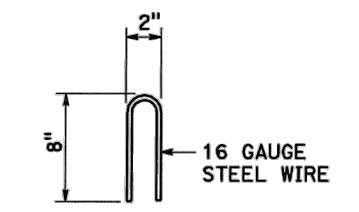
PERSPECTIVE

STACK GRAVEL-FILLED BAGS 1-LAYER HIGH FOR SPILLWAY AND 2-LAYERS HIGH FOR REMAINING BERM

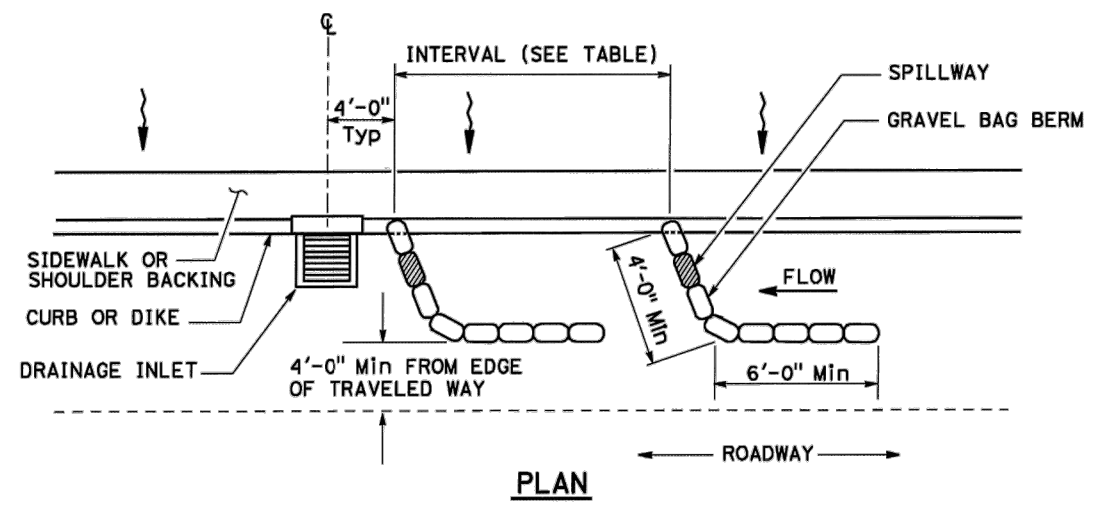


PLAN

**TEMPORARY DRAINAGE
 INLET PROTECTION (TYPE 3B)**



STAPLE DETAIL



PLAN

**TEMPORARY DRAINAGE
 INLET PROTECTION (TYPE 3A)
 (GRAVEL BAG BERM)**

STATE OF CALIFORNIA
 DEPARTMENT OF TRANSPORTATION
**TEMPORARY WATER POLLUTION
 CONTROL DETAILS
 (TEMPORARY DRAINAGE
 INLET PROTECTION)**

NO SCALE

2010 STANDARD PLAN T62

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**TEMPORARY EROSION CONTROL
DETAILS**

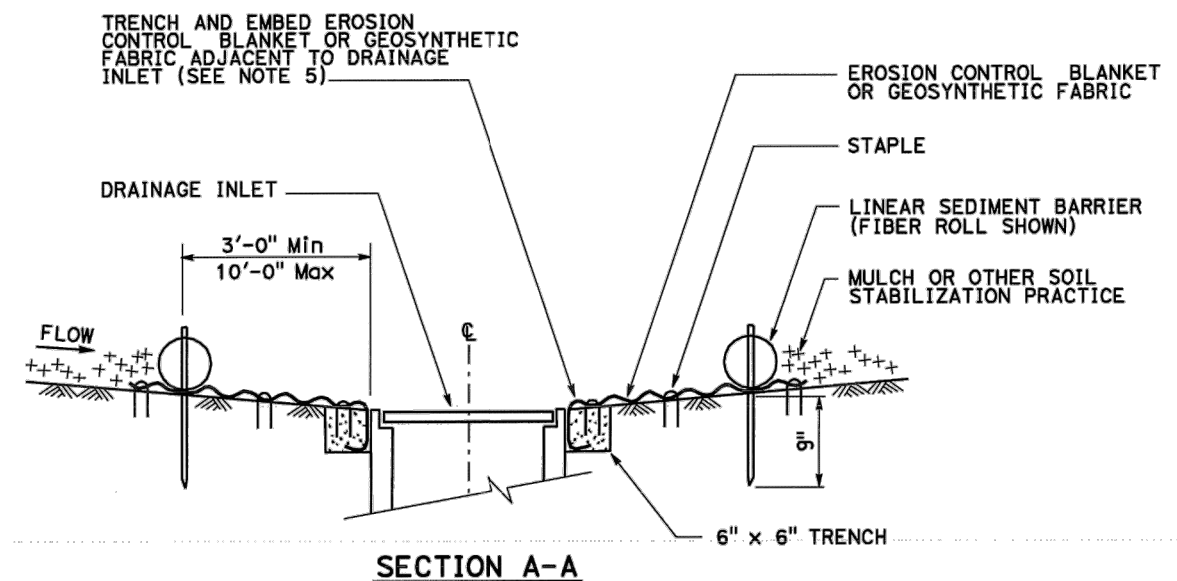
NUTE ENGINEERING

907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480

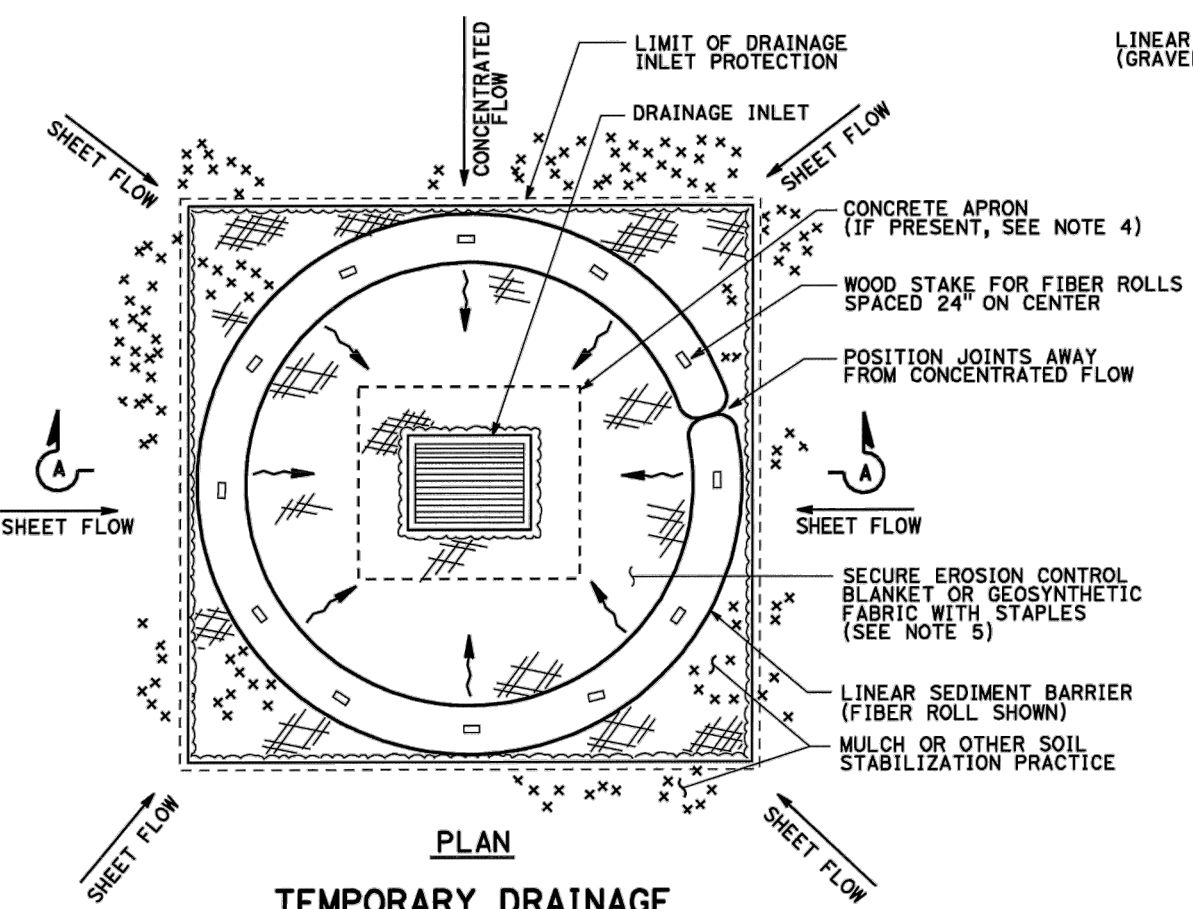
Drawn by: BEC Job No.: 8809 Scale: NONE
Checked by: PC Date: MAY 2023

FLEXIBLE SEDIMENT BARRIER SPACING TABLE

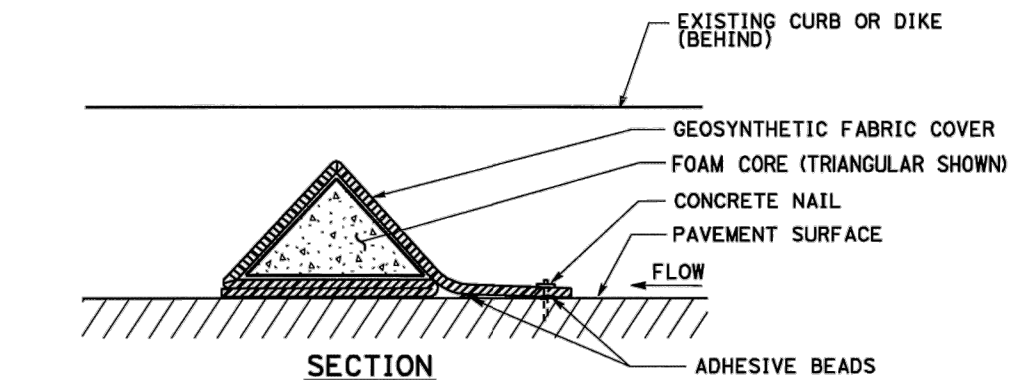
SLOPE OF ROADWAY (PERCENT)	0 TO 0.9	1 TO 1.9	2 TO 2.9	3 TO 4	5+
INTERVAL BETWEEN BARRIERS	50'	35'	30'	25'	20'
ANGLE FROM FACE OF CURB	70°	70°	70°	45°	45°
SUGGESTED BARRIER LENGTH	6'	6'	6'	6'	6'



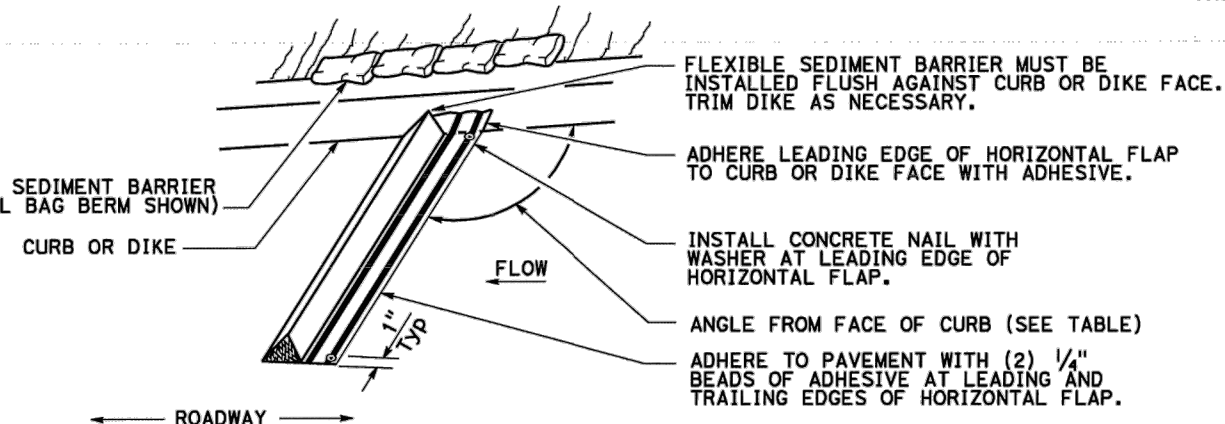
SECTION A-A



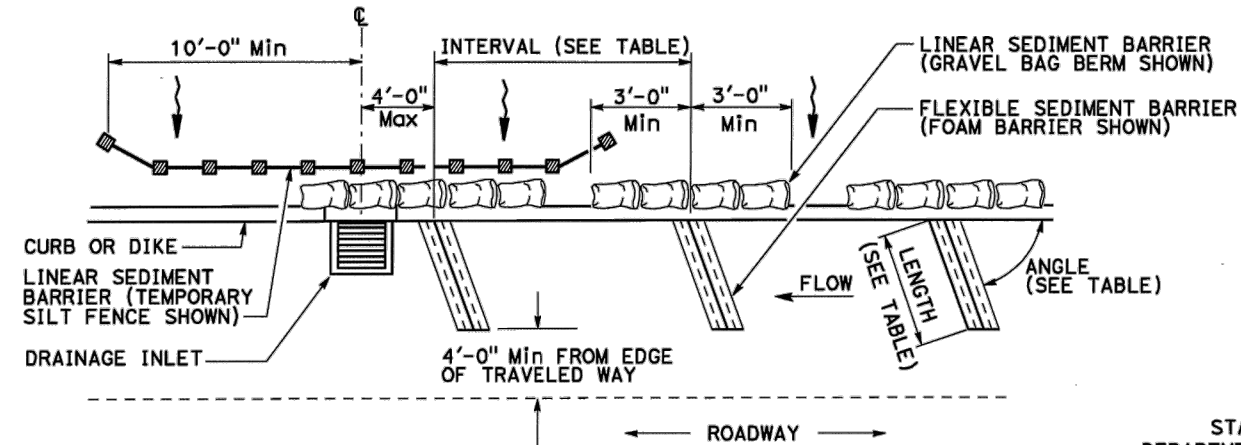
**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 4A)**



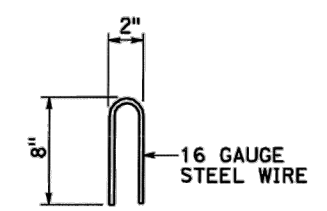
**SECTION
FLEXIBLE SEDIMENT BARRIER DETAIL
(FOAM BARRIER SHOWN)**



PERSPECTIVE



**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 4B)
FLEXIBLE SEDIMENT BARRIER**



STAPLE DETAIL

NOTES:

1. See Standard Plan T51 for Temporary Silt Fence.
2. Dimensions may vary to fit field conditions.
3. Install a minimum of 3 flexible sediment barriers upstream of each drainage inlet to be protected.
4. Position erosion control blanket or geosynthetic fabric at edge of concrete apron and secure in trench.
5. Erosion control blanket or geosynthetic fabric is not required if the area adjacent to the drainage inlet is vegetated.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

**TEMPORARY WATER POLLUTION
CONTROL DETAILS
(TEMPORARY DRAINAGE
INLET PROTECTION)**

NO SCALE

2010 STANDARD PLAN T63

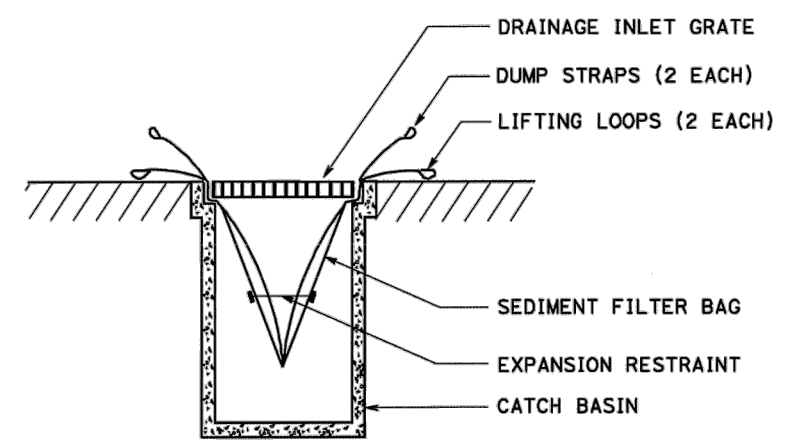
Printed: April 20, 2023 11:35 AM
p:\projects\8809 rwsd cabrillo hwy phase 1b see 8664 and 8167\CAD\8809 Cabrillo Hwy - Erosion Control Details.dwg Layout: 15 CabTrans Erosion Details (63) Pagesetup: pdf11x17

**TEMPORARY EROSION CONTROL
DETAILS**

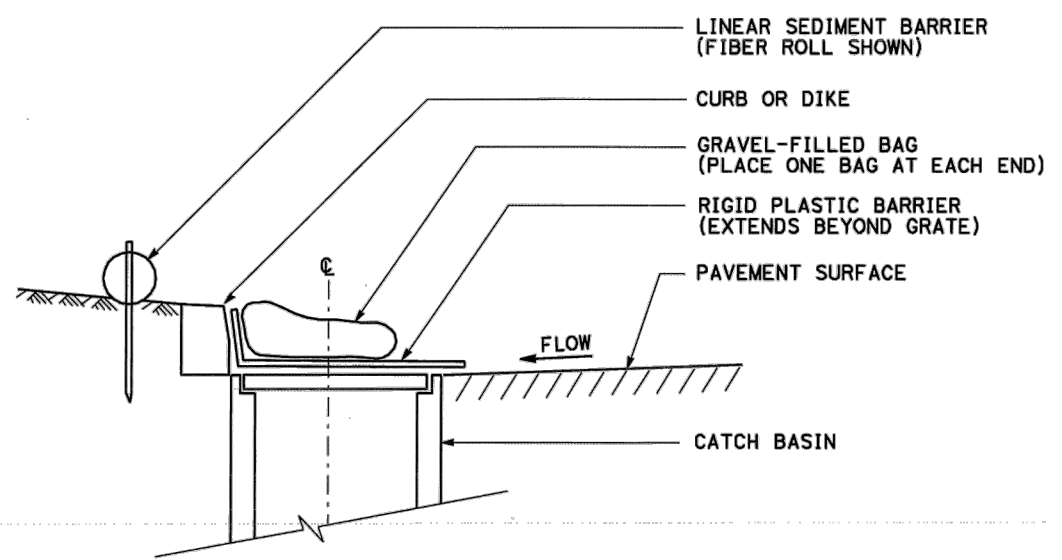
NUTE ENGINEERING

907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480

Drawn by:	BEO	Job No.:	8809	Scale:	NONE
Checked by:	PC	Date:	MAY 2023		



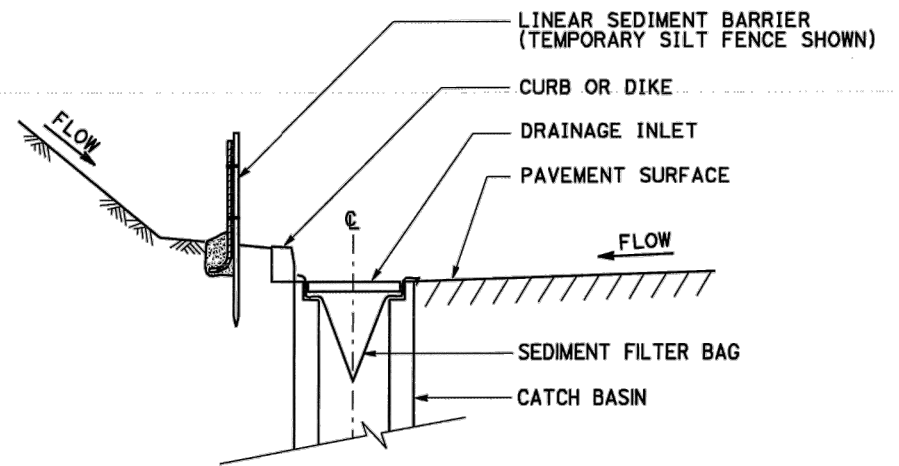
SECTION B-B
SEDIMENT FILTER BAG DETAIL



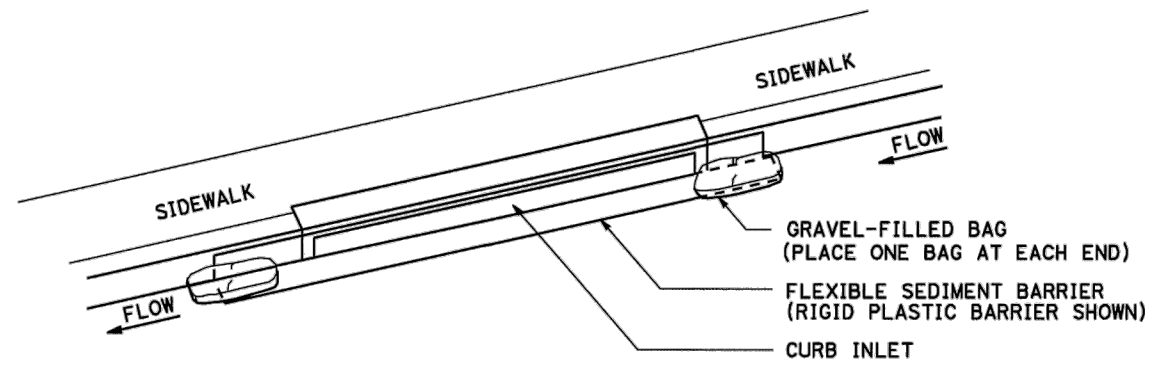
SECTION
**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 6A)**
(CATCH BASIN WITH GRATE)

NOTES:

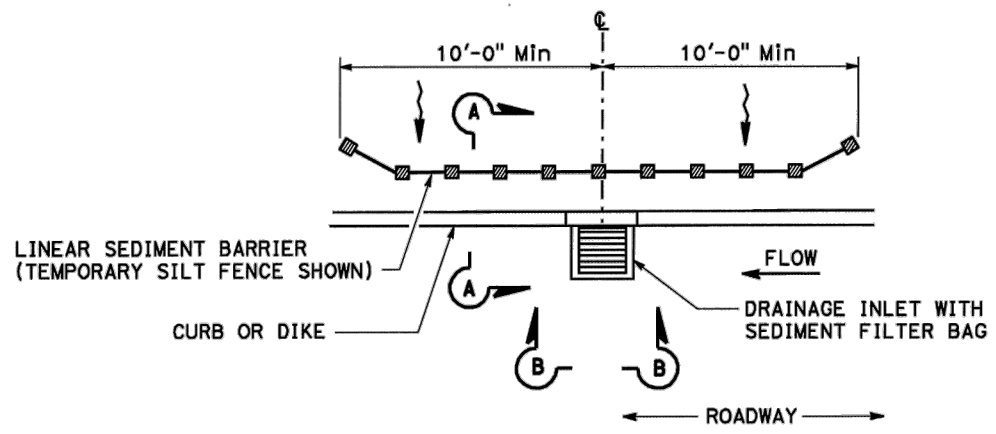
1. See Standard Plan T51 for Temporary Silt Fence.
2. Dimensions may vary to fit field conditions.



SECTION A-A
**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 5)**
(SEDIMENT FILTER BAG)



PERSPECTIVE
**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 6B)**
(CURB INLET WITHOUT GRATE)



PLAN
**TEMPORARY DRAINAGE
INLET PROTECTION (TYPE 5)**
(SEDIMENT FILTER BAG)

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
**TEMPORARY WATER POLLUTION
CONTROL DETAILS
(TEMPORARY DRAINAGE
INLET PROTECTION)**

NO SCALE

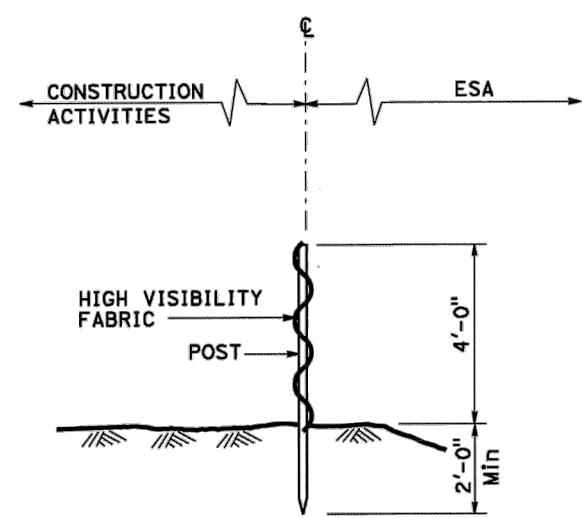
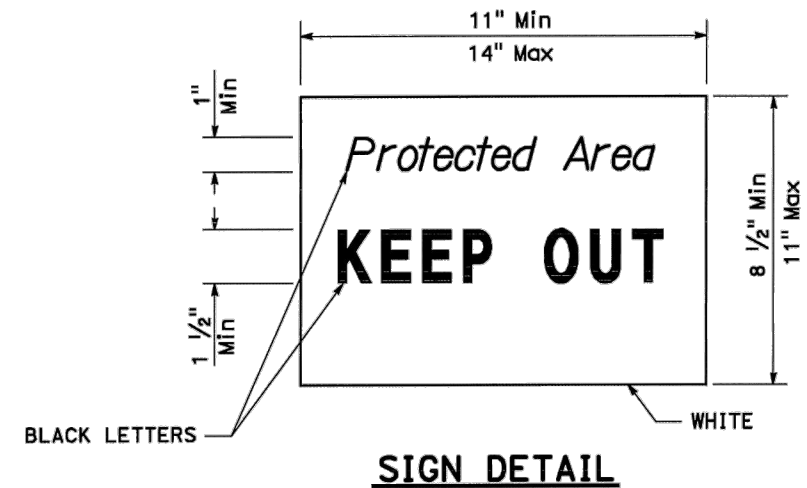
Printed: April 20, 2023 11:35 AM
p:\projects\8609 rnsd cabrillo hwy phase 1b see 8664 and 8167\CAD\8809 Cabrillo Hwy - Erosion Control Details.dwg Layout: 16 Cabrillo Erosion Details (64) Pagesetup: pdf11x17

**TEMPORARY EROSION CONTROL
DETAILS**

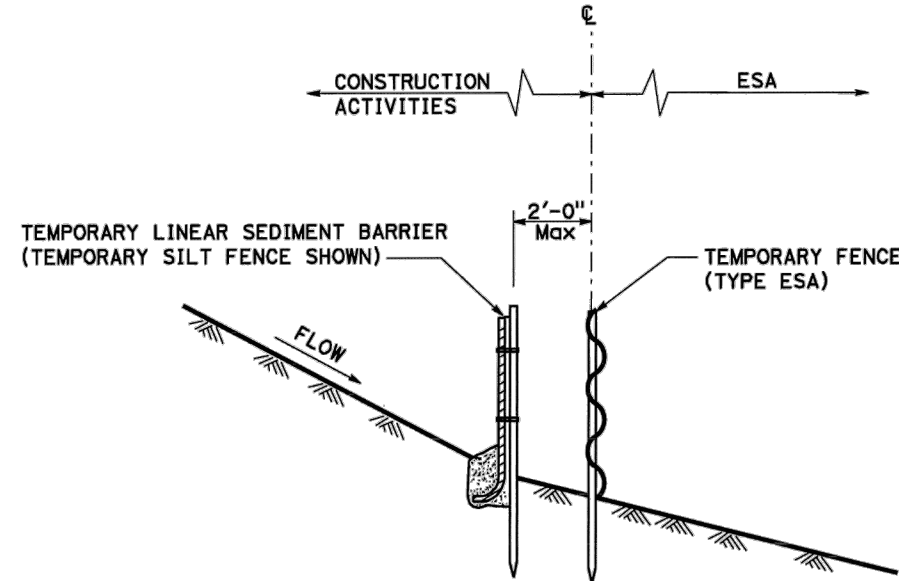
NUTE ENGINEERING

907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480

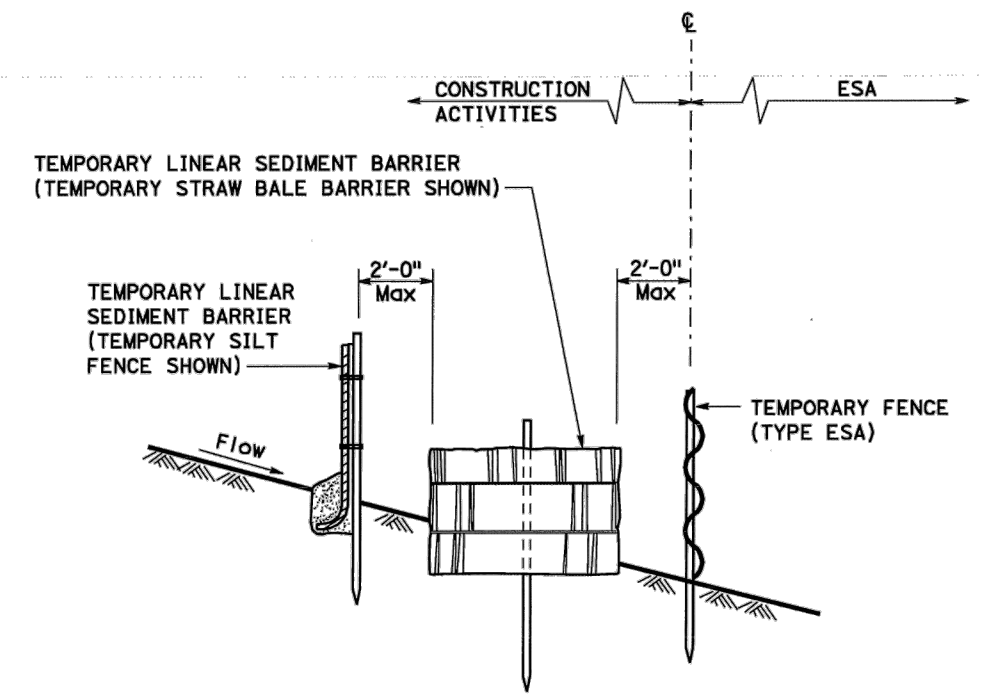
Drawn by: BEO	Job No.: 8809	Scale: NONE
Checked by: PC	Date: MAY 2023	



**SECTION
TEMPORARY FENCE (TYPE ESA)**



**SECTION
PLACEMENT DETAIL
FOR TEMPORARY LINEAR SEDIMENT BARRIER
USED WITH TEMPORARY
FENCE (TYPE ESA)**



**SECTION
PLACEMENT DETAIL
FOR TEMPORARY SILT FENCE
AND TEMPORARY STRAW BALE BARRIER
USED WITH TEMPORARY FENCE (TYPE ESA)**

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
**TEMPORARY WATER POLLUTION
CONTROL DETAILS
[TEMPORARY FENCE (TYPE ESA)]**

NO SCALE

2010 STANDARD PLAN T65

Printed: April 20, 2023 11:35 AM
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**CALTRANS ALTERNATE
TRENCH SECTION
D4 ENCROACHMENT PERMIT**

NUTE ENGINEERING

907 MISSION AVE., SAN RAFAEL, CALIFORNIA TEL 415-453-4480

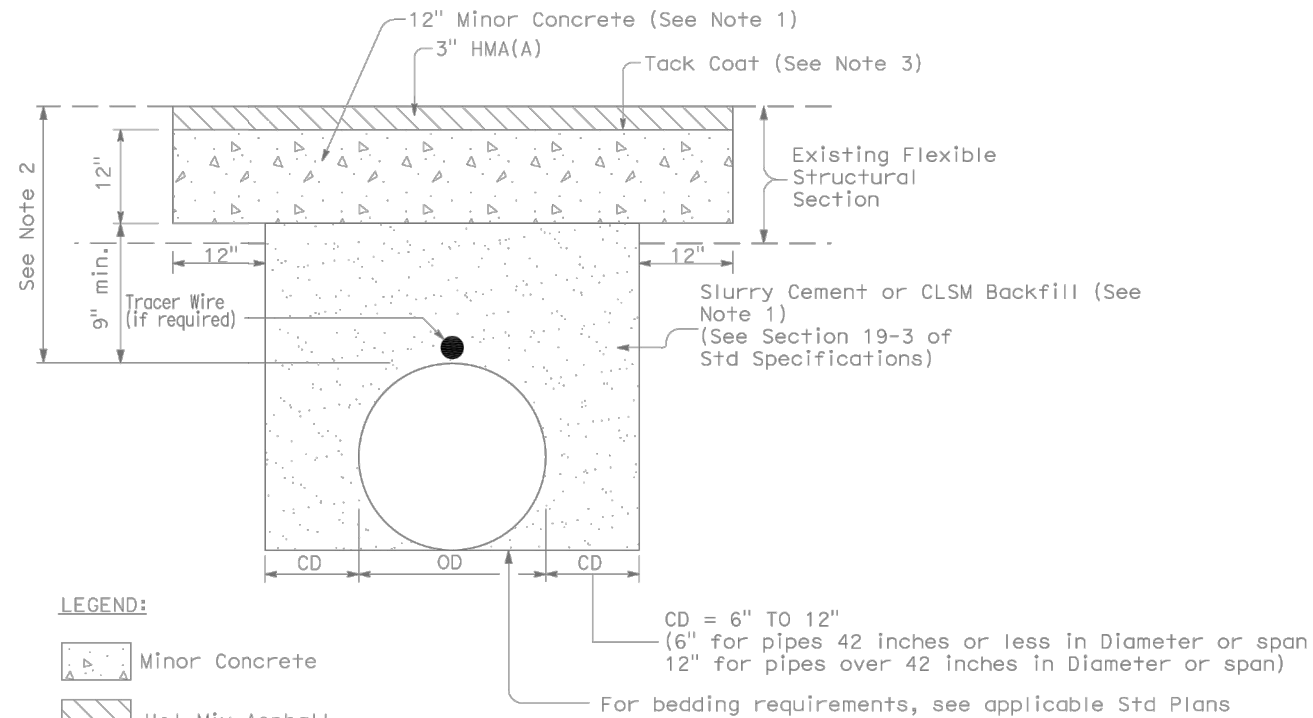
Drawn by: BEO	Job No.: 8809	Scale: NONE
Checked by: PC		Date: MAY 2023

(NO SCALE)

TRENCH PAVING DETAILS - EXHIBIT "A"

CASE 1: FOR TRAFFIC INDEX (TI) LESS THAN OR EQUAL TO 12

CASE 2: FOR TRAFFIC INDEX (TI) GREATER THAN 12



LEGEND:

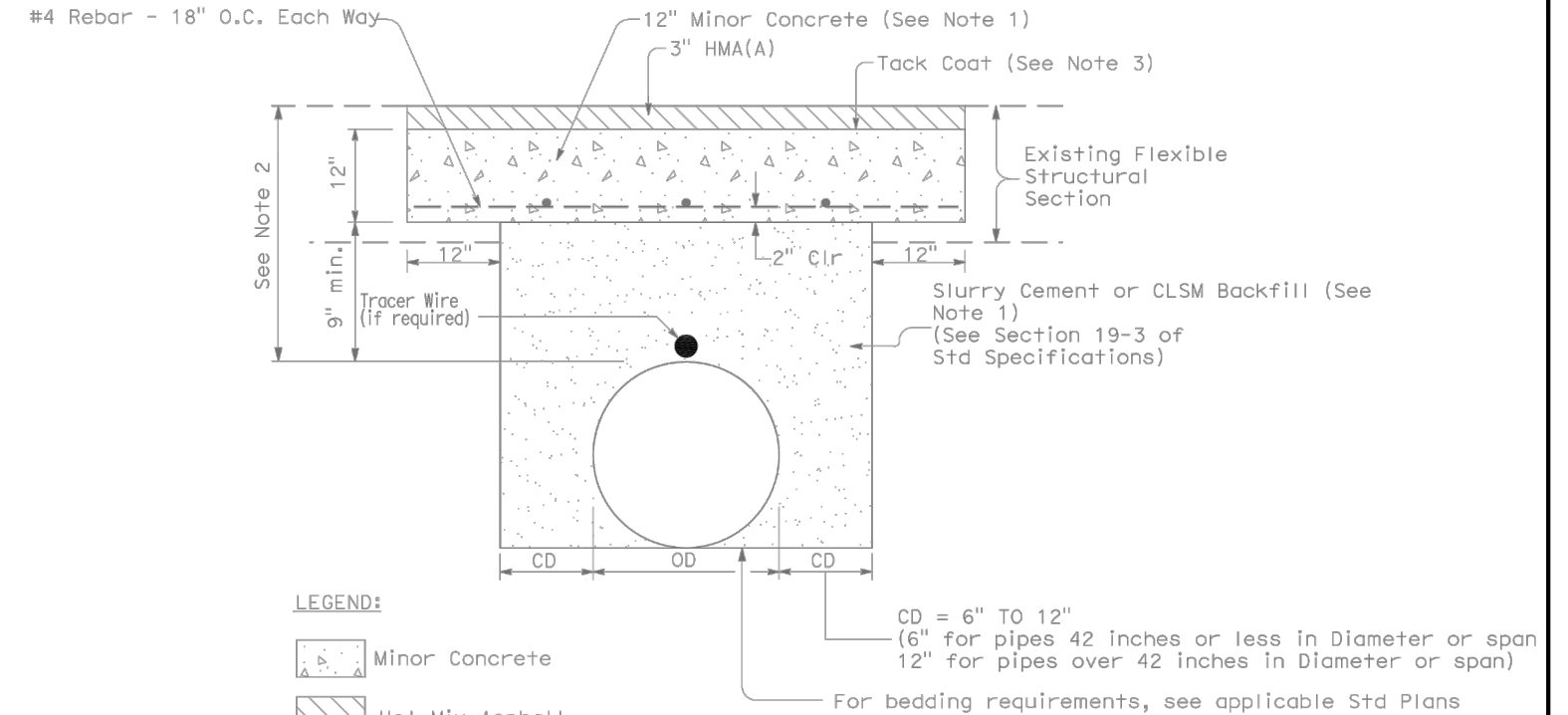
- Minor Concrete
- Hot Mix Asphalt
- Slurry Cement or CLSM Backfill

NOTES:

1. Concrete cap may be Rapid Strength Concrete (RSC); if RSC is used, replace the Slurry Cement or CLSM Backfill with Lean Concrete Backfill or RSC depending upon the project's time constraints.
2. For new installations, minimum depth of cover requirements are to follow guidelines in the Encroachment Permits Manual or Highway Design Manual. When cover over a replacement pipe/encasement pipe is less than 24", a Special Design is necessary (for in-house projects, refer to HQ Drainage Detail Library).
3. Tack Coat (Asphaltic Emulsion) shall be applied prior to placing HMA(A).
4. All trench work subject to state regulations and inspection.
5. All materials, workmanship, testing, and inspections shall comply with Caltrans Standard Specifications and project-specific Special Provisions.

ABBREVIATIONS:

- CD = Clear Distance
- HMA(A) = Hot Mix Asphalt Type A
- OD = Outside Diameter of Utility or Culvert
- CLSM = Controlled Low-Strength Material



LEGEND:

- Minor Concrete
- Hot Mix Asphalt
- Slurry Cement or CLSM Backfill

NOTES:

1. Concrete cap may be Rapid Strength Concrete (RSC); if RSC is used, replace the Slurry Cement or CLSM Backfill with Lean Concrete Backfill or RSC depending upon the project's time constraints.
2. For new installations, minimum depth of cover requirements are to follow guidelines in the Encroachment Permits Manual or Highway Design Manual. When cover over a replacement pipe/encasement pipe is less than 24", a Special Design is necessary (for in-house projects, refer to HQ Drainage Detail Library).
3. Tack Coat (Asphaltic Emulsion) shall be applied prior to placing HMA(A).
4. All trench work subject to state regulations and inspection.
5. All materials, workmanship, testing, and inspections shall comply with Caltrans Standard Specifications and project-specific Special Provisions.

ABBREVIATIONS:

- CD = Clear Distance
- Clr = Clearance
- HMA(A) = Hot Mix Asphalt Type A
- O.C. = On Center
- OD = Outside Diameter of Utility or Culvert
- CLSM = Controlled Low-Strength Material



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Selection of Auditor.

On January 23rd, 2023 MWSD released an RFP seeking qualified bidders to perform the District's FY 2022-23 Financial Statement audit (see attachment A) encompassing a period of three fiscal years with an option for an additional two years. The RFP was sent to known Firm's in CA who perform municipal audit. The RFP was also placed on the District's website as well as the CSMFO website. The audit RFP had a due date of April 3rd, 2023 which allowed a specified period of time for questions to be posed by prospective auditors and responses to be prepared by District staff. A total of two Firm's submitted detailed questions to District staff regarding various aspects of the prior year audit. At the stated deadline of April 3rd, two Firms submitted bids for the RFP; Cropper Accountancy & Maze & Associates (copies of proposals attached as attachments B & C). Please note, none of the Firms who submitted questions, prepared and submitted a proposal.

After review of the proposals it was deemed that both Firms exhibited the necessary criteria as an established CPA Firm capable and eligible to perform the FY 2022-23 Financial Statement audit. Both Firms were invited to participate in a panel interview with District staff, finance consultants, and a member of the Finance Committee (Director Peter Dekker). The panel interviews were all performed virtually.

Each audit Firm was judged based on the following criteria; proposal content, staff assigned to the engagement, hour segment by staff level, responses to panel interview questions, and cost of the audit. Emphasis was placed on a Firm's ability to complete the audit within the calendar, quality and experience of proposed staff, proposed audit partner participation, technology utilized by the prospective Firm and overall cost of the audit.

After each interview the merits of each of the above criteria was discussed among the panel. Through this discussion, staff recommendation for awarding of the FY 2022-23 & subsequent year's audit contract is Cropper Accountancy.

RECOMMENDATION:

Adopt Resolution No. ____, Resolution Of The Montara Water And Sanitary District Authorizing The General Manager To Execute A Contract With Cropper Accountancy



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

For Professional Audit Services For Fiscal Years 2022-23 Through 2024-25, With Two Additional One Year Extensions Exercisable At The District's Option

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT
WITH CROPPER ACCOUNTANCY FOR PROFESSIONAL AUDIT SERVICES
FOR FISCAL YEARS 2022-23 THROUGH 2024-25, WITH TWO ADDITIONAL
ONE YEAR EXTENSIONS EXERCISABLE AT THE DISTRICT'S OPTION**

WHEREAS, the Montara Water and Sanitary District (“District”) desires and is required to undergo an annual audit of its financial statements; and

WHEREAS, pursuant to authorization by the District Board of Directors (“Board”), on January 23, 2023, the District issued a Request for Proposals for professional audit services, seeking qualified bidders to perform the District’s FY 2022-23 Financial Statement audit and encompassing a period of three fiscal years with an option for an additional two years, with responses due by April 3, 2023; and

WHEREAS, two audit firms submitted proposals by the stated deadline and a panel interview was conducted with both firms by District staff, finance consultants, and a member of the District’s Finance Committee; and

WHEREAS, each audit firm was judged based on the following criteria: proposal content, staff assigned to the engagement, hour segment by staff level, responses to panel interview questions, and cost of the audit. Emphasis was placed on a firm’s ability to complete the audit within the calendar, quality and experience of proposed staff, proposed audit partner participation, technology utilized by the prospective firm and overall cost of the audit; and

WHEREAS, after each interview, the merits of each of the above criteria was discussed among the panel, and through this discussion staff’s recommendation for awarding of the FY 2022-23 & subsequent year’s audit contract is Cropper Accountancy; and

WHEREAS, a summary of the proposals and process has been presented to and reviewed by the District Board, along with the panel’s unanimous recommendation that Cropper Accountancy be awarded the contract.

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

1. The above recitals are true and correct and incorporated herein by this reference.

2. The General Manager of the District is hereby authorized and directed to execute a contract with Cropper Accountancy for professional audit services for Fiscal Years 2022-23 through 2024-25, with two additional one year extensions exercisable at the District’s option.

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT
WITH CROPPER ACCOUNTANCY FOR PROFESSIONAL AUDIT SERVICES
FOR FISCAL YEARS 2022-23 THROUGH 2024-25, WITH TWO ADDITIONAL
ONE YEAR EXTENSIONS EXERCISABLE AT THE DISTRICT'S OPTION**

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 4th day of May 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

PROPOSAL TO SERVE



Montara Water and Sanitary District

Proposal for Financial Audit Services

June 30, 2023 – 2028

CROPPER ACCOUNTANCY CORPORATION

Certified Public Accountants
2700 Ygnacio Valley Road, Suite 270
Walnut Creek, CA 94598

March 27, 2023

PRIMARY CONTACT:

Bryce Rojas, Partner
Phone: (925) 932-3860
eFax: (925) 476-9930
bryce@cropperaccountancy.com

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Exhibit B – Peer Review	
Exhibit C – Proposer Insurance	

Tracy Beardsley
District Clerk
Montara Water and Sanitary District
8888 Cabrillo Highway, Montara, CA 94037

Dear Ms. Beardsley:

We are pleased to submit our proposal to audit, examine, and Montara Water and Sanitary District's financial statements for the fiscal years ending June 30, 2023, with the option to extend for 4 additional years.

We are excited about the prospect of working with you! We want to be your public accounting firm and are confident in our ability to provide quality service at competitive rates.

In this proposal we describe in detail why we believe Cropper Accountancy Corporation is the selection of choice. Those distinguishing reasons are highlighted as follows:

- **Unique and value-added staffing model.** We do not employ inexperienced staff to perform our audits; a client service partner and senior staff will together perform all audit fieldwork in order to gain a detailed understanding of the district, build strong working relationships with management, and ensure that all audit risks are properly addressed. In subsequent years, the client service partner will *continue* to "roll up their sleeves" performing the work requiring greater expertise and giving personal attention that other firms do not provide. We believe this staffing model is most efficient and value-added.
- **Extensive governmental and special district audit expertise and experience.** We have extensive expertise and experience with governmental audits, which require compliance with Yellow Book standards and, as applicable, Single Audit requirements.
- **Agile technology implementation.** COVID-19 has inevitably changed the way that most businesses operate. Fortunately, our firm was prepared. We had previously implemented cloud-based technology that allowed us to make a smooth transition to a remote and digital audit. The key piece to our success during the pandemic has been the use of Suralink – *an automated document exchange and request list management solution that is built specifically for auditors, by auditors.*

We acknowledge that we understand the requirements of your Request for Proposal and commit to performing the work within the stated time period. Our proposal is a firm and revocable offer for ninety days.

I look forward to hearing from you.

Sincerely,



Bryce Rojas, CPA,
Partner
March 27, 2023

DESCRIPTION OF FIRM

Cropper Accountancy Corporation is a highly respected public accounting and consulting firm in Walnut Creek, California, serving clients and growing within the greater Bay Area since 1980. We are a firm purposefully less leveraged than other firms, in order to provide more personal and *continuous service by highly qualified, experienced personnel*. All members of our audit team have extensive governmental experience. With our high level of partner involvement, you will receive the highest degree of service. You will feel the difference working with Cropper Accountancy Corporation; questions are answered, direction is provided, and response time is quick.

As a member firm of the American Institute of Certified Public Accountants, we adhere to rigorous quality control standards in our accounting and auditing practice. We are required to submit to a review of our practice by our peers and are proud of our peer review results. *The most recent peer review was performed late in 2022 and we have been given a verbal “pass” but are awaiting a written response. The review included a review of at least one government engagement and at least one single audit report. We have included our 2019 review and we are happy to share that we received the highest rating of “pass.”* During the past three years, we have had no desk or field reviews. There has never been any disciplinary action taken or pending against the firm with state regulatory bodies or professional organizations.

1. LICENSE TO PRACTICE

Cropper Accountancy Corporation and all principals and assigned key audit members who will provide services to the District/Authority are licensed to practice as Certified Public Accountants in the State of California.

2. INDEPENDENCE

Cropper Accountancy Corporation and all related personnel are independent of the Ross Valley Sanitary District and Ross Valley Public Financing Authority as defined by generally accepted auditing standards and the U.S. General Accounting Office’s *Government Auditing Standards*. For the past five years, our firm has had no professional relationship with the District/Authority which would constitute a conflict of interest relative to performing the proposed services.

3. FIRM QUALIFICATIONS AND EXPERIENCE

We believe the most important factor to ensure a quality audit and client satisfaction is the knowledge and experience of the audit professionals. Such knowledge and experience coupled with expertise in the required professional standards unique to a particular industry results in the most effective and efficient audit – as well as a higher level of client satisfaction. No audit methodology, no training course, and no computer software can ever replace *solid professional judgment born of years of experience*.

All of our firm’s personnel have extensive experience in servicing governmental organizations. We have the resources to properly staff the engagement to ensure effective and efficient service and to help with any needs as they arise throughout the year, not just during the audit.

Continuity of personnel is an important strength of our firm, which contributes to a more efficient audit process and less client disruption. You will be served primarily by the following members of our firm: Bryce Rojas-Engagement Principal, John Cropper-Quality Control Partner, Katy Perry Klamp-Manager and Alexandra Heinitz-Senior.

4. PRINCIPAL, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

Bryce Rojas, CPA – Engagement Principal and Primary Contact

Bryce graduated from Brigham Young University Idaho with a BS in Accounting in 2011. He joined Cropper Accountancy in 2012 and has worked on many governmental audits, including municipalities, special districts, HUD audits and housing authorities many of which were single audits. Bryce is a member of the American Institute of Certified Public Accountants (AICPA), California Society of CPAs (CalCPA) and has completed various continuing education courses relating to government audits through the California Society of CPAs. Bryce is known for his professionalism and commitment to providing exceptional customer service.

The following is a sampling of governmental clients Bryce is currently or has previously managed:

Cities/Towns	Housing Authorities	Special Districts
City of Clayton	Alameda Housing Authority	Central Marin Sanitation Agency
City of Cloverdale	Berkeley Housing Authority	Oro Loma Sanitary District
Town of Corte Madera	Mendocino Housing Authority	West County Waste Water District
	Reno Housing Authority	Central Contra Costa Sanitary District
	Nevada Rural Housing	Sewer Authority of Mid-Coastside
	South San Francisco Housing	Stege Sanitary District
	San Luis Obispo Housing Authority	Western Hills Water District
		Marin Sanitary District #2
		Mt. View Sanitary District
		Delta Diablo Sanitary District

John Cropper, CPA, CGFM, CGMA – Quality Control Partner

John is one of the founders and is president of Cropper Accountancy Corporation. He has been practicing public accounting since 1990. John specializes in audits of governmental entities, including special districts, cities, HUDs, housing authorities, and single audits.

John began his career at Deloitte before moving on to become the partner-in-charge of the Walnut Creek office of Caporicci, Cropper & Larson, LLP. He worked as the partner-in-charge of the governmental practice at Armanino LLP before leaving to form Cropper Accountancy Corporation. In 2002, John founded the firm to provide hands-on expertise for his clients.

John is a member of the American Institute of Certified Public Accountants (AICPA), the California Society of Certified Public Accountants (CalCPA), Association of Government Accountants (AGA) and the California State Board of Accountancy. He is a Certified Government Financial Manager (CGFM), and a Chartered Global Management Accountant (CGMA). He formerly served on a Measure A advisory committee, and as the Treasurer of a Contra Costa County PAC Committee.

John is a former member of the CalCPA state GASB committee. John is currently serving on the CalCPA Governmental Planning Committee.

Katy Perry Klamp - Manager

Katy graduated from Brigham Young University with a Bachelor of Science degree in 2005. She began practicing accounting at Cropper Accountancy Corporation in 2007 and has served as a manager on many government audits, including multiple special districts. She has been working as the acting finance director for a sanitary district for the last three years. Katy is a member of the California Society of CPAs, and has completed multiple governmental continuing professional education classes. Our clients appreciate Katy’s great customer service and high level of responsiveness.

Alexandra Heinitz - Senior

Alexandra graduated summa cum laude from CSU East Bay with Bachelor of Science Degree in Accounting and from Saint Mary's College of California with a Master of Science degree in Financial Analysis and Investment Management. She has 10+ years of accounting and finance experience in private and public sectors. Her previous positions include a Controller in a Homeowners Association Management company, an Assistant Controller in Real Estate Investment and Management Company, and a Senior Accountant working for Contra Costa County Employment and Human Services Department.

CONTINUING EDUCATION

Each member of our firm is enrolled in a CPE program with the California Society of CPAs. Our peer review requires a total of 80 hours and a minimum of 24 hours of governmental CPE every two years.

John Cropper

07/12/2022	Materiality and Ethics	4.0
07/11/2022	Auditing Revenue Under the New Revenue Standard	4.0
07/08/2022	What Every CPA Should Know About Fraud	4.0
07/07/2022	Ethical Responsibilities for CPAs: Regulatory Review	2.0
06/24/2022	Internal Control—Understanding and Testing	4.0
06/21/2022	U.S. GAAP Disclosures for Non-Public Entities	8.0
06/01/2022	Accounting and Auditing Update	8.0
04/25/2022	Governmental Accounting and Auditing Virtual Conference	8.0
10/28/2021	GAAP Update - Auditing and Accounting Conference	8.0
10/04/2021	2021 FASB and AICPA Update	8.0
07/27/2021	Audit Planning	3.0
07/27/2021	Auditing PCAOB Attestation Standard #2	3.0
07/26/2021	Auditing Net Capital	3.0
07/26/2021	Auditing Revenue	2.0
06/30/2021	GASB 87 on Lease Accounting	2.0
05/03/2021	Capitol Insights: Governmental A&A Virtual Conference	8.0
08/22/2020	Audit Training	4.0
05/18/2020	An Auditor’s Responsibilities for Fraud in the Government Environment	11.5
05/05/2020	Governmental Accounting and Auditing Virtual Conference	9.0
04/15/2020	Accountants Liability: Positioning Your Firm For Success	4.0
02/18/2020	Risk Assessment Deep Dive: How to Avoid Common Missteps	3.5

Bryce Rojas

11/28/2022	Risk Assessment Standards When Auditing Privately Owned Companies	4.0
10/26/2022	2022 Small Business and BD Audit Forum	3.0
06/17/2022	Audit Standard Update: Clarifying Risk Assessment	8.0
06/15/2022	Everyday Ethics: Doing Well by Doing Good- Ethics	4.0
06/01/2022	GASB 87 on Lease Accounting	2.0
05/24/2022	K2's Artificial Intelligence for Accounting and Financial Professionals	4.0
05/20/2022	K2's Testing and Auditing Excel Workbooks	4.0
05/19/2022	Government Accounting and Reporting	8.0
05/18/2022	K2's Emerging Technologies for Accountants	4.0
05/13/2022	Leases: Topic 842 in Depth	8.0
04/25/2022	Governmental Accounting and Auditing Virtual Conference	8.0
08/04/2021	Post-Pandemic Internal Control Planning	4.0
07/27/2021	Auditing PCAOB Attestation Standard No. 2	3.0
07/27/2021	Planning the Audit	3.0
07/26/2021	Auditing Net Capital	3.0
07/26/2021	Auditing Revenue	3.0
07/14/2021	California Ethics and Fraud Case Studies	8.0
07/13/2021	Financial Statement Risks: Fraud, Misstatements and Earnings Mgmt.	8.0
05/03/2021	Capitol Insights: Governmental A&A Virtual Conference	8.0
08/22/2020	Audit Training	4.0
05/18/2020	Crossing The Line - Cases in Financial Statement Fraud	1.0
05/18/2020	Blockchain: An introduction for CPA's	4.0
05/05/2020	Governmental Accounting and Audit Virtual Conference	9.0
04/01/2020	Audit Standards Update: Clarifying Risk Assessment	4.0
03/30/2020	Accounting Fraud: What We Can Do Better	3.0
03/27/2020	Common Peer Review Inspection Deficiencies	2.0
03/19/2020	Accountants Liability: Positioning Your Firm For Success	4.0
03/18/2020	Risk Assessment Deep Dive: How to Avoid Common Missteps	3.5

Katy Perry

12/13/2022	Multifamily Conference- Day 2	7.0
12/12/2022	Multifamily Conference	9.0
12/09/2022	Audit Standards Update: Clarifying Risk Assessment	8.0
10/06/2022	2022 FASB and AICPA Update	8.0
09/15/2022	Government Auditing Standard Independence	2.0
09/12/2022	Auditing Standards: A Comprehensive Review	16
09/07/2022	Fundamentals of Single Audit	8.5
06/01/2022	GASB 87 on Lease Accounting	2.0
04/25/2022	Governmental Accounting and Auditing Virtual Conference	8.0
06/10/2021	PHA Conference	5.3
05/03/2021	Governmental A&A Virtual Conference	8.0
10/28/2021	GAAP Update - Auditing and Accounting Conference	8.0
12/09/2020	Multifamily Governmental Housing Conference	16
08/21/2020	Audit Training	4.0
05/05/2020	Governmental and Auditing Virtual Conference	9.0
04/17/2020	Accountant's Liability: Positioning Your Firm For Success	4.0
02/06/2020	Microsoft Excel: Working with Formulas and Functions	4.0

Alexandra Heinitz

10/13/2021 Risk Assessment During Recover	4.0
10/15/2021 Compilations and Reviews: Risks, Procedures and Fraud	8.0
10/19/2021 Effective Workpaper Techniques	8.0
10/28/2021 Accounting Laws, Ethics, Taxes and Financial Reporting Reviews	4.0
12/14/2021 HUD Multifamily Conference	5.0
04/25/2022 Governmental Accounting and Auditing Virtual Conference	8.0
06/01/2022 GASB 87 on Lease Accounting	2.0
10/26/2022 2022 Small Business and Broker-Dealer Auditor Forum	4.5
02/07/2023 K2's Small Business Internal Controls	8.0

5. SIMILAR ENGAGEMENTS AND CLIENT REFERENCES

<u>Engagement</u>	<u>Scope of Work</u>	<u>Hours</u>
Delta Diablo Sanitary District Finance Manager - Anika Lyons (925)756-1924 anikal@deltadiablo.org	Financial Audit/ACFR Years Served 2021 - Present	250
Oro Loma Sanitary District Finance Director - Arlene Wong (510) 276-4700 arlene@oroloma.org District Manager- Jimmy Dang jdang@oroloma.org	Financial Audit/Single Audit/ACFR Years Served 2020 - Present	200
Mt. View Sanitary District CFO/Administrative Services Manager Denise Gray (415) 812-7047 dgray@mvsd.org	Financial Audit with ACFR Years Served 2020- Present	150

We are proud of our long-standing client relationships, even in the governmental industry that routinely rotates auditors. Frankly, our clients love working with us. We currently serve over 40 clients in the governmental industry.

6. WORK PLAN – ESTIMATED AUDIT HOURS AND TENTATIVE SCHEDULE

<u>Date</u>	<u>Work to be Performed</u>	<u>Time Estimate (Hours)</u>	<u>Staff Level</u>
May 2023	<ul style="list-style-type: none"> ● Prepare client acceptance 	5	Bryce Rojas
June 2023	<ul style="list-style-type: none"> ● Review predecessor audit workpapers ● Planning activities (audit plan, schedule request, and other planning documents as required by professional standards). ● Preliminary conference with designated officials to plan timing of audit work 	20	Bryce Rojas, Partner Katy Perry, Manager
June 2023	<u>Interim Fieldwork</u> <ul style="list-style-type: none"> ● Risk assessment and mitigating internal controls including fraud protocols (cash receipts, cash disbursements, payroll fixed assets, financial reporting) ● District board minutes review ● Prepare preliminary drafts of all required reports for discussion with management ● Progress conferences on results of interim audit procedures and significant observations. ● Coordinate final audit procedures, dates, and client-prepared schedules. 	50	Bryce Rojas, Partner Katy Perry, Manager Alexandra Heinitz, Senior
Oct 2023 Nov 2023	<u>Final Fieldwork Procedures/On-Site If Available</u> <ul style="list-style-type: none"> ● Entrance conference with staff to coordinate fieldwork procedures ● Final audit procedures performed on all funds and entities including the Retirement Plan and OPEB Trust. ● Report preparation and technical review ● Delivery of drafts of required reports and draft management letter for review ● Exit conference ● Draft financial statements delivered 	145	Bryce Rojas, Partner John Cropper, Partner Katy Perry, Manager Alexandra Heinitz, Senior
Nov 2023	<ul style="list-style-type: none"> ● Final financial statements delivered 	10	Katy Perry
Dec 2023	<ul style="list-style-type: none"> ● Presentation of financial statements, management letter to the District/Authority 	25	Bryce Rojas, Partner

III. SPECIFIC AUDIT APPROACH

This section describes Cropper Accountancy Corporation's general audit engagement approach and the techniques we employ in servicing organizations such as the District/Authority. We will tailor the general approach outlined in this section based on information we gather throughout the audit process – your organization's unique risks, strategies, challenges, policies, and practices – as we audit and analyze the financial position of the District/Authority.

Our firm has a strong record of completing audits on time, proceeding through the work plan in an organized and efficient manner, and working with District/Authority staff in a reasonable and harmonious relationship. We are a leader in the area of technology adoption to increase the efficiency of our audits. We prepare our work papers using a cloud-based audit software package, which seamlessly integrates with standard Microsoft Office products. From planning to the report phase, any adjustments booked into the software will flow seamlessly into your financial statements. We use Suralink (an enhanced client portal organizer) to reduce paper waste and for more efficient tracking of the exchange of documents between client and auditor.

In accordance with professional standards, our audit work relies heavily on risk assessment and analytical procedures to design effective audit procedures. Our wealth of experience with districts allows us to recognize relationships among the financial statement amounts rather than simply test a sample of the large volume of transactions. That is why we staff our engagements with partners and senior personnel. We expect to spend approximately 40% of our time on planning and interim fieldwork, 50% of our time on year-end fieldwork, and the remaining 10% of our time on finalizing the audit, meetings and reporting issues.

Our audit procedures consist of inquiries, observations, recalculation, reperformance, and other analyses of the significant systems and internal controls that produce your financial statements. Based on our understanding of the internal control and financial processes, we focus our efforts primarily on efficient and cost-effective audit techniques that are tailored to your practices and systems. One of the techniques used may involve random sampling. Sample sizes are based on risk assessment, planning materiality, and population size (both dollar amount and number of items in the population).

All qualified public accounting firms will follow generally accepted auditing standards and *Governmental Auditing Standards* when auditing the District/Authority. We believe that the standard audit approach can be improved upon in a number of ways including, but not limited to, the following:

- Investing approximately 40% of total audit time in planning and interim audit procedures
- Changing the audit approach each year to respond to changes in your business
- Communicating clearly and early and often throughout the entire process, appropriate to each level of management and governance
- Proactively exploring with you and our team ways to improve the audit
- Providing insightful recommendations to management that are constructive and reflective of industry best practices

Our engagement approach can ordinarily be summarized into three phases: planning, fieldwork, and reporting/concluding procedures.

III. PLANNING

The planning phase of the engagement will lay the foundation for the direction of our audit and is key to cost-effective completion. We invest in the planning phase knowing that the remaining phases will then flow smoothly and we reduce the likelihood of “surprises” in later phases. Our planning will focus on developing a more detailed understanding of the District/Authority operations, identifying significant issues and pronouncements that may be applicable, and designing efficient audit procedures. Specifically, we will:

1. *Obtain an understanding of the legal and fiscal environment by reviewing:*
 - a. Existing cash flow projections and operating and capital improvement budgets.
 - b. Debt and lease agreements.
 - c. Key statistics and trends.
 - d. Economic environment, especially locally.
 - e. Current operations (internally produced financial statements).
 - f. Prior year audit reports.
 - g. Additional documentation and reports available from the internal audit staff.
 - h. Key risks.

2. *Meet with District management to discuss the following:*
 - a. New significant transactions or anticipated transactions.
 - b. Coordination of procedures and timing.
 - c. Initial observations or areas of emphasis.
 - d. Reporting requirements.
 - e. Implications of new accounting pronouncements, if any.
 - f. Fraud protocols and risk assessments.
 - g. Any other areas of concern to management.

3. *Perform analytical reviews of financial data to identify other areas that might require significant attention.*

Based on our understanding of the District’s operating environment, analytical reviews, and the other planning procedures, we will highlight areas to be emphasized during our interim and final audit work. We will then define the engagement objectives, concentrating on the identified areas of concern and areas we know are significant to management and to the financial statements as a whole.

II. FIELDWORK PROCEDURES

The fieldwork phase of the engagement includes completion of all audit procedures to be performed. We will divide our efforts into two distinct segments: interim audit procedures and final audit procedures.

Interim Audit Procedures:

Interim audit procedures lay the foundation for an efficient and effective audit. We will strive to perform a significant portion of our procedures at interim to allow a more efficient completion of the audit. Specifically, at interim we will document the District’s financial reporting and other process risks, related

controls, and any compliance requirements. If control reliance appears appropriate, we will typically make a risk-based random sample of selections within each financial process and test the key controls we will rely upon. In certain circumstances compliance supplements, which guide our compliance testing, will dictate a larger sample size. We also test controls over compliance with federal laws, regulations, and grant agreements, if any, during this phase. The identification and testing of risks and internal controls is subjective and critical to a quality audit.

During interim we will also review Board minutes, debt agreements, retirement plan assets and liabilities, significant transactions, and prepare confirmations to be sent on selected balance sheet accounts. We are open to exploring all audit areas that can be effectively and efficiently audited at an interim date.

Final Audit Procedures:

During our final fieldwork procedures, we will complete our test work of the financial statement balances. Significant asset and liability accounts will be verified and tested through a combination of detailed vouching procedures and analytical techniques. We will perform analyses of various revenue and expenditure accounts through comparisons to budgets, ratios, and prior year amounts. Significant variances noted will be investigated further. We will also complete our evaluation of internal control and compliance objectives.

Commencing during the interim phase and continuing throughout final audit procedures, we will be preparing drafts of the financial statements, our auditors' report and management letter (detailing our observations and recommendations concerning internal accounting control and other matters). Both the financial statements and the management letter will be reviewed in detail with you and your staff as they are being drafted. We encourage you to provide us with feedback with respect to our management letter comments so that we may incorporate your comments into our letter.

Sampling Techniques Employed:

We use a combination of statistical and non-statistical sampling techniques. Most samples will be selected based upon our judgment, utilizing our experience and knowledge of financial trends and patterns. If it is subsequently determined that statistical sampling can enhance the efficiency of our audit procedures, we will revise our preliminary plan to incorporate the use of these techniques. We are very experienced in the use of various statistical sampling techniques (i.e. monetary unit sampling), and will utilize those techniques through specialized software when appropriate.

III. CONCLUDING/REPORTING PROCEDURES

At the conclusion of our audit, we will meet with financial management and other staff, as appropriate, to discuss the results of the audit. We will also provide periodic progress reports to management during the audit. *Our cloud-based document exchange service, Suralink, will show the status of any requests made by the audit team (outstanding, fulfilled, accepted, or returned), and can be set up to send you reminder emails as often as twice a day, at your discretion.* This allows management to immediately track and understand audit progress on a daily basis.

The areas audited will be subject to review of procedures and policies in order to determine the effectiveness of existing accounting and operational systems and controls. We will make recommendations for revision or modifications as necessary. Our recommendations will be based on the concept that the cost of a system of internal accounting controls should not exceed the benefits derived.

Any suspected fraudulent or illegal acts will be brought to the attention of management or the Board, as appropriate, immediately. We will also provide a presentation to the Board of Directors on the audit process and findings when the final report is presented to them.

Management Letters:

Letters to management on internal controls and recommendations (“management letters”) are one of our principal means of communicating with our clients relative to the results of our annual audits and reviews. The overriding goal of our letters is to assist management in reaching its internal control objectives and to provide suggestions and other guidance on operational matters. Comments will touch on safeguarding of assets, strengthening cash flow, improving operational efficiency, and establishing and maintaining reliable financial records. The management letter will be reviewed in detail with you and your staff to verify its factual accuracy before being issued in final form.

This space has intentionally been left blank.

8. TECHNOLOGY IMPLEMENTATION

Suralink

A key piece to our success during the shift in the American workplace over the past couple of years has been the use of **Suralink – an automated document exchange and request list management solution** that is built specifically for auditors, by auditors. For one audit engagement, the client may need to exchange dozens or even hundreds of documents with their auditors. Suralink is an interface that allows both the auditor and the client to easily see the status of each document, when it was submitted, if it is accurate and appropriate, and if it needs to be modified. We (the auditors) create our request list, and then you (the client) can drag and drop each requested document into the Suralink request. Suralink is secure and is cloud-based, so you can upload documents from anywhere, at any time, with just an internet connection. These are some of the key features of Suralink:

- 1) **Dynamic request list management:** All audit requests are in one place, updated in real time, and accessible by everyone working on the engagement.
- 2) **Assignments:** Distribute workload to the appropriate staff members.
- 3) **Any file size or type:** From your average word or excel file, to large back-up files, any file type and size can be uploaded successfully.
- 4) **Engagement timelines:** A timeline of engagement provides a clear audit trail and accountability of all activity in the system, while instant notifications keep you up to date.

The image below gives a clear portrait of how Suralink can help immensely with audit tracking. It provides an at-a-glance view of the audit status.

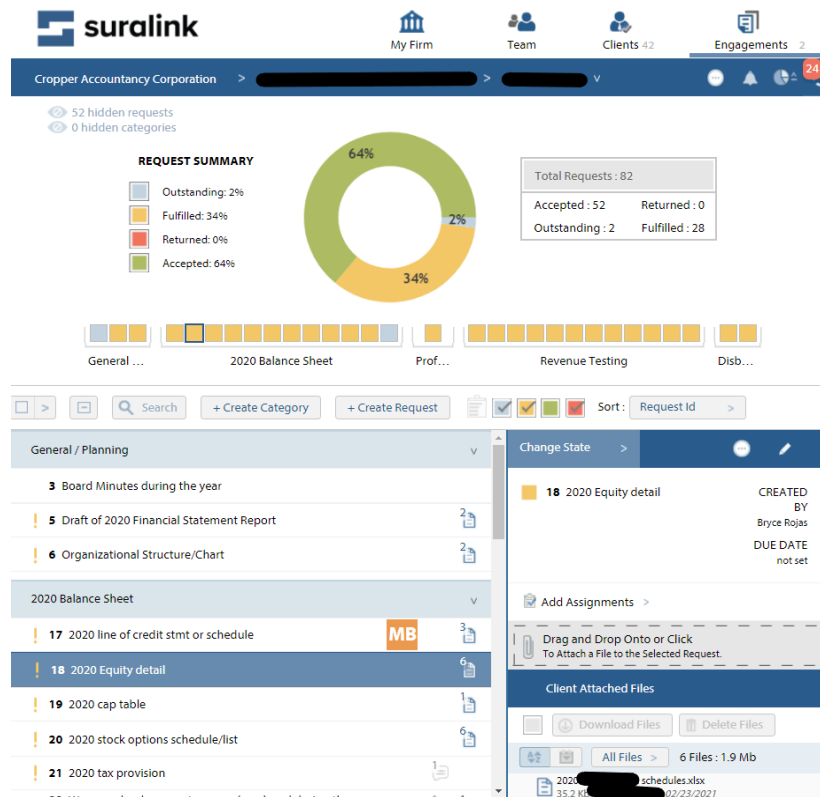


EXHIBIT A

Annual Audit Fee

**Montara Water and Sanitary District
Fee Proposal
By Deliverable**

Fiscal Year Ending June 30

	Hours	Rate	2023	2024	2025	2026	2027
Partner	50	\$ 215	\$ 10,750	\$ 11,070	\$ 11,400	\$ 11,740	\$ 12,090.00
Manager	80	\$ 115	9200	9480	9760	10,050	10,350
Staff accountant	95	\$ 90	8550	8810	9070	9,340	9,620
Administrative Staff	30	\$ 50	1500	1550	1600	1,650	1,700
Total	255		30,000	30,910	31,830	32,780	33,760
Professional discount			(1,000)	(1,035)	(1,055)	(1,105)	(1,110)
MAXIMUM PRICE			<u>\$ 29,000</u>	<u>\$ 29,875</u>	<u>\$ 30,775</u>	<u>\$ 31,675</u>	<u>\$ 32,650</u>

	2023
Annual Comprehensive Financial Report	\$ 29,000
Single Audit	4,000
MAXIMUM PRICE	<u>\$ 33,000</u>

EXHIBIT B

Peer Review 2019



9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112
303-792-3020 (O) | 303-792-5153 (F)
WWW.WCRCPA.COM

REPORT ON FIRM'S SYSTEM OF QUALITY CONTROL

August 30, 2019

To the Stockholders of
Cropper Accountancy Corporation
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Cropper Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit of a broker-dealer, and an examination of a service organization, SOC 2 engagement.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Cropper Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Cropper Accountancy Corporation has received a peer review rating of *pass*.

Watson Coon Ryan, LLC

Watson Coon Ryan, LLC

EXHIBIT C

Insurance Policy



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/22/2023

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

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

PRODUCER CAMICO SERVICES INC/PHS 57141555 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:	
	PHONE (866) 467-8730 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED CROPPER ACCOUNTANCY CORP 2700 YGNACIO VALLEY RD STE 270 WALNUT CREEK CA 94598-3463	INSURER A : Sentinel Insurance Company Ltd.	11000
	INSURER B : Hartford Fire and Its P&C Affiliates	00914
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			57 SBW BA0487	05/01/2022	05/01/2023	EACH OCCURRENCE	\$2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			57 SBW BA0487	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	DED: RETENTION \$							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			57 WEG DE5511	05/01/2022	05/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER For Informational Purposes 2700 YGNACIO VALLEY RD STE 270 WALNUT CREEK CA 94598-3463	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Susan S. Castaneda</i>

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Lee Holmes Jr</i>

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April 3, 2023

Montara Water and Sanitary District
Tracy Beardsley, District Clerk
8888 Cabrillo Highway
Montara, CA 94037
Tracy@MWSD.net

Dear Ms. Beardsley:

We are pleased to enclose an electronic copy of our Technical Proposal to provide Auditing Services for the Montara Water and Sanitary District for the fiscal year beginning with June 30, 2023, with an option of extending for an additional two (2) one-year periods.

Yours very truly,



David M. Alvey, CPA
Audit Partner/Shareholder

DMA:saa

Enclosures

AUDITING SERVICES PROPOSAL

April 3, 2023

PREPARED FOR



**Montara Water
and Sanitary District**

Montara Water and Sanitary District
Tracy Beardsley, District Clerk
8888 Cabrillo Highway
Montara, CA 94037

David M. Alvey, CPA
3478 Buskirk Ave, Ste 215
Pleasant Hill, CA 94523
(925) 930-0902
davida@mazeassociates.com

M MAZE
& ASSOCIATES

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**MONTARA WATER AND SANITARY DISTRICT
AUDITING SERVICES PROPOSAL**

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April 3, 2023

Montara Water and Sanitary District
Tracy Beardsley, District Clerk
8888 Cabrillo Highway
Montara, CA 94037
Tracy@MWSD.net

Dear Ms. Beardsley:

We appreciate this opportunity to submit our proposal to provide audit services for the Montara Water and Sanitary District (District). We understand we will audit the District's Basic Financial Statements and assist in preparing the Annual Financial Report for the fiscal year beginning June 30, 2023, with the option to renew annually for up to five years. We will also perform additional procedures and complete the other assurance services as specified in the District's Request for Proposal, within the time periods established by the District.

We are quite certain we are the most qualified firm to be your independent accountants. As our founder, Scott Maze, first coined over forty years ago, "*We are in Business to Help Our Clients Succeed!*" Since that time, we have rigorously employed this philosophy along with our commitment to continual improvement. Our clients know from experience we employ a variety of techniques, technologies and strategies to maximize effective and efficient audits without shifting our work onto our client's staff. We've summarized these techniques, technologies and strategies below and explained them in more depth in our proposal.

- **We are the best-known regional municipal audit firm in Northern California.** Our firm has been in business over 40 years, and over that time, we have achieved national recognition with the consistently high quality of our work and with our leadership on issues such as GASB Statements 34, 68 and 75, and internal control enhancement. We frequently speak at CSMFO and CSDA events and webinars.
- **Municipal auditing is our main business.** Our clients presently include a total of over one hundred municipal entities, including many special districts the size of Montara Water and Sanitary District.
- **Our Partners are actively involved** in planning, conducting and completing the audit in our client's offices, and our Partners are available when you need them. We resolve issues on the spot while the audit is going on.
- **When our partners communicate with Boards and Committees, their knowledge is based on detailed specifics,** not information which has been filtered through several layers of review.
- We have a long-term track record of client retention beyond our client's original contract terms because of the quality of our service.
- We are properly licensed to practice in California.

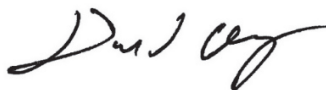
- Our fee includes one free day of live training. Starting in 2016, we implemented the annual Maze Live training. past classes included topics such as year two of GASB Statement 68, GASB Update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics as well as the information to prepare for the implementation of GASB Statement 96.
- With our qualified information systems staff, **we have developed and employ a number of technologies to streamline our audit process, ensure open channels of communication and data transfer while ensuring security and confidentiality of client data.** These technologies include paperless audit workpapers, and a major upgrade of our “electronic transfer of data” technique eliminating manual financial statement inputs and maximizing easy to use financial rollup reports.
- Our **Closing Checklists** help you prepare in advance for both our interim and year-end audits. These Checklists do away with last-minute requests for schedules and analyses at year-end and help identify potential problems early in the process. We will coordinate them with the work papers you are already preparing, so **you don’t have to prepare workpapers only for the auditors.**
- We have one in Pleasant Hill, and employ approximately 60 people. This allows for smooth communication, and reduces delays other firms experience when having to deal with multiple offices for quality assurance and report generation and production.
- We do our best not to change staffing from year to year and from interim to final unless the District requests a change.
- We are a Small Business Enterprise (Certification ID 38671) as defined by the California Department of General Services

As with all our audits, we are committed to providing timely, quality audit services to Montara Water and Sanitary District. We have reviewed the timeline outlined in the RFP and already ensured we can meet those milestones. We have no doubt that we are the firm best qualified to perform the services described in the request for proposal. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree.

David M. Alvey Vice President (davida@mazeassociates.com), and Vikki C. Rodriguez , Vice President (vikr@mazeassociates.com), are authorized to represent, sign for and contractually obligate Maze & Associates, a Professional Corporation, located at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, CA, 94523, (925) 930-0902. The proposal is a firm and irrevocable offer for 90 days.

We look forward to the opportunity to provide quality audit services for Montara Water and Sanitary District!

Yours very truly,



David M. Alvey, CPA
Audit Partner

DMA:saa

FEE SCHEDULE

Maze & Associates Certification

David Alvey and Vikki Rodriguez are authorized to submit this proposal and negotiate and sign a contract with the Montara Water and Sanitary District (District). Our offer is firm and irrevocable for a period of 90 days from the date of this proposal.

What Our Price Includes

Our price includes all the basic audit work and reports, statements and other deliverables specified in your request for proposal. Our price also includes the items below at no additional cost:

- 1) Year-round support and telephone consultation on pertinent issues affecting District,
- 2) Copies of our journal entries and our leadsheets used to support the amounts in your financial statements,
- 3) Free full day of training at our annual MazeLive event,
- 4) Active Partner involvement in your work every year,
- 5) Our typed interim Accounting Issues Memorandum,
- 6) Overviews and summaries of upcoming pronouncements and regulation affecting the audited financial statements.
- 7) Direct dump of general ledger data into our ProSystems trial balance software which is fully linked to financial statement formats.

Fees and Billings

Progress billings will be made on the pro-rated audit work completed during the course of the engagement. Our fees are firm fixed prices. In determining our fees, we understand that the District's records will be in condition to be audited; that is, transactions will be properly recorded in the general ledger and subsidiary records, these accounting records and the original source documents will be readily available to use, we will be furnished with copies of bank reconciliations and other reconciliations and analyses prepared by the District and District personnel will be reasonably available to explain procedures, prepare audit correspondence and obtain files and records.

FEE SCHEDULE (Continued)

Fee Schedule

	2023 (1)	Optional			
		2024	2025	2026	2027
Audit of the Basic Financial Statements and Memorandum on Internal Controls	\$ 25,640	\$ 26,665	\$ 27,730	\$ 28,840	\$ 29,995
Out-of-pocket expenses (2)	0	0	0	0	0
Total	25,640	26,665	27,730	28,840	29,995
Optional Service:					
Single Audit (per major program), if required	3,500	3,640	3,785	3,935	4,090
Total all-inclusive maximum price:	\$ 29,140	\$ 30,305	\$ 31,515	\$ 32,775	\$ 34,085

NOTES:

- (1) Years subsequent to 2023 have been increased due to estimate of COLA.
- (2) Out-of-pocket expenses are included in our standard hourly rate.

PROFILE OF THE PROPOSER

Firm Profile

We are a professional services corporation located in Pleasant Hill, California. We presently have a total of approximately 60 employees, including seven shareholders, two Directors, three Managers, eleven Supervisors and many more Audit Associates and Tax/Office Staff. Fifteen (15) of our professional staff are California Certified Public Accountants and two additional staff are in the process of completing their applications for licensure. Forty-two (42) of our professional staff comprise our governmental audit staff, as our firm's emphasis is on governmental auditing and accounting. Several of our professional staff have national accounting firm experience, which we have blended with the more personal approach of a smaller firm.

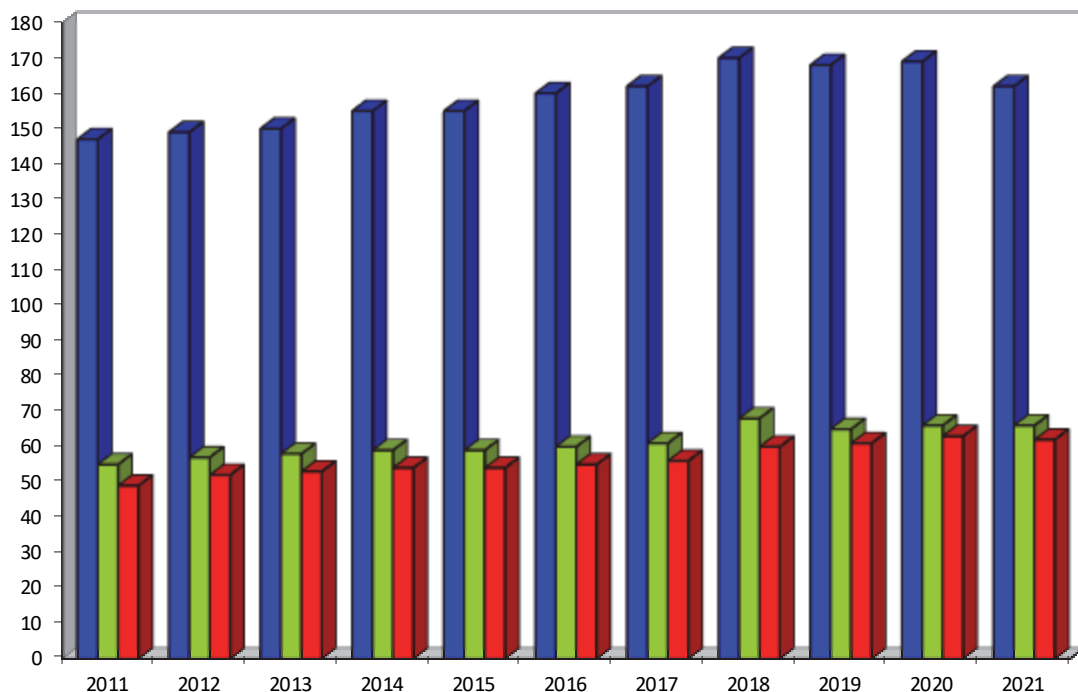
The majority of our clients are cities, special districts, or other municipal entities and we do this work twelve months of the year. We limit our practice in other areas and focus on being the best municipal audit firm in Northern California. Our clients include several special districts similar to the District in size. Our audit strategy is tailored to municipalities and is quite different from the traditional approach adapted from commercial clients by general practice accounting firms.

We have focused on municipalities since our inception in 1986. We are active in GFOA, CSMFO, CSDA, CalCPA and CMTA, and our Partners have been speakers at many GFOA, CSMFO, CSDA and CMTA functions.

PROFILE OF THE PROPOSER (Continued)

We are in business to help our clients succeed. We help you use the ever-growing tangle of accounting rules properly, but to your best advantage, by helping you keep out of trouble and helping you do the right thing. We stay in touch throughout the year to keep you abreast of municipal accounting developments and to help you avoid problems, instead of coming in afterwards to assess the damage. We rotate our audit emphasis based on our planning meetings with you as well as our fraud and audit planning discussions with Board members, so areas that concern you can be addressed as a normal part of the audit at no extra cost.

Our practice includes over fifty city and town clients and more than fifty special districts, including over forty city and special district ACFR award winners—more award winners than any other Northern California accounting firm or international firm branch office. Included in those totals are six award-winning Special District ACFRs. Eighty percent of our practice is municipal auditing, accounting and consulting, continuing throughout the entire year. Our growth can be seen in the graph below, which shows the growth in the number of our total **municipal entity** clients in **blue**, **City** audit clients in **green** and **ACFR** award winners in **red**.



Every one of the above ACFRs won awards from GFOA and/or CSMFO.

As you can see from the client list in the Firm Qualifications and Experience – City and Town Clients Section below we have a winning combination that has resulted in **strong client loyalty and retention**. Several clients who left have returned after seeing the difference between our firm and our competitors. **Others have remained our clients after completing a full-blown proposal process**, most recently Cities of Belmont, Hayward, Milpitas, Moraga, Oakley, Pittsburg, Santa Clara, South San Francisco and Sutter Creek.

PROFILE OF THE PROPOSER (Continued)

Significant Special District Audit Engagements

The chart below shows our most recent experience with District and Authority audits. We are or were responsible for all phases of work for these entities.

Special Districts and Authority Clients	1st Year	Compliance Requirements	Single Audit/ Special
FINANCING			
City of Rancho Cordova Financing Authority	2009	X	
Concord Joint Powers Financing Authority	1992	X	
Governments of Livermore Financing Authority	1991	X	
Hayward Public Financing Authority	1996	X	
Manteca Financing Authority	1991	X	
Milpitas Public Financing Authority	1995	X	
Palo Alto Public Financing Corporation	1998	X	
Richmond Joint Powers Financing Authority	2005	X	
HOUSING			
Napa Valley Housing Authority	2000	X	X
Napa Housing Authority	2000	X	X
Richmond Housing Authority	2005	X	X
Suisun Housing Authority	2007	X	X
Vallejo Housing Authority	2004	X	X
PUBLIC SAFETY			
Belmont Fire Protection District	1998		X
East Contra Costa Fire Protection District	2011		
Menlo Park Fire Protection District	2009		X
Net Six Joint Powers Authority (Dispatch services)	1998	X	
Novato Fire Protection District	2013		
Rodeo-Hercules Fire Protection District	2009		X
Ross Valley Fire Department	2013		
Ross Valley Paramedic Authority	1991	X	
San Mateo Pre-Hospital Emergency Svcs. Providers Group	2000	X	X
San Ramon Valley Fire Protection District	2000	X	X
South County Fire Authority	1998	X	X
South San Mateo Police Joint Powers Authority	2000	X	
Twin Cities Police Authority	1991	X	
RECREATION AND OTHER			
Association of Bay Area Governments	1997	X	X
Alameda County Mosquito Abatement District	2016		
Belvedere-Tiburon Library Agency	2018		
Contra Costa Mosquito and Vector Control District	2008		
East Bay Regional Park District	1987	X	X
Livermore Area Recreation and Park District	1989	X	X
Manteca Recreational Facilities Authority	1986	X	
Marin-Sonoma Mosquito and Vector Control District	2013		
Silicon Valley Animal Control Authority	2001		
San Mateo County Harbor District	2016		
West Contra Costa Integrated Waste Management Authority	2019		
RISK MANAGEMENT			
Association of California Water Agencies JPIA	2009		
Association of Bay Area Governments PLAN	1997		
Association of Bay Area Governments SHARP	1997		
California Joint Powers Risk Management Authority	1993		
Redwood Empire Municipal Insurance Fund	2013		
Small Cities Organized Risk Effort	2009		

PROFILE OF THE PROPOSER (Continued)

Significant Special District Audit Engagements (Continued)

TRANSPORTATION			
Alameda Contra Costa County Transit Authority	2010	X	X
Alameda County Transportation Improvement Authority	2010	X	X
City/County Association of Governments	2005	X	X
Contra Costa Transportation Authority	2003	X	X
Eastern Contra Costa Transit Authority	2012	X	X
Livermore/Amador Valley Transportation Authority	1994	X	X
Measure J Traffic Congestion Relief Agency (TRAFFIX)	2012		
Peninsula Corridor Joint Powers Board	2010	X	X
Peninsula Traffic Congestion Relief Alliance	2001	X	X
Ralston/Holly /Harbor Grade Separation Projects	1998	X	X
San Francisco Bay Area Water Emergency Transit Auth.	1997	X	X
San Mateo County Transit District	2010	X	X
San Mateo County Transportation Authority	2010	X	
Solano Transportation Authority	2004	X	X
Sonoma-Marin Area Rail Transit District (SMART)	2017	X	X
West Contra Costa Transportation Authority Commission	1995	X	
UTILITY			
Alameda Municipal Power	1990	X	
Bay Area Clean Water Agencies	2005		
Bethel Island Municipal Improvement District	2007		
Calaveras County Water District	2004		X
California Association of Sanitation Agencies (Non-profit)	2005		
Central Contra Costa Sanitary District	2013		
Coastside County Water District	1993	X	X
Contra Costa Water District	2002		X
Contra Costa Solid Waste Authority	1993	X	X
Diablo Water District	2014		
Dublin San Ramon Services District	1999	X	X
DSRSD/EBMUD Recycled Water Authority	2005		
East Bay Dischargers Authority	2015		
East Bay Municipal Utility District	2005	X	X
East Palo Alto Sanitary District	2013	X	
El Dorado Irrigation District	2007	X	X
Fairfield Suisun Sewer District	2000		
Freeport Regional Water Authority	2005		
Livermore-Amador Valley Water Management Agency	1987		X
Mid-Peninsula Water District	2006		
Novato Sanitary District	2013		X
Palo Alto Regional Water Quality Control Plant	1998	X	X
Placer County Water Authority	2005		X
Sacramento Suburban Water District	2020		
Santa Clara Valley Water District	2004		
Sausalito-Marín City Sanitary District	2011		
Silicon Valley Power	2012		
Skyline County Water District	1992		
Solano Irrigation District	2006		
South Bay System Authority	1998	X	
South Bay Transfer Station Authority	1997	X	
South San Joaquin Irrigation District	2004		
South Placer Wastewater Authority	2001	X	
Stanislaus Waste-to-Energy	2005		
Stinson Beach County Water District	2011	X	
Tri-Valley Wastewater Authority	1990		
Union Sanitary District	2000		
Upper Mokelumne River Watershed Authority	2005		
Vallejo Sanitation and Flood Control District	2016		
West Valley Sanitation District	2004		
Zone 7 Water Agency	2010	X	X

PROFILE OF THE PROPOSER (Continued)

As you can see from the client lists above, we have a winning combination that has resulted in **strong client loyalty and retention**. **Several clients who left have returned after seeing the difference between our firm and our competitors**, most recently Dublin-San Ramon Services District, Livermore-Amador Valley Water Management Authority, Contra Costa Water District, and Benicia. **Others have gone through a full proposal process and retained us.**

Client Training and Professional Development

We can provide you with varying levels of training and professional development resources. We provide our semi-annual continuing education to our staff and have on occasion opened it up to our clients who wish to keep their licenses current. Our audit fee includes providing training and assistance with the implementation of applicable new GASB statements, at no additional charge. Depending upon the complexity of the GASB Statement requiring implementation, the assistance could take the form of free access to web-based training, one-on-one or group training, suggested footnote disclosure templates and/or Excel spreadsheet templates.

We have also developed and conducted training specifically for our clients. Training can be general theory in nature, semi-customized or fully customized training that fits your operations. Theory intensity can be at the beginning, intermediate and advanced levels. On occasion, we have provided our clients with shorter presentations of new pronouncements and other requirements. At the City of Richmond, for example, we developed and taught monthly training sessions on virtually every major finance area to its staff over a twelve-month period. Much of their staff had assumed new functions in the aftermath of serious staffing cuts several years ago and their Finance Director was seeking an economical method of enhancing their knowledge base and skill sets. At the Cities of Richmond, Livermore, El Cerrito and Belmont we provided grants management training to several departments as a means of solving coordination weaknesses.

In 2016, we launched Maze Live – this is a full day of training which is free to our clients and qualifies for continuing education credit. Past classes included topics such as year two of GASB 68, GASB update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics.

Professional Activities

We are active members of the Government Finance Officers Association and the California Society of Municipal Finance Officers as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. We are also a member of the Association of California Water Agencies (ACWA). We are frequent speakers at various organizations.

PROFILE OF THE PROPOSER (Continued)

We attend CSMFO Northern California chapter meetings on a regular basis, and we have served as speakers on various occasions. We also attend the CSMFO Annual Conference, at which our Partners and IT Director have been speakers. We have also attended the League of California Cities' annual Financial Management Seminars.

Amy Meyer, Partner, and Katherine Yuen, Partner, serve on the Governmental Accounting and Auditing Committee of the California Society of CPAs. David Alvey, Partner, serves on the Accounting Procedures and Assurance Services Committee of CalCPA and the Professional Standards Committee of CSMFO. Amy Meyer and David Alvey are ACFR reviewers for the ACFR Award Program of the Government Finance Officers Association.

TECHNICAL APPROACH

Specific Audit Strategy – Interim

Unlike older-style firms, **we perform most of our important work at interim**, well before the end of the fiscal year. We use our interim work to identify and solve problems and plan the year-end closing and audit in detail. Well before we begin our interim work, we will send you a list of the items we need, so you will have time to prepare. During this phase we will do our detailed sample testing for disbursements, payroll and journal entries. We will also use this time to start to draft pension and OPEB footnotes.

We forecast many year-end amounts at interim, so that we can limit the amount of work required at year-end and concentrate instead on areas of concern. For example, we normally perform all our cash and investment testing at interim, including sending confirmation letters to depositories and determining financial statement categorizations. Performing these last two steps at interim allows plenty of time to follow up on confirmations or resolve questions about the proper categorization of an investment without delaying the audit. As another example, we test long-term debt at interim and forecast year-end balances and transactions for each debt issue.

We use **remote inquiry** as much as possible at interim, in order to increase our efficiency and reduce our impact on your staff. We can download Board minutes and other documents from your website for review. Combining these abilities with our checklists has allowed us to perform larger portions of the audit in our own offices and reduce our questions to writing so that you have more time to deal with them.

Specific Audit Strategy – Analytical Procedures and Year End

At year-end we do not repeat any of the work we performed at interim. Instead, we focus on the items in your Audit Plan and on the Basic Financial Statements. Our Engagement Partner and Supervisor will meet with you on the first day of the year-end audit to review the status of the year-end closing and to determine if modifications to our year-end approach are needed. This meeting sets the stage for the year-end audit; by this time the format and content of the financial statements is pretty well set and most audit adjustments have been identified. If we find any material adjustments, we will discuss them with you immediately and provide you with the journal entries required; we do not propose adjustments that are not material.

TECHNICAL APPROACH (Continued)

At the conclusion of our year-end work, our Engagement Partner and Supervisor, will review the District's financial statement drafts and provide feedbacks. Once the final financial statements draft is ready, a second partner not involved with the audit will perform a "quality assurance review" of the financial statements and workpapers so that we will be ready to sign the financial statement opinions as soon as possible.

You will find our strategy allows you to control the audit process, enables you to spread the work over the year as you wish and greatly reduces the pressure at year end.

Local Expertise and Resources

Our expertise and resources are local which provides our clients with timely on-the-spot responses to issues and questions as they arise. Our Audit Supervisors are on site daily while the audit team is in the field. Our Engagement Partner is frequently checking on progress, discussing and resolving issues with the Audit Team, as well as meeting with our client as needed. In cases of highly complex operations or unusual issues, our Technical Review Partner is brought out to meet with the audit team and provide technical support, consultation and participate in meetings with our clients as needed. With all our resources available locally, our clients are assured of in depth, timely audits and expedient resolutions to questions and issues as they arise.

System Controls, Transaction Cycle Processing Verification and Sample Sizes

With any data processing system upon which we intend to rely as a means of reducing substantive testing, we perform a variety of tests to verify the accuracy of transaction processing, the reliability of system control points and authorization controls, appropriateness of profile structures including Super-user rights access, and automated functionality such as sub-ledger integration and auto-journal entry validity and set up controls.

Gaining an understanding of the design of relevant procedures, controls and authorization levels is integrated with our risk assessment procedures discussed under the ***Client Tailored Risk Assessment*** section below. As part of our risk assessment process we identify those transaction cycles we intend to rely on. Both processing procedures and controls that are to be relied on are tested with our audits.

Transaction cycle processing and control tests typically involve sampling techniques. Most of our transaction samples are selected and tested during the interim portion of our work. Each sample will run from twenty-five to sixty transactions in size. We use interval and judgment sampling techniques with a high degree of stratification. Most municipalities operate more than one major revenue system. Therefore, we typically determine which revenue transactions are processed with common procedures and controls and deem that to be a single population and subject it to a single sample. Other revenue cycles processed with separate controls are tested with their own samples. For example, it is common for separate samples to be selected for governmental receipts and each major enterprise fund. Transaction cycles we sample are dependent on materiality to each client's financial statements but typically include, payroll, disbursements, receipts, loans receivable, investments and budget transactions and in accordance with the requirements of Statement of Auditing Standards #99 we also sample journal entries. Samples from each grant audit or major federal award program are also made. Samples are triple purpose samples and we test for correct recording, compliance with applicable policy or regulation and key control attributes – both manual and automated. This includes verification of sub-ledger integration and auto-journal entry validity, if needed.

Assessing Risks – Interim Phase

Beginning with fiscal year 2007-2008 audits, a new set of Statements of Auditing Standards became effective and required that most auditors change the way they audit. Much of this new guidance came out of the aftermath of highly publicized audit failures such as Enron, Global Crossings and the like. The Statements make it clear that a generalized one-size-fits all audit approach will not be permitted. An audit must be based on a unique audit strategy customized to fit each client and its industry.

The primary objective of these Standards is to require the auditor's application of an audit risk model. The concept is that a set of financial statements should be evaluated for the underlying risks of material misstatement. Then, a customized audit should be tailored to test for misstatements and verify that controls are designed and in place to prevent and detect misstatements.

We have consistently employed a risk-based concept from our firm's inception. Our audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practioners' Publishing Company (PPC), a third-party vendor specializing in producing audit guides for unique industries. But we have not simply used their guide as our approach. We have customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management, redevelopment compliance, transportation development act programs, and child development programs. Indeed, even revenues of California municipalities are unusual and complex such as the past Triple Flip and Proposition 1A securitization.

Our primary objective in an audit of each client's financial statements is to opine on whether the financial statements, including disclosures, are free of material misstatement. Our opinion must be based on sufficient, appropriate audit evidence that we obtain, and this evidence must be documented. To achieve this objective, we further refine our approach to be responsive to each individual audit. We may reduce the scope of our substantive audit tests provided we conclude there are effective specific controls in place which would detect and correct misstatements due to errors or fraud.

Client Tailored Risk Assessment

Our strategy to assessing risk begins with a brainstorming session of our audit team where they review your prior year financial statements and operations to identify areas of major audit risk. We also incorporate our consideration of other factors such as the risk of fraud, the economy, regulatory complexities or changes, credit market conditions and others into our initial assessment. We may also compare unusual transactions and estimates to those used by other municipalities or to current trends and issues. Since we are a niche firm specializing in California municipalities this is relatively easy. For example, certain development agreements are unique to municipalities. These agreements usually contain complex financial transactions and legal restrictions. With so much experience in this area we can quickly design an efficient response to these risks.

TECHNICAL APPROACH (Continued)

Major audit risks are further evaluated through consideration of relevant assertions to determine inherent risk due to error or fraud. For example, cash on hand has a relative higher inherent risk of loss due to theft than an infrastructure asset. High and medium inherent risk audit areas are further evaluated to determine relevant internal controls needed to prevent, detect and correct errors or fraud.

We start our evaluation of your internal controls by interviewing staff and meeting with Department heads as needed. We review policies and procedure manuals and other documentation to determine the design of procedures and controls. As part of our evaluations we document narrative memoranda outlining the duties of each pertinent person as well as our GRID evaluation of the important nexus control points. The GRID is our own design; it is a two-axis chart we use to identify potential conflicts of duties in your controls. We enhance our evaluation by reviewing system profile reports, paying special attention to super-user rights. This data is then used to determine the presence or absence of compensating controls designed to mitigate conflicts of duties vested in a single individual.

We then test to verify that procedures and controls are operating effectively such that they reduce the risk that errors or fraud could occur and go undetected and uncorrected. We use a variety of techniques to verify controls are effective including: sampling, observation, documentation of reviews, examining system access reports and comparisons with other data.

After this has been completed, we assess the risk of material misstatement which is determined by the relative inherent risk of an area and the associated control risk to plan our substantive tests. That is, the risk that controls are not in place or are not operating effectively. Areas with a low risk of material misstatement assessment may receive limited substantive procedures while those with a high risk of material misstatement will receive significant substantive procedures.

We then design our final phase audit plan to ensure we obtain sufficient appropriate evidence about the financial statements and disclosures. Specific audit procedures are developed and documented in our audit programs and we develop potential internal control points for further evaluation as to significance and communicate those to staff.

Assessing Risks – Final Phase

Although the majority of our evaluations and testing of internal controls is completed with our interim testing, it is during the final phase that actual year end balances, transactions and disclosures are known, and our substantive procedures are employed. These procedures and data often reveal unusual or unexpected results that must be considered in the risk assessment process. Risk assessment processes are iterative and cumulative. That is, we must continually re-evaluate our assessments based on information and procedures gathered. It is not uncommon for an initial assessment and the corresponding substantive audit work to be restructured as a result of new data. Indeed, it is the intent of current audit standards that the audit be responsive to risks.

Our substantive procedures are selected to be responsive to the assessed risk and relevant assertion and typically involve analytical procedures, third-party confirmation, estimation techniques, mini-max tests, trend analyses, recomputations, corroboration with other tests, tests in total, sampling and comparisons to data gathered in other municipal audits.

TECHNICAL APPROACH (Continued)

Risk assessment procedures would be incomplete without an evaluation of the adequacy of our evidence obtained including internal control tests, any significant deficiencies or material weaknesses and substantive test results. **These factors are considered prior to the release of our opinion in a final re-assessment process that includes our quality assurance review.**

Communication and Coordination

We will meet with you at the start of each phase of work and conduct an exit conference at the end of each phase of work. This will ensure you know everything we do, with plenty of time to address any issues.

Two key objectives for a well-run audit are to ensure timely communication of the audit results and to provide for seamless coordination of the external auditors with staff. The concept is virtually identical to our Accounting Issues Memorandum and detailed Interim and Closing Checklists that we typically prepare for our clients.

The Accounting Issues Memorandum concept was originated by one of our staff over two decades ago to function as a partner's brief of an engagement's status. It worked so well we expanded it to all our audits and share it with our clients. It has proven to be an indispensable communication and coordination tool ever since. This informal memo condenses and summarizes the audit status and issues as of the end of our interim work. It includes housekeeping matters, major and minor potential findings, scheduled audit fieldwork start and finish dates, etc. We produce this memo right in your office before the conclusion of our interim work, so you have an idea of what we've found so far and whether there are areas that need work.

Our Memorandum on Internal Control is drafted at year-end and may include significant issues raised with our interim phase Accounting Issues Memorandum as well as issues arising from our year-end work. We review a draft with you, so that you will have plenty of time to consider the facts and discuss our findings before the audit results are presented to the Board and Finance Committee.

TECHNICAL APPROACH (Continued)

Segmented Time

Audit Activities	Budgeted Hours					
	Engagement	Pre - Issuance				
	Partner	Review	Supervisor	Associates	Admin.	Total
Planning & budget/Confirms/Checklists	1.00		4.00			5.00
SAS Fraud assessment	1.00		1.00			2.00
Minutes-resolutions			2.00			2.00
Reports	5.00		16.00		2.00	23.00
Supervision/review	5.00	2.00	16.00			23.00
Conferences & meetings	2.00		2.00			4.00
Management letter	1.00		1.00			2.00
MD&A				2.00		2.00
Analytical review	2.00					2.00
Internal Control Evaluation				16.00		16.00
Cash & Investments				16.00		16.00
Revenue/Receivables				16.00		16.00
Capital Assets				24.00		24.00
Disbursements/Payables				8.00		8.00
Payroll/Accrued liabilities				6.00		6.00
Debt				16.00		16.00
Defined Benefit Plan				32.00		32.00
Journal Entry Testing				8.00		8.00
Risk Management				3.00		3.00
Commitments and Contingencies			2.00			2.00
GRAND TOTAL	17.00	2.00	44.00	147.00	2.00	212.00

QUALIFICATIONS OF THE PROPOSER

Audit Team

We are proposing to assign David Alvey, CPA as Engagement Partner, Vikki Rodriguez, CPA as Alternate/Technical Review Partner, and Gustavo Arevalo as the Supervisor. We have selected this team based on their extensive municipal experience.

We will balance out our resources with our Senior Associates and Associates to form fully leveraged teams. All of our audit staff are experienced with audits of Basic Financial Statements, enterprise operations, retirement plans, capital assets and infrastructure, long term debt, including swaps and related compliance and continuing disclosures, and all other aspects of municipal accounting and financial reporting.

Resumes of Staff Assigned to Your Audit



DAVID ALVEY, CPA, Engagement Partner – graduated from St Mary’s College, Moraga with a Bachelor of Science Degree in Accounting and a Minor in Business Administration. David has received **500 hours of continuing education in the past five years**. David has experience as an internal auditor at California Savings Bank in Oakland, CA. He is a Certified Public Accountant in the State of California. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. David is also a member of the Association of Certified Fraud Examiners. He is also a member of the CalCPA Accounting Procedures and Assurance Services Committee and the CSMFO Professional Standards Committee. He is a frequent speaker at our annual training and recently taught a class of over 100 attendees

on Fraud and GASB updates at the annual MazeLive client training event. He has published articles with California Special District Association’s newspaper. He has received over 80 hours of continuing education for each of the past 3 year. His relevant experience includes:

Alameda County Mosquito Abatement District	City of Larkspur
Alameda County Transportation Authority	City of Livermore
Alameda County Transportation Improvement Authority	City of Los Altos
Alameda-Contra Costa Transit District	Town of Los Altos Hills
City of American Canyon	City of Manteca
American River Authority	Mid-Peninsula Water District
Association of Bay Area Governments	Middle Fork Project Finance Authority
Associated Community Action Program	Monument Crisis Center
Bay Area Clean Water Agencies	City of Napa
City of Benicia	City of Oakley
City of American Canyon	Partners in School Innovation
Bethel Island Municipal Improvement District	City of Petaluma
Calaveras County Water District	City of Pittsburg
Castle Rock County Water District	Placer County Water Authority
	City of Pleasant Hill

QUALIFICATIONS OF THE PROPOSER (Continued)

David Alvey, (Continued)

Central Contra Costa Sanitary District
Central Market Community Benefit District
Citrus Heights Water District
Clausen House
Coastside County Water District
Contra Costa Water Financing Authority
Contra Costa Water District
Contra Costa Water District Retirement Plan
City of Cupertino
City of Daly City
City of Davis
Delta Diablo
Diablo Water District
East Contra Costa County Transit Authority
East Contra Costa Habitat Conservancy
DSRSD/EBMUD Recycled Water Authority
Dublin San Ramon Services District
East Bay Municipal Utilities District (EBMUD)
EBMUD Employee Retirement System
East Palo Alto Sanitary District
Education Pioneers
El Dorado County
El Dorado Irrigation District
City of Escalon
Fairfield-Suisun Sewer District
Freeport Regional Water Authority
City of Galt
City of Hayward
ID Business Solutions
Livermore Amador Valley
Transportation Authority
Regional Parks Foundation
Richmond Housing Authority
City of Rio Vista
City of Roseville
City of San Bruno
City of San Leandro
San Mateo Community College Foundation
San Mateo County Transportation Authority
Peninsula County Joint Powers Authority
San Mateo County Transit District
Santa Clara County Central
Fire Protection District
Santa Clara Valley Water District
Skyline County Water District
Solano Irrigation District
Solano Transportation Authority
Sonoma County Agricultural Preservation &
Open Space District
Sonoma-Marin Area Rail Transit
South San Joaquin Irrigation District
Southern Marin Fire Protection District
Stanislaus Waste to Energy
Stinson Beach County Water District
Stopwaste
City of Sunnyvale
Upper Mokelumne River Watershed Authority
Yolo Habitat Conservancy
Walnut Creek Chamber of Commerce
West Bay Sanitary District

QUALIFICATIONS OF THE PROPOSER (Continued)



VIKKI C. RODRIGUEZ, CPA, Technical Review/Alternate Partner – Vikki graduated from San Diego State University where she received her Bachelor of Science Degree in Accounting with a Minor in English, and received her Master's in Taxation at Golden Gate University in 2006. She is a Certified Public Accountant in the State of California. She is a member of the American Institute of Certified Public Accountants. Vikki spent a year and a half working as an accountant at the City of Daly City and her college years working part time for both municipal government and nonprofit organizations prior to joining the firm in 1998. Vikki has accumulated over 360 hours of continuing education in the past three years as an instructor, participant and student. She has attended many of the annual Nonprofit Organization Conferences held by the California CPA Foundation, as well as CSMFO conferences. Vikki has served as a member on several non-profit Boards and Audit Committees and is currently the Board President of the Center for Human Development. She has received over 80 hours of continuing education for each of the past 3 year. Her audit experience includes the following:

Special Districts

Alameda-Contra Costa Transit District	Livermore Amador Valley Transit Authority
Association of Bay Area Governments	Livermore Area Recreation & Park District
Alameda Municipal Power	Livermore Amador Valley Water Management Agency
Amador Regional Sanitation Agency	Marin-Sonoma Mosquito & Vector Control District
Bay Area Clean Water Agencies	Menlo Park Fire Protection District
Belvedere-Tiburon Library Agency	Mid-Peninsula Water District
Bethel Island Municipal Improvement District	Novato Sanitary District
Calaveras County Water District	Peninsula Corridor Joint Powers Board
Coastside County Water District	Rodeo-Hercules Fire Protection District
Contra Costa County Abandoned Vehicle Abatement Services Authority	San Francisco Bay Area Water Emergency Transit Authority
Contra Costa Mosquito & Vector Control District	San Mateo Transportation Authority
Contra Costa Transportation Authority	San Mateo County Transit Authority
Contra Costa Water District	Santa Clara Valley Animal Control Authority
Copperopolis Fire Protection District	Santa Clara Valley Water District
Delta Diablo Sanitation District	Silicon Valley Animal Control Authority
Diablo Water District	South San Joaquin Irrigation District
DSRSD/EBMUD Recycled Water Authority	Skyline County Water District
Dublin San Ramon Services District	Solano Transit Authority
East Bay Municipal Utility District	TRAFFIX
East Bay Dischargers Authority	Upper Mokelumne River Watershed Authority
East Palo Alto Sanitation District	West Bay Sanitary District
Eastern Contra Costa Transit Authority	West Contra Costa Integrated Management Authority
El Dorado Irrigation District	West Contra Costa Transportation Advisory Council
Fairfield Suisun Sewer District	West Valley Sanitation District
Freemont Regional Water Authority	

QUALIFICATIONS OF THE PROPOSER (Continued)

Vikki Rodriguez, (Continued)

Cities

- City of Alameda
- City of American Canyon
- City of Belmont
- City of Belvedere
- City of Benicia
- City of Cupertino
- City of Daly City
- City of El Cerrito
- City of Emeryville
- Town of Fairfax
- City of Half Moon Bay
- City of Hayward
- City of Larkspur
- City of Livermore
- City of Los Banos
- Town of Los Altos Hills
- Town of Los Gatos
- City of Manteca
- City of Martinez
- City of Milpitas
- Town of Moraga
- City of Newark
- City of Palo Alto
- City of Petaluma
- City of Pittsburg
- City of Pleasant Hill
- City of Pleasanton
- City of Rio Vista
- City of San Carlos
- City of San Pablo
- City of San Rafael
- City of Suisun City
- City of Sutter Creek
- City of San Mateo
- City of South Lake Tahoe
- City of Tracy
- City of Visalia



Gustavo Arevalo, Supervisor – graduated from the California State University, Chico in 2018 with a Bachelor of Science in Business Administration with an Option in Accounting. Gustavo **has received 240 hours of continuing education** since joining our firm in September 2018.

- Alameda County transportation Commission
- Alameda Municipal Power
- Central Basin Municipal Water District
- Central Contra Costa Sanitation District
- City of Benicia
- City of Brentwood
- City of Brisbane
- City of Burlingame
- City of San Rafael
- City of San Ramon
- City of Santa Clara
- City of Sutter Creek
- City of Tracy
- City of Turlock
- City of Vallejo
- City of Visalia

QUALIFICATIONS OF THE PROPOSER (Continued)

Gustavo Arevalo, (Continued)

City of Concord	City of Walnut Creek
City of Davis	City of Watsonville
City of Elk Grove	Delta Diablo Sanitation District
City of Emeryville	Dublin San Ramon Services District
City of Half Moon Bay	East Contra Costa Transit Authority
City of Lafayette	El Dorado Irrigation District
City of Livermore	Richmond Housing Authority
City of Manteca	Sacramento Suburban Water District
City of Martinez	San Mateo County Resource Conservation District
City of Pacifica	San Pablo Economic Development Corp.
City of Pittsburg	Santa Clara Valley Water District
City of Richmond	Town of San Anselmo
City of San Bruno	

REFERENCES

Dublin San Ramon Services District – A client from 2011 to 2014 and then returning in 2017

Engagement Partner – David Alvey

Audit Manager – Whitney Crockett

Principal Contact – Carol Atwood, CPA, Administrative Services Manager (925) 875-2270

Hours - 240

Work Scope & Reports:

Annual comprehensive Financial Report

Memorandum on Internal Control and Required Communications

Contra Costa Water District – A client from 2000 – 2010 and returned in 2013 and again in 2021

Engagement Partners – David Alvey and Vikki Rodriguez

Audit Manager – Whitney Crockett

Principal Contact – Nicole Snegosky, Accounting Manager (925) 688-8050

Hours - 480

Work Scope & Reports:

District's Annual Comprehensive Financial Report

Memorandum on Internal Control and Required Communications

Retirement Plan Basic Financial Statements

Other Post Employment Benefit Basic Financial Statements

Contra Costa Water Authority (JPA) Basic Financial Statements

REFERENCES (Continued)

Santa Clara Valley Water District – A client from 2019 to 2021

Engagement Partner – David Alvey

Principal Contact – Jimmy Salandanan, Accounting Manager (408) 630-2225

Hours - 800

Work Scope & Reports:

- Annual comprehensive Financial Report

- Memorandum on Internal Control and Required Communications

- Single Audit

Central Contra Costa Sanitary District – A client since 2013

Engagement Partner – David Alvey and Vikki Rodriguez

Principal Contact – Philip Leiber, Director of Finance and Administration (925) 229-7305

Work Scope & Reports:

- Annual Comprehensive Financial Report

- Memorandum on Internal Control and Required Communications

- Agreed Upon Procedures (Internal Audit)

- Annual Report of Financial Transactions

PEER REVIEW

External Quality Control Review/Peer Review

We are members of the Quality Review Program of the AICPA, which means we subject ourselves to a peer review of our workpapers and quality control procedures every three years by independent accountants specializing in such work.

Peer Review Letter



Report on the Firm's System of Quality Control

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review
Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Peer Review Letter (Continued)

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

INSURANCE

We maintain adequate errors and omissions insurance. We will maintain the minimum insurance as listed in the RFP.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.															
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).															
PRODUCER Aon Affinity Insurance 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034 Phone: 800-221-3023	CONTACT NAME: Shane Rudolf PHONE (A/C, No. Ext): 267-282-6293 FAX (A/C, No): 244-250-2057 E-MAIL ADDRESS: rudy.rudolf@aon.com														
INSURED Maze & Associates Accountancy Corp 3478 Buskirk Avenue #215 Pleasant Hill, CA 94523-4346	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Continental Casualty</td> <td>20443</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty	20443	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Continental Casualty	20443														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Insurance	N	N	APL 275366619	07/01/2022	07/01/2023	\$3,000,000 per claim /\$3,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance Coverage

CERTIFICATE HOLDER Maze & Associates 3478 Buskirk Ave. Suite 215 Pleasant Hill, CA 94523	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2014/01)

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INSURANCE (Continued)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/15/2022

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

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

PRODUCER Marsh Affinity a division of Marsh USA Inc. PO Box 14404 Des Moines, IA 50305-9686	CONTACT NAME: Marsh Affinity	
	PHONE (A/C No, Ext): 800-743-8130	FAX (A/C No):
E-MAIL ADDRESS: ADPTotalSource@marsh.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: All Insurance Company		19399
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		NIA	WC 053422019 CA	07/01/2022	07/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All worksite employees working for Maze & Associates Accounting Corporation paid under ADP TOTALSOURCE, INC.'s payroll, are covered under the above stated policy.

CERTIFICATE HOLDER Maze & Associates Accounting Corporation 347B Buskirk Ave., Suite 215 Pleasant Hill, CA 94523	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jo Phillips</i>
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Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: mwsd@coastside.net

Visit Our Web Site: <http://www.mwsd.montara.com>

Request for Proposals for Auditing Services

The Montara Water & Sanitary District (MWSD) invites qualified auditors with governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

Proposals Due: April 3, 2023, 3:00 p.m.

Requirements

The audit will encompass a financial examination of MWSD's basic financial statements and supplementary information in accordance with generally accepted auditing principles (GAAP) and the standards applicable to financial audits provided by the Government Auditing Standards (GAS), produced by the U.S. Government of Accountability Office. The financial audit opinion will cover the financial statements for the governmental activities and each major fund which constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation but will be presented as additional analytical data. This supplemental information, as required by Governmental Accounting Standards Board (GASB), will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the financial statements taken as a whole. An opinion will not be given on the Management Discussion and Analysis. MWSD will not reimburse firms for any expenses incurred in preparing proposals in response to this request.

The working papers shall be retained and made available upon request for no less than seven years from the date of the audit report.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the General Manager.

Description of the Government Entity and Its Accounting System

The mission of MWSD is to sensitively manage the natural resources entrusted to our care, to provide the people of Montara and Moss Beach with reliable, high-quality water, wastewater, and trash disposal services at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations.

The Montara Water & Sanitary District, formed in 1958 as a public agency, is responsible for maintaining approximately twenty-five miles of sewer line and thirteen pump stations. The sewage is pumped through a large intertie pipeline under Highway 1 to the sewage treatment plant located in Half Moon Bay.

In addition, the District manages the solid waste franchise with Recology of the Coast, which collects all trash and disposes of it properly in the landfill located near Half Moon Bay, as well as recycles the material placed in the recycling bins by each household.

In 1992, the District, through special State legislation, was granted the powers of a county water district. This was done in an effort to improve the water supply and service provided by the private Water Company serving the area then known as Citizens Utilities Company of California. August 1, 2003, the district acquired and began operating the water system. For additional information see MWSD's website at MWSD.Montara.Org.

MWSD is supported by diverse funding sources that enable us to fulfill our mission and implement project's within each of our program areas. Revenues including all sources of revenue are estimated at \$8,756,345 for the year ending June 30, 2023. The District is governed by a Board of Directors ("Board"), which presently includes 5 (Voting) Directors elected by rate payers within the District boundaries. Board activities are governed by the Brown Act which requires public notice of all Board meetings.

Scope of Examination

- The audit shall cover fiscal year ending June 30, 2023, with an option to renew annually for up to five years.
- A single audit (Subpart F of the OMB Uniform Guidance) was not required for fiscal year 2021-22. The \$750,000.00 in federal expenditures threshold **is not** anticipated to be met in fiscal year 2022-2023, as of production of RFP.
- District financial records should be closed and ready for audit by October 31st of each year. The books of accounts and financial records to be audited are maintained and located at MWSD office located at 8888 Cabrillo Hwy, Montara, CA. The General Manager and District Clerk shall make these books and records available.
- The report package includes:
 - Basic Financial Statements (including all applicable footnotes)
 - GASB 68 Report
 - Footnotes on Summary of Significant Accounting Policies and Procedures

- Auditor’s opinion on the financial statements and required supplementary schedules
 - Report on Compliance and on Internal Control over Financial Reporting based on audit of financial statements performed in accordance with Government Auditing Standards (GAS) and/or Generally Accepted Auditing Principles (GAAP).
 - Required Supplementary Information
 - Schedule of Findings and Recommendations
 - Status of Prior Year Findings and Recommendations
 - Management Discussion and Analysis
 - Required Communications to the Board of Directors
- Filing the audit and single audit with the Federal Audit Clearinghouse (FAC), if such audit becomes necessary.
 - Approximately six (6) copies of the audited financial reports must be presented to MWSD. All reports will also be provided in electronic format to MWSD.
 - The auditor will be expected to attend a full board meeting with the Board of Directors to present the audit report and review the required communications. Additionally, the auditor will attend a Finance Committee meeting to review the audit in detail prior to the board meeting.

Contractual Arrangements

As required in the Fee Schedule below, proposers are to state separate “not to exceed fees” for performing the services described for MWSD fiscal year ending June 30, 2023. By acceptance of the proposal, MWSD will enter into contract with the successful proposer for audit services for fiscal year ending June 30, 2023. MWSD Professional Service Agreement template is available upon request.

Audit services performed for the audit period shall be paid by MWSD not more than 45 days following submission of an invoice from the auditor. In no event, however, shall fees paid by MWSD exceed the “not to exceed” cost proposed in the Fee Schedule below, for provision of all the services described in the successful proposal.

Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the Board of Directors and their approval of the audited financial statements.

In the event of a merger of the audit firm with another firm of certified public accountants or the change of partners to the audit firm, this contract will be transferable to the successor firm with the approval of MWSD. This agreement shall not be assigned or transferred without the written approval of MWSD.

Proposal Submission Information

To secure information which facilitates systematic application of evaluation criteria, vendors are required to submit proposals with the information and in the format described below:

- Transmittal Letter: Proposals shall be transmitted by a letter which shall include at least the sections listed below and is signed by an authorized agent of the organization.
- Fee Schedule: A maximum “not to exceed” fee for providing the services as described in the proposal for fiscal year ending June 30, 2023. A current schedule of hourly billing rates of the personnel who would provide audit services. Please provide two different fee schedules, one with a single audit and one without.
- Contact Person: The name, address, email address, phone number and title of the individual to whom notices regarding this proposal should be sent.
- Profile of the Proposer:
 - Proposers shall describe the organization and size of organization, whether it is local, regional, national, or international in operations.
 - The location of the office from which the work is to be done, and the number of professional staff (by staff level) employed at the office.
 - A description of the range of activities performed by the office handling the engagement such as auditing, tax service, management services, etc.
- Technical Approach: Proposer shall indicate the technical approach to providing the services required. This should include a rough estimate of hours to be performed by each level of staff during each significant segment of work, including estimated amount of time the manager and senior staff will be on site, if needed.
- Qualifications of the Proposer: Proposers shall describe their qualifications, which shall include at least a list of each professional staff member to be assigned to the project, indicating staff levels by type and title. It is expected that each senior and higher-level staff assigned would have considerable governmental and/or Special District experience, which should be noted.
 - While it is understood that there will be turnover with audit staff, continuity of staff is desired and will be a consideration when renewing this contract.
- References: Provide the name, address, telephone number, email address and contact person of municipal or local government audit clients (up to three) for the last two years.
- Peer Review: a copy of your firm’s most recent peer review report, the related letter of comments, and the firm’s response to the letter of comments.
- Copy of your firm’s insurance policy.

Selection Criteria

Proposers’ qualifications to provide the services described in the request for proposal, (as determined by responses to this request and references), shall be a factor in determining the successful proposer.

However, criteria may include, but are not limited to: compliance of proposal with request for proposal, price, ability to do the work, the proposers' character and reputation, quality of other work performed and any other criteria MWSD, in its judgement, represents the best and most favorable to the interests of MWSD and the public.

Selected vendors may be invited to oral interviews following an initial evaluation of proposals submitted.

The firm must be insured and licensed to practice in California. By submitting a proposal, the firm declares and warrants that neither the firm nor its employees have a conflict of interest with regard to any work to be performed for the District.

In order to provide services to the District, your organization must maintain the following minimum insurance coverage:

- Commercial General Liability Insurance: \$1,000,000 per occurrence
- Automobile Liability Insurance: \$1,000,000 per occurrence
- Workers' Compensation: as required by state law
- Professional Liability: \$1,000,000 per claim

The selected firm ("Contractor") will be awarded a Contract Services Agreement ("Agreement") covering the audits and related work for the year ending June 30, 2023 with four one-year extension options. The options will be subject to review by the District along with a satisfactory negotiation of the terms (including a price acceptable to the District and the selected firm). The selected firm will be the one which, in the sole opinion of the District, will best serve the needs of the District. The District reserves the right to reject any or all proposals and to request additional information from the firms. No proposals shall be withdrawn for a period of sixty days following the due date of the quotation.

The Agreement may not be assigned by the Contractor in whole or in part without the written consent of the District.

The Contractor will comply with all legal and professional requirements regarding records retention and access.

No reimbursement of expenses, travel, time, or compensation will be due to any firms for participating in this proposal and the selection process.

Time Requirements

Proposal Schedule

- Release of RFP to vendors 1/23/2023
- Submit Questions to MWSD 2/3/2023
- MWSD Question Response 2/10/2023

- Proposal Due Date 4/3/2023
- Interviews with Selected Proposers 4/17/2023
- Board Recommendation 5/4/2023
- Contract awarded by the Agency 5/4/2023

Audit Schedule

- Trial balance completed by MWSD
- Field Work Start: to be mutually agreed upon
- Draft Audited Financial Statements and Management Letter:
 - November 2023
- Meet with Finance Committee
 - November 2023
- Audited Financial Statements presented to MWSD Board
 - December 2023

Contract

The successful proposer shall confirm in writing acceptance of the terms of this proposal within seven days of notification of selection. This confirmation may be in the form of the standard engagement letter. Proposers must specify any proposed modifications to the scope of the engagement in their proposal. MWSD currently anticipates approving a contract for audit service during the monthly board meeting held on June 1, 2023. However, in the event that the proposal is accepted at a later date, the Time Requirements will be revised accordingly.

Proposal Period and Contract Award

Each proposal shall be submitted in a sealed envelope marked MWSD Audit Proposal, received in the office by 3:00 p.m. on 4/3/2023, or emailed no later than (4/3/2023 at 3:00 p.m.) to:

Tracy Beardsley

District Clerk

Montara Water and Sanitary District

8888 Cabrillo Highway Montara, CA 94037

Tracy@MWSD.net

Proposals will be opened immediately. Late proposals will be disqualified.

MWSD reserves the right to accept any proposal that is, in its judgment, the best and most favorable to the interests of MWSD and the public; to reject any or all proposals; to accept and incorporate corrections, clarifications, or modifications following the opening of the proposals. When to do so would not, in MWSD's judgement, prejudice the proposal process or create an improper advantage to any proposer.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to read 'Clemens'.

SUBJECT: General Manager's Report

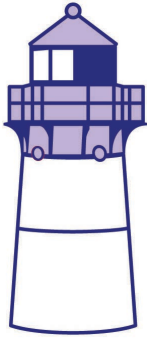
Operations Report APRIL

811 Dig Alerts

- 4/4/23- 1171 Date. Work for electrical poles. Remarkd with blue paint.
- 4/7/23- 686 Kelmore. Work for electrical poles work. Marked service lines and mains.
- 4/17/23- 350 10th. Work for utilities distribution. Marked service lines and mains.
- 4/19/23- 1080 Etheldore. Work for utilities distribution. No water within USA.
- 4/19/23- 620 Harte. Work for utilities distribution. Service lines marked.
- 4/24/23- 200 Marine. Work for road work, pavement/asphalt. Mains and service lines marked.
 - 830 Sierra. Work for utilities distribution/pole work. Remarkd main and service line.

Work Orders

- 3/29/23- 941 Cedar. A new customer purchased home and is concerned about meter box being rite next to tree. MWSD operator inspected the meter and determined no immediate issues present. Customer informed that tree should be removed, or the meter should be relocated at some point to eliminate any future issues.
- 3/31/23- 406 Vermont. MOVO. Tenant still occupying property, water left on while new tenant is setting up new account.
 - 406 Vermont. MOVI. Leak detected at house, profile pulled, customer notified of findings.
- 4/4/23- 277 6th. MOVO. Final read taken, water left on.
- 4/5/23- 198 4th. High usage not on leak report. Meter reading verified by operator.
 - 1299 Audubon. High usage not on leak report. Meter reading verified by operator.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

FROM: Clemens Heldmaier, General Manager

- 4/6/23- 896 Kelmore. Customer request water be turned off at meter while plumbing in house is being worked on. Water shut off at meter and turned back on later that day at customers request.
 - 1315 Birch. MOVO. Final read taken, water left on.
- 4/7/23- 586 8th. Customer request water be shut off at meter. Customer replacing refrigerator and could not figure out how to turn water off at house. MWSD operator identified house valve and informed customer. Water turned off at house valve for customer.
 - 377 4th. MOVO. Final read taken, water shut off at meter, door tag left.
 - 406 Vermont. LEAK. Profile taken and verified proper meter programming. Customer repaired leak and no active flow present at time of profile. Customer emailed findings.
- 4/10/23- 1450 SVR. Water flowing out of the meter box. MWSD operators identified a broken meter body and replaced it with new. Water did not flow/record through meter.
- 4/11/23- 821 Ocean. Customer called about water flowing out of her meter box. Customers side of meter service line broken and leaking. Water shut off at meter while leak repair is made.
 - 377 4th. MOVI. Start read taken, water turned on at meter.
 - 825 Franklin. Property owner has received several leak notices and cannot locate leak. No active flow present when inspected. Profile pulled indicates small periodic leaks, most likely toilet. Customer emailed findings.
- 4/13/23- Customer still experiencing problems with leaking service line. Water shut off at meter while repair was made with operator present. Once the leak was repaired and verified by operator the water was turned on. After repair was made the customer was experiencing low flow at house. MWSD operator flushed at house with no improvement, next the operator pulled meter to verify flow and pressures on district side with excellent results. Customer informed that a faulty pressure regulator or blocked service line is most likely the problem.
- 4/17/23- 1121 Cedar. Customer concerned about high usage on bill. New meter face and transmitter installed 4/11, profile taken and shows ongoing leak of 0.03 gpm. Customer emailed findings and sent leak adjustment policy.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

FROM: Clemens Heldmaier, General Manager

- 165 La Grande. Customer received leak notice and is concerned about possible leak. Profile corrupted, new meter face and transmitter installed. Meter does not indicate leak. Customer had already replaced old toilet that may have been the culprit.
- 4/20/23- 795 Harte. Customer concerned about usage on bill. Profile taken and indicated leak of 0.06 gpm. Customer emailed findings.
 - 590 Stetson. Customer received leak notice and would like assistance. Blue dial spinning slowly when visually inspected. Unable to take profile due to dead transmitter, meter face and transmitter replaced. Waiting several days to collect data so can present to customer.
 - 967 Jordan. Profile requested by MWSD operator to acquire information about previous leak. Transmitter dead and replaced with new. Waiting several days to collect data so can present to customer.
- 4/24/23- 877 Stetson. MOVO. Final read taken and water turned off at meter, door tag left.
 - 512 7th. Customer is experiencing high water pressure and shaking pipes in home. MWSD spoke with customers and instructed them on how to drain water from house and refill home. Air traps possibly full of water and creating the water hammer.
 - 320 10th. MOVO. Final read taken, water left on.

After Hours Call Outs

Repairs and Leaks

- 4/27/23- 98 San Lucas. Separated fire service line due to ground movement. Excavated area and exposed fully separated fire service line for 98 San Lucas. A new section of copper with 2 compression couplers installed. Secondary damage to meter stop compression fitting, meter box was removed and excavated around meter to expose area for repair. New copper with compression fitting and meter stop installed.
 - 98 San Lucas. After fire service line repair was completed and main was flushed and reenergized the 6-inch main separated. 7 foot c900 drop in installed with 2 hi-max couplers installed.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 4, 2023**

FROM: Clemens Heldmaier, General Manager

Additionally, the main that was removed has 2 service line saddles that were replaced, 2 6 inch stainless saddles with new copper extensions, corp stops, and compression couplers installed.

Miscellaneous

- Operation Dead Endpoint Absent Reads.
O.D.E.A.R.
 - 327 missed reads.
 - 8 missed reads not on missed read report.
 - 3 High Usages
 - 5, 0 reads
 - 15 MIA meters located.

Maintenance

- 85 dead meters replaced.
- Trees along driveway and intersection trimmed.

Conferences: The General Manager will attend the ACWA conference in Monterey from May 9-11.

Manager Leave: The General Manager will be out of the office June 5-16, and June 26-July 17.

RECOMMENDATION:

This is for Board information only.

Attachment