

**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

Mission Statement: This District will manage and care for the resources with which it is entrusted in an open and ethical manner with active public involvement; provide through local control, reliable, high-quality water, wastewater and solid waste services for the people of Montara and Moss Beach at an equitable price; and ensure the fiscal and environmental vitality of the district for current and future generations

NOTICE OF SPECIAL MEETING
(Special Meeting begins at 6:30 p.m.; see Agenda for Special Meeting below)

AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

January 15, 2015 at 7:30 p.m.
(Regular Meeting)

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase.
2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.

CONSENT AGENDA

1. Approve Minutes for December 4, 2014.
2. Approve Financial Statements for November 2014.
3. Approve Warrants for January 1, 2014.
4. Monthly Review of Current Investment Portfolio.
5. Connection Permit Applications Received.
6. Monthly Water Production Report for November 2014.
7. Rain Report.
8. Solar Energy Report.

OLD BUSINESS

1. Review and Possible Action Concerning Change of Date of District Elections.

NEW BUSINESS

1. Receive Progress Report of Alta Vista Tank 2 Construction.
2. Review and Possible Action Concerning Change Orders 1 through 4 for the 2014/15 Sewer Improvement Project and Spot Repairs.
3. Review and Possible Action Concerning Award of Change Order 3 and 4 for the Pump Station Control Panel Upgrades – Phase 1.
4. Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.
5. Review and Possible Action Concerning Declaration of Certain District Assets as Surplus Property and Authorize Disposal.
6. Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2014.

REPORTS

2. Sewer Authority Mid-Coastside Meetings (Harvey)
3. MidCoast Community Council Meeting (Slater-Carter)
4. CSDA Report (Slater-Carter)
5. CCWD, NCCWD Committee Report (Harvey, Huber)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

FUTURE AGENDAS

ADJOURN

AGENDA – SPECIAL MEETING

(6:30 p.m.)

CALL TO ORDER

ROLL CALL

ORAL COMMENTS (Items other than those on the agenda)

CONVENE IN CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

(Gov't. Code §54957.6)

Agency designated representative: Clemens Heldmaier, General Manager and Austris Rungis, IEDA

Employee Organization: Unrepresented employees

**RECONVENE IN OPEN SESSION AND ADJOURN TO CONVENE FOR
REGULAR MEETING**

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. 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.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase.

The franchise agreement with Recology of the Coast requires the District to annually increase the solid waste disposal rates by January 1 in accordance with an agreed upon formula. Pursuant to Article 6, Section 6.02 A of the October 1-2013 franchise agreement Recology of the Coast provided calculations required for the rate increase effective January 1-2015. The formula results in a 1.77% rate increase over the 2014 rates.

Notices were mailed on November 6, 2014 to all 1728 property owners and customers in Montara and Moss Beach notifying them about the planned rate increase for January 1, 2015.

At the preparation of this agenda item a total of one (1) written protests have been received. However, a full final count will be made at the public hearing since more may be received by that time.

The purpose of this meeting is to formally count the number of written protests received. If written protests are submitted against the proposed fees or against a particular fee by the owners of a majority of the parcels, the fees or fee will not become effective.

RECOMMENDATION:

Open the public hearing, allow relevant testimony, close the public hearing and count all allowable Prop 218 protests received. Determine whether or not the proposed rate limits should be approved in accordance with Prop 218. Adopt ORDINANCE NO.____, ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF REFUSE AND FOR RECYCLING SERVICES.

Attachments

O R D I N A N C E N O. _____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF REFUSE AND FOR RECYCLING SERVICES

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

Section 1. Findings. The Board of the Montara Water and Sanitary District hereby finds and declares that:

a. Pursuant to the provisions of Section 6 of Article XIII D of the California Constitution, this Board established maximum rates to be charged by the District's franchisee for the collection, removal and disposal of refuse and for recycling services for properties within the District commencing January 2015.

b. Review of the franchisee's financial records of revenues and costs incurred for providing such services during 2015 and for the five (5) year period preceding 2015 establish that costs exceed revenues.

c. Following extensive review and negotiations, this Board approved a franchise with Recology of the Coast on September 19, 2013 which franchise contemplates annual revisions to the schedule of fees and charges for the collection, removal and disposal of refuse and for recycling services.

d. The schedule of maximum fees and charges hereinafter approved and adopted implement the intention of the parties to the franchise to provide compensation to the franchisee corresponding to costs of providing such services.

e. The parcels upon which the proposed fees or charges for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District were identified and the amount of such fee or charge was calculated, and the District provided written notice by mail of the proposed fee or charge to the record owners of each identified parcel, the amount of the fee or charge, the basis upon which the amount of the fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of the public hearing on the proposed fee or charge in accordance with the provisions of Section 6 of Article XIII D of the California Constitution.

f. In addition to the aforesaid notice, notice of said public hearing was published not less than twice, with at least five (5) days intervening between the dates of the first and last publication, in a newspaper of general circulation regularly published once a week or more often within the County of San Mateo.

g. On January 15, 2015, not less than 45 days after mailing of the aforesaid notice, a public hearing on the proposed fees and charges set forth herein for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services was held by this Board and all persons present at the hearing and interested in the matter were heard or given the opportunity to be heard on the question of enactment of said fees and charges.

h. This Board considered all protests against the proposed fees or charges for said collection, removal and disposal of refuse and recycling services and written protests against said fees or charges were not presented by a majority of owners of the identified parcels.

i. Revenues to be received from the fees and charges for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services and facilities set forth herein do not exceed the funds required to provide such services, nor do they exceed the proportional cost of the services attributable to the aforesaid parcels, and the revenues from said fees and charges shall not be used for any other purpose than that for which the fees and charges are imposed.

j. The fees and charges enacted by this ordinance are maximums for each corresponding rate component listed herein.

Section 2. Refuse collection and recycling rates and charges.

a. The following maximum refuse collection and recycling rates and charges are hereby established:

SCHEDULE OF MAXIMUM REFUSE COLLECTION AND RECYCLING FEES AND CHARGES

DESCRIPTION OF FEES/CHARGES

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$ 16.15
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$19.91
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$65.25

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$4.96
 - b. Container not placed at specified collection point and return call required- per container \$10.12
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$5.36
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only inc. w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) inc. w/service

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers inc. w/service

6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags inc. w/service

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials inc. w/service

8. Christmas trees free of charge thru January 31st of each year inc. w/service
 - a. After January 31st charge is \$20 per tree for removal \$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage- container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs
 - a. Regular collections:
 - 1-64 gallon collection once per week \$78.36
 - 1-96 gallon collection once per week \$128.23

b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups Will vary by size

2. Commercial Container Rental:

- a. 1 cubic yard box - per mo. \$35.65
- b. 2 cubic yard box - per mo. \$46.22

3. Commercial Container Collections:

- a. 1 cubic yard box - per collection \$30.65
- b. 2 cubic yard box - per collection \$60.99

4. Compacted Commercial Container Service:

- a. 1 cubic yard box - per collection \$58.80
- b. 2 cubic yard box - per collection \$118.78

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

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

- a. Container rental and delivery and pickup charge \$290.00
- b. \$67 per ton confirmed by disposal site weight slip Will vary

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction \$16.92

b. 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 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.

Section 3. Effective, Operative Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District, shall become effective immediately upon expiration of one week following said posting and shall be operative from and after January 1, 2015.

President

COUNTERSIGNED:

Secretary

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 15th day of January 2015, by the following vote of the members thereof:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131
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Montara, CA 94037-0131

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Visit Our Web Site: <http://www.mwsd.montara.com>

November 6, 2014

RE: RECOLOGY OF THE COAST DISPOSAL AND RECYCLING FEES AND CHARGES

Dear Property Owner,

This notice is sent to you as the owner of the property listed on the envelope by Assessor's Parcel Number ("APN") in accordance with California Constitution Article XIIIID (enacted as Proposition 218, November 6, 1996 General Election) regarding proposed increases in garbage collection, recycling and disposal fees and charges for those services furnished by Recology of the Coast ("Recology") under franchise agreement with Montara Water and Sanitary District.¹ The District will hold a public hearing to consider revisions to those fees and charges on the date and at the time and place as follows:

Date: Thursday, January 15, 2015
Time: 7:30 p.m. or as soon thereafter as may be heard
Place: Boardroom
Montara Water and Sanitary District
Administrative Offices
8888 Cabrillo Highway
Montara, CA 94037-0131
(Adjacent to the Pt. Montara Lighthouse & Hostel)

A comparison of the current rates with the proposed revisions is set out in the attachment. As you will note, the proposed revisions cover a one-year period with amounts specified for the various categories of fees and charges. Although the rates are proposed to cover a one-year period commencing January 1, 2015, they will remain in effect after that year unless and until new rates are approved. The rate revisions are necessary to address Recology's escalating operating costs, including costs for fuel, salaries, equipment and dump fees (also called tipping fees) charged at the Ox Mountain Landfill in Half Moon Bay.

Property owners may submit **written** protests against the proposed fees and charges either in advance of the hearing or at the hearing. A protest must include identification of the property involved by Assessor's Parcel Number or address. Any such protest should be addressed to the District Board, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037. If written protests are submitted against the proposed fees/charges or against a particular fee/charge by the owners of a majority of the parcels identified by the District as receiving garbage and recycling collection services, the fees/charges or fee/charge will not become effective. If a majority of property owners do not submit such written protests they will become effective.

Sincerely,

Clemens Heldmaier
General Manager
Attachments

¹ If the property listed on the envelope by Assessor's Parcel Number ("APN") does not receive refuse collection service from Recology of the Coast, please disregard this notice.

HOW DO I CALCULATE THE BILL IMPACT OF THE PROPOSED SOLID WASTE RATES FOR RESIDENTIAL SERVICE?

Your Recology of the Coast garbage bill consists of weekly collection service charged on a monthly rate.

Step 1: Find your basic monthly collection charge for once a week service on the attached Schedule of Proposed Solid Waste Fees and Charges. This varies by the size of the container. Standardized 64 gallon recycling containers and consumer choice of 20, 32, and 64 gallon standardized refuse cans are supplied at no extra charge by Recology. The typical residential customer has one (1) 32-gallon can of garbage collected per week along with recyclable material in the receptacle provided.

Step 2: Add the cost of any additional service such as an extra 30 gallon bag with collection or if the container is placed at the side or rear of the dwelling unit.

Step 3: Estimate your monthly charge by adding the above items.

A sample calculation for a typical single family residence appears in the box below:

<u>Estimate your monthly garbage bill under the rates proposed to become effective on</u> <u>January 1, 2015</u>	
Step 1: Basic Collection Charge	
One 32-gallon can collected once a week:	\$ 19.91 per month.
<i>Note: Most customers can skip Step 2 because they use only one can and do not require Special Charges</i>	
Step 2: Special Charges	
Container placed at side or rear of dwelling	\$ 4.69 per month
Step 3: Total Garbage Bill	
Basic Collection Charge:	\$ 19.91
Special Charges	\$ 4.69
Total Garbage Bill	\$ 24.60 per month

What do the solid waste rates pay for?

- On-going expenses of Recology of the Coast to collect and dispose of all garbage and recyclable material and to account for and bill customers.
- On-going expenses for equipment and supplies needed to operate the company.
- Capital expenditures to repair, replace, and upgrade garbage collection trucks and other equipment.
- Pay tipping fees (also called dump fees) at Ox Mountain Landfill in Half Moon Bay to dispose of all non-recycled waste.

Visit our web site for more information: www.mwsd.montara.org

**RATES
EFFECTIVE JANUARY 1-2015**

10/1/2013 1/1/2015

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:

a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge	\$15.87	\$16.15
b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge	\$19.57	\$19.91
c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge	\$64.12	\$65.25

2. Special Services (charges added to above, basic changes):

a. Container placed at side or rear of dwelling - per container	\$4.88	\$4.96
b. Container not placed at specified collection point and return call required- per container	\$9.95	\$10.12
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$5.27	\$5.36
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, ect	estimate	estimate

3. Bulky goods dropoff service four times a year within Montara city limits including greenwaste and motor oil in Recology provided bottles only

inc. w/service inc. w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)

inc. w/service inc. w/service

5. Every other week greenwaste (yard trimmings, ect.) collection, limited to four (4) thirty gallon containers - customers own containers

inc. w/service inc. w/service

6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags

inc. w/service inc. w/service

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials

inc. w/service inc. w/service

8. Christmas trees free of charge thru January 31st of each year

a. After January 31st charge is \$20 per tree for removal

inc. w/service inc. w/service
\$20.00 \$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage- container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs

a. Regular collections:

**RATES
EFFECTIVE JANUARY 1-2015**

	10/1/2013	1/1/2015
1-64 gallon collection once per week	\$77.00	\$78.36
1-96 gallon collection once per week	\$126.00	\$128.23
b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups		WILL VARY BY SIZE
2. Commercial Container Rental:		
a. 1 cubic yard box - per mo	\$35.03	\$35.65
b. 2 cubic yard box - per mo	\$45.42	\$46.22
3. Commercial Container Collections:		
a. 1 cubic yard box - per collection	\$30.12	\$30.65
b. 2 cubic yard box - per collection	\$59.93	\$60.99
4. Compacted Commercial Container Service:		
a. 1 cubic yard box - per collection	\$57.78	\$58.80
b. 2 cubic yard box - per collection	\$116.72	\$118.78
5. Recyclable material collection up to five times a week	INC. W/SERVICE	INC. W/SERVICE

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers	
a. Container rental and delivery and pickup charge	\$290.00
b. \$68 per ton confirmed by disposal site weight slip	WILL VARY

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of base 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$16.63	\$16.92
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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of:

January 15, 2015

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The Board has scheduled the adoption of a new prop 218 limit for solid waste removal fees at this meeting. For the new rates to be set at the newly established maximum prop 218 limit, the Master Fee Schedule needs to be amended.

RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and ADOPT ORDINANCE NO. _____, ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE.

Attachments

ORDINANCE NO. ____

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

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

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

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

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

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

WHEREAS, the parcels upon which the fees or charges proposed for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services were identified and the amount of such fee or charge was calculated, the District provided written notice by mail of the proposed fee or charge to the record owners of each identified parcel, the amount of the fee or charge, the basis upon which the amount of the fee or charge was calculated, the reason for the fee or charge together with the date, time, and location of the public hearing on the proposed fee or charge in accordance with the provisions of Section 6 of Article XIII D of the California Constitution; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to consider adoption of the fees or charges proposed for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

WHEREAS, all persons present at the aforesaid hearing held on January 15, 2015 interested in the adoption of the fees or charges proposed for collection,

ORDINANCE NO. ____

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

removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services herein amended and established were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearing; and

WHEREAS, this Board considered all protests against the proposed fees or charges for said collection, removal and disposal of refuse and recycling services and written protests against said fees or charges were not presented by a majority of owners of the identified parcels; and

WHEREAS, certain fees and charges herein are restated and reenacted, having heretofore been established;

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

SECTION 1. The following provisions of the Master Fee Schedule are hereby restated:

SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$39.330	\$629.28
Restaurants	\$71.349	\$1141.58
Motels	\$42.291	\$676.66
Offices	\$34.764	\$556.22
General Commercial	\$37.670	\$602.72

ORDINANCE NO. ____

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

All other Commercial	\$40.982	\$655.71
Schools	\$35.393	\$566.29
Hospitals	\$39.570	\$633.12

*Hundred cubic feet

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

SECTION 2. The following provisions of the Master Fee Schedule are hereby restated:

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$22,967
Fixture Unit Charge (MWSD Code §3-9.500)	\$919.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$14,591
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$584.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$584.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$463.00 minimum)

ORDINANCE NO. ____

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

Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$437.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$324.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$149.00 minimum)
Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,600.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$463.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$437.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$463.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$463.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$437.00 minimum)
Second Unit Connection Fee - Studio Unit (10 fixture units) (MWSD Code §3- 10.200)	\$9,188.00
Second Unit Connection Fee - One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$10,108.00

ORDINANCE NO. ____

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

Second Unit Connection Fee - \$919.00
Additional Fixture Units
(MWSD Code §3-10.200)

Second Unit Permit Application Actual Cost
Fee (\$463.00 minimum)
(MWSD Code §3-10.400)

Developer Service Fee: \$2,507.00 minimum deposit against which all
District costs to process application are charged.
(MWSD Code §§5-3.102, 5-3.210)

Administrative Charge for Processing \$40.00 per account
Collection of Delinquent Refuse and Water
Charges On Tax Roll
(MWSD Code §1-5.200)

Charge to Photocopy Documents \$1.33 per page for first four
pages; \$0.34 for each page
over four.

Charge for Failure to Obtain Permit Double amount of Permit Fee,
(MWSD Code §1-5.200) minimum (actual collection costs,
if in excess of minimum)

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

SECTION 3. The following provisions of the Master Fee Schedule are hereby
restated:

(a) WATER QUANTITY AND METER SERVICE CHARGES
(MWSD Code §§ 5-5.102, 103)

<u>Rate Components</u>	<u>Rate**</u>
Tier 1	\$7.430 per HCF

ORDINANCE NO. ____

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

0 to 6 HCF*	
Tier 2 7 – 13 HCF	\$9.910 per HCF
Tier 3 14 – 27 HCF	\$12.390 per HCF
Tier 4 over 27 HCF	\$17.350 per HCF
Meter Service Charge-5/8" (standard residential size)	\$25.59 per month
Meter Service Charge-3/4"	\$28.15 per month
Meter Service Charge-1"	\$35.83 per month
Meter Service Charge-1 ½"	\$46.06 per month
Meter Service Charge-2"	\$74.21 per month
Meter Service Charge-3"	\$281.49 per month
Meter Service Charge-4"	\$358.26 per month

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

(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller:	\$16.21
6-inch connection:	\$22.98
8-inch connection:	\$30.63
10-inch connection:	\$64.55
12-inch connection:	\$90.10

Private Fire Protection Administrative Fee:* \$463.00 minimum
(MWSD Code §5-3.208)

Installation of Private Fire Protection
Service from Meter to District Main:*

Cost invoiced to District by
contractor; estimated cost

ORDINANCE NO. ____

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

(MWSD Code §5-5.204)

to be deposited

Private Fire Protection Connection Charge (3/4" to 5/8" meter):	\$4,707.00
Private Fire Protection Connection Charge (1" meter):	\$7,862.00
Private Fire Protection Connection Charge (1 1/2 " meter):	\$15,675.00
Private Fire Protection Connection Charge (2" meter):	\$25,089.00
Private Fire Protection Connection Charge (3" meter):	\$47,070.00
Private Fire Protection Connection Charge (4" meter):	\$78,471.00
Private Fire Protection Connection Charge (6" meter):	\$130,805.00
Private Fire Protection Connection Charge (8" meter):	\$218,053.00
Private Fire Protection Connection Charge (10" meter):	\$363,491.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee:*	\$440.00
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(MWSD Code §5-3.210)

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

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

(d) WATER SYSTEM CONNECTION CAPACITY CHARGES
(MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$14,992.00
3/4 inch meter	\$16,491.00
1 inch meter	\$20,988.00
1-1/2 inch meter	\$26,986.00
2 inch meter	\$43,476.00
3 inch meter	\$164,909.00
4 inch meter	\$209,885.00
Above 4 inch meter: charge determined by General Manager Based on estimated water usage	

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank:	\$26.00
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(MWSD Code §§1-5.200, 5-5.122)

ORDINANCE NO. ____

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

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

Reconnection Charge due to Non-Payment: \$63.00
(MWSD Code §§5-3.210, 5-5.120)

Developer Service Fee: \$2,507.00 minimum deposit against which all
District costs to process application are charged.
(MWSD Code §§5-3.102, 5-3.210)

Hydrant Meter Deposit: \$1,133.00 against which water use charged.
(MWSD Code §5-4.227)

Connection Administrative Fee minimum \$463.00
deposit applied to actual hourly costs to
process application
(MWSD Code §§5-3.202, 5-3.203)

Connection Inspection Fee \$437.00
(MWSD Code §5-3.210)

Connection construction cost \$2,621.00
deposit applied to actual cost
(MWSD Code §§5-3.202, 5-3.203)

Service Charge for Posting Door Tag for Delinquent Account: \$29.00 per
customer per incident.
(MWSD Code §§1-5.200, 5-3.210)

Credit for Customer paying bill using ACH: \$2.00 per bill.
(MWSD Code §5-3.200)

Service Charge for Unauthorized Use of Fire Hydrant: \$134.00 per
incident plus actual water used plus damages.
(MWSD Code §5-5.202)

Service Charge for Cross Connection Control Device Test: \$101.00 per
tested device.
(MWSD Code §5-6.400)

*Where minimums or deposits are specified, no District services will be

ORDINANCE NO. ____

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

provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

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

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

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$16.15
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$19.91
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$65.25

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$5.36
 - b. Container not placed at specified collection point and return call required- per container \$10.12
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$5.36
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only inc. w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) inc. w/service

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers inc. w/service

6. Bulky goods curbside collection service, limited to four (4) times a year inc. w/service

ORDINANCE NO. ____

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

One item up to 200 lbs or 5-30 gallon bags

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials inc. w/service
8. Christmas trees free of charge thru January 31st of each year inc. w/service
a. After January 31st charge is \$20 per tree for removal \$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs

a. Regular collections:

- 1-64 gallon collection once per week \$78.36
1-96 gallon collection once per week \$128.23

b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups Will vary by size

2. Commercial Container Rental:

- a. 1 cubic yard box - per mo. \$35.65
b. 2 cubic yard box - per mo. \$46.22

3. Commercial Container Collections:

- a. 1 cubic yard box - per collection \$30.65
b. 2 cubic yard box - per collection \$60.99

4. Compacted Commercial Container Service:

- a. 1 cubic yard box - per collection \$58.80
b. 2 cubic yard box - per collection \$118.78

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

ORDINANCE NO. ____

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

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

- a. Container rental and delivery and pickup charge \$290.00
- b. \$67 per ton confirmed by disposal site weight slip Will vary

SPECIAL PROVISIONS

- 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction \$16.92

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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance 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 15th day of January 2015, by the following vote:

AYES, Directors

NOES, Directors:

ORDINANCE NO. ____

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

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MONTARA WATER AND SANITARY DISTRICT



**Unaudited Financial Statements for
November
2014**



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 1, 2015

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

Budget vs. Actual – Sewer July through November, 2014 Variances over \$2,000:

- 4610 Property Tax Receipts, \$72,806 below Budget –First Property Tax roll remittance is typically received in December. Budgeted revenue of \$225,000 is split evenly between twelve months.
- 4710 Sewer Service Charges, \$925,291 below Budget – First Sewer Service Charge remittance is typically received in December. Budgeted revenue of \$2,183,853 is split evenly between twelve months.
- **Overall Total Operating Income for the period ending November 30, 2014 was \$993,652 below budget.**
- 5430 General Legal, \$5,918 below Budget – Additional legal expenses anticipated in future months.
- 5620 Audit, \$4,035 above Budget – Audit fees are billed upon release of the issued financial statements. The total cost of the audit is smoothed out over the year. As months progress the variance will be eliminated.
- 5630 Consulting, \$2,610 above Budget – Strategic Planning costs are higher than anticipated.
- 5640 Data Services, \$3,427 above Budget – Bill paid to Engineering Data Services for Fiscal year 2014-2015 sewer service charges update to San Mateo County. As months progress the variance will be eliminated.
- 6170 Claims, Property Damage, \$3,351 below Budget – Minimal claims to date.
- 6200 Engineering, \$14,813 above Budget – General Engineering costs unable to be capitalized in November.
- 6410 Pumping Fuel & Electricity, \$4,565 below Budget – Timing difference. Four (4) months of activity currently booked at this time. Year-end accrual makes up difference.
- 6660 Maintenance, Collection System, \$8,335 below Budget – No activity to date.
- 6940 SAM Maintenance, Collection Sys, \$7,794 above Budget – Large invoice related to Sewer line and lift station repairs in November.
- 6950 SAM Maintenance, Pumping, \$20,835 below Budget – No activity to date.
- **Overall Total Operating Expenses for the period ending November 30, 2014 were \$16,467 below Budget.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 1, 2015

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7100 Connection Fees, \$15,536 below Budget – No new connections issued in November. Three (3) new construction connection fees have been received to date.
- 7700 Interest, Employee Loans, \$8,201 below Budget – Account is budgeted on the cash basis, and includes Principal & Interest payments, therefore leaving the Principal portion as the variance. Principal portion is reflected on the balance sheet by reducing the receivable.
- 8075 Sewer, \$255,410 below Budget – Activity to date includes SAM capital assessments. The Sewer Capital Improvement Program is currently in process.
- 9125 PNC Equipment Lease Interest, \$14,242 below Budget – Account is budgeted on the cash basis, and includes Principal & Interest payments, therefore leaving the Principal portion as the variance. Principal portion is reflected on the balance sheet by reducing the liability.
- 9175 Capital Assessment - SAM, \$15,000 below Budget – No activity to date. Budget of \$36,000 is split evenly between twelve months.
- 9200 I-Bank Loan, \$25,755 below Budget – Account is budgeted on the cash basis, and includes Principal & Interest payments, therefore leaving the Principal portion as the variance. Principal portion is reflected on the balance sheet by reducing the liability.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 1, 2015

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July through November, 2014 Variances over \$2,000:**
- 4610 Property Tax Receipts, \$72,806 below Budget – First Property Tax roll remittance is typically received in December. Budgeted revenue of \$225,000 is split evenly between twelve months.
- 4740 Testing, Backflow, \$2,492 below Budget – No activity booked for November.
- 4810 Water Sales Domestic, \$48,720 below Budget – Various issues with the District's online billing service are being addressed.
- 4850 Water Sales Refunds, Customer, \$2,500 below Budget – No activity to date.
- **Overall Total Operating Income for the period ending November 30, 2014 was \$118,408 below budget.**
- 5240 CDPH Fees, \$3,079 above Budget – 100% billed in October. Budget is split evenly between twelve months. As months progress the variance will be eliminated.
- 5430 General Legal, \$7,398 below Budget – Additional costs anticipated later in the fiscal year.
- 5530 Memberships, \$8,472 above Budget – ACWA and CSDA membership dues were expensed in November.
- 5620 Audit, \$4,035 above Budget – Audit fees are billed upon release of the issued financial statements. The total cost of the audit is smoothed out over the year. As months progress the variance will be eliminated.
- 5630 Consulting, \$4,615 above Budget – Large bill from Balance Hydrologics received in the month of November.
- 5800 Labor, \$35,535 below Budget – The District's Water Utility is currently operating short staffed.
- 6170 Claims, Property Damage, \$4,165 below Budget – No claims to date.
- 6185 SCADA Maintenance. \$7,257 below Budget – Lower costs than anticipated to date.
- 6200 Engineering, \$9,601 below Budget – Expenses which cannot be capitalized are lower than anticipated. The majority of engineering costs are to be capitalized at fiscal year-end.
- 6320 Equipment & Tools, Expensed, \$4,767 below Budget – less purchases than anticipated.
- 6380 Meter Reading, \$4,165 below Budget – No activity to date.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 1, 2015

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6400 Pumping, \$24,796 below Budget – Lower costs to date than anticipated.
- 6500 Supply, \$12,484 below Budget – Lower costs to date than anticipated.
- 6600 Collection/Transmission, \$10,754 below Budget – Lower costs to date than anticipated.
- 6700 Treatment, \$3,285 above Budget – Larger than anticipated chemical purchase made in November.
- 6800 Vehicles, \$2,746 below Budget – Lower costs to date than anticipated.
- **Overall Total Operating Expenses for the period ending November 30, 2014 were \$77,400 below Budget.**
- 7100 Connection Fees, \$21,464 above Budget – No new connections issued in November.
- 7600 Bond Revenues, G.O. \$464,753 below Budget – Budget split evenly between twelve months creating a large variance until funds are received. Funds are typically received in December.
- 8100 Water CIP, \$1,165,111 below Budget – Budget is split evenly for twelve months. Large expenses anticipated with the progression of the Alta Vista Tank Project.
- 9075 PFP Connection Expenses, \$13,027 above Budget – Additional expenses booked in November.
- 9100 Interest Expense G.O. Bonds, \$406,473 below Budget - Budget includes Principal & Interest payments, therefore leaving the Principal portion as the variance.
- 9125 PNC Equipment Lease Interest, \$14,242 below Budget - Account is budgeted on the cash basis, and includes Principal & Interest payments, therefore leaving the Principal portion as the variance. Principal portion is reflected on the balance sheet by reducing the liability.
- 9150 SRF Loan, \$42,540 below Budget – No re-payment activity to date.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through November 2014

4:31 PM
 12/22/14
 Accrual Basis

	Sewer		
	Jul - Nov 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease		13,338.35	
4400 · Fees			213.35
4410 · Administrative Fee (New Constr)	926.00		-574.00
4420 · Administrative Fee (Remodel)	926.00	1,500.00	511.00
4430 · Inspection Fee (New Constr)	874.00	415.00	-459.00
4440 · Inspection Fee (Remodel)	1,278.00	1,415.00	-137.00
4460 · Remodel Fees	2,471.00	835.00	1,636.00
Total 4400 · Fees	6,475.00	4,915.00	1,560.00
4610 · Property Tax Receipts	20,944.01	93,750.00	-72,805.99
4710 · Sewer Service Charges	-15,351.44	909,940.00	-925,291.44
4720 · Sewer Service Refunds, Customer	0.00	-835.00	835.00
4760 · Waste Collection Revenues	7,877.43	6,040.00	1,837.43
Total Income	33,283.35	1,026,935.00	-993,651.65
Expense			
5000 · Administrative			
5190 · Bank Fees		1,290.00	-101.22
5200 · Board of Directors			
5210 · Board Meetings	951.89	1,040.00	-88.11
5220 · Director Fees	1,050.00	1,040.00	10.00
Total 5200 · Board of Directors	2,001.89	2,080.00	-78.11
5250 · Conference Attendance	0.00	835.00	-835.00
5270 · Information Systems	1,572.50	2,500.00	-927.50
5300 · Insurance			
5310 · Fidelity Bond	0.00	375.00	-375.00
5320 · Property & Liability Insurance	1,666.82	625.00	1,041.82
Total 5300 · Insurance	1,666.82	1,000.00	666.82
5350 · LAFCO Assessment	0.00	665.00	-665.00
5400 · Legal			
5420 · Meeting Attendance, Legal	2,937.50	4,585.00	-1,647.50
5430 · General Legal	2,417.50	8,335.00	-5,917.50
5440 · Litigation	0.00	0.00	0.00
Total 5400 · Legal	5,355.00	12,920.00	-7,565.00
5510 · Maintenance, Office	2,260.00	1,250.00	1,010.00
5540 · Office Supplies	4,964.50	3,750.00	1,214.50
5550 · Postage	401.16	1,665.00	-1,263.84
5560 · Printing & Publishing	759.66	1,665.00	-905.34
5600 · Professional Services			
5610 · Accounting	10,875.00	12,500.00	-1,625.00
5620 · Audit	9,450.00	5,415.00	4,035.00
5630 · Consulting	7,400.13	4,790.00	2,610.13
5640 · Data Services	5,717.04	2,290.00	3,427.04
5650 · Labor & HR Support	0.00	940.00	-940.00
5660 · Payroll Services	289.68	375.00	-85.32
5690 · Other Professional Services	10.00		
Total 5600 · Professional Services	33,741.85	26,310.00	7,431.85

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through November 2014

	Jul - Nov 14	Sewer Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	0.00	1,250.00	-1,250.00
5720 - Telephone & Internet	2,670.69	3,750.00	-1,079.31
5730 - Mileage Reimbursement	692.66	625.00	67.66
5740 - Reference Materials	0.00	85.00	-85.00
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	5,600.82	5,445.00	155.82
5820 - Employee Benefits	14,786.77	17,210.00	-2,423.23
5830 - Disability Insurance	357.55	475.00	-117.45
5840 - Payroll Taxes	5,025.75	5,440.00	-414.25
5900 - Wages			
5910 - Management	35,627.20	32,970.00	2,657.20
5920 - Staff	41,787.78	40,740.00	1,047.78
5930 - Staff Certification	750.00	790.00	-40.00
5940 - Staff Overtime	1,412.38	995.00	417.38
5950 - Staff Standby	435.92		
Total 5900 - Wages	80,013.28	75,495.00	4,518.28
5960 - Worker's Comp Insurance	1,149.47	3,275.00	-2,125.53
Total 5800 - Labor	106,933.64	107,340.00	-406.36
Total 5000 - Administrative	164,209.15	168,980.00	-4,770.85
6000 - Operations			
6170 - Claims, Property Damage	814.00	4,165.00	-3,351.00
6195 - Education & Training	0.00	415.00	-415.00
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	2,085.00	-2,085.00
6220 - General Engineering	27,313.00	10,415.00	16,898.00
Total 6200 - Engineering	27,313.00	12,500.00	14,813.00
6320 - Equipment & Tools, Expensed	0.00	415.00	-415.00
6330 - Facilities			
6335 - Alarm Services	1,612.93	2,085.00	-472.07
6337 - Landscaping	760.00	1,000.00	-240.00
Total 6330 - Facilities	2,372.93	3,085.00	-712.07
6400 - Pumping			
6410 - Pumping Fuel & Electricity	10,019.83	14,585.00	-4,565.17
Total 6400 - Pumping	10,019.83	14,585.00	-4,565.17
6600 - Collection/Transmission			
6660 - Maintenance, Collection System	0.00	8,335.00	-8,335.00
Total 6600 - Collection/Transmission	0.00	8,335.00	-8,335.00
6800 - Vehicles			
6810 - Fuel	0.00	335.00	-335.00
6820 - Truck Equipment, Expensed	0.00	65.00	-65.00
6830 - Truck Repairs	0.00	165.00	-165.00
Total 6800 - Vehicles	0.00	565.00	-565.00
6890 - Other Operations	119.00		

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through November 2014

	Jul - Nov 14	Sewer Budget	\$ Over Budget
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	127,440.00	127,440.00	0.00
6920 · SAM Operations	260,010.00	260,010.00	0.00
6940 · SAM Maintenance, Collection Sys	24,459.03	16,665.00	7,794.03
6950 · SAM Maintenance, Pumping	0.00	20,835.00	-20,835.00
Total 6900 · Sewer Authority Midcoastside	411,909.03	424,950.00	-13,040.97
Total 6000 · Operations	452,547.79	469,015.00	-16,467.21
Total Expense	616,756.94	637,995.00	-21,238.06
Net Ordinary Income	-583,473.59	388,940.00	-972,413.59
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	44,622.00	74,370.00	-29,748.00
7120 · Connection Fees (Remodel)	12,080.00	20,835.00	-8,755.00
7100 · Connection Fees - Other	22,967.00		
Total 7100 · Connection Fees	79,669.00	95,205.00	-15,536.00
7200 · Interest Income - LAIF	2,903.03	3,335.00	-431.97
7700 · Interest, Employee Loans	1,789.50	9,990.00	-8,200.50
Total 7000 · Capital Account Revenues	84,361.53	108,530.00	-24,168.47
Total Other Income	84,361.53	108,530.00	-24,168.47
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	87,060.25	342,470.00	-255,409.75
Total 8000 · Capital Improvement Program	87,060.25	342,470.00	-255,409.75
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	9,232.63	23,475.00	-14,242.37
9175 · Capital Assessment - SAM	0.00	15,000.00	-15,000.00
9200 · I-Bank Loan	13,606.35	39,361.00	-25,754.65
Total 9000 · Capital Account Expenses	22,838.98	77,836.00	-54,997.02
Total Other Expense	109,899.23	420,306.00	-310,406.77
Net Other Income	-25,537.70	-311,776.00	286,238.30
Net Income	-609,011.29	77,164.00	-686,175.29

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through November 2014

4:31 PM
 12/22/14
 Accrual Basis

	Jul - Nov 14	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	13,338.35	13,125.00	213.35
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,752.00	1,875.00	877.00
4420 · Administrative Fee (Remodel)	985.00	416.70	568.30
4430 · Inspection Fee (New Constr)	2,648.00	1,770.00	878.00
4440 · Inspection Fee (Remodel)	929.00	355.00	574.00
Total 4400 · Fees	7,314.00	4,416.70	2,897.30
4610 · Property Tax Receipts	20,944.01	93,750.00	-72,805.99
4740 · Testing, Backflow	2,923.00	5,415.00	-2,492.00
4810 · Water Sales, Domestic	720,644.77	769,365.00	-48,720.23
4850 · Water Sales Refunds, Customer	0.00	-2,500.00	2,500.00
Total Income	765,164.13	883,571.70	-118,407.57
Expense			
5000 · Administrative			
5190 · Bank Fees	1,933.06	3,750.00	-1,816.94
5200 · Board of Directors			
5210 · Board Meetings	951.89	1,040.00	-88.11
5220 · Director Fees	1,050.00	1,040.00	10.00
Total 5200 · Board of Directors	2,001.89	2,080.00	-78.11
5240 · CDPH Fees	9,328.98	6,250.00	3,078.98
5250 · Conference Attendance	2,053.53	2,085.00	-31.47
5270 · Information Systems	1,572.50	2,500.00	-927.50
5300 · Insurance			
5310 · Fidelity Bond	0.00	375.00	-375.00
5320 · Property & Liability Insurance	1,666.83	710.00	956.83
Total 5300 · Insurance	1,666.83	1,085.00	581.83
5350 · LAFCO Assessment	0.00	915.00	-915.00
5400 · Legal			
5420 · Meeting Attendance, Legal	2,937.50	4,165.00	-1,227.50
5430 · General Legal	21,767.50	29,165.00	-7,397.50
5440 · Litigation	0.00	0.00	0.00
Total 5400 · Legal	24,705.00	33,330.00	-8,625.00
5510 · Maintenance, Office	2,260.00	1,250.00	1,010.00
5520 · Meetings, Local	0.00	0.00	0.00
5530 · Memberships	15,971.94	7,500.00	8,471.94
5540 · Office Supplies	4,964.50	3,750.00	1,214.50
5550 · Postage	1,766.08	3,335.00	-1,568.92
5560 · Printing & Publishing	759.66	1,665.00	-905.34
5600 · Professional Services			
5610 · Accounting	10,875.00	12,500.00	-1,625.00
5620 · Audit	9,450.00	5,415.00	4,035.00
5630 · Consulting	17,739.84	13,125.00	4,614.84
5640 · Data Services	1,818.93	940.00	868.93
5650 · Labor & HR Support	1,905.00	375.00	1,530.00
5660 · Payroll Services	553.73	375.00	178.73
5690 · Other Professional Services	10.00		
Total 5600 · Professional Services	42,352.50	32,355.00	9,997.50

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July through November 2014

	Jul - Nov 14	Water Budget	\$ Over Budget
5720 · Telephone & Internet	4,033.70	3,335.00	698.70
5730 · Mileage Reimbursement	1,439.25	835.00	604.25
5740 · Reference Materials	0.00	335.00	-335.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	12,045.52	12,490.00	-444.48
5820 · Employee Benefits	17,708.25	31,625.00	-13,916.75
5830 · Disability Insurance	719.38	1,045.00	-325.62
5840 · Payroll Taxes	12,854.54	13,165.00	-310.46
5900 · Wages			
5910 · Management	35,627.30	32,970.00	2,657.30
5920 · Staff	117,691.21	137,050.00	-19,358.79
5930 · Staff Certification	2,650.00	4,465.00	-1,815.00
5940 · Staff Overtime	20,941.01	18,110.00	2,831.01
5950 · Staff Standby	5,438.60	3,385.00	2,053.60
Total 5900 · Wages	182,348.12	195,980.00	-13,631.88
5960 · Worker's Comp Insurance	4,284.66	11,190.00	-6,905.34
Total 5800 · Labor	229,960.47	265,495.00	-35,534.53
Total 5000 · Administrative	346,769.89	371,850.00	-25,080.11
6000 · Operations			
6160 · Backflow Prevention	1,400.00	875.00	525.00
6170 · Claims, Property Damage	0.00	4,165.00	-4,165.00
6180 · Communications			
6185 · SCADA Maintenance	32.80	7,290.00	-7,257.20
Total 6180 · Communications	32.80	7,290.00	-7,257.20
6195 · Education & Training	1,269.00	2,500.00	-1,231.00
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	2,085.00	-2,085.00
6220 · General Engineering	3,733.75	18,750.00	-15,016.25
6230 · Water Quality Engineering	17,915.00	10,415.00	7,500.00
Total 6200 · Engineering	21,648.75	31,250.00	-9,601.25
6320 · Equipment & Tools, Expensed	647.55	5,415.00	-4,767.45
6330 · Facilities			
6335 · Alarm Services	175.31	190.00	-14.69
6337 · Landscaping	1,200.00	1,500.00	-300.00
Total 6330 · Facilities	1,375.31	1,690.00	-314.69
6370 · Lab Supplies & Equipment	0.00	415.00	-415.00
6380 · Meter Reading	0.00	4,165.00	-4,165.00
6400 · Pumping			
6410 · Pumping Fuel & Electricity	10,619.41	25,000.00	-14,380.59
6420 · Pumping Maintenance, Generators	0.00	6,250.00	-6,250.00
6440 · Pumping Equipment, Expensed	0.00	4,165.00	-4,165.00
Total 6400 · Pumping	10,619.41	35,415.00	-24,795.59
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	835.00	-835.00
6520 · Maintenance, Wells	4,341.32	2,085.00	2,256.32
6530 · Water Purchases	6,929.37	20,835.00	-13,905.63
Total 6500 · Supply	11,270.69	23,755.00	-12,484.31

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July through November 2014

	Jul - Nov 14	Water Budget	\$ Over Budget
6600 · Collection/Transmission			
6610 · Hydrants	0.00	835.00	-835.00
6620 · Maintenance, Water Mains	14,396.97	20,835.00	-6,438.03
6630 · Maintenance, Water Svc Lines	9,881.17	12,500.00	-2,618.83
6640 · Maintenance, Tanks	636.53	2,710.00	-2,073.47
6650 · Maint., Distribution General	4,852.95	2,710.00	2,142.95
6670 · Meters	1,153.00	2,085.00	-932.00
Total 6600 · Collection/Transmission	30,920.62	41,675.00	-10,754.38
6700 · Treatment			
6710 · Chemicals & Filtering	14,605.68	8,750.00	5,855.68
6720 · Maintenance, Treatment Equip.	911.69	3,125.00	-2,213.31
6730 · Treatment Analysis	9,228.09	9,585.00	-356.91
Total 6700 · Treatment	24,745.46	21,460.00	3,285.46
6800 · Vehicles	3,717.74	3,540.00	177.74
6810 · Fuel	2,913.77	3,750.00	-836.23
6820 · Truck Equipment, Expensed	474.95	835.00	-360.05
6830 · Truck Repairs	325.59	1,875.00	-1,549.41
Total 6800 · Vehicles	3,714.31	6,460.00	-2,745.69
6890 · Other Operations	1,308.09		
Total 6000 · Operations	112,669.73	190,070.00	-77,400.27
Total Expense	459,439.62	561,920.00	-102,480.38
Net Ordinary Income	305,724.51	321,651.70	-15,927.19
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	52,505.50	30,335.00	22,170.50
7120 · Connection Fees (Remodel)	0.00	1,210.00	-1,210.00
7130 · Conn. Fees, PFP (New Constr)	20,168.00	15,875.00	4,293.00
7140 · Conn. Fees, PFP (Remodel)	0.00	3,790.00	-3,790.00
Total 7100 · Connection Fees	72,673.50	51,210.00	21,463.50
7600 · Bond Revenues, G.O.	14,596.90	479,350.00	-464,753.10
Total 7000 · Capital Account Revenues	87,270.40	530,560.00	-443,289.60
Total Other Income	87,270.40	530,560.00	-443,289.60
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	166,748.87	1,331,860.00	-1,165,111.13
Total 8000 · Capital Improvement Program	166,748.87	1,331,860.00	-1,165,111.13

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July through November 2014

	Jul - Nov 14	Water Budget	\$ Over Budget
9000 · Capital Account Expenses			
9075 · PFP Connection Expenses	13,026.71		
9100 · Interest Expense - GO Bonds	168,745.44	575,218.00	-406,472.56
9125 · PNC Equipment Lease Interest	9,232.62	23,475.00	-14,242.38
9150 · SRF Loan	0.00	42,540.00	-42,540.00
Total 9000 · Capital Account Expenses	191,004.77	641,233.00	-450,228.23
Total Other Expense	357,753.64	1,973,093.00	-1,615,339.36
Net Other Income	-270,483.24	-1,442,533.00	1,172,049.76
Net Income	35,241.27	-1,120,881.30	1,156,122.57

Montara Water & Sanitary District
Funds Balance Sheet
As of November 30, 2014

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	651,596.21	0.00	651,596.21
LAIF Investment Fund			
Capital Reserve	4,283,549.54	0.00	4,283,549.54
Connection Fees Reserve	228,488.00	0.00	228,488.00
Operating Reserve	255,195.00	0.00	255,195.00
Total LAIF Investment Fund	4,767,232.54	0.00	4,767,232.54
Total Sewer - Bank Accounts	5,418,828.75	0.00	5,418,828.75
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	391,999.53	391,999.53
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	224,763.00	224,763.00
Restricted Cash			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	122,488.00	122,488.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	727,529.63	727,529.63
Total Restricted Cash	0.00	850,576.70	850,576.70
Total Water - Bank Accounts	0.00	1,865,588.23	1,865,588.23
Total Checking/Savings	5,418,828.75	1,865,588.23	7,284,416.98
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-2,492.00	0.00	-2,492.00
Total Sewer - Accounts Receivable	-2,492.00	0.00	-2,492.00
Water - Accounts Receivable			
Accounts Receivable	0.00	-2,500.00	-2,500.00
Accounts Rec. - Backflow	0.00	7,088.51	7,088.51
Accounts Rec. - Water Residents	0.00	81,554.91	81,554.91
Unbilled Water Receivables	0.00	208,205.63	208,205.63
Total Water - Accounts Receivable	0.00	294,349.05	294,349.05
Total Accounts Receivable	-2,492.00	294,349.05	291,857.05
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	5,416,336.75	2,202,593.60	7,618,930.35
Fixed Assets			
Sewer - Fixed Assets			
General Plant	1,092,847.84	0.00	1,092,847.84
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

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 12/22/14
 Accrual Basis

Montara Water & Sanitary District Funds Balance Sheet As of November 30, 2014

Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-6,417,969.00	0.00	-6,417,969.00
Total Sewer - Fixed Assets	4,510,640.58	0.00	4,510,640.58
Water - Fixed Assets			
General Plant	0.00	21,984,938.43	21,984,938.43
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	-7,179,767.00	-7,179,767.00
Total Water - Fixed Assets	0.00	16,946,828.21	16,946,828.21
Total Fixed Assets	4,510,640.58	16,946,828.21	21,457,468.79
Other Assets			
Sewer - Other Assets			
Due from Water Fund	1,173,739.18	0.00	1,173,739.18
Employee Loan	105,475.44	0.00	105,475.44
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	3,966,761.70	0.00	3,966,761.70
Water - Other Assets			
Bond Acquisition Cost OID	0.00	67,408.40	67,408.40
Bond Issue Cost	0.00	71,973.35	71,973.35
Total Water - Other Assets	0.00	139,381.75	139,381.75
Total Other Assets	3,966,761.70	139,381.75	4,106,143.45
TOTAL ASSETS	<u>13,893,739.03</u>	<u>19,288,803.56</u>	<u>33,182,542.59</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Sewer - Current Liabilities			
Interest Payable	12,268.68	0.00	12,268.68
Deposits Payable	7,090.00	0.00	7,090.00
PNC Equip. Loan - S/T	20,376.61	0.00	20,376.61
Total Sewer - Current Liabilities	39,735.29	0.00	39,735.29
Water - Current Liabilities			
Interest Payable	0.00	59,751.68	59,751.68
Accrued Interest	0.00	81,799.58	81,799.58
Deposits Payable	0.00	18,929.54	18,929.54
GO Bonds - S/T	0.00	408,661.77	408,661.77
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	20,376.61	20,376.61
Total Water - Current Liabilities	0.00	593,821.68	593,821.68
Payroll Liabilities			
Employee Benefits Payable	1,431.83	1,857.57	3,289.40
Total Payroll Liabilities	1,431.83	1,857.57	3,289.40
Total Other Current Liabilities	41,167.12	595,679.25	636,846.37
Total Current Liabilities	41,167.12	595,679.25	636,846.37

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12/22/14

Accrual Basis

Montara Water & Sanitary District

Funds Balance Sheet

As of November 30, 2014

Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	16,282.33	0.00	16,282.33
I-Bank Loan	863,787.76	0.00	863,787.76
PNC Equip. Loan - LT	722,142.19	0.00	722,142.19
Total Sewer - Long Term Liabilities	1,602,212.28	0.00	1,602,212.28
Water - Long Term Liabilities			
Accrued Vacations	0.00	19,088.15	19,088.15
Deferred on Refunding	0.00	-261,800.00	-261,800.00
Due to Sewer Fund	0.00	1,173,739.18	1,173,739.18
GO Bonds - LT	0.00	13,169,294.76	13,169,294.76
PNC Equip. Loan - LT	0.00	722,142.21	722,142.21
SRF Loan Payable	0.00	609,552.51	609,552.51
Total Water - Long Term Liabilities	0.00	15,432,016.81	15,432,016.81
Total Long Term Liabilities	1,602,212.28	15,432,016.81	17,034,229.09
Total Liabilities	1,643,379.40	16,027,696.06	17,671,075.46
Equity			
Sewer - Equity Accounts			
Capital Assets Net	2,861,800.00	0.00	2,861,800.00
Fund Balance - Unrestricted	9,192,745.07	0.00	9,192,745.07
Retained Earnings	397,240.43	0.00	397,240.43
Total Sewer - Equity Accounts	12,451,785.50	0.00	12,451,785.50
Water - Equity Accounts			
Capital Assets Net	0.00	2,197,403.00	2,197,403.00
Restricted Debt Service	0.00	1,471,248.00	1,471,248.00
Unrestricted	0.00	-977,595.99	-977,595.99
Retained Earnings	0.00	-397,240.43	-397,240.43
Total Water - Equity Accounts	0.00	2,293,814.58	2,293,814.58
Equity Adjustment Account	407,585.42	932,051.65	1,339,637.07
Net Income	-609,011.29	35,241.27	-573,770.02
Total Equity	12,250,359.63	3,261,107.50	15,511,467.13
TOTAL LIABILITIES & EQUITY	13,893,739.03	19,288,803.56	33,182,542.59

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2014 through June 2015

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/Under Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	888,357.87	802,747.99	931,238.34	790,633.26	651,596.21										
Sewer - Reserve Accounts															
LAF -															
Operating Reserve	255,195.00	255,195.00	255,195.00	255,195.00	255,195.00								255,195.00	-	100%
Capital Reserve	4,280,646.51	4,280,646.51	4,280,646.51	4,280,646.51	4,283,549.54								1,967,000.00	2,316,549.54	218%
Connection Fees Reserve	228,488.00	228,488.00	228,488.00	228,488.00	228,488.00								228,488.00	-	100%
Sub-total	4,764,329.51	4,764,329.51	4,764,329.51	4,764,329.51	4,767,232.54										
Water - Operations															
Wells Fargo Operating - Water	329,371.95	345,404.81	357,506.82	374,706.00	391,999.53										
Water - Reserve Accounts															
Wells Fargo Bank-															
Operating Reserve	224,763.00	224,763.00	224,763.00	224,763.00	224,763.00								224,763.00	-	100%
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00								984,835.00	(586,586.00)	40%
Connection Fees Reserve	122,488.00	122,488.00	122,488.00	122,488.00	122,488.00								122,488.00	-	100%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00										
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	133,921.50	100,174.00	41,090.64	4,227.63	436.13										
Cost of issuance	122.94	122.94	122.94	122.94	122.94										
GO Bonds Fund	1,289,765.42	714,547.38	715,566.11	715,566.11	727,529.63										
Sub-total	1,423,809.86	814,844.32	756,779.69	719,916.68	728,088.70										
Total Cash and equivalents	8,151,369.19	7,472,826.63	7,555,354.36	7,395,085.45	7,284,416.98										

Page 1 of 11
Page 2 of 11 = blank

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2014 through June 2015

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	TOTAL		
														Budget	\$ Over Budget % of Budget	
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	2,667.67	2,667.67	2,667.67	2,667.67	2,667.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,338.35	31,500.00	(18,161.65)	42.34%
4400 - Fees																
4410 - Administrative Fee (New Constr)	0.00	0.00	463.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	926.00	3,600.00	(2,674.00)	25.72%
4420 - Administrative Fee (Remodel)	463.00	0.00	463.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	926.00	1,000.00	(74.00)	92.6%
4430 - Inspection Fee (New Constr)	0.00	0.00	437.00	0.00	437.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	874.00	3,400.00	(2,526.00)	25.71%
4440 - Inspection Fee (Remodel)	437.00	0.00	740.00	101.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,278.00	2,000.00	(722.00)	63.9%
4460 - Remodel Fees	963.00	1,196.00	110.00	0.00	202.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,471.00	1,800.00	671.00	137.28%
Total 4400 - Fees	1,663.00	1,196.00	2,213.00	101.00	1,102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,475.00	11,800.00	(5,325.00)	54.87%
4610 - Property Tax Receipts	339.36	0.00	263.72	219.20	20,121.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,944.01	225,000.00	(204,055.99)	9.31%
4710 - Sewer Service Charges	0.00	0.00	(15,351.44)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(15,351.44)	2,183,653.00	(2,199,204.44)	-0.7%
4720 - Sewer Service Refunds, Customer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,000.00)	2,000.00	0.0%
4760 - Waste Collection Revenues	2,569.34	1,836.92	750.87	1,952.08	768.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,877.43	14,500.00	(6,622.57)	54.33%
Total Income	7,439.37	5,700.59	(9,456.18)	4,939.95	24,659.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,283.35	2,464,653.00	(2,431,369.65)	1.35%
Expense																
5000 - Administrative																
5180 - Bank Fees	165.91	169.03	309.96	279.02	264.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,188.78	3,100.00	(1,911.22)	38.35%
5200 - Board of Directors																
5210 - Board Meetings	0.00	250.00	326.89	125.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	951.89	2,500.00	(1,548.11)	38.08%
5220 - Director Fees	0.00	187.50	337.50	375.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00	2,500.00	(1,450.00)	42.0%
5230 - Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 5200 - Board of Directors	0.00	437.50	664.39	500.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,001.89	5,000.00	(2,998.11)	40.04%
5250 - Conference Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	0.0%
5270 - Information Systems	0.00	495.00	420.00	567.50	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,572.50	6,000.00	(4,427.50)	26.21%
5300 - Insurance																
5310 - Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	(900.00)	0.0%
5320 - Property & Liability Insurance	1,666.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.82	1,500.00	166.82	111.12%
Total 5300 - Insurance	1,666.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.82	2,400.00	(733.18)	69.45%
5350 - LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	(1,600.00)	0.0%
5400 - Legal																
5420 - Meeting Attendance, Legal	0.00	312.50	437.50	1,437.50	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,937.50	11,000.00	(8,062.50)	26.71%
5430 - General Legal	0.00	412.50	187.50	1,512.50	305.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,417.50	20,000.00	(17,582.50)	12.09%
5440 - Litigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2014 through June 2015

	TOTAL															
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Total 5400 - Legal	0.00	725.00	625.00	2,950.00	1,055.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,355.00	31,000.00	(25,645.00)	17.27%
5510 - Maintenance, Office	0.00	300.00	0.00	300.00	1,660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,260.00	3,000.00	(740.00)	75.33%
5520 - Meetings - Local	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5540 - Office Supplies	0.00	429.56	2,228.66	386.35	1,921.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,964.50	9,000.00	(4,035.50)	55.16%
5550 - Postage	50.00	144.17	66.00	16.00	124.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401.16	4,000.00	(3,598.84)	10.03%
5560 - Printing & Publishing	0.00	273.93	0.00	177.60	308.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	759.66	4,000.00	(3,240.34)	18.99%
5600 - Professional Services	0.00	2,800.00	0.00	4,750.00	3,325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,875.00	30,000.00	(19,125.00)	36.25%
5620 - Audit	0.00	0.00	4,450.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00	13,000.00	(3,550.00)	72.69%
5630 - Consulting	0.00	0.00	3,517.50	1,676.25	2,206.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,400.13	11,500.00	(4,099.87)	64.35%
5640 - Data Services	0.00	5,360.62	0.00	336.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,717.04	5,500.00	217.04	103.95%
5650 - Labor & HR Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,250.00	(2,250.00)	0.0%
5660 - Payroll Services	75.41	54.72	52.88	52.88	53.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.88	900.00	(610.32)	32.19%
5690 - Other Professional Services	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	10.00	0.0%
Total 5600 - Professional Services	75.41	8,235.34	8,020.38	11,825.55	5,585.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,741.85	63,150.00	(29,408.15)	53.43%
5710 - San Mateo Co. Tax Roll Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)	0.0%
5720 - Telephone & Internet	49.95	664.00	653.07	639.47	664.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,670.69	9,000.00	(6,329.31)	29.67%
5730 - Mileage Reimbursement	0.00	14.63	150.00	491.76	36.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	692.66	1,500.00	(807.34)	46.16%
5740 - Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	(200.00)	0.0%
5800 - Labor	1,322.86	1,059.91	1,067.81	1,098.61	1,051.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,600.82	13,065.00	(7,464.18)	42.87%
5810 - CalPERS 457 Deferred Plan	4,954.05	0.00	0.00	3,277.57	6,555.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,786.77	41,288.00	(26,511.23)	35.61%
5820 - Employee Benefits	0.00	89.63	86.74	90.64	90.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	357.55	1,139.00	(781.45)	31.39%
5830 - Disability Insurance	1,411.01	1,158.34	928.06	789.65	738.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,025.75	13,052.00	(8,026.25)	38.51%
5840 - Payroll Taxes	9,125.44	6,625.44	6,625.44	6,625.44	6,625.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,627.20	79,128.00	(43,501.80)	45.02%
5800 - Wages	8,661.22	7,980.00	8,360.00	8,740.00	8,026.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,767.78	97,778.00	(55,990.22)	42.74%
5910 - Management	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	1,890.00	(1,140.00)	39.68%
5920 - Staff	764.66	153.36	119.28	153.36	221.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,412.38	2,382.00	(969.62)	59.29%
5930 - Staff Certification	176.92	233.10	0.00	25.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.92	0.00	435.92	0.0%
5940 - Staff Overtime	18,898.44	15,141.90	15,254.72	15,694.70	15,023.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,013.28	181,179.00	(101,165.72)	44.16%
5950 - Staff Standby	0.00	0.00	0.00	1,149.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,149.47	7,856.00	(6,706.53)	14.63%
Total 5900 - Wages	28,586.37	17,448.66	17,337.33	22,100.64	23,459.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,933.64	257,589.00	(150,655.36)	41.51%
5960 - Worker's Comp Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 5800 - Labor	28,586.37	17,448.66	17,337.33	22,100.64	23,459.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,933.64	257,589.00	(150,655.36)	41.51%
Total 5000 - Administrative	28,586.37	29,337.84	30,472.79	40,234.09	35,569.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164,209.15	405,539.00	(241,329.85)	40.49%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2014 through June 2015

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
TOTAL																
6000 - Operations																
6170 - Claims, Property Damage	0.00	0.00	0.00	0.00	814.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	814.00	10,000.00	(9,186.00)	8.14%
6195 - Education & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.0%
6200 - Engineering																
6210 - Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	0.0%
6220 - General Engineering	0.00	0.00	6,212.50	8,834.50	12,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,313.00	25,000.00	2,313.00	108.25%
Total 6200 - Engineering	0.00	0.00	6,212.50	8,834.50	12,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,313.00	30,000.00	(2,687.00)	91.04%
6320 - Equipment & Tools, Expensed																
6330 - Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.0%
6335 - Alarm Services	0.00	359.40	419.54	359.40	474.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,612.93	5,000.00	(3,387.07)	32.26%
6337 - Landscaping	0.00	190.00	190.00	190.00	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	760.00	2,400.00	(1,640.00)	31.67%
Total 6330 - Facilities	0.00	549.40	609.54	549.40	664.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,372.93	7,400.00	(5,027.07)	32.07%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	0.00	2,558.39	2,504.51	2,542.57	2,414.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,019.83	35,000.00	(24,980.17)	28.63%
Total 6400 - Pumping	0.00	2,558.39	2,504.51	2,542.57	2,414.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,019.83	35,000.00	(24,980.17)	28.63%
6600 - Collection/Transmission																
6660 - Maintenance, Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	0.0%
Total 6600 - Collection/Transmission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	0.0%
6800 - Vehicles																
6810 - Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	(800.00)	0.0%
6820 - Truck Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00	(160.00)	0.0%
6830 - Truck Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	(400.00)	0.0%
Total 6800 - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,360.00	(1,360.00)	0.0%
6890 - Other Operations																
6900 - Sewer Authority Midcoastside																
6910 - SAM Collections	25,488.00	25,488.00	25,488.00	25,488.00	25,488.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127,440.00	305,853.00	(178,413.00)	41.67%
6920 - SAM Operations	52,002.00	52,002.00	52,002.00	52,002.00	52,002.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260,010.00	624,021.00	(364,011.00)	41.67%
6930 - SAM Prior Year Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6940 - SAM Maintenance, Collection Sys	0.00	13,883.81	0.00	0.00	10,575.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,459.03	40,000.00	(15,540.97)	61.15%
6950 - SAM Maintenance, Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000.00)	0.0%
Total 6900 - Sewer Authority Midcoastside	77,490.00	91,373.81	77,490.00	77,490.00	88,063.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	411,909.03	1,019,874.00	(607,964.97)	40.39%

**Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2014 through June 2015**

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
														TOTAL		
Total 6000 - Operations	77,480.00	94,481.60	86,816.55	89,416.47	104,343.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	452,547.79	1,125,634.00	(673,086.21)	40.2%
Total Expense	106,084.46	123,819.44	117,289.34	129,650.86	139,913.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	616,756.94	1,531,173.00	(914,416.06)	40.28%
Net Ordinary Income	(98,645.09)	(118,118.65)	(126,745.52)	(124,710.61)	(115,253.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(583,473.59)	833,460.00	(1,516,953.59)	-62.51%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	44,622.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,622.00	178,468.00	(133,846.00)	25.0%
7120 - Connection Fees (Remodel)	8,271.00	0.00	3,809.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,080.00	50,000.00	(37,920.00)	24.16%
7100 - Connection Fees - Other	0.00	0.00	0.00	22,967.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,967.00			
Total 7100 - Connection Fees	52,893.00	0.00	3,809.00	22,967.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,669.00	228,468.00	(148,819.00)	34.67%
7200 - Interest Income - LAIF	0.00	0.00	2,903.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,903.03	8,000.00	(5,096.97)	36.29%
7700 - Interest, Employee Loans	368.50	363.21	357.92	352.60	347.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,789.50	23,974.00	(22,184.50)	7.46%
Total 7800 - Capital Account Revenues	53,261.50	363.21	7,069.95	23,319.60	347.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84,381.53	280,462.00	(176,100.47)	32.39%
Total Other Income	53,261.50	363.21	7,069.95	23,319.60	347.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84,381.53	260,462.00	(176,100.47)	32.39%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer	5,280.00	5,280.00	25,409.50	24,557.50	26,533.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,050.25	821,923.00	(734,862.75)	10.59%
Total 8000 - Capital Improvement Program	5,280.00	5,280.00	25,409.50	24,557.50	26,533.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,050.25	821,923.00	(734,862.75)	10.59%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	1,860.12	1,853.70	1,846.66	1,839.61	1,832.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,232.63	56,340.00	(47,107.37)	16.39%
9175 - Capital Assessment - SAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	(36,000.00)	0.0%
9200 - I-Bank Loan	13,606.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,606.35	52,575.00	(38,968.65)	25.88%
Total 9000 - Capital Account Expenses	15,466.47	1,853.70	1,846.66	1,839.61	1,832.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,838.98	144,915.00	(122,076.02)	15.76%
Total Other Expense	20,746.47	7,133.70	27,256.16	26,397.11	28,365.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,899.23	866,838.00	(856,938.77)	11.37%
Net Other Income	32,515.03	(6,770.49)	(20,186.21)	(3,077.51)	(28,016.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(25,537.70)	(706,376.00)	680,838.30	3.62%
Net Income	(66,130.06)	(124,889.34)	(146,931.73)	(127,788.12)	(143,272.04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(609,011.29)	227,104.00	(836,115.29)	-268.16%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2014 through June 2015

Ordinary Income/Expense	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
	TOTAL															
Income																
4220 · Cell Tower Lease	2,667.67	2,667.67	2,667.67	2,667.67	2,667.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,338.35	31,500.00	(18,161.65)	42.34%
4400 · Fees																
4410 · Administrative Fee (New Constr)	0.00	0.00	1,363.00	463.00	926.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,752.00	4,500.00	(1,748.00)	61.16%
4420 · Administrative Fee (Remodel)	0.00	0.00	522.00	463.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	965.00	1,000.00	(15.00)	96.5%
4430 · Inspection Fee (New Constr)	0.00	0.00	1,337.00	437.00	874.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,646.00	4,250.00	(1,602.00)	62.31%
4440 · Inspection Fee (Remodel)	0.00	0.00	492.00	437.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	929.00	850.00	79.00	109.29%
Total 4400 · Fees	0.00	0.00	3,714.00	1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,314.00	10,600.00	(3,286.00)	69.0%
4610 · Property Tax Receipts	399.38	0.00	263.72	219.20	20,121.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,944.01	225,000.00	(204,055.99)	9.31%
4740 · Testing, Backflow	802.00	0.00	0.00	2,121.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,923.00	13,000.00	(10,077.00)	22.49%
4760 · Waste Collection Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4810 · Water Sales, Domestic	245,713.61	54,614.47	152,662.17	152,025.55	115,428.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720,644.77	1,846,473.00	(1,125,828.23)	39.03%
4850 · Water Sales Refunds, Customer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(6,000.00)	6,000.00	0.0%
Total Income	249,522.66	57,282.14	159,507.56	158,633.42	140,018.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	765,164.13	2,120,573.00	(1,355,408.87)	36.08%
Expense																
5000 · Administrative																
5190 · Bank Fees	387.19	430.34	433.45	353.70	328.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,933.06	9,000.00	(7,066.94)	21.48%
5200 · Board of Directors																
5210 · Board Meetings	0.00	250.00	326.89	125.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	951.89	2,500.00	(1,548.11)	38.08%
5220 · Director Fees	0.00	187.50	337.50	375.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00	2,500.00	(1,450.00)	42.0%
5230 · Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 5200 · Board of Directors	0.00	437.50	664.39	500.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,001.89	5,000.00	(2,998.11)	40.04%
5240 · CDPH Fees	0.00	0.00	0.00	9,328.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,328.98	15,000.00	(5,671.02)	62.19%
5260 · Conference Attendance	0.00	620.39	0.00	0.00	1,433.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,053.53	5,000.00	(2,946.47)	41.07%
5270 · Information Systems	0.00	495.00	420.00	567.50	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,572.50	6,000.00	(4,427.50)	26.21%
5300 · Insurance																
5310 · Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	(900.00)	0.0%
5320 · Property & Liability Insurance	1,666.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.83	1,700.00	(33.17)	98.05%
Total 5300 · Insurance	1,666.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.83	2,600.00	(933.17)	64.11%
5350 · LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	(2,200.00)	0.0%
5400 · Legal																
5420 · Meeting Attendance, Legal	0.00	312.50	437.50	1,437.50	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,937.50	10,000.00	(7,062.50)	29.38%
5430 · General Legal	0.00	4,260.00	2,112.50	11,175.00	4,220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,767.50	70,000.00	(48,232.50)	31.1%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2014 through June 2015

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
5440 - Litigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 5400 - Legal	0.00	4,572.50	2,550.00	12,812.50	4,970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,705.00	80,000.00	(55,295.00)	30.89%
5510 - Maintenance, Office	0.00	300.00	0.00	300.00	1,660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,260.00	3,000.00	(740.00)	75.33%
5520 - Meetings, Local	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5530 - Memberships	0.00	423.94	0.00	0.00	15,548.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,971.94	18,000.00	(2,028.06)	88.73%
5540 - Office Supplies	0.00	429.56	2,272.73	457.52	1,604.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,964.50	9,000.00	(4,035.50)	55.16%
5550 - Postage	50.00	144.15	750.40	215.10	606.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,766.08	8,000.00	(6,233.92)	22.08%
5560 - Printing & Publishing	0.00	273.92	0.00	177.60	308.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	759.66	4,000.00	(3,240.34)	18.99%
5600 - Professional Services																
5610 - Accounting	0.00	2,800.00	0.00	4,750.00	3,325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,875.00	30,000.00	(19,125.00)	36.25%
5620 - Audit	0.00	0.00	4,450.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00	13,000.00	(3,550.00)	72.69%
5630 - Consulting	0.00	0.00	3,517.50	1,676.25	12,546.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,739.84	31,500.00	(13,760.16)	56.32%
5640 - Data Services	0.00	0.00	0.00	336.42	1,482.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,818.93	0.00	1,818.93	0.0%
5650 - Labor & HR Support	375.00	375.00	375.00	0.00	760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,905.00	2,250.00	(345.00)	84.67%
5660 - Payroll Services	75.42	54.70	316.90	52.90	53.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	563.73	900.00	(336.27)	61.53%
5690 - Other Professional Services	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	10.00	0.0%
Total 5600 - Professional Services	450.42	3,229.70	8,659.40	11,825.67	18,187.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,352.50	77,650.00	(35,297.50)	54.54%
5720 - Telephone & Internet	210.40	877.87	867.96	1,087.82	989.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,033.70	8,000.00	(3,966.30)	50.42%
5730 - Mileage Reimbursement	0.00	92.43	220.73	422.15	703.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,439.25	2,000.00	(560.75)	71.96%
5740 - Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	(800.00)	0.0%
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	2,530.05	2,421.08	2,294.18	2,501.81	2,298.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,045.52	28,971.00	(17,925.48)	40.19%
5820 - Employee Benefits	6,023.96	0.00	0.00	4,177.50	7,506.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,708.25	75,902.00	(58,193.75)	23.33%
5830 - Disability Insurance	0.00	180.90	175.88	181.30	181.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	719.38	2,510.00	(1,790.62)	28.66%
5840 - Payroll Taxes	3,420.45	2,717.81	2,268.36	2,331.86	2,116.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,654.54	31,600.00	(18,945.46)	40.66%
5900 - Wages																
5910 - Management	9,125.46	6,625.46	6,625.46	6,625.46	6,625.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,627.30	79,129.00	(43,501.70)	45.02%
5920 - Staff	27,127.84	23,437.76	20,985.03	24,626.68	21,513.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117,691.21	328,917.00	(211,225.79)	35.78%
5930 - Staff Certification	550.00	550.00	450.00	560.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.00	10,710.00	(8,060.00)	24.74%
5940 - Staff Overtime	7,114.24	3,664.91	3,664.88	3,107.27	3,389.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,941.01	43,468.00	(22,526.99)	48.18%
5950 - Staff Standby	1,247.60	1,248.45	1,049.32	941.81	951.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,438.60	8,120.00	(2,681.40)	66.98%
Total 5900 - Wages	45,165.14	35,528.58	32,774.69	35,951.22	33,030.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182,348.12	470,344.00	(287,995.88)	38.77%
5960 - Worker's Comp Insurance	0.00	0.00	0.00	4,284.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,284.66	28,853.00	(22,568.34)	15.96%
Total 5800 - Labor	57,139.60	40,846.37	37,513.11	49,329.35	45,133.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	229,960.47	637,180.00	(407,219.53)	36.09%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2014 through June 2015

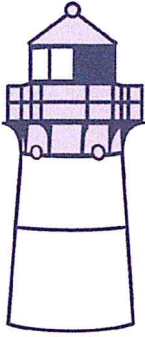
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14 - Jun 15	TOTAL		% of Budget
														Budget	\$ Over Budget	
Total 5000 - Administrative	59,904.44	53,173.67	54,352.17	87,176.79	92,162.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346,769.69	892,430.00	(545,660.11)	38.86%
6000 - Operations																
6160 - Backflow Prevention	0.00	650.00	450.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	2,100.00	(700.00)	66.67%
6170 - Claims, Property Damage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	0.0%
6180 - Communications																
6185 - SCADA Maintenance	0.00	32.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.80	17,500.00	(17,467.20)	0.19%
6187 - Telephone & Internet, Comm.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6180 - Communications	0.00	32.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.80	17,500.00	(17,467.20)	0.19%
6185 - Education & Training																
6200 - Engineering	0.00	0.00	210.00	429.00	630.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,269.00	6,000.00	(4,731.00)	21.15%
6210 - Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	0.0%
6220 - General Engineering	0.00	0.00	3,733.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,733.75	45,000.00	(41,266.25)	8.3%
6230 - Water Quality Engineering	0.00	4,837.50	0.00	4,844.69	8,432.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,915.00	25,000.00	(7,085.00)	71.66%
Total 6200 - Engineering	0.00	4,837.50	3,733.75	4,844.69	8,432.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,648.75	75,000.00	(53,351.25)	28.87%
6320 - Equipment & Tools, Expensed																
6330 - Facilities	0.00	309.11	48.14	61.55	228.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	647.55	13,000.00	(12,352.45)	4.98%
6335 - Alarm Services	0.00	0.00	60.13	0.00	115.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.31	450.00	(274.69)	38.96%
6337 - Landscaping	0.00	300.00	300.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	3,600.00	(2,400.00)	33.33%
Total 6330 - Facilities	0.00	300.00	360.13	300.00	415.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,375.31	4,050.00	(2,674.69)	33.96%
6370 - Lab Supplies & Equipment																
6380 - Meter Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.0%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	0.00	2,448.14	2,884.89	2,954.95	2,331.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,619.41	60,000.00	(49,380.59)	17.7%
6420 - Pumping Maintenance, Generators	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	(15,000.00)	0.0%
6430 - Pumping Maintenance, General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,996.00	(9,996.00)	0.0%
6440 - Pumping Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84,996.00	(84,996.00)	0.0%
Total 6400 - Pumping	0.00	2,448.14	2,884.89	2,954.95	2,331.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,619.41	84,996.00	(74,376.59)	12.48%
6500 - Supply																
6510 - Maintenance, Raw Water Mains	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	0.0%
6520 - Maintenance, Wells	0.00	0.00	3,791.80	542.46	7.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,341.32	5,000.00	(658.68)	86.83%
6530 - Water Purchases	0.00	0.00	0.00	6,929.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,929.37	50,000.00	(43,070.63)	13.86%
Total 6500 - Supply	0.00	0.00	3,791.80	7,471.83	7.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,270.69	57,000.00	(45,729.31)	19.77%

**Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2014 through June 2015**

	TOTAL												% of Budget			
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15		Jul '14 - Jun 15	Budget	\$ Over Budget
6600 - Collection/Transmission																
6610 - Hydrants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	0.0%
6620 - Maintenance, Water Mains	0.00	4,819.21	5,214.15	4,363.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,396.97	50,000.00	(35,603.03)	28.79%
6630 - Maintenance, Water Svc Lines	0.00	0.00	730.42	0.00	9,150.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,881.17	30,000.00	(20,118.83)	32.94%
6640 - Maintenance, Tanks	0.00	0.00	0.00	636.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	636.53	6,500.00	(5,863.47)	9.79%
6650 - Maint., Distribution General	0.00	0.00	2,202.59	2,582.85	87.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,852.95	6,500.00	(1,647.05)	74.66%
6670 - Meters	0.00	0.00	0.00	1,153.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,153.00	5,000.00	(3,847.00)	23.06%
Total 6600 - Collection/Transmission	0.00	4,819.21	8,147.16	8,715.99	9,238.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,920.62	100,000.00	(69,079.38)	30.92%
6700 - Treatment																
6710 - Chemicals & Filtering	0.00	262.37	5,170.42	4,302.14	4,870.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,605.68	21,000.00	(6,394.32)	69.55%
6720 - Maintenance, Treatment Equip.	0.00	6.53	0.00	849.93	56.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	911.69	7,500.00	(6,588.31)	12.16%
6730 - Treatment Analysis	0.00	520.00	102.09	7,116.00	1,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,228.09	23,000.00	(13,771.91)	40.12%
Total 6700 - Treatment	0.00	788.90	5,272.51	12,268.07	6,415.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,745.46	51,500.00	(26,754.54)	48.05%
6770 - Uniforms	0.00	849.89	811.54	0.00	2,056.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,717.74	8,500.00	(4,782.26)	43.74%
6800 - Vehicles																
6810 - Fuel	0.00	636.73	846.56	754.59	673.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,913.77	9,000.00	(6,086.23)	32.38%
6820 - Truck Equipment, Expensed	194.49	12.53	0.00	5.00	262.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474.95	2,000.00	(1,525.05)	23.75%
6830 - Truck Repairs	0.00	325.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.59	4,500.00	(4,174.41)	7.24%
Total 6800 - Vehicles	194.49	974.85	848.56	759.59	936.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,714.31	15,500.00	(11,785.69)	23.96%
6880 - Other Operations	0.00	819.00	0.00	0.00	489.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,308.09			
Total 6800 - Operations	194.49	16,629.40	26,558.28	38,105.67	31,181.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,669.73	458,146.00	(343,476.27)	24.7%
Total Expense	60,099.93	69,803.07	80,910.45	125,282.46	123,344.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	459,539.62	1,348,576.00	(889,136.38)	34.07%
Net Ordinary Income	189,423.73	(12,520.93)	78,597.11	33,550.96	16,873.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305,724.51	771,997.00	(466,272.49)	39.6%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	52,505.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,505.50	72,800.00	(20,294.50)	72.12%
7120 - Connection Fees (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.00	(2,900.00)	0.0%
7130 - Conn. Fees, PFP (New Constr)	7,576.00	0.00	12,592.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,168.00	38,100.00	(17,932.00)	52.93%
7140 - Conn. Fees, PFP (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,100.00	(9,100.00)	0.0%

**Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2014 through June 2015**

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul '14-Jun 15	Budget	\$ Over Budget	% of Budget
Total 7100 - Connection Fees	60,081.50	0.00	12,592.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,873.50	122,900.00	(50,226.50)	59.13%
7600 - Bond Revenues, G.O.	2,633.14	0.00	0.00	1,082.94	10,880.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,598.90	1,150,436.00	(1,135,838.10)	1.27%
Total 7000 - Capital Account Revenues	62,714.64	0.00	12,592.00	1,082.94	10,880.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,270.40	1,273,336.00	(1,186,065.60)	6.85%
Total Other Income	62,714.64	0.00	12,592.00	1,082.94	10,880.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,270.40	1,273,336.00	(1,186,065.60)	6.85%
Other Expense																
8000 - Capital Improvement Program																
8100 - Water	1,200.00	34,547.50	59,083.36	36,863.01	35,055.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,748.87	3,198,463.00	(3,029,714.13)	5.22%
Total 8000 - Capital Improvement Program	1,200.00	34,547.50	59,083.36	36,863.01	35,055.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,748.87	3,198,463.00	(3,029,714.13)	5.22%
9000 - Capital Account Expenses																
9075 - PFP Connection Expenses	0.00	5,111.07	0.00	2,042.51	5,873.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,026.71			
9100 - Interest Expense - GO Bonds	0.00	168,745.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,745.44	1,150,436.00	(981,690.56)	14.67%
9125 - PNC Equipment Lease Interest	1,860.12	1,853.69	1,846.66	1,839.61	1,832.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,232.62	56,340.00	(47,107.38)	16.39%
9150 - SRF Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,090.00		(102,090.00)	0.0%
Total 9000 - Capital Account Expenses	1,860.12	175,710.20	1,846.66	3,882.12	7,705.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191,004.77	1,308,866.00	(1,117,861.23)	14.59%
Total Other Expense	3,060.12	210,257.70	60,930.02	40,745.13	42,760.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	357,753.64	4,505,328.00	(4,147,575.36)	7.94%
Net Other Income	59,654.52	(210,257.70)	(48,338.02)	(39,662.19)	(31,879.85)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(270,483.24)	(3,231,993.00)	2,961,509.76	6.37%
Net Income	249,076.25	(222,776.63)	30,259.09	(6,111.23)	(15,206.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,241.27	(2,459,996.00)	2,495,237.27	-1.43%



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

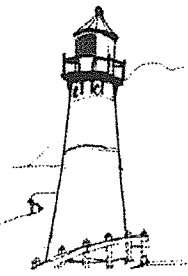
SUBJECT: Review of Current Investment Portfolio

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 November 2014 was 0.261%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

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: **January 15, 2015**

TO: BOARD OF DIRECTORS

SUBJECT: Connection Permit Applications Received

As of January 15, 2015 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
12/8/2014	M. Abdulquader	Bernal, Moss Beach	SFD

As of January 15, 2015 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

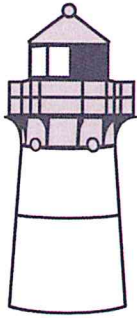
Date of Application	Property Owner	Site Address	Home Size

As of January 15, 2015 the following new Water Connection Permit applications were 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: **January 15th, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', is written over the 'FROM' line.

SUBJECT: Monthly Water Production Report

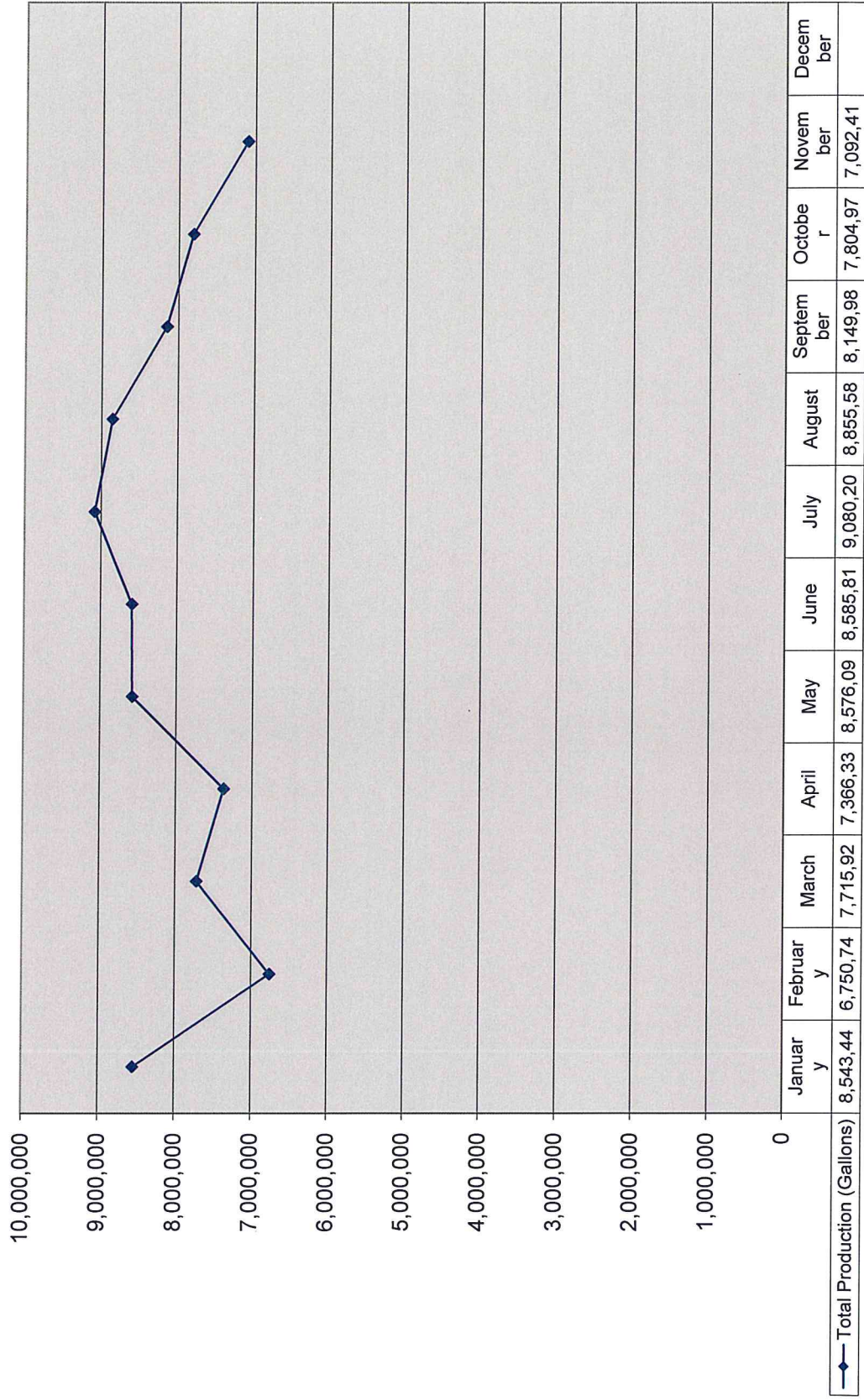
The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

RECOMMENDATION:

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

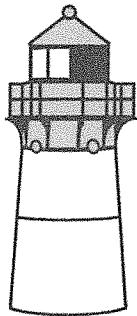
Attachments

Total Production 2014(Gallons)



MONTH

GALLONS



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15th, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to read 'Clemens Heldmaier'. The signature is written in a cursive style with a long horizontal stroke at the end.

SUBJECT: Rain Report

The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

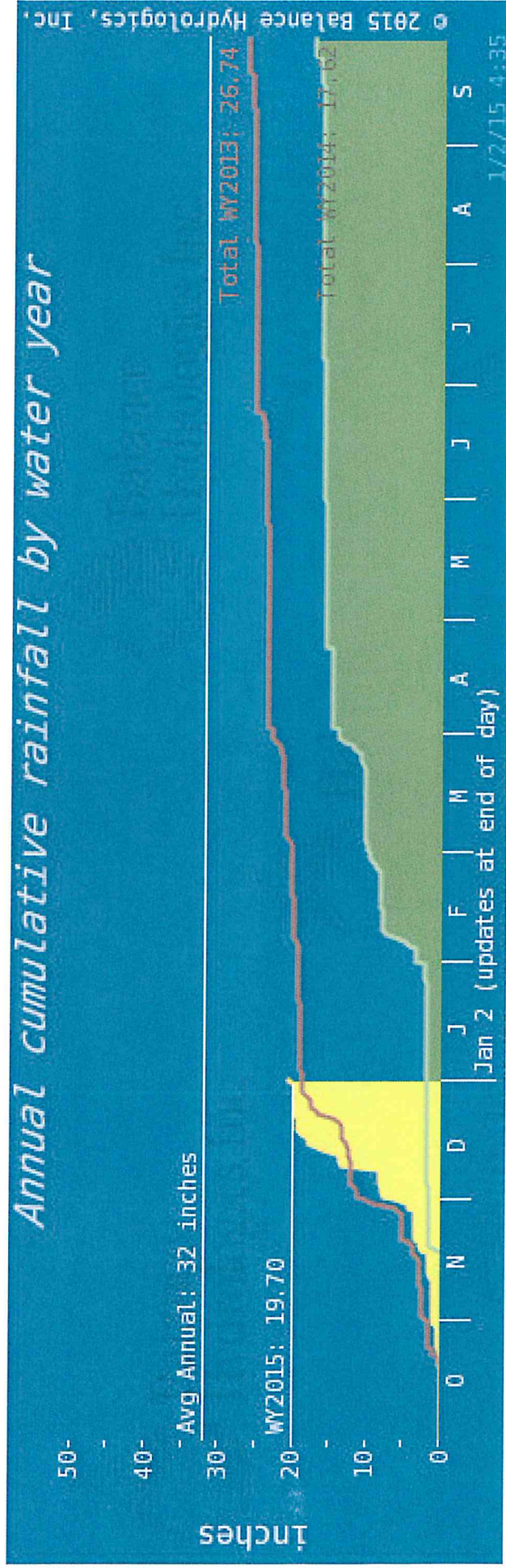
No action is required. This is presented for the Board's information only.

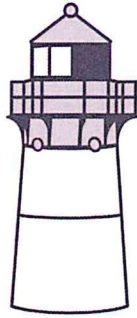
Attachment

Monthly Rainfall Report Oct 2014 – Sept 2015



Annual Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15th, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

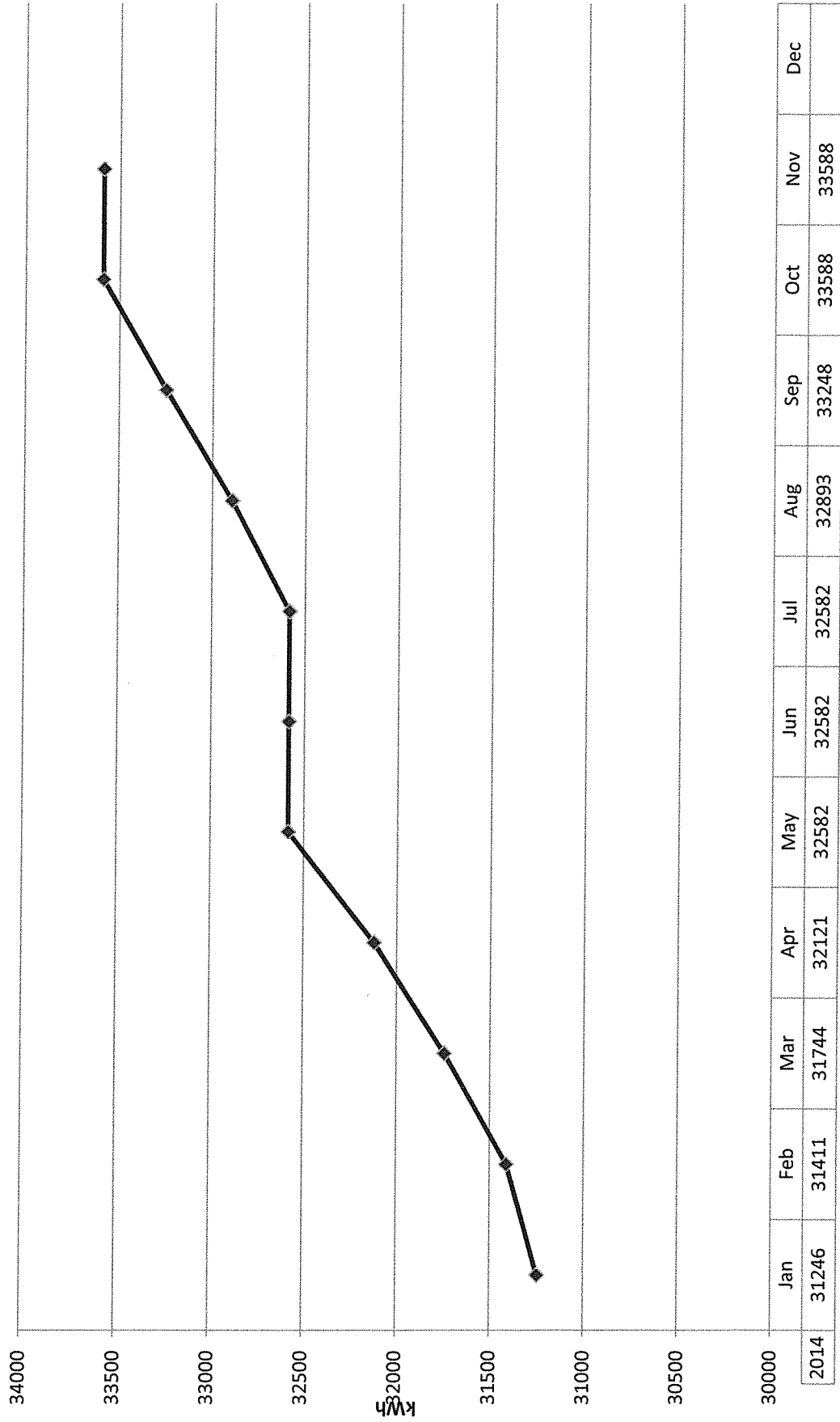
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 33588 kWh and saved 57101 lbs of CO₂.

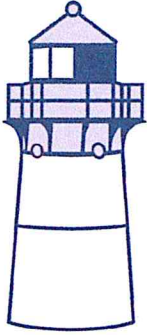
RECOMMENDATION:

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

Attachments

SOLAR ENERGY PRODUCED IN 2014 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: **January 15, 2015**

TO: BOARD OF DIRECTORS
FROM: Clemens Heldmaier, General Manager

SUBJECT: Consideration of Changing the Date of District Elections

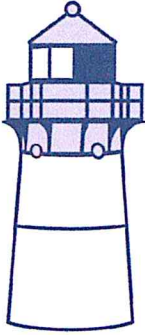
The District Board has, at numerous times, discussed the possibility of changing District elections from the current date of the first Tuesday after the first Monday in November of odd-numbered years to the same date as the Statewide General Election, held on the first Tuesday after the first Monday of November in even-numbered years. The primary reason for changing the date is to provide for greater voter participation. That goal is supported by statistics provided by the County Elections Office over a number of years.

For example, the City of Half Moon Bay changed its election date from November of odd-numbered years to November of even-numbered years as result of a voter initiative in 2010. That City's election turnout in 2009 was 27.8% of the registered voters, while the turnout in 2012, after the change to even-numbered years, was 82.9%. Although figures are not yet available for 2014, the City's estimated turnout for 2014 is over 70%. By comparison, the District's voter participation in the November 2013 election was 25.9%.

Complete County-wide statistics for more recent elections are not yet available on-line. However, for comparison purposes, reference to the odd-year consolidated municipal, school and special district elections in the County of San Mateo are instructive and show similar low turnout results. For example on November 3, 2009, the local consolidated election turnout County-wide was 27.84%, the November 8, 2011 turnout was 28.69% and the November 5, 2013 turnout was 19.65%. Again, for comparison, the County-wide turnout for the November 6, 2012 Presidential and Statewide General Election brought a 79.83% turnout.

Another positive effect of the potential change to even election years would be monetary savings. County staff has provided the District with a cost estimate for 2015 elections of \$8,500. For a potential 2016 election the County anticipates charging the District only \$6,000.

District Counsel has prepared a resolution initiating the election date change. If adopted, it would be sent to the County Board of Supervisors for approval. Under the Elections Code the County Elections Official is required to prepare an impact analysis, including a cost analysis, of the consolidation of the District's election with the elections held on the Statewide General Election date for the Board of



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Supervisors. That Board must approve the District's resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Within 30 days after the approval of the resolution, the Elections Official must notify all registered voters of the District of the approval of the resolution by the Board of Supervisors. The notice shall be delivered by mail and at the cost of the District.

As a result of the date change, District Board members whose terms will expire in December of 2015 would continue in office until December 2016 and Board members whose terms will expire in December of 2017 would continue in office until December 2018. The staggered terms of office established under the District's Principal Act (Sanitary District Act of 1923) would be preserved by the extended terms.

The item was brought to the Board for discussion purposes to the Board at the December 4, 2014 meeting. The Board voted to adopt the relevant resolution with a 5:0 result. However, legal counsel suggested to properly agendize action for this item and repeat the voting process at this meeting.

RECOMMENDATION:

Adopt Resolution No. ____, Resolution Requiring that Elections of the Governing Body of the Montara Water and Sanitary District be held on the same day as the Statewide General Election.

RESOLUTION NO. _____

**RESOLUTION REQUIRING THAT ELECTIONS OF THE GOVERNING BODY OF
THE MONTARA WATER AND SANITARY DISTRICT
BE HELD ON THE SAME DAY AS THE STATEWIDE GENERAL ELECTION**

WHEREAS, the Principal Act of the Montara Water and Sanitary District (Health and Safety Code §6400 et seq.) provides that the elections of its governing body members shall be held on the first Tuesday after the first Monday in November of each odd-numbered year (Health and Safety Code § 6580); and

WHEREAS, Elections Code Section 10404(b) (section references hereinafter are to the Elections Code unless otherwise specified) provides that the governing body of a "Special District" (as defined in that section) may, by resolution, require that the elections of its governing body members shall be held the same day as the statewide general election, i.e. on the first Tuesday after the first Monday of November of each even-numbered year (§§1200, 1303(b)); and

WHEREAS, the Montara Water and Sanitary District conforms to the definition of "Special District" hereinabove referenced; and

WHEREAS, Section 10404(b)(2) provides that the aforementioned resolution shall be submitted to the board of supervisors of the county in which such Special District is located no later than 240 days prior the currently scheduled district election; and

WHEREAS, Montara Water and Sanitary District's currently scheduled election is to be held on November 3, 2015; and

WHEREAS, Section 10404(e) provides that said board of supervisors shall, within sixty (60) days of submission of the resolution approve the resolution unless it finds that the county's ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled; and

WHEREAS, Section 10404(i) provides that, if the board of supervisors of the county in which such Special District is located approves consolidation of the district's election with the statewide general election, those members of the District's governing body whose terms of office prior to adoption of the resolution would have expired prior to the next statewide general election had the resolution not been approved, shall instead continue in office until their successors are elected and

qualified, but in no event shall their terms be extended beyond December 31 of the year following the year in which the resolution for consolidation is approved by the board of supervisors; and

WHEREAS, this Board desires that the elections of its governing body shall be held on the same day as the statewide general election in the expectation that, based upon voter turnout and costs of prior elections, doing so shall result in greater voter participation and reduction in election costs;

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. This Board does hereby decree and order that election of Board members of the Montara Water and Sanitary District shall be changed from the first Tuesday after the first Monday in November of each odd-numbered year to the date of the statewide general election, to wit: the first Tuesday after the first Monday in November of each even-numbered year (§1200).

2. This Board hereby requests that the Board of Supervisors of the County of San Mateo approve this resolution in accordance with Section 10404(e).

3. This Board hereby further requests that upon such approval the Chief Elections Official of the County of San Mateo coordinate and provide appropriate and necessary services to implement the change of date of the election of the governing board of this District as hereinabove provided.

4. Pursuant to Section 10404(b)(1) the dates set forth in Exhibit "A," attached hereto and incorporated herein by reference, for nominations, notices, canvass of votes, certification of election, and all other procedural requirements

pertaining to the general election shall be effective for all future District elections.

5. Pursuant to Section 10404(i), each member of this Board whose term of office expires in December 2015 shall continue in his or her office until the statewide general election is held in November 2016 and a successor to each such office is elected and qualified. Likewise, in order to maintain the staggered terms of office provided under the Principal Act, each member of this Board whose term of office expires in December 2017 shall continue in his or her office until the statewide

general election held in November 2018 (§§10404(i), 10507; Health and Safety Code §§6482, 6484).

6. Subject to the above-mentioned approval by the Board of Supervisors of San Mateo County, the change to the District election date hereinabove ordered and decreed shall apply to all future District elections (§10404(b)).

7. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to the Board of Supervisors, County of San Mateo, California, with a copy to the Chief Elections Official of said County no later than 240 days prior to the next District scheduled election, to wit: no later than March 24, 2015.

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, San Mateo County, California, at a Regular Meeting thereof held on the 15th day of January 2015 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

Exhibit A

1. Elections Code Section 10404(b)(1) provides that when a special district changes the date for its general election from November of odd-numbered years to November of even-numbered years, the date the statewide general election is held, the resolution shall include the dates that are consistent with the statewide general election regarding nominations of district directors, notices, canvass of votes, certification of election results and other procedural requirements of the Elections Code. Accordingly, the following shall be the applicable dates for future elections of the Montara Water and Sanitary District (section references herein are to the Elections Code, unless otherwise stated):

a. No later than 125 days before the date of the general election, the District Secretary shall deliver a notice of election to the County elections office listing the elective offices to be filled, whether the District or the candidate shall pay for any candidate's statement of qualifications, and any measure to be voted on in November. A map of the District must accompany the notice. (§§ 10509, 10522, 13307)

b. Between the 120th and 90th day before the date of the general election, the county elections official shall publish a Notice of Election in a newspaper of general circulation containing the date of the election, the offices to be filled, qualifications for candidacy required by the Principal Act, where nomination papers are available, the deadline for filing Declarations for Candidacy, and a notice that appointment will be made in lieu of election in accordance with law. (§12112)

c. Between the 113th and 88th day before the date of the general election, candidates for the District's Board may obtain and file their Declarations of Candidacy with their Candidate's Statement of Qualifications if they choose to submit one. (§§ 10510, 10511)

d. Not later than 105 days before the date of the general election, any measure the District wishes to submit to the voters during the statewide general election shall be accompanied with a resolution from the Board requesting that the measure be consolidated with the statewide general election. (§10403)

e. No later than the 88th day before the date of the general election, candidates for the District's Board of Directors must file statements of economic interests. (Govt. Code §§87200, 87201)

f. If an incumbent member of the Board does not file a declaration of candidacy by 5 p.m. on the 88th day before the date of the general election, any person other than the incumbent may file a declaration of candidacy by 5 p.m. of the 83rd day before the date of the general election. (§§ 10407(b), 10516(a))

g. If, by 5 p.m. on the 83rd day before the date of the general election: (1) only one person has filed a declaration of candidacy for any position to be filled on the Board; or (2) no one has filed a declaration of candidacy for such office; the County Board of Supervisors shall appoint such person or a person to the position. (§§10500, 10515)

h. On the 82nd day before the date of the general election, the Secretary of State shall conduct a randomized alphabet drawing at 11 a.m. to determine the order in which the Board candidates will appear on the general election ballot. (§ 13112)

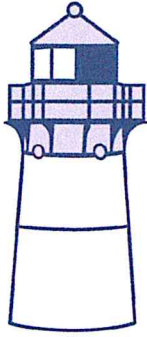
i. Between the 57th and 14th day before the date of the general election, write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official. (§ 8601)

j. Between the 2nd and 28th day after the date of the general election, the official canvass of the returns shall be completed and the results declared. (§§ 10547-10551, §15300 et seq.)

k. No later than the 28th day after the date of the general election, the county elections official shall declare the elected candidates. The elections official shall make out and deliver to each person elected, a certificate of election signed and authenticated by the elections official. Elective officers take office at noon on the first Friday in December next following the general District election. Prior to taking office, each elective officer shall take the official oath and execute any bond required by the principal District. (§§ 10551, 10553, 10554)

l. Within 30 days of assuming office all newly elected board members must complete and file a Statement of Economic Interests, unless the candidate filed within 60 days prior to assuming office a statement for the same jurisdiction. (Govt. Code §§ 87200, 87202, 87203)

2. If foregoing Elections Code provisions are amended or superseded including, without limitation, the dates upon or within which actions are to be performed or completed, the amended or superseded provisions shall govern.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Receive Progress Report for Alta Vista Tank 2
Construction.**

The construction of the Alta Vista Tank No. 2 began in late October 2014 after award to Western Water Constructors. The new Alta Vista tank will be a 500,000 gallon capacity pre-stressed (wire wrapped) tank designed by SRT Consultants. The construction cost is \$2.9M and the scheduled completion date is December 2015 (14 months).

Work to date has included the contractor mobilizing, relocating water pipelines and electrical conduits, clearing and grubbing, and beginning excavation for the tank. The excavation will involve near vertical walls held in place with shotcrete and tie-backs which help to reduce the amount of material that needs to be excavated. Excavation should be completed by the end of February with construction of the tank foundation to follow. Tank construction should be completed by July.

Tim Monahan with SRT Consultants will present the challenges and progress of the project so far.

RECOMMENDATION:

This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January, 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Change Orders 1 through 4 for the 2014 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS

In March 6, 2014 the Board approved the Award of the 2014 Sewer Improvement Project and Spot Repairs to Pacific Trenchless.

The following are descriptions of Contract Change Orders (CCO) 1, 2, 3 and 4 for the project. The 2014 Sewer Improvement Project and Spot Repairs Project included, CCTV work to discover other urgent repairs and spot repairs of which several work found. The following change orders resulted in from the correction of discovered emergency and urgently needs pipe repairs:

CCO 1: Additional CCTV work and cleaning was performed as on a collapsed pipe on 11th and on the siphon pipe on Cypress Street: \$4,375.

CCO 2: Reimbursement of the County Encroachment Permit Fee as required in the specifications: \$1,500.

CCO 3: Pipe Bursting of the Sewer Pipe on the collapsed pipe on 11th St at bid item prices: \$18,354.

CCO 4: Pipe Bursting of the Sewer Pipe of a segment of 8th St east of Farallone Ave., containing bad offset joints at bid item prices: \$38,076.

The engineers estimate for the base bid of this project was \$485,000. The Base Bid was accepted in the amount of \$393,791. The District budgeted a total of \$587,000 for this year's Sewer Improvement Project, and CCTV work.

The total project including the above listed change orders and the final count of work completed under the bid item prices, including some additional spot repairs added to the Base Bid for a new contract amount of: \$ 493,901.36.

RECOMMENDATION:

Authorize the CHANGE ORDER 1, 2, 3 and 4 for the extra work required.

Attachments



Civil & Sanitary Consultants

January 7, 2015

Montara Water and Sanitary District
P.O. Box 370131
Montara, CA 94037

Attn: Clemens Heldmaier

Re: Montara Water and Sanitary District
2014 Sewer Improvement Project and Spot Repairs

Subject: Change Order Nos. 01, 02, 03 and 04

Gentlemen:

Enclosed for your signature are three (3) originals of Change Order Nos. 01, 02, 03 and 04 for the above referenced project.

Change Order No. 01 in the amount of \$ 4,375.00 is for cleaning and televising of 11th St (G Line) siphon.

Change Order No. 02 in the amount of \$ 1,500.00 is for encroachment permit fee reimbursement.

Change Order No. 03 in the amount of \$ 18,354.00 is for pipebursting 11th St (G Line) with 6.63" OD HDPE.

Change Order No. 04 in the amount of \$ 38,076.00 is for pipebursting 8th St (H Line) with 6.63" OD HDPE.

After signing the change orders, **please keep one (1) original of each for your records and return two (2) originals of each to this office for further processing.**

Very truly yours,

NUTE ENGINEERING

By

A handwritten signature in blue ink, appearing to read "Pippin Cavagnaro", is written over a horizontal line. Below the line, the name "Pippin Cavagnaro, P.E." is printed in a black serif font.

Pippin Cavagnaro, P.E.

cc: Pacific Trenchless, Inc.

Project: 2014 Sewer Imp Project and Spot Repairs

Change Order No. 01

Date: January 7, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Pacific Trenchless, Inc.

Phone: (510) 986-0244

Fax: (510) 986-0245

The following change is hereby made to the contract:

Description of Change:

Cleaning and televising of 11th street (G Line) siphon.

Reason for Change:

The pipe on 11th street collapsed requiring emergency work so it was added to the project.

Pricing Data: \$4,375.00 (see attached invoice)


Requested by: District

Contract Time: No Change

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

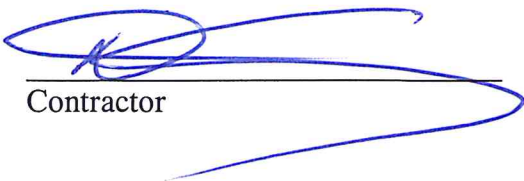
Original Contract:	\$ 393,791.00
Previous Additions:	0.00
Previous Deductions:	0.00
This Change Order:	\$ 4,375.00
Contract to Date:	\$ 398,166.00

APPROVED:



Engineer

Owner



Contractor

ADVANCED PIPELINE INSPECTION TECHNOLOGY

CCTV Inspections and Hydro-Jet Cleaning Services
General Engineering Contractor's "A" License No. 879416
2305 Carlsbad Avenue, Sacramento, CA 95821
Tel. 916-956-8951 Email: apiitnc@gmail.com

INVOICE

CITY OF MONTARA
888 CABRILLO HWY
MONTARA, CA 94307

DATE: 08/27/14
INVOICE: 10814-001
P.O: EMERGENCY WORK

PROJECT: MONTARA SEWER REHAB 2013-14

Service Date & Worked Performed	Hours Worked	Price Per/Hour	Total Sum
- 07/11/14 Was called to 11th Street and Cabrillo Hwy to a 6" VCP sewer line that needed to be hydro-flushed and video inspected due to blockage. MISSION ACCOMPLISHED!	5.0 hours	\$350.00	\$1,750.00
- 08/11/14 SYPHON LINES-CYPRESS & AIRPORT Two 6" lines approx. 680' linear feet in length running parallel with the lower one clogged just over 600' lf from down stream M/H 500.05 to up stream M/H 500.07. MISSION ACCOMPLISHED!	5.5 hours	\$350.00	\$1,925.00
- 08/11/14 Also was directed to confirm if there was a M/H 300' lf upstream from Drop M/H 500.07. Confirmed & found structure 301.2' lf up stream from M/H 500.07. MISSION ACCOMPLISHED!	2.0 hours	\$350.00	\$700.00
Total Due			\$4,375.00

Project: 2014 Sewer Imp Project and Spot Repairs

Change Order No. 02

Date: January 7, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Pacific Trenchless, Inc.

Phone: (510) 986-0244

Fax: (510) 986-0245

The following change is hereby made to the contract:

Description of Change:

County of San Mateo Department of Public Works Permit DPW2014-00414 fees paid.

Reason for Change:

Contract required permit and reimbursement for fees paid by the Contractor.

Pricing Data: \$1,500.00 (see attached invoice)

Requested by: District

Contract Time: No Change

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$ 393,791.00

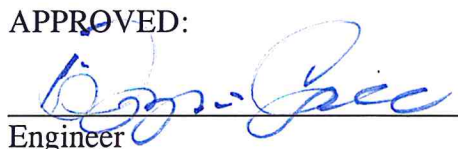
Previous Additions: 4,375.00

Previous Deductions: 0.00

This Change Order: \$ 1,500.00

Contract to Date: \$ 396,666.00

APPROVED:



Engineer

Owner


Contractor



COUNTY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS
 555 County Center, 5th Floor
 Redwood City, CA 94063
 (650) 363-4100

PUBLIC WORKS PERMIT Page 1 of 1
 Permit Number: DPW2014-00414
 Issued: 07/02/2014
 Inspection Request: (650) 599-7273 (Bayside) *[Signature]*
 (650) 599-7296 (Coast)

Do not begin construction without confirming date and time of inspection. Minimum notice is 48 hours to start. *[Signature]*

APPLICANT NAME: PACIFIC TRENCHLESS INC.
 SITE ADDRESS: *Various Locations*

AREA: Montara

APPLICANT INFORMATION

PACIFIC TRENCHLESS INC.
 1776 11th Street
 Oakland, CA 94607
 PHONE #1: 510-986-0244
 PHONE #2:

CONTRACTOR INFORMATION

PHONE #1: *83496201*
 PHONE #2:
REFERENCE COPY

PROJECT NAME:

PROJECT DESCRIPTION: Various locations in Montara including Acasia St, Le Conte Ave, Birch St, Farallone Ave. Sewer improvement project. Backfill per County detail. Use traffic control per CA MUTCD.

TYPE OF PERMIT: Utility Trench

UNDERGROUND SERVICE ALERT (USE) NO.:

RECEIVED

JUL 08 2014

NUTE ENGINEERING

DATE OF USA INQUIRY:

SEWER DISTRICT: undefined

COUNTY SIP REQ'D?: N

PERMIT EXPIRATION DATE: 12/31/2014

FEE AMOUNT PAID: *1500.00*

The work authorized by this Permit shall be subject to all the terms, conditions, and restrictions set forth herein. This permit consists of the Special Provisions and Standard Details of San Mateo County as applicable, attached and made a part hereof. The project, as specifically described, is to be strictly construed and no other activity shall be permitted. Notify County Road Inspector 48 hrs prior to starting work.

The Permittee and/or his contractor shall indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work authorized or required by this Permit of Permittee and/or his contractor, their officers, agents, employees and/or servants.

INSURANCE

Permittee is required to maintain property damage and liability insurance in amounts equivalent to or exceeding the legal minimums as a condition of this permit.

APPROVAL BY DEPARTMENT OF PUBLIC WORKS

This permit was issued by me on:

Date: 07/02/2014

Reviewed by: Hector Carlos

Signed: *[Signature]*

SEE COMMENT(S)
 ON REVIEW TRANS

**** FOR OFFICE USE ONLY ****

Date Completed: _____

By: _____

- No Exception Taken
- Rejected
- Submit Specified Item
- Make Corrections Noted
- Revisit and Resubmit

Checking is only for general conformance with the design concept of the project and general compliance with the information given in the contract documents. Any action shown is subject to the requirements of the plans and specifications. Contractor is responsible for dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction; coordination of his work with that of all other trades and the satisfactory performance of his work.

Date 8/6/14 By W.E. Nute *BD*
 NUTE ENGINEERING
 CIVIL & SANITARY ENGINEERS

Project: 2014 Sewer Imp Project and Spot Repairs

Change Order No. 03

Date: January 7, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Pacific Trenchless, Inc.

Phone: (510) 986-0244

Fax: (510) 986-0245

The following change is hereby made to the contract:

Description of Change:

Pipebursting of 11th street (G Line) with 6.63" OD HDPE.

Reason for Change:

Because of the pipe collapse (see Change Order No. 01), this line was added to the project.

Pricing Data: \$ 18,354.00

Requested by: District

Contract Time: No Change

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$ 393,791.00


Previous Additions: \$ 5,875.00

Previous Deductions: 0.00

This Change Order: \$ 18,354.00

Contract to Date: \$ 418,020.00

APPROVED:



Engineer

Owner



Contractor



907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA

TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO
Checked by: PC

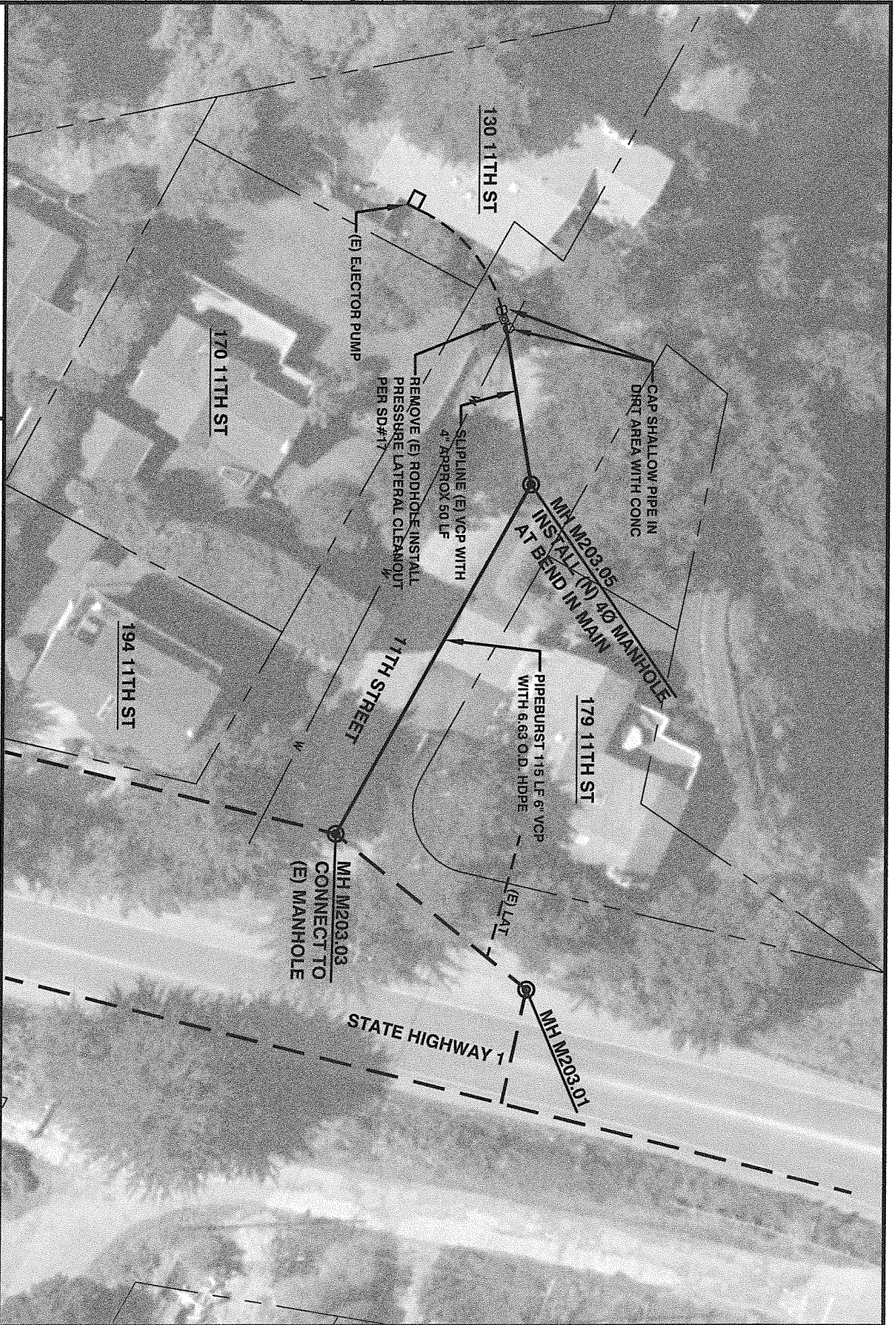
Job No.: 8349

Date: 7/15/2014
Scale: 1"=40'

MONTARA WATER AND SANITATION DISTRICT

SKETCH 1 - EMERGENCY REPAIR

ELEVENTH ST, MONTARA, CCO#1



Project: 2014 Sewer Imp Project and Spot Repairs

Change Order No. 04

Date: January 7, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Pacific Trenchless, Inc.

Phone: (510) 986-0244

Fax: (510) 986-0245

The following change is hereby made to the contract:

Description of Change:

Pipebursting of 8th street (H Line) with 6.63" OD HDPE.

Reason for Change:

Contract CCTV revealed numerous pipe offsets necessitating adding this pipe segment to the project.

Pricing Data: \$ 38,076.00

Requested by: District

Contract Time: No Change

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$ 393,791.00

Previous Additions: \$ 24,229.00

Previous Deductions: 0.00

This Change Order: \$ 38,076.00

Contract to Date: \$ 456,096.00

APPROVED:

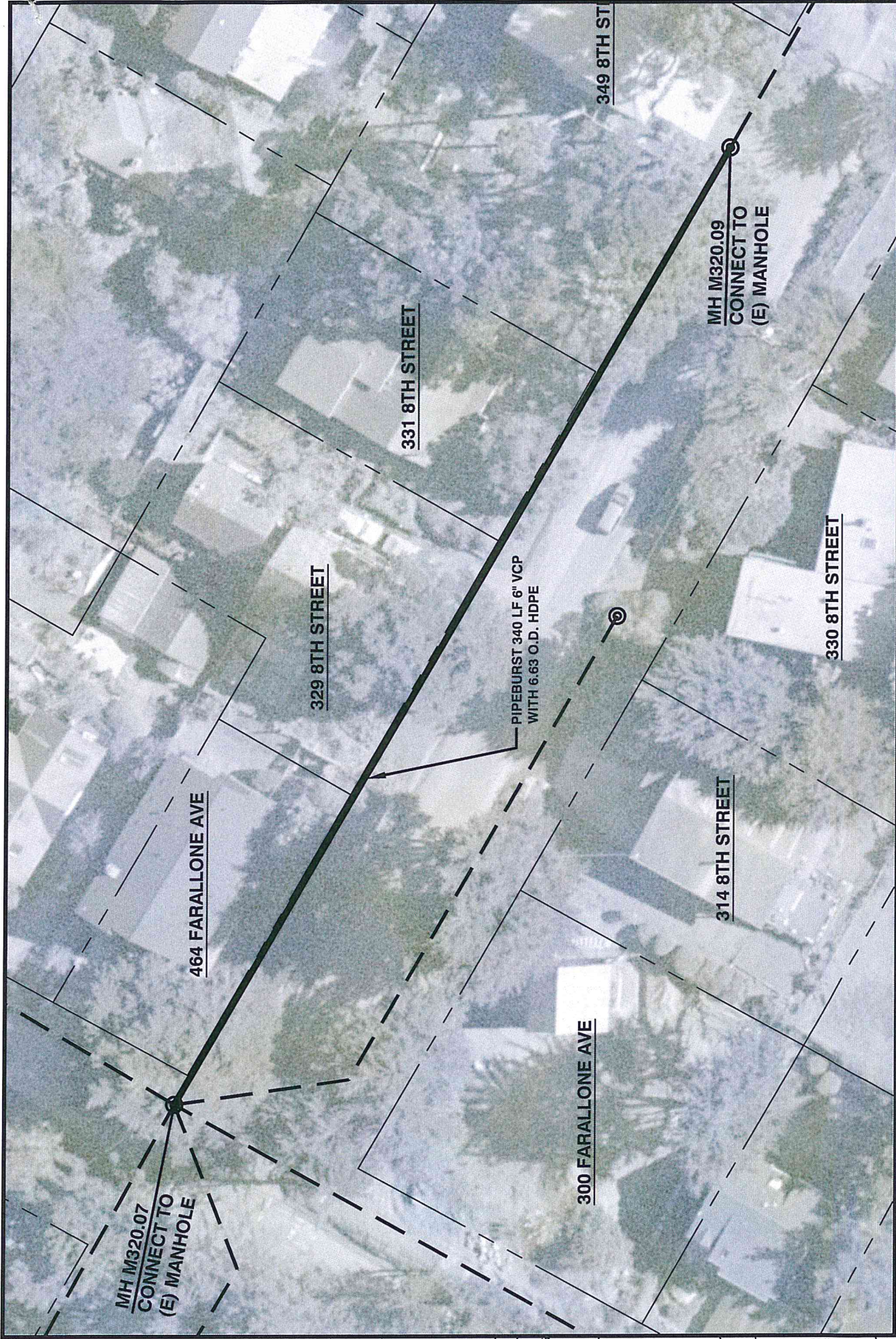


Engineer

Owner



Contractor



MONTARA WATER AND SANTATION DISTRICT

SKETCH 2 - ADDITIONAL REPAIR

8TH STREET, MONTARA, CCO#4



907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA

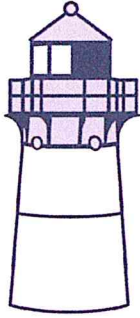
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO
Checked by: PC

Job No.: 8349

Date: 1/7/2015

Scale: 1"=40'



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Award of CHANGE ORDER 3 and 4 for the PUMP STATION CONTROL PANEL UPGRADES – PHASE 1

On July 17th, 2014, the Board approved the Telstar, Inc., the low bid, for Pump Station Control Panel Upgrades – Phase 1 in the amount of \$83,670 for the increase reliability and redundancy six (6) District Pump Stations (Vallemar, California St, Seal Cove #1, #2, #3, #4, and Date Harte). At that time of award the Board requested prices for upgrading the motor control center (MCC) material to 316 stainless steel replacing/upgrading other pump stations. Telstar, Inc., provided two prices for these items and are presented in the attached CHANGE ORDER 1 and CHANGE ORDER 2.

CHANGE ORDER 3: Additional pump station control system improvements and PG& E meter mains at California St, Seal Cover PS #1, Seal Cover PS #2, Vallemar PS, Date-Harte PS and 5th St PS. in the amount of: \$47,990.00.

CHANGE ORDER 4: Automatic Transfer Switch (ATS) replacements at California St PS, Date-Harte PS and Airport PS.: \$28,182.00.

The \$245,000 was budgeted for this work, and the Engineers Estimate for Construction is \$225,000.

Nute Engineering has reviewed the proposed Change Order documents and recommends award of CHANGE ORDER 3 and CHANGE ORDER 4 to be added to the Base Bid for a new contract amount of \$ 211,524.44.

RECOMMENDATION:

Authorize the CHANGE ORDER 3 and CHANGE ORDER 4 and extend the contract days an additional 60 days for the extra work required.

Attachments

Project: Pump Station Control Panel Upgrades – Ph 1

Change Order No. 3

Date: January 8, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Telstar Instruments

Phone: (925) 671-2888

Fax: (925) 671-9507

The following change is hereby made to the contract:

Description of Change: Additional pump station control system improvements and PG& E meter mains at California St, Seal Cover PS #1, Seal Cover PS #2, Vallemar PS, Date-Harte PS and 5th St PS.

Reason for Change:

Extra work requested by the District to replace corroded equipment and complete reliability improvements at District pump stations.

Pricing Data: \$ 47,990.00 (see attached PCO #3)

Requested by: District

Contract Time: 30 days added to Contract

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract:	\$83,670.00
Previous Additions:	\$51,412.44
Previous Deductions:	0.00
This Change Order:	\$47,990.00
Contract to Date:	\$183,072.44

APPROVED:



Engineer



Contractor

Owner



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

November 6, 2014

Nute Engineering
Sent via e-mail to: pippin.c@nuteenr.com

Attn: Pippin Cavagnaro
Subj: Montara Water and Sanitary District,
Pump Station Control Panel Upgrades Phase I Project
Proposed Change Orders #3, #4, #5
Ref: SR28505, PCOs #3, #4, #5a, #5b, Rev. A

Dear Pippin:

Telstar is pleased to offer this proposal for the following extra work.

PCO #3: Additional Pump Station Control System Improvements

SCOPE OF SUPPLY

Item	Description
1	California Street PS – Replace existing PG&E meter main with 316SS model.
2	Seal Cove #1 PS – Install new 16VAC transformer for burglar alarm.
3	Seal Cove #4 PS – Clean up existing panel, safety all components, install ground bus.
4	Vallemar PS - Replace Qty (2) 150A circuit breakers. Replace Qty (1) existing Warrick intrinsically safe relay (ISR) with new Safepak ISR. Seal a hole in side of MCC for non-existent antenna feedline.
5	Date-Harte PS - Replace existing PG&E meter main with 316SS model.
6	Airport PS – Install new phase loss relay alarm into existing PLC and burglar alarm. Provide new battery shelf for burglar alarm battery. Provide and install Qty (2) float switches with Safepak ISRs and time delay relays to control pumps and provide alarming as at other stations. Provide and install new TVSS. Install new battery in existing Sola UPS.
7	5 th St. PS – Replace existing 2KVA control power transformer, replace Qty (2) existing space heaters and thermostats, install new TVSS, replace one existing 120V receptacle, replace Qty (1) Warrick ISR with new Safepak ISR, verify existing high level float switch is connected to burglar alarm.

Our price to perform this work including 9% tax is \$47,990.00

Project: Pump Station Control Panel Upgrades - Ph 1

Change Order No. 4

Date: January 8, 2015

Owner: Montara Water & Sanitary District

Phone: (650) 728-3545

Fax: (650) 728-8556

Contractor: Telstar Instruments

Phone: (925) 671-2888

Fax: (925) 671-9507

The following change is hereby made to the contract:

Description of Change: Automatic Transfer Switch (ATS) replacements at California St PS, Date-Harte PS and Airport PS.

Reason for Change:

Extra work requested by the District to replace corroded equipment and improve alarm reliability.

Pricing Data: \$ 28,182.00 (see attached PCO #4)

Requested by: District

Contract Time: 30 days added to Contract

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all costs, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of, this change.

Original Contract: \$83,670.00

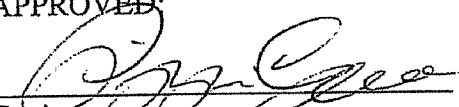
Previous Additions: \$99,402.44

Previous Deductions: 0.00

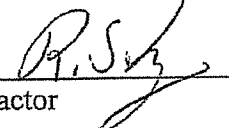
This Change Order: \$28,182.00

Contract to Date: \$211,254.44

APPROVED:



Engineer



Contractor

Owner



PCO #4: Automatic Transfer Switch (ATS) Replacements

SCOPE OF SUPPLY

Item	Description
8	<p>California Street PS – Replace existing ATS internal components with new components. We will reuse the existing stainless steel enclosure. ATS is 240VAC, 3 phase, 3 wire. <i>(Please note that ATS does not provide a phase loss alarm output, so an external phase loss relay will still be required.)</i></p> <p>Conduit modifications for water sealing. Provide and Install 316 stainless steel roof hood over ATS.</p>
9	<p>Date-Harte PS - Replace existing ATS internal components with new components. We will reuse the existing stainless steel enclosure. ATS is 240VAC, 3 phase, 3 wire. <i>(Please note that ATS does not provide a phase loss alarm output, so an external phase loss relay will still be required.)</i></p> <p>Conduit modifications for water sealing. Provide and Install 316 stainless steel roof hood over ATS.</p>
10	<p>Airport PS - Replace existing ATS internal components with new components. We will reuse the existing stainless steel enclosure. ATS is 240VAC, 3 phase, 3 wire. <i>(Please note that ATS does not provide a phase loss alarm output, so an external phase loss relay will still be required.)</i></p> <p>Conduit modifications for water sealing. Provide and Install 316 stainless steel roof hood over ATS.</p>

Our price to perform this work including tax is \$28,182.00

PCO #5a: Vallemar PS - Install VFDs

SCOPE OF SUPPLY

Item	Description
11	<p>Vallemar PS - Demolish existing two-speed motor starters for Pump 1 and Pump 2 and replace with Qty (2) new 100HP VFDs. Includes input line reactors. VFDs shall control pumps in both HAND and AUTO modes of operation. Provide and install ventilation fans to inner MCC bucket door of each VFD.</p> <p>Please note that we have not performed heat load calculations to determine if the existing MCC housing provides adequate cooling. If requested, this work can be performed at additional cost.</p>

Our price to perform this work including tax is ~~\$73,625.00~~

*DECLINED BY MWSD
1-7-15 P.C. NUTE ENGINEERING*

PCO #5b: Vallemar PS -Install Soft Starters

SCOPE OF SUPPLY

Item	Description
12	<p>Vallemar PS - Install Qty (2) 100HP soft starters and bypass contactors to control pumps when in</p>

TELSTAR INSTRUMENTS

HAND mode only. When in AUTO mode, VFDs installed in PCO #5a above shall control pumps. (Alternatively, soft starters can be wired instead to act as a backup for the VFDs, working in both HAND and AUTO modes in case of VFD failure.) Due to limited space in existing motor buckets these soft starters will be mounted on backside of existing MGC in a new 316SS enclosure. We will re-purpose existing isolation contactors. Please note that for this option we have budgeted 24 hours of engineering time due to the complexities involved.

Our price to perform this work including tax is ~~\$73,631.00~~

*DECLINED BY MWSD
1-7-15 P.C. NUTE ENGINEERING*

Telstar Services include:

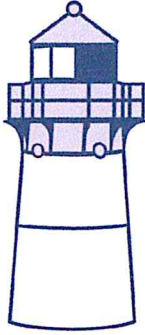
- Electrical Installation Labor and Materials
- Site Acceptance Testing
- Field Start-up
- O&M Manuals

Pippin, I hope this proposal meets your requirements. If you have any questions, please do not hesitate to contact me at 925-671-2888.

Sincerely,



Paul Berson, P.E.
Sr. Project Engineer



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A blue handwritten signature, likely of Clemens Heldmaier, written in cursive.

SUBJECT: Review and Possible Action Concerning Declaration of Certain District Assets as Surplus Property and Authorize Disposal.

From time to time the District accumulates assets that are either broken and cannot be repaired or so obsolete that they are of no use to the District. Now the District accumulated a number of electronic devices that need to be disposed of. A complete list of the items is attached to this staff report.

RECOMMENDATION:

Adopt RESOLUTION NO. _____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE.

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS
SALE.

WHEREAS, the District has purchased the equipment listed on the attached
Exhibit "A"; and

WHEREAS, the equipment on Exhibit "A" is surplus to the needs of the District;

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:

The equipment described on the attached Exhibit "A" is declared surplus to
the needs of the District. Staff is instructed to sell all items for the best
available price or properly dispose of items that it is unable to sell.

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, San Mateo County, California, at a meeting thereof held on the
15th day of January 2015, by the following vote:

AYES, Directors:

NOES, Directors:

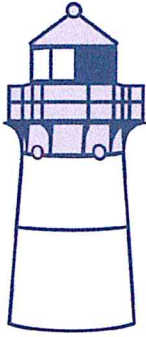
ABSENT, Directors:

Secretary, Montara Water and Sanitary District

Exhibit A

Salvage Inventory

	Item Type	Model #	Serial #	Notes
1	Dell PC tower	MMS	54UVL	Dated Computer
2	Dell PC tower	DMC	17C4T61	Dated Computer
3	Dell PC tower	DCSM	H8CDCC1	Dated Computer
4	Dell PC tower	MTC2	4H2FW41	Dated Computer
5	HP Fax Machine	HP1040FAX	CN59EAJB7C	Broken
6	Dell PC tower	DCSM	17XHCI	Dated computer
7	Broken Monitor	1800FP	BEJLD803H	Broken
8	Voyager Scanner	M59520	3S02420106	Broken
9	Dell Keyboard	ODJ454	71S81	Dated
10	Dell Keyboard	SK-8115	E145614	Dated
11	Dell Keyboard	KU-1079	O35320155	Dated
12	Sony Monitor	CPDG220R	9000462	Broken
13	Epson Copier	C423A	MW7Y068911	Dated
14				
15				
16				
17				
18				
19				
20				



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.

On January 1, 2013 the District changed Workers Compensation Insurance Providers to the Association of California Water Agencies Joint Power Insurance Authority (ACWA/JPIA). At the time the District's Workers Comp Rate was due to claims made in prior years. Since then District staff has worked closely with ACWA/JPIA staff to prevent further losses. The result was that the Experience Modification Factor dropped from 2.12 to currently 1.16. In 2012 the District spent \$62,400 on Workers Compensation Insurance. The current 2015 payments will amount to \$18,992.

At the ACWA Fall Conference the JPIA recognized the District's efforts and presented the District with the "President's Special Recognition Award".

RECOMMENDATION:

This is for Board information only.

Attachments

President's Special Recognition Award

*The President of the
ACWA Joint Powers Insurance Authority
hereby gives Special Recognition to*

Montara Water & Sanitary District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/10 – 06/30/13
announced at the Board of Directors' Meeting in San Diego.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



December 01, 2014



December 4, 2014

JOINT POWERS
INSURANCE AUTHORITY

P. O. Box 619082
Roseville, CA 95661-9082

phone
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800.231.5742

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916.774.7050
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President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Tom Cuquet

Joseph Dion

E.G. "Jerry" Gladbach

David T. Hodgin

W.D. "Bill" Knutson

Melody A. McDonald

Charles W. Muse

Lou Reinkens

Kathleen J. Tiegs

Clemens Heldmaier
Montara Water & Sanitary District
P.O. Box 370131
Montara, CA 94037

Dear Clemens:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Montara Water & Sanitary District with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2015.

Sincerely,

Walter "Andy" Sells
Chief Executive Officer

Enclosure: President's Special Recognition Award(s)



RISK ADMINISTRATION SERVICES, INC.

UNDERSTANDING YOUR WORKERS' COMPENSATION EXPERIENCE MODIFICATION

In workers' compensation, the experience modification is the critical component of the premium calculation. Even so, it is often misunderstood by the employers who receive these experience ratings.

WHY ARE EXPERIENCE MODIFICATIONS USED?

Workers' Compensation is a class rated insurance program. That is, within a state, an insurance company applies the same rate to all employers who fall into a given class. For example, all plumbers are subject to the plumbing rate, all truck drivers are subject to the truck driver rate, etc. The rate applied in each class is an average rate, and does not recognize any individual characteristics of the employer. Because of this, there is a need for a statistically supported means of differentiating one business in a given class from another, for the purpose of determining policy premiums. This is where experience rating comes in—the great equalizer.

WHERE DOES THE INFORMATION COME FROM?

Because workers' compensation coverage is mandatory, it is an industry that is rich with statistical information. Each state subscribes to an independent statistical organization or bureau, to gather and analyze data and trends in the industry. For most states, this organization is the National Council on Compensation Insurance (NCCI), although some states have their own bureaus. Every year insurance companies are required to submit to the NCCI or state bureau information for each employer they insure. These reports, known as unit statistical reports, include classification codes, audited payrolls by class, premium and claim information. The statistical organization then collects the data, which allows it to predict expected losses for each payroll classification based on the historical performance of that business class.

WHAT IS AN EXPERIENCE MODIFICATION FACTOR (EXPERIENCE MOD)?

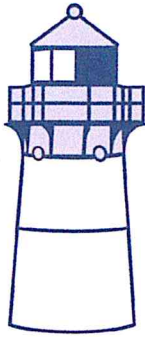
An experience mod is a factor that is calculated for each employer who qualifies (typically premium in excess of \$10,000 or a 3 year average premium of \$5,000, depending on the state). The mod factor is a value that compares the claim profile of the employer to the claim profile that would be expected of an employer of similar size (payroll) in the same industry (class codes). A value of 1.00 is average, meaning the frequency and severity of actual losses equaled the expected losses. A mod factor greater than 1.00 means the employer experienced worse than expected losses during the rating period, and a mod of less than 1.00 indicates the employer's losses were better than expected for the rating period.

HOW IS THE MOD CALCULATED?

An individual employer's experience mod is calculated using claims data from the three most recently completed years, excluding the expiring term. To determine a 2003 mod, payrolls and claims from 1999, 2000 and 2001 will be included. First, each claim's incurred (paid plus reserved) value is listed. Next, the frequency of claims is evaluated. An organization with one \$25,000 claim will fare better than one with five \$5,000 claims. In spite of the equal dollar amount, the second organization is more prone to claims. Therefore, for any claim over \$5,000, only a fraction of the amount in excess of \$5,000 is used in the formula. Also, in some states only a percent of the 'medical only' claims are used in the formula, further adjusting the calculation which puts more weight on frequency of claims than severity of claims. Finally, these adjusted claims are compared to the expected losses for the class and size of the organization, which ultimately determines the experience modification factor assigned to the individual employer. Credit mods (less than 1.00) reduce premium, while debit mods (greater than 1.00) result in a premium surcharge.

HOW CAN AN EMPLOYER REDUCE THEIR EXPERIENCE MOD?

First, create an environment of safety. Frequent losses are heavily weighted in the calculation. What's more, frequent losses often result in the occurrence of a severe loss. An employer that invests in eliminating work related losses will save in the long run. In addition, it is important to check the calculations on the experience modification worksheet each year. Most calculations are correct, but mistakes can occur. Common mistakes include inaccurate, outdated or incomplete data provided to the statistical rating bureau. The most common errors are incorrect or incomplete payroll data, missing data for a year or portions of a year, and claims included at the wrong amounts or even claims that belong to another employer. Experience mods can be recalculated if there is a clerical error, there is a recovery from a third party, or a claim that has been reported is found to be noncompensable by an official ruling. You can obtain your experience mod worksheet through your agent, or directly from the rating bureau. It's a good idea to review each year to make sure the data being reported is correct, and to understand how workers' compensation losses to your business compare to state industry averages.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 15, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written over the printed name.

**SUBJECT: Review and Possible Action Concerning
Appointment of Board Officers and Committee
Assignments for 2014**

The attached chart indicates the current positions and committee assignments for each Board member. There is a space to select the person or persons for each such position for this calendar year. The assignments will become effective January 1, 2015.

RECOMMENDATION:

Appoint District Officers and Committee assignments for the coming year.

Attachment

**MONTARA WATER AND SANITARY
DISTRICT**
**BOARD OFFICERS, AGENCY REPRESENTATIVES AND
COMMITTEE ASSIGNMENTS**

BOARD OF DIRECTORS

POSITION	APPOINTMENTS FOR 2014	CURRENT OFFICE 2015
President	Scott Boyd	
President Pro Tem	Jim Harvey	
Secretary	Dwight Wilson	
Secretary Pro Tem	Jim Harvey (alter.) Kathryn Slater- Carter(alter.) Bill Huber(alter.)	
Treasurer	Kathryn Slater-Carter	

AGENCY REPRESENTATIVES

AGENCY	APPOINTMENTS FOR 2014	CURRENT APPOINTMENTS 2015
SAM Representatives	Jim Harvey Scott Boyd Kathryn Slater Carter (alternate) Bill Huber (alternate)	
CSDA Member	Kathryn Slater-Carter Scott Boyd (Alternate) Jim Harvey (Alternate) Bill Huber (Alternate) Dwight Wilson (Alternate)	
ACWA Member	Dwight Wilson	

MONTARA WATER AND SANITARY DISTRICT

STANDING COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2014	CURRENT APPOINTMENTS 2015
Budget and Finance	Kathryn Slater-Carter Bill Huber	
Personnel	Jim Harvey Dwight Wilson	

AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2014	CURRENT APPOINTMENTS 2015
Recycling/Solid Waste	Kathryn Slater-Carter Dwight Wilson	
WEB	Scott Boyd Bill Huber	
Outreach	Kathryn Slater-Carter Bill Huber	
Legislative	Scott Boyd Kathryn Slater-Carter	
CCWD Committee	Jim Harvey Bill Huber	
Newsletter	Scott Boyd Kathryn Slater-Carter	
Wireless Lease	Scott Boyd Kathryn Slater-Carter	
Planning Committee.	Scott Boyd Kathryn Slater-Carter	
Big Wave	Kathryn Slater-Carter Dwight Wilson	

MONTARA WATER AND SANITARY DISTRICT

Rate Study (1/22/10)	Jim Harvey Kathryn Slater-Carter	

Note: Terms for all positions begin January 1, 2015 and end December 31, 2015 unless otherwise indicated by the Board of Directors.