

MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Receive Alta Vista Tank Construction Report

Construction of the Alta Vista Tank No. 2 is progressing smoothly and is on schedule. Last month the general contractor Western Water Constructors (WWC) completed installation of the below-tank underdrains, outlet pipe, and vapor barrier system. WWC's sub-contractor DN Tanks mobilized on site, formed and cast the base slab, and is now preparing to build the perimeter walls of the new tank. The first wall sections are scheduled to be cast next week.

RECOMMENDATION:

This is for Board information only.

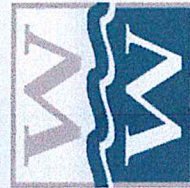
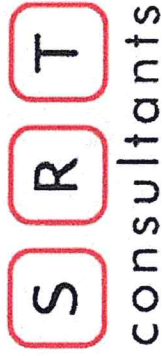
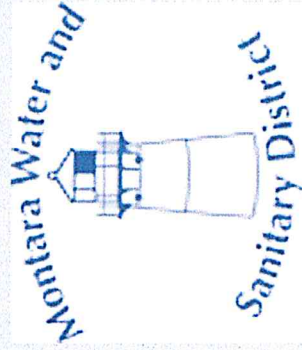
Montara Water and Sanitary District

Alta Vista Tank No. 2
Construction Update

Board of Directors Meeting

May 7, 2015

Project Team



WESTERN WATER
CONSTRUCTORS, INC.



DYK and Natgun
Generations Strong

Project Features

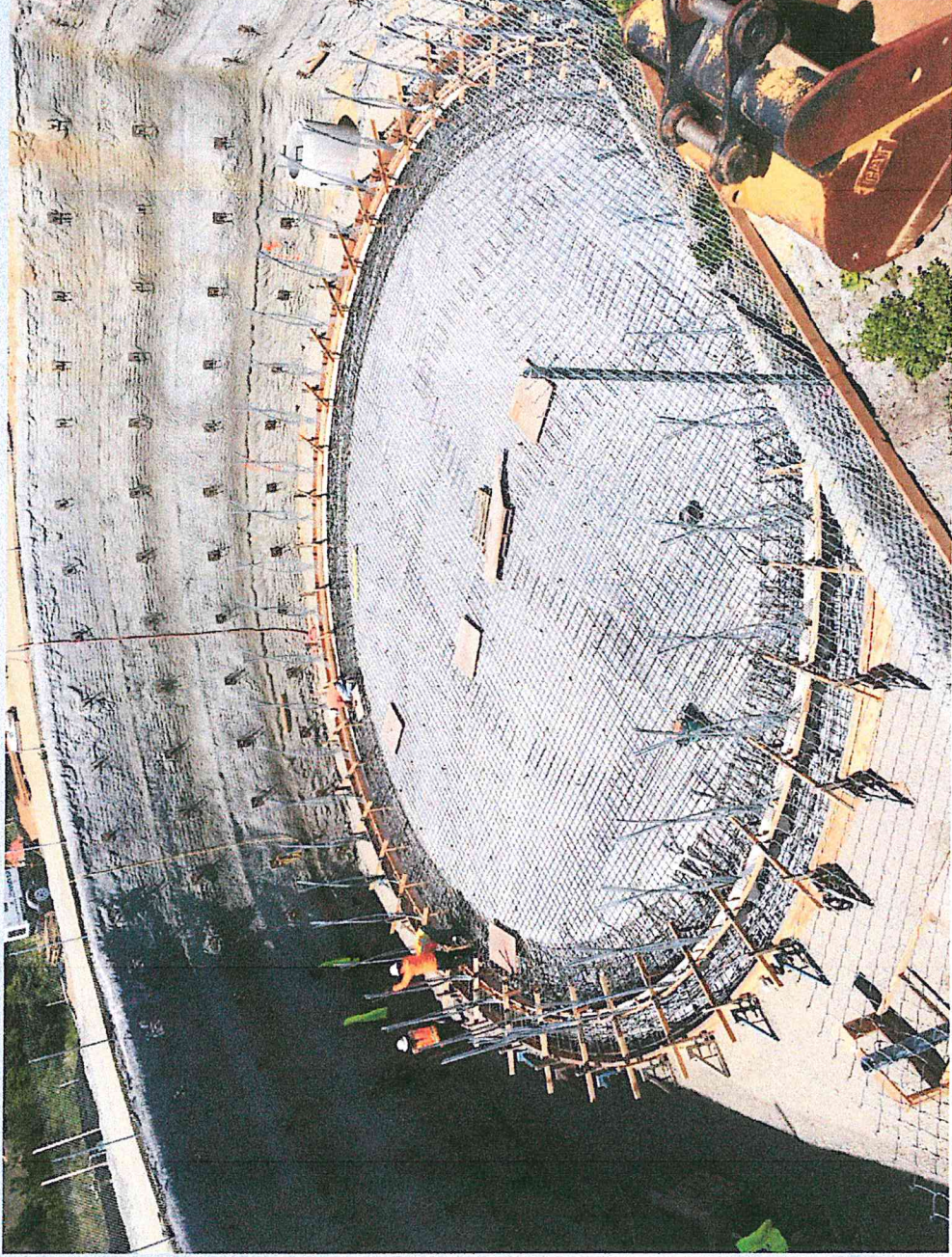
Capacity:	500,000 gallons
Type:	Pre-stressed Reinforced Concrete Partially (mostly) buried Domed roof
Cost:	\$2.9M
Start:	October 2014
Completion:	December 2015

Construction Progress



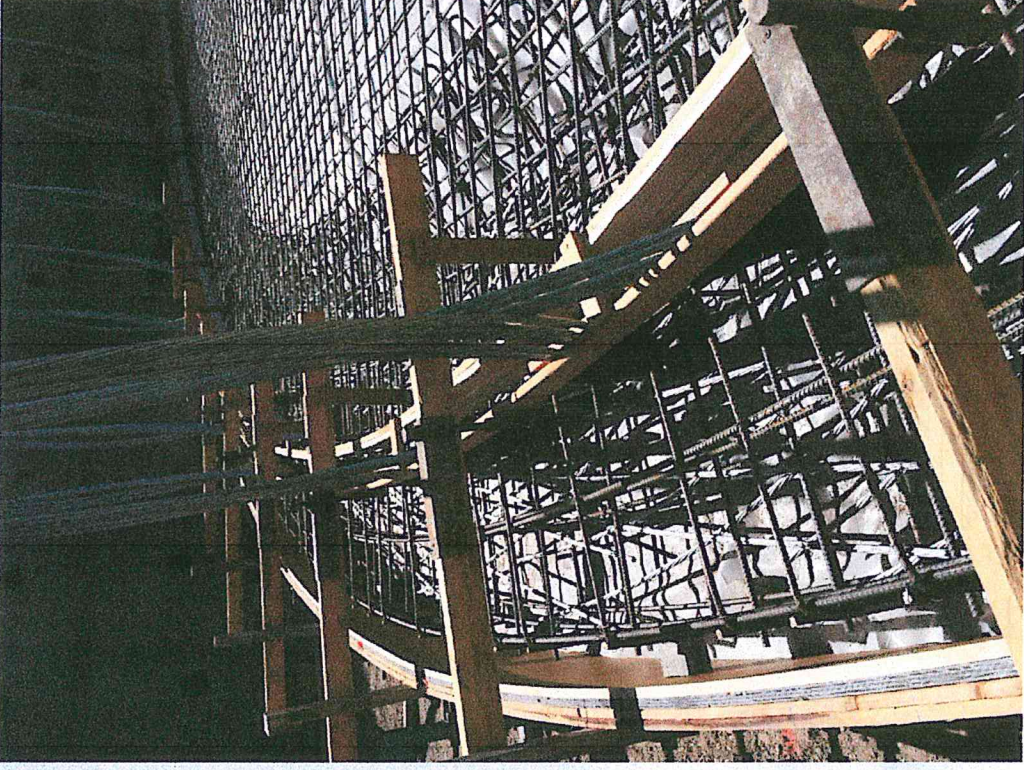
Base of Tank Formed

Construction Progress



Base of Tank Rebar Placed

Construction Progress



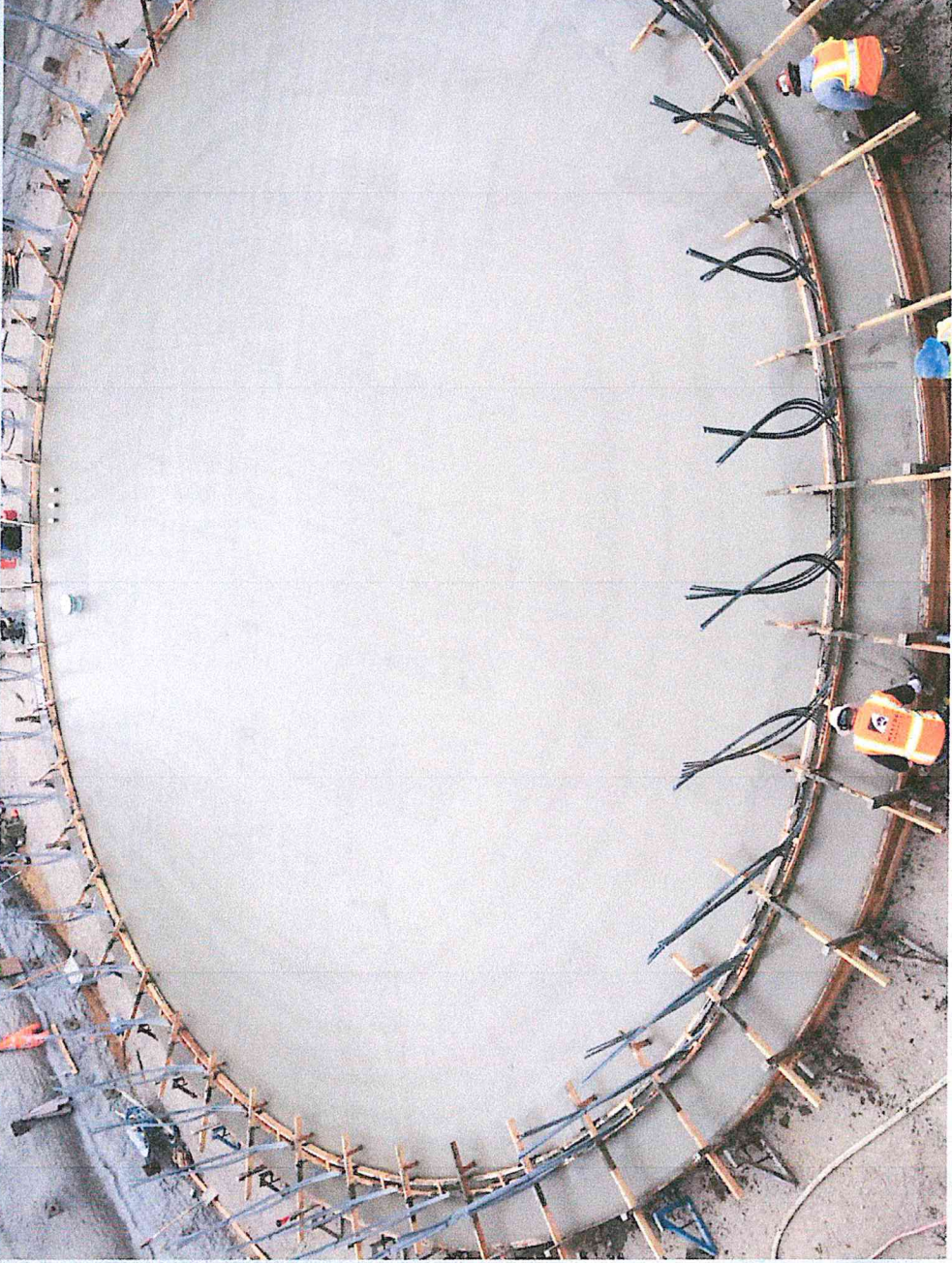
Base of Tank Rebar Placed

Construction Progress



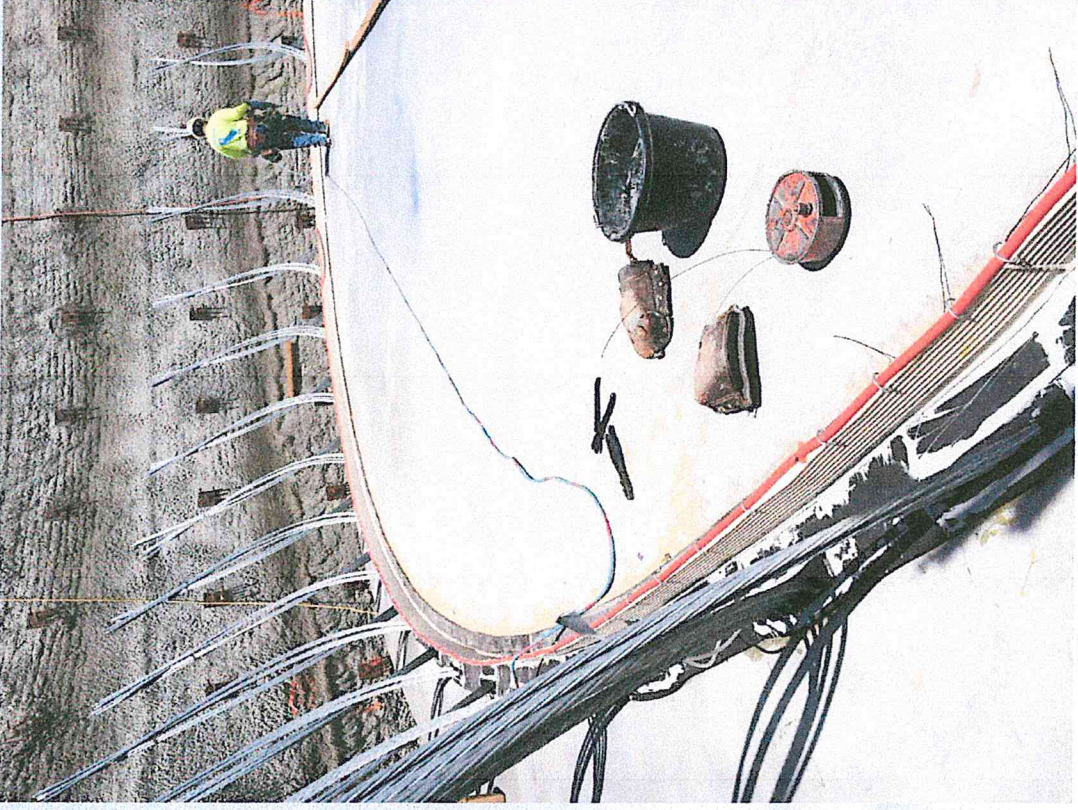
Base of Tank Cast May 20th

Construction Progress



Base of Tank Cast May 20th

Construction Progress



Seismic Cables

Construction Progress



Wall Reinforcement

Next Steps

- Cast walls
- Post tension walls
- Hydro blast walls
- Apply pre-stressing cable
- Shotcrete application

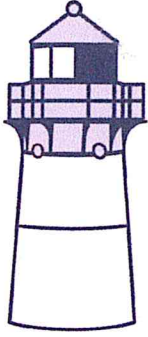
<https://www.youtube.com/watch?v=oaGWKRM5xo>

<https://www.youtube.com/watch?v=lv3QSD-RHDs>

Construction Schedule Milestones

Tank walls:	mid May
Tank roof:	mid June
Backfill:	mid August
Landscape:	mid October
Completion:	mid December

Questions?



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review of State Water Board Drought Year
Water Actions**

The State Water Resources Control Board (SWRCB) is scheduled to publish final regulations to implement the Governors executive orders, one of them requiring a 25% reduction of potable water use in California. At the time of the preparation of this staff report only a draft version of the regulations has been circulated by the SWRCB. The draft regulations call for small water systems to either implement a 25% reduction in water use compared to 2013 or implement a restriction to outdoor irrigation to twice per week.

Staff looks forward to discuss possible further water use restrictions with the Board and plans to bring final resolution and implementation of use restrictions forward at the May 21 meeting.

RECOMMENDATION:

This is for Board information only.

PROPOSED TEXT OF EMERGENCY REGULATION

Article 22.5. Drought Emergency Water Conservation.

Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February 28, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

(~~3~~4) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(~~4~~5) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(~~5~~6) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, and 105, and 275, Water Code; Light v. State Water Resources Control Board (2014) 226 Cal.App.4th 1463.

Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

(5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; ~~and~~

(6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;

(7) The irrigation with potable water of ornamental turf on public street medians;
and

(8) The irrigation with potable water of landscapes outside of newly constructed homes and buildings that is not delivered by drip or microspray systems in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission.

(b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

(c) Immediately upon this subdivision taking effect, all commercial, industrial and institutional properties that use a water supply any portion of which is from a source other than not served by a water supplier meeting the requirements of Water Code section 10617 or section 350 subject to section 865 shall either:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

(2) Reduce potable water usage by 25 percent for the months of June 2015 through February 2016 as compared to the amount used for the same months in 2013.

(ed) The taking of any action prohibited in subdivision (a) or the failure to take any action required in subdivisions (b) or (c), in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, ~~and~~ 105, 275, 350, and 10617, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 865. Mandatory Actions by Water Suppliers.

(a) As used in this section:

(1) “Distributor of a public water supply” has the same meaning as under section 350 of the Water Code.

(2) “R-GPCD” means residential gallons per capita per day.

(3) “Total potable water production” means all potable water that enters into a water supplier’s distribution system, excluding water placed into storage and not withdrawn for use during the reporting period, or water exported outside the supplier’s service area.

(4) The term “uUrban water supplier,” when used in this section, refers to means a supplier that meets the definition set forth in Water Code

section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

~~(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes includes mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, or shall amend its water shortage contingency plan to include mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed and implement these restrictions within forty five (45) days. Urban water suppliers with approved alternate plans as described in subdivision (b)(2) are exempted from this requirement.~~

~~(2) An urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~——(e) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan that restricts the number of days that outdoor irrigation of ornamental landscapes and turf with potable water is allowed, or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within forty five (45) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~(d)~~ In furtherance of the promotion of water conservation each urban water supplier shall:

(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.

(2) Prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, ~~and~~ the number of days that outdoor irrigation is allowed, ~~and~~ ~~monthly commercial sector use, monthly industrial sector use, and monthly institutional sector use.~~ The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.

(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's April 1, 2015 Executive Order, each urban water supplier shall reduce its total potable water production by the percentage identified as its

conservation standard in this subdivision. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.

(2) Each urban water supplier whose source of supply does not include groundwater or water imported from outside the hydrologic region in which the water supplier is located, and that ~~received average annual precipitation in~~ has a minimum of four years' reserved supply available ~~may, notwithstanding its average July-September 2014 R-GPCD,~~ submit ~~for to the~~ Executive Director for approval a request that, in lieu of the reduction that would otherwise be required under paragraphs (3) through (10), the urban water supplier shall ~~to~~ reduce its total potable water usage by 4 percent for each month as compared to the amount used in the same month in 2013. Any such request shall be accompanied by information showing that the supplier's sources of supply do not include groundwater or water imported from outside the hydrologic region and that the ~~supplier's service area received average annual precipitation in 2014~~ supplier has a minimum of four years' reserved supply available.

(3) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total potable water usage by 8 percent for each month as compared to the amount used in the same month in 2013.

(4) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 65 or more but less than 80~~ and ~~79.9~~ shall reduce its total potable water usage by 12 percent for each month as compared to the amount used in the same month in 2013.

(5) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 80 or more but less than 95~~ and ~~94.9~~ shall reduce its total potable water usage by 16 percent for each month as compared to the amount used in the same month in 2013.

(6) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 95 or more but less than 110~~ and ~~109.9~~ shall reduce its total potable water usage by 20 percent for each month as compared to the amount used in the same month in 2013.

(7) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 110 or more but less than 130~~ and ~~129.9~~ shall reduce its total potable water usage by 24 percent for each month as compared to the amount used in the same month in 2013.

(8) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 130 or more but less than 170~~ and ~~169.9~~ shall reduce its total potable water usage by 28 percent for each month as compared to the amount used in the same month in 2013.

(9) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 170 or more but less than 215~~ and ~~214.9~~ shall reduce its total potable water usage by 32 percent for each month as compared to the amount used in the same month in 2013.

(10) Each urban water supplier whose average July-September 2014 R-GPCD was ~~greater than~~ 215 or more shall reduce its total potable water usage by 36 percent for each month as compared to the amount used in the same month in 2013.

(d)(1) Beginning June 1, 2015, each urban water supplier shall comply with the conservation standard specified in subdivision (c).

(2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis.

(e) Each urban water supplier that ~~serves~~ provides 20 percent or more of its total potable water production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (ab) may subtract the amount of water supplied for commercial agricultural use from its potable water production total, provided ~~that~~ the supplier complies with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order. Each urban water supplier that serves 20 percent or more of its total potable water production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (ab) shall certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (ab), and shall report its total potable water production pursuant to subdivision (b)(2), identifying the total amount of water supplied for commercial agricultural use.

(ef)(1) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply, ~~as defined in Water Code section 350,~~ that is not an urban water supplier shall, ~~within forty five (45) days,~~ take one or more of the following actions:

(1A) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2B) Implement another mandatory conservation measure or measures intended to achieve a 2025 percent reduction in potable water consumption by the persons it serves relative to the amount consumed in 2013.

(2) Each distributor of a public water supply, ~~as defined in Water Code section 350,~~ that is not an urban water supplier shall submit a report by December 15, 2015, on a form provided by the Board, that ~~includes either confirms compliance with subdivision (f)(1)(A) or identifies :~~

~~(A) total~~ potable water production, by month, from June through November, 2015, and total potable water production, by month, for June through November 2013; ~~or~~

~~(B) Confirmation that the distributor limited outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 866. Additional Conservation Tools.

(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 865 the Executive Director, or ~~his~~ the Executive Director's designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.

(2) ~~All conservation orders~~A decision or order issued under this article by the board or an officer or employee of the board shall be subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the California Water Code.

(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties that receive any portion of their supply from a source other than ~~not served by~~ a water supplier meeting the requirements of Water Code section 10617 or section 350 subject to section 865, to submit additional information relating to water production, water use or water conservation beyond that required to be reported pursuant to the other provisions of this article. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.



Fact Sheet

NOTICE OF PROPOSED EMERGENCY REGULATION *IMPLEMENTING THE 25% CONSERVATION STANDARD*

On April 1, 2015, Governor Jerry Brown issued the fourth in a series of Executive Orders on actions necessary to address California's severe drought conditions. With snowpack water content at a record low level of 5 percent of average for April 1st, major reservoir storage shrinking each day as a percentage of their daily average measured over the last several decades, and groundwater levels continuing to decline, urgent action is needed. The April 1 Executive Order requires, for the first time in the State's history, mandatory conservation of potable urban water use. Commercial agriculture in many parts of the State has already been notified of severe cutbacks in water supply contracted through the State and Federal Water Projects and is bracing for curtailments of surface water rights in the near-term. Conserving water more seriously now will forestall even more catastrophic impacts if it does not rain next year.

Stakeholder Involvement

To maximize input in a short amount of time, the State Water Board released a proposed regulatory framework for implementing the 25% conservation standard on April 7, 2015 for public input. Over 250 comments were submitted by water suppliers, local government, businesses, individuals, and non-governmental organizations. Draft regulations that considered this input were released on April 18 for informal public comment. Almost 300 comments were received that addressed the methodology for the assignment of conservation standards, the availability of exclusions or adjustments under defined conditions, how to approach the commercial, industrial and institutional (CII) sector, the requirements for smaller water suppliers, and the approach to enforcement. A Notice of Proposed Emergency Regulations, which considers this input and initiates the formal emergency rulemaking process, was released on April 28, 2015. If approved, water savings amounting to approximately 1.3 million acre-feet of water, or nearly as much water as is currently in Lake Oroville, will be realized over the next nine months.

What's Next

The Notice of Proposed Emergency Rulemaking begins a formal comment period that will conclude just prior to the State Water Board's consideration of adoption of the proposed emergency regulation at its May 5-6, 2015 meeting. The formal comment period will conclude on May 4, 2015 at 10:00am. All comments will be immediately provided to the Board Members and posted on the State Water Board's webpage at:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/emergency_mandatory_regulations.shtml



During this formal notice period, all **comments must be received by 10:00am on Monday May 4, 2015** and submitted either electronically to: commentletters@waterboards.ca.gov or in writing to the address in the Notice. All comments should indicate on the subject line: "Comment Letter – Emergency Conservation Regulation."

Proposed Emergency Regulation - Key Provisions

Conservation Standard for Urban Water Suppliers

As drought conditions continue, all water suppliers will need to do more to meet the statewide 25% conservation standard. Since the State Water Board adopted its initial emergency urban conservation regulation in July 2014, statewide conservation has reached 9%. Everyone must do more, but the greatest opportunities to meet the statewide 25% conservation standard exist in those areas with higher water use. Often, but not always, these water suppliers are located in areas where the majority of the water use is directed at outdoor irrigation due to lot size, climate and other factors. As temperatures are forecast to climb to above average for the summer months, it will become even more important to take aggressive actions to reduce outdoor water use. The emergency regulation establishes tiers of required water reductions that emphasize the opportunities to reduce outdoor water use.

Many comments spoke to the question of fairness and equity in the construction of the tiers in earlier drafts of the regulation. Concerns were raised about accounting for factors that influence water use, such as past conservation, climate, lot size, density, and income. Ultimately, the tier structure proposed on April 18, 2015 was maintained as the best way to achieve the 25% water reduction called for by the Governor.

Feedback is specifically requested on whether the conservation framework should be modified to double the number of tiers and use two percent increments instead of four percent. This change would provide further refinement for water suppliers that find themselves on one side or the other of a tier.

The conservation savings for all urban water suppliers are allocated across nine tiers of increasing levels of residential water use (R-GPCD) to reach the statewide 25 percent reduction mandate. This approach lessens the disparities in reduction requirements between agencies that have similar levels of water consumption, but fall on different sides of dividing lines between tiers. Suppliers have been assigned a conservation standard that ranges between 8% and 36% based on their R-GPCD for the months of July – September, 2014. These three months reflect the amount of water used for summer outdoor irrigation, which provides the greatest opportunity for conservation savings. Some suppliers may be eligible, under specific conditions, for placement into a lower 4% conservation tier. Water suppliers that reduced their water use prior to the drought will have a lower R-GPCD and thus a lower conservation standard than water suppliers with similar climate and density factors where R-GPCD remains high.

Urban water suppliers (serving more than 3,000 customers or delivering more than 3,000 acre feet of water per year and accounting for more than 90% of urban water use) will be assigned a conservation standard, as shown in the following table:

Tier	R-GPCD Range		# of Suppliers in Range	Conservation Standard
	From	To		
1	reserved		0	4%
2	0	64.9	23	8%
3	65	79.9	24	12%
4	80	94.9	44	16%
5	95	109.9	51	20%
6	110	129.9	48	24%
7	130	169.9	82	28%
8	170	214.9	54	32%
9	215	612.0	85	36%

The Smith family of three learns that their water district must reduce water use by 12 percent. A manufacturing plant uses 20 percent of the water and cannot reduce its use. So, residents are told to reduce their use by 15 percent to meet the overall 12 percent target. The Smith family uses an average of 210 gallons per day (or about 70 gallons per person), 165 gallons for indoor use and 45 gallons for watering their small yard. To meet the 15% reduction requirement they must reduce total water use to about 180 gallons per day. This is equivalent to about 60 gallons per person per day.

The Jones family of four learn that their water district must reduce water use by 32 percent. An oil refinery uses 10 percent of the district's water and cannot reduce its use. Their city also has many small businesses, and a golf course, which can reduce use by more than 10 percent. The residents must now reduce their use by 30 percent to meet the overall 32 percent target. The Jones family uses an average of 1,200 gallons per day (or about 300 gallons per person); 300 gallons for indoor use and 900 gallons outdoors, to irrigate a large yard that includes grass and fruit trees. To cut water use by 30 percent, the Jones' must cut their water use by 360 gallons per day to 840 gallons which is equivalent to 210 gallons per person per day.

Exceptions

The proposed regulation allows water suppliers to request to modify their total water use or be placed into a lower conservation tier under two situations:

1. Urban water suppliers delivering more than 20 percent of their total water production to commercial agriculture may be allowed to modify the amount of water subject to their conservation standard. These suppliers must provide written certification to the Board to be able to subtract the water supplied to commercial agriculture from their total water production for baseline and conservation purposes.
2. Urban water suppliers that have a reserve supply of surface water that could last at least four years may be eligible for placement into lower conservation tier. Only suppliers meeting the eligibility criteria will be considered. These criteria relate to the source(s) of supply, storage capacity, and the number of years that those supplies could last.

Feedback is specifically requested on whether the regulation should allow water suppliers whose supplies include groundwater to apply for inclusion the 4% reserve tier if it can be demonstrated that they have a minimum of 4 years of supply, do not rely upon imported water, and their groundwater supplies recharge naturally.

Commercial, Industrial and Institutional Sector Clarification

There are no specific use reduction targets for commercial, industrial, and institutional users served by urban and all other water suppliers. Water suppliers will decide how to meet their conservation standard through reductions from both residential and non-residential users. Water suppliers are encouraged to look at their commercial, institutional and industrial properties that irrigate outdoor ornamental landscapes with potable water for potential conservation savings.

Conservation Standard For All Other Water Suppliers

Smaller water suppliers (serving fewer than 3,000 connections) will be required to achieve a 25% conservation standard or restrict outdoor irrigation to no more than two days per week. These smaller urban suppliers serve less than 10% of Californians.

End-User Requirements

The new prohibitions in the Executive Order apply to all Californians and will take effect immediately upon approval of the regulation by the Office of Administrative Law. These include:

- Irrigation with potable water of ornamental turf on public street medians is prohibited; and
- Irrigation with potable water outside of newly constructed homes and buildings not in accordance with emergency regulations or other requirements established in the California Building Standards Code is prohibited.

These are in addition to the existing restrictions that prohibit:

- Using potable water to wash sidewalks and driveways;
- Allowing runoff when irrigating with potable water;
- Using hoses with no shutoff nozzles to wash cars;
- Using potable water in decorative water features that do not recirculate the water;
- Irrigating outdoors during and within 48 hours following measureable rainfall; and
- Restaurants from serving water to their customers unless the customer requests it.

Additionally, hotels and motels must offer their guests the option to not have their linens and towels laundered daily, and prominently display this option in each guest room.

It will be very important as these provisions are implemented to ensure that existing trees remain healthy and do not present a public safety hazard. Guidance on the implementation of both prohibitions will be developed.

Self-Supplied CII

Commercial, industrial and institutional properties under Provision 5 of the Executive Order with an independent source of water supply (not served by a water supplier), are required under the proposed emergency regulation to either limit outdoor irrigation to two days per week or achieve a 25% reduction in water use. Often, these properties have large landscapes that would otherwise not be addressed by this regulation.

New Reporting Requirements

Total monthly water production and specific reporting on residential use and enforcement as laid out in the previously adopted emergency regulations will remain in effect. Because the conservation standard applies to total water production, the proposed emergency regulation expands the reporting to include information on water use in the commercial, industrial, and institutional sectors. Small water suppliers with fewer than 3,000 service connections will be required to submit a single report on December 15, 2015 that provides their water production from June-November 2015 and June-November 2013 and the number of days per week outdoor irrigation is allowed.

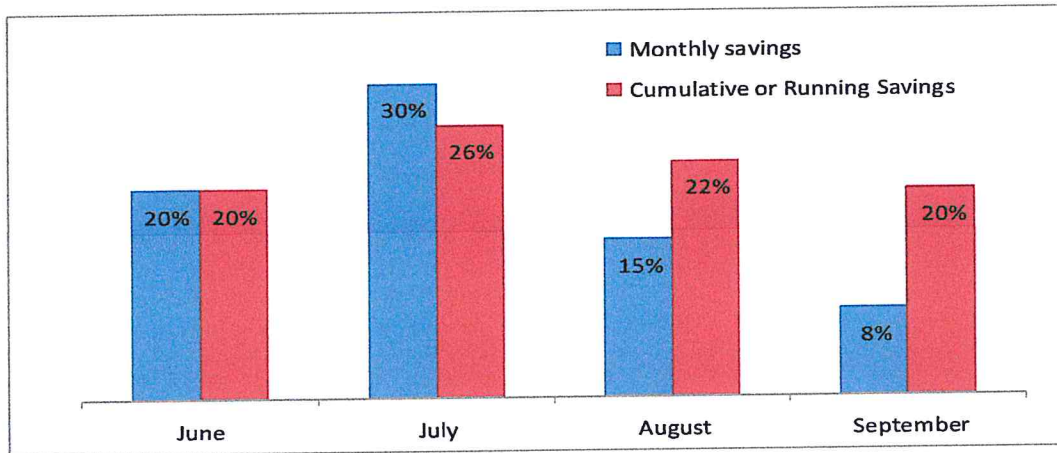
Commercial, industrial, and institutional facilities with an independent source of supply (they are not served by a water supplier) are not required to submit a report; however they should be prepared to demonstrate their compliance with the two day per week watering restriction or the 25% reduction in water use if requested to do so by the Board.

Compliance Assessment

In many communities around the state, over half (and up to 80 percent) of total residential water use is for outdoor irrigation during the summer months. With summer just around the corner, bringing with it the greatest opportunity for making substantial conservation gains, immediate action is essential. As a result, the Board will begin assessing compliance with the submittal of the June monthly report on July 15, 2015. Beyond June, the Board will track compliance on a cumulative basis. Cumulative tracking means that conservation savings will be added together from one month to the next and compared to the amount of water used during the same months in 2013. This tracking will look like the sample graph below.

Example Comparison of Monthly Savings and Cumulative Savings

	2013 Water Use	2015 Water Use	Monthly savings	Cumulative or Running Savings
June	1000	800	20%	20%
July	1500	1050	30%	26%
August	1200	1020	15%	22%
September	900	825	8%	20%



Two additional tools are included in the proposed emergency regulation to both expedite the investigation of water suppliers not meeting their conservation standard and to require the implementation of actions to correct this situation. A proposed informational order would require water suppliers to respond to request for information or face immediate enforcement. The proposed conservation order can be used to direct specific actions to correct non-compliance. Both of these tools are tailored to the emergency circumstances that the State finds itself in as a result of continuing drought conditions. Violation of an information or conservation order carries a penalty of up to \$500 per day.

The Board will work with water suppliers along the way that are not meeting their targets to implement actions to get them back on track. These actions could include changes to rates and pricing, restrictions on outdoor irrigation, public outreach, rebates and audit programs, leak detection and repair, and other measures. The Board may use its enforcement tools to ensure that water suppliers are on track to meet their conservation standards at any point during the 270 days that the emergency regulation is in effect.

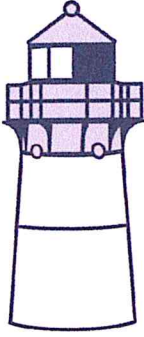
Conclusion

No one knows how the future will unfold. While the state may return to “normal,” or even to above average hydrologic water conditions in 2016, such an outcome is far from certain. If there is a fifth, or even sixth, year of water scarcity the emergency regulation will have contributed to safeguarding the state’s future water supplies, thereby forestalling potentially dramatic economic consequences. An example of the challenge facing the State comes from Australia, which experienced persistent and severe drought across most of its continent between 2002 and 2012. Over the full course of the 10 years of drought, half a percentage point may have been shaved from Australia’s GDP growth rate due to water curtailments, lowered productivity, unemployment and reduced exports. A half-point reduction in GDP growth is significant: if this were to occur in California, cumulative state output would be reduced by close to half a trillion dollars over the same 10-year span of time.

The State Water Board is committed to working with water suppliers around the State on implementation of the emergency regulation to reduce the risk that the State faces if drought conditions do not abate. A workshop to discuss implementation of the emergency regulation will be scheduled for October 2015, and the Board will continue to receive monthly updates and hear public comment as it has been doing since adopting its initial emergency regulation in July 2014.

As Governor Brown said on April 1, 2015, when announcing his fourth Executive Order since the drought began, "All of us in so many different parts of California, doing so many different things, have to now pull together in our own different contexts to do what is required."

(This fact sheet was last updated on April 28, 2015)



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

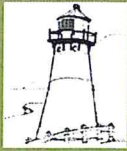
**SUBJECT: Review and Possible Action Concerning MWSD
Draft Budget.**

Staff has prepared a draft operations budget that has been attached for the Boards information. Both water and sewer capital improvement programs for the next FY are still in development at this time and will be included at a later time. The Budget should be referred to the Finance Committee for Review.

Staff plans to bring an updated version to the Board at the May 21 meeting. The Budget should be finalized at the June 4 meeting.

RECOMMENDATION:

Refer the draft budget to the Finance Committee for Review.



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

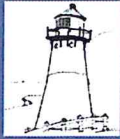
Fiscal year 2015-2016

Cash flow summary

Operating cash flow

Operating income		
Sewer Service Charges	\$	2,245,090
Cell Tower Lease	\$	32,000
Fees	\$	19,000
Property Tax	\$	230,000
Waste Collection Revenues	\$	15,000
Total operating income	\$	2,541,090
Operating expenses		
Personnel	\$	(310,306)
Professional Services	\$	(89,550)
Facilities & Administration	\$	(36,400)
Engineering	\$	(52,000)
Pumping	\$	(27,000)
Sewer Authority Mid-Coastside	\$	(1,158,392)
All other Accounts	\$	(39,102)
Total operating expenses	\$	(1,712,750)
Net Cash Flow Provided by Operations	\$	828,340
Investment cash flow		
Investment income		
Interest Revenue	\$	11,281
Total investment income	\$	11,281
Investment expenses		
Capital Improvement Program		
SAM Capital Assessment	\$	(119,246)
Total investment expenses	\$	(119,246)
Net Cash Flow Used by Investments	\$	(107,965)
Financing cash flow		
Financing income		
Connection Fees	\$	325,604
Employee Loan Program - Principal Received	\$	20,692
Total financing income	\$	346,296
Financing expenses		
Loan Interest Expense	\$	(46,812)
Loan Principal Payment	\$	(65,025)
Total financing expenses	\$	(111,838)
Net Cash Flow Provided by Financing Activities	\$	234,459
Total Cash Flow Provided by All Activities	\$	954,834

* Surplus budgeted funds earmarked to replenish operating & capital reserves.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2015-2016

Cash flow summary

Operating cash flow

Operating income

Water Sales	\$	1,843,473
Cell Tower Lease	\$	32,000
Fees	\$	10,450
Property Tax	\$	230,000
Backflow Testing & Other	\$	13,000
Total operating income	\$	2,128,923

Operating expenses

Personnel	\$	(764,616)
Professional Services	\$	(137,350)
Facilities & Administration	\$	(39,005)
Engineering	\$	(67,000)
Pumping	\$	(82,500)
Supply	\$	(45,000)
Collection/Transmission	\$	(94,500)
Treatment	\$	(59,000)
All Other Accounts	\$	(127,100)
Total operating expenses	\$	(1,416,071)

Net Cash Flow Provided by Operations **\$ 712,852**

Investment cash flow

Investment income

GO Bonds, Assessment Receipts	\$	1,150,436
Total investment income	\$	1,150,436

Investment expenses

Capital Improvement Program	\$	(339,000)
Total investment expenses	\$	(339,000)

Net Cash Flow Used by Investments **\$ 811,436**

Financing cash flow

Financing income

Connection Fees	\$	157,000
SRF Loan 022	\$	200,000
Total financing income	\$	357,000

Financing expenses

Long Term Debt - Interest Expense	\$	(336,136)
Long Term Debt - Principal Payment	\$	(873,575)
Total financing expenses	\$	(1,209,711)

Net Cash Flow Provided by Financing Activities **\$ (852,711)**

Total Cash Flow Provided by All Activities **\$ 671,577**



MWSD — Fiscal Year 2015-2016 Operations Budget - SEWER ENTERPRISE

Operating Revenue	2012-13		2015		Approved Budget 2014-15		Income/Expenditure as of March 31,		Protected as % of Budget	Budgeted amounts 2015-16	Increase/(Decrease) from 2014-2015	Increase/(Decrease) %	Budget Remarks
	Actual	2013-14 Actual	2013-14 Actual	2015	Budget 2014-15	% To date	Projected						
Operating Revenue	28,909	32,270	31,500	24,009	31,500	76.22%	32,012	101.63%	32,000	500	1.59%		
Administrative Fees (New Construction)	1,800	1,800	1,800	1,852	1,800	51.44%	2,469	68.59%	2,500	(1,100)	-30.56%		
Administrative Fees (Remodel)	1,320	2,250	1,000	2,315	1,000	231.50%	3,087	308.67%	3,000	2,000	200.00%		
Inspection Fees (New Construction)	440	1,700	3,400	1,748	3,400	51.41%	2,331	68.55%	2,500	(1,400)	-41.18%		
Inspection Fees (Remodel)	440	3,650	3,750	1,893	3,750	189.60%	5,056	252.80%	4,500	2,500	125.00%		
Remodel Fees	7,331	3,650	3,750	6,657	3,750	221.90%	8,976	221.90%	7,000	3,000	75.00%		
Property Tax Receipts	304,550	301,852	225,000	122,753	225,000	54.88%	163,724	107.78%	230,000	5,000	2.22%		
Sewer Service Charges	2,018,016	2,183,853	2,183,853	1,181,170	2,183,853	54.09%	2,183,853	100.00%	2,299,099	65,237	2.99%	current 339.33; prop 218 limit \$42.93	
Sewer Service Refunds, Customer	12,980	(3,441)	14,500	13,112	14,500	90.43%	17,483	120.57%	(4,000)	(2,000)	-100.00%		
Waste Collection Revenues	2,309,277	2,379,462	2,466,853	1,357,448	2,466,853	55.03%	2,411,890	97.77%	2,541,090	74,237	3.01%		
Operating Expenses													
Bank Fees	5190	4,022	3,100	3,060	3,100	98.71%	4,080	131.61%	4,000	900	29.03%	large increase last two months \$745 per month	
Bond Meetings	2,135	2,586	2,500	1,702	2,500	68.08%	2,269	90.77%	2,300	3,000	32.00%	avg. \$382 per month	
Director Fees	3,450	3,788	2,500	2,137	2,500	85.48%	2,849	113.97%	3,300	800	32.00%	1 time fee in March 2014 of \$3,897	
Election Expenses	520	3,897	2,000		2,000				2,000				
Conference Attendance	397	2,786	2,000	2,732	2,000	45.53%	3,643	60.71%	6,000	(900)	-100.00%	1 in last 13 months \$263 per month; 2 new computers	
Information Systems	5270		900		900				9,000	255	17.00%	1 time charge - PY increase 5.3%	
Property & Liability Insurance	1,425	1,583	1,500	1,667	1,500	111.38%	2,223	148.18%	1,755	387	24.19%	1 time charge - PY increase 13.3%	
LAFCO	550	1,600	1,600	1,754	1,600	109.63%	2,339	146.17%	1,987	500	25.00%		
Meeting Attendance, Local	7,316	1,550	11,000	4,382	11,000	41.47%	6,083	55.30%	15,000	(5,000)	-33.33%		
General Liabail	14,057	18,027	20,000	6,398	20,000	31.49%	8,491	42.45%	15,000	(5,000)	-25.00%		
Litigation	5440		3,000	2,896	3,000	96.53%	3,861	128.71%	6,000	3,000	100.00%	Every other month - housekeeping account to be eliminated as needed - office depot	
Maintenance, Office	2,780	189	9,000	7,107	9,000	78.97%	9,476	105.29%	9,000	(2,000)	-22.22%		
Meetings, Local	3,404	6,872	4,000	2,897	4,000	72.45%	985	24.63%	2,000	(1,000)	-50.00%		
Office Supplies	5550	2,441	3,000	1,086	3,000	36.20%	4,448	148.27%	3,000	(1,000)	-25.00%	Maze \$25.50 per month	
Printing & Publishing	5660	17,552	30,000	17,152	30,000	57.17%	22,869	76.23%	30,000	13,000	43.33%	VID	
Accounting	72,944	12,050	10,050	7,311	10,050	73.31%	13,400	103.08%	13,000	1,500	13.04%	Rausch - strategic plan. \$670 per month. billed as work is performed	
Audit	17,550	2,962	11,500	10,052	11,500	87.41%	13,400	116.55%	6,000	500	9.09%	1 time fee for services. 3% increase last time.	
Consulting	5630	5,092	5,500	5,792	5,500	105.31%	7,723	140.41%	2,250	(100)	-11.11%	ADP \$56.52 per month	
Data Services	9540	279	900	973	900	63.67%	764	84.89%	800	(500)	-62.50%	1 time fee - \$2500 PY	
Labor & HR Support	9500	2,453	3,000	710	3,000	23.67%	13	100.00%	2,500	(500)	-16.67%	Coastalnet, A-B comm. & A&T - \$800 per month	
Other Professional Services	990	6,409	9,000	6,175	9,000	68.61%	8,233	91.48%	9,000	1,500	16.67%		
Telephone & Internet	5720	1,290	1,500	732	1,500	48.80%	976	65.07%	2,000	500	25.00%		
Mileage Reimbursement	5730	35	200		200				1,500				
Reference Materials	5740	100	143		143				1,500				
Other Administrative	5790	11,248	11,993	10,104	13,065	77.34%	13,472	103.17%	15,678	2,613	20.00%	20% raise from PY budget	
CalPERS 457 Deferred Plan	5810	35,678	41,298	23,252	41,298	56.30%	31,003	75.07%	8,280	8,280	200.00%	20% raise from PY budget	
Employee Benefits	5820	844	1,177	766	1,139	67.95%	1,021	88.67%	1,562	2,400	200.00%	20% raise from PY budget	
Disability Benefits	5830	11,361	13,276	9,244	13,052	72.00%	12,565	96.27%	15,662	3,100	20.00%	20% raise from PY budget	
Payroll Taxes	5840	4,986	6,322	7,856	6,322	124.26%	2,299	29.26%	9,427	1,571	20.00%	20% raise from PY budget	
Worker's Compensation Insurance	5960	78,465	79,127	63,659	84,879	80.45%	84,879	107.27%	94,955	15,826	20.00%	20% raise from PY budget	
Management	5910	107,902	95,376	75,279	76,599	71.99%	100,372	102.65%	117,332	19,558	20.00%	20% raise from PY budget	
Staff	5920	63,843	1,800	1,350	1,800	71.43%	4,177	175.37%	2,858	476	20.00%	20% raise from PY budget	
Staff Certification	5930	3,225	2,382	3,133	2,382	131.53%	1,237	100.00%	1,200	(3,000)	-60.00%	Deductible amount	
Staff Standby	5940	830	928	814	1,000	100.00%	1,095	10.85%	1,000	2,000	200.00%	\$4,700 per month - Nute engineering	
Claims, Property Damage	6170	9,944	10,000		10,000				50,000	25,000	100.00%		
Meeting Attendance	6195	219	1,000		1,000				1,000				
Education & Training	6200	30,013	47,743	51,044	51,044	204.18%	68,059	272.24%	5,000	54,677	12.87%	Hue & Cry, Bay Alarm - HMB alarm - \$422 per month	
General Engineering	6230	10,430	5,431	3,072	5,000	68.48%	4,553	91.75%	5,000	2,400	48.00%	\$190 per month - Aztec	
Equipment & Tools, Expenses	6330	2,280	2,280	1,510	2,400	63.33%	2,027	84.42%	2,400	(8,000)	-22.86%	\$2212 per month	
Landscaping	6337	27,179	27,293	19,150	35,000	54.71%	25,933	74.95%	27,000	(20,000)	-100.00%	no expenditures for the year	
Pumping Fuel & Electricity	6410	2,013	20,000		20,000				800				
Maintenance, Collection System	6660	6810	800		800				160				
Fuel	6810	6,690	400		400				400				
Truck Equipment, Expensed	6820	332,868	305,853	229,392	305,853	100.00%	159	100.00%	360,500	54,647	17.87%	from SAM	
Truck Repairs	6830	657,176	624,021	468,018	624,021	75.00%	707,892	100.00%	707,892	83,871	13.44%	from SAM	
Total Other Operations	6890	15,550	40,000	54,371	40,000	135.93%	72,495	181.24%	40,000	50,000	125.00%	from SAM	
SAM Collections	6910	75,652	50,000	1,039,815	1,039,815	72.09%	1,471,753	96.19%	1,712,750	181,578	11.86%	from SAM	
SAM Operations	6920	1,532,607	1,531,172	935,681	935,681	27.11%	940,137	100.48%	929,340				
SAM Prior-Year Adjustment	6930												
SAM Maintenance, Collection System	6950												
SAM Maintenance, Pumping													
Total Operations Expense													
Net Change in position from Operations													



MWSD — Fiscal Year 2015-2016 Non-Operating Budget - SEWER ENTERPRISE

GL Codes	2012-13		2013-14 Actual		Approved Budget 2014-15		Income/Expenditure		% To date	Projected	Projected as % of Budget amounts 2015-16	Increases/(Decrease) from 2014-2015 \$	Increase/(decrease) %	Budget Remarks
	Actual		2015	2015	2015	2015	% of Budget							
Non Operating Revenue														
Connection Fees, Residuals & Conns:	22,215	178,488	142,923	80.07%	190,564	106.77%	97,116	54.41%	assume 12 connections - based on trend					
Connection Fees, Residuals For Conns:	9,418	50,000	21,770	42.54%	28,360	56.72%	(20,692)	-86.31%	Trend of \$1,200 per month - fee varies based on fixture unit					
Employer's Loans:	6,288	23,974	3,175	13.04%	4,070	16.98%	8,000							
LAIF Interest:	6,288	8,000	5,958	74.46%	7,944	99.30%								
Total Non Operating Revenue:	50,552	260,462	173,276	66.53%	230,938	88.67%	76,424	29.34%						
Financing Expense														
PNC Equipment Lease:	12,342	56,340	16,492	29.27%	21,861	38.80%	30,790	-63.10%						
Capital Assessment, SAM:	9,175	63,360	47,500	75.00%	63,360	100.00%	(35,550)							
I-Bank Loan:	28,345	52,575	29,497	56.11%	29,497	56.11%	35,836	86.20%	from SAM					
Total Financing Expense:	40,667	172,275	93,509	54.28%	114,718	66.59%	(6,417)	-30.50%						
Net Change in position from Non Operating	9,885	18,113	79,767		116,220		82,641	-30.67%						

DRAFT 4-30-2015



MWSD — Fiscal Year 2015-2016 Operations Budget - WATER ENTERPRISE

GL Codes	2012-13 Actual		2013-14 Actual		Approved Budget 2014-15		Income/Expenditures as % of Month 2015		Projected	Protected as % of Budget	Budgeted amounts 2015-	Increase/(Decrease) from 2014-2015 \$	Increase/(Decrease) %	Budget Remarks
Operating Revenue														
Cell Tower Lease:	4220	28,909	39,270	41,009	41,009	76.22%	4,009	32,012	0	32,000	500	1.59%	0.00%	0.00%
Administrative Fees (New Construction):	4410	1,000	450	3,678	3,678	81.73%	4,500	4,500	0	4,500	0	0.00%	0.00%	\$368 per month
Administrative Fees (Remodel):	4420	2,158	450	955	955	96.50%	4,650	1,313	(100)	900	(100)	-10.00%	-10.00%	\$68 per month
Inspection Fees (New Construction):	4430	425	3,825	3,522	3,522	82.87%	4,250	4,696	425	4,250	0	0.00%	0.00%	\$350 per month
Inspection Fees (Remodel):	4440	407	425	929	929	109.29%	850	1,239	389	800	(60)	-7.06%	-5.88%	\$65 per month
Remodel Fees:	4460			324	324	100.00%		432	108	0	0	0.00%	0.00%	
Property Tax Receipts:	4610	304,550	301,852	333,024	333,024	148.01%	444,032	444,032	0	230,000	5,000	2.22%	2.22%	\$965 per month
Testing, Backflow:	4740	9,688	14,001	12,000	12,000	48.12%	8,341	8,341	0	13,000	0	0.00%	0.00%	
Water Sales:	4810	1,557,945	1,614,283	1,260,238	1,260,238	68.56%	1,688,397	1,688,397	0	1,846,473	(168,075)	-10.00%	0.00%	To be eliminated
Water Sales Refunds, Customer:	4820	(3,943)	(1,855)	(985)	(985)	6.59%		(57)	0	3,000	0	0.00%	0.00%	
Other Revenue:	4950	2,501	2,501	572	572	100.00%		(572)	0	0	0	0.00%	-50.00%	\$107 per month
Total Operating Revenue:		1,900,670	1,971,802	1,639,202	1,639,202	77.30%		2,185,603		2,128,923	8,350	0.39%		
Operating Expenses														
Bank Fees:	5190	9,075	5,864	3,507	3,507	38.97%		4,676	0	9,000	0	0.00%	0.00%	\$446 per month
Board Meetings:	5210	2,135	2,586	1,707	1,707	69.08%		2,869	0	2,500	0	0.00%	0.00%	\$204 per month
Director Fees:	5220	3,450	3,788	2,138	2,138	61.53%		2,851	0	3,300	800	32.00%	32.00%	avg. \$282 per month
Election Expenses:	5230		3,897						0	0	0	0.00%	0.00%	
CPDH Fees:	5240	14,152	2,181	12,098	12,098	80.65%		11,417	0	15,000	0	0.00%	0.00%	1 time fee in March 2014 of \$3,897
Conference Attendance:	5250	4,274	1,852	2,858	2,858	67.16%		3,811	0	4,000	(1,000)	-20.00%	-20.00%	Intermittent payments during the year.
Information Systems:	5270	1,300	2,786	2,732	2,732	45.53%		3,643	0	3,200	(2,800)	-87.50%	-87.50%	Invoices as service is performed \$263 per month
Fidelity Bond:	5310			900	900	100.00%		0	0	0	(900)	-100.00%	-100.00%	No activity in last 21 months
Property & Liability Insurance:	5320	1,425	1,583	1,667	1,667	89.06%		2,223	0	1,755	55	3.24%	3.24%	1 time charge - PY increase 5.3%
LAFCO Assessment:	5330	1,544	2,026	2,326	2,326	188.00%		2,376	0	2,800	600	27.27%	27.27%	1 time charge - PY increase 17.3%
Meeting Attendance, Legal:	5420	9,718	9,955	4,552	4,552	46.82%		6,083	0	8,500	(1,500)	-15.00%	-15.00%	\$691 per month
General Legal:	5430	57,912	60,840	41,730	41,730	63.51%		55,640	0	60,000	(10,000)	-14.29%	-14.29%	\$4,884 per month
Litigation:	5440	19,770	4,333	2,896	2,896	65.55%		3,861	0	6,000	3,000	100.00%	100.00%	Every other month - housekeeping
Maintenance, Office:	5510	314	189	147	147	47.13%		196	0	18,000	0	0.00%	0.00%	Should not be booked here
Memberships:	5520	17,175	18,050	16,530	16,530	96.29%		16,630	0	18,000	0	0.00%	0.00%	ACWA, CSDA, CRWA, USA, AWWA
Office Supplies:	5540	14,533	6,872	7,107	7,107	49.10%		9,476	0	9,000	0	0.00%	0.00%	\$665 per month
Postage:	5550	4,561	5,876	4,043	4,043	50.56%		5,391	0	6,000	(2,000)	-25.00%	-25.00%	\$472 per month
Printing & Publishing:	5560	1,538	4,000	1,086	1,086	27.15%		1,448	0	2,000	(2,000)	-100.00%	-100.00%	Maze \$230 per month
Auditing:	5610	70,634	35,955	30,000	30,000	42.47%		22,869	0	30,000	0	0.00%	0.00%	Maze \$230 per month
Accounting:	5620	12,550	10,850	10,950	10,950	87.24%		13,000	0	13,000	0	0.00%	0.00%	YTD
Consulting:	5630	10,938	16,055	20,392	20,392	64.74%		21,169	0	25,000	(6,500)	-20.63%	-20.63%	pausch - strategic plan \$1,735 per month
Data Services:	5640		2,410	1,884	1,884	100.00%		2,252	0	2,500	0	0.00%	0.00%	pausch quest, calcon, coasttek
Labor & HR Support:	5650	8,250	9,750	3,030	3,030	34.57%		4,040	0	4,000	(2,500)	-62.50%	-62.50%	ADA
Payroll Services:	5660	471	471	837	837	93.00%		1,116	0	850	50	5.88%	5.88%	ADP
Other Professional Services:	5690	1,583	30	18,543	100.00%		14,404	0	9,000	1,000	12.00%	12.00%	Noisy, Balance Hydrom, Occu-med	
Telephone & Internet:	5720	7,321	7,050	8,243	103.04%		7,474	0	9,000	1,000	13.33%	13.33%	\$728 per month	
Mileage Reimbursement:	5730	1,236	1,592	1,688	84.40%		5,621	0	2,000	2,000	0.00%	0.00%	\$156 per month	
Reference Materials:	5740	800	800	0	0.00%		2,421	0	800	0	0.00%	0.00%	No activity to date	
Other Administrative:	5790	884	1,340	0	0.00%		0	0	0	0	0.00%	0.00%	No activity to date	
CalPERS 457 Deferred Plan:	5810	28,318	29,971	22,186	74.03%		29,581	0	35,955	0	20,000	20.00%	20.00%	raise from PY budget
Employee Benefits:	5820	76,848	27,942	75,902	36.81%		37,256	0	39,083	0	20,000	20.00%	20.00%	raise from PY budget
Disability Benefits:	5830	2,371	2,510	3,158	84.20%		3,013	0	6,300	0	20,000	20.00%	20.00%	raise from PY budget
Payroll Taxes:	5840	29,587	31,704	23,939	75.76%		31,919	0	37,920	0	20,000	20.00%	20.00%	raise from PY budget
Workers Compensation Insurance:	5960	39,080	23,902	26,853	41.13%		31,145	0	32,224	0	20,000	20.00%	20.00%	raise from PY budget
Management:	5910	80,855	79,129	63,659	80.45%		84,879	0	94,955	0	15,826	19.57%	19.57%	raise from PY budget
Staff:	5920	322,672	280,425	213,813	65.01%		285,084	0	394,700	68,783	20,000	20.00%	20.00%	raise from PY budget
Staff Certifications:	5930	9,575	8,815	6,750	63.03%		9,000	0	12,852	2,142	20,000	20.00%	20.00%	raise from PY budget
Staff Overtime:	5940	3,721	29,202	43,468	86.42%		30,088	0	52,162	8,694	20,000	20.00%	20.00%	raise from PY budget
Staff Standby:	5950	832	107,391	81,200	151.48%		16,400	0	9,744	1,624	20,000	20.00%	20.00%	raise from PY budget
Backflow Prevention:	6160	2,120	3,635	3,232	153.91%		4,309	0	4,000	1,900	90.48%	90.48%	\$328 per month	
Claims, Property Damage:	6170	17,402	395	11,177	63.87%		14,903	0	15,000	(2,500)	-14.29%	-14.29%	Licensing fee - 1 time per year large, smaller payments throughout the year.	
SCADA Maintenance:	6185	3,779	1,693	1,750	100.00%		0	0	0	0	0.00%	0.00%	To be eliminated	
Education & Training:	6195	1,840	7,422	3,261	54.35%		4,348	0	6,000	0	0.00%	0.00%	\$508 per month	
Meeting Attendance, Engineering:	6210	9,851	30,145	45,000	100.00%		11,899	0	30,000	(3,000)	-60.00%	-60.00%		
General Engineering:	6220	32,338	25,653	33,828	135.31%		45,104	0	35,000	(15,000)	-33.33%	-33.33%	SRT - \$1,860 per month	
Water Quality Engineering:	6230	1,78,667	6,527	2,117	16.29%		2,823	0	6,000	10,000	40.00%	40.00%	SRT - \$2,832 per month	
Equipment & Tools, Expensed:	6320	12,827	758	595	121.11%		727	0	750	(700)	-93.33%	-93.33%	\$412 per month	
Admin. Services:	6335	3,600	3,600	2,400	66.67%		3,200	0	4,500	900	25.00%	25.00%	\$62 per month	
Landscaping:	6337	198	842	1,000	100.00%		0	0	1,000	0	0.00%	0.00%	\$300 per month + Pillar Ridge	
Lab Supplies & Equipment:	6370	1,421	5,787	54,790	91.32%		73,053	0	65,000	(10,000)	-100.00%	-100.00%	No activity to date	
Meter Reading:	6380	43,957	57,704	11,135	74.23%		14,847	0	13,000	5,000	8.33%	8.33%	\$5,261 per month	
Pumping Fuel & Electricity:	6410	1,671	8,624	4,297	100.00%		5,779	0	2,500	(2,000)	-80.00%	-80.00%	No activity to date	
Pumping Maintenance, General:	6420	483	3,386	4,574	91.48%		6,099	0	2,000	(2,000)	-100.00%	-100.00%	No activity to date	
Pumping Equipment, General:	6440	1,888	5,154	35,443	70.89%		47,257	0	40,000	(10,000)	-20.00%	-20.00%	\$293 per month	
Maintenance, Raw Water, Misc:	6510	228,851	29,938	50,000	100.00%		91,429	0	55,000	(1,000)	-50.00%	-50.00%	\$21 per month - no activity in CY	
Maintenance, Water, Misc:	6520	36,132	51,738	44,571	89.14%		59,428	0	5,000	5,000	10.00%	10.00%	\$458 per month	
Maintenance, Water Service Lines:	6530	15,161	12,582	9,881	32.94%		13,175	0	25,000	(5,000)	-16.67%	-16.67%	\$170 per month	
Maintenance, Tanks:	6640	6,118	769	680	10.62%		920	0	1,000	(5,000)	-84.62%	-84.62%	\$70 per month	
Maintenance, Distribution General:	6650	6,189	12,114	4,853	74.66%		6,471	0	10,000	3,500	53.85%	53.85%	\$808 per month	
Maintenance, Collection System:	6660			370	100.00%		493	0	10,000	0	0.00%	0.00%	Mamhole lid - purchased in March	



MWSD — Fiscal Year 2015-2016 Operations Budget - WATER ENTERPRISE

GL Codes	2012-13		2013-14		Approved		Income/Expenditures # As of March 31st	% To date	Projected	Projected as % of Budget	Budgeted Amounts 2015-	Increase/(Decrease) From 2014-2015 \$	Increase/(decrease) %	Budget Remarks
	Actual	Actual	Actual	Budget 2014-15	Budget 2014-15									
Operating Revenue	3,186	2,013	2,013	2,013	2,013	2,196	43.92%	2,928	58.55%	2,500	(2,500)	-50.00%	\$105 per month	
Metres	6670	20,623	20,623	20,623	20,623	26,280	128.14%	35,040	166.66%	30,000	9,000	42.86%	\$1585 per month	
Chemicals & Filteroil	6710	4,779	5,640	5,640	5,640	3,198	15.97%	1,597	21.30%	4,000	(3,500)	-46.67%	\$326 per month	
Maintenance, Treatment Equipment	6730	21,066	20,628	20,628	20,628	17,534	59.80%	18,359	71.73%	25,000	2,000	8.70%	\$1637 per month	
Treatment Analysis	6770	8,073	10,431	10,431	10,431	7,547	68.79%	10,063	118.38%	9,000	500	5.88%	\$856 per month	
Uniforms	6810	8,737	3,066	3,066	3,066	5,133	57.03%	6,844	76.04%	8,500	(500)	-5.89%	\$673 per month	
Fuel	6820	20	2,583	2,583	2,583	704	35.20%	959	46.93%	2,000	0	0.00%	\$203 per month	
Truck Equipment Expense	6830	20	10,071	10,071	10,071	636	14.13%	848	18.84%	5,000	500	11.11%	\$510 per month	
Truck Repairs	6830	861	1,068	1,068	1,068	2,004	100.00%	2,672	100.00%	5,000	500	5.00%		
Other Operations	6890	1,665	1,068	1,068	1,068	902,747	66.94%	1,192,214	88.41%	1,416,071	67,491	5.00%		
Total Operations Expense:	1,534,597	1,123,176	1,348,580	1,348,580	1,348,580	902,747	66.94%	1,192,214	88.41%	1,416,071	67,491	5.00%		
Net Change in position from Operations:	366,073	848,626	771,993	771,993	771,993	736,455	95.40%	993,389	128.68%	712,852	(99,141)	-7.66%		

DRAFT 4-30-2015



MWSD — Fiscal Year 2015-2016 Non-Operating Budget - WATER ENTERPRISE

GL Codes	2012-13 Actual	2013-14 Actual	Approved Budget 2014-15	Income/Expenditures as of March 31, 2015	% To date	Projected	Projected as % of Budget	Budgeted amounts 2015-	Increase/(Decrease) from 2014-2015 \$	Increase/(decrease) %	Budget	Remarks
Non Operating Revenue												
Connection Fees, Residential New Const:	1,444	92,038	72,800	84,827	116.52%	113,103	155.36%	101,000	28,200	38.74%	28,200	based on trend
Connection Fees, Residential Remodel:	7120	2,900	2,900	2,757	95.07%	3,676	126.76%	3,000	100	3.45%	100	based on trend
Connection Fees, Residential Fire:	7130	15,632	38,100	40,022	105.05%	53,363	140.06%	53,000	14,900	39.11%	14,900	based on trend
Connection Fees, Residential Remodel Fire:	7140	(150)	9,100	0	0.00%	0	0.00%	0	(9,100)	-100.00%	0	
Connection Fees, Well Conversion:	7150	1,230,365	1,239,066	681,096	59.20%	1,150,436	100.00%	1,150,436	0	0.00%	0	#DIV/0!
General Obligation Bonds, Assessment Receipts:	7600	1,304,680	1,246,586	808,702	63.51%	1,320,577	103.71%	1,307,436	34,100	2.68%	34,100	
Total Non Operating Revenue:												
Financing Expenses												
PPF Connection Expenses:	9075			13,027	100.00%	17,369	100.00%		0	#DIV/0!		
General Obligation Bonds:	9100	1,150,436	1,150,436	335,302	29.15%	335,302	29.15%	315,346	(835,090)	-72.59%		
PNC Equipment Lease:	9125	90,964	23,747	16,492	29.27%	21,861	38.80%	20,790	(35,550)	-63.10%		
State Revolving Fund Loan:	9150	3,082	9,975	0	0.00%	0	0.00%	0	(102,090)	-100.00%		
Total Financing Expense:												
				364,821	27.87%	374,532	28.62%	336,136	(972,730)	-74.32%		
Net Change in position from Non Operating				442,881		946,045		971,300	1,006,830	-2833.75%		

DRAFT 4-30-2015

Montara Water and Sanitary District

Revenue By Grouping - Sewer Enterprise

Grouped Categories	FY 2014-15		FY 2014-15 Revenues as of March 30, 2015	% To date	FY 2014-15 Projected Revenues	Difference between Budgeted vs. Projected	Budgeted amounts 2015-16	Increase/(Decrease) from 2014-2015 \$	Increase/(decrease) %
	Actual FY 2013-14	Budgeted Revenues							
Sewer Service Charges	2,017,672	2,181,853	1,181,170	54.14%	2,176,853	(5,000)	2,245,090	63,237	2.90%
Cell Tower Lease	32,270	31,500	24,009	76.22%	32,012	512	32,000	500	1.59%
Fees	14,477	14,000	16,364	116.89%	21,819	7,819	19,000	5,000	35.71%
Property Tax	301,852	225,000	122,793	54.58%	163,724	(61,276)	230,000	5,000	2.22%
Waste Collection Revenues	13,191	14,500	13,112	90.43%	17,483	2,983	15,000	500	3.45%
Total	2,379,462	2,466,853	1,357,448	55.03%	2,411,890	(54,963)	2,541,090	74,237	3.01%

NOTE: Connection fee revenue is not displayed in any category as these funds are earmarked for capital needs.

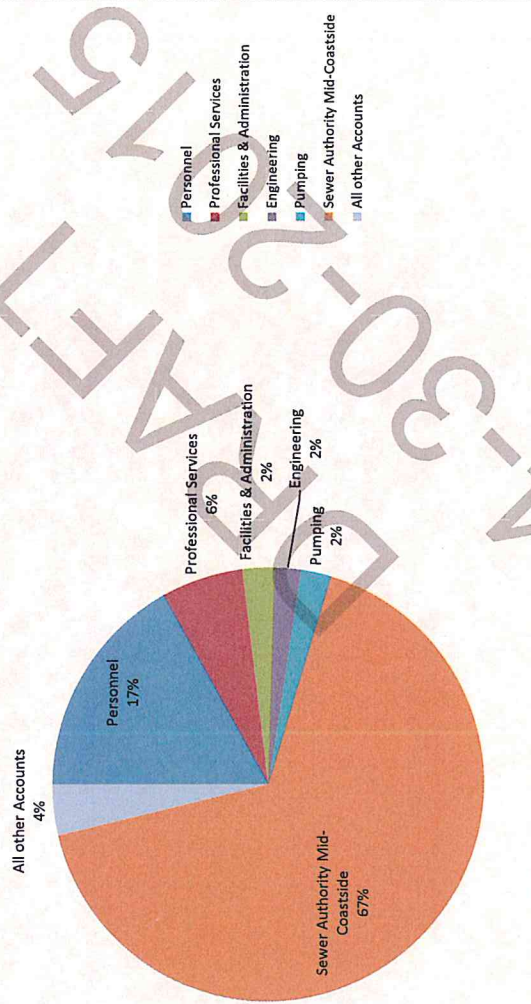
DRAFT 03-20-15

Expenditures by Grouping

General Operating Budget - Cost Center Roll-up

Grouped Categories	FY 2014-15		FY 2014-15		Difference between Budgeted vs. Projected	Budgeted amounts		Increase/(Decrease)	
	Budgeted Expenditures	Expenditures as of March 30, 2015	Projected Expenditures	% To date		2015-16	from 2014-2015 \$	%	
Personnel	257,588	189,619	252,825	73.61%	(4,763)	310,306	52,718	20.47%	
Professional Services	94,150	54,559	72,745	57.95%	(21,405)	89,550	(4,600)	-4.89%	
Facilities & Administration	36,400	22,945	30,593	63.04%	(5,807)	36,400	0	0.00%	
Engineering	30,000	51,044	68,059	170.15%	38,059	52,000	22,000	73.33%	
Pumping	35,000	19,150	25,533	54.71%	(9,467)	27,000	(8,000)	-22.86%	
Sewer Authority Mid-Coastside	1,019,874	751,781	1,002,375	73.71%	(17,499)	1,158,392	138,518	13.58%	
All other Accounts	58,160	14,717	19,623	25.30%	(38,537)	39,102	(19,058)	-32.77%	
Total	1,531,172	1,103,815	1,471,753	72.09%	(59,419)	1,712,750	181,578	11.86%	

Expenditure Composition



Montara Water and Sanitary District

Revenue By Grouping - Water Enterprise

Grouped Categories	FY 2014-15		FY 2014-15 Projected Revenues	Difference between Budgeted vs. Projected	Budgeted amounts 2015-16	Increase/(Decrease) from 2014-2015 \$	Increase/(decrease) %
	Actual FY 2013-14	Revenues as of Dec. 31, 2014					
Water Sales	1,612,428	1,265,903	1,687,871	(152,603)	1,843,473	3,000	0.16%
Cell Tower Lease	32,270	24,009	32,012	512	32,000	500	1.59%
Fees	8,750	9,114	12,152	1,552	10,450	(150)	-1.42%
Property Tax	301,852	333,024	444,032	219,032	230,000	5,000	2.22%
Backflow Testing & Other	16,502	6,828	9,104	(3,896)	13,000	0	0.00%
Total	1,971,802	1,638,878	2,185,171	64,597	2,128,923	8,350	0.39%

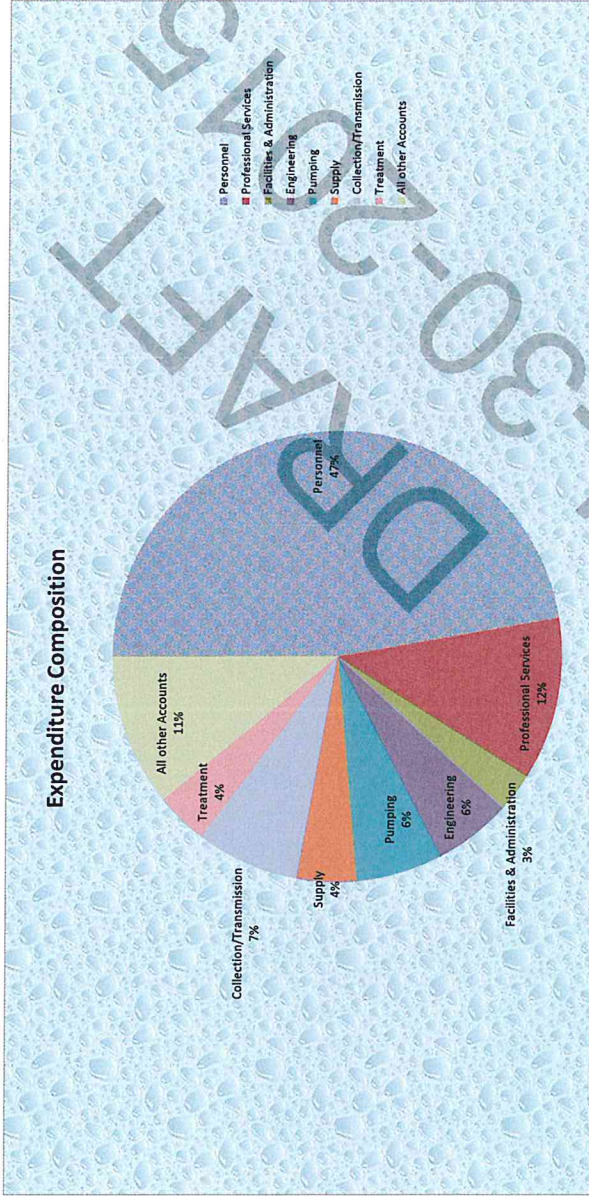
NOTE: Connection fee revenue is not displayed in any category as these funds are earmarked for capital needs.

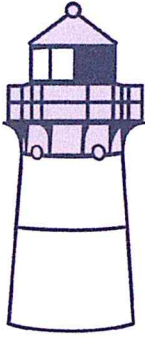
DRAFT 4-30-2015

Expenditures by Grouping

General Operating Budget - Cost Center Roll-up

Grouped Categories	Actual FY 2013-14	FY 2014-15 Budgeted Expenditures	FY 2014-15 Expenditures as of Dec. 31, 2014	% To date	FY 2014-15 Projected Expenditures	Difference between Budgeted vs. Projected	Budgeted amounts 2015-16	Increase/(Decrease) from 2014-2015 \$	Increase/(Decrease) %
	Personnel	563,478	637,180	418,099	65.62%	557,465	(79,715)	794,616	127,436
Professional Services	147,516	157,650	118,190	74.97%	157,187	(463)	137,350	(20,300)	-12.88%
Facilities & Administration	32,950	37,750	27,987	74.14%	37,316	(434)	39,005	1,255	3.32%
Engineering	57,514	75,000	42,752	57.00%	57,003	(17,997)	67,000	(8,000)	-10.67%
Pumping	67,714	85,000	70,222	82.61%	93,629	8,629	82,500	(2,500)	-2.94%
Supply	32,408	57,000	40,017	70.21%	53,356	(3,644)	45,000	(2,000)	-4.44%
Collection/Transmission	77,674	100,000	62,561	62.56%	83,415	(16,585)	94,500	7,500	7.94%
Treatment	33,281	51,500	41,232	80.06%	54,976	3,476	59,000	7,500	12.71%
All other Accounts	110,641	147,500	81,687	55.38%	97,867	(49,633)	127,100	(20,400)	-15.99%
Total	1,123,176	1,348,580	902,747	66.94%	1,192,214	(156,366)	1,416,071	67,491	5.00%





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Review and Possible Action Concerning Sewer Staffing Assessment

The District has historically relied on outside services for sewer field staff and only employed administrative staff. Since the acquisition of the water system the District has field staff to operate the water system.

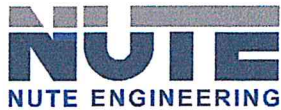
Recent SAM Managers pointed out repeatedly that SAM collections crews were understaffed. The general manager started discussions with SAM management to discuss the possibilities for MWSD to hire sewer field staff complementing SAM collections workers and increase the level of service for all member agencies.

The assessment of sewer staffing levels at MWSD is also a requirement of the District's strategic plan.

Nute engineering provided a summary of the initial evaluation to bring some or all sewer collections services in house.

RECOMMENDATION:

Review the memorandum from Nute Engineering and discuss further ways to evaluate sewer staffing levels.



May 4, 2015

Mr. Clemens Heldmaier, General Manager
Montara Water & Sanitary District
PO Box 370131
Montara, CA 94037

MEMORANDUM: Review Bringing Sewer Cleaning Staff In-house

Dear Clemens:

We are responding to your request to investigate the possibility of Montara Water & Sanitary District (MWSD) hiring additional field staff to clean the District sewer system. This memorandum summarizes the current cleaning program which relies on a contract with Sewer Authority Mid-Coastside (SAM), and presents two alternative options for District in-house staffing levels.

BACKGROUND

The existing sewer cleaning arrangement for MWSD is a cleaning contract called the Maintenance Agreement including Attachment A (both attached to this document), which is an optional agreement under the SAM JPA (Joint Powers Authority) and was authorized by SAM Resolution 9-88. The staff of the SAM are under contract to clean and maintain the MWSD collection system including about 27 miles of gravity sewers, 13 pump stations, and 27 individual house grinder pumps and are also responsible for first responder duties and clean-up for stoppages and sanitary Sewer overflows (SSO's). They also perform the initial tabulation and data entry for sewer spills on the state website, California Integrated Water Quality System (CIWQS). In addition, SAM crew also responds to many resident complaints about sewer problems with laterals and responds to and performs USA marking requests for both force mains and gravity sewers for the State of California Underground Service Alert (USA's for short.)

These responses to lateral issues and the USA marking of gravity utilities are not required by the State of California. Laterals are a private utility and are the homeowner's responsibility, but if there is a District back-up causing the problem, response by SAM crews are required. The only USA marking requirements are for pressure force mains. The policy of marking gravity sewer lines has been offered in an attempt to provide accessibility and help the community members during sewers problems with their private

sewers to reduce risk to MWSD and to help contractors locate sewer pipes during construction projects.

Over the past four years MWSD staff have been concerned with the level of cleaning service being provided, particularly related to scheduling, the type of equipment used, documentation, feedback and regulatory reporting. Also, concerns with interpretations under the maintenance agreement, including issues like schedule flexibility, initiating and effecting routine mechanical maintenance and sewer spot repairs, documentation detail, and feedback time to District staff have been discussed. All these are critical issues which may need to be reviewed by State Water Boards or by an EPA audit.

Numerous joint member agency meetings have been held to discuss options for improved service under the current Maintenance Agreement as well as revising and updating the language in the document.

The current SAM general manager (scheduled to leave SAM May 8, 2015) was receptive to the progress made with regards to the collections maintenance agreement, but no further meetings were held to finalize any proposed changes. In addition, over the past two years, staffing changes and reductions at SAM have further increased the concerns about SAM's ability to fulfill the maintenance agreements with MWSD and with Granada and Half Moon Bay.

While the maintenance agreement allows for any member agency to pull out of the agreement with 90 day's notice, it is not practical or fair to the other member agencies to make such a radical change without significant cause since the surplus staff hours would have to be paid for by the other two remaining agencies. If all the members pulled out, SAM staff layoffs would result. Rather than an abrupt change, MWSD proposes a gradual shift in responsibilities, possibly in a two year phased approach.

PROPOSED SEWER CLEANING STAFF MODELS FOR MWSD

Two in-house models for sewer cleaning and system management are considered here; a two person model and a three person model which are compared to the existing SAM model. In the SAM model approximately 5.5 employees are spread over the cleaning of the three member agencies under the maintenance agreement. SAM currently manages all collection system and pump station maintenance and cleaning in the District.

A third model, using an entirely private subcontracting cleaning firm like Roto Rooter for all cleaning and maintenance activities, is not considered at this time for three main reasons: 1) lack of response time, 2) less control over scheduling daily activities, and 3) higher cost. There are specific activities for which it does make sense to use private firms where special cleaning or CCTV equipment is required. MWSD is geographically isolated giving SAM a regional monopoly over sewer cleaning since currently there are no private sewer cleaning companies based coast-side of the hills. This mobilization for daily tasks and emergency response makes the private cleaning model too expensive and

not responsive enough to meet the Regional Water Quality Board’s recommended sewer spill emergency response times.

The concerns associated with the cleaning level of service seem to be related to three general areas. First, part of the problem with cleaning performance in the MWSD collection system is staffing levels at SAM being below target. For example, for all three member agencies, SAM has assigned about 1.5 mechanics, 2 to 3 cleaning crews, approximately 0.5 of a manager to clean and maintain about 16 pump stations and approximately 100 miles of sewers, many of which are in hard to access easements.

In order for MWSD to improve performance and increase responsiveness to each sewer call and increase cleaning effort the District is considering bringing sewer cleaning staff in-house. This would also allow staff to identify and implement spot repairs more quickly to reduce SSO risk.

TWO PERSON STAFFING MODEL

The first staffing alternative would be to take over maintenance of the gravity collection system work only. The Responsibility Matrix: MWSD Two Person Sewer Crew model represents a possible shift in work responsibility as a percentage of hours with a goal of 65% MWSD and 35% SAM for collections responsibility.

RESPONSIBILIY MATRIX: MWSD Two Person Sewer Crew Model		
Estimated Hours percentage per work activity category		
	SAM CREW	Two Person MWSD Crew
Current 2015	Emergency Response, 10% Sewer Collections Cleaning/USA, 61% Pump Stations, 29% TOTAL: 100%	N/A = 0%
Transition 2016	Emergency Response, 8% Sewer Collections Cleaning/USA, 20% Pump Stations, 25% TOTAL: 53%	Emergency Response, 2% Sewer Collections Cleaning/USA, 40%* Pump Stations, 5% TOTAL:47%
Future 2017	Emergency Response, 3% Sewer Collections Cleaning/USA, 2% Pump Stations, 25% TOTAL: 35%	Emergency Response, 7% Sewer Collections Cleaning/USA, 53%* Pump Stations, 5% TOTAL: 65%

*Some of these hours could be privately contracted.

For a further detailed look at the Two Person Model for tasks and responsibilities of the MWSD workers and the SAM workers please see the attached MWSD Sample Sanitary Sewer Staff Responsibility Table which shows remaining work by SAM staff to be largely mechanical/electrical related. In addition, private contractor effort, and sewer pipe related administrative duties are also listed, each with a color code.

The SAM staff responsibility is listed in yellow on both tables. It appears that while the Staff time for mechanics and pump stations is only about 29% of the SAM annual cost,

meeting a reduction goal of 35% of the current SAM Collection Budget will be challenging, largely due to cost control with sub-contractors and emergency response.

Functionally, the two person model would require MWSD to purchase a small to midsize flusher truck, and a portable CCTV camera pipe, a utility truck, a pipe line locator, and miscellaneous equipment. It would be preferable if at least one person to be a truck operator with a class B license and for the possibility of driving a larger truck. There would be some opportunity for cross training staff with water duties for more flexibility.

THREE PERSON STAFFING MODEL

The second staffing alternative would be to take over all collection system and pump station mechanical work and use SAM as supplemental emergency response and pump station SCADA oversight. The Responsibility Matrix: MWSD Three Person Sewer Model represents a possible shift in work responsibility as a percentage of work hours, to a goal of 95% MWSD and 5% SAM responsibility and time.

RESPONSIBILITY MATRIX: MWSD Three Person Sewer Crew Model		
Estimated Hours percentage per work activity category		
	SAM CREW	Three Person MWSD Crew
Current 2015	Emergency Response, 10% Sewer Collections Cleaning/USA, 61% Pump Stations, 29% TOTAL: 100%	N/A = 0%
Transition 2016	Emergency Response, 5% Sewer Collections Cleaning/USA, 10% Pump Stations, 15% TOTAL: 33%	Emergency Response, 5% Sewer Collections Cleaning/USA, 50%* Pump Stations, 15% TOTAL: 67%
Future 2017	Emergency Response, 2% Sewer Collections Cleaning/USA, 0% Pump Stations, 3% TOTAL: 5%	Emergency Response, 8% Sewer Collections Cleaning/USA, 60%* Pump Stations, 25% TOTAL: 95%

*Some of these hours could be privately contracted.

For a detailed look at the Three Person Model for tasks and responsibilities of the MWSD workers and the SAM workers please see the attached MWSD Sample Sanitary Sewer Staff Responsibility Table which shows SAM staff remain on-call for emergencies only. In addition, private contractor effort and sewer pipe related administrative duties are also listed and color coded.

The SAM staff responsibility is listed in yellow on both tables. The goal for staff the time split would be 5% for SAM staff and 95% for MWSD staff seems achievable.

Functionally, the three person model would require MWSD to purchase the equipment outlined above, and additionally purchase a specialized mechanics utility truck suitable for pump station work, pulling pumps, and hauling tools around. A well outfitted mechanics truck will likely including tools and a pump lifting boom. The truck should

also be sized for towing a double axel generator or portable self-priming pump. A portable self-priming pump would be needed. Another piece of equipment for emergency readiness is emergency response trailer. This trailer would be out fitted with hoses, small submersible pumps, repair fittings and other items to assist in emergency response for sewer spills. It would be preferable if at least two persons to be a truck operator with a class B license and for the possibility of driving a larger truck.

Additionally, if MWSD has three sewer staff there is increased staffing flexibility over the two person model. If one or two sewer staff can be cross trained with water skills they can fill in on with water duties and still have two workers to perform sewer cleaning. It is usually a requirement for sewer workers to be in pairs if performing cleaning and work where confined space entry or traffic control may be required.

FISCAL IMPACT OF IN-HOUSE SEWER MAINTANCE

Equipment Upfront Costs Estimates

For the Two Person Model, the Vactor truck is the most expensive piece of equipment to purchase, they can range from \$60,000 to \$350,000 used depending on size and age and condition. New Vactor trucks range in price from \$120,000 to \$350,000 for small to medium sized units. In the future it may be desirable to look at portable, or small truck rodder may be desirable in future years, for a cost of about \$45,000 to \$110,000, but this is not essential in the first years since this work can be sub-contracted out to private firms as needed. A Pick-up utility truck is about \$25,000-\$55,000. A CCTV portable Camera is about \$10,000.

This upfront capital cost would be in the range of \$180,000 if a suitable used Vactor could be located, and about \$250,000-\$280,000 if a new Vactor was purchased. The lead time for new vactors rigs is quite long (6 to 12 month), so this should be considered in scheduling of starting up and launch of a new program from scratch.

The addition of a person for the Three Person Model would add and attritional upfront cost of a mechanics truck with tools which would will likely between \$60,000 and \$90,000 including a small lifting boom. An emergency response trailer with hoses and other items to assist in emergency response may range between \$35,000 and \$50,000.

All told a startup budget for the Three Person Model would range between \$225,000 and \$400,000 depending on the final equipment selected.

Current Labor Costs

For the Fiscal Year 2015/2016, the SAM billing totaled 2,775 hours for cleaning and maintaining MWSD's collection system which represents the actual hours worked for the previous full calendar year of 2014. Because there is a 1.5 year lag in payments made to

SAM, MWSD will have to continue to pay for last year's (2014) and this year's (2015) cleaning service by SAM staff into the 2016/2017 budget, creating an overlap in staff cost and w/ post SAM charges.

SAM Collection System Hour Distribution for Calendar Years 2013 and 2014 are shown in the tables taken from the 2015/2016 SAM budget. MWSD hour totals increased slightly from 2,704 to 2,775, or 2.3%, but the sewer cleaning employee cost increased from \$113.11 to \$129.91 per hour, a 14.85% increase in hourly rate. It should be noted that this rate does include normal equipment maintenance, but not capital outlay for new/large equipment.

Hour Distribution - Calendar Year 2014							
	HMB	GCSD	MWSD	Total	% HMB	% GCSD	% MWSD
January 2014	124.87	195.45	315.67	635.99	19.63%	30.73%	49.63%
February 2014	118.97	144.40	290.62	553.99	21.48%	26.07%	52.46%
March 2014	125.17	191.62	254.21	571.00	21.92%	33.56%	44.52%
April 2014	227.23	200.42	274.26	701.91	32.37%	28.55%	39.07%
May 2014	138.38	108.53	368.10	615.01	22.50%	17.65%	59.85%
June 2014	318.83	121.22	95.20	535.25	59.57%	22.65%	17.79%
July 2014	226.91	255.61	147.98	630.50	35.99%	40.54%	23.47%
August 2014	248.62	189.21	176.82	614.65	40.45%	30.78%	28.77%
September 2014	346.46	250.39	125.41	722.26	47.97%	34.67%	17.36%
October 2014	329.51	263.24	169.75	762.50	43.21%	34.52%	22.26%
November 2014	295.86	94.09	257.91	647.86	45.67%	14.52%	39.81%
December 2014	280.15	85.19	299.91	665.25	42.11%	12.81%	45.08%
Totals	2780.96	2099.37	2775.84	7656.17	36.32%	27.42%	36.26%

Hour Distribution - Calendar Year 2013							
	HMB	GCSD	MWSD	Total	% HMB	% GCSD	% MWSD
January 2013	106.51	314.60	287.84	708.95	15.02%	44.38%	40.60%
February 2013	92.89	201.98	261.63	556.50	16.69%	36.29%	47.01%
March 2013	120.42	194.06	316.02	630.50	19.10%	30.78%	50.12%
April 2013	94.67	185.40	403.93	684.00	13.84%	27.11%	59.05%
May 2013	113.48	204.74	383.29	701.51	16.18%	29.19%	54.64%
June 2013	279.08	191.59	147.08	617.75	45.18%	31.01%	23.81%
July 2013	275.27	281.58	130.14	686.99	40.07%	40.99%	18.94%
August 2013	291.82	211.27	145.91	649.00	44.96%	32.55%	22.48%
September 2013	245.94	248.90	167.66	662.50	37.12%	37.57%	25.31%
October 2013	344.63	206.20	172.67	723.50	47.63%	28.50%	23.87%
November 2013	319.30	119.46	176.24	615.00	51.92%	19.42%	28.66%
December 2013	457.32	46.98	111.20	615.50	74.30%	7.63%	18.07%
Totals	2741.33	2406.76	2703.61	7851.70	34.91%	30.65%	34.43%

The following two tables show the 12 month rolling sewer cleaning schedule for most of 2013, 2014 and some of 2015. This represents the effort of the line cleaning crew at SAM.

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1
Aug-13	27,738	18,778	2,609	49,125	9.3
Sep-13	31,119	26,407	0	57,526	10.9
Oct-13	25,925	13,837	703	40,465	7.7
Nov-13	19,335	3,006	4,473	26,814	5.1
Dec-13	36,715	282	0	36,997	7.0
Jan-14	5,153	16,084	22,555	43,792	8.3
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3

Annual ft	212,722	186,761	126,958	526,441	
-----------	---------	---------	---------	---------	--

Annual Mi.	40	35	24		100
------------	----	----	----	--	-----

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2
Jan-15	7,981	18,083	22,222	48,286	9.1
Feb-15	4,134	14,324	21,170	39,628	7.5
Mar-15	5,127	10,476	18,072	33,675	6.4

Annual ft	220,798	169,848	126,622	517,268	
-----------	---------	---------	---------	---------	--

Annual Mi.	41.8	32.2	24.0		98.0
------------	------	------	------	--	------

Future Labor Costs

Attached for reference are the 2013, 2014 and projected 2015 estimated SAM Mechanic Hours spent on MWSD facilities. Added to these tables are projected costs for SAM mechanics time based on the hours provided, and the total hours divided by the total Collections Budget for the hourly rate. The SAM mechanics collection budget has increased from ~\$90,000 to ~\$92,000 despite a reduction of hours by 11%. For the 2015 Calendar year we are projecting an increase in overall hours, and an increase in cost per hour. The result is the mechanics cost is predicted to increase to \$112,000 and the overall

Collections Budget cost with SAM to increase to \$376,200. The payment for these hours will be due by MWSD in the FY 2016/2017.

This projected budget will most likely be sufficient to cover the in-house Three Person Model. The benefit of this model to MWSD is that for a slight increase in cost, the cleaning effort will increase from the current 2,775 hours per year to 4,000 hours annually assuming three workers are 65% efficient (accounting for vacation, sick days, etc.)

RECOMMENDATION

For purposes of this proposal we recommend the Montara Water & Sanitary District proceed with further investigations of the feasibility of adopting the Three Person Model for MWSD in-house sewer cleaning staffing levels. There will be some increased administration costs, and upfront equipment costs which will need to be included in future cost projections for this staffing level. The possibility of the benefit of a 40 % increase in cleaning effort (time in the field) for either no or small financial impact to the District is worth further investigation to continually provide the community with the best sewer service possible.

ATTACHMENTS

Attached hereto are the following:

- MWSD Sample Sanitary Sewer Staff Responsibility Table-TWO Person Model (1 pg)
- MWSD Sample Sanitary Sewer Staff Responsibility Table-THREE Person Model (1 pg)
- SAM Mechanics Maintenance hours, 2013 (1 pg)
- SAM Mechanics Maintenance hours, 2014 (1 pg)
- SAM Mechanics Maintenance hours, 2015 (ESTIMATED) (1 pg)
- SAM Montly Collection Activity April 2007- April 2015 (9 pgs)
- SAM JPA RESOLUTION No. 9-88 Maintenance Agreement Authorization (2 pg)
- Agreement for Maintenance and Operation with MWSD, April-1988 (7 pg)
- Maintenance Agreement Attachment A (Pages A1-A6, 6 pg)

Very truly yours,

NUTE ENGINEERING

By


Pippin Cavagnaro, P.E.

* * * * *

MWSD SAMPLE SANITARY SEWER STAFF RESPONSIBILITY TABLE

TWO Person Model

Hydraulic Cleaning/Maintenance Responsibilities	Rodding/Root Cutting Responsibilities (Private Firms, No Local Equipment)	Pump Station Maintenance and Supervision	Sewer Utility Spot Repairs and Lateral Inspections (ALL Construction: Private Firms)
Phone: MWSD	Phone: MWSD	Phone: SAM	Phone: MWSD Gravity
Trucks: MWSD Pick-up, Small Flusher	Trucks: N/A: Sub Contract: Private Firm on Call	SAM Trunk: F450 Flat Bed	Phone: SAM for MWSD Force Main PS EMERGENCY repairs
		Boom Truck: Private Firm Pump Repair	Phone: SAM for MWSD Force Main Repairs and PS Mechanical
Hydraulic Cleaning Program:	Rodding Cleaning program:	SAM: Sewer Lift Station Inspections, weekly	EMERGENCY Excavation: Clear Stuck Cleaning equipment
New pipes Every 3 years	Targeted Rodding based on CCTV and/or hydrocleaning results	EMERGENCY RESPONSE PS: SAM, MWSD First Responder when possible	EMERGENCY Excavation: Clear Blockage
Older (clay) pipes Every Year		SAM: Sewer Lift Station Wet Well Wash Down, Frequency TBD	EMERGENCY Excavation: Force Main Repair
Hot Spots: 3 months and 6 months		SAM: Requests for Repairs: SAM to MWSD per JPA Maintenance Agreement	Scheduled Spot Repairs: Gravity Pipe Spot Repairs
Express Sewers: Every 2 years: Contract with SAM or Private Company, Large Flusher		SAM: Odor Complaints	Spot Repairs Pump Station Mechanical
EMERGENCY: MWSD First Responder Stoppages		SAM: USA Tickets, FM Only	Schedule Lateral Permit Review: MWSD Office Staff
EMERGENCY SUPPORT: SAM Large Flusher		SAM: Pump Station Spill Response and Sampling	Lateral Inspections: Sub-contract, Private Firm, On Call
CCTV: Push Camera, MWSD		Pump Station Spill Water Sampling	Frame and Cover Repairs
CCTV Mainline: Sub Contract		SAM: MCC Inspection Scheduling :	Manhole Repairs
MH inspections: Every 3 years min., w/ cleaning program.		MCC Inspection and Testing: Private Firm	Mainline Rehabilitation and Replacement: SIP Program, MWSD Office Staff
Flow Monitoring		EMERGENCY MCC/Electrical Repairs	Sewer Lateral Connection Installs-Customer Initiated during the permit process
Gravity Still Water Sampling		SAM: Pump Repair Scheduling:	
USA Tickets, GRAVITY Only-Optional		Lifting and Repairing Pumps: Private Firm	
Sewer GIS Data Input/Map Management		EMERGENCY Generator Portable Placement: SAM Places MWSD unit/Rental	
GIS Map Data Updates: Private Firm		EMERGENCY Pump for Pump station Failure: SAM/Rental	
Customer Lateral Complaints		SAM:	
CCTV Customer Laterals: TBD, Optional		RADIO/SCADA/Communication	

COLOR LEDGEND	
white	MWSD Two Person Sewer Crew
rose	MWSD Office Staff
yellow	SAM Staff and Crew
blue	Private Firm or Contractor
green	Customer/Resident

MWSD SAMPLE SANITARY SEWER STAFF RESPONSIBILITY TABLE

THREE Person Model

Hydraulic Cleaning/Maintenance Responsibilities	Rodding/Root Cutting Responsibilities (Private Firms, No Local Equipment)	Pump Station Maintenance and Supervision	Sewer Utility Spot Repairs and Lateral Inspections (ALL Construction: Private Firms)
Phone: MWSD	Phone: MWSD	Phone: MWSD Primary	Phone: MWSD Gravity
Phone: SAM EMERGENCY SUPPORT ONLY		Phone: SAM EMERGENCY SUPPORT ONLY	Phone: SAM EMERGENCY SUPPORT ONLY
Trucks: MWSD Pick-up, Small Flusher	Trucks: N/A: Sub Contract: Private Firm on Call	Trunk: MWSD HD Pick-up	
		Boom Truck: Private Firm Pump Repair	
Hydraulic Cleaning Program:	Rodding Cleaning program:	Sewer Lift Station Inspections, weekly	EMERGENCY Excavation: Clear Stuck Cleaning equipment
New pipes Every 3 years	Targeted Rodding based on CCTV and/or hydrocleaning results	EMERGENCY RESPONSE PS: MWSD First Responder	EMERGENCY Excavation: Clear Blockage
Older (clay) pipes Every Year		EMERGENCY RESPONSE PS: SAM Support Flusher	EMERGENCY Excavation: Force Main Repair
Hot Spots: 3 months and 6 months		Sewer Lift Station Wet Well Wash Down, Frequency TBD	Scheduled Spot Repairs: Gravity Pipe Spot Repairs
Express Sewers: Every 2 years: Contract with SAM or Private Company, Large Flusher		Requests for Repairs	Spot Repairs Pump Station Mechanical
EMERGENCY: MWSD First Responder Stoppages		Odor Complaints	Schedule Lateral Permit Review: MWSD Office Staff
EMERGENCY SUPPORT: SAM Large Flusher		USA Tickets, FM Only	Lateral Inspections: Sub-contract, Private Firm, On Call
CCTV: Push Camera, MWSD		Pump Station Spill Response and Sampling	Frame and Cover Repairs
CCTV Mainline: Sub Contract		Pump Station Spill Water Sampling	Manhole Repairs
MH Inspections: Every 3 years min., w/ cleaning program.		MCC Inspection Scheduling	Mainline Rehabilitation and Replacement: SIP Program, MWSD Office Staff
Flow Monitoring		Scheduled MCC Inspection and Testing: Private Firm	Sewer Lateral Connection Installs- Customer Initiated during the permit process
Gravity Spill Water Sampling		Pump Repair Scheduling	EMERGENCY MCC/Electrical Repairs
USA Tickets, GRAVITY Only-Optional		Lifting and Repairing Pumps: Private Firm	
Sewer GIS Data Input/Map Management			
GIS Map Data Updates: Private Firm		Emergency Generator Portable Placement: MWSD Places MWSD unit/Rental	
Customer Lateral Complaints		Emergency Pump for Pump station Failure: MWSD/Rental	
CCTV Customer Laterals: TBD, Optional		RADIO/SCADA/Communication: SAM Interconnect and Monitoring	

COLOR LEDGEND	
white	MWSD Three Person Sewer Crew
rose	MWSD Office Staff
yellow	SAM Staff and Crew
blue	Private Firm or Contractor
green	Customer/Resident

SAM Mechanics Maintenance Mechanic hrs 2013				
2013				
SAM STAFF			MWSD FIELD	\$305,853 per year
Month	Hours		Estimate Cost	2704 hours
			\$113.11	<i>per hour</i>
Jan-13				
Kevin	50	Hr	\$5,656	<i>per month</i>
No employee		Hr	\$0	<i>per month</i>
February-13				
Kevin	56.5	Hr	\$6,391	<i>per month</i>
No employee		Hr	\$0	<i>per month</i>
Mar-13				
Kevin	54	Hr	\$6,108	<i>per month</i>
Carlos	5	Hr	\$566	<i>per month</i>
Apr-13				
Kevin	54	Hr	\$6,108	<i>per month</i>
Carlos	39.5	Hr	\$4,468	<i>per month</i>
May-13				
Kevin	40.5	Hr	\$4,581	<i>per month</i>
Carlos	43.5	Hr	\$4,920	<i>per month</i>
Jun-13				
Kevin	15	Hr	\$1,697	<i>per month</i>
Carlos	24.5	Hr	\$2,771	<i>per month</i>
Jul-13				
Kevin	45.5	Hr	\$5,147	<i>per month</i>
Carlos	20.5	Hr	\$2,319	<i>per month</i>
Aug-13				
Kevin	35.5	Hr	\$4,015	<i>per month</i>
Carlos	32.5	Hr	\$3,676	<i>per month</i>
Sep-13				
Kevin	53	Hr	\$5,995	<i>per month</i>
Carlos	23.5	Hr	\$2,658	<i>per month</i>
Oct-13				
Kevin	58.5	Hr	\$6,617	<i>per month</i>
Carlos	28	Hr	\$3,167	<i>per month</i>
Nov-13				
Kevin	40.5	Hr	\$4,581	<i>per month</i>
Carlos	15.5	Hr	\$1,753	<i>per month</i>
Dec-13				
Kevin	36.5	Hr	\$4,129	<i>per month</i>
Carlos	23.5	Hr	\$2,658	<i>per month</i>
TOTALS	795.5	Hr	\$89,979	<i>per year 2013</i>

SAM Mechanics Maintenance Mechanic hrs 2014					Percent Increase From 2013
2014					
Month	Hours		MWSD FIELD Estimate Cost	\$360,500 per year 2775 hours	
			\$129.91	per hour	14.85%
Jan-14					(Cost Per Hour up)
Kevin	55	Hr	\$7,145	per month	10.00%
Carlos	22	Hr	\$2,858	per month	
Feb-14					
Kevin	32	Hr	\$4,157	per month	-43.36%
Carlos	17	Hr	\$2,208	per month	
Mar-14					
Kevin	37.75	Hr	\$4,904	per month	-30.09%
Carlos	22.5	Hr	\$2,923	per month	350.00%
Apr-14					
Kevin	27.5	Hr	\$3,573	per month	-49.07%
Carlos	21	Hr	\$2,728	per month	-46.84%
May-14					
Kevin	27	Hr	\$3,508	per month	-33.33%
Carlos	23.5	Hr	\$3,053	per month	-45.98%
Jun-14					
Kevin	23.5	Hr	\$3,053	per month	56.67%
Carlos	13.5	Hr	\$1,754	per month	-44.90%
Jul-14					
Kevin	27.5	Hr	\$3,573	per month	-39.56%
Carlos	26	Hr	\$3,378	per month	26.83%
Aug-14					
Kevin	32.5	Hr	\$4,222	per month	-8.45%
Carlos	26	Hr	\$3,378	per month	-20.00%
Sep-14					
Kevin	20.5	Hr	\$2,663	per month	-61.32%
Carlos	16.5	Hr	\$2,144	per month	-29.79%
Oct-14					
Kevin	28.5	Hr	\$3,702	per month	-51.28%
Carlos	17	Hr	\$2,208	per month	-39.29%
Nov-14					
Kevin	35	Hr	\$4,547	per month	-13.58%
Carlos	43.35	Hr	\$5,632	per month	179.68%
Dec-14					
Kevin	52.5	Hr	\$6,820	per month	43.84%
Carlos	61.75	Hr	\$8,022	per month	162.77%
Totals	709.4	Hr	\$92,152	per year 2014	-10.83%

SAM Mechanics Maintenance Mechanic hrs 2015				EASTIMATED	EASTIMATED
2015			MWSD FIELD	\$376,200/ye Est	Percent Increase
Month	Hours		Estimate Cost	2850 hrs Est	From 2013
			\$132.00	<i>per hour ESTIMATED</i>	16.70%
Jan-15					
Kevin	34.5	Hr	\$4,554	<i>per month</i>	-31.00%
Carlos	22.5	Hr	\$2,970	<i>per month</i>	
Feb-15					
Kevin	52.5	Hr	\$6,930	<i>per month</i>	-7.08%
Carlos	55	Hr	\$7,260	<i>per month</i>	
Mar-15					
Kevin	55.5	Hr	\$7,326	<i>per month</i>	2.78%
Carlos	28	Hr	\$3,696	<i>per month</i>	460.00%
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
		Hr	\$0	<i>per month</i>	
ESTIMATED		Hr	\$0	<i>per month</i>	
Totals	850 Hr		\$112,200	<i>per year 2014</i>	6.85%

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2015

March 2015

Total	Number			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	0	0	0	0
Total	0	0	0	0
	0%	0%	0%	0%

12 Month Moving Total

Total	Number			
	HMB	GCSD	MWSD	SAM
Roots	0	2	3	0
Grease	3	0	0	0
Mechanical	0	0	1	1
Wet Weather	1	0	0	0
Other	2	0	1	0
Total	6	2	5	1
	43%	14%	36%	7%

Reportable SSOs

Total	Number			
	HMB	GCSD	MWSD	SAM
March 2015	0	0	0	0
12 Month Moving Total	6	2	5	1

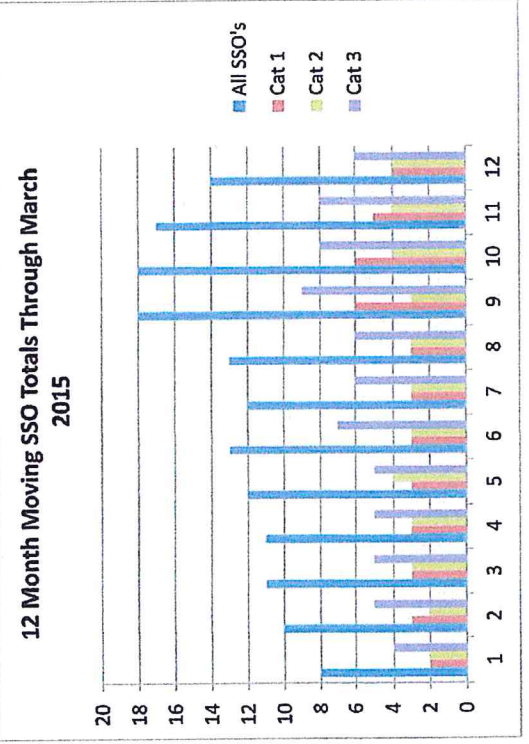
SSOs / Year / 100 Miles

Total	Number			
	HMB	GCSD	MWSD	SAM
March 2015	0.0	0.0	0.0	0.0
12 Month Moving Total	13.4	6.0	18.5	13.7
Category 1	3.8	0.0	3.7	13.7
Category 2	3.8	0.0	3.7	0.0
Category 3	5.7	6.0	11.1	0.0
Miles of Sewers	104.5	33.2	27.0	7.3
	35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2
Jan-15	7,981	18,083	22,222	48,286	9.1
Feb-15	4,134	14,324	21,170	39,628	7.5
Mar-15	5,127	10,476	18,072	33,675	6.4
Annual ft	220,798	169,848	126,622	517,268	
Annual Mi.	41.8	32.2	24.0		98.0

Attachment D



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2014

March 2014

	Total	Number			SAM
		HMB	GSD	MWSD	
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0%

12 Month Moving Total

	Total	Number			SAM
		HMB	GSD	MWSD	
Roots	3	0	3	0	0
Grease	0	0	0	0	0
Mechanical	3	0	1	0	2
Wet Weather	0	0	0	0	0
Other	2	1	1	0	0
Total	8	1	5	0	13%
					63%
					25%

Reportable SSOs

	Total	Number			SAM
		HMB	GSD	MWSD	
March 2014	0	0	0	0	0
12 Month Moving Total	8	1	5	0	2

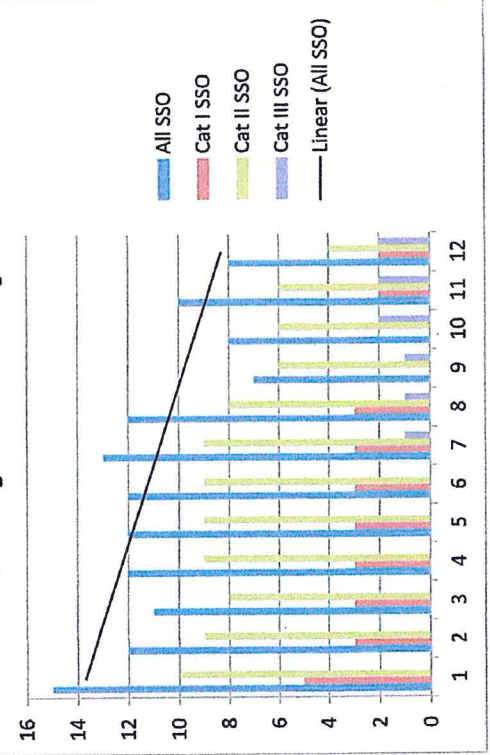
SSOs / Year / 100 Miles

	Total	Number			SAM
		HMB	GSD	MWSD	
March 2014	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	7.7	2.7	15.1	0.0	27.4
Category 1	1.9	2.7	0.0	0.0	13.7
Category 2	3.8	0.0	9.0	0.0	13.7
Category 3	1.9	0.0	6.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1
Aug-13	27,738	18,778	2,609	49,125	9.3
Sep-13	31,119	26,407	0	57,526	10.9
Oct-13	25,925	13,837	703	40,465	7.7
Nov-13	19,335	3,006	4,473	26,814	5.1
Dec-13	36,715	282	0	36,997	7.0
Jan-14	5,153	16,084	22,555	43,792	8.3
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3
Annual ft	212,722	186,761	126,958	526,441	
Annual Mi.	40	35	24		100

12 Month Moving SSO Totals Through March 2014



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2013

March 2013

	Total	Number			SAM
		HMB	GSD	MWSD	
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	2	0	1	1	0
Total	2	0%	50%	50%	0%

12 Month Moving Total

	Total	Number			SAM
		HMB	GSD	MWSD	
Roots	4	0	3	1	0
Grease	3	2	0	1	0
Mechanical	1	0	1	0	0
Wet Weather	0	0	0	0	0
Other	7	2	2	3	0
Total	15	27%	40%	33%	0%

Reportable SSOs

	Total	Number			SAM
		HMB	GSD	MWSD	
March 2013	2	0	1	1	0
12 Month Moving Total	15	4	6	5	0

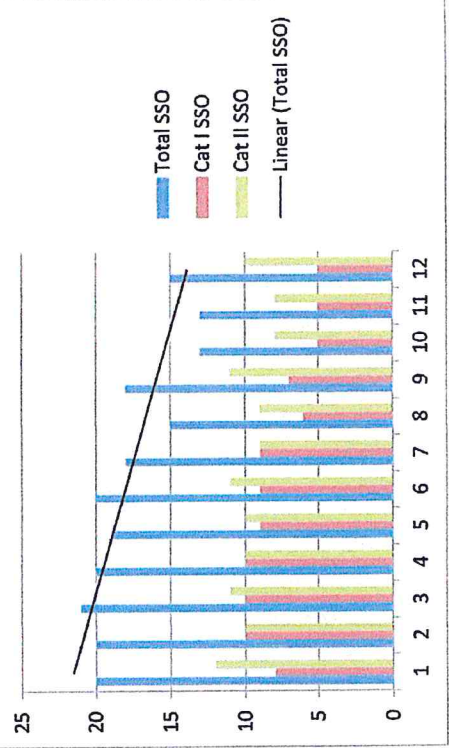
SSOs / Year / 100 Miles

	Total	Number			SAM
		HMB	GSD	MWSD	
March 2013	1.9	0.0	3.0	3.7	0.0
12 Month Moving Total	14.4	10.8	18.1	18.5	0.0
Category 1	4.8	5.4	3.0	7.4	0.0
Category 2	9.6	5.4	15.1	11.1	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr-12	4,233	19,091	21,728	45,052	8.5
May-12	5,436	26,778	28,572	60,786	11.5
Jun-12	24,985	23,475	0	48,460	9.2
Jul-12	26,884	17,883	647	45,414	8.6
Aug-12	27,679	19,304	1,308	48,291	9.1
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9
Nov-12	30,283	1,792	1,411	33,486	6.3
Dec-12	35,498	438	0	35,936	6.8
Jan-13	8,166	16,246	22,109	46,521	8.8
Feb-13	2,904	12,821	19,669	35,394	6.7
Mar-13	3,368	17,328	25,272	45,968	8.7
Annual ft	218,427	194,630	122,015	535,072	
Annual Mi.	41	37	23		101

12 Month Moving SSO Totals Through March 2013



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2012

March 2012

	Total	HMB	Number		SAM
			GSD	MWSD	
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0%	0%	0%

12 Month Moving Total

	Total	HMB	Number		SAM
			GSD	MWSD	
Roots	2	0	1	1	0
Grease	5	5	0	0	0
Mechanical	7	0	0	2	5
Wet Weather	0	0	0	0	0
Other	7	6	0	1	0
Total	21	11	5%	19%	24%

Reportable SSOs

	Total	HMB	Number		SAM
			GSD	MWSD	
March 2012	0	0	0	0	0
12 Month Moving Total	21	11	1	4	5

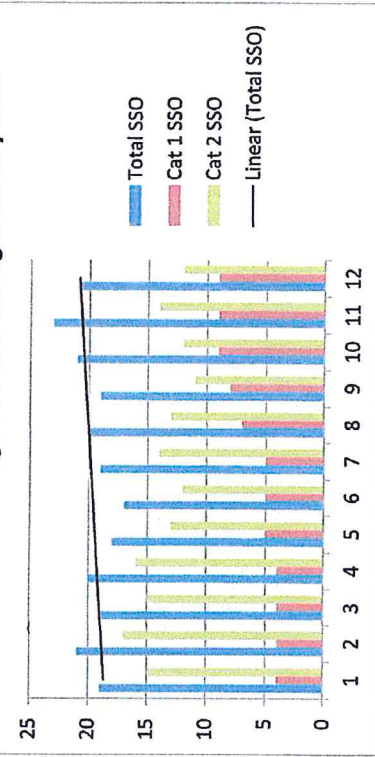
SSOs / Year / 100 Miles

	Total	HMB	Number		SAM
			GSD	MWSD	
March 2012	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	20.1	29.7	3.0	14.8	68.5
Category 1	3.8	10.8	0.0	3.7	54.8
Category 2	14.4	18.9	3.0	11.1	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 11	860	16,669	22,588	40,117	7.6
May 11	9,979	23,599	27,067	60,645	11.5
Jun 11	24,207	25,142	235	49,584	9.4
Jul 11	32,032	15,225	263	47,520	9.0
Aug 11	21,639	17,516	1,827	40,982	7.8
Sep 11	25,725	24,661	1,092	51,478	9.7
Oct 11	20,034	15,475	232	35,741	6.8
Nov 11	30,660	2,889	26,691	60,240	11.4
Dec 11	38,015	282	0	38,297	7.3
Jan 12	5,406	16,780	20,769	42,955	8.1
Feb-12	2,251	14,804	18,897	35,952	6.8
Mar-12	6,928	7,691	29,309	43,928	8.3
Annual ft	217,736	180,733	148,970	547,439	
Annual Mi.	41	34	28		104

12 Month Moving SSO Totals Through February 2012



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2011

March 2011

	Total	HMB	Number GSD	MWSD	SAM
Roots	1	0	0	1	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	2	0	0%	1	0%

12 Month Moving Total

	Total	HMB	Number GSD	MWSD	SAM
Roots	7	1	3	3	0
Grease	4	4	0	0	0
Mechanical	7	0	1	3	3
Wet Weather	0	0	0	0	0
Other	1	0	0	1	0
Total	19	5	24%	7	16%

Reportable SSOs

	Total	HMB	Number GSD	MWSD	SAM
March 2011	2	0	0	1	1
12 Month Moving Total	19	5	4	7	3

SSOs / Year / 100 Miles

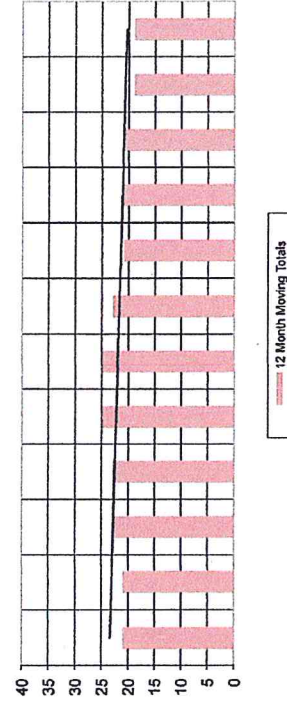
	Total	HMB	Number GSD	MWSD	SAM
March 2011	1.9	0.0	0.0	3.7	13.7
12 Month Moving Total	18.2	13.5	12.0	25.9	41.1
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

Attachment D

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 10	75	18,293	22,319	40,687	7.7
May 10	11,355	22,623	20,845	54,823	10.4
Jun 10	23,351	19,346	6,315	49,012	9.3
Jul 10	31,275	19,175	5,445	55,895	10.6
Aug 10	39,165	32,976	1,244	73,385	13.9
Sep 10	24,484	21,708	430	46,622	8.8
Oct 10	19,328	1,196	837	21,361	4.0
Nov 10	30,431	3,172	2,348	35,951	6.8
Dec 10	37,022	0	0	37,022	7.0
Jan 11	6,650	16,008	22,593	45,251	8.6
Feb 11	1,272	13,169	22,333	36,774	7.0
Mar 11	5,045	18,072	23,668	46,785	8.9
Annual ft	229,453	185,738	128,377	543,568	
Annual Mi.	43	35	24		103

Moving 12 Month SSO Totals Through March 2011



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2010

March 2010

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	1	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	2	1	0	1	0
		50%	0%	50%	0%

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	9	1	6	2	0
Grease	2	2	0	0	0
Mechanical	13	8	0	4	1
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
Total	25	12	6	6	1
		48%	24%	24%	4%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2010	2	1	0	1	0
12 Month Moving Total	25	12	6	6	1

SSOs / Year / 100 Miles

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2010	1.9	2.7	0.0	3.7	0.0
12 Month Moving Total	23.9	32.4	18.1	22.2	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 09	75	21,802	21,750	43,627	8.3
May 09	6,152	20,238	28,925	43,627	8.3
Jun 09	30,632	19,853	0	55,315	10.5
Jul 09	21,607	15,513	0	50,485	9.6
Aug 09	27,039	15,896	6,030	37,120	7.0
Sep 09	21,276	20,527	0	48,965	9.3
Oct 09	19,077	14,242	0	41,803	7.9
Nov 09	25,257	0	0	33,319	6.3
Dec 09	35,884	0	0	25,257	4.8
Jan 10	5,128	15,292	22,230	35,884	6.8
Feb 10	605	15,367	22,625	42,650	8.1
Mar 10	4,609	13,549	26,356	44,514	8.4

Annual ft	197,341	172,279	127,916	502,566	
-----------	---------	---------	---------	---------	--

Annual Mi.	37	33	24		95
------------	----	----	----	--	----

Moving 12 Month SSO Totals Through March 2010



Attachment D

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2009

March 2009

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	0	1	0
Total	1	0	0	1	0

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	8	2	1	5	0
Grease	4	3	0	1	0
Mechanical	4	1	1	1	1
Wet Weather	0	0	0	0	0
Other	7	1	2	4	0
Total	23	7	4	11	1
		30%	17%	48%	4%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2009	1	0	0	1	0
12 Month Moving Total	23	7	4	11	1

SSOs / Year / 100 Miles

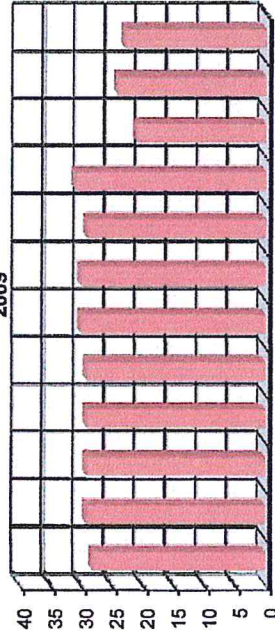
	Total	Number			
		HMB	GSD	MWSD	SAM
March 2009	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	22.0	18.9	12.0	40.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 08	750	22,034	16,390	39,174	7.4
May 08	20,705	16,515	28,169	65,389	12.4
Jun 08	22,775	20,464		43,239	8.2
Jul 08	13,996	17,108		31,104	5.9
Aug 08	27,367	9,375		36,742	7.0
Sep 08	19,425	18,150		37,575	7.1
Oct 08	15,329	17,311		32,640	6.2
Nov 08	33,156	150	400	33,706	6.4
Dec 08	35,248		885	36,133	6.8
Jan 09	7,150	16,345	22,085	45,580	8.6
Feb 09	750	15,366	33,883	49,999	9.5
Mar 09	4,950	13,178	21,552	39,680	7.5
Annual ft	201,601	165,996	123,364	490,961	
Annual Mi.	38	31	23		93

Attachment D

Moving 12 Month SSO Totals Through March 2009



Moving 12 Month Totals

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2008

March 2008

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	2	1	1	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
Total	3	2	1	0	0

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	4	1	3	0	0
Grease	8	6	2	0	0
Mechanical	10	1	0	9	0
Wet Weather	6	0	0	2	4
Other	1	1	0	0	0
Total	29	9	5	11	4
		31%	17%	38%	14%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2008	3	2	1	0	0
12 Month Moving Total	25	6	5	10	4

SSOs / Year / 100 Miles

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2008	2.9	5.4	3.0	0.0	0.0
12 Month Moving Total	27.8	24.3	15.1	40.7	54.8
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

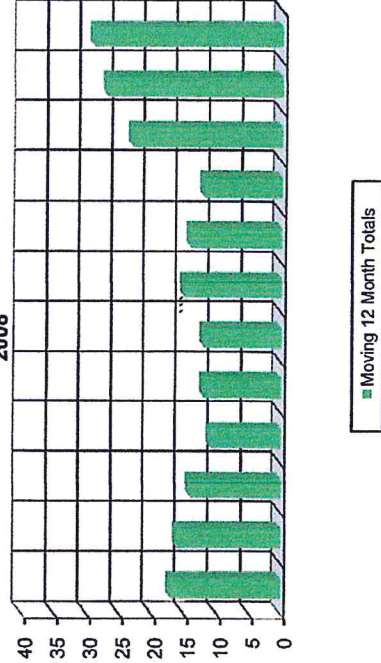
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 07	3,563	2,597	3,245	9,405	1.8
May 07	2,085	3,075		5,160	1.0
Jun 07	10,607			10,607	2.0
Jul 07	31,052	6,909		37,961	7.2
Aug 07	150	28,193	6,210	34,553	6.5
Sep 07	22,611	14,420	200	37,231	7.1
Oct 07	24,776	15,100		39,876	7.6
Nov 07	30,611			30,611	5.8
Dec 07	33,042	2,330		35,372	6.7
Jan 08	9,925	12,833	10,720	33,478	6.3
Feb 08	825	13,665	29,560	44,050	8.3
Mar 08	11,885	17,545	24,595	54,025	10.2
Annual ft	181,132	116,667	74,530	372,329	

Annual Mi.	34	22	14	71
------------	----	----	----	----

Attachment D

Moving 12 Month SSO Totals Through March 2008



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2007

March 2007

	Total	HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	1	0	0	0

12 Month Moving Total

	Total	HMB	GSD	MWSD	SAM
Roots	5	1	2	2	0
Grease	1	1	0	0	0
Mechanical	7	3	3	1	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
Total	14	6	5	3	0
		43%	36%	21%	0%

Reportable SSOs

	Total	HMB	GSD	MWSD	SAM
March 2007	0	0	0	0	0
12 Month Moving Total	2	1	1	0	0

SSOs / Year / 100 Miles

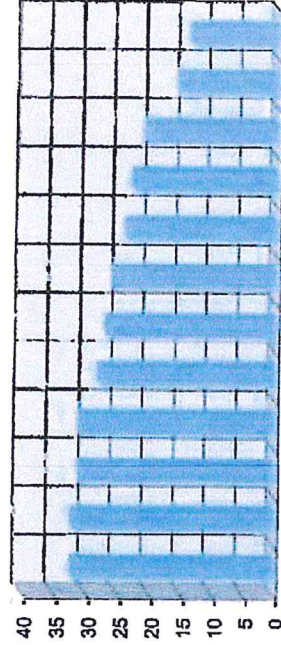
	Total	HMB	GSD	MWSD	SAM
March 2007	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	13.4	16.2	15.1	11.1	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr 06	600	3,125	635	4,360	0.8
May 06	4,855		2,555	7,410	1.4
Jun 06	19,500		2,735	22,235	4.2
Jul 06	9,740	1,970	100	11,810	2.2
Aug 06	2,150	24,383	7,485	34,018	6.4
Sep 06	14,537	39,083		53,620	10.2
Oct 06	28,089	640		28,729	5.4
Nov 06	3,735		30,557	34,292	6.5
Dec 06	46,740			46,740	8.9
Jan 07	5,050	800	24,766	30,616	5.8
Feb 07	535	950	10,900	12,385	2.3
Mar 07	5,020		23,429	28,449	5.4
Annual ft	140,551	70,951	103,162	314,664	
Annual Mi.	27	13	20		60

Attachment D

Moving 12 Month SSO Totals Through March 2007



Moving 12 Month Totals

RESOLUTION NO. 9-88

RESOLUTION ACCEPTING AND AUTHORIZING EXECUTION OF AGREEMENT
RELATED TO THE MAINTENANCE AND OPERATION
OF MEMBER AGENCY FACILITIES (MONTARA SANITARY DISTRICT)

RESOLVED, by the Board of Directors of the Sewer Authority
Mid-Coastside, San Mateo County, California, that

WHEREAS, there has been presented to this Board an
Agreement, by and between the Montara Sanitary District and
this Authority entitled, "Agreement for Maintenance and
Operation Services Between Montara Sanitary District and Sewer
Authority Mid-Coastside" (herein "Agreement"), pursuant to
which this Authority will operate and maintain said member
agency's sewerage system;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED
as follows:

1. Said Agreement is hereby approved and the Chairman is
authorized and directed to execute same on behalf of this
Authority and the Secretary is authorized and directed to
countersign same.

2. The Secretary is hereby directed to transmit an
executed copy of the Agreement to said member agency.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a regular meeting thereof held on the 25th day of April, 1988, by the following vote:

AYES: BEDESEM, SCHUETRUM, OKONEK, ERIKSEN, FOGLI,
GIDDINGS
NOES: NONE.
ABSENT: PATRIDGE
ABSTAIN: NONE.

Helen R. Bedesem
Chairman

COUNTERSIGNED:

Bonnie A. Maybury Stone
Secretary

AGREEMENT
FOR MAINTENANCE AND OPERATION SERVICES
BETWEEN
THE MONTARA SANITARY DISTRICT
AND
SEWER AUTHORITY MID-COASTSIDE

This Agreement is made and entered into this 7th day of April, 1988, by and between Montara Sanitary District, a California public corporation (hereinafter referred to as "MEMBER AGENCY") and Sewer Authority Mid-Coastside, a California public entity (hereinafter referred to as "SAM").

WHEREAS, MEMBER AGENCY owns, and causes to be operated and maintained, a wastewater collection system, hereinafter referred to as the "Sewerage Collection System", which provides for the collection of sanitary sewage within MEMBER AGENCY boundaries, which sewage is then conveyed to interceptor, treatment and disposal facilities owned and operated by SAM; and

WHEREAS, MEMBER AGENCY has heretofore contracted with SAM, by agreement entitled "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside, dated September 19, 1983, whereby SAM operates and maintains MEMBER AGENCY's Sewerage Collection System on behalf of MEMBER AGENCY;

WHEREAS, MEMBER AGENCY desires to continue to contract with SAM for the provision of such operation and maintenance services, and SAM desires to continue to provide such services;

WHEREAS, the parties desire to enter into an agreement related thereto in place of the agreement referenced above.

WHEREAS, the public interest, convenience and necessity will be served thereby;

NOW THEREFORE, the parties do hereby agree as follows:

I

ENGAGEMENT

MEMBER AGENCY hereby engages SAM to provide the services herein described, and SAM agrees to provide said services, all upon the terms and conditions set forth herein.

II

FACILITIES TO BE MAINTAINED

The Sewerage Collection System to be operated and maintained by SAM consists of the entire wastewater collection system owned by the MEMBER AGENCY. If MEMBER AGENCY has not already done so, it shall provide SAM with maps delineating the Sewerage Collection System, and shall make available to SAM its past records, if any, related to the maintenance of the Sewerage Collection System in order to assist SAM in providing the services hereunder.

III

TERM OF AGREEMENT

SAM shall be obligated to provide the services herein described, and MEMBER AGENCY shall be obligated to compensate SAM for the same, commencing July 1, 1987, for Fiscal Year 1987-88; for fiscal years thereafter, such obligations shall commence for the fiscal year following written notice from MEMBER AGENCY to SAM that MEMBER AGENCY has approved, pursuant to Section V hereof, the annual budget for the fiscal year, and the delivery of written notice from SAM to MEMBER AGENCY stating that SAM is ready to commence providing the services specified.

This Agreement shall continue in full force and effect and shall govern all transactions between the parties hereto until terminated pursuant to Section IV or V of this Agreement.

IV

TERMINATION

This Agreement may be terminated by either party, either with or without cause, upon providing ninety (90) days written notice to the other party by registered mail. The effective date of termination shall be ninety (90) days from the date of mailing the notice.

In the event of termination, SAM shall transfer to MEMBER AGENCY all inventoried collection system parts not used by SAM for the benefit of MEMBER AGENCY, subject to reimbursement to SAM at SAM's costs, for any such parts not yet paid for by MEMBER AGENCY. In addition, SAM shall make an accounting for services to be rendered to MEMBER AGENCY through the effective date of termination, MEMBER AGENCY to pay for services rendered through said date, with SAM refunding any advance payments for services not rendered as a result of the termination.

V

BUDGET APPROVAL

SAM shall, no later than March 31 of each year that this Agreement is in effect, submit a budget to MEMBER AGENCY which will outline the costs of, and under which SAM shall provide, the services described herein for the succeeding fiscal year. As soon as is practicable, but in no event later than the June 15 following receipt of the proposed budget, MEMBER AGENCY shall review and approve said budget. If either party shall fail to take the action described in this Section on or before the dates specified herein, then the other party may, upon one hundred twenty (120) days written notice, terminate this Agreement. During this one hundred twenty (120) day period, MEMBER AGENCY may elect to continue to receive service. In such event, such service shall be provided at the previous year level, and MEMBER AGENCY shall pay for such service at the previous year rate.

VI

SCOPE OF SERVICES

The services to be provided by SAM to MEMBER AGENCY shall be as set forth in "ATTACHMENT A" appended hereto, and may include such additional services as may be agreed upon in writing by the parties from time to time.

VII

COMPENSATION

Compensation paid to SAM by MEMBER AGENCY shall be in accordance with a fee schedule set forth in the budget for each fiscal year.

VIII

METHOD OF PAYMENT

SAM shall bill MEMBER AGENCY for its services in monthly installments, in advance, based upon the amount of compensation required under Section VII hereof. The amount set forth on a bill shall be due and payable by not later than the last day of the month (the "due date") for which the bill was rendered, and if its not paid in full by the due date, interest shall be payable on the unpaid portion thereof, such interest to be calculated from the due date in accordance with the Agreement Creating the Sewer Authority Mid-Coastside, dated February 3, 1976, as amended, but in no case shall interest paid exceed the rate prescribed by law.

Should unexpected expenses arise which exceed amounts budgeted, SAM shall obtain written authorization from MEMBER AGENCY prior to incurrence of such expenses. Should a cost savings be realized from amounts budgeted, MEMBER AGENCY shall be credited with said amount differential. Any such adjustments to compensation shall be agreed upon by the parties and billed or credited separately, in accordance with a separate payment schedule also to be agreed upon by the parties.

IX

AMENDMENT; WAIVER

This Agreement may be amended or modified only by written agreement signed by the parties hereto. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision.

X

INDEMNIFICATION

SAM, at its sole cost and expense and at no cost or expense to MEMBER AGENCY, shall defend, indemnify and save MEMBER AGENCY, its officers, directors, agents, servants and employees, harmless from and against any and all liability, claims, damages, losses and expenses, arising out of or resulting from SAM's performance under this Agreement, provided that any such liability, claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death of any person, including but not limited to persons employed by SAM, or to injury to or destruction of real or personal property, including loss of use resulting therefrom; and (b) is caused in whole or in part by a negligent or intentional act or omission of SAM and anyone directly or indirectly employed by SAM, or by anyone for whose acts SAM may be liable.

SAM shall furnish evidence to MEMBER AGENCY that MEMBER AGENCY and its officers, directors, agents, servants and employees, are additional named insureds on all insurance obtained by SAM for services to be provided under this Agreement, which insurance shall, at a minimum, include workers' compensation coverage, public liability and property damage liability coverage of not less than \$500,000 for each person and \$1,000,000 for each incident, and thirty (30) days notice to MEMBER AGENCY of termination, cancellation, non-renewal, or change in said coverage, or change in the carrier.

In the event that SAM has duly notified MEMBER AGENCY of an item of maintenance, repair or replacement that is not within SAM's obligation to maintain, repair or replace under this Agreement or not within the monetary limits for which SAM is obligated to provide the maintenance, repair or replacement, then MEMBER AGENCY, at its sole cost and expense and at no cost or expense to SAM, shall defend, indemnify and save SAM, its officers, directors, agents, servants and employees, harmless from and against any and all liability, claims, damage, losses and expenses arising out of or resulting from MEMBER AGENCY's failure to timely perform such maintenance, repair or replacement or to otherwise provide the funds to SAM in order that SAM is able to perform such service on MEMBER AGENCY's behalf.

MEMBER AGENCY shall furnish evidence to SAM that SAM and its officers, directors, agents, servants and employees, are additional named insureds on all insurance obtained by MEMBER AGENCY related to its Sewage Collection System, which insurance shall, at a minimum, include public liability and property damage liability coverage of not less than \$500,000 for each person and \$1,000,000 for each incident, and thirty (30) days notice to SAM of termination, cancellation, non-renewal or change in said coverage, or change in the carrier.

XI

ENTIRE AGREEMENT

This Agreement, including its attachments as referred to herein, embodies the whole agreement of the parties. This Agreement supersedes all previous communications, representations or agreements between the parties hereto, including that certain agreement, entitled "Agreement For Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside, dated September 26, 1983.

XII

PARTIAL INVALIDITY

If any part, term or provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the validity of the remaining parts, terms or provisions shall not be affected, and the rights and obligations of the parties hereto shall be construed and enforced as if this Agreement did not contain the particular part, term or provision declared invalid or unenforceable.

XIII

INDEPENDENT OPERATIONS

The parties hereto expressly agree that the operation and maintenance by SAM of its wastewater interceptor, treatment and disposal system is independent of the operation and maintenance by SAM of MEMBER AGENCY's Sewerage Collection System.

XIV
NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, return receipt requested and postage prepaid.

Notices required to be given to MEMBER AGENCY shall be addressed as follows:

HONORABLE SANITARY BOARD
MONTARA SANITARY DISTRICT
P.O. BOX 131
MONTARA, CA 94037

Notices required to be given to SAM shall be addressed as follows:

SEWER AUTHORITY MID-COASTSIDE
P. O. BOX 682
HALF MOON BAY, CA 94019

In witness whereof, the parties have executed this Agreement as of the date first above written.

MONTARA SANITARY DISTRICT

By [Signature]
President:

COUNTERSIGNED:

By [Signature]
Secretary:

SEWER AUTHORITY
MID-COASTSIDE

By [Signature]
Chairman

COUNTERSIGNED:

By [Signature]
Secretary

ATTACHMENT A

The services provided by SAM are divided into two categories: Basic Services and Extended Services, all as described below.

The MEMBER AGENCY shall continue to pay its own utility bills; such bills are not a part of the Agreement.

BASIC SERVICES

Overview:

Basic Services are offered primarily as a preventative maintenance program for sewer lines and associated manholes. Basic Services include general inspection of lift stations but exclude detailed maintenance activity. Only minor repairs or replacement of defective parts (i.e., the entire cost of which, excluding overhead, is less than \$2,500.00 per occurrence) are included hereunder, unless the damage or defect is caused by negligent or poor workmanship of a SAM employee, in which case such dollar limit shall not apply. Any major repair or replacement (i.e., the entire cost of which is in excess of \$2,500.00) does not qualify as Basic Services. In addition, when the MEMBER AGENCY has exhausted the total funds budgeted for repairs, further non-emergency repairs do not qualify as Basic Services.

When a Basic Service repair is required under emergency conditions, SAM will make such repair immediately and inform the MEMBER AGENCY. MEMBER AGENCY shall, within 30 days upon SAM's rendering of an itemized billing therefor, reimburse SAM for all costs SAM has incurred in making such repair if the cost exceeds \$2,500.00 or the MEMBER AGENCY budgeted funds are exhausted.

The public sewer line maintenance crew will be available for emergency response on a seven-day week, 24-hour per day basis.

Scope of Services to be Provided:

1. Cleaning of all public sewer lines, at a minimum of one time per year, using a high-pressure cleaner.
2. Inspection and cleaning of manholes as required.
3. Servicing of areas identified by the parties to be "trouble areas" on a monthly basis.

4. Make emergency service repairs immediately, as required, and inform the MEMBER AGENCY. If cost exceeds \$2,500 limit or the MEMBER AGENCY'S budgeted funds are exhausted the MEMBER AGENCY will reimburse SAM for the repairs within 30 days upon SAM's rendering to the MEMBER AGENCY of an itemized billing therefore.
5. Respond to and unplug clogged public sewer lines, including lateral sections that are in public rights of way. Repairs and maintenance would be in conformance with MEMBER AGENCY'S regulations.
6. Under non-emergency conditions, SAM will not initiate, without MEMBER AGENCY'S prior, written approval, any sewer line or manhole maintenance, repair or replacement when the estimated costs for such exceeds \$2,500.00, or the MEMBER AGENCY'S budgeted amount is exhausted.
7. Respond to user complaints. Radio communication is available to provide ready contact to the Field Crew for response to user calls.
8. General inspection of lift and pump stations; performance of landscape maintenance to maintain the stations' acceptable appearances. cursory inspection of lift and pump stations on a daily basis.
9. Reporting of maintenance and operation activities to each of the SAM member agencies on a monthly basis. Such activity reports will address the following items:
 - Feet of public sewer line cleaned for each member agency.
 - Manhole inspections.
 - Plugged sewer responses and disposition of each with location indicated.
 - User complaints, covering source of complaint, the nature of the complaint and the disposition of or recommendation for disposition of complaint.
 - Areas which cannot be inspected/cleaned.
 - Sewerline/manhole failures and repairs accomplished.

10. SAM will cooperate with the MEMBER AGENCY by supplying whatever information SAM has gathered in order to prepare recommendations to the MEMBER AGENCY, including emergency situations.
11. Notify the MEMBER AGENCY of any situation which comes to the attention of SAM, as a result of its provision of Basic Services under the Agreement, which needs the attention of the MEMBER AGENCY and is beyond the scope of the Basic Services to be provided by SAM under the Agreement.

EXTENDED SERVICES

Overview:

Extended Services are offered as a preventative and repair maintenance program for MEMBER AGENCY lift stations (which, for purposes hereof includes grinder pumps). Extended Services include all lift station maintenance, repairs and replacement tasks when the cost of such, except in the case of emergencies, does not exceed \$4,000.00, excluding overhead, up to the total budget amount. This program includes 24-hours per day, seven-days per week, emergency response coverage. Actual cost will be accounted for and charged against the MEMBER AGENCY, to be reconciled at the end of the then current fiscal year. At that time the respective balances will be reviewed. In the event there is a credit balance in favor of the MEMBER AGENCY, the MEMBER AGENCY may elect to be forthwith paid such balance or to have it carried forward as a credit against its budgeted amounts under this Agreement for the next fiscal year. In the event there is a debit balance in favor of SAM, it shall be forthwith paid by the MEMBER AGENCY upon billing thereof. SAM will continue to work with the MEMBER AGENCY, even if the cost exceeds \$4,000.00.

Extended Services, other than those spelled out and agreed to in the annual budget, may include administrative services to be rendered on behalf of member agencies by appending to the Agreement.

Scope of Services to be Provided:

1. Provision of preventative maintenance of lift stations according to factory recommended specifications. SAM will make available prepared written instructions and performance check-off lists. Verification that the work has been performed will take place as described in Paragraph 5 below.

2. Performance of all necessary repair and maintenance work necessary to keep each lift station operating at its current quality level, subject to the exceptions noted in Paragraphs 3 and 4 below. If the MEMBER AGENCY performs a capital improvement to a lift station, SAM will maintain the lift station to the new quality level.

3. Under non-emergency conditions, SAM will not initiate, without MEMBER AGENCY'S prior written approval, any lift station maintenance, repair or replacement when the estimated costs for such exceeds \$4,000.00, or the MEMBER AGENCY'S budgeted amount is exhausted.

4. When a lift station maintenance, repair or replacement is required under emergency conditions, SAM will make such maintenance, repair or replacement immediately and inform the MEMBER AGENCY. MEMBER AGENCY shall within thirty (30) days, upon SAM'S rendering of an itemized billing therefor, reimburse SAM for all costs it has incurred in making such maintenance, repair or replacement if the costs exceed \$4,000.00, or the MEMBER AGENCY'S budgeted amount is exhausted.

5. SAM will provide the following reports to each of the SAM member agencies:

(a) Immediate Action Report

This will be a notice to a member agency that a capital repair or replacement is necessary on a timely basis to prevent a major pump station failure. If the situation is urgent, this report will be preceded by immediate notification upon detection of the problem.

(b) Monthly Lift Station Maintenance Report

This report shall contain:

- (i) a balance sheet showing expenditures on behalf of member agency, year to date expenditures, total annual budget amount, and annual budget amounts unexpended, and a summary of intended repair expenses, for:
 - A. lift station parts.
 - B. lift station contractual services.
- (ii) a summary report for collection mechanic hours.

- (iii) an update of annual summary report for collection mechanic hours.
- (iv) an update of annual detail report of lift station maintenance hours specific for each member agency and each lift station.
- (v) a detail and summary reports for each member agency regarding:
 - A. incomplete work orders.
 - B. complete work orders.
 - C. part receipts.

(c) Annual Report

This report, at the end of each fiscal year, will provide to each member agency a summary of work performed. The summary will include a listing of all repair and replacement work performed, total man-hours spent in each member agency lift station, money spent in vendor services and parts purchased for the year.

(d) Other Reports

Other reporting includes a monthly Collection System Matters report to the Regional Board in the SAM Monthly NPDES Report and, in the event of a lift station overflow, Overflow Reports. In the case of an overflow, the member agency also will be immediately advised.

(e) Inventory Report

SAM will provide quarterly inventory reports describing common spares stocking and member agency specific stocking.

(f) Special Reports

By agreement between SAM and a member agency, a special report will be prepared by SAM and provided to the member agency in accordance with the terms and conditions of the Agreement.

6. Provision of administrative services on behalf of the MEMBER AGENCY. Such administrative services shall consist of the following; and shall be performed and charged for at the hourly rates as set forth in the annual Collection System Budget:

(a) Connection Permit Review

Review of sewer connection permit applicant's plans for proper identification of intended use and a review of MEMBER AGENCY'S collection system plans for availability of sewer service. Inspection of intended site location will be made for identification of appropriate conditions. All of the above will be summarized in a letter to the MEMBER AGENCY, with recommendations.

(b) Plan Review

Review of documents submitted by MEMBER AGENCY related to planning permit applications for review and recommended conditions of approval, and response to questions asked by the MEMBER AGENCY related thereto provided they are within the scope and ability of SAM to respond and under terms to be agreed upon by SAM and the MEMBER AGENCY.

(c) Connection Inspections

Provide inspection of those lateral sections and clean outs installed in public rights of way and all connections to the public sewer lines of the MEMBER AGENCY. Inspection would be for conformance with the rules and regulations of the MEMBER AGENCY.

(d) Other Administrative Services

SAM will, subject to supplemental agreement and budgeting therefor, undertake additional administrative services, such as the inspection of public sewer main extensions, under terms to be agreed upon by SAM and the MEMBER AGENCY.

7. Notify the MEMBER AGENCY of any situation which comes to the attention of SAM, as a result of its provision of Extended Services under the Agreement, which needs the attention of the MEMBER AGENCY and is beyond the scope of the Extended Services to be provided by SAM under the Agreement.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Filing
Notice of Completion for 2014 Sewer
Improvement Project and Spot Repairs.**

On April 4, 2014 Pacific Trenchless, Inc. entered into an agreement with the District for the construction of certain improvements to main lines in Montara and Moss Beach. The attached letter from the District Engineer indicates that the work has now been successfully completed. Gary Robards with Nute Engineering recommends a Notice of Completion be filed with the County Recorder. After expiration of a 35-day lien period, the 5% retention will be paid to the contractor.

RECOMMENDATION:

Authorize the General Manager to file the attached Notice of Completion with the County Recorder.

Attachments



April 8, 2015

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

Re: 2014 Sewer Improvement Project and Spot Repairs
Statement of Completion

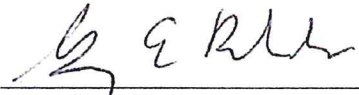
Dear Clemens:

Pacific Trenchless, Inc. has completed their work on the above referenced project and we recommend that the project be accepted and that the Notice of Completion be filed.

Very truly yours,

NUTE ENGINEERING

By:



Gary E. Robards

Recorded at the Request of:
Montara Water and Sanitary District

When Recorded Mail to:
Montara Water and Sanitary District
P. O. Box 370131
Montara, CA 949037

Space above this Line for Recorder's Use

NOTICE OF COMPLETION

MONTARA WATER AND SANITARY DISTRICT
SAN MATEO COUNTY, CALIFORNIA

2014 SEWER IMPROVEMENT PROJECT
AND SPOT REPAIRS

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Gary E Robards, for and behalf of Nute Engineering, Engineer for the Montara Water and Sanitary District, San Mateo County, California, on the 8th day of April, 2015, did file with the Secretary of said District a Statement of Completion of the following described work, the contract for doing which was awarded to Pacific Trenchless, Inc. and entered into on April 4, 2014.

That said work and improvements are public improvements owned and held by said Sanitary District for the benefit of the public, and were actually completed on February 23, 2015. Acceptance of completion of said work was ordered by the District Board on May 7, 2015 and the name of the surety on the contractor's faithful performance bond for said project is Fidelity and Deposit Company of Maryland.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the *2014 Sewer Improvement Project and Spot Repairs*, all as more particularly described in the plans and specifications approved by the Board of Directors of said District.

The site of the construction and improvements was in and around Montara and Moss Beach, CA.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

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

Dated: May __, 2015

Clemens Heldmaier
General Manager
Montara Water and Sanitary District

STATE OF CALIFORNIA)
) ss.
County of San Mateo)

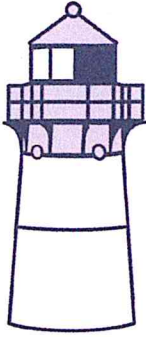
Clemens Heldmaier, General Manager of the Montara Water and Sanitary District, being first duly sworn, deposes and says:

That he is the duly authorized representative for the Montara Water and Sanitary District, San Mateo County, California, that he has read the foregoing Notice of Acceptance of Completion and that the facts therein stated are true of his own knowledge except as to matters therein stated upon information and belief, and as to such matters he believes to be true.

Clemens Heldmaier
General Manager
Montara Water and Sanitary District

Subscribed and sworn to me
this ____ day of _____, 2015.

Notary Public in and for the
State of California



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning Review
of Refund Policy for Private Water Leaks**

The District has a water refund policy that allows refunds for excessive water usage due to leaks in private plumbing. If leaks occur during the wet weather months customers can also receive an adjustment the sewer service charge that subtracts the excessive usage from the assessment cost.

A high percentage of water leaks occur in outdoor irrigation systems. Indoor leaks usually are detected easier and result in less water loss. President Boyd suggested to consider revisions to the water refund policy to reflect new realities of strict water conservation standards.

RECOMMENDATION:

Review the current water leak refund policy and suggest revisions.

MONTARA WATER AND SANITARY DISTRICT

GUIDELINES FOR REVIEW OF WATER BILL REFUND REQUESTS

GENERAL POLICY.

The District bills customers on a bi-monthly basis. Water bills are composed from service charges, based on meter size, and the actual water usage determined by the meter reading. No adjustment will be made to water bills, or any refunds permitted, unless the District has made an error in the calculations or application of a particular charge, or a water leak can be confirmed by District staff. In cases where no error has been made by the District, and a water leak cannot be confirmed, however, a customer claims extenuating circumstances, it is understood that refunds are granted at the sole discretion of the Board of Directors. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

If a customer requests an adjustment to a water bill due to a water leak or other excessive water usage, the District will automatically consider an adjustment to the Sewer Service Charge in accordance with the District Guidelines for Review of Sewer Service Charge Refund Request, even if a refund from the water side cannot be considered. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

PROCEDURE FOR AUTHORIZING REFUNDS.

The General Manager is authorized to refund a customer in the event a mistake has been made in a particular charge. The water customers seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager. It is the responsibility of the water customer to provide sufficient justification and documentation to support their request of a refund.

The General Manager is authorized to refund a customer in case of a District staff confirmed leak. The property owner seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager. Staff shall review such request and consider any available information concerning the request. The District's Automated Meter Reading System (AMR) tracks individual water usage and can be considered. However, it is the responsibility of the water customer requesting the refund to provide sufficient justification and documentation to support their request.

JUSTIFICATION OF REFUNDS.

As a general rule, water customers should provide the following information to support their request for a refund or change to their water bill:

- a. A written request for an adjustment describing the circumstances of the leak, how long the leak lasted, and what immediate action was taken after it was discovered.
- b. Copies of any invoices submitted for plumbing work or other relevant services to fix the leak.
- c. Copies of any invoices that were submitted for plumbing material used to repair the leak. A statement by the plumber or other persons fixing the problem describing the circumstances, what action was taken, and when the repairs were made.

PAYMENT OF REFUNDS.

To determine the excessive water usage due to the leak or other special circumstances a customer's average consumption for the affected month(s) is established. Units of hundred cubic feet (HCF) are used for the calculation. All water metered above the determined average consumption is considered excessive water usage.

In most cases the customer's prior years' average water usage for the affected month(s) is used to establish the customer average consumption. A maximum of five (5) prior year's water usage will be used to calculate the customer average consumption. In cases where no prior year's billing information is available, the district wide customer class average consumption for the affected billing cycle will be applied as customer average consumption.

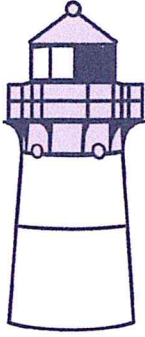
The established customer average consumption will be billed according to the current tiered water rates. All water consumed above the established prior years' average water consumption will be billed at the current tier 2 rate within the water customer class.

Leak adjustments will only be considered in case of significant impact to the water bill. Therefore, refunds can only be given for District determined excessive water usage of more than 5 HCF. Refunds for each individual property are limited to one every five years.

In cases where there is no error on the Districts part and a refund is granted a processing fee equal to 10% of that given refund, but not to exceed the District's Administrative Fee specified in the Master Fee Schedule, will be applied.

If a refund is granted and the adjusted bill affects the water usage during the wet weather months, the District will consider an adjustment to the sewer service charge.

Adopted May 3, 2012 by Board of Directors



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning Rebate
Increase for Appliance Rebate Program.**

MWSD's rebate program has saved millions of gallons of water and helped reduce the per capita consumption in the District drastically. Unlike most other Bay Area Agencies MWSD continues to offer a \$150 rebate for high efficiency (front loading) clothes washers on top of the PG&E rebate. We also offer a \$50 rebate for low flow toilets. The program has been so successful that staff recommends to increase the requirement for toilets accepted in this program to modern 1.28 gallon per flush toilets and increase the amount for low flow toilets to \$100.

RECOMMENDATION:

Review the current rebate program and increase the amount for low flow toilets to \$100, provided the water used per flush is at or below 1.28 gallons.



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

8888 Cabrillo Highway

Montara, CA 94037-0131

Tel: (650) 728-3545

Fax: (650) 728-8556

E-mail: mwsd@coastside.net

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

APPLIANCE REBATE PROGRAM

The Montara Water and Sanitary district is committed to providing our customers with the ability to maximize the efficient use of our water resources. Since washing machines and toilets account for up to 60% of the water consumption in the typical household, MWSD is pleased to announce that we will be offering a **\$150 rebate for High efficiency washing machines**, and a **\$50 rebate for low-flow toilets**.

High efficiency washing machines use approximately 50% less water than conventional machines, which can translate into a savings of 10 to 25 gallons per load. This means that a typical household could save approximately 5,100 gallons per year. Additionally, since the high efficiency machines require less water to heat, and do a more complete job of extracting water from clothing during the spin cycle, the energy required to process a load of laundry can be reduced by up to 50%. You may therefore also qualify for an **energy rebate from PG&E**. One more benefit of these machines is that since they use less water, they also use less detergent, which of course means that they decrease the amount of detergent and phosphates that are sent into our waste water system.

Toilets use the greatest amount of water in a typical home; Low-flow toilets use approximately 1/6 gallons per flush, as opposed to the approximately 5 gallons per flush of older devices. Studies have shown that this translates into a 23% to 46% reduction in toilet water usage, a savings of approximately 10.5 gallons per person per day.

The widespread adoption of both high efficiency washing machines and low-flow toilets in the MWSD service area can potentially have an enormously positive impact on the availability of water, on the cost of that water, and on the environment. Usage of these devices can significantly reduce demand for water, reduce the amount of energy required to pump, treat, and heat water, and reduce the load on our waste water treatment system.

Instructions:

- . Complete application on reverse side.
- . Attach the original sales receipt for each item.
- . Retain a copy of application and receipt for your records; MWSD is not responsible for materials lost in mail.
- . Attach a copy of a recent water bill or provide address of installation location.
- . Send completed application package to MWSD, P.O. Box 370131, Montara, CA. 94037
- . E-mail any questions to msd@coastside.net or call 650-728-3545.

Program Requirements:

- . Washing machines must have a water factor of 5 or lower (please see attached product list). Low flow toilets should have a IAPMO-approved UPC symbol on the outside of the box containing the toilet tank. Application must specify make and model.
- . Washers and toilets must be installed in MWSD service area prior to submitting application.
- . MWSD reserves the right to make an on site inspection of installation prior to issuance of rebate.
- . The IRS requires that customers receiving rebates greater than \$600 be issued IRS Form 1099

High Efficiency Washing Machine and Low-Flow Toilet Rebate Application

Account Information

Account Holder's Name _____

Water Account Number _____

Installation Address

Address _____

City _____

ZIP _____

Phone _____

Rebate Check Information

(if different from account holder name and installation address)

Make check payable to: _____

Address _____

City _____

ZIP _____

Phone _____

High Efficiency Washer Information

Washer Manufacturer _____

Model Name _____

Model Number _____

Purchased From _____

Purchase Date _____

Low-Flow Toilet Information

Toilet Manufacturer _____

Model Name _____

Model Number _____

Purchased From _____

Purchase Date _____

Signature

I certify the the information on this application is true and correct.

Customer Signature _____