

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

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

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

# AGENDA

Regular Meeting

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

**May 21, 2015 at 7:30 p.m.**

(Regular Meeting)

**CALL TO ORDER**

**ROLL CALL**

**PRESIDENT'S STATEMENT**

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

**PUBLIC HEARING**

**CONSENT AGENDA**

**OLD BUSINESS**

**NEW BUSINESS**

1. Review and Possible Action Concerning Leak Adjustment for 385 7<sup>th</sup> Street.
2. Receive Actuarial Valuation for PARS Pension Plan.
3. Review and Possible Action Concerning Adoption of Water Use Restriction to Limit Outdoor Irrigation to Twice per Week.
4. Review and Possible Action Concerning Appointment of District Representative to Participate in San Mateo County Sea Level Rise Vulnerability Assessment Study.

## **REPORTS**

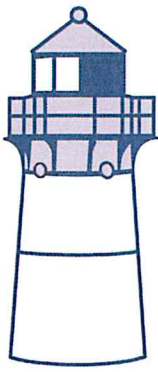
1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. CCWD, NCCWD Committee Report (Harvey, Huber)
5. Attorney's Report (Schricker)
6. Directors' Reports
7. General Manager's Report (Heldmaier)

## **FUTURE AGENDAS**

## **ADJOURNMENT**

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

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site ([www.mwsd.montara.org](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 21, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning Possible Leak Adjustment for 385 7<sup>th</sup> St.**

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The District received a request to consider an adjustment to the water bill and sewer service charge for 385 7<sup>th</sup> St. due to a leak. Usage records show regular water usage on a five year average. The five year average usage for the combined December and February bills was 23HCF. The past December and February billed usage was 50 HCF with an excessive usage of 27 HCF

$11\text{HCF} + 12\text{HCF} = 23 \text{ HCF}$  (December and February combined)  
 $50 \text{ HCF (used)} - 23 \text{ HCF (average)} = 27 \text{ HCF Excessive usage}$

The District verified the leak has been fixed and the high usage ended on December 8, 2014.

The December and February water bills will be used to assess the sewer service charge for said property. If it is determined that the leak did enter the sewer system, per the District's refund policy one third of the excessive usage covers the cost of treatment ( $27 \text{ HCF} / 3 = 9\text{HCF}$ ). The customer should then be assessed 32 HCF total wet weather usage ( $23\text{HCF} + 9\text{HCF} = 32\text{HCF}$ ). Based on last years' sewer service charge this would result in a refund of \$707.94 ( $50\text{HFC} - 32\text{HFC} = 18\text{HFC} \times \$39.33 = 707.94$ ). The customer also receives a refund on the water side of \$53.57.

If it is determined that the excessive usage did not enter the sewer system, the customer should be assessed 23HCF.

**RECOMMENDATION:**

Authorize a reduction of the wet weather usage for 385 7<sup>th</sup> St. to 32HCF. Based on last years' service charge this would result in a refund of \$707.94

## Clyde Bradshaw

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**From:** Julian Martinez <julian@coastside.net>  
**Sent:** Wednesday, April 08, 2015 2:12 PM  
**To:** Clyde.mwsd@coastside.net  
**Subject:** FW: Water leak documentation for 385 7th Street for Water Board Meeting  
**Attachments:** 385 7th st. 2-24-15.pdf; WATER LEAK. also see graph.docx; Judy Graham letter water leak.doc; \_Certification\_.htm

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**From:** Clemens [mailto:mwsd@coastside.net]  
**Sent:** Wednesday, April 08, 2015 11:13 AM  
**To:** Julian Martinez; 'Joanne Marsh'  
**Subject:** FW: Water leak documentation for 385 7th Street for Water Board Meeting

Please prepare refund materials.

Thanks,

C.

**From:** Judy Graham [mailto:judy.coastside@gmail.com]  
**Sent:** Wednesday, April 08, 2015 9:57 AM  
**To:** [mwsd@coastside.net](mailto:mwsd@coastside.net)  
**Subject:** Water leak documentation for 385 7th Street for Water Board Meeting

Dear Clemens,

Thank you for meeting with me recently concerning the water loss at my property. I greatly appreciate your support in helping me try to prevent my property taxes from increasing due to the leaks.

I had two issues causing water loss happening over approximately the same period of time. One was a leaking toilet and the other was a leaking ice maker.

Attached please find the following documentation:

--Letter and chart from your employee Nick Carrington dated 2/24/15 tracking water loss.

--Letter from local contractor G&G Construction Company stating the ice maker leaked a couple of weeks and the water went into my storage unit under the house; as such, this water did not go through the main.

Clemens, please let me know about next steps and if I should attend an upcoming Water Board meeting.

Again, thank you for your help.

Kind regards,

Judy Graham  
385 7th Street

## WATER LEAK

1 message

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Nick Carrington <ncarrington@coastside.net>  
To: JUDY.COASTSIDE@gmail.com

Tue, Feb 24, 2015 at 2:20 PM

I came out to 385 7<sup>th</sup> St. on 2/24/15 @ 1:30pm to take a profile of your meters usage history for the last 6 months.

The leak began on 11/24/14 around 8am. It was leaking at approx. 1.8 units per day.

The leak was fixed on 12/8/14 around 1pm. After that there were times with zero movement on the meter.

You last two bills were high due to the leak being at the end of one billing period and the beginning of the last.


Your march bill appears to be normal if nothing out of the ordinary occurs from here on forward.

I have included a graph and log of your meter so that you can see the usage by the hour. The graph begins just before the leak started and ends a few days after it was fixed.

It is read in cubic feet per hour. There are 7.48 gallons of water in one cubic foot.

If there are any more questions regarding this I will do my best to help resolve them

Thank you, Nick

 **385 7th st. 2-24-15.pdf**  
111K

# G&G Construction Company

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February 27, 2015

To Whom it May Concern:

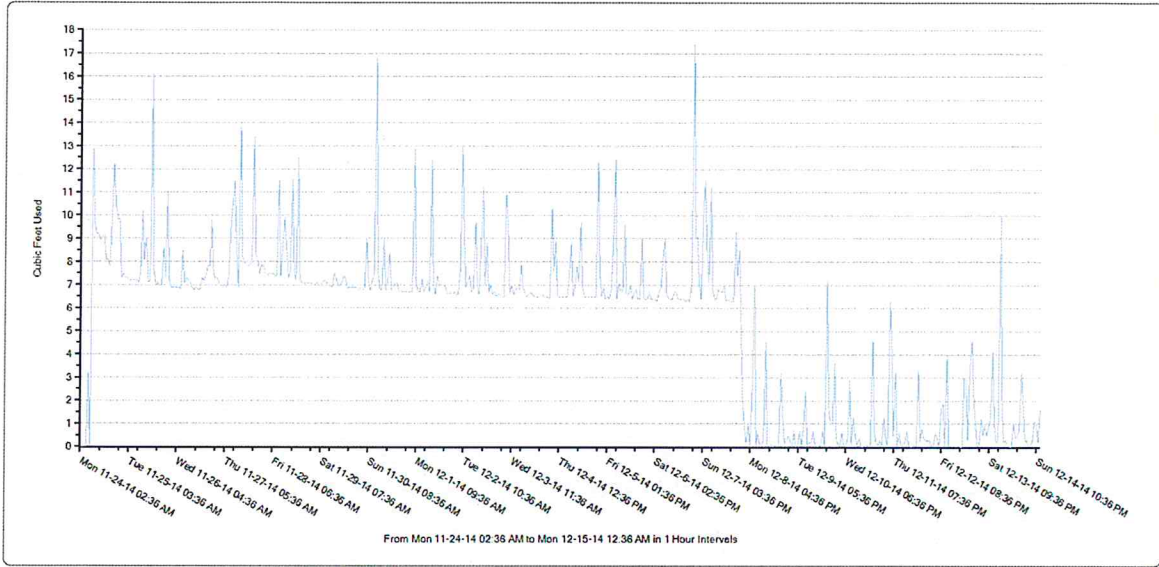
I am a local contractor my company name is G&G Construction. On 12/13/14 I was called to the home of Judy Graham at 385 7th Street in Montara due to a leak from her ice maker. The leaking water went into the stand-up crawl space directly below her kitchen, I found that the area was muddy and covered approximately a 5' x 5' area.

When I arrived, the ice maker valve under the house had already been shut off a few days earlier, and I confirmed that it had been shut off completely. I would estimate the leak had been happening for a couple of weeks.

**Respectfully submitted;**  
**George Bahamondes**  
**G&G Construction Company**

ORION Profile Viewer - Copyright 2015 Badger Meter, Inc.

ORION Meter Reading Profile  
Serial # 71254682



Profile Name: 71254682 20150224 1337

**Cust. Name** Judy Graham  
**Address** 385 7th St.  
**Billing Period** 10/1/2014 - 2/1/15  
**Calculation for Water Bill**

<b>Total Units Billed</b>						50
Tier 1 units 0 - 6	\$	7.43	x	12	units	\$ 89.16
Tier 2 units 7 - 13	\$	9.91	x	14	units	\$ 138.74
Tier 3 units 14 - 27	\$	12.39	x	24	units	\$ 297.36
Tier 4 units 28 and over	\$	17.35	x		units	\$ -
<b>Totals for units used</b>				<b>50</b>		<b>\$ 525.26</b>
<b>Customer average equals</b>	<b>units</b>			<b>23</b>		
<b>Excess usage due to leak equals</b>	<b>units</b>			<b>27</b>		

**Calculations for Adjustment: December 2014 and February 2015 bill**

Tier 1 units 0 - 6	\$	7.43	x	12	units	\$ 89.16
Tier 2 units 7 - 13	\$	9.91	x	11	units	\$ 109.01
Tier 3 units 14 - 27	\$	12.39	x		units	\$ -
Tier 4 units 28 and over	\$	17.35	x		units	\$ -
Excess usage at Tier 2 Rate	\$	9.91	x	27	units	\$ 267.57
<b>Total Calculations for Adjustment</b>						<b>\$ 465.74</b>

<b>Billed Units</b>						<b>\$ 525.26</b>
<b>Minus Total Calculations for Adjustment</b>				minus		<b>\$ 465.74</b>
						<b>\$ 59.52</b>
<b>Minus 10% processing fee</b>				minus		<b>\$ 5.95</b>
<b>Bill Adjustment Due</b>				<b>Total Adjustment</b>		<b>\$ 53.57</b>

**Please note: Adjustments to be given once every 5 years only.**

**Total Owed this Billing Period** (previous statement minus Adjustment) **\$ 522.87**  
 Total Includes regular service charge. (\$51.18)



**For Account: 84-7280-2**  
**Name: GRAHAM JUDY**  
**Service Address: 385 7th St**  
**Montara CA 94037 9403**

**Total Due: \$0.00**  
**Current: \$0.00**  
**Past 1: \$0.00**  
**Past 2: \$0.00**  
**Past 3: \$0.00**

Read Date	Reading	Usage	Meter	Est	Utility	Rate	Charge
04/01/2015	787	13.00	06312592	No	W	D1	\$113.95
02/02/2015	774	24.00	06312592	No	W	D1	\$250.24
12/01/2014	750	26.00	06312592	No	W	D1	\$275.02
10/01/2014	724	13.00	06312592	No	W	D1	\$113.95
08/01/2014	711	15.00	06312592	No	W	D1	\$138.73
06/02/2014	696	13.00	06312592	No	W	D1	\$108.43
04/01/2014	683	10.00	06312592	No	W	D1	\$80.14
02/03/2014	673	15.00	06312592	No	W	D1	\$132.01
12/02/2013	658	10.00	06312592	No	W	D1	\$80.14
10/01/2013	648	12.00	06312592	No	W	D1	\$99.00
08/01/2013	636	13.00	06312592	No	W	D1	\$104.29
06/03/2013	623	11.00	06312592	No	W	D1	\$86.15
04/01/2013	612	10.00	06312592	No	W	D1	\$77.08
02/01/2013	602	11.00	06312592	No	W	D1	\$86.15
12/04/2012	591	9.00	06312592	No	W	D1	\$68.01
10/01/2012	582	25.00	06312592	No	W	D1	\$240.37
08/01/2012	557	31.00	06312592	No	W	D1	\$326.53
06/01/2012	526	23.00	06312592	No	W	D1	\$209.28
04/02/2012	503	7.00	06312592	No	W	D1	\$47.96
02/01/2012	496	8.00	06312592	No	W	D1	\$56.68
12/01/2011	488	10.00	06312592	No	W	D1	\$74.12
10/03/2011	478	10.00	06312592	No	W	D1	\$74.12
08/02/2011	468	11.00	06312592	No	W	D1	\$82.84
06/02/2011	457	13.00	06312592	No	W	D1	\$100.28
04/01/2011	444	8.00	06312592	No	W	D1	\$56.68
02/01/2011	436	10.00	06312592	No	W	D1	\$74.12
12/01/2010	426	21.00	06312592	No	W	D1	\$187.48
10/01/2010	405	21.00	06312592	No	W	D1	\$114.35
08/02/2010	384	28.00	06312592	No	W	D1	\$166.10
06/02/2010	356	18.00	06312592	No	W	D1	\$94.32
04/02/2010	338	9.00	06312592	No	W	D1	\$47.16
02/01/2010	329	8.00	06312592	No	W	D1	\$41.92
12/01/2009	321	12.00	06312592	No	W	D1	\$62.88
10/01/2009	309	25.00	06312592	No	W	D1	\$143.92
08/03/2009	284	31.00	06312592	No	W	D1	\$188.28
06/01/2009	253	20.00	06312592	No	W	D1	\$101.59
04/02/2009	233	9.00	06312592	No	W	D1	\$44.88



Judy.coastside@gmail.com

### Meter Usage History

Montara Water And

cell: 650 339 8215

2/23/2015

**For Account: 84-7280-2**

**Total Due: \$0.00**

**Name: GRAHAM JUDY**

**Current: \$0.00**

**Service Address: 385 7th St**

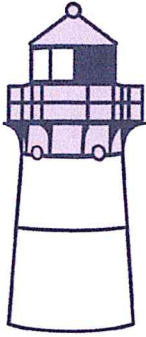
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06/02/2014	696	13.00	06312592	No	W	D1	\$108.43
04/01/2014	683	10.00	06312592	No	W	D1	\$80.14
02/03/2014	673	15.00	06312592	No	W	D1	\$132.01
12/02/2013	658	10.00	06312592	No	W	D1	\$80.14
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08/02/2011	468	11.00	06312592	No	W	D1	\$82.84
06/02/2011	457	13.00	06312592	No	W	D1	\$100.28
04/01/2011	444	8.00	06312592	No	W	D1	\$56.68
02/01/2011	436	10.00	06312592	No	W	D1	\$74.12
12/01/2010	426	21.00	06312592	No	W	D1	\$187.48
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02/01/2010	329	8.00	06312592	No	W	D1	\$41.92



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 21, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Receive Actuarial Valuation for PARS Pension Plan.**

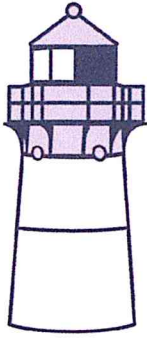
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Staff was directed to examine procuring a pension program through the Public Agency Retirement System (PARS). The benefit parameters include a Defined Benefit Plan for all full-time employees based on 2% @ 62 full formula and at least 5 years of District service, and final compensation based on the highest average consecutive 36 months of compensation with the District. Parameters include an employee contribution equal to at least half of the on-going normal cost of the benefit.

The District asked Bartel Associates to prepare the actuarial evaluation. Mary Beth Redding will present the actuarial evaluation tonight to the full Board. Staff will ask the full Board to consider adopting the PARS plan at the June 4 meeting.

**RECOMMENDATION:**

Receive Actuarial Valuation for PARS Pension Plan.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 21, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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**SUBJECT: Review and Possible Action Concerning Adoption of Water Use Restrictions to Limit Outdoor Irrigation to Twice per Week.**

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The State Water Resources Control Board (SWRCB) is released final regulations to implement the Governors executive orders, one of them requiring a 25% reduction of potable water use in California. 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.

Legal Counsel prepared an ordinance that limits outdoor irrigation to twice per week. If the Board adopts the Ordinance premises within MWSD will be allowed to irrigate outdoors only Mondays and Fridays.

**RECOMMENDATION:**

Adopt Ordinance No.\_\_\_\_, Ordinance of the MWSD Declaring Water Shortage Emergency and Prohibiting Certain Water Usage.

# ORDINANCE NO.

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT DECLARING WATER SHORTAGE EMERGENCY AND PROHIBITING CERTAIN WATER USAGE

### THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:

**Section 1. Findings, Declaration of Water Shortage Emergency.** The Board of the Montara Water and Sanitary District hereby finds and declares:

a. On January 17, 2014 and April 25, 2014 the Governor of the State of California issued successive proclamations of a state of emergency under the California Emergency Services Act based on continued drought conditions;

b. On April 1, 2015, the Governor issued an Executive Order that, among other matters, directed the State Water Resources Control Board ("State Water Board") to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in urban usage of potable water;

c. In implementation of the aforesaid Executive Order the State Water Board on May 5, 2015 adopted Resolution No. 2015-0032 entitled, "To Adopt an Emergency Regulation for Statewide Urban Water Conservation," ("State Water Board Resolution");

d. The State Water Board Resolution enacts Title 23, Division 3, Chapter 2, Article 22.5, Sections 863-866 of the California Code of Regulations ("Emergency Regulations");

e. The Emergency Regulations will become effective upon approval by the California Office of Administrative Law;

f. The residents of Montara Water and Sanitary District have voluntarily practiced water conservation measures for several years, including the currently officially declared drought years, that have substantially reduced per capita water consumption consistent with or exceeding limitations enacted by the Emergency Regulations;

# ORDINANCE NO.

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT DECLARING WATER SHORTAGE EMERGENCY AND PROHIBITING CERTAIN WATER USAGE

g. Certain provisions of the Emergency Regulations that, if applicable to this District, could reduce per capita water consumption to the extent that the public health, safety and welfare of the citizens within the District would tend to be endangered;

h. Nevertheless, certain provisions of the Emergency Regulations apply to this District and require enactment of this ordinance;

i. In compliance with the Emergency Regulations this Board hereby declares a water shortage emergency in the Montara Water and Sanitary District pursuant to Water Code Sections 350 and 31026 and enacts the hereinafter water usage limitation.

### **Section 2. Water Usage Limitation.**

Use of potable water for outdoor irrigation of ornamental landscapes or turf is prohibited; provided, that premises located within the Montara Water and Sanitary District may be so irrigated on Mondays and Fridays of each week.

**Section 3.** This ordinance shall become effective immediately upon adoption, posted within ten (10) days after adoption in three (3) public places in the District and shall be entered in the minutes of the Board; provided, that the provisions of Section 2 shall not be effective unless and until the California Office of Administrative Law approves the above referenced State Water Board Emergency Regulations.

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President

COUNTERSIGNED:

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Secretary

\* \* \*

# ORDINANCE NO.

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT DECLARING WATER SHORTAGE EMERGENCY AND PROHIBITING CERTAIN WATER USAGE

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 21<sup>st</sup> day of May, 2015, by the following vote000:

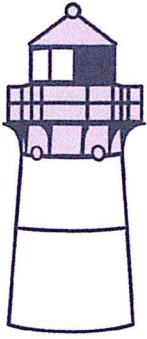
AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

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Secretary



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 21, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning  
Appointment of District Representative to  
Participate in San Mateo County Sea Level Rise  
Vulnerability Assessment Study.**

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San Mateo County will assess the impacts of sea level rise and major storm events on the northern San Mateo Coastline. A kickoff meeting for invite stakeholders is scheduled for June 5.

The County has asked to identify key staff personal as well as an elected official to participate in the process.

## RECOMMENDATION:

Appoint a Board representative to participate in the SMC Sea Level Rise Vulnerability Study.



## Clemens

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**From:** Dave Pine <dpine@smcgov.org>  
**Sent:** Thursday, May 14, 2015 3:44 PM  
**To:** mwsd@coastside.net; scott@montara.com  
**Subject:** Kickoff Meeting on June 5th for SMC Sea Level Rise Vulnerability Assessment Study

Board President Boyd, General Manager Heldmaier:

Congresswoman Jackie Speier, Assemblyman Rich Gordon and San Mateo County Supervisors Dave Pine and Don Horsley are excited to announce the launch of the San Mateo County Sea Level Rise Vulnerability Assessment Study. Please join us for the kickoff meeting for the study on June 5th:

### **San Mateo County Sea Level Rise Vulnerability Assessment Study Kickoff Meeting**

Friday, June 5, 2015 from 8:30 am - noon  
Foster City Council Chambers  
610 Foster City Blvd., Foster City

The purpose of the study, which is funded by the California Coastal Conservancy, is to identify and assess the community assets and natural resources that will be most affected by sea level rise and storm events along the San Mateo County bayshore and coastline from Half Moon Bay north. The study will lay the groundwork for developing adaptation strategies to improve the resiliency and safety of the County's coastside and bayshore communities.

The kickoff meeting will include invited stakeholders from the cities, the County, special districts, government agencies, environmental groups, and businesses. At the meeting, our team will outline the proposed process for conducting the study as well as the input and assistance that will be needed from the stakeholders.

#### **Our Request of You**

We are asking each independent special district in the County that may have an interest in sea level rise planning to identify the following three individuals to attend the kickoff meeting and participate in the study:

- An elected official;
- A senior staff member (e.g. the Executive Director, General Manager); and
- A staff person with detailed knowledge of any assets in your special district that are potentially vulnerable to storm events and sea level rise.

**Please send the contact information for your selected participants to Michael Barber at:  
[mbarber@smcgov.org](mailto:mbarber@smcgov.org); 650-363-4528**

More information will follow shortly. Thank you.

Dave Pine  
Supervisor, District 1  
San Mateo County Board of Supervisors  
400 County Center, 1st Floor  
Redwood City, CA 94063  
(650) 363-4571 (w)  
(650) 814-3103 (m)  
[dpine@smcgov.org](mailto:dpine@smcgov.org)