



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

## **NOTICE OF SPECIAL MEETING**

**(Special Meeting begins at 7:00 p.m.; see Agenda for Special Meeting below)**

# AGENDA

## **District Board of Directors**

8888 Cabrillo Highway  
Montara, California 94037

**December 3, 2015 at 7:30 p.m.**

**(Regular Meeting)**

**CALL TO ORDER**

**ROLL CALL**

**PRESIDENT'S STATEMENT**

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

**PUBLIC HEARING**

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

## **CONSENT AGENDA**

1. Approve Minutes for October 15, 2015.
2. Approve Financial Statements for October 2015.
3. Approve Warrants for December 1, 2015.
4. SAM Flow Report for October, 2015.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for October 2015.
8. Rain Report.
9. Solar Energy Report.

## **OLD BUSINESS**

1. Review and Possible Action Concerning OpenGovernment Online Platform.

## **NEW BUSINESS**

1. Review and Possible Action Concerning Review of Recology Audits for 2016 Solid Waste Rate Increase.
2. Review and Possible Action Concerning Daily Start Time of Recology Waste Pickups.
3. Review and Possible Action Concerning Multi-Year Water Connection Fee Payment Program.
4. Review and Possible Action Concerning Bond and other Debt Service History.

## **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**

## **ADJOURN**

# **AGENDA – SPECIAL MEETING**

**(7:00 p.m.)**

**CALL TO ORDER**

**ROLL CALL**

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

**CONVENE IN CLOSED SESSION**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov't. C. §54956.8)

Property: Caltrans Montara Right of Way.

Agency Negotiators: General Manager, District Counsel

Negotiating Party: Caltrans

Under Negotiation: To be determined.

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

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

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site ([www.mwsd.montara.org](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: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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The franchise agreement with Recology of the Coast requires the District to annually increase the solid waste disposal rates by January 1 in accordance with an agreed upon formula. Pursuant to Article 6, Section 6.02 A of the October 1-2013 franchise agreement Recology of the Coast provided calculations required for the rate increase effective January 1-2016. This year the contract calls for a cost based increase vs. index based increases over the two prior years. The according formula results in a 47.8% rate increase over the 2015 rates.

In accordance with prop 218, Notices were mailed to all 1728 property owners and customers in Montara and Moss Beach notifying them about the planned rate increase for January 1, 2016.

At the preparation of this agenda item a total of twenty three (23) written protests have been received. However, a full final count will be made at the public hearing since more may be received by that time.

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

## RECOMMENDATION:

Open the public hearing, allow relevant testimony, close the public hearing and count all allowable Prop 218 protests received. Determine whether or not the proposed rate limits should be approved in accordance with Prop 218. Adopt Ordinance No.\_\_\_\_, Ordinance of the Montara Water and Sanitary District Establishing Maximum Rates for the Collection, Removal and Disposal of Refuse and for Recycling Services.

Attachments

**ORDINANCE NO. \_\_\_\_\_**

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

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

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

a. Pursuant to the provisions of Section 6 of Article XIII D of the California Constitution, this Board adopted Ordinance No. 173, which established maximum rates to be charged by the District's franchisee for the collection, removal and disposal of refuse and for recycling services for properties within the District commencing January 1, 2015.

b. This Board approved a revised franchise with Recology of the Coast on September 19, 2013 which contemplates annual revisions to the schedule of fees and charges for the collection, removal and disposal of refuse and for recycling services.

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

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

e. In addition to the aforesaid notice, notice of said public hearing was published not less than twice, with at least five (5) days intervening between the dates of the first

and last publication, in a newspaper of general circulation regularly published once a week or more often within the County of San Mateo.

f. On December 3, 2015, not less than 45 days after mailing of the aforesaid notice, a public hearing on the proposed fees and charges set forth herein for collection, removal and disposal of refuse for all occupied premises (except agricultural premises) and recycling services was held by this Board and all persons present at the hearing and interested in the matter were heard or given the opportunity to be heard on the question of enactment of said fees and charges.

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

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

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

**Section 2. Refuse collection and recycling rates and charges.**

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

**SCHEDULE OF MAXIMUM REFUSE COLLECTION AND RECYCLING FEES AND CHARGES EFFECTIVE JANUARY 1, 2016**

**DESCRIPTION OF FEES/CHARGES**

**RESIDENTIAL**

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
- a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$ 23.87
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$29.35

c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge	\$96.44
2. Special Services (charges added to above, basic changes):	
a. Container placed at side or rear of dwelling - per container	\$7.33
b. Container not placed at specified collection point and return call required- per container	\$14.95
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$7.92
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	estimate
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only	inc. w/service
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)	inc. w/service
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers	inc. w/service
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags	inc. w/service
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	inc. w/service
8. Christmas trees free of charge thru January 31st of each year	inc. w/service
a. After January 31st charge is \$20 per tree for removal	\$20.00

**MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE**

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage- container limits: volume - 30 gal. cans (1/4 cu. yd), weight - 75 lbs	
a. Regular collections:	
1-64 gallon collection once per week	\$115.81
1-96 gallon collection once per week	\$189.52
b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will vary by size

2. Commercial Container Rental:	
a. 1 cubic yard box - per mo.	\$52.69
b. 2 cubic yard box - per mo.	\$68.31
3. Commercial Container Collections:	
a. 1 cubic yard box - per collection	\$44.52
b. 2 cubic yard box - per collection	\$88.58
4. Compacted Commercial Container Service:	
a. 1 cubic yard box - per collection	\$86.90
b. 2 cubic yard box - per collection	\$175.55
5. Recyclable material collection up to five times a week	inc. w/service
<b>DEBRIS BOX SERVICE</b>	
7, 14, 20 and 30 yard containers	
a. Container rental and delivery and pickup charge	\$350.00
b. \$80 per ton confirmed by disposal site weight slip	Tonnage based

**SPECIAL PROVISIONS**

- |                                                                                                                                                                       |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction | \$25.00 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|

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



**Section 3. Effective, Operative Date.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District, shall become effective immediately upon expiration of one week following said posting and shall be operative from and after January 1, 2016.

\_\_\_\_\_  
President

COUNTERSIGNED:

\_\_\_\_\_  
Secretary

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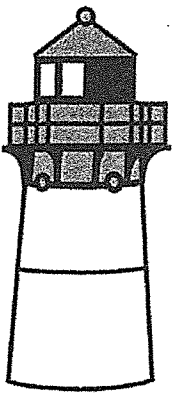
I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 3<sup>rd</sup> day of December 2015, by the following vote :

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary



# Montara Water & Sanitary District

## NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES TO GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

This Notice provides information about proposed increases in garbage collection, recycling and disposal fees and charges for those services provided by Recology of the Coast to MWSD customers.

**HEARING DATE:** Thursday, December 3, 2015

**HEARING TIME:** 7:30 p.m.

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

(Adjacent to the Point Montara Lighthouse & Hostel)

*Dear Property Owner or Customer,*

Montara Water and Sanitary District (MWSD) is proposing to adopt increases in garbage collection, recycling and disposal fees and charges for those services furnished by Recology of the Coast (Recology) under a franchise agreement with the District. Please review this document for more information about the proposed changes.

### What Do the Solid Waste Fees and Charges Pay for?

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

### How Can Customers Reduce Garbage Collection Fees and Charges?

By switching from a 32-gallon garbage collection receptacle to a 20-gallon receptacle, your new monthly collection fee charge would be \$23.87 instead of \$29.35.

To Help Fit Your Trash into a Smaller Bin, Take Advantage of Free Bulky Goods Collection. Four times a year, Recology will pick up one item up to 200 pounds or five 30-gallon bags for no additional charge. By accumulating and disposing of extra items four times a year, customers may be able to go down to a 20-gallon container and save money.

By Increasing Recycling and Reducing Garbage, MWSD Customers May Reduce Future Increases on Their Bills.

A majority of Pacifica residents have realized a savings in their collection charges by switching to the 20-gallon cans. Currently in the MWSD service area, only a small percentage of customers use 20-gallon cans.

**PLEASE CONTACT US IF YOU HAVE QUESTIONS OR COMMENTS**

# Proposed Garbage Collection

The District is proposing an increase to garbage collection, recycling and disposal fees to cover costs of service.

Note: Although the rates are proposed to cover a one-year period, they will remain in effect after that year unless and until new rates are approved.

RESIDENTIAL	1/1/2015	1/1/2016
<b>1. Basic, weekly collection of a single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:</b>		
One 20-gallon can collected once per week	\$16.15	\$23.87
One 32-gallon can collected once per week	\$19.86	\$29.35
One 64-gallon can collected once per week	\$65.25	\$96.44
<b>2. Special Services (charges added to above, basic charges)</b>		
Container placed at side or rear of dwelling per container	\$4.96	\$7.33
Container not placed at specified collection point and return call required - per container	\$10.12	\$14.95
Extra 30 gallon bag with collection (excludes 20-gallon cart service) - per bag	\$5.36	\$7.92
Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
<b>3. Quarterly recycling drop-off service four times a year within Montara city limits, including green waste</b>		
	Included w/service	Included w/service
<b>4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)</b>		
	Included w/service	Included w/service
<b>5. Every other week green waste (yard trimmings, etc.) collection, limited to four (4) 30-gallon containers - customers' own containers</b>		
	Included w/service	Included w/service
<b>6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or five 30-gallon bags</b>		
	Included w/service	Included w/service
<b>7. Drop-off at Recycling Yard in Pacifica of motor oil, latex and oil paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials</b>		
	Included w/service	Included w/service
<b>8. Christmas trees free of charge thru January 31st</b>		
	Included w/service	Included w/service
After January 31st charge is \$20 per tree for removal	\$20.00	\$20.00

**To Estimate Your Monthly Bill Add Up the Services You Use.**

Most residential customers only use Weekly collection for a 32-gallon can, which would be \$29.35 per month starting January 1, 2016.

**Don't Forget to Take Advantage of the Many Services Included with Your Garbage Fees**

# Recycling and Disposal Fees

and equipment replacement by Recology of the Coast beginning Jan. 1, 2016, as described on these pages.

MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE	1/1/2015	1/1/2016
<b>1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage - container limits: volume - 30-gal. cans (1/4 cu. Yd.), weight - 75 lbs.</b>		
One 64-gallon can collected once per week	\$78.36	<b>\$115.81</b>
One 96-gallon can collected once per week	\$128.23	<b>\$189.52</b>
Additional 64- or 96-gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will Vary	<b>Will Vary</b>
<b>2. Commercial Container Rental</b>		
1 cubic yard box per month	\$35.65	<b>\$52.69</b>
2 cubic yard box per month	\$46.22	<b>\$68.31</b>
<b>3. Commercial Container Collections</b>		
1 cubic yard box per month	\$30.65	<b>\$44.52</b>
2 cubic yard box per month	\$60.99	<b>\$88.58</b>
<b>4. Compacted Commercial Container Service</b>		
1 cubic yard box per month	\$58.80	<b>\$86.90</b>
2 cubic yard box per month	\$118.78	<b>\$175.55</b>
<b>5. Recycled materials collection up to five times a week</b>	Included w/service	<b>Included w/service</b>

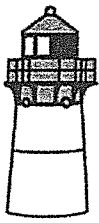
DEBRIS BOX SERVICE	1/1/2015	1/1/2016
<b>1. Containers of 7, 14, 20 and 30 yard sizes</b>		
Container rental and delivery and pickup charge	\$290.00	<b>\$350.00</b>
\$80 per ton confirmed by disposal site weight slip	\$67.00	<b>\$80.00</b>

SPECIAL PROVISIONS	1/1/2015	1/1/2016
<b>1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30-gallon can (PGE CARE PROGRAM) 15% reduction</b>	\$16.92	<b>\$25.00</b>

## How to Protest the Proposed Rate Increases

Property owners or customers may file written protests against the proposed rate increases. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number; b) include the name and signature of the customer or property owner submitting the protest; and c) indicate opposition to the proposed garbage collection, recycling, and disposal fees and charges. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. The proposed rates will not be adopted if written protests are received from the owners or customers representing a majority of affected parcels. Only one protest accepted per parcel.

Written protests may be mailed to: District Clerk, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037-0131. Written protests may also be delivered to the District's headquarters at 8888 Cabrillo Highway. All written protests must be submitted prior to the close of the Public Hearing on December 3, 2015.



# Montara Water and Sanitary District

PRSR STD  
U.S. POSTAGE  
PAID  
UNICORN GROUP

P.O. Box 370131  
Montara, CA 94037  
Voice: 650-728-3545  
Email: [mwsd@coastside.net](mailto:mwsd@coastside.net)  
Web: [mwsd.montara.org](http://mwsd.montara.org)

## DIRECTORS

Scott Boyd, President  
Jim Harvey, President Pro Tem  
Kathryn Slater-Carter, Treasurer  
Dwight Wilson, Secretary  
Bill Huber, Director

## GENERAL MANAGER

Clemens Heldmaier

~~Heldmaier, Clemens, FT  
407 5th St  
Montara, CA 94037~~

This was mailed using a legally mandated list. If you receive multiple copies, or do not receive service from Recology and received this in error, we apologize.

## Montara Water & Sanitary District - NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES IN GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

### QUESTIONS OR COMMENTS?

If you have questions or comments, please:

Call: the District office at (650) 728-3545 from 7:30 AM to 5:00 PM

Email: [mwsd@coastside.net](mailto:mwsd@coastside.net)

Write: PO Box 370131, Montara, CA 94037

Web: Check our website for additional details. [www.mwsd.montara.org](http://www.mwsd.montara.org)

Participate: In the Public Hearing on Thursday, December 3, 2015 at 7:30 PM at:

**Montara Water and Sanitary District**

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

### Charges Will Remain Below Average

Even with the proposed fees and charges, rates in the Montara service area will remain below average in San Mateo County.

This is despite the fact that this is a costly area to serve due to the distance between customers as well as the winding, steep roads and long driveways. These conditions make it impractical to use modern trucks with mechanized arms to pick up the containers. Instead, most cans must be hand lifted and dumped—requiring extra staff and collection time.

The District will audit costs to ensure they are appropriate and to keep long-term garbage service quality up and bills as low as reasonably possible for customers.

### Reasons for the Rate Increases:

The rate revisions are based on a comprehensive Rate Adjustment Schedule included in Recology's franchise that takes into consideration documented labor costs, workers compensation insurance premiums, vehicle-related costs, fuel costs, yard-waste processing costs, lease costs associated with vehicles and equipment, dump fees (also called tipping fees) charged at the Ox Mountain Landfill in Half Moon Bay and other operating costs.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of:

**December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

**RECOMMENDATION:**

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt Ordinance No. \_\_\_\_\_, Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.

Attachment

# ORDINANCE NO. \_\_\_\_\_

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

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

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

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

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

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein and for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District do not exceed the corresponding maximum amounts heretofore approved in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

**WHEREAS**, the District provided written notice by mail of the fees or charges herein set forth to the record owners of each identified parcel, the amount of the fees or charges, the basis upon which the amount of the fees or charges were calculated, the reason for the fees or charges together with the date, time, and location of the public hearing to consider adoption of the fees or charges in accordance with the provisions of Section 6 of Article XIII D of the California Constitution; and

**WHEREAS**, notice was also published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearings to consider adoption of the fees or charges; and

**WHEREAS**, all persons present at the aforesaid hearings interested in the adoption of the fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearings; and

# ORDINANCE NO. \_\_\_\_\_

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

**WHEREAS**, this Board considered all protests against said fees or charges and written protests against the fees or charges were not presented by a majority of owners of the identified parcels; and

**WHEREAS**, certain fees and charges herein are restated and reenacted or amended, all of which having been considered in accordance with the above-described procedures;

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

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

### SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$40.510	\$648.16
Restaurants	\$73.490	\$1175.84
Motels	\$43.560	\$696.96
Offices	\$35.807	\$572.91
General Commercial	\$38.800	\$620.80
All other Commercial	\$42.211	\$675.37
Schools	\$36.455	\$583.28



# ORDINANCE NO. \_\_\_\_

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

Hospitals                      \$40.757                      \$652.11

\*Hundred cubic feet

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

(MWSD Code §4-2.100(f))

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

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$23,376
Fixture Unit Charge (MWSD Code §3-9.500)	\$935.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$14,851.00
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$594.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$594.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$474.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$448.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$332.00 minimum)

# ORDINANCE NO. \_\_\_\_

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

Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$153.00 minimum)
Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,646.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$474.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$448.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$474.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$474.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$448.00 minimum)
Second Unit Connection Fee - Studio Unit (10 fixture units) (MWSD Code §3- 10.200)	\$9,352.00
Second Unit Connection Fee - One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$10,288.00
Second Unit Connection Fee - Additional Fixture Units (MWSD Code §3-10.200)	\$935.00
Second Unit Permit Application	Actual Cost

# ORDINANCE NO. \_\_\_\_\_

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

Fee (\$474.00 minimum)  
(MWSD Code §3-10.400)

Developer Service Fee: \$2,568.00 minimum deposit against which all District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Administrative Charge for Processing \$41.00 per account  
Collection of Delinquent Refuse and Water  
Charges On Tax Roll  
(MWSD Code §1-5.200)

Charge to Photocopy Documents \$1.36 per page for first four pages; \$0.35 for each page over four.

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

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

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

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$7.650 per HCF
Tier 2 7 – 13 HCF	\$10.210 per HCF
Tier 3 14 – 27 HCF	\$12.760 per HCF
Tier 4	\$17.870 per HCF

# ORDINANCE NO. \_\_\_\_

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

over 27 HCF	
Meter Service Charge-5/8" (standard residential size)	\$26.36 per month
Meter Service Charge-3/4"	\$28.99 per month
Meter Service Charge-1"	\$36.90 per month
Meter Service Charge-1 1/2"	\$47.44 per month
Meter Service Charge-2"	\$76.44 per month
Meter Service Charge-3"	\$289.93 per month
Meter Service Charge-4"	\$369.01 per month

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

### (b) FIRE PROTECTION WATER SYSTEM CHARGES

Private Fire Protection Service Per Meter Per Month:

(MWSD Code §5-5.106)

4-inch connection or smaller:	\$15.90
6-inch connection:	\$22.55
8-inch connection:	\$30.05
10-inch connection:	\$63.32
12-inch connection:	\$88.38

Private Fire Protection Administrative Fee:\*      \$474.00 minimum  
(MWSD Code §5-3.208)

Installation of Private Fire Protection Service from Meter to District Main:* (MWSD Code §5-5.204)	Cost invoiced to District by contractor; estimated cost to be deposited
----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Private Fire Protection Connection Charge (3/4" to 5/8" meter):	\$4,791.00
Private Fire Protection Connection Charge (1" meter):	\$8,002.00
Private Fire Protection Connection Charge (1 1/2" meter):	\$15,954.00

# ORDINANCE NO. \_\_\_\_

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

Private Fire Protection Connection Charge (2" meter):	\$25,536.00
Private Fire Protection Connection Charge (3" meter):	\$47,908.00
Private Fire Protection Connection Charge (4" meter):	\$79,868.00
Private Fire Protection Connection Charge (6" meter):	\$133,133.00
Private Fire Protection Connection Charge (8" meter):	\$221,934.00
Private Fire Protection Connection Charge (10" meter):	\$369,961.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee:\* \$448.00  
(MWSD Code §5-3.210)

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

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

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

5/8 x 3/4 inch meter	\$15,259.00
3/4 inch meter	\$16,785.00
1 inch meter	\$21,362.00
1-1/2 inch meter	\$27,469.00
2 inch meter	\$44,250.00
3 inch meter	\$167,844.00
4 inch meter	\$213,621.00

Above 4 inch meter: charge determined by General Manager  
Based on estimated water usage

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:\*

Check not honored by bank: \$27.00  
(MWSD Code §§1-5.200, 5-5.122)

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

Reconnection Charge due to Non-Payment: \$65.00  
(MWSD Code §§5-3.210, 5-5.120)

Developer Service Fee: \$2,568.00 minimum deposit against which all  
District costs to process application are charged.

# ORDINANCE NO. \_\_\_\_

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

(MWSD Code §§5-3.102, 5-3.210)

Hydrant Meter Deposit: \$1,161.00 against which water use charged.  
(MWSD Code §5-4.227)

Connection Administrative Fee minimum deposit applied to actual hourly costs to process application \$474.00  
(MWSD Code §§5-3.202, 5-3.203)

Connection Inspection Fee \$448.00  
(MWSD Code §5-3.210)

Connection construction cost deposit applied to actual cost \$2,568.00  
(MWSD Code §§5-3.202, 5-3.203)

Service Charge for Posting Door Tag for Delinquent Account: \$30.00 per customer per incident.  
(MWSD Code §§1-5.200, 5-3.210)

Credit for Customer paying bill using ACH: \$3.00 per bill.  
(MWSD Code §5-3.200)

Service Charge for Unauthorized Use of Fire Hydrant: \$137.00 per incident plus actual water used plus damages.  
(MWSD Code §5-5.202)

Service Charge for Cross Connection Control Device Test: \$103.00 per tested device.  
(MWSD Code §5-6.400)

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

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

# ORDINANCE NO. \_\_\_\_

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

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

### RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$23.87
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$29.35
  - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$96.44
  
2. Special Services (charges added to above, basic changes):
  - a. Container placed at side or rear of dwelling - per container \$7.33
  - b. Container not placed at specified collection point and return call required- per container \$14.95
  - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$7.92
  - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate
  
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only inc. w/service
  
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) inc. w/service
  
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers inc. w/service
  
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags inc. w/service
  
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials inc. w/service
  
8. Christmas trees free of charge thru January 31st of each year inc. w/service

# ORDINANCE NO. \_\_\_\_

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

a. After January 31st charge is \$20 per tree for removal \$20.00

### MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

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

a. Regular collections:

1-64 gallon collection once per week \$115.81

1-96 gallon collection once per week \$189.52

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

2. Commercial Container Rental:

a. 1 cubic yard box - per mo. \$52.69

b. 2 cubic yard box - per mo. \$68.31

3. Commercial Container Collections:

a. 1 cubic yard box - per collection \$44.52

b. 2 cubic yard box - per collection \$88.58

4. Compacted Commercial Container Service:

a. 1 cubic yard box - per collection \$86.90

b. 2 cubic yard box - per collection \$175.55

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

### DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

a. Container rental and delivery and pickup charge \$350.00

b. \$67 per ton confirmed by disposal site weight slip Tonnage based

### SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of



**ORDINANCE NO. \_\_\_\_**

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

premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15%  
reduction

\$25.00

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

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

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \*

I HEREBY CERTIFY that the foregoing Ordinance No.\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 3<sup>rd</sup> day of December 2015, by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update Solid Waste Disposal fees. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: December 3, 2015

TIME: 7:30 p.m., or as soon thereafter as the matter may be considered

PLACE: District Board Chambers  
8888 Cabrillo Highway  
Montara, CA 94037  
([www.mwsd.montara.com](http://www.mwsd.montara.com))



**MONTARA WATER & SANITARY**  
**DISTRICT**

**BOARD OF DIRECTORS MEETING**  
**October 15, 2015**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:36 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Slater-Carter, Harvey, Boyd, Wilson and Huber

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier,  
District Clerk, Judy Gromm

Others Present: District Counsel, Dave Schricker

**PRESIDENT'S STATEMENT – None**

**ORAL COMMENTS** - Director Slater-Carter reported on Thursday, Oct. 22<sup>nd</sup> there will be a meeting at Cypress Meadows for a Connect the Coast Workshop. The County and agencies that have been working on Connect the Coast will be reporting on their findings. They gave a presentation last night at the MidCoast Community Council and that will be televised. The workshop will not be televised. They will be talking about growth projections, populations, and alternative ways to count the amount of traffic congestion at various intersections. Director Slater-Carter invited the public to send her questions via email and she will be happy to respond with her editorial opinion.

**PUBLIC HEARING –None**

**CONSENT AGENDA – None**

## **OLD BUSINESS –**

### **1. Review and Possible Action Concerning PARS Investment Strategy.**

General Manager Heldmaier reported at the September 3 meeting the board chose to work in the first year with HighMark and selected a passive index fund composition of 90% stocks, 10% bonds with an applied discount rate of 5.5% for the PARS plan. Unfortunately HighMark does not offer a portfolio with the specific composition.

The closest available option is Highmark's passively managed Capital Appreciation Strategy that offers up to 85% stocks, 15% bonds. Generally, the portfolio works with a range that targets a 75%:25% ratio of stocks and bonds.

The actuarial was asked to prepare a final actuarial evaluation for the Highmark passive Capital Appreciation Strategy with a 5.5% discount rate. The actuarial has now provided a final evaluation that shows the Board selected discount rate, however, Actuarial and PARS recommend a discount rate of 6.5% for the Capital Appreciation Strategy. Upon receipt of the evaluation the Board can change its decision on selection of discount rate.

At the October 1 meeting the Board asked that Forester Financial provide an alternate proposal for the Board's consideration. Forester Financials has indicated that they are not able to provide an alternative proposal.

If the Board agrees with staff recommendation, no further steps are required for the plan implementation. Should the Board select a different Strategy and/or discount rate, an additional actuarial analysis is required and can be received at the November 3 meeting.

After receipt of final Agreements with PARS the packet can be signed by the manager and the plan be implemented retroactively starting July 1. At a subsequent meeting the Board will be asked to review the salary schedule and consider a salary increase for all full time employees starting July 1.

Director Slater-Carter requested the Actuarial Analysis be explained in detail.

General Manager Heldmaier reminded the Board he was not an Actuarial, but he would do his best.

General Manager Heldmaier gave a brief description of the Benefit Summary.

Director Slater-Carter requested to discuss the Actuarial Obligations. General Manager Heldmaier gave a brief description of the Actuarial Obligations including the Board Selected Rate of 5.5% and recommended 6.5% discount rates.

General Manager Heldmaier further reported on the Funding Results at 6.5% and 5.5% and recommended the Board look at these main factors now. The Actuarial had made a presentation at a previous meeting. At this point there have been no changes from that previous report and the document we now have before us.

Director Huber noted the Board had originally selected the rate of 5.5% and initially he had felt somewhere between 6 and 6.5% was appropriate. He is in agreement with the reasonable recommendation of 6.5%.

Greg Dieguez, Montara resident, handed the Board and public in attendance a document titled: Questions for the Montara Water and Sanitary District Regarding Fiduciary Oversight of the PARS Plan and Contract. A copy is attached to these minutes. Mr. Dieguez still has concerns regarding the 80 basis points for fees for "Highmarks passively managed Capital Appreciation portfolio". He has found no supporting documents on these fees. Additionally Mr. Dieguez questioned if any Director, Officer, or Counsel of MWSD reviewed and approved the prospectus for "Highmark's passively managed Capital Appreciation portfolio". Mr. Dieguez has still not seen the prospectus. In emails and conference calls, we have been strongly advised by PARS and Highmark to read the prospectus.

Director Harvey questioned District Counsel Schricker regarding the terms for PARS. Mr. Schricker replied as long as the plan is in effect. You can terminate the plan otherwise it is an ongoing agreement for the life of the plan. For PARS the contract is for 3 years and HighMark is an annual agreement.

Director Harvey asked for a list of documents the General Manager will be signing. What is the Board confined to? District Counsel Schricker reported once the plan is placed in motion, it stays in effect until you change the trustee with an amendment or terminate the plan. What District Counsel Schricker can't answer is what PARS considers non-negotiable. As far as PARS flexibility, this is something he can't answer.

Director Harvey needed better clarification regarding the terms. Specifically, can the plan be terminated by the Board? Are we committed for 3 years with PARS and 1 year with HighMark? District Counsel Schricker responded the Administration Agreement with PARS is for 3 years with a rolling term every year if no written notice to terminate. General Manager reported HighMark can be changed at any time. But, we are going to look at it once per year under GASB and every other year with an actuarial.

Director Slater-Carter has not received a prospectus. They may be in an email in some link, but not available to the public and are not in any records of our meetings.

General Manager Heldmaier questioned if there was a requirement the prospectus needed to be in public records. District Counsel Schricker answered once they have been submitted to the District, yes.

Director Huber reported he had received the prospectus and directed the Board to the email and link. Director Slater-Carter noted the prospectus was not in the public record.

Director Wilson suggested to get the prospectus available to the public today and to reaffirm staff's recommendation.

Director Wilson moved to confirm the passively managed Capital Appreciation Strategy, and change the discount rate to 6.5%. Director Huber seconded the motion.

Director Slater-Carter still stands with the 5.5% discount rate and noted in the Actuarial Valuation their level of confidence is 50 to 55% which is essentially saying flip a coin, we may be right, we may be wrong. Under the asset allocation, it says we have 5% cash. In the staff report it says 85% - 15%. Either the Actuarial Report or the staff report is incorrect. When we have 5% cash we are automatically losing money because in every account essentially a fee of 1.5% goes to them to hold the money. When we pay money into the accounts, they take money. With cash, there is no appreciation and there is loss to inflation. So, for 5% of our money we are losing money. Again, the staff and actuarial reports say two different things. In theory, the staff report is giving us an idea of what it is going to be and it is nothing binding, it is the actual document that is binding. I am not happy about losing money. For the 5.5% on page 9, second column down where it shows the actuarial present value, it shows that there is a 37% increase or \$318,000 increase of present value if we go to the 5.5%. Think of that as insurance. Think of that as prepaying. I still stand with the 5.5% and nothing in cash because we do not have anyone retiring for at least 5 years. We can be putting a hedge against future problems by going with the 5.5%. We can always go to the 6.5% at a later date when we have built up a substantial present value. This is cheap insurance. I talked with people at the CSDA Conference who told me that there are agencies that are front loading these so they don't end up in a hole that is impossible for them to dig themselves out of. We can cover that cheap insurance (approx. \$20,000) now and not have to come to our rate payers. I have not seen the stream of emails that give information on the 6.5% vs. 5.5%. And to be fair, I have not asked for them. I would like to see them, but I have been busy on other things. Again, I am for 5.5%, no money in cash and see the prospectus in the public record.

Director Huber noted this is an academic argument because they do not offer a plan that has no cash. Additionally, although its true we do not have an employee that is scheduled to retire within the next couple years, there is also the provision that if an employee is terminated, you have to return their contribution to them, plus 3%. It seems like to me the cash is acts as a way to fund that. I don't see a problem with that. The idea that we are paying employees half, I don't think that is accurate. We, in the first year are increasing their wage so it will not come out of their pocket, and the higher the discount rate the less they will have to give out of pocket. In subsequent years they will be paying their 50%.

Director Slater-Carter asked if we are going to reduce the employees' wages.

Director Huber reported he would hope not.

Director Slater-Carter reported then we will continue to pay it.

Director Huber thought this was a bad way to characterize it.

Director Slater-Carter noted she would certainly not put value judgements on Director Huber's statements like he had just done to her.

Director Huber agrees with Director Slater-Carter the prospectus should be in the public record and offered to help to make that more accessible to the public.

A roll call vote was called for and the motion passed 4 – 1.  
Ayes: Directors Harvey, Boyd, Wilson and Huber  
Noes: Director Slater-Carter

Director Boyd asked the General Manager if he had a clear understanding of the motion. General Manager Heldmaier answered yes.

## REPORTS

- 1. Sewer Authority Mid-Coastside Meetings (Harvey)** – Director Harvey reported there had been a meeting last week in which recycled water was discussed. We had had two bids for the project previously. One of the companies sent two representatives to answer questions regarding the way they had not responded to the bid as it was produced. The Board decided to ask the two companies to give more information on specifics on their water recycling technologies.
- 2. MidCoast Community Council Meeting (Slater-Carter)** – None
- 3. CSDA Report (Slater-Carter)** – Director Slater-Carter reported
- 4. CCWD, NCCWD Committee Report – (Harvey, Huber) - None**
- 5. Attorney's Report (Schricker)** – Reported he had filed an application with LAFCO last Friday for the amendment for MWSD's sphere of influence and to

provide service to the Big Wave Development. This is being processed and I will report on the outcome of the meeting that will be held in early November.

District Counsel Schricker further reported Satisfaction and Extinguishment of Promissory Note – Employee Mortgage Loan Assistance Program (Clemens H. Heldmaier and Angelle W. Gonzalez-Heldmaier).

General Manager Heldmaier thanked the Board for the opportunity. Housing costs are increasing and has become a huge problem. This is something the District may have to address going forward in the future.

A letter regarding the extinguishment is attached to the minutes.

Director Wilson suggested if the Board is honest in exploring housing for people with modest means we should be looking at all options.

**6. Directors Report – None**

**7. General Manager’s Report (Heldmaier) – None**

**FUTURE AGENDAS-**

**REGULAR MEETING ENDED at 8:36 P.M.**

Respectfully Submitted,

Signed \_\_\_\_\_  
Secretary

Approved on the 3rd December, 2015

Signed \_\_\_\_\_  
President



**Questions for the Montara Water and Sanitary District  
Regarding Fiduciary Oversight of the PARS Plan and Contract**

1. I can find **no supporting documentation for the 80 basis points of fees** for "*Highmark's passively managed Capital Appreciation portfolio*" referenced by the actuaries in their report of September 29, 2015 in page 8 of 107 in the board packet for the October 15, 2015 meeting.
  - a. There is a fee of 60 basis points referenced on page 97 of 107 in the board packet for the October 15, 2015 meeting, and it refers to a group of 'diversified portfolios' including one named Capital Appreciation, but there is no specific fund named.
  - b. There are a variety of fees on pages 99 and 100 for various sub-advised funds, but none of them mentions Capital Appreciation, so are presumably NOT fees for our plan.
  - c. How can the Board and Management of the District enter into this plan without clear documentation supporting, and limiting, the assumed asset-based expenses?
  - d. As a suggestion, create an addendum to the agreement which specifies exactly what fees the District is agreeing to, and see what happens when you return the signed contract with that condition.
  
2. Has any Director, Officer, or Counsel of MWSD **reviewed and approved the prospectus** for "*Highmark's passively managed Capital Appreciation portfolio*" mentioned as the investment vehicle by the actuaries (page 8) in their derivation of a recommended discount rate for the plan? Is that person willing to attest that the investment vehicle meets the objectives and cost parameters required by this retirement plan?
  - a. There is no prospectus in the handouts for the Oct. 15 or 1<sup>st</sup> meetings for "*Highmark's passively managed Capital Appreciation portfolio*"
  - b. There is no fund I can find online via search, or via access to the Highmark website, nor via the Nationwide funds (some of which Highmark acquired) website, with a title matching those (Capital Appreciation/Index PLUS or Capital Appreciation/HighMark PLUS) cited in the Investment Strategy Selection document (page 95) the Board is preparing to authorize for signing and approval.
  - c. In a conference call, and in emails, we have been strongly advised by PARS and Highmark to read the Prospectus.
  
3. Has the Board or Management prepared a financial analysis of the proposed plan and its impact on ratepayers over the lifetime of the proposed expenses?
  - a. Including all expenses and fees, including Trustee, Actuary, Plan Administration, etc.?
  - b. Including analysis of the risk exposure?
  - c. The only analysis I have seen stops well short of the 50 to 60 years lifetime of the commitment, and was prepared before the expenses were finalized & fully known.

Gregg A. Dieguez  
360 7<sup>th</sup> Street  
Montara, CA 94037

LAW OFFICES OF  
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E-MAIL: dschricker@schrickerlaw.com  
schrickerlaw@aol.com  
www.schrickerlaw.com

By Hand Delivery

October 15, 2015

Clemens Heldmaier, General Manager  
Montara Water and Sanitary District  
P.O. Box 370131  
8888 Cabrillo Hwy.  
Montera, CA 94037-0131

Re: Satisfaction and Extinguishment of Promissory Note – Employee Mortgage Loan  
Assistance Program (Clemens H. Heldmaier and Angelle W. Gonzalez-Heldmaier)

Dear Clemens:

Delivered herewith is check payable to the Montara Water and Sanitary District issued by Placer Title Company in the amount of \$88,680.96 under its escrow No. P-101432. The check is for payment of the full amount of the balance due under the promissory note dated September 10, 2004 made by Clemens H. Heldmaier and Angelle W. Gonzalez-Heldmaier, husband and wife, pursuant to the District's Employee Mortgage Loan Assistance Program for home purchases for qualified employees.

Receipt of the check satisfies and extinguishes the loan. The Title Company has been requested to record reconveyances of the Deed of Trust and Notice of Restrictions recorded as security for and limitations upon use of the proceeds of the loan, respectively. The reconveyances serve to clear title to your property of the exceptions represented by those documents. When I have received copies of the recorded reconveyances I shall forward them to the District.

On a personal note, congratulations on this accomplishment!

Very truly yours,



David E. Schricker, Attorney

cc: Judy Gromm, District Clerk ✓  
Peter Medina (via e-mail)

# **MONTARA WATER AND SANITARY DISTRICT**



**Unaudited Financial Statements for  
October  
2015**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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## **Budget vs. Actual – Sewer July thru October, 2015 Variances over \$2,000:**

- 4460 Remodel Fees, \$9,509 above Budget – No Remodel fees assessed in October.
- 4610 Property Tax Receipts, \$114,628 below Budget – No Property Tax receipts in October.
- **Overall Total Operating Income for the period ending October 31, 2015 was \$103,241 below budget.**
- 5400 Legal, \$2,393.32 above Budget- Increased activity in the current fiscal year.
- 5510 Maintenance-office, \$2,102 above Budget – Two repairs, painting and electrical work performed in October.
- 5620 Audit, \$3,000 below Budget – Full cost of audit has yet to be paid, Single Audit to take place in January.
- 5640 Data Services, \$4,410 above Budget – Payment made to Fred Weber for yearly services provided in conjunction with Sewer service rate.
- 5800 Labor, \$17,570 below Budget – Major driver causing below budget is the budgeted PARS expense. No expenses have been booked at this point in the fiscal year.
- 6170 Claims, Property Damage-\$3,333 below Budget –No activity to date.
- 6200 Engineering, \$14,688 below Budget – Minimal activity to-date. Budget is spread evenly between twelve months.
- 6400 Pumping, \$4,476 below Budget – No activity in October.
- 6600 Collection/Transmission, \$3,333 below Budget – No activity to date.
- 6940 SAM Maintenance, Collection System, \$9,479 below Budget –No activity in October. Budget is spread evenly between twelve months.
- 6950 SAM Maintenance, Pumping, \$7,128 above Budget – Lift Station Repair. Expense will be capitalized at year-end.
- **Overall Total Operating Expenses for the period ending October 31, 2015 were \$28,903 below Budget.**
- **Total overall Expenses for the period ending October 31, 2015 were \$46,746 below budget. For a net ordinary loss of (\$56,494), budgeted vs. actual. Actual net ordinary loss is (\$504,197).**
- 7100 Connection Fees, \$44,671 below Budget – No activity in October.
- 8075 CIP, \$196,009 below Budget – No activity in October.
- 9200 I-Bank Loan, \$8,412 below Budget – Payments made twice a year.



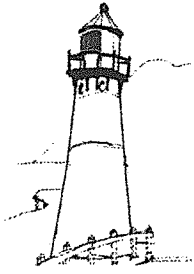
# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru October, 2015 Variances over \$2,000:**
- 4810 Water Sales Domestic, \$55,306 above Budget – More water sales than anticipated.
- **Overall Total Operating Income for the period ending October 31, 2015 was \$57,867 above budget.**
- 5240 CDPH Fees, \$5,000 below Budget – No activity to-date.
- 5400 Legal, \$6,106 below Budget – Less activity than anticipated to date.
- 5510 Maintenance-Office, \$2,102 above Budget, two repairs, paint & electrical work performed in October.
- 5530 Memberships, \$5,497 below Budget – No Activity in October. Majority of memberships paid at the beginning of the calendar year.
- 5620 Audit, \$3,000 below Budget – Full cost of audit has yet to be paid.
- 5630 Consulting, \$2,627 above Budget – Service provided by Bartle Wells and Balance Hydrologics paid in October..
- 5800 Labor, \$47,632 below Budget – Major driver causing below budget is the budgeted PARS expense. Minimal expenses from IEDA have been booked to date.
- 6170 Claims, Property Damage - \$3,333 below Budget –No activity to date.
- 6185 SCADA Maintenance, \$2,350 below Budget- No activity in October.
- 6400 Pumping, \$9,314 below Budget – No activity for generator maintenance to date. Fuel and Electricity costs have also been less than expected.
- 6500 Supply, \$5,264 above Budget – 1<sup>st</sup> quarter purchases to San Mateo County larger than anticipated.
- 6700 Treatment, \$5,729 below Budget – Costs related to chemicals and filtering have been held below historic levels.
- 6800 Vehicles, \$3,163 below Budget – Vehicle expenses have been successfully maintained, thus far.
- **Overall Total Operating Expenses for the period ending October 31, 2015 were \$20,347 below Budget.**
- **Total overall Expenses for the period ending October 31, 2015 were \$82,057 below budget. For a net ordinary income of \$139,925, budgeted vs. actual. Actual net ordinary income is \$236,028.**
- 7100 Connection Fees, \$14,002 above Budget – Three connections sold in October. 1 for new construction and two new PFP connections for new construction.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: December 3, 2015**

**TO: BOARD OF DIRECTORS**

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

- 7600 Bond Revenues, G.O. \$382,768 below Budget – No revenue received to-date, as is typical.
- 8100 CIP, \$315,504 above Budget – \$141,800 in outflows for the month of October.
- 9100 Interest Expense G.O. Bonds, \$132,425 below Budget – Timing difference due to accrual.

**RECOMMENDATION:**

This is for Board information only

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

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 Accrual Basis

	Water		
	Jul - Oct 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	11,112.76	10,666.68	446.08
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,896.00	1,500.00	396.00
4420 · Administrative Fee (Remodel)	0.00	300.00	-300.00
4430 · Inspection Fee (New Constr)	1,792.00	1,416.68	375.32
4440 · Inspection Fee (Remodel)	0.00	266.68	-266.68
<b>Total 4400 · Fees</b>	<b>3,688.00</b>	<b>3,483.36</b>	<b>204.64</b>
4610 · Property Tax Receipts	371.87		
4740 · Testing, Backflow	5,047.00	4,333.32	713.68
4810 · Water Sales, Domestic	616,217.74	560,911.32	55,306.42
4850 · Water Sales Refunds, Customer	-1,488.35	-1,000.00	-488.35
4990 · Other Revenue	1,313.00		
<b>Total Income</b>	<b>636,262.02</b>	<b>578,394.68</b>	<b>57,867.34</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	2,018.86	3,000.00	-981.14
5200 · Board of Directors			
5210 · Board Meetings	25.50	833.32	-807.82
5220 · Director Fees	862.50	1,100.00	-237.50
<b>Total 5200 · Board of Directors</b>	<b>888.00</b>	<b>1,933.32</b>	<b>-1,045.32</b>
5240 · CDPH Fees	0.00	5,000.00	-5,000.00
5250 · Conference Attendance	1,200.00	1,333.32	-133.32
5270 · Information Systems	0.00	1,066.68	-1,066.68
5300 · Insurance			
5320 · Property & Liability Insurance	1,688.18	585.00	1,103.18
<b>Total 5300 · Insurance</b>	<b>1,688.18</b>	<b>585.00</b>	<b>1,103.18</b>
5350 · LAFCO Assessment	0.00	933.32	-933.32
5400 · Legal			
5420 · Meeting Attendance, Legal	2,145.00	2,833.32	-688.32
5430 · General Legal	14,582.50	20,000.00	-5,417.50
<b>Total 5400 · Legal</b>	<b>16,727.50</b>	<b>22,833.32</b>	<b>-6,105.82</b>
5510 · Maintenance, Office	4,101.72	2,000.00	2,101.72
5520 · Meetings, Local	206.22		
5530 · Memberships	503.15	6,000.00	-5,496.85
5540 · Office Supplies	2,482.88	3,000.00	-517.12
5550 · Postage	1,798.19	2,000.00	-201.81
5560 · Printing & Publishing	202.67	666.68	-464.01
5600 · Professional Services			
5610 · Accounting	9,742.50	10,000.00	-257.50
5620 · Audit	10,000.00	13,000.00	-3,000.00
5630 · Consulting	10,960.14	8,333.32	2,626.82
5640 · Data Services	2,576.69		
5660 · Payroll Services	243.92	283.32	-39.40
5690 · Other Professional Services	1,671.28		
<b>Total 5600 · Professional Services</b>	<b>35,194.53</b>	<b>31,616.64</b>	<b>3,577.89</b>
5720 · Telephone & Internet	4,631.17	3,000.00	1,631.17
5730 · Mileage Reimbursement	180.18	666.68	-486.50
5740 · Reference Materials	0.00	266.68	-266.68

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July through October 2015

	Jul - Oct 15	Water Budget	\$ Over Budget
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	10,369.66	11,718.00	-1,348.34
5820 · Employee Benefits	21,623.36	20,425.68	1,197.68
5830 · Disability Insurance	841.56	1,183.00	-341.44
5840 · Payroll Taxes	11,499.19	12,806.32	-1,307.13
5850 · PARS	1,125.00	37,265.32	-36,140.32
5900 · Wages			
5910 · Management	29,636.99	28,680.32	956.67
5920 · Staff	100,978.77	112,928.32	-11,949.55
5930 · Staff Certification	3,060.00	3,055.68	4.32
5940 · Staff Overtime	17,534.72	16,639.32	895.40
5950 · Staff Standby	7,384.94	6,098.32	1,286.62
<b>Total 5900 · Wages</b>	<b>158,595.42</b>	<b>167,401.96</b>	<b>-8,806.54</b>
5960 · Worker's Comp Insurance	4,787.58	5,673.00	-885.42
<b>Total 5800 · Labor</b>	<b>208,841.77</b>	<b>256,473.28</b>	<b>-47,631.51</b>
<b>Total 5000 · Administrative</b>	<b>280,665.02</b>	<b>342,374.92</b>	<b>-61,709.90</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	3,169.61	1,333.32	1,836.29
6170 · Claims, Property Damage	0.00	3,333.32	-3,333.32
6180 · Communications			
6185 · SCADA Maintenance	2,649.91	5,000.00	-2,350.09
<b>Total 6180 · Communications</b>	<b>2,649.91</b>	<b>5,000.00</b>	<b>-2,350.09</b>
6195 · Education & Training	420.00	2,000.00	-1,580.00
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	666.68	-666.68
6220 · General Engineering	480.00	10,000.00	-9,520.00
6230 · Water Quality Engineering	20,746.25	11,666.68	9,079.57
<b>Total 6200 · Engineering</b>	<b>21,226.25</b>	<b>22,333.36</b>	<b>-1,107.11</b>
6320 · Equipment & Tools, Expensed	1,016.26	2,000.00	-983.74
6330 · Facilities			
6335 · Alarm Services	171.75	250.00	-78.25
6337 · Landscaping	900.00	1,500.00	-600.00
<b>Total 6330 · Facilities</b>	<b>1,071.75</b>	<b>1,750.00</b>	<b>-678.25</b>
6370 · Lab Supplies & Equipment			
6400 · Pumping			
6410 · Pumping Fuel & Electricity	17,326.74	21,666.68	-4,339.94
6420 · Pumping Maintenance, Generators	0.00	4,333.32	-4,333.32
6430 · Pumping Maintenance, General	858.87	833.32	25.55
6440 · Pumping Equipment, Expensed	0.00	666.68	-666.68
<b>Total 6400 · Pumping</b>	<b>18,185.61</b>	<b>27,500.00</b>	<b>-9,314.39</b>
6500 · Supply			
6520 · Maintenance, Wells	0.00	1,666.68	-1,666.68
6530 · Water Purchases	20,264.06	13,333.32	6,930.74
<b>Total 6500 · Supply</b>	<b>20,264.06</b>	<b>15,000.00</b>	<b>5,264.06</b>



## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July through October 2015

	Jul - Oct 15	Water Budget	\$ Over Budget
6600 · Collection/Transmission			
6610 · Hydrants	0.00	333.32	-333.32
6620 · Maintenance, Water Mains	31,565.04	18,333.32	13,231.72
6630 · Maintenance, Water Svc Lines	0.00	8,333.32	-8,333.32
6640 · Maintenance, Tanks	307.06	333.32	-26.26
6650 · Maint., Distribution General	0.00	3,333.32	-3,333.32
6670 · Meters	787.69	833.32	-45.63
<b>Total 6600 · Collection/Transmission</b>	<b>32,659.79</b>	<b>31,499.92</b>	<b>1,159.87</b>
6700 · Treatment			
6710 · Chemicals & Filtering	1,520.75	10,000.00	-8,479.25
6720 · Maintenance, Treatment Equip.	2,809.43	1,333.32	1,476.11
6730 · Treatment Analysis	9,607.95	8,333.32	1,274.63
<b>Total 6700 · Treatment</b>	<b>13,938.13</b>	<b>19,666.64</b>	<b>-5,728.51</b>
6770 · Uniforms	2,963.79	3,000.00	-36.21
6800 · Vehicles			
6810 · Fuel	1,932.76	2,833.32	-900.56
6820 · Truck Equipment, Expensed	17.05	666.68	-649.63
6830 · Truck Repairs	54.22	1,666.68	-1,612.46
<b>Total 6800 · Vehicles</b>	<b>2,004.03</b>	<b>5,166.68</b>	<b>-3,162.65</b>
<b>Total 6000 · Operations</b>	<b>119,569.19</b>	<b>139,916.56</b>	<b>-20,347.37</b>
<b>Total Expense</b>	<b>400,234.21</b>	<b>482,291.48</b>	<b>-82,057.27</b>
Net Ordinary Income	236,027.81	96,103.20	139,924.61
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	33,570.00	33,666.68	-96.68
7120 · Connection Fees (Remodel)	0.00	1,000.00	-1,000.00
7130 · Conn. Fees, PFP (New Constr)	32,766.00	17,666.68	15,099.32
<b>Total 7100 · Connection Fees</b>	<b>66,336.00</b>	<b>52,333.36</b>	<b>14,002.64</b>
7600 · Bond Revenues, G.O.	711.11	383,478.68	-382,767.57
<b>Total 7000 · Capital Account Revenues</b>	<b>67,047.11</b>	<b>435,812.04</b>	<b>-368,764.93</b>
<b>Total Other Income</b>	<b>67,047.11</b>	<b>435,812.04</b>	<b>-368,764.93</b>
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	891,836.82	576,333.32	315,503.50
<b>Total 8000 · Capital Improvement Program</b>	<b>891,836.82</b>	<b>576,333.32</b>	<b>315,503.50</b>

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

	Jul - Oct 15	Water Budget	\$ Over Budget
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	26,484.91	158,909.49	-132,424.58
9125 - PNC Equipment Lease Interest	6,168.53	7,056.21	-887.68
<b>Total 9000 - Capital Account Expenses</b>	<b>32,653.44</b>	<b>165,965.70</b>	<b>-133,312.26</b>
Total Other Expense	924,490.26	742,299.02	182,191.24
Net Other Income	-857,443.15	-306,486.98	-550,956.17
<b>Net Income</b>	<b>-621,415.34</b>	<b>-210,383.78</b>	<b>-411,031.56</b>

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 Accrual Basis

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
 As of October 31, 2015

<b>Water - Current Liabilities</b>			
Accrued Payables - Water	0.00	903.90	903.90
Accrued Vacations	0.00	16,555.47	16,555.47
Deposits Payable	0.00	10,242.10	10,242.10
GO Bonds - S/T	0.00	418,781.41	418,781.41
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	25,946.13	25,946.13
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>476,731.51</b>	<b>476,731.51</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	1,533.91	2,928.84	4,462.75
<b>Total Payroll Liabilities</b>	<b>1,533.91</b>	<b>2,928.84</b>	<b>4,462.75</b>
<b>Total Other Current Liabilities</b>	<b>64,301.66</b>	<b>479,660.35</b>	<b>543,962.01</b>
<b>Total Current Liabilities</b>	<b>129,286.07</b>	<b>479,660.35</b>	<b>608,946.42</b>
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Accrued Vacations	3,890.95	0.00	3,890.95
I-Bank Loan	813,383.96	0.00	813,383.96
PNC Equip. Loan - L/T	683,657.26	0.00	683,657.26
<b>Total Sewer - Long Term Liabilities</b>	<b>1,500,932.17</b>	<b>0.00</b>	<b>1,500,932.17</b>
<b>Water - Long Term Liabilities</b>			
Accrued Vacations	0.00	12,283.28	12,283.28
Deferred on Refunding	0.00	-243,278.00	-243,278.00
Due to Sewer Fund	0.00	803,385.23	803,385.23
GO Bonds - L/T	0.00	12,334,204.80	12,334,204.80
PNC Equip. Loan - L/T	0.00	683,657.28	683,657.28
SRF Loan Payable	0.00	2,688,803.73	2,688,803.73
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>16,279,056.32</b>	<b>16,279,056.32</b>
<b>Total Long Term Liabilities</b>	<b>1,500,932.17</b>	<b>16,279,056.32</b>	<b>17,779,988.49</b>
<b>Total Liabilities</b>	<b>1,630,218.24</b>	<b>16,758,716.67</b>	<b>18,388,934.91</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	-187,530.13	0.00	-187,530.13
<b>Total Sewer - Equity Accounts</b>	<b>11,867,014.94</b>	<b>0.00</b>	<b>11,867,014.94</b>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	187,530.13	187,530.13
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>2,878,585.14</b>	<b>2,878,585.14</b>
<b>Equity Adjustment Account</b>	<b>1,105,077.04</b>	<b>1,981,604.98</b>	<b>3,086,682.02</b>
<b>Net Income</b>	<b>-536,448.93</b>	<b>-621,415.34</b>	<b>-1,157,864.27</b>
<b>Total Equity</b>	<b>12,435,643.05</b>	<b>4,238,774.78</b>	<b>16,674,417.83</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>14,065,861.29</u></b>	<b><u>20,997,491.45</u></b>	<b><u>35,063,352.74</u></b>

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 Accrual Basis

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
**As of October 31, 2015**

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-6,886,088.00	0.00	-6,886,088.00
<b>Total Sewer - Fixed Assets</b>	<b>5,041,218.16</b>	<b>0.00</b>	<b>5,041,218.16</b>
<b>Water - Fixed Assets</b>			
General Plant	0.00	24,301,100.60	24,301,100.60
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-8,014,973.00	-8,014,973.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>18,427,784.38</b>	<b>18,427,784.38</b>
<b>Total Fixed Assets</b>	<b>5,041,218.16</b>	<b>18,427,784.38</b>	<b>23,469,002.54</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Due from Water Fund	803,385.23	0.00	803,385.23
Employee Loan - L/T	-1,006.92	0.00	-1,006.92
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>3,489,925.39</b>	<b>0.00</b>	<b>3,489,925.39</b>
<b>Water - Other Assets</b>			
Bond Acquisition Cost OID	0.00	62,522.40	62,522.40
Bond Issue Cost	0.00	66,832.40	66,832.40
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>129,354.80</b>	<b>129,354.80</b>
<b>Total Other Assets</b>	<b>3,489,925.39</b>	<b>129,354.80</b>	<b>3,619,280.19</b>
<b>TOTAL ASSETS</b>	<b><u>14,065,861.29</u></b>	<b><u>20,997,491.45</u></b>	<b><u>35,063,352.74</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable - Sewer	64,984.41	0.00	64,984.41
<b>Total Accounts Payable</b>	<b>64,984.41</b>	<b>0.00</b>	<b>64,984.41</b>
<b>Other Current Liabilities</b>			
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	357.63	0.00	357.63
Deposits Payable	9,923.75	0.00	9,923.75
I-Bank Loan - Current	26,540.23	0.00	26,540.23
PNC Equip. Loan - S/T	25,946.14	0.00	25,946.14
<b>Total Sewer - Current Liabilities</b>	<b>62,767.75</b>	<b>0.00</b>	<b>62,767.75</b>

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 Accrual Basis

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
 As of October 31, 2015

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	1,207,076.01	0.00	1,207,076.01
LAIF Investment Fund			
Capital Reserve	3,789,563.62	0.00	3,789,563.62
Connection Fees Reserve	325,604.00	0.00	325,604.00
Operating Reserve	158,079.00	0.00	158,079.00
<b>Total LAIF Investment Fund</b>	<u>4,273,246.62</u>	<u>0.00</u>	<u>4,273,246.62</u>
<b>Total Sewer - Bank Accounts</b>	5,480,322.63	0.00	5,480,322.63
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	513,613.83	513,613.83
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	190,251.00	190,251.00
Restricted Cash			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	157,000.00	157,000.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	823,461.66	823,461.66
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>981,020.73</u>	<u>981,020.73</u>
<b>Total Water - Bank Accounts</b>	<u>0.00</u>	<u>2,083,134.56</u>	<u>2,083,134.56</u>
<b>Total Checking/Savings</b>	5,480,322.63	2,083,134.56	7,563,457.19
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	13,144.97	0.00	13,144.97
Property Tax Receivable	20,625.07	0.00	20,625.07
<b>Total Sewer - Accounts Receivable</b>	<u>33,770.04</u>	<u>0.00</u>	<u>33,770.04</u>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-3,902.72	-3,902.72
Accounts Rec. - Backflow	0.00	8,929.51	8,929.51
Accounts Rec. - Water Residents	0.00	114,470.52	114,470.52
Unbilled Water Receivables	0.00	195,064.08	195,064.08
<b>Total Water - Accounts Receivable</b>	<u>0.00</u>	<u>314,561.39</u>	<u>314,561.39</u>
<b>Total Accounts Receivable</b>	33,770.04	314,561.39	348,331.43
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Prepaid Refuse Charges	20,625.07	0.00	20,625.07
<b>Total Other Current Assets</b>	<u>20,625.07</u>	<u>42,656.32</u>	<u>63,281.39</u>
<b>Total Current Assets</b>	5,534,717.74	2,440,352.27	7,975,070.01
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	2,091,544.42	0.00	2,091,544.42
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>

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

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 Accrual Basis

	Jul - Oct 15	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 - Cell Tower Lease	11,112.72	10,666.68	446.04
4400 - Fees			
4410 - Administrative Fee (New Constr)	948.00	833.32	114.68
4420 - Administrative Fee (Remodel)	474.00	1,000.00	-526.00
4430 - Inspection Fee (New Constr)	896.00	666.68	229.32
4440 - Inspection Fee (Remodel)	1,293.00	1,500.00	-207.00
4460 - Remodel Fees	11,842.00	2,333.32	9,508.68
<b>Total 4400 - Fees</b>	<b>15,453.00</b>	<b>6,333.32</b>	<b>9,119.68</b>
4610 - Property Tax Receipts	371.87	115,000.00	-114,628.13
4720 - Sewer Service Refunds, Customer	0.00	-1,333.32	1,333.32
4760 - Waste Collection Revenues	5,488.45	5,000.00	488.45
<b>Total Income</b>	<b>32,426.04</b>	<b>135,666.68</b>	<b>-103,240.64</b>
<b>Expense</b>			
5000 - Administrative			
5190 - Bank Fees	1,049.52	1,333.32	-283.80
5200 - Board of Directors			
5210 - Board Meetings	25.50	833.32	-807.82
5220 - Director Fees	862.50	1,100.00	-237.50
<b>Total 5200 - Board of Directors</b>	<b>888.00</b>	<b>1,933.32</b>	<b>-1,045.32</b>
5250 - Conference Attendance	0.00	666.68	-666.68
5270 - Information Systems	0.00	2,000.00	-2,000.00
5300 - Insurance			
5320 - Property & Liability Insurance	1,688.18	585.00	1,103.18
<b>Total 5300 - Insurance</b>	<b>1,688.18</b>	<b>585.00</b>	<b>1,103.18</b>
5350 - LAFCO Assessment	0.00	662.32	-662.32
5400 - Legal			
5420 - Meeting Attendance, Legal	2,142.50	3,166.68	-1,024.18
5430 - General Legal	8,417.50	5,000.00	3,417.50
<b>Total 5400 - Legal</b>	<b>10,560.00</b>	<b>8,166.68</b>	<b>2,393.32</b>
5510 - Maintenance, Office	4,101.73	2,000.00	2,101.73
5520 - Meetings, Local	79.01	3,000.00	-517.07
5540 - Office Supplies	2,482.93	666.68	-471.18
5550 - Postage	195.50	1,000.00	-797.33
5560 - Printing & Publishing	202.67		
5600 - Professional Services			
5610 - Accounting	9,742.50	10,000.00	-257.50
5620 - Audit	10,000.00	13,000.00	-3,000.00
5630 - Consulting	4,161.26	4,333.32	-172.06
5640 - Data Services	6,409.99	2,000.00	4,409.99
5650 - Labor & HR Support	0.00	750.00	-750.00
5660 - Payroll Services	243.92	266.68	-22.76
5690 - Other Professional Services	1,671.28		
<b>Total 5600 - Professional Services</b>	<b>32,228.95</b>	<b>30,350.00</b>	<b>1,878.95</b>
5710 - San Mateo Co. Tax Roll Charges	0.00	833.32	-833.32
5720 - Telephone & Internet	2,970.76	3,000.00	-29.24
5730 - Mileage Reimbursement	43.29	500.00	-456.71
5740 - Reference Materials	0.00	66.68	-66.68

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

	Jul - Oct 15	Sewer Budget	\$ Over Budget
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	4,599.95	4,569.68	30.27
5820 · Employee Benefits	10,775.16	12,165.68	-1,390.52
5830 · Disability Insurance	340.11	483.32	-143.21
5840 · Payroll Taxes	4,398.50	4,994.32	-595.82
5850 · PARS	0.00	15,095.00	-15,095.00
5900 · Wages			
5910 · Management	29,636.94	28,680.32	956.62
5920 · Staff	34,293.87	34,363.32	-69.45
5930 · Staff Certification	600.00	618.00	-18.00
5940 · Staff Overtime	1,183.34	1,239.32	-55.98
5950 · Staff Standby	0.00	382.32	-382.32
Total 5900 · Wages	65,714.15	65,283.28	430.87
5960 · Worker's Comp Insurance	490.61	1,297.00	-806.39
Total 5800 · Labor	86,318.48	103,888.28	-17,569.80
Total 5000 · Administrative	142,809.02	160,652.28	-17,843.26
6000 · Operations			
6170 · Claims, Property Damage	0.00	3,333.32	-3,333.32
6195 · Education & Training	0.00	333.32	-333.32
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	666.68	-666.68
6220 · General Engineering	2,645.50	16,666.68	-14,021.18
Total 6200 · Engineering	2,645.50	17,333.36	-14,687.86
6320 · Equipment & Tools, Expensed	0.00	333.32	-333.32
6330 · Facilities			
6335 · Alarm Services	2,293.94	1,666.68	627.26
6337 · Landscaping	570.00	800.00	-230.00
Total 6330 · Facilities	2,863.94	2,466.68	397.26
6400 · Pumping			
6410 · Pumping Fuel & Electricity	4,524.11	9,000.00	-4,475.89
Total 6400 · Pumping	4,524.11	9,000.00	-4,475.89
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	3,333.32	-3,333.32
Total 6600 · Collection/Transmission	0.00	3,333.32	-3,333.32
6800 · Vehicles			
6810 · Fuel	0.00	266.68	-266.68
6820 · Truck Equipment, Expensed	0.00	53.32	-53.32
6830 · Truck Repairs	0.00	133.32	-133.32
Total 6800 · Vehicles	0.00	453.32	-453.32

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

	Jul - Oct 15	Sewer Budget	\$ Over Budget
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	120,168.00	120,166.68	1.32
6920 · SAM Operations	235,964.00	235,964.00	0.00
6940 · SAM Maintenance, Collection Sys	3,854.55	13,333.32	-9,478.77
6950 · SAM Maintenance, Pumping	23,794.16	16,666.68	7,127.48
Total 6900 · Sewer Authority Midcoastside	383,780.71	386,130.68	-2,349.97
Total 6000 · Operations	383,814.26	422,717.32	-28,903.06
Total Expense	536,623.28	583,369.60	-46,746.32
Net Ordinary Income	-504,197.24	-447,702.92	-56,494.32
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	50,490.00	91,868.00	-41,378.00
7120 · Connection Fees (Remodel)	13,374.00	16,666.68	-3,292.68
Total 7100 · Connection Fees	63,864.00	108,534.68	-44,670.68
7200 · Interest Income - LAIF	0.00	2,000.00	-2,000.00
7700 · Interest, Employee Loans	895.42	1,182.87	-287.45
Total 7000 · Capital Account Revenues	64,759.42	111,717.55	-46,958.13
Total Other Income	64,759.42	111,717.55	-46,958.13
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	32,484.97	228,494.32	-196,009.35
Total 8000 · Capital Improvement Program	32,484.97	228,494.32	-196,009.35
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	6,168.52	7,056.21	-887.69
9175 · Capital Assessment - SAM	53,556.00	53,555.32	0.68
9200 · I-Bank Loan	4,801.62	13,213.58	-8,411.96
Total 9000 · Capital Account Expenses	64,526.14	73,825.11	-9,298.97
Total Other Expense	97,011.11	302,319.43	-205,308.32
Net Other Income	-32,251.69	-190,601.88	158,350.19
Net Income	-536,448.93	-638,304.80	101,855.87





Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Sewer  
July 2015 through June 2016

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
	TOTAL																
Ordinary Income/Expense																	
Income																	
4220 - Cell Tower Lease	2,778.18	2,778.18	2,778.18	2,778.18									11,112.72	32,000.00	-20,887.28	34.73%	
4400 - Fees																	
4410 - Administrative Fee (New Constr)		948.00											948.00	2,500.00	-1,552.00	37.92%	
4420 - Administrative Fee (Remodel)	474.00												474.00	3,000.00	-2,526.00	15.8%	
4430 - Inspection Fee (New Constr)		895.00											895.00	2,000.00	-1,104.00	44.8%	
4440 - Inspection Fee (Remodel)	1,087.00	103.00		103.00									1,293.00	4,500.00	-3,207.00	28.73%	
4460 - Remodel Fees	11,075.00	435.00	332.00										11,842.00	7,000.00	4,842.00	169.17%	
Total 4400 - Fees	12,656.00	2,382.00	332.00	103.00									15,453.00	19,000.00	-3,547.00	81.33%	
4610 - Property Tax Receipts			371.87										371.87	230,000.00	-229,628.13	0.16%	
4710 - Sewer Service Charges														2,039,943.00	-2,039,943.00		
4720 - Sewer Service Refunds, Customer														-4,000.00	4,000.00		
4780 - Waste Collection Revenues	882.48	1,855.85	830.14	1,919.98									5,488.45	15,000.00	-9,511.55	36.59%	
Total Income	16,296.66	7,016.03	4,312.19	4,801.16									32,426.04	2,331,943.00	-2,299,516.96	1.39%	
Expense																	
5000 - Administrative																	
5190 - Bank Fees																	
5200 - Board of Directors	260.86	265.13	266.16	257.57									1,049.52	4,000.00	-2,950.48	26.24%	
5210 - Board Meetings		125.00	-99.50										25.50	2,500.00	-2,474.50	1.02%	
5220 - Director Fees		337.50	525.00										862.50	3,300.00	-2,437.50	26.14%	
Total 5200 - Board of Directors		462.50	425.50										888.00	5,800.00	-4,912.00	15.31%	
5250 - Conference Attendance																	
5270 - Information Systems																	
5300 - Insurance																	
5310 - Fidelity Bond																	
5320 - Property & Liability Insurance	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
Total 5300 - Insurance	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
5350 - LAFCO Assessment																	
5400 - Legal																	
5420 - Meeting Attendance, Legal		842.50	625.00	675.00									2,142.50	9,500.00	-7,357.50	22.55%	
5430 - General Legal		3,062.50	3,530.00	1,825.00									8,417.50	15,000.00	-6,582.50	56.12%	
5440 - Litigation																	
Total 5400 - Legal		3,905.00	4,155.00	2,500.00									10,560.00	24,500.00	-13,940.00	43.1%	

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Sewer  
July 2016 through June 2016

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
	TOTAL															
5510 - Maintenance, Office		624.85	1,563.26	1,913.62									4,101.73	6,000.00	-1,898.27	68.36%
5520 - Meetings, Local			29.01	50.00									79.01			
5540 - Office Supplies		1,477.69	674.48	330.76									2,482.93	9,000.00	-6,517.07	27.59%
5550 - Postage		117.66		77.84									195.50	2,000.00	-1,804.50	9.78%
5560 - Printing & Publishing			202.67										202.67	3,000.00	-2,797.33	6.76%
5600 - Professional Services																
5610 - Accounting		1,850.00	3,400.00	4,492.50									9,742.50	30,000.00	-20,257.50	32.48%
5620 - Audit			4,500.00	5,500.00									10,000.00	13,000.00	-3,000.00	76.92%
5630 - Consulting		426.88	2,781.88	952.50									4,161.26	13,000.00	-8,838.74	32.01%
5640 - Data Services		327.50	6,052.49	30.00									6,409.99	6,000.00	409.99	106.83%
5650 - Labor & HR Support														2,250.00	-2,250.00	
5660 - Payroll Services	60.98	60.98	60.98	60.98									243.92	800.00	-556.08	30.49%
5690 - Other Professional Services		1,671.28											1,671.28			
Total 5600 - Professional Services	60.98	2,665.36	18,486.63	11,035.98									32,228.95	65,050.00	-32,821.05	49.55%
5710 - San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 - Telephone & Internet	127.10	892.61	1,820.00	131.05									2,970.76	9,000.00	-6,029.24	33.01%
5730 - Mileage Reimbursement			43.29										43.29	1,500.00	-1,456.71	2.89%
5740 - Reference Materials														200.00	-200.00	
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,095.25	1,058.45	1,082.56	1,353.69									4,589.95	13,709.00	-9,109.05	33.55%
5820 - Employee Benefits	2,693.79	2,693.79	2,693.79	2,693.79									10,775.16	36,497.00	-25,721.84	29.52%
5830 - Disability Insurance		113.37	113.37	113.37									340.11	1,450.00	-1,109.89	23.45%
5840 - Payroll Taxes	1,195.98	1,156.76	1,170.51	874.25									4,398.50	14,993.00	-10,594.50	29.36%
5850 - PARS														45,285.00	-45,285.00	
5900 - Wages																
5910 - Management	6,625.44	6,625.44	6,625.45	9,760.61									29,636.94	86,041.00	-56,404.06	34.45%
5920 - Staff	8,954.08	8,084.16	8,469.12	8,886.51									34,293.87	103,090.00	-68,796.13	33.27%
5930 - Staff Certification	150.00	150.00	150.00	150.00									600.00	1,854.00	-1,254.00	32.36%
5940 - Staff Overtime	17.04	261.28	363.52	541.50									1,163.34	3,718.00	-2,554.66	31.83%
5950 - Staff Standby														1,147.00	-1,147.00	
Total 5900 - Wages	15,646.56	15,120.88	15,608.09	19,338.62									65,714.15	195,950.00	-130,135.85	33.55%
5960 - Worker's Comp Insurance				490.61									490.61	3,891.00	-3,400.39	12.61%
Total 5800 - Labor	20,832.58	20,143.25	20,678.32	24,864.33									86,318.48	311,665.00	-225,346.52	27.7%
Total 5000 - Administrative	22,769.50	30,554.05	48,324.32	41,161.15									142,809.02	455,957.00	-313,147.98	31.32%

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Sewer  
July 2015 through June 2016

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
	TOTAL																
6000 - Operations																	
6170 - Claims, Property Damage														10,000.00	-10,000.00		
6195 - Education & Training														1,000.00	-1,000.00		
6200 - Engineering																	
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00		
6220 - General Engineering	895.00	1,750.50					2,645.50						2,645.50	50,000.00	-47,354.50	5.29%	
Total 6200 - Engineering	895.00	1,750.50					2,645.50						2,645.50	52,000.00	-49,354.50	5.09%	
6320 - Equipment & Tools, Expensed														1,000.00	-1,000.00		
6330 - Facilities																	
6335 - Alarm Services	391.80	1,066.04	444.30	391.80			2,293.94						2,293.94	5,000.00	-2,706.06	45.88%	
6337 - Landscaping		190.00	390.00				570.00						570.00	2,400.00	-1,830.00	23.75%	
6330 - Facilities - Other																	
Total 6330 - Facilities	391.80	1,256.04	824.30	391.80			2,863.94						2,863.94	7,400.00	-4,536.06	38.7%	
6400 - Pumping																	
6410 - Pumping Fuel & Electricity			4,524.11				4,524.11						4,524.11	27,000.00	-22,475.89	16.76%	
Total 6400 - Pumping			4,524.11				4,524.11						4,524.11	27,000.00	-22,475.89	16.76%	
6600 - Collection/Transmission																	
6660 - Maintenance, Collection System														10,000.00	-10,000.00		
Total 6600 - Collection/Transmission														10,000.00	-10,000.00		
6800 - Vehicles																	
6810 - Fuel														800.00	-800.00		
6820 - Truck Equipment, Expensed														160.00	-160.00		
6830 - Truck Repairs														400.00	-400.00		
Total 6800 - Vehicles														1,360.00	-1,360.00		
6900 - Sewer Authority Midcoastside																	
6910 - SAM Collections	30,042.00	30,042.00	60,084.00				120,168.00						120,168.00	360,500.00	-240,332.00	33.33%	
6920 - SAM Operations	58,991.00	58,991.00	117,982.00				235,964.00						235,964.00	707,892.00	-471,928.00	33.33%	
6940 - SAM Maintenance, Collection Sys		3,854.55					3,854.55						3,854.55	40,000.00	-36,145.45	9.64%	
6950 - SAM Maintenance, Pumping		23,794.16					23,794.16						23,794.16	50,000.00	-26,205.84	47.59%	
Total 6900 - Sewer Authority Midcoastside	89,033.00	116,681.71	178,066.00				383,760.71						383,760.71	1,158,392.00	-774,611.29	33.13%	
Total 6000 - Operations	90,319.80	119,688.25	183,414.41	391.80			395,814.26						395,814.26	1,268,152.00	-874,337.74	31.05%	

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Accrual Basis

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Sewer  
July 2016 through June 2016

	July 2016 through June 2016												TOTAL			
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Budget	\$ Over Budget	% of Budget
Total Expense	113,089.30	150,242.30	231,738.73	41,552.95									536,623.28	1,724,109.00	-1,187,485.72	31.13%
Net Ordinary Income	-96,792.64	-143,226.27	-227,426.54	-36,751.79									-504,197.24	607,634.00	-1,112,031.24	-82.95%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)			50,490.00										50,490.00	276,604.00	-226,114.00	18.32%
7120 - Connection Fees (Remodel)	12,439.00		935.00										13,374.00	50,000.00	-36,626.00	26.75%
Total 7100 - Connection Fees	12,439.00		51,425.00										63,864.00	325,604.00	-261,740.00	19.61%
7200 - Interest Income - LAIF														8,000.00	-8,000.00	
7700 - Interest, Employee Loans	303.97	298.48	292.97										895.42	3,281.00	-2,385.58	27.29%
Total 7000 - Capital Account Revenues	12,742.97	298.48	51,717.97										64,769.42	336,885.00	-272,125.58	19.22%
Total Other Income	12,742.97	298.48	51,717.97										64,769.42	336,885.00	-272,125.58	19.22%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer	3,071.25	29,413.72											32,484.97	685,483.00	-652,998.03	4.74%
Total 8000 - Capital Improvement Program	3,071.25	29,413.72											32,484.97	685,483.00	-652,998.03	4.74%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	887.66	1,768.13	3,512.71										6,168.52	20,790.00	-14,621.48	29.67%
9175 - Capital Assessment - SAMI	13,389.00	13,389.00	26,778.00										53,556.00	160,666.00	-107,110.00	33.33%
9200 - I-Bank Loan	4,801.62												4,801.62	26,022.00	-21,220.38	18.45%
Total 9000 - Capital Account Expenses	19,078.30	15,157.13	30,290.71										64,526.14	207,478.00	-142,951.86	31.1%
Total Other Expense	22,149.55	44,570.85	30,290.71										97,011.11	692,961.00	-795,949.89	10.86%
Net Other Income	-9,406.58	-44,272.37	21,427.26										-32,251.69	-556,076.00	523,824.31	5.9%
Net Income	-106,199.22	-187,488.64	-205,999.28	-36,751.79									-536,448.93	51,758.00	-588,206.93	-1,036.45%

See Executive Summary Document

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Water  
July 2016 through June 2016

Ordinary Income/Expense	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '16	TOTAL	Budget	\$ Over Budget	% of Budget
Income																	
4220 - Cell Tower Lease	2,778.19	2,778.19	2,778.19	2,778.19									11,112.76	32,000.00	-20,887.24	34.73%	
4400 - Fees																	
4410 - Administrative Fee (New Constr)		1,896.00											1,896.00	4,500.00	-2,604.00	42.13%	
4420 - Administrative Fee (Remodel)														900.00	-900.00		
4430 - Inspection Fee (New Constr)		1,792.00											1,792.00	4,250.00	-2,458.00	42.17%	
4440 - Inspection Fee (Remodel)														800.00	-800.00		
Total 4400 - Fees		3,688.00											3,688.00	10,450.00	-6,762.00	35.29%	
4610 - Property Tax Receipts			371.87										371.87	230,000.00	-229,628.13	0.16%	
4740 - Testing, Backflow	2,781.00	2,266.00											5,047.00	13,000.00	-7,953.00	38.82%	
4810 - Water Sales, Domestic	154,270.38	151,053.90	168,526.48	142,366.98									616,217.74	1,682,734.00	-1,066,516.26	36.62%	
4850 - Water Sales Refunds, Customer	-1,488.35												-1,488.35	-3,000.00	1,511.65	49.61%	
4990 - Other Revenue	692.00			621.00									1,313.00				
Total Income	159,033.22	159,766.09	171,676.54	145,766.17									636,262.02	1,965,184.00	-1,328,921.98	32.38%	
Expense																	
5000 - Administrative																	
5190 - Bank Fees	532.83	500.81	469.12	516.30									2,018.96	9,000.00	-6,981.14	22.43%	
5200 - Board of Directors																	
5210 - Board Meetings		125.00	-99.50										25.50	2,500.00	-2,474.50	1.02%	
5220 - Director Fees		337.50	525.00										862.50	3,300.00	-2,437.50	26.14%	
Total 5200 - Board of Directors		462.50	425.50										888.00	5,800.00	-4,912.00	15.31%	
5240 - CDPH Fees																	
5250 - Conference Attendance			600.00	600.00									1,200.00	4,000.00	-2,800.00	30.0%	
5270 - Information Systems														3,200.00	-3,200.00		
5300 - Insurance																	
5310 - Fidelity Bond																	
5320 - Property & Liability Insurance	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
Total 5300 - Insurance	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
5350 - LAFCD Assessment																	
5400 - Legal																	
5420 - Meeting Attendance, Legal		845.00	625.00	675.00									2,145.00	8,500.00	-6,355.00	25.24%	
5430 - General Legal		3,625.00	4,657.50	6,300.00									14,582.50	60,000.00	-45,417.50	24.3%	
5440 - Litigation																	

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Water  
July 2016 through June 2016

	TOTAL															
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '16 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 5400 - Legal		4,470.00	5,282.50	6,975.00									16,727.50	68,500.00	-51,772.50	24.42%
5510 - Maintenance, Office		624.85	1,563.25	1,913.62									4,101.72	6,000.00	-1,898.28	66.36%
5520 - Meetings, Local		127.22	29.00	50.00									206.22			
5530 - Memberships		254.15	249.00										503.15	18,000.00	-17,496.85	2.8%
5540 - Office Supplies		1,477.66	674.45	330.77									2,482.88	9,000.00	-6,517.12	27.56%
5550 - Postage		564.77	665.57	567.85									1,798.19	6,000.00	-4,201.81	29.97%
5560 - Printing & Publishing			202.67										202.67	2,000.00	-1,797.33	10.13%
5600 - Professional Services																
5610 - Accounting		1,850.00	3,400.00	4,492.50									9,742.50	30,000.00	-20,257.50	32.48%
5620 - Audit			4,500.00	5,500.00									13,000.00	3,000.00	-3,000.00	76.92%
5630 - Consulting		426.87	7,370.77	3,162.50									10,960.14	25,000.00	-14,039.86	43.84%
5640 - Data Services		327.50	1,482.19	767.00									2,576.69			
5650 - Labor & HR Support																
5660 - Payroll Services	60.98	60.98	60.98	60.98									243.92	850.00	-606.08	28.7%
5690 - Other Professional Services			1,671.28										1,671.28			
5600 - Professional Services - Other																
Total 5600 - Professional Services	60.98	2,665.35	18,485.22	13,982.98									35,194.53	68,850.00	-33,655.47	51.12%
5720 - Telephone & Internet	287.56	1,495.23	2,194.97	652.41									4,631.17	9,000.00	-4,368.83	51.46%
5730 - Mileage Reimbursement		65.52	57.33	57.33									180.18	2,000.00	-1,819.82	9.01%
5740 - Reference Materials														800.00	-800.00	
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	2,539.79	2,485.10	2,575.08	2,769.69									10,369.66	35,154.00	-24,784.34	29.5%
5820 - Employee Benefits	5,405.84	5,405.84	5,405.84	5,405.84									21,623.36	61,277.00	-39,653.64	35.29%
5830 - Disability Insurance		280.52	280.52	280.52									841.56	3,549.00	-2,707.44	23.71%
5840 - Payroll Taxes	3,017.54	2,906.21	2,966.43	2,587.01									11,499.19	38,419.00	-26,919.81	29.93%
5850 - PARS	375.00	375.00		375.00									1,125.00	111,796.00	-110,671.00	1.01%
5900 - Wages																
5910 - Management	6,625.46	6,625.46	6,625.45	9,760.62									29,636.99	86,041.00	-56,404.01	34.45%
5920 - Staff	26,717.05	23,907.14	24,991.45	25,363.13									100,978.77	338,785.00	-237,806.23	29.81%
5930 - Staff Certification	750.00	750.00	810.00	750.00									3,060.00	9,167.00	-6,107.00	33.38%
5940 - Staff Overtime	3,524.31	4,866.78	5,188.25	3,975.38									17,534.72	49,918.00	-32,383.28	35.13%
5950 - Staff Standby	1,838.57	1,866.99	1,810.74	1,878.64									7,384.94	18,295.00	-10,910.06	40.37%
Total 5900 - Wages	39,445.39	38,016.37	39,405.89	41,727.77									158,595.42	502,208.00	-343,610.58	31.56%
5860 - Worker's Comp Insurance				4,767.58									4,767.58	17,019.00	-12,231.42	28.13%
Total 5800 - Labor	50,783.56	49,471.04	50,653.76	57,933.41									208,841.77	769,420.00	-560,578.23	27.14%

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Water  
July 2015 through June 2016

	TOTAL															
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 6000 - Administrative	53,352.91	62,180.10	81,552.34	83,579.67									280,685.02	1,001,125.00	-720,459.98	28.04%
6000 - Operations																
6160 - Backflow Prevention		756.94	1,812.67	600.00									3,169.61	4,000.00	-830.39	79.24%
6170 - Claims, Property Damage														10,000.00	-10,000.00	
6180 - Communications		2,574.91	75.00										2,649.91	15,000.00	-12,350.09	17.67%
6185 - SCADA Maintenance																
6180 - Communications - Other		2,574.91	75.00										2,649.91	15,000.00	-12,350.09	17.67%
Total 6180 - Communications		2,574.91	75.00										2,649.91	15,000.00	-12,350.09	17.67%
6195 - Education & Training			210.00	210.00									420.00	6,000.00	-5,580.00	7.0%
6200 - Engineering																
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 - General Engineering		150.00	330.00										480.00	30,000.00	-29,520.00	1.6%
6230 - Water Quality Engineering		15,935.00	4,811.25										20,746.25	35,000.00	-14,253.75	59.26%
Total 6200 - Engineering		16,085.00	5,141.25										21,226.25	67,000.00	-45,773.75	31.68%
6320 - Equipment & Tools, Expensed		125.25	25.38	864.63									1,015.26	6,000.00	-4,983.74	16.94%
6330 - Facilities																
6335 - Alarm Services		119.25	52.50										171.75	750.00	-578.25	22.9%
6337 - Landscaping		300.00	600.00										900.00	4,500.00	-3,600.00	20.0%
6330 - Facilities - Other																
Total 6330 - Facilities		419.25	652.50										1,071.75	5,250.00	-4,178.25	20.41%
6370 - Lab Supplies & Equipment														1,000.00	-1,000.00	
6380 - Meter Reading																
6400 - Pumping																
6410 - Pumping Fuel & Electricity		7,126.32	8,824.03	1,374.39									17,324.74	65,000.00	-47,673.26	26.66%
6420 - Pumping Maintenance, Generators														13,000.00	-13,000.00	
6430 - Pumping Maintenance, General		49.99	808.88										858.87	2,500.00	-1,641.13	34.36%
6440 - Pumping Equipment, Expensed														2,000.00	-2,000.00	
Total 6400 - Pumping		7,176.31	9,632.91	1,374.39									18,185.61	82,500.00	-64,314.39	22.04%
6500 - Supply																
6510 - Maintenance, Raw Water Mains																
6520 - Maintenance, Wells														5,000.00	-5,000.00	
6530 - Water Purchases			20,264.06										20,264.06	40,000.00	-19,735.94	50.66%



Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Water  
July 2015 through June 2016

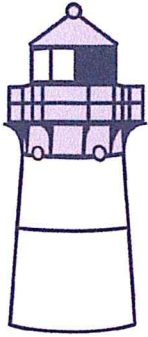
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 6600 - Supply</b>			20,284.06										20,284.06	45,000.00	-24,715.94	45.03%
6600 - Collection/Transmission																
6610 - Hydrants														1,000.00	-1,000.00	
6620 - Maintenance, Water Mains		8,704.72	14,505.69	8,354.63									31,585.04	55,000.00	-23,414.96	57.39%
6630 - Maintenance, Water Svc Lines														25,000.00	-25,000.00	
6640 - Maintenance, Tanks			307.06										307.06	1,000.00	-692.94	30.71%
6650 - Maint., Distribution General														10,000.00	-10,000.00	
6670 - Meters			787.69										787.69	2,500.00	-1,712.31	31.51%
<b>Total 6600 - Collection/Transmission</b>		8,704.72	15,600.44	8,354.63									32,659.79	94,500.00	-61,840.21	34.55%
6700 - Treatment																
6710 - Chemicals & Filtering		622.14	230.74	667.87									1,520.75	30,000.00	-28,479.25	5.07%
6720 - Maintenance, Treatment Equip.		2,053.81	62.47	693.15									2,809.43	4,000.00	-1,190.57	70.24%
6730 - Treatment Analysis		2,306.00	6,451.95	850.00									9,607.95	25,000.00	-15,392.05	38.43%
<b>Total 6700 - Treatment</b>		4,981.95	6,745.16	2,211.02									13,938.13	59,000.00	-45,061.87	23.62%
6770 - Uniforms		1,635.41		1,128.38									2,963.79	9,000.00	-6,036.21	32.93%
6800 - Vehicles																
6810 - Fuel		662.50	639.06	631.20									1,932.76	6,500.00	-4,567.24	22.74%
6820 - Truck Equipment, Expensed		17.05											17.05	2,000.00	-1,982.95	0.85%
6830 - Truck Repairs				54.22									54.22	5,000.00	-4,945.78	1.08%
<b>Total 6800 - Vehicles</b>		679.55	639.06	685.42									2,004.03	15,500.00	-13,495.97	12.93%
<b>Total 6000 - Operations</b>		43,342.29	60,796.43	15,428.47									119,569.19	419,750.00	-300,180.81	28.46%
<b>Total Expense</b>	53,352.91	105,522.39	142,350.77	89,008.14									400,234.21	1,420,875.00	-1,020,640.79	28.17%
<b>Net Ordinary Income</b>	105,680.31	54,263.70	28,325.77	46,758.03									236,027.81	544,309.00	-308,281.19	43.36%
<b>Other Income/Expense</b>																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)			16,785.00	16,785.00									33,570.00	101,000.00	-67,430.00	33.24%
7120 - Connection Fees (Remodel)														3,000.00	-3,000.00	
7130 - Conn. Fees, PFF (New Constr)	11,962.00		8,002.00	12,802.00									32,766.00	53,000.00	-20,234.00	61.82%
7140 - Conn. Fees, PFF (Remodel)																

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Accrual Basis

Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Water  
July 2015 through June 2016

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 7000 - Connection Fees	11,962.00		24,787.00	29,587.00									66,336.00	157,000.00	-90,664.00	42.25%
7600 - Bond Revenues, G.O.			711.11										711.11	1,150,436.00	-1,149,724.89	0.06%
Total 7000 - Capital Account Revenues	11,962.00		25,498.11	29,587.00									67,047.11	1,307,436.00	-1,240,388.89	5.13%
Total Other Income	11,962.00		25,498.11	29,587.00									67,047.11	1,307,436.00	-1,240,388.89	5.13%
Other Expense																
8000 - Capital Improvement Program																
8100 - Water		367,790.51	362,246.06	141,800.25									891,836.82	1,729,000.00	-837,163.18	51.58%
Total 8000 - Capital Improvement Program		367,790.51	362,246.06	141,800.25									891,836.82	1,729,000.00	-837,163.18	51.58%
9000 - Capital Account Expenses																
9100 - Interest Expense - GO Bonds		26,484.91											26,484.91	315,346.00	-288,861.09	8.4%
9125 - PNC Equipment Lease Interest	887.68	1,768.14	3,512.71										6,168.53	20,790.00	-14,621.47	29.67%
9150 - SRF Loan																
Total 9000 - Capital Account Expenses	887.68	28,253.05	3,512.71										32,653.44	336,136.00	-303,482.56	9.71%
Total Other Expense	887.68	416,043.56	365,768.77	141,800.25									924,480.28	2,065,136.00	-1,140,645.74	44.77%
Net Other Income	11,074.32	-416,043.56	-340,260.66	-112,213.25									-857,443.15	-757,700.00	-99,743.15	113.16%
Net Income	116,754.63	-361,779.86	-310,934.89	-45,455.22									-621,415.34	-213,391.00	-408,024.34	291.21%

See Executive Summary Document



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for October 2015**

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

- Flow Report for October 2015.
- Collection System Monthly Overflow Report – October 2015.

The Average Daily Flow for Montara was 0.237 MGD in October 2015. There were three reportable overflows in October due to roots and grease in the Montara System. SAM indicates there were 0.29 inches of rain in October 2015.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2015

Attachment D

## October 2015

Total	Number of S.S.O.'s			SAM
	HMB	GCSD	MWSD	
Roots	0	1	2	0
Grease	0	0	1	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>
	<b>0%</b>	<b>25%</b>	<b>75%</b>	<b>0%</b>

## 12 Month Moving Total

Total	12 month rolling Number			SAM
	HMB	GCSD	MWSD	
Roots	0	3	5	0
Grease	1	0	1	0
Mechanical	0	0	2	1
Wet Weather	1	0	0	0
Other	3	0	2	0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>10</b>	<b>1</b>
	<b>26%</b>	<b>16%</b>	<b>53%</b>	<b>5%</b>

## Reportable SSOs

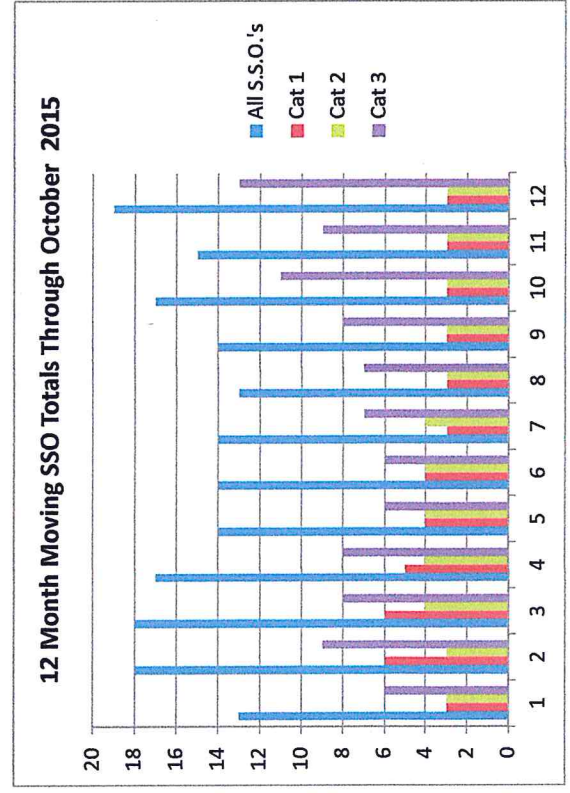
Total	Reportable Number of S.S.O.'s			SAM
	HMB	GCSD	MWSD	
October 2015	0	1	3	0
<b>12 Month Moving Total</b>	<b>5</b>	<b>3</b>	<b>10</b>	<b>1</b>

## SSOs / Year / 100 Miles

Total	Number of S.S.O.'s / Year/100 Miles			SAM
	HMB	GCSD	MWSD	
October 2015	0.0	3.0	11.1	0.0
<b>12 Month Moving Total</b>	<b>13.5</b>	<b>9.0</b>	<b>37.0</b>	<b>13.7</b>
Category 1	2.7	0.0	3.7	13.7
Category 2	5.4	0.0	3.7	0.0
Category 3	5.4	9.0	29.6	0.0
<b>Miles of Sewers</b>	<b>37.0</b>	<b>33.2</b>	<b>27.0</b>	<b>7.3</b>
	<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Apr-15	4,069	24,727	25,006	53,802	10.2
May-15	5,273	22,269	29,550	57,092	10.8
June-15	21,965	16,335	2,161	40,461	7.7
July-15	21,643	18,222	2,166	42,031	8.0
Aug-15	22,512	17,746	0	40,258	7.6
Sep-15	17,470	31,071	1,955	50,496	9.6
Oct-15	33,863	11,254	1,679	46,796	8.9
<b>Annual ft</b>	<b>204,238</b>	<b>188,430</b>	<b>127,315</b>	<b>519,983</b>	
<b>Annual Mi.</b>	<b>38.7</b>	<b>35.7</b>	<b>24.1</b>		<b>98.5</b>



# Attachment A

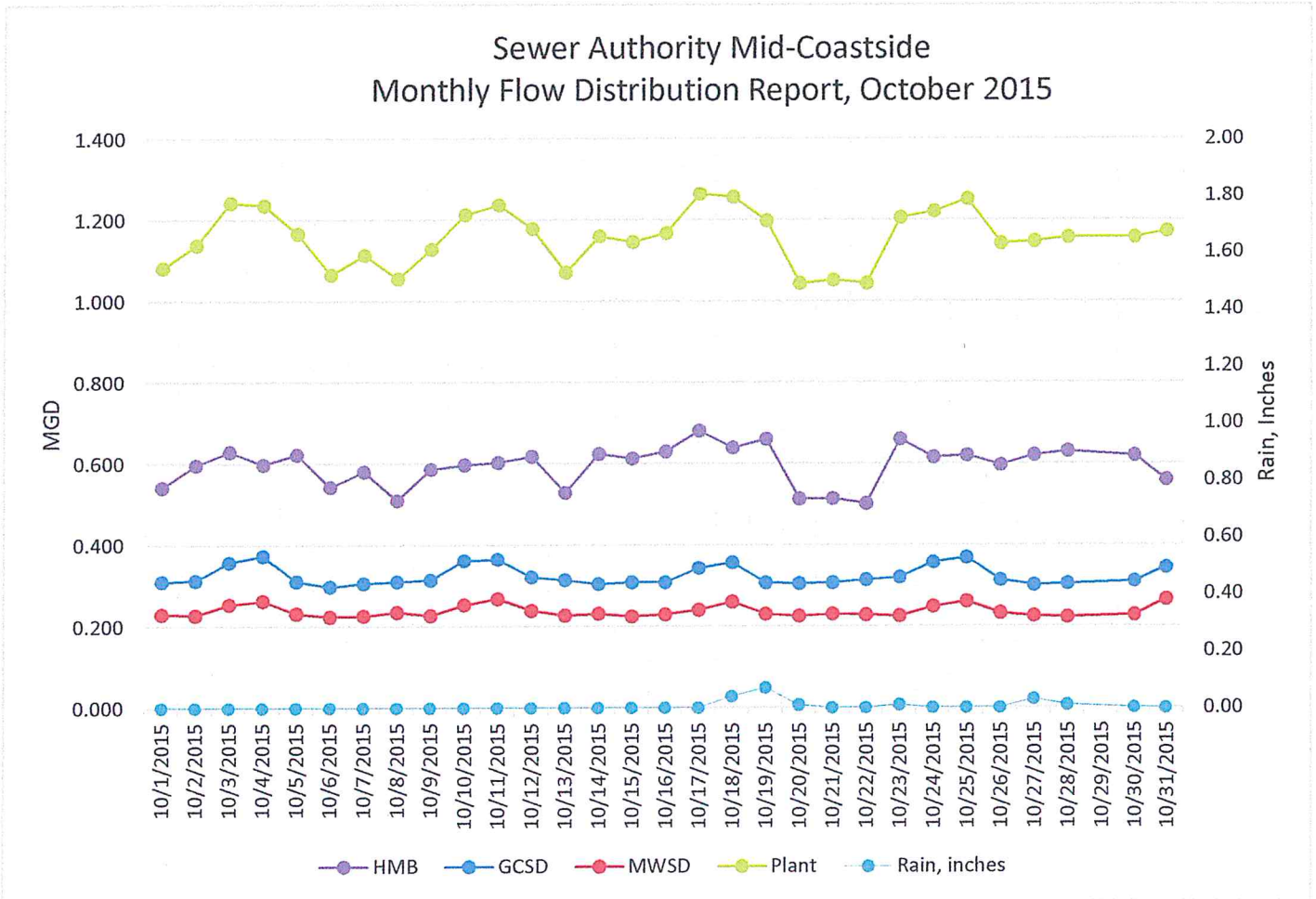
## Flow Distribution Report Summary For October 2015

The daily flow report figures for the month of October 2015 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

\*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.595	51.5%
Granada Community Services District	0.324	28.0%
Montara Water and Sanitary District	<u>0.237</u>	<u>20.5%</u>
Total	1.157	100.0%



# Sewer Authority Mid-Coastside

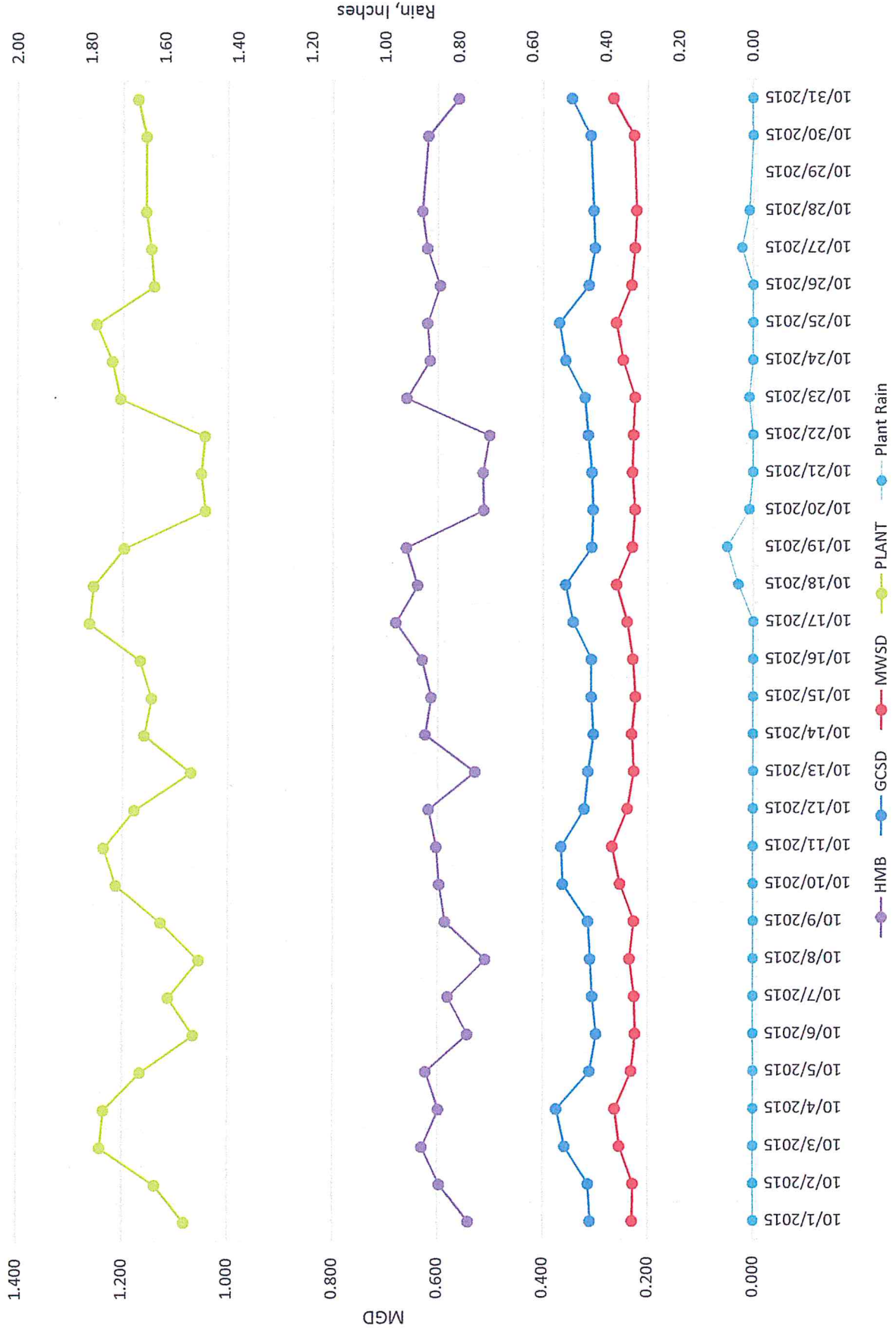
## Monthly Flow Distribution Report for October 2015

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
10/1/2015	0.542	0.310	0.230	1.082	0.00	0.00	0.01
10/2/2015	0.597	0.313	0.228	1.138	0.00	0.00	0.00
10/3/2015	0.630	0.358	0.254	1.242	0.00	0.00	0.00
10/4/2015	0.598	0.374	0.263	1.235	0.00	0.00	0.00
10/5/2015	0.623	0.311	0.232	1.166	0.00	0.00	0.00
10/6/2015	0.543	0.298	0.224	1.065	0.00	0.00	0.00
10/7/2015	0.581	0.306	0.226	1.113	0.00	0.00	0.00
10/8/2015	0.510	0.310	0.235	1.055	0.00	0.00	0.00
10/9/2015	0.587	0.314	0.227	1.128	0.00	0.00	0.00
10/10/2015	0.597	0.362	0.253	1.213	0.00	0.00	0.00
10/11/2015	0.603	0.365	0.268	1.236	0.00	0.00	0.00
10/12/2015	0.618	0.321	0.239	1.178	0.00	0.00	0.00
10/13/2015	0.529	0.314	0.227	1.070	0.00	0.01	0.00
10/14/2015	0.624	0.304	0.231	1.159	0.00	0.00	0.00
10/15/2015	0.613	0.308	0.224	1.145	0.00	0.00	0.00
10/16/2015	0.630	0.308	0.229	1.167	0.00	0.00	0.00
10/17/2015	0.680	0.343	0.240	1.264	0.00	0.00	0.00
10/18/2015	0.639	0.357	0.260	1.256	0.04	0.06	0.12
10/19/2015	0.660	0.307	0.230	1.198	0.07	0.12	0.12
10/20/2015	0.513	0.305	0.225	1.043	0.01	0.00	0.00
10/21/2015	0.514	0.307	0.230	1.052	0.00	0.01	0.00
10/22/2015	0.502	0.314	0.228	1.044	0.00	0.00	0.00
10/23/2015	0.660	0.320	0.225	1.205	0.01	0.00	0.00
10/24/2015	0.615	0.357	0.248	1.221	0.00	0.00	0.00
10/25/2015	0.620	0.369	0.261	1.250	0.00	0.00	0.00
10/26/2015	0.597	0.313	0.232	1.142	0.00	0.00	0.00
10/27/2015	0.621	0.301	0.225	1.147	0.03	0.01	0.01
10/28/2015	0.630	0.304	0.222	1.156	0.01	0.01	0.03
10/30/2015	0.619	0.310	0.227	1.156	0.00	0.00	0.00
10/31/2015	0.561	0.345	0.266	1.172	0.00	0.00	0.00
<b>Totals</b>	<b>17.858</b>	<b>9.730</b>	<b>7.109</b>	<b>34.697</b>	<b>0.17</b>	<b>0.22</b>	<b>0.29</b>

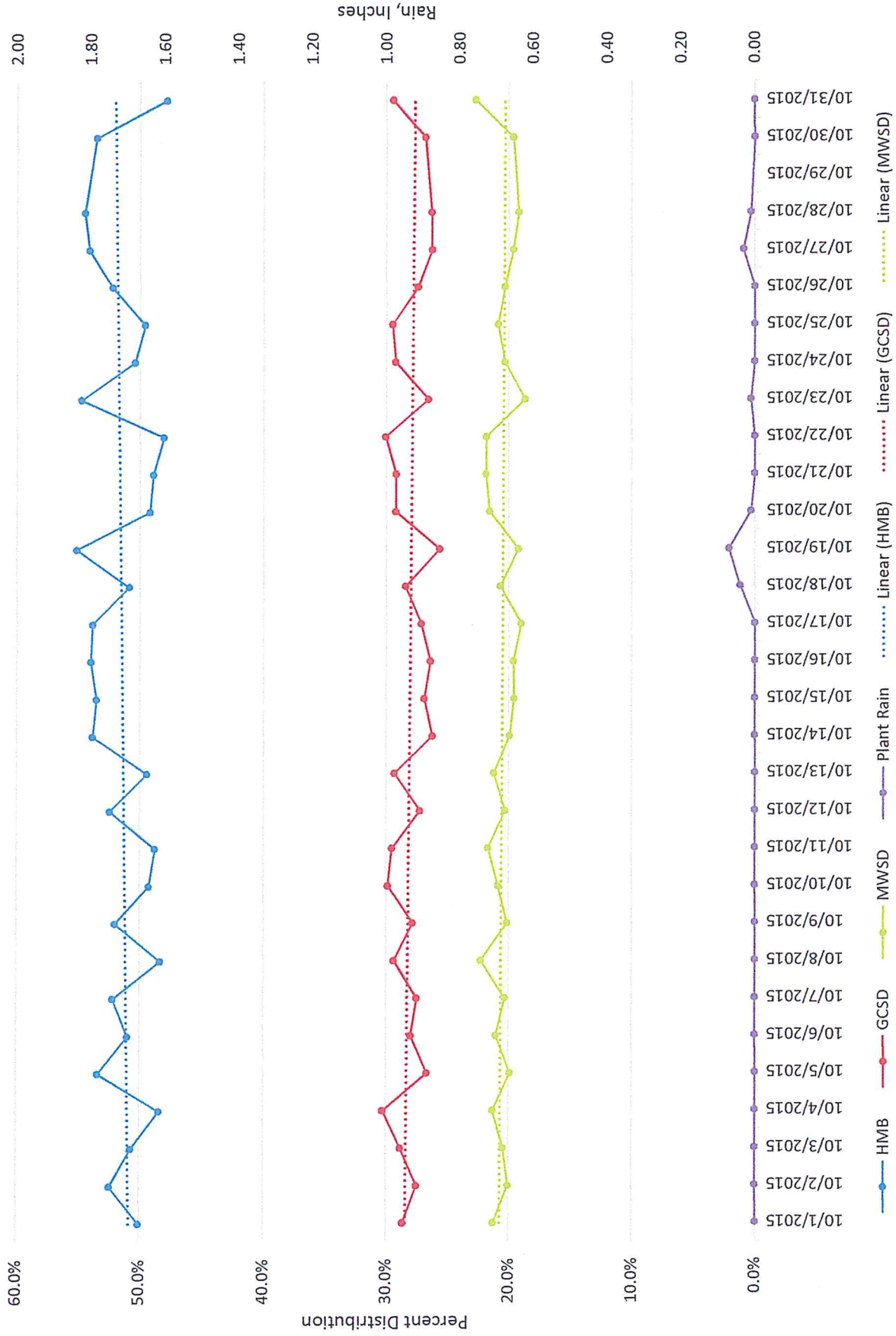
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.502	0.298	0.222	1.043
<b>Average</b>	<b>0.595</b>	<b>0.324</b>	<b>0.237</b>	<b>1.157</b>
Maximum	0.680	0.374	0.268	1.264
<b>Distribution</b>	<b>51.5%</b>	<b>28.0%</b>	<b>20.5%</b>	<b>100.0%</b>

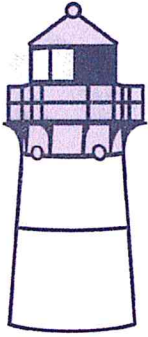
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, October 2015



# Percent Distribution October 2015







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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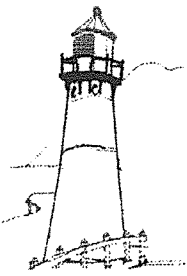
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for October 2015 was 0.357%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

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As of Dec. 3, 2015 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of Dec. 3, 2015 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

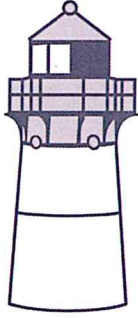
Date of Application	Property Owner	Site Address	Home Size
11/23/2015	Michael Carty	875 Edison	SFD

As of Dec. 3, 2015 the following new Water Connection Permit applications were received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
11/23/2015	Michael Carty	875 Edison	SFD	Conversion

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3<sup>rd</sup>, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier'.

**SUBJECT: Monthly Water Production Report**

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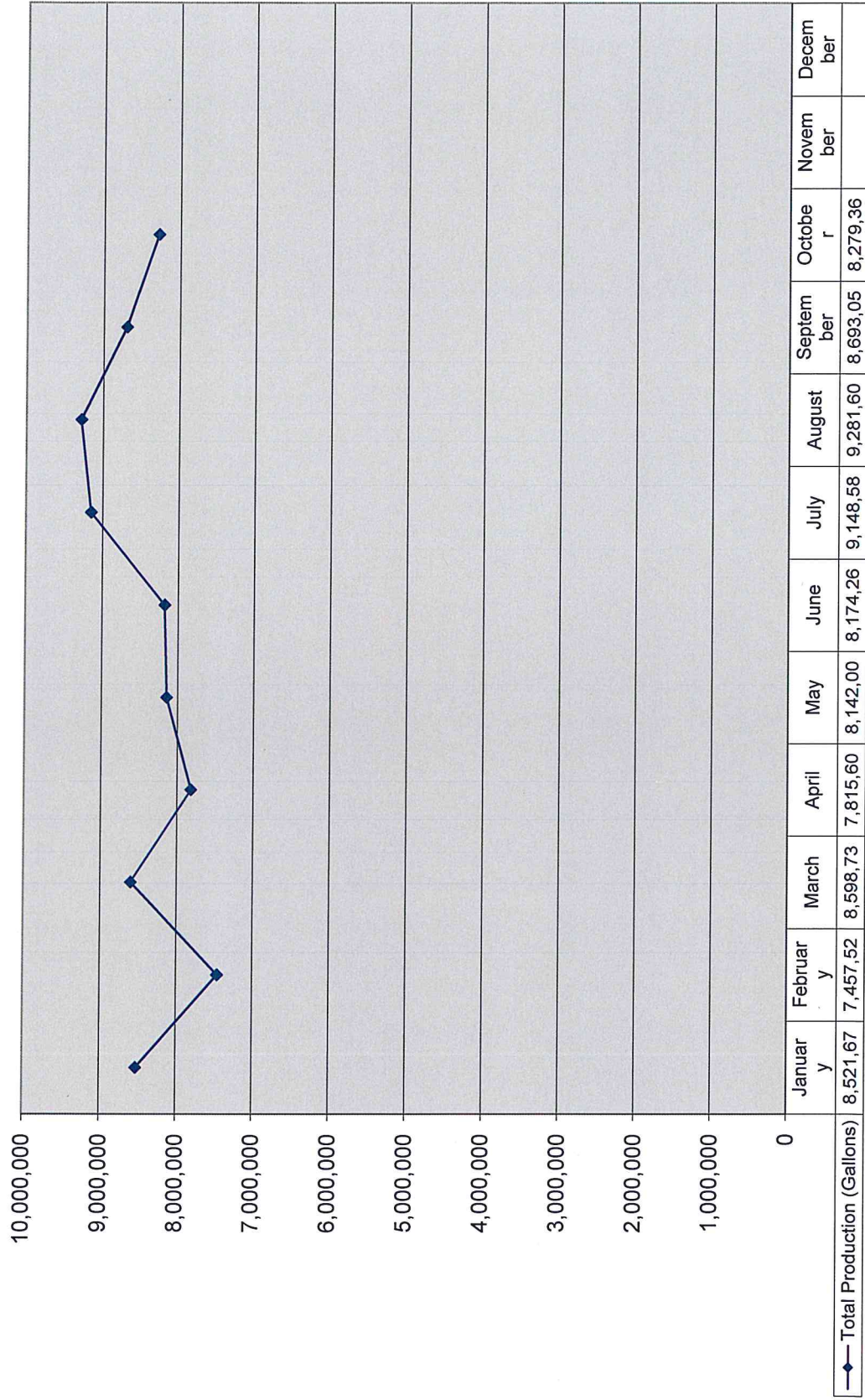
The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

**RECOMMENDATION:**

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

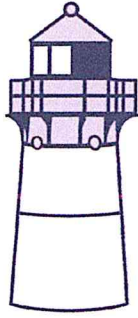
Attachments

Total Production 2015(Gallons)



GALLONS





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3<sup>rd</sup>, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Rain Report**

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

**RECOMMENDATION:**

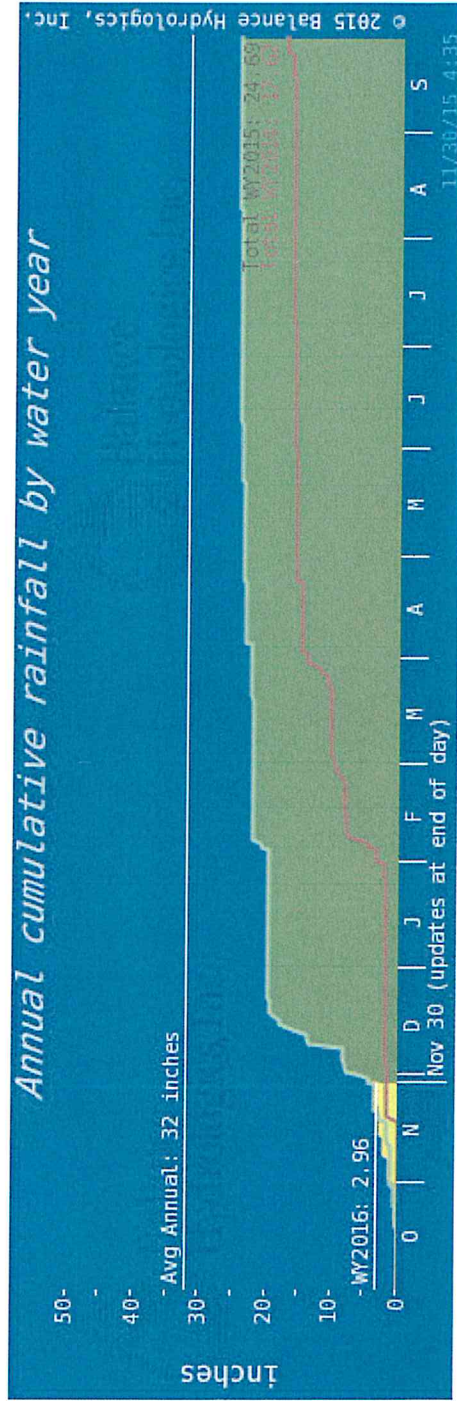
No action is required. This is presented for the Board's information only.

Attachment

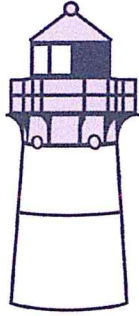
# Monthly Rainfall Report Oct 2014 – Sept 2015



# Annual Cumulative Rainfall







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3<sup>rd</sup>, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

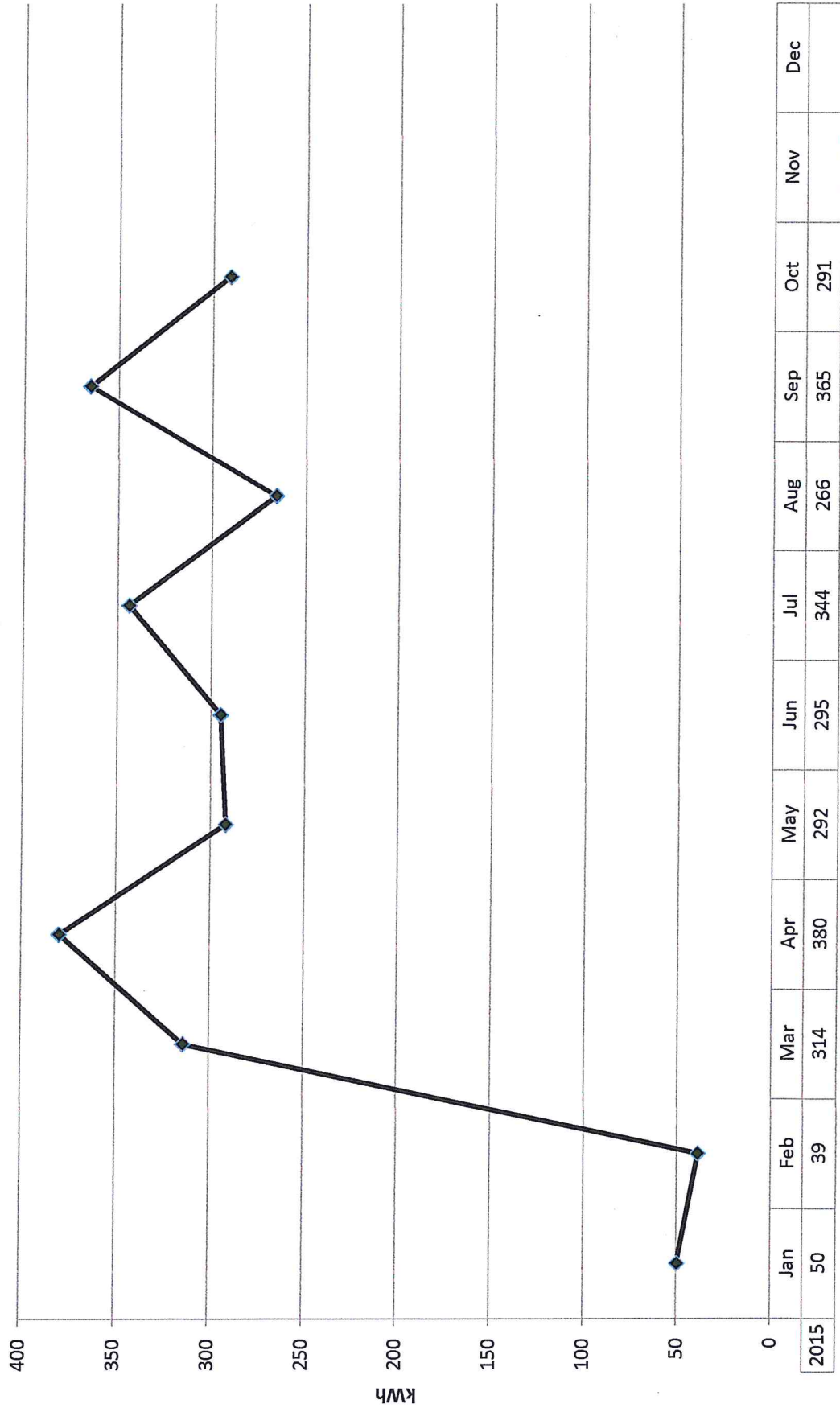
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 36321 kWh and saved 61718 lbs of CO<sub>2</sub>.

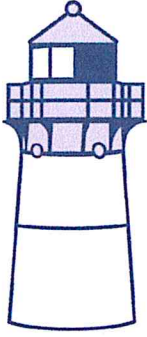
**RECOMMENDATION:**

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

Attachments

# SOLAR ENERGY PRODUCED IN 2015 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning  
Presentation from OpenGovernment Online  
Platform.**

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At the last meeting the Board received a presentation from OpenGov.com about their software product. The web application visualizes financial information for citizens, like general ledger, chart of accounts, current year spending and balance sheet.

Opengov has submitted a quote for services to MWSD. Cost for the software use would be at \$4,000 per year, with an additional one time setup fee of \$1,000

## RECOMMENDATION:

Authorize the General Manager to engage in the contract with OpenGov.

Attachment

OPENGOV, INC. SOFTWARE AGREEMENT

CUSTOMER INFORMATION

	<u>ORGANIZATION CONTACT</u>	<u>BILLING CONTACT (If Different)</u>
<b>Customer Name:</b>	Montara Water & Sanitary District	_____
<b>Contact Name:</b>	Clemens Heldmaier	_____
<b>Address:</b>	8888 Cabrillo Hwy.	_____
	Montara, CA 94037	_____
<b>Telephone:</b>	650-728-3545	_____
<b>Email:</b>	mwsd@coastside.net	_____

**Effective Date:** \_\_\_\_\_

**Software Services:**

OpenGov Platform: A proprietary web application that visualizes the customer's general ledger, chart of accounts, current year spending, and balance sheet, making multiple years of financial data accessible to citizens and staff through an online portal. The customer will receive access to OpenGov's Operational Intelligence suite.

**Fees:** In consideration of Customer using the Services identified above, Customer shall pay OpenGov, Inc. a fee of \$5,000, billed annually in advance for the period of the agreement, commencing on the Effective Date. Above price includes a one-time implementation fee of \$1,000. Standard pricing after year one will be \$4,000.

Welcome to OpenGov! Thanks for using our software. This Software Agreement ("**Agreement**") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("**OpenGov**"), and you, the entity identified above ("**Customer**"), as of the Effective Date. This Agreement includes and incorporates the OpenGov Terms and Conditions attached as Appendix A. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

SIGNATURES

**Customer**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OpenGov Inc.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

### OpenGov Terms and Conditions

#### **1. SOFTWARE SERVICES**

1.1 Subject to the terms and conditions of these OpenGov Terms and Conditions (the "Agreement"), OpenGov will use commercially reasonable efforts to perform the software services (the "Software Services") identified in the applicable Software Agreement entered into by OpenGov and Customer ("Software Agreement").

1.2 Customer understands that OpenGov's performance depends on Customer timely providing OpenGov with a copy of the Customer's chart of accounts in .csv or .xls format. In addition, Customer agrees to provide OpenGov with five or more years of general ledger data, also in .csv or .xls format, including budget data for the current year and actual expense and revenue data for past years. Any dates or time periods relevant to OpenGov's performance will be extended appropriately and equitably to reflect any delays caused by Customer's failure to timely deliver any such materials. OpenGov shall not be liable for any delays in performance under this Agreement resulting from Customer's failure to meet these obligations.

#### **2. RESTRICTIONS AND RESPONSIBILITIES**

2.1 This is a contract for access to the Software Services and Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Software Services, documentation or data related to the Software Services, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Software Services; or copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit, transfer, or encumber rights to the Software Services; or remove any proprietary notices.

2.2 Customer will use the Software Services only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access or otherwise use the Software Services and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent.

3. **OWNERSHIP.** OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

4. **CONFIDENTIALITY.** Each party (the "Receiving Party") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all documentation relating to the Software Services. "Confidential Information" does not include "Public Data," which is data that the Customer has previously released or would be required to release according to applicable federal, state, or local public records laws. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the receiving party; (ii) was rightfully received by the receiving party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5. **DATA LICENSE.** Customer grants OpenGov a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information submitted by Customer to OpenGov for the development of new software or the provision of the Software Services.

6. **PAYMENT OF FEES.** The fees for the Software Services ("Fees") are set forth in the applicable Software Agreement. Customer shall pay all Fees within thirty (30) days after the date of OpenGov's invoice (which OpenGov typically sends 45 days after the Effective Date).

#### **7. TERM & TERMINATION**

7.1 Subject to compliance with all terms and conditions, the initial term of this Agreement shall be from the Effective Date and shall continue for a period of twelve (12) months. Unless either party declines to renew in writing no less than thirty (30) days before the applicable term, this Agreement shall renew at the same price for two (2) additional (1) year periods. The customer will be billed on an annual basis for each twelve (12) month term. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.2 Upon termination, Customer will pay in full for all Software Services performed up to and including the effective date of termination. Upon any termination of this Agreement: (a) all Software Services provided to Customer hereunder shall immediately

terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

7.3 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

## **8. WARRANTY AND DISCLAIMER**

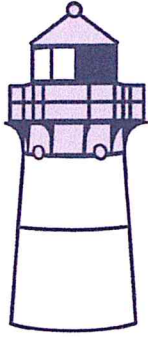
8.1 OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Software Services shall be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards.

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection with this Agreement, or possesses the necessary authorization thereto; and (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party.

8.3 OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. **LIMITATION OF LIABILITY.** NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. **MISCELLANEOUS.** Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 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 Recology Audits for 2016 Solid Waste Rate  
Increase.**

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In accordance with the existing franchise agreement, Recology provided financial information to the District for the requested 47% 2016 rate increase.

The District's accountant Maze Assoc. was asked to audit the information that Recology provided.

## RECOMMENDATION:

Receive Maze's presentation on the review of the suggested rate increase and associated information.

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED UPON PROCEDURES FOR  
MONTARA WATER AND SANITARY DISTRICT  
FRANCHISE AGREEMENT  
WITH  
RECOLOGY OF THE COAST  
FOR  
SOLID WASTE AND RECYCLING SERVICES**



**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED UPON PROCEDURES FOR  
MONTARA WATER AND SANITARY DISTRICT  
FRANCHISE AGREEMENT  
WITH  
RECOLOGY OF THE COAST  
FOR SOLID WASTE AND RECYCLING SERVICES**

Honorable Members  
of the Board of Directors  
Montara, California

We have performed the procedures described below, which were agreed to by the Montara Water and Sanitary District (District) solely to assist you with respect to verifying the accuracy of the calculation of the new rates for providing solid waste and recycling services. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures, results, findings, and recommendations are as follows:

1. We obtained the *Franchise Agreement between The Montara Water and Sanitary District and Recology of the Coast for Solid Waste and Recycling Services, effective October 1, 2013* (Agreement), in order to gain an understanding of the terms, fees, services and reporting requirements outlined.

**Results:** We reviewed the Franchise Agreement between the District and Recology of the Coast (Recology) and noted that service rates are to change annually. We also noted that commencing January 1, 2016, service rates are to be determined by utilizing a "cost – based method" calculation, versus the previous "index-based method" calculation.

2. We obtained the outline for the calculation utilized to determine the Total Cost of Operation in the prior year.

**Results:** We noted that the specified calculations and formulas were in alignment with the Franchise Agreement; No variances were found.

3. We requested and received the Recology audited financial statements for the fiscal year ended September 30, 2014.

**Results:** We reviewed and agreed all expenses per the audited financial statements to the calculation spreadsheet prepared by Recology for determining the new rates for 2016.

4. We received from Recology, "Exhibit E-Rate Setting Montara," the Excel spreadsheet detailing the calculations and allocations performed by Recology to determine the rate increase for solid waste and recycling services.

**Results:** We tested and verified the accuracy of every formula within the spreadsheet. We also reviewed the calculation of the District's allocated costs by the index adjustment factors.

- We verified that only allowable costs were used in the calculations.
- We re-calculated the District's projected costs for 2015 and 2016.

**Conclusion:** By applying the procedures identified above, we detected no deviations between the calculations prepared by Recology and the terms of the Franchise Agreement.

**Recommendations:** Factors which represent a critical component of the rate calculations were not audited, and are based on good faith disclosures by Recology. The District may consider having the following data subjected to more thorough testing:

1. Total billings for the twelve month period ended April 30, 2015 from the District. The amount of \$974,786 was provided by Recology staff and doesn't represent an amount that has been specifically audited.
2. Route Information. These factors drive the allocation by cost component for the District, and were provided by Recology staff. However, the supporting documentation for these factors were not provided.
3. Single-Family Customers. The support for the over-head factor used is based on the number of single family customers in the District. The factors were not confirmed using reliable audit protocol.
4. Hauls. The support for the debris box factor is based on the number of hauls performed. This factor was not confirmed using reliable audit protocol.
5. Total Tons of Solid Waste Collected and Organics. The total solid waste tonnage amounts collected by Recology for the twelve month period ended April 30, 2015 were provided by Recology staff. These amounts were not confirmed using reliable audit protocol.
6. Current Tipping Fees. The tipping fee amounts for Solid Waste and Organics were again provided by Recology staff. Neither fee was confirmed using reliable audit protocol.

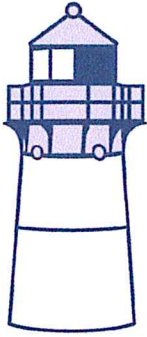
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We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the calculation of the new rates for providing solid waste and recycling services. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and District Board and is not intended to be and should not be used by anyone other than those specified parties.

*Mayer + Associates*

December 1, 2015



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning Daily  
Start Time of Recology Waste Pickups.**

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The District has received a letter from Recology of the Coast with a request to change starting times for solid waste pickup from 7:00 am to 6:00 am. Recology cites safety concerns as reason for the change.

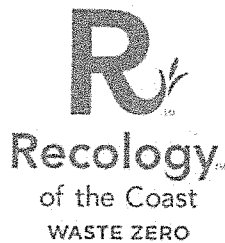
Section 4.10.1 specifies the hours of operations for Recology. Within the past year the District received a number of complaints from residents about the early truck operations, according to the complaints sometimes close to 5:00 am.

Changing the hours of operations would require an amendment to the existing contract.

## RECOMMENDATION:

This item has been placed on the agenda to allow for a discussion of the MWSD board and possible direction to staff.

Attachment



October 29-2015

Mr. Clemens Heldmeier  
Board Member of the Montara Water and Sanitary District Board  
P O Box 37131  
Montara, CA 94037

Sent via Facsimile

Dear Board Members and Clemens,

It has recently been brought to my attention by a Board member that my drivers are entering the Montara residential area before 7am on Friday morning. The time frame of our operation needs to be discussed as we have been reaching the neighborhoods between 6:15am and 6:45am for years without any problems and within the last six months concerns are being raised.

Since the Tunnel was opened traffic going Northbound thru Pacifica has dramatically increased in the morning and Southbound traffic during school months continues to increase. Aggressive driving begins early with my debris box truck narrowly missing a car merging on to Highway 1 at 5:30am without checking for oncoming traffic.

My operations supervisor was rear ended in his Recology pickup truck on Tuesday, October 17<sup>th</sup>, when he was at a dead stop in front of the home construction being done on Highway 1 near Seacliff. He was waiting for a semi truck delivering to the home to move off the Highway. The person who struck him was travelling at 45 miles an hour and totaled our pickup truck. Luckily my driver saw the truck coming and was able to relax his body to avoid a whiplash.

My drivers have real concerns picking up on Tuesdays on 7<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and Seacliff due to the high speed of traffic on Highway 1 and the customers leaving their homes to begin their days. The time change and the weather conditions from the predicted El Nino storms will cause are more concerns.... My men are navigating these large one driver trucks and their safety is my paramount concern. The later my men begin work the more children are on the streets preparing for their school day. Pickup on Monday on 4<sup>th</sup> Street by the school is very tenuous. The visibility of the height of most children in the areas versus the height and weight of the garbage truck during operations is a worry to my men.

I have already experienced one of my drivers in Pacifica being hit while performing his job and the end result was my man losing both his legs due to a mindless driver. The less car traffic on the road when we are operating is better for us.

Starting the work day later also brings on another list of concerns dealing with Highway 92 traffic and dump site use at Ox Mountain. The audited financial reports will show we have very minimal overtime included in our wages due to the optimum time of our operations. Later working hours will result in additional overtime and an increase to the costs of operation.

We pick up all commercial stops before entering the residential areas but a 7am start has become dangerous for my men. The opening of the Tunnel was not a consideration when the 7am start time was decided. Anyone who has a raccoon problem can rectify that by using bungee cords on their trash and composting carts. Recology of the Coast will supply bungee cords, at no cost, to the customer if they request such. Recology of the Coast will also bear any costs of a mailing to notify customers that carts must be curbside by 6am. Our website currently states that information.

There also seems to be continual street sewer repair within the two cities, most recently on Vallemar. This activity causes additional safety concerns for the drivers attempting to navigate these areas for pickup...

Finally, many customers wish to have their carts emptied before they leave for work so the containers are not left out all day alerting passers-by that no one is home.

I will be discussing this dilemma further with Clemens but would like any feedback from any of you concerning this situation.

Cordially,

A handwritten signature in black ink, appearing to read 'Crescio' with a stylized flourish extending to the right.

Christine Crescio Porter  
General Manager  
Recology of the Coast

otherwise fails properly to cause his or her Solid Waste, Recyclable Material or Yard Waste to conform to pertinent requirements therefor or who fails properly to place the Container(s) therefor for Collection. Notwithstanding the foregoing, District shall have the authority to render the final decision to terminate or reinstate service.

**4.09 Processing and Marketing.** Contractor shall process, market, and sell, donate, or reuse all Recyclable Material and Yard Waste Collected pursuant to this Agreement. Contractor shall provide a list to District, updated annually, of its primary material processing facilities or reuse recipients for Recyclable Material and for Yard Waste.

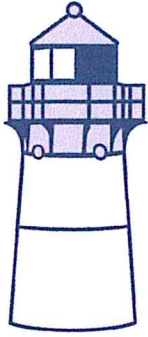
#### **4.10 Hours of Operation/Schedules.**

**4.10.1 Residential.** Solid Waste, Recyclable Material, and/or Yard Waste shall be Collected from Premises occupied by Residential Service Recipients only on weekdays between the hours of 7 a.m. and 6 p.m. Contractor shall notify District and such Service Recipients in writing at least two (2) weeks prior to instituting a change in their Collection day. No schedule change shall cause a lapse of more than seven (7) consecutive days in Collection service to any Residential Service Recipient. Contractor shall notify Residential Service Recipients of designated alternative Collection days when their regularly scheduled Collection days fall on holidays observed by Contractor.

**4.10.2 Commercial, Industrial, and Institutional Collections.** Solid Waste, Recyclable Material, and/or Yard Waste shall be collected from Premises occupied by Commercial, Industrial, and Institutional Service Recipients on such days (excluding weekends) and at such times as may be scheduled by Contractor with such Service Recipients; provided, that no such Collection shall be made from any Commercial, Industrial or Institutional Premises located within two hundred feet of residential Premises prior to 6 a.m. or after 6 p.m. on any day; provided, further, that, in addition to regularly scheduled Collection days for schools, Contractor shall Collect Recyclable Material from schools following "garage sales" or other fund-raising events, upon notification by the schools.

**4.10.3 Operations Plan.** Contractor shall submit to District, within 120 days of the Effective Date, a written operations plan describing Collection routes, frequency of Collections, and times of Collections of Solid Waste, Recyclable Material, and Yard Waste. District shall review said plan and request such reasonable revisions thereto as District shall propose within thirty (30) days of receipt thereof. In the event the parties are unable to agree upon any such revisions to the plan, either party may invoke the dispute resolution provisions of this Agreement. Any proposed revisions to the plan shall likewise be made subject to District's review.

**4.10.04 Missed Collections.** Upon notification by a Service Recipient that Contractor has neglected to make a scheduled Collection, Contractor shall endeavor to Collect the uncollected materials as soon as reasonably practicable, but in no event more than twenty-four hours after receipt of such notice.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Multi-Year Water Connection Fee Payment Program.**

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The large utility companies previously in charge of the water system in Montara and Moss Beach failed to manage the resources adequately. A moratorium on new connections was mandated by the California Public Utilities Commission in 1984. Subsequently the San Mateo County Health Department started to issue well permits inside the urban rural zoned areas to allow new construction. For more than 30 years all new developments in the District built private domestic water wells, permitted by the San Mateo County Health Department. The high concentration of private wells in the urban/rural zones has detrimental effects to the local aquifers. The Mid-Coastside is the only area in California where a large number of private wells in the urban rural zone exist.

The Board has previously indicated interest in supporting existing homes currently served by wells to voluntarily connect to the public water supply. A Multi-Year Water Connection Fee Payment Program could offset the financial hurdle of connecting to the District.

Under staff's direction Bartle Wells has started to design a program for MWSD that allows home owners to pay the connection fee over a number of years through the property tax bill. To be able to proceed effectively a number of policy questions should be addressed at this time by the Board.

Alex Handlers with Bartle Wells will be available to present details of the suggested program.

## RECOMMENDATION:

This is for Board information and discussion only.

Attachment





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DATE: November 31, 2015

TO: Clemens Heldmaier, General Manager  
Montara Water & Sanitary District

FROM: Alex Handlers, Bartle Wells Associates

RE: Multi-Year Water Connection Fee Payment Program

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## **Background**

The District's service area includes a number of properties that are served by private wells. These properties draw water from the same aquifer that provides water supply to the District, yet do not contribute toward efforts to improve long-term water supply reliability. At the same time, the owners of these properties also have to pay for operating, maintenance, repair and replacement costs for their wells. In a number of cases, both the District and property owner would benefit if the property were connected to the District's water system.

Over the years, a number of property owners have indicated that they would like to connect to the District's water system, but have not done so because the District's connection fees pose too high a financial hurdle. Some of these property owners have further indicated that it is the upfront nature of the fees that makes them unaffordable, and that they could better afford to pay the fees if they were spread out over a number of years.

## **Water Connection Fees**

The District levies connection fees to recover the costs of infrastructure and assets benefitting new connections to the District's water system. The District currently requires payment of its connection fees – and related administration, inspection, and engineering review fees – up front, typically as a condition of development. Current Water Connection Fees and related charges for a typical new home with a base 5/8" x 3/4" meter are listed below. Domestic Water Connection Fees are higher for larger meter sizes that place more demand on the water system.

- Domestic Water Connection Fee (5/8" x 3/4" meter): \$15,259
- Private Fire Service Connection: \$4,791 (if warranted)
- Admin/Inspection/Engineering Review Fees: \$3,490

Fees for a new water service connection with the base 5/8" x 3/4" meter can total \$23,540 including the Private Fire Service Connection Fee, or \$18,749 without this fee. Newly constructed homes are required to install fire sprinklers and thereby pay Private Fire Service Connection Fees. However, older homes typically do not have fire sprinklers and typically would not have to pay the Private Fire Service Connection Fee.

### **Multi-Year Connection Fee Repayment Program for Private Well Conversions**

In order to facilitate and incentivize property owners with private wells to connect to the District's water system, it is proposed that the District adopt a multi-year water connection fee payment program for property owners with private wells, who would otherwise be discouraged from connecting to the system due to the high up-front cost. BWA recommends that use of a multi-year fee payment program only be applicable for properties currently served by private wells.

Some alternatives for a multi-year water connection fee payment program include:

- **Term of Repayment:** The District can opt to allow repayment of its connection fees over a set period of time (e.g. 10 – 20 years) or over a time period selected by the property-owner not to exceed some maximum repayment term. While BWA generally recommends deferred fee repayment terms not to exceed 10 years, the repayment term is a policy decision for the District's Board of Directors.
- **Potential Charges for Interest:** Since the allowance of a multi-year repayment term essentially represents a loan from the District to the property owner, the District can opt to include some form of interest repayment. For example, the annual payments can include 3% interest repayment. Again, the decisions regarding a) potential recovery of interest repayment, b) the interest rate itself, and c) how interest would be applied, are all policy decisions for the District's Board of Directors.

### **Legal Authorization**

Based on initial legal review by the District's legal counsel, the costs associated with well conversions can be collected on the tax roll pursuant to California Health & Safety Code Section 5471, which gives the District authority to levy connection fees and other charges for services and facilities in connection with its water and sewer facilities, and Section 5473, which authorizes such charges to be collected on the property tax rolls.

Section 5473 includes the requirements for collection via the tax rolls, including:

- The District must adopt an ordinance or resolution authorizing the collection of charges on the tax rolls by a two-thirds vote of the Board of Directors. The ordinance or resolution shall remain in effect for the time specified, or, if no time is specified, until repealed or until a change is made in the rates charged by the entity. The District previously provided for

collection of sewer service charges, delinquent water charges, and refuse collection and recycling charges via the tax rolls in compliance with this requirement.

- Each year, the District must prepare and file with its clerk a written report that contains a) a description of each parcel for which the deferred payments will be applied, and b) the amount of the annual charge or payment.

### **Contractual Agreement with Property-Owner**

Based on input from the District's legal counsel, the District should require a signed agreement from each property owner who opts to take advantage of the multi-year repayment program.<sup>1</sup> The agreement should document the charges and repayment terms that apply to each property and indicate property-owner acknowledgment and consent. The agreement should allow for optional prepayment under which the property owner or their successor can elect to fully prepay outstanding amounts due.

### **Financial Impact to District**

Assuming the multi-year water connection fee payment program only applies to properties currently served by private wells, the net financial impacts to the District are estimated to be positive. Although a multi-year payment program spreads the District's collection of fees over time, the program is expected to generate new connections that otherwise might not connect due to the current up-front cost of the District's water connection fees. The District also generally benefits from economies of scale as new customers join the system.

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<sup>1</sup> District Counsel also advises that the District Code must be amended to include provision for such agreements.

**Montara Water & Sanitary District**  
**Water Connection Fee Payment Program Alternatives**

Draft Alternatives

**Water Connection Fees & Related Charges**

Domestic Water Connection Fee (5/8" x 3/4" meter):	\$15,259
Admin/Inspection/Engineering Review Fees:	<u>3,490</u>
<b>Total</b>	<b>18,749</b>

*Excludes Private Fire Service Connection Fee of \$4,791*

**Alternative Fee Payment Programs**

Rate	5-Year Payment Program				10-Year Payment Program				15-Year Payment Program				20-Year Payment Program			
	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%	0%	2%	3%	4%
1	\$3,750	\$3,978	\$4,094	\$4,212	\$1,875	\$2,087	\$2,198	\$2,312	\$1,250	\$1,459	\$1,571	\$1,686	\$937	\$1,147	\$1,260	\$1,380
2	3,750	3,978	4,094	4,212	1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
3	3,750	3,978	4,094	4,212	1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
4	3,750	3,978	4,094	4,212	1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
5	3,750	3,978	4,094	4,212	1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
6					1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
7					1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
8					1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
9					1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
10					1,875	2,087	2,198	2,312	1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
11									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
12									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
13									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
14									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
15									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
16									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
17									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
18									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
19									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
20									1,250	1,459	1,571	1,686	937	1,147	1,260	1,380
<b>Total</b>	<b>18,749</b>	<b>19,889</b>	<b>20,470</b>	<b>21,058</b>	<b>18,749</b>	<b>20,873</b>	<b>21,980</b>	<b>23,116</b>	<b>18,749</b>	<b>21,887</b>	<b>23,558</b>	<b>25,295</b>	<b>18,749</b>	<b>22,933</b>	<b>25,205</b>	<b>27,592</b>

## RESOLUTION NO. 1498

### RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING POLICY FOR CONVERSION OF DOMESTIC WATER SERVICE FROM WELLS TO THE DISTRICT'S PUBLIC WATER SYSTEM

**WHEREAS**, the moratorium upon new water service connections established prior to the District's acquisition of the water system in 2003 was necessarily continued by the District until the completion of improvements to the system and implementation of the District's conservation program increased the supply of water available to allow for the repeal of the moratorium in March 2011; and

**WHEREAS**, during the decades while the moratorium was in effect, numerous parcels of property were developed within the mid-coastside area under permits issued by the County of San Mateo that provided for water service by on-site wells; and

**WHEREAS**, pursuant to Resolution No. 53059 adopted on September 12, 1989 by the San Mateo County Board of Supervisors, said Board reaffirmed its policy allowing the use of water wells in urban areas only when no other water was available from existing public water systems and directed the County Planning Director and Environmental Health Director to implement that policy by conditioning all appropriate permits in the urban mid-coastside area to require connection to a public water system when such water supplies are available; and

**WHEREAS**, Section 5-3.103 of the Montara Water and Sanitary District Code ("MWSD Code") requires that premises that are capable of being served by the District's water system shall be connected to the system for permanent domestic water service; and

**WHEREAS**, in light of the repeal of the above-mentioned moratorium, premises heretofore developed with on-site wells in the District's water service area are now capable of being connected to the District's water system in accordance with MWSD Code Section 5-3.103 and consistent with the provisions of San Mateo County Board of Supervisors Resolution No. 53059; and

**RESOLUTION NO. 1498**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
ESTABLISHING POLICY FOR CONVERSION OF DOMESTIC WATER SERVICE  
FROM WELLS TO THE DISTRICT'S PUBLIC WATER SYSTEM**

**WHEREAS**, this Board desires to implement the provisions of MWSD Code Section 5-3.103 in a manner that reduces economic burden upon property owners and provides administrative efficiency; and

**WHEREAS**, pursuant to the provisions of MWSD Code Section 3-3.600 sewer connection permits for premises capable of being served by the District's water system while the moratorium was in effect were conditioned upon said premises being connected to the water system upon cessation of the moratorium and this Board hereby determines and declares that said requirement remains in full force and effect and is unaffected by the policy hereby established;

**WHEREAS**, the policy hereinafter established fulfills those goals;

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

1. The foregoing recitals are hereby incorporated herein as true statements of fact and findings.

2. The following policy is hereby established for connection to the District's water system of premises currently served by on-site wells that are capable of being served in accordance with MWSD Code Section 5-3.103:

A. Applications for connection to the system shall be submitted and connection shall be made in conjunction with the issuance of building permits by the County of San Mateo for remodeling or other improvements to or for structures on the premises that include additional fixture units as that term is defined in Section 3-1.100 j) of the MWSD Code.

B. The obligation of owners of premises issued sewer connection permits subject to the provisions of MWSD Code Section 3-3.600 requiring said premises to be connected to the water system shall remain in full force and effect and said obligation is unaffected by the policy hereby established.


**RESOLUTION NO. 1498**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
ESTABLISHING POLICY FOR CONVERSION OF DOMESTIC WATER SERVICE  
FROM WELLS TO THE DISTRICT'S PUBLIC WATER SYSTEM**

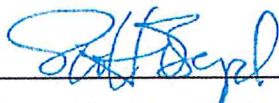
C. Irrespective of the provisions of subdivisions A and B, immediate connection to the District's water system of such premises may be required by this Board upon finding that connection is required in consideration of the public health, welfare and safety.

3. The General Manager is hereby authorized and directed to implement the foregoing policy and in connection therewith to disseminate the information contained herein to owners of property known to the General Manager to be affected thereby.

4. The Secretary of the District is hereby authorized and directed to send a certified copy of this resolution to the Board of Supervisors, County of San Mateo, and the General Manager is hereby authorized and directed to send a copy hereof to the San Mateo County Directors of Planning and Building and Environmental Health.

  
\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

  
\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. 1498 was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 4<sup>th</sup> day of August 2011, by the following vote:

**RESOLUTION NO. 1498**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
ESTABLISHING POLICY FOR CONVERSION OF DOMESTIC WATER SERVICE  
FROM WELLS TO THE DISTRICT'S PUBLIC WATER SYSTEM**

AYES, Directors: Boyd, Harvey, Slater-Carter, Perkovic & Ptacek

NOES, Directors: None

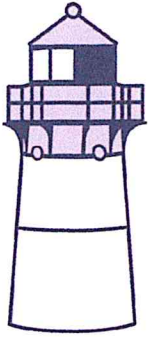
ABSENT, Directors: None



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Secretary, Montara Water and Sanitary District





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 3, 2015**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Bond  
and other Debt Service History**

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Director Slater Carter asked for an agenda item presenting the history of the District's General Obligation Bond History. Staff asked the District's financial consultant to present the bond history and also provide an overview over other existing debt service.

## RECOMMENDATION:

Receive Bartle Wells presentation on Bond and other Debt Service History.



## Montara Water & Sanitary District Debt Issuance History

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### A. General Obligation Debt for Water System Acquisition & Capital Improvements

#### **2002 General Obligation Promissory Notes**

Purpose:	Interim financing for preliminary costs related to water system acquisition
Issuance:	Competitive note sale
Amount:	\$2,750,000
Interest Rate:	2.00%
Annual Debt Service:	\$55,000 (interest-only payments)
Status:	Refinanced by 2003 General Obligation Bonds, no longer outstanding

#### **2003 General Obligation Bonds**

Purpose:	Funding for water system acquisition (included refinancing of the 2002 GO Promissory Notes) and initial capital improvements
Issuance:	Competitive bond sale
Amount:	\$17,500,000
Average Interest Rate:	4.55%
Average Annual Debt Service:	\$1,180,000
Final Maturity:	08/01/28
Status:	Refinanced by 2012 General Obligation Bonds, no longer outstanding

#### **2012 General Obligation Bonds**

Purpose:	Refinanced 2003 GO Bonds for savings (\$2.77 million gross savings, 16.1% present value savings) and generated \$1.5 million of additional funding for water system capital improvements
Issuance:	Competitively bid bank loan
Amount:	\$15,635,000
Average Interest Rate:	2.40%
Average Annual Debt Service:	\$1,150,000
Final Maturity:	08/01/28
Status:	Outstanding for approximately 12 more years

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## **B. Water Revenue Secured Debt**

### **2012 State Revolving Fund (SRF): 5-Year Planning Loan**

Purpose:	Planning-related costs for water system improvements (initially for Airport water treatment plant)
Amount:	\$500,000
Interest Rate:	2.09%
Annual Debt Service:	\$107,000 (if repaid over 5 years)
Note:	SRF Planning Loans can potentially be rolled into a long-term SRF Loan for project construction
Final Maturity:	2020

### **2014 State Revolving Fund (SRF): 20-Year Loan**

Purpose:	Financing for the Alta Vista Tank
Amount:	\$2,920,000
Interest Rate:	2.28%
Annual Debt Service:	\$185,000
Final Maturity:	2035

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## **C. Sewer Revenue Secured Debt**

### **2008 California Infrastructure & Economic Development Bank (CIEDB): 30-Year Loan**

Purpose:	Financing for renovation and upgrade for two sewer pump stations
Amount:	\$1,010,000
Interest Rate:	3.05%
Annual Debt Service:	\$55,000
Final Maturity:	12/03/37

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## **D. Equipment Lease (50% Water, 50% Sewer)**

### **2006 Citibank Lease/Purchase Agreement**

Purpose:	Financing for water meters/energy conservation facilities
Amount:	\$1,854,443
Interest Rate:	4.56%
Average Annual Debt Service:	\$161,500
Final Maturity:	10/07/26 (renegotiated rate in 2013)

### **2013 PNC Equipment Finance Lease/Purchase Agreement (Renegotiated Rate)**

Purpose:	Renegotiated a lower interest rate for the 2006 Lease Agreement to generate savings (\$174,000 gross savings, 7.64% present value savings)
Amount:	\$1,588,000
Interest Rate:	2.95%
Average Annual Debt Service:	\$144,900
Final Maturity:	10/07/26

## Montara Water & Sanitary District Outstanding Debt

	General Obligation Debt				Water Enterprise Debt				Sewer Enterprise Debt			
	2012 GO Bonds (Refi + Add'l \$1.5M)	SRF Loan 022 Alta Vista Tank	SRF Loan 024 Planning Loan	2013 PNC Lease (50% Water)	Subtotal Water	2008 CIEDB Loan	2013 PNC Lease (50% Sewer)	Subtotal Sewer				
Issue Size	\$15,635,000	\$2,920,000	\$500,000	\$1,818,134	\$258,800	\$1,010,000	\$1,818,134	\$114,500				
Interest Rate	2.40%	2.2836%	2.0933%	2.95%		3.0500%	2.95%					
Term	16 Years	20 Years	5 Years	20 Years		30 Years	20 Years					
Payments	Semi-Annual	Semi-Annual	Semi-Annual	Monthly		Semi-Annual	Monthly					
Purpose	Water System Acquisition & Capital Improvements	Alta Vista Tank	Planning Loan	Water Meters		Sewer Lift Stations	Water Meters					
2015/16	\$1,150,400	\$92,500	\$107,000	\$59,300	\$258,800	\$55,200	\$59,300	\$114,500				
2016/17	1,150,400	185,000	107,000	62,300	354,300	55,100	62,300	117,400				
2017/18	1,150,400	185,000	107,000	65,300	357,300	55,000	65,300	120,300				
2018/19	1,150,400	185,000	107,000	68,900	360,900	54,900	68,900	123,800				
2019/20	1,150,400	185,000	107,000	72,400	364,400	54,600	72,400	127,000				
2020/21	1,150,400	185,000	-	76,100	261,100	54,600	76,100	130,700				
2021/22	1,150,400	185,000	-	79,900	264,900	54,600	79,900	134,500				
2022/23	1,150,400	185,000	-	83,500	268,500	54,600	83,500	138,100				
2023/24	1,150,400	185,000	-	87,200	272,200	54,600	87,200	141,800				
2024/25	1,150,400	185,000	-	88,600	273,600	54,000	88,600	142,600				
2025/26	1,150,400	185,000	-	88,700	273,700	54,000	88,700	142,700				
2026/27	1,150,400	185,000	-	29,500	214,500	54,000	29,500	83,500				
2027/28	1,150,400	185,000	-	-	185,000	54,000	-	54,000				
2028/29	575,200	185,000	-	-	185,000	54,000	-	54,000				
2029/30	-	185,000	-	-	185,000	53,300	-	53,300				
2030/31	-	185,000	-	-	185,000	53,300	-	53,300				
2031/32	-	185,000	-	-	185,000	53,300	-	53,300				
2032/33	-	185,000	-	-	185,000	53,300	-	53,300				
2033/34	-	185,000	-	-	185,000	53,300	-	53,300				
2034/35	-	185,000	-	-	185,000	47,000	-	47,000				
2035/36	-	92,500	-	-	92,500	47,000	-	47,000				
2036/37	-	-	-	-	-	47,000	-	47,000				
2037/38	-	-	-	-	-	47,000	-	47,000				
2038/39	-	-	-	-	-	23,000	-	23,000				

Debt service rounded to nearest \$100

### Montara Water & Sanitary District Estimated GO Bond Assessment Rates

Fiscal Year	2003 GO Bond Debt Service	2012 GO Bond Debt Service	Total GO Bond Debt Service	Estimated AV Increase	Estimated Net Secured AV	Est. Tax Rate per \$1,000 AV
2004/05	\$748,542	-	\$748,542	Estimated	\$723,302,820	\$1.03
2005/06	1,236,469	-	1,236,469	Estimated	755,471,527	1.64
2006/07	1,236,669	-	1,236,669	Estimated	787,640,233	1.57
2007/08	1,236,669	-	1,236,669	Estimated	819,808,940	1.51
2008/09	1,231,369	-	1,231,369	Estimated	851,977,647	1.45
2009/10	1,225,569	-	1,225,569	Estimated	884,146,354	1.39
2010/11	1,214,169	-	1,214,169	Estimated	916,315,060	1.33
2011/12	1,212,369	-	1,212,369	Estimated	948,483,767	1.28
2012/13	312,384	575,218	887,602	Actual	980,652,474	1.17
2013/14	-	1,150,436	1,150,436	Actual	1,012,821,180	1.13
2014/15	-	1,150,436	1,150,436	Actual	1,044,989,887	0.98
2015/16	-	1,150,436	1,150,436	7%	1,119,245,433	1.03
2016/17	-	1,150,436	1,150,436	3%	1,152,822,796	1.00
2017/18	-	1,150,436	1,150,436	3%	1,187,407,480	0.97
2018/19	-	1,150,436	1,150,436	3%	1,223,029,704	0.94
2019/20	-	1,150,436	1,150,436	3%	1,259,720,595	0.91
2020/21	-	1,150,436	1,150,436	3%	1,297,512,213	0.89
2021/22	-	1,150,436	1,150,436	3%	1,336,437,580	0.86
2022/23	-	1,150,436	1,150,436	3%	1,376,530,707	0.84
2023/24	-	1,150,436	1,150,436	3%	1,417,826,628	0.81
2024/25	-	1,150,436	1,150,436	3%	1,460,361,427	0.79
2025/26	-	1,150,436	1,150,436	3%	1,504,172,270	0.76
2026/27	-	1,150,436	1,150,436	3%	1,549,297,438	0.74
2027/28	-	1,150,436	1,150,436	3%	1,595,776,361	0.72
2028/29	-	1,150,436	1,150,436	3%	1,643,649,652	0.70

\* Estimated tax rates for 2015/16 and future years are based on total GO Bond debt service divided by estimated net secured Assessed Valuation and exclude potential tax rate adjustments.