



# 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.*

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## June 2, 2016 at 7:30 p.m.

### 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 Adoption of a Revised Master Fee Schedule.](#)
2. [Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2015-2016.](#)

### CONSENT AGENDA

1. [Approve Minutes for March 17, 2016.](#)
2. [Approve Financial Statements for April 2016.](#)

3. Approve Warrants for June 1, 2016.
4. [SAM Flow Report for April 2016.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for April 2016.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)

## **OLD BUSINESS**

1. [Review and Possible Action Concerning Approval of Sewer Authority Mid-Coastside Fiscal Year 2016-17 Budgets.](#)
2. [Review and Possible Action Concerning Approval of Water and Sewer Budgets and Capital Improvement Programs.](#)

## **NEW BUSINESS**

1. [Receipt of Initial Monthly Public Agency Retirement Service Report.](#)
2. [Review and Possible Action Concerning Contract Approval and Bid Award for 2015-2016 Sewer Improvement Project and Spot Repairs.](#)
3. [Review and Possible Action Concerning Authorization to Bid 4<sup>th</sup> Street Water Main Replacement.](#)
4. [Review and Possible Action Concerning Procurement of a New Engine Generator for the Date Harte Pump Station.](#)
5. [Review and Possible Action Concerning Directors Meeting Compensation.](#)
6. [Review and Possible Action Concerning Extension of Access Permit with San Francisco State University for Fog Sampling Program.](#)
7. [Review and Possible Action Concerning After Hours Emergency Phone System Changes](#)
8. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting.](#)

## **REPORTS**

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

## **FUTURE AGENDAS**

## **ADJOURNMENT**

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

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

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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Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Water Rates and Sewer Service Charges are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase by 3% from \$40.51 to \$41.73. The increase is necessary to fund necessary capital improvements and increased SAM assessments.
- The Water Rates are set at the established maximum prop 218 level for the coming Fiscal Year with an increase of 3% over the current Fiscal Year. The increase is necessary to fund future capital improvements, increased debt service, and building capital reserves.
- Connection Charges and other construction related fees have been increased by 3.08% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 2.70% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

## RECOMMENDATION:

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

Attachments



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

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

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

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

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

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

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein 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**, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing to consider adoption of the fees or charges; and

**WHEREAS**, all persons present at the aforesaid hearing 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

**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:**

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

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

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

### 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	\$41.73	\$667.68
Restaurants	\$75.69	\$1,211.04
Motels	\$44.87	\$717.92
Offices	\$36.88	\$590.08
General Commercial	\$39.96	\$639.36
All other Commercial	\$43.48	\$695.68
Schools	\$37.55	\$600.80
Hospitals	\$41.98	\$671.68

\*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 amended:

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

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

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$24,096.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$964.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$15,308.00
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$612.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$612.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$487.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$460.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$341.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$157.00 minimum)
Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,727.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$487.00 minimum)

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

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

Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$460.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$487.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$487.00 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 (\$460.00 minimum)
Second Unit Connection Fee - Studio Unit (10 fixture units) (MWSD Code §3- 10.200)	\$9,640.00
Second Unit Connection Fee - One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$10,605.00
Second Unit Connection Fee - Additional Fixture Units (MWSD Code §3-10.200)	\$964.00
Second Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$487.00 minimum)
Developer Service Fee: \$2,637.00 minimum deposit against which all District costs to process application are charged. (MWSD Code §§5-3.102, 5-3.210)	
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges On Tax Roll (MWSD Code §1-5.200)	\$42.00 per account

# O R D I N A N C E N O. \_\_\_\_

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

Charge to Photocopy Documents                      \$1.40 per page for first four pages; \$0.36 for each page over four.

Charge for Failure to Obtain Permit (MWSD Code §1-5.200)                      Double amount of Permit Fee, 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 amended:

(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*	\$7.88 per HCF
Tier 2 7 – 13 HCF	\$10.52 per HCF
Tier 3 14 – 27 HCF	\$13.14 per HCF
Tier 4 over 27 HCF	\$18.41 per HCF
Meter Service Charge-5/8" (standard residential size)	\$27.15 per month
Meter Service Charge-3/4"	\$29.86 per month
Meter Service Charge-1"	\$38.01 per month
Meter Service Charge-1 ½"	\$48.86 per month

# O R D I N A N C E N O. \_\_\_\_

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

Meter Service Charge-2"	\$78.73 per month
Meter Service Charge-3"	\$298.63 per month
Meter Service Charge-4"	\$380.08 per month

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

### (b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller:	\$16.38
6-inch connection:	\$23.23
8-inch connection:	\$30.95
10-inch connection:	\$65.22
12-inch connection:	\$91.03

Private Fire Protection Administrative Fee:\*      \$487.00 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):	\$4,939.00
Private Fire Protection Connection Charge (1" meter):	\$8,248.00
Private Fire Protection Connection Charge (1 ½ " meter):	\$16,445.00
Private Fire Protection Connection Charge (2" meter):	\$26,323.00
Private Fire Protection Connection Charge (3" meter):	\$49,384.00
Private Fire Protection Connection Charge (4" meter):	\$82,328.00
Private Fire Protection Connection Charge (6" meter):	\$137,233.00
Private Fire Protection Connection Charge (8" meter):	\$228,770.00
Private Fire Protection Connection Charge (10" meter):	\$381,356.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee:\*      \$460.00  
(MWSD Code §5-3.210)

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

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

(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	\$15,729.00
3/4 inch meter	\$17,302.00
1 inch meter	\$22,020.00
1-1/2 inch meter	\$28,315.00
2 inch meter	\$45,613.00
3 inch meter	\$173,014.00
4 inch meter	\$220,201.00
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: \$28.00  
(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: \$67.00  
(MWSD Code §§5-3.210, 5-5.120)

Developer Service Fee: \$2,637.00 minimum deposit against which all  
District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Hydrant Meter Deposit: \$1,192.00 against which water use charged.  
(MWSD Code §5-4.227)

Hydrant Test Fee \$532.08  
(MWSD Code §§5-3.208, 5-5.202)

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

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

Connection Administrative Fee minimum deposit applied to actual hourly costs to process application (MWSD Code §§5-3.202, 5-3.203)	\$487.00
Connection Inspection Fee (MWSD Code §5-3.210)	\$460.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,637.00
Service Charge for Posting Door Tag for Delinquent Account: \$31.00 per customer per incident. (MWSD Code §§1-5.200, 5-3.210)	
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.09 per bill.
Service Charge for Unauthorized Use of Fire Hydrant: incident plus actual water used plus damages. (MWSD Code §5-5.202)	\$141.00 per
Service Charge for Cross Connection Control Device Test: tested device. (MWSD Code §5-6.400)	\$106.00 per

\*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 restated:

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)



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

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

### 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

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

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

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 premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$25.00
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**SECTION 5.** All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

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

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

**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 2<sup>nd</sup> day of June 2016, 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 all of these fees in accordance with inflationary increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: June 2, 2016

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))

MWSD Master Fee Schedule  
Cost Increases  
June 2016

Fee	2015 Adjusted Fee	2016 CCI	2016 CPI	2016 Adjusted Fee
Sewer Connection Permit	\$23,376	1.0308		\$24,096
Fixture Unit Charge	\$935.04			\$964
Sewer Connection Permit--Paid Sewer Svc Chg	\$14,851	1.0308		\$15,308
Fixture Unit Charge--Sewer Service Paid	\$594.04			\$612
Connection Permit Administrative Fee	\$474		1.027	\$487
Connection Permit Inspection Fee	\$448		1.027	\$460
Remodel Permit Fee	\$332		1.027	\$341
Second Unit Connection Fee--Studio	\$9,352	1.0308		\$9,640
Second Unit Connection Fee--One Bedroom	\$10,288	1.0308		\$10,605
Second Unit Permit Application	\$196		1.027	\$201
Private Sewer System Permit	\$153		1.027	\$157
Private Sewer Hydrologic Investigation	\$2,646	1.0308		\$2,727
Administrative Charge for Processing Del. Trash	\$41		1.027	\$42
Charge for copying documents -FirstFour Pages	\$1.36		1.027	\$1.40
Additional Pages	\$0.35		1.027	\$0.36
<b>WATER CHARGES</b>				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$27		1.027	\$28
Reconnection Fee due to non-payment	\$65		1.027	\$67
Engineering Review Fee	\$2,568		1.027	\$2,637
Hydrant Meter Deposit	\$1,161		1.027	\$1,192
Service Charge for Posting Door Tag for Delinq. Acct	\$30		1.027	\$31
Service Charge for Unauthorized Use of Fire Hydrant	\$137		1.027	\$141
Cross Connection Control Device Test	\$103		1.027	\$106
Fixture Unit Count	\$103		1.027	\$106
<b>Private Fire Protection Connection Charge:</b>				
3/4" to 5/8" meter:	\$4,791	1.0308		\$4,939
1" meter	\$8,002	1.0308		\$8,248
1 1/2" meter	\$15,954	1.0308		\$16,445
2" meter	\$25,536	1.0308		\$26,323
3" meter	\$47,908	1.0308		\$49,384
4" meter	\$79,868	1.0308		\$82,328
6" meter	\$133,133	1.0308		\$137,233
8" meter	\$221,934	1.0308		\$228,770
10" meter	\$369,961	1.0308		\$381,356
<b>Water System Connection Capacity Charge:</b>				
5/8" x 3/4" meter	\$15,259	1.0308		\$15,729
3/4" meter	\$16,785	1.0308		\$17,302
1" meter	\$21,362	1.0308		\$22,020
1-1/2" meter	\$27,469	1.0308		\$28,315
2" meter	\$44,250	1.0308		\$45,613
3" meter	\$167,844	1.0308		\$173,014
4" meter	\$213,621	1.0308		\$220,201
Connection Permit Administrative Fee	\$474		1.027	\$487
Connection Permit Inspection Fee	\$451		1.027	\$463
California Cost of Construction Increase				
Apr-15	6062			
Apr-16	6249	3.08%		
US Bur. Of Labor All Urban Consumers-SF Bay				
Apr-15	257.622			
Apr-16	264.565		2.70%	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C Heldmaier', located to the right of the 'FROM:' line.

**SUBJECT: Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2016-2017.**

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The Health and Safety Code requires that in order for sewer service charges to be placed on the property tax roll a public hearing must be held. The proposed Sewer Service Charge rate is set at \$41.73. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

The attached notices regarding collection of the foregoing charges and delinquent charges were published in the HMB Review. The Board must now hold a public hearing at which time everyone is given the opportunity to speak regarding their proposed charges. Once the public hearing is held, the Board may then adopt the attached resolution that confirms the final charges, including any Board-directed changes, for the coming fiscal year.

## RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. \_\_\_\_\_, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges for Fiscal Year 2016-2017 and Delinquent Sewer Service, Refuse Collection and Water Service Charges for Fiscal Year 2015-2016, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments (some attachments provided at the meeting)

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2016-2017 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2015-2016, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

**WHEREAS**, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2016-2017 was prepared and filed with the Secretary of the District; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2015-2016 was prepared and filed with the District Secretary; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2015-2016 was prepared and filed with the Secretary of the District; and

**WHEREAS**, hearing was set for consideration of the Reports on Sewer Service Charges for Fiscal Year July 1, 2016 - June 30, 2017, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2015 - June 30, 2016 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

**WHEREAS**, notice was given of the date, time and place of the above-mentioned hearing in accordance with the provisions of said Code; and

**WHEREAS**, said matter came on regularly for hearing as so noticed; and

**WHEREAS**, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2016-2017 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2015-2016, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

and all persons present and desiring to be heard were given the opportunity to be heard;

**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. Objections to, and protests against, the above-described Reports of Sewer Service Charges for Fiscal Year 2016-2017 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2015-2016 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

2. Any and all objections to, and protests against, said Reports of Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges have been heard and considered by this Board and said objections and protests shall be, and each of them is, hereby overruled.

3. Said Reports of Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein for entry of said charges on the assessment roll, and the list of the lots or parcels of land as they appear on the current assessment roll subject to such charges and the amounts of the installments of such charges and the interest to be entered against such lots or parcels on the assessment roll are hereby certified.

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day of July 2016, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2016-2017 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2015-2016, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

5. The County Controller of the County of San Mateo shall, upon receipt of said Reports or the document combining said Reports, enter the amounts of the charges therein described against the corresponding lots or parcels of real property therein described, as said lots or parcels appear on the current assessment roll, and the County Treasurer/Tax Collector shall include the amounts of the installments of such charges and the interest on bills for taxes levied against the said respective lots and parcels of land.

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

COUNTERSIGNED:

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2016-2017 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2015-2016, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 2<sup>nd</sup> day of June 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

**NOTICE OF FILING REPORT ON COLLECTION OF SEWER SERVICE CHARGES AND DELINQUENT SEWER, WATER AND REFUSE COLLECTION SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2016-2017 AND OF PUBLIC HEARING THEREON**

**(MONTARA WATER AND SANITARY DISTRICT)**

**NOTICE IS HEREBY GIVEN** that the General Manager of the Montara Water and Sanitary District, a public entity in the County of San Mateo, California, has filed with the District Secretary the Report On the Collection of Sewer Service Charges and Delinquent Water, Sewer Service and Refuse Collection Charges for Fiscal Year July 1, 2016 – June 30, 2017 required under California Health and Safety Code Sections 5470 and 5473 for the collection of such charges on the tax roll. The Report contains a description of each parcel of real property receiving water, sewer and refuse collection services and facilities from or through the District and the amount of the delinquent charges pertaining thereto. The Report is on file at the District Administrative Offices at the address appearing below.

**NOTICE IS HEREBY FURTHER GIVEN that** the District Board will hold a public hearing on the question of approval of the Report and the charges therein specified on and at the following date, time and place:

Date: June 2, 2016;  
Time: 7:30 p.m., or as soon thereafter as the matter may be heard;  
Place: Boardroom  
District Administrative Offices  
Montara Water and Sanitary District  
8888 Cabrillo Highway (State Route 1)  
Montara, California

Upon the conclusion of the hearing the District Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each charge or delinquent charge as described in the Report, which determination shall be final.

\_\_\_\_\_  
/s/  
General Manager



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

**BOARD OF DIRECTORS MEETING**  
**March 17, 2016**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:35 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Harvey, Wilson and Huber  
Director Slater-Carter by teleconference  
Directors Absent: None  
Staff Present: General Manager, Clemens Heldmaier,  
District Clerk, Judy Gromm  
Others Present: District Counsel Schricker

**PRESIDENT'S STATEMENT** – President Harvey wished everyone a Happy St. Patrick's Day.

President Harvey reported he had attended the Resist Density Meeting at Farallone View Elementary School. The meeting was very well attended by about 300 to 400 with people standing outside. The meeting itself lasted about 5 minutes. The attendees were invited to walk around and gather information.

**ORAL COMMENTS -**

General Manager Heldmaier reported the NOAA Weather Station that is on site is functioning now. There will be online access he will be able to share at a later date with the Board.

## **PUBLIC HEARING**

### **1. Review and Possible Action Concerning Adoption of a Revised Fee Schedule.**

General Manager Heldmaier reported after a discussion on Remodel Fees for a single project at the January 7, 2016 meeting, the Board asked staff to review the District's current sewer remodel and potentially other sewer connection fees and to prepare revised policies. The remodel fees were cost prohibitive for a basic and urgently needed shower addition to an existing bathroom.

The suggested revisions to sewer connection fees will be presented to this Board later this year. Until the review is completed, staff suggests to work with revised fixture until charges specifically for sewer remodels to allow the current project and other projects to move forward. Therefore we ask the board to implement a sewer remodel specific fixture unit charge based on 50% of the cost of a regular fixture unit.

At the last meeting, the Board adopted an ordinance that revised the code accordingly. Now the Board is asked to amend the Master Fee Schedule implementing the code change.

Director Harvey opened the Public Hearing.

There were no comments from the public.

Director Boyd moved to close the Public Hearing. Director Huber seconded the motion.

Roll Call vote was called for and all Directors were in favor and the motion passed 5 – 0.

General Manager Heldmaier has been in contact with Joe Loomis regarding the revised fee schedule and Mr. Loomis was not sure if he could make the meeting tonight or not.

Director Wilson moved to Adopt the next Ordinance in line to revise the fee schedule. Director Boyd seconded the motion.

A Roll Call vote was called for and all Directors were in favor and the motion passed 5 – 0.

**CONSENT AGENDA – None**

**OLD BUSINESS – None**

**NEW BUSINESS-**

## **1. Receive Fiscal Year 2014-2015 Single Audit.**

General Manager Heldmaier reported in the United States the single audit, also known as the OMB A-133 audit, is a rigorous, organization-wide audit of an entity that expends \$500,000 or more of Federal assistance commonly known as Federal funds, Federal grants, or Federal awards received for its operations. The Single Audit's objective is to provide assurance to the granting entity as to the management and use of such funds by recipients. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, Form SF-SAC.

In the fiscal year 2014-15 the District received \$1,187,291 in Federal Assistance from the US Department of Environmental protection, which was passed through the CA Dept. of Public Health. Per the funding agreement, the purpose of the funding is to assist in financing construction of a project which will enable the supplier to meet safe drinking water standards.

AJ Major with the District's independent auditors, Vavrinek, Trine & Day (VTD) was present to discuss and answer questions regarding the District's completed Single Audit.

Mr. Major reported the audit results were very positive for the District. There were no issues or errors found. There were no material weaknesses or significant deficiencies identified. The District is in compliance with internal control. Mr. Major noted these are all good results.

## **2. Review and Possible Action Concerning Sewer Emergency Repair on Cedar Street.**

General Manager Heldmaier reported SAM Staff notified MWSD staff promptly on the 11<sup>th</sup> of February after the discovery of a completely collapsed sewer on Cedar Street just south of George Street. This pipe serves 790 George Street. Staff has been maintaining the pipe daily to ensure no sewer overflow occurs.

The District calls for four informal emergency bids quotations to be submitted to the District by 2:00 pm on Tuesday March 8<sup>th</sup> for the award of an emergency contract for the construction of improvements in the District in strict accordance with the Plans and Specifications therefor entitled, "Emergency Repair at Cedar and George St" dated February 2016 prepared by Nute Engineering.

The engineer's construction estimate is \$35,000. The Project low bid quotation was one of two responsive bids, and was from Half Moon Bay Paving and Grading and is \$32,375.50. It is a prevailing wage quotation.

Pippin Cavagnaro, District Sewer Engineer gave a brief description of the project and the repairs importance.

Director Boyd thanked the General Manager and Mr. Cavagnaro for working together to come up with a cost effective solution to this emergency. Mr. Cavagnaro additionally thanked the SAM Staff for visiting the site and reporting on its condition daily.

Director Boyd moved to authorize the General Manager to advertise for bids for the Emergency Repair at Cedar and George St and adopt the next Resolution in line, a Resolution of the Montara Water and Sanitary District Acknowledging and Authorizing the Filing of Notice of Exemption under the California Environmental Quality Act. Director Wilson seconded the motion.

A Roll Call Vote was called for and all Directors were in favor and the motion passed unanimously 5 – 0.

### **3. Review and Possible Action Concerning Authorization to Bid the Cabrillo Highway Sewer Improvements – Phase 1.**

In accordance with the revised 7 year Capital Improvement Plan, the Cabrillo Highway Sewer Improvements – Phase 1 is proposed on the CIP now each year for the last three years. Due to delays with the Caltrans permitting, the project has been postponed each year.

The work includes the furnishing of all labor, materials and equipment for the construction of a new sewer crossing under Cabrillo Highway 1 at 16<sup>th</sup> Street, and an open cut of a new sewer installation between 16<sup>th</sup> Street and 14<sup>th</sup> Street, together with all appurtenances, for the completed and operational project as shown on the Plans and as specified. Engineers Construction Estimate is \$1,323,000. Contingencies and incidentals on a project of this scope could be 30% for a Project total estimate of \$1,720,000. The additional money will be required to be transferred from reserves to the CIP for this FY. These increases in the project cost estimate are largely attributed to the delay by CALTRANS to issue the permit and the recent increase in construction costs this season.

Pippin Cavagnaro, District Sewer Engineer gave a brief description of the lengthy and difficult process it has been to get this project going and how it will become an asset for the District in the future.

Director Wilson, Boyd and Slater-Carter appreciate all the effort, work and patience that Mr. Cavagnaro has had getting this project off the ground for the District.

Director Boyd Moved to Authorize the General Manager to advertise for bids for the Cabrillo Highway Sewer Improvement – Phase 1 and adopt the next Resolution in line of the Montara Water and Sanitary District Acknowledging

and Authorizing the Filing of Notice of Exemption under the California Environmental Quality Act. Director Huber seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 5 – 0.

**4. Review and Possible Action Concerning Bid Process for Sewer Mainline Replacement Projects.**

In accordance with the revised 7 year Capital Improvement Plan, the 2015-2016 Sewer Improvement Project and Spot Repairs is proposed for Bid. The work includes the furnishing of all labor, materials and equipment for the construction and rehabilitation of sanitary sewer mains near Kanoff and Le Conte, Main Street and 10<sup>th</sup>, and Terrace Avenue and laterals, misc. Spot repairs, the rehabilitation and coating of selected manholes, and CCTV of sewers, together with all appurtenances, for the completed and operational project as shown on the Plans and as specified. The Engineers construction estimate is \$675,000.

Pippin Cavagnaro, District Sewer Engineer reported every year we target the pipes that are a challenge for the SAM crew to maintain. These are some of those projects and some spot repairs that have been in need of repair for a long time. The manhole at the north end of the airport force main is one that is most in need and will be repaired.

Director Wilson moved to Authorize the General Manager to Advertise for Bids for the 2015-16 Sewer Improvement Project and Spot Repairs and adopt the next Resolution in line, a Resolution of the Montara Water and Sanitary District Acknowledging and Authorizing the Filing Notice of Exemption Under the California Environmental Quality Act. Director Boyd seconded the motion.

A Roll Call Vote was called for and the motion passes unanimously 5 – 0.

**5. Review and Possible Action concerning SAM Request for Adoption of Recycled Water Budget Fiscal Year 2015-2016.**

The Sewer Authority Mid-Coastside (SAM) has established the Recycled Water Project Phase 1 as SAM Recycled Water Project. A budget for this current Fiscal Year was approved for distribution to the member agencies. MWSD is asked to contribute now an additional \$33,614.

SAM's request is really two fold. First the agency is asking for confirmation of MWSD's participation in what now is established as a SAM Project. Second, MWSD is asked to contribute additional funds to the project. MWSD has already approved \$24,000 to be sent to SAM for the Recycled Water Project in this current year's Capital Maintenance Budget.



Director Boyd reported there are still things we need to work out before we can work on a contract with CCWD and Granada Community Service District. We need to develop a design and then go from there with grants. Director Boyd is recommending we contribute the additional monies.

Director Huber asked after spending the \$33,000, what will that tell us? Director Boyd reported this will bring us to a 25% design and will help us with cost estimates. Our goal is to get to a point for a solid enough budget and to be able to make confident decisions.

Director Wilson is concerned that CCWD will not cooperate. What will this do? Additionally Director Wilson would like to say before we spend the money, have CCWD commit to what their spending limits are.

Director Boyd will bring all Board members questions back to the meeting scheduled for Monday evening. CCWD runs a very complex system and this along with the economics and operational complexity of operating the system are factors they are facing.

Director Wilson is still requesting CCWD come up with a spending limit before we go further with this.

Director Huber would like to wait on approving the resolution until after the Recycle Committee meeting on Monday.

Director Boyd suggest we approve our money contingent on Granada and CCWD approving their contributions. Once we have the money approved, proceeding with the design makes a lot of sense and will put us in a bargaining position with CCWD.

Director Wilson moved to approve the next Resolution in line, a Resolution of the Montara Water & Sanitary District consenting to approval by Sewer Authority Mid-Coastside of Amendment to its Capitalized Maintenance Budget for Fiscal Year 2015-2016 Pertaining to Recycled Water Project. with a contingency that it is authorized at that point when Granada and Half Moon Bay explicitly state their participation in this project. Director Huber seconded the motion.

A roll call vote was called for and all Directors were in favor and the motion passed 5 – 0.

**6. Review and Possible Action concerning Cancellation of Next Regular Scheduled Meeting, April 7, 2016.**

At this time no urgent items require holding the first meeting in April. The General Manager will not be available at that time.

## **REPORTS**

1. **Sewer Authority Mid-Coastside Meeting (Slater-Carter), (Boyd)** Director Boyd reported: there had been a Budget Workshop some changes but nothing to report on at this time. Director Boyd noted it is one of the best prepared budgets we have seen in a long time. Director Boyd strongly suggested the public view the video of the meeting.
2. **MidCoast Community Council Meeting (Slater-Carter)** – Director Slater-Carter reported the following: Affordable housing is something we need to keep an eye on and recommended all residents to watch the meeting on UTube.
3. **CSDA Report (Slater-Carter) – None**
4. **CCWD, NCCWD Committee Report – (Harvey, Huber) None**
5. **Attorney’s Report (Schricker) – None**
6. **Directors Report – None**
7. **General Manager’s Report (Heldmaier) – None**

**FUTURE AGENDAS-**

**REGULAR MEETING ENDED at 8:54 P.M.**

Respectfully Submitted,

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

Approved on the 2<sup>nd</sup>, June 2016

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 2, 2016

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 April, 2016 Variances over \$2,000:**

- 4460 Remodel Fees, \$4,058 below Budget – It was discovered two receipts booked into the account are for fixture unit connections. Activity has been moved to Sewer Connection fees account.
- 4610 Property Tax Receipts, \$70,352 above Budget – Uneven remittances received by the County.
- 4710 Sewer Service Charges, \$140,037 below Budget – Uneven remittances received by the County.
- 4720 – Sewer Service Refunds, \$5,053 above budget – Two refunds issued to customers in the month of April.
- 4760 – Waste Collection Revenues, \$2,417 above budget – Garbage rate increase adopted in February. Franchise Fee increase was expected.
- **Overall Total Operating Income for the period ending April 30, 2016 was \$75,923 below budget. Total revenue received to date is \$2,245,687.**
- 5400 Legal, \$13,697 above Budget- Increased activity in the current fiscal year.
- 5610 Accounting, \$2,443 above Budget – Increased activity in the current fiscal year related to PARS, Open.Gov, Sewer Rate projects.
- 5630 Consulting, \$2,916 above Budget – Web updates, Strategic Planning, and Actuarial services.
- 5720 Telephone & Internet, \$2,052 above Budget – Increased in cost for phone & internet connections.
- 5800 Labor, \$17,019 below Budget – Major driver causing below budget is the budgeted PARS expense. The District's 6.25% contribution began in March.
- 6170 Claims, Property Damage, \$8,333 below Budget –No activity to date.
- 6200 Engineering, \$27,907 below Budget – Majority of engineering costs have been capital in nature.
- 6600 Collection/Transmission, \$8,333 below Budget – No activity to date.
- 6940 & 6950 SAM Maintenance, Collection Sys, \$7,727 above Budget & 6950 SAM Maintenance, Pumping, \$41,667 below Budget (respectively) – Activity related to lift station repairs has all been booked to account 6940. Bills from SAM do not easily identify the differentiation between the two.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: June 2, 2016**

**TO: BOARD OF DIRECTORS**

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

- **Overall Total Operating Expenses for the period ending April 30, 2016 were \$79,207 below Budget.**
- **Total overall Expenses for the period ending April 30, 2016 were \$81,679 below budget. For a net ordinary income of \$5,756, budgeted vs. actual. Actual net ordinary income is \$888,442.**
- 7100 Connection Fees, \$170,740 below Budget – One connections issued in April.
- 8000 CIP, \$498,408 below Budget – Projects have been held up due to on-going permitting issues with the CA Coastal Committee.
- 9200 I-Bank Loan, \$21,220 below Budget – Payments made twice a year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru April, 2016 Variances over \$2,000:**
- 4400 Mainline extension fees, \$46,224 above Budget – No budget set up for revenue line item.
- 4610 Property tax Receipts, \$70,352 above Budget – Uneven remittances received by the County.
- 4740 Testing, Backflow, \$3,587 above Budget – Increased activity over the fiscal year.
- 4810 Water Sales Domestic, \$13,896 above Budget – More water sales than anticipated.
- **Overall Total Operating Income for the period ending April 30, 2016 was \$139,571 above budget. Total revenue received to date is \$1,815,558.**
- 5190 Bank Fees, \$2,440 below Budget - Less activity than anticipated.
- 5240 CDPH Fees, \$2,729 above Budget – State Water Resources Control Board system fees paid in November and Permit fee paid in December.
- 5400 Legal, \$14,769 below Budget – Less activity than anticipated.
- 5530 Memberships, \$2,225 above Budget, - Most membership fees paid on a calendar year basis. Variance will decrease and fiscal year continues.
- 5610 Accounting, \$2,443 above Budget - Increased activity in the current fiscal year related to PARS, Open.Gov, Sewer Rate projects.
- 5720 Telephone & Internet, \$6,494 above Budget – Increased cost for phone and internet connection.
- 5800 Labor, \$71,115 below Budget – Major driver causing below budget is the budgeted PARS expense. The District's 6.25% contribution began in March.
- 6160 Backflow, Prevention, \$2,606 below budget – Minimal activity.
- 6170 Claims, Property Damage, \$8,333 below Budget –No activity to date.
- 6195 Education & Training, \$3,740 below Budget – No safety meeting in the month of April.
- 6200 Engineering, \$21,371 above Budget – Water quality engineering expenses are higher than anticipated.
- 6400 Pumping, \$14,386 above Budget – Increased pumping due to the increase in water demands.
- 6500 Supply, \$2,761 above Budget – Well maintenance expenses has been larger than expected. These costs are on an as needed basis.
- 6600 Collection/Transmission, \$8,086 above Budget – Water Service lines maintenance has increase in certain areas.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: June 2, 2016**

**TO: BOARD OF DIRECTORS**

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

- 6800 Vehicles, \$6,924 below Budget – Maintenance and fuel costs have been held in check thus far.
- **Overall Total Operating Expenses for the period ending April 30, 2016 were \$28,860 above budget.**
- **Total overall Expenses for the period ending April 30, 2016 were \$43,338 below budget. For a net ordinary income of \$182,908, budgeted vs. actual. Actual net ordinary income is \$672,667.**
- 7100 Connection Fees, \$6,611 below Budget – Four new connections issued in April.
- 7600 Bond Revenues, G.O. \$117,209 above Budget – Two large receipts from San Mateo-Controller received in April.
- 8100 CIP, \$74,152 above Budget – \$18,373 in outflows for the month of April.
- 9100 Interest Expense G.O. Bonds, \$132,424 below Budget – Timing difference due to accrual.
- 9150 SRF Loan, Interest payments made in December account for \$26,433. Account was unbudgeted due to the understanding that payments would not begin until project completion. This turned out to not be the case.
- 9210 Conservation Program/Rebates, \$5,418 – No budget amount.

**RECOMMENDATION:**

This is for Board information only

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

	Water		
	Jul '15 - Apr 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	27,823.16	26,666.70	1,156.46
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,453.00	3,750.00	703.00
4420 · Administrative Fee (Remodel)	0.00	750.00	-750.00
4430 · Inspection Fee (New Constr)	4,021.00	3,541.70	479.30
4440 · Inspection Fee (Remodel)	0.00	666.70	-666.70
4450 · Mainline Extension Fees	46,458.70		
<b>Total 4400 · Fees</b>	54,932.70	8,708.40	46,224.30
4610 · Property Tax Receipts	300,351.73	230,000.00	70,351.73
4740 · Testing, Backflow	14,420.00	10,833.30	3,586.70
4810 · Water Sales, Domestic	1,416,174.08	1,402,278.30	13,895.78
4850 · Water Sales Refunds, Customer	-1,488.35	-2,500.00	1,011.65
4990 · Other Revenue	3,344.18		
<b>Total Income</b>	1,815,557.50	1,675,986.70	139,570.80
<b>Gross Profit</b>	1,815,557.50	1,675,986.70	139,570.80
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	5,059.96	7,500.00	-2,440.04
5200 · Board of Directors			
5210 · Board Meetings	2,446.16	2,083.30	362.86
5220 · Director Fees	1,912.50	2,750.00	-837.50
<b>Total 5200 · Board of Directors</b>	4,358.66	4,833.30	-474.64
5240 · CDPH Fees	15,229.34	12,500.00	2,729.34
5250 · Conference Attendance	3,467.90	3,333.30	134.60
5270 · Information Systems	3,853.89	2,666.70	1,187.19
5300 · Insurance			
5320 · Property & Liability Insurance	1,688.18	1,462.50	225.68
<b>Total 5300 · Insurance</b>	1,688.18	1,462.50	225.68
5350 · LAFCO Assessment	2,328.00	2,333.30	-5.30
5400 · Legal			
5420 · Meeting Attendance, Legal	7,124.50	7,083.30	41.20
5430 · General Legal	35,189.50	50,000.00	-14,810.50
<b>Total 5400 · Legal</b>	42,314.00	57,083.30	-14,769.30
5510 · Maintenance, Office	6,944.13	5,000.00	1,944.13
5530 · Memberships	17,225.15	15,000.00	2,225.15
5540 · Office Supplies	5,696.60	7,500.00	-1,803.40
5550 · Postage	5,546.10	5,000.00	546.10
5560 · Printing & Publishing	1,008.92	1,666.70	-657.78
5600 · Professional Services			
5610 · Accounting	27,442.50	25,000.00	2,442.50
5620 · Audit	12,050.00	13,000.00	-950.00
5630 · Consulting	20,982.44	20,833.30	149.14
5650 · Labor & HR Support	2,250.00		
5660 · Payroll Services	691.70	708.30	-16.60
5690 · Other Professional Services	226.94		
<b>Total 5600 · Professional Services</b>	63,643.58	59,541.60	4,101.98

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

	Water		
	Jul '15 - Apr 16	Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	122.50		
5720 - Telephone & Internet	13,993.53	7,500.00	6,493.53
5730 - Mileage Reimbursement	1,690.86	1,666.70	24.16
5740 - Reference Materials	0.00	666.70	-666.70
<b>5800 - Labor</b>			
5810 - CalPERS 457 Deferred Plan	25,978.32	29,295.00	-3,316.68
5820 - Employee Benefits	66,395.02	51,064.20	15,330.82
5830 - Disability Insurance	2,524.68	2,957.50	-432.82
5840 - Payroll Taxes	30,306.78	32,015.80	-1,709.02
5850 - PARS	24,590.93	93,163.30	-68,572.37
<b>5900 - Wages</b>			
5910 - Management	77,650.59	71,700.80	5,949.79
5920 - Staff	270,928.93	282,320.80	-11,391.87
5930 - Staff Certification	7,560.00	7,639.20	-79.20
5940 - Staff Overtime	40,643.03	41,598.30	-955.27
5950 - Staff Standby	18,701.96	15,245.80	3,456.16
<b>Total 5900 - Wages</b>	415,484.51	418,504.90	-3,020.39
5960 - Worker's Comp Insurance	4,787.58	14,182.50	-9,394.92
<b>Total 5800 - Labor</b>	570,067.82	641,183.20	-71,115.38
<b>Total 5000 - Administrative</b>	764,239.12	836,437.30	-72,198.18
<b>6000 - Operations</b>			
6160 - Backflow Prevention	727.00	3,333.30	-2,606.30
6170 - Claims, Property Damage	0.00	8,333.30	-8,333.30
<b>6180 - Communications</b>			
6185 - SCADA Maintenance	11,838.95	12,500.00	-661.05
<b>Total 6180 - Communications</b>	11,838.95	12,500.00	-661.05
6195 - Education & Training	1,259.93	5,000.00	-3,740.07
<b>6200 - Engineering</b>			
6210 - Meeting Attendance, Engineering	0.00	1,666.70	-1,666.70
6220 - General Engineering	16,196.25	25,000.00	-8,803.75
6230 - Water Quality Engineering	61,007.85	29,166.70	31,841.15
<b>Total 6200 - Engineering</b>	77,204.10	55,833.40	21,370.70
6320 - Equipment & Tools, Expensed	3,694.84	5,000.00	-1,305.16
<b>6330 - Facilities</b>			
6335 - Alarm Services	518.69	625.00	-106.31
6337 - Landscaping	4,966.15	3,750.00	1,216.15
<b>Total 6330 - Facilities</b>	5,484.84	4,375.00	1,109.84
6370 - Lab Supplies & Equipment	501.73	833.30	-331.57
<b>6400 - Pumping</b>			
6410 - Pumping Fuel & Electricity	74,420.40	54,166.70	20,253.70
6420 - Pumping Maintenance, Generators	4,771.43	10,833.30	-6,061.87
6430 - Pumping Maintenance, General	2,262.95	2,083.30	179.65
6440 - Pumping Equipment, Expensed	1,681.55	1,666.70	14.85
<b>Total 6400 - Pumping</b>	83,136.33	68,750.00	14,386.33
<b>6500 - Supply</b>			
6520 - Maintenance, Wells	19,997.19	4,166.70	15,830.49
6530 - Water Purchases	20,264.06	33,333.30	-13,069.24
<b>Total 6500 - Supply</b>	40,261.25	37,500.00	2,761.25



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

	Water		
	Jul '15 - Apr 16	Budget	\$ Over Budget
<b>6600 - Collection/Transmission</b>			
6610 - Hydrants	0.00	833.30	-833.30
6620 - Maintenance, Water Mains	78,196.52	45,833.30	32,363.22
6630 - Maintenance, Water Svc Lines	4,115.14	20,833.30	-16,718.16
6640 - Maintenance, Tanks	307.06	833.30	-526.24
6650 - Maint., Distribution General	2,406.33	8,333.30	-5,926.97
6670 - Meters	1,810.77	2,083.30	-272.53
<b>Total 6600 - Collection/Transmission</b>	<b>86,835.82</b>	<b>78,749.80</b>	<b>8,086.02</b>
<b>6700 - Treatment</b>			
6710 - Chemicals & Filtering	16,817.90	25,000.00	-8,182.10
6720 - Maintenance, Treatment Equip.	7,219.78	3,333.30	3,886.48
6730 - Treatment Analysis	25,861.74	20,833.30	5,028.44
<b>Total 6700 - Treatment</b>	<b>49,899.42</b>	<b>49,166.60</b>	<b>732.82</b>
6770 - Uniforms	9,472.14	7,500.00	1,972.14
<b>6800 - Vehicles</b>			
6810 - Fuel	4,536.70	7,083.30	-2,546.60
6820 - Truck Equipment, Expensed	381.06	1,666.70	-1,285.64
6830 - Truck Repairs	1,074.39	4,166.70	-3,092.31
<b>Total 6800 - Vehicles</b>	<b>5,992.15</b>	<b>12,916.70</b>	<b>-6,924.55</b>
6890 - Other Operations	2,343.16		
<b>Total 6000 - Operations</b>	<b>378,651.66</b>	<b>349,791.40</b>	<b>28,860.26</b>
<b>Total Expense</b>	<b>1,142,890.78</b>	<b>1,186,228.70</b>	<b>-43,337.92</b>
<b>Net Ordinary Income</b>	<b>672,666.72</b>	<b>489,758.00</b>	<b>182,908.72</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	65,709.50	84,166.70	-18,457.20
7120 - Connection Fees (Remodel)	0.00	2,500.00	-2,500.00
7130 - Conn. Fees, PFP (New Constr)	58,513.00	44,166.70	14,346.30
<b>Total 7100 - Connection Fees</b>	<b>124,222.50</b>	<b>130,833.40</b>	<b>-6,610.90</b>
7600 - Bond Revenues, G.O.	1,075,906.05	958,696.70	117,209.35
<b>Total 7000 - Capital Account Revenues</b>	<b>1,200,128.55</b>	<b>1,089,530.10</b>	<b>110,598.45</b>
<b>Total Other Income</b>	<b>1,200,128.55</b>	<b>1,089,530.10</b>	<b>110,598.45</b>
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8100 - Water	1,514,985.77	1,440,833.30	74,152.47
<b>Total 8000 - Capital Improvement Program</b>	<b>1,514,985.77</b>	<b>1,440,833.30</b>	<b>74,152.47</b>

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

	Jul '15 - Apr 16	Water Budget	\$ Over Budget
<b>9000 - Capital Account Expenses</b>			
<b>9100 - Interest Expense - GO Bonds</b>	182,921.54	315,346.00	-132,424.46
<b>9125 - PNC Equipment Lease Interest</b>	16,516.79	17,404.48	-887.69
<b>9150 - SRF Loan</b>	26,432.62		
<b>9210 - Conservation Program/Rebates</b>	5,417.54		
<b>Total 9000 - Capital Account Expenses</b>	231,288.49	332,750.48	-101,461.99
<b>Total Other Expense</b>	1,746,274.26	1,773,583.78	-27,309.52
<b>Net Other Income</b>	-546,145.71	-684,053.68	137,907.97
<b>Net Income</b>	<b>126,521.01</b>	<b>-194,295.68</b>	<b>320,816.69</b>

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

	Jul '15 - Apr 16	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	27,823.07	26,666.70	1,156.37
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,370.00	2,083.30	286.70
4420 · Administrative Fee (Remodel)	1,422.00	2,500.00	-1,078.00
4430 · Inspection Fee (New Constr)	2,240.00	1,666.70	573.30
4440 · Inspection Fee (Remodel)	3,116.00	3,750.00	-634.00
4460 · Remodel Fees	1,775.00	5,833.30	-4,058.30
<b>Total 4400 · Fees</b>	<b>10,923.00</b>	<b>15,833.30</b>	<b>-4,910.30</b>
4610 · Property Tax Receipts	300,351.80	230,000.00	70,351.80
4710 · Sewer Service Charges	1,899,906.38	2,039,943.00	-140,036.62
4720 · Sewer Service Refunds, Customer	-8,386.00	-3,333.30	-5,052.70
4760 · Waste Collection Revenues	14,917.15	12,500.00	2,417.15
4990 · Other Revenue	151.17		
<b>Total Income</b>	<b>2,245,686.57</b>	<b>2,321,609.70</b>	<b>-75,923.13</b>
<b>Gross Profit</b>	<b>2,245,686.57</b>	<b>2,321,609.70</b>	<b>-75,923.13</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	2,823.98	3,333.30	-509.32
5200 · Board of Directors			
5210 · Board Meetings	2,446.16	2,083.30	362.86
5220 · Director Fees	1,912.50	2,750.00	-837.50
<b>Total 5200 · Board of Directors</b>	<b>4,358.66</b>	<b>4,833.30</b>	<b>-474.64</b>
5250 · Conference Attendance	0.00	1,666.70	-1,666.70
5270 · Information Systems	3,742.89	5,000.00	-1,257.11
5300 · Insurance			
5320 · Property & Liability Insurance	1,688.18	1,462.50	225.68
<b>Total 5300 · Insurance</b>	<b>1,688.18</b>	<b>1,462.50</b>	<b>225.68</b>
5350 · LAFCO Assessment	1,718.00	1,655.80	62.20
5400 · Legal			
5420 · Meeting Attendance, Legal	6,563.50	7,916.70	-1,353.20
5430 · General Legal	27,550.00	12,500.00	15,050.00
<b>Total 5400 · Legal</b>	<b>34,113.50</b>	<b>20,416.70</b>	<b>13,696.80</b>
5510 · Maintenance, Office	6,944.21	5,000.00	1,944.21
5540 · Office Supplies	5,696.67	7,500.00	-1,803.33
5550 · Postage	2,219.77	1,666.70	553.07
5560 · Printing & Publishing	2,632.18	2,500.00	132.18
5600 · Professional Services			
5610 · Accounting	27,442.50	25,000.00	2,442.50
5620 · Audit	12,050.00	13,000.00	-950.00
5630 · Consulting	13,749.40	10,833.30	2,916.10
5640 · Data Services	5,504.37	5,000.00	504.37
5650 · Labor & HR Support	1,500.00	1,875.00	-375.00
5660 · Payroll Services	691.72	666.70	25.02
<b>Total 5600 · Professional Services</b>	<b>60,937.99</b>	<b>56,375.00</b>	<b>4,562.99</b>

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

	Jul '15 - Apr 16	Sewer Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	115.50	2,083.30	-1,967.80
5720 - Telephone & Internet	9,551.88	7,500.00	2,051.88
5730 - Mileage Reimbursement	413.29	1,250.00	-836.71
5740 - Reference Materials	0.00	166.70	-166.70
<b>5800 - Labor</b>			
5810 - CalPERS 457 Deferred Plan	11,532.17	11,424.20	107.97
5820 - Employee Benefits	29,095.19	30,414.20	-1,319.01
5830 - Disability Insurance	1,020.27	1,208.30	-188.03
5840 - Payroll Taxes	11,930.29	12,485.80	-555.51
5850 - PARS	13,427.48	37,737.50	-24,310.02
<b>5900 - Wages</b>			
5910 - Management	77,650.67	71,700.80	5,949.87
5920 - Staff	93,494.98	85,908.30	7,586.68
5930 - Staff Certification	1,500.00	1,545.00	-45.00
5940 - Staff Overtime	2,560.37	3,098.30	-537.93
5950 - Staff Standby	0.00	955.80	-955.80
<b>Total 5900 - Wages</b>	<b>175,206.02</b>	<b>163,208.20</b>	<b>11,997.82</b>
5960 - Worker's Comp Insurance	490.61	3,242.50	-2,751.89
<b>Total 5800 - Labor</b>	<b>242,702.03</b>	<b>259,720.70</b>	<b>-17,018.67</b>
<b>Total 5000 - Administrative</b>	<b>379,658.73</b>	<b>382,130.70</b>	<b>-2,471.97</b>
<b>6000 - Operations</b>			
6170 - Claims, Property Damage	0.00	8,333.30	-8,333.30
6195 - Education & Training	0.00	833.30	-833.30
<b>6200 - Engineering</b>			
6210 - Meeting Attendance, Engineering	0.00	1,666.70	-1,666.70
6220 - General Engineering	15,426.20	41,666.70	-26,240.50
<b>Total 6200 - Engineering</b>	<b>15,426.20</b>	<b>43,333.40</b>	<b>-27,907.20</b>
6320 - Equipment & Tools, Expensed	0.00	833.30	-833.30
<b>6330 - Facilities</b>			
6335 - Alarm Services	4,991.70	4,166.70	825.00
6337 - Landscaping	3,132.06	2,000.00	1,132.06
<b>Total 6330 - Facilities</b>	<b>8,123.76</b>	<b>6,166.70</b>	<b>1,957.06</b>
<b>6400 - Pumping</b>			
6410 - Pumping Fuel & Electricity	18,264.89	22,500.00	-4,235.11
6430 - Pumping Maintenance, General	3,525.11		
<b>Total 6400 - Pumping</b>	<b>21,790.00</b>	<b>22,500.00</b>	<b>-710.00</b>
<b>6600 - Collection/Transmission</b>			
6660 - Maintenance, Collection System	0.00	8,333.30	-8,333.30
<b>Total 6600 - Collection/Transmission</b>	<b>0.00</b>	<b>8,333.30</b>	<b>-8,333.30</b>
<b>6800 - Vehicles</b>			
6810 - Fuel	648.10	666.70	-18.60
6820 - Truck Equipment, Expensed	54.44	133.30	-78.86
6830 - Truck Repairs	153.49	333.30	-179.81
<b>Total 6800 - Vehicles</b>	<b>856.03</b>	<b>1,133.30</b>	<b>-277.27</b>

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

	Jul '15 - Apr 16	Sewer Budget	\$ Over Budget
<b>6900 - Sewer Authority Midcoastside</b>			
6910 - SAM Collections	300,420.00	300,416.70	3.30
6920 - SAM Operations	589,910.00	589,910.00	0.00
6940 - SAM Maintenance, Collection Sys	41,060.05	33,333.30	7,726.75
6950 - SAM Maintenance, Pumping	0.00	41,666.70	-41,666.70
<b>Total 6900 - Sewer Authority Midcoastside</b>	<b>931,390.05</b>	<b>965,326.70</b>	<b>-33,936.65</b>
<b>Total 6000 - Operations</b>	<b>977,586.04</b>	<b>1,056,793.30</b>	<b>-79,207.26</b>
<b>Total Expense</b>	<b>1,357,244.77</b>	<b>1,438,924.00</b>	<b>-81,679.23</b>
<b>Net Ordinary Income</b>	<b>888,441.80</b>	<b>882,685.70</b>	<b>5,756.10</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	53,363.00	229,670.00	-176,307.00
7120 - Connection Fees (Remodel)	47,233.50	41,666.70	5,566.80
<b>Total 7100 - Connection Fees</b>	<b>100,596.50</b>	<b>271,336.70</b>	<b>-170,740.20</b>
7200 - Interest Income - LAIF	7,404.14	6,000.00	1,404.14
7700 - Interest, Employee Loans	895.42	2,790.49	-1,895.07
<b>Total 7000 - Capital Account Revenues</b>	<b>108,896.06</b>	<b>280,127.19</b>	<b>-171,231.13</b>
<b>Total Other Income</b>	<b>108,896.06</b>	<b>280,127.19</b>	<b>-171,231.13</b>
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8075 - Sewer	72,828.15	571,235.80	-498,407.65
8100 - Water	0.00		
<b>Total 8000 - Capital Improvement Program</b>	<b>72,828.15</b>	<b>571,235.80</b>	<b>-498,407.65</b>
<b>9000 - Capital Account Expenses</b>			
9125 - PNC Equipment Lease Interest	16,516.77	17,404.48	-887.71
9175 - Capital Assessment - SAM	133,890.00	133,888.30	1.70
9200 - I-Bank Loan	4,801.62	26,022.00	-21,220.38
<b>Total 9000 - Capital Account Expenses</b>	<b>155,208.39</b>	<b>177,314.78</b>	<b>-22,106.39</b>
<b>Total Other Expense</b>	<b>228,036.54</b>	<b>748,550.58</b>	<b>-520,514.04</b>
<b>Net Other Income</b>	<b>-119,140.48</b>	<b>-468,423.39</b>	<b>349,282.91</b>
<b>Net Income</b>	<b>769,301.32</b>	<b>414,262.31</b>	<b>355,039.01</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2015 through June 2016**

**Assets and Reserves Information**

Year to Date Cash Information	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<b>Target Reserves</b>	<b>\$ Over/Under Targets</b>	<b>% Over/Under Targets</b>
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	1,471,587.93	926,001.60	1,216,903.27	1,207,076.01	991,295.41	2,469,435.90	1,918,119.56	1,914,397.94	1,478,752.95	2,527,289.73					
<b>Sewer - Reserve Accounts</b>															
LAIF -															
Operating Reserve	158,079.00	158,079.00	158,079.00	3,789,563.62	3,789,563.62	3,789,563.62	3,789,563.62	3,799,988.44	3,799,988.44	3,799,988.44			287,352.00	(129,273.00)	55%
Capital Reserve	3,789,583.62	3,789,583.62	3,789,563.62	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00			2,750,446.00	1,039,137.62	138%
Connection Fees Reserve	325,604.00	325,604.00	325,604.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00			325,604.00	-	100%
Sub-total	4,273,266.62	4,273,266.62	4,273,246.62	4,273,246.62	4,273,246.62	4,273,246.62	4,273,246.62	4,283,671.44	4,283,671.44	4,283,671.44					
<b>Water - Operations</b>															
Wells Fargo Operating - Water	480,373.79	490,509.32	502,080.00	513,613.83	524,911.47	535,841.51	546,618.31	556,330.93	566,731.27	575,843.20					
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Operating Reserve	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00			217,906.00	(27,655.00)	87%
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00			1,207,180.00	(808,931.00)	33%
Connection Fees Reserve	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00			157,000.00	-	100%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00					
<b>Water - Restricted accounts</b>															
First Republic Bank - Water															
Acquisition & Improvement Fund	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13					
Cost of issuance	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94					
GO Bonds Fund	1,355,991.77	822,750.55	822,750.55	823,461.66	831,427.39	831,427.39	1,411,446.46	839,407.48	900,699.78	903,184.84					
Sub-total	1,356,550.84	823,309.62	823,309.62	824,020.73	831,986.46	831,986.46	1,412,005.53	839,966.55	901,258.85	903,743.91					
<b>Total Cash and equivalents</b>	<b>8,327,279.18</b>	<b>7,258,587.16</b>	<b>7,561,039.51</b>	<b>7,563,457.19</b>	<b>7,366,939.96</b>	<b>8,856,010.49</b>	<b>8,895,490.02</b>	<b>8,339,866.86</b>	<b>7,975,914.51</b>	<b>9,036,048.28</b>					

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4220 · Cell Tower Lease</b>	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,819.45			27,823.07	32,000.00	-4,176.93	86.95%
<b>4400 · Fees</b>																
<b>4410 · Administrative Fee (New Constr)</b>		948.00					474.00	474.00	474.00				2,370.00	2,500.00	-130.00	94.8%
<b>4420 · Administrative Fee (Remodel)</b>	474.00								474.00	474.00			1,422.00	3,000.00	-1,578.00	47.4%
<b>4430 · Inspection Fee (New Constr)</b>		896.00					448.00	448.00	448.00				2,240.00	2,000.00	240.00	112.0%
<b>4440 · Inspection Fee (Remodel)</b>	1,087.00	206.00		103.00	103.00	412.00	103.00		654.00	448.00			3,116.00	4,500.00	-1,384.00	69.24%
<b>4460 · Remodel Fees</b>	787.00	332.00	332.00						324.00				1,775.00	7,000.00	-5,225.00	25.36%
<b>Total 4400 · Fees</b>	2,348.00	2,382.00	332.00	103.00	103.00	412.00	1,025.00	922.00	2,374.00	922.00			10,923.00	19,000.00	-8,077.00	57.49%
<b>4610 · Property Tax Receipts</b>			371.87		21,539.42	95,149.18	97,214.92	14,528.04	330.46	71,217.91			300,351.80	230,000.00	70,351.80	130.59%
<b>4710 · Sewer Service Charges</b>						1,056,939.32		101,202.90		741,764.16			1,899,906.38	2,039,943.00	-140,036.62	93.14%
<b>4720 · Sewer Service Refunds, Customer</b>									-4,335.00	-4,051.00			-8,386.00	-4,000.00	-4,386.00	209.65%
<b>4760 · Waste Collection Revenues</b>	882.48	1,855.85	830.14	1,919.98	723.29	1,929.25	755.01	2,324.54	1,193.80	2,502.81			14,917.15	15,000.00	-82.85	99.45%
<b>4990 · Other Revenue</b>					9.99			2.71		138.47			151.17			
<b>Total Income</b>	6,008.66	7,016.03	4,312.19	4,801.16	25,153.88	1,157,207.93	101,773.11	121,758.37	2,341.44	815,313.80			2,245,686.57	2,331,943.00	-86,256.43	96.3%
<b>Gross Profit</b>	6,008.66	7,016.03	4,312.19	4,801.16	25,153.88	1,157,207.93	101,773.11	121,758.37	2,341.44	815,313.80			2,245,686.57	2,331,943.00	-86,256.43	96.3%
<b>Expense</b>																
<b>5000 · Administrative</b>																
<b>5190 · Bank Fees</b>	260.66	265.13	266.16	257.57	296.15	256.45	350.73	298.27	312.12	260.74			2,823.98	4,000.00	-1,176.02	70.6%
<b>5200 · Board of Directors</b>																
<b>5210 · Board Meetings</b>		125.00	-99.50		250.00	250.00			1,670.66	250.00			2,446.16	2,500.00	-53.84	97.85%
<b>5220 · Director Fees</b>		337.50	525.00		525.00	337.50			187.50				1,912.50	3,300.00	-1,387.50	57.96%
<b>Total 5200 · Board of Directors</b>		462.50	425.50		775.00	587.50			1,858.16	250.00			4,358.66	5,800.00	-1,441.34	75.15%
<b>5250 · Conference Attendance</b>													2,000.00		-2,000.00	
<b>5270 · Information Systems</b>		327.50	548.12	30.00	105.00		207.50	249.77		2,275.00			3,742.89	6,000.00	-2,257.11	62.38%
<b>5300 · Insurance</b>																
<b>5310 · Fidelity Bond</b>																
<b>5320 · Property &amp; Liability Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>Total 5300 · Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>5350 · LAFCO Assessment</b>						1,718.00							1,718.00	1,987.00	-269.00	86.46%
<b>5400 · Legal</b>																
<b>5420 · Meeting Attendance, Legal</b>		842.50	625.00	675.00	1,496.00	1,175.00		625.00		1,125.00			6,563.50	9,500.00	-2,936.50	69.09%
<b>5430 · General Legal</b>		3,062.50	3,530.00	1,825.00	2,920.00	2,870.00	717.50	4,342.50	2,707.50	5,575.00			27,550.00	15,000.00	12,550.00	183.67%
<b>5440 · Litigation</b>																
<b>Total 5400 · Legal</b>		3,905.00	4,155.00	2,500.00	4,416.00	4,045.00	717.50	4,967.50	2,707.50	6,700.00			34,113.50	24,500.00	9,613.50	139.24%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
<b>5510 - Maintenance, Office</b>		624.94	3,234.54	1,913.62		24.97	146.14	1,000.00					6,944.21	6,000.00	944.21	115.74%
<b>5540 - Office Supplies</b>		1,477.69	674.48	330.76	517.80	109.30	484.10	1,113.58	45.18	943.78			5,696.67	9,000.00	-3,303.33	63.3%
<b>5550 - Postage</b>		117.66		77.84	117.82	100.50	486.36	1,207.09		112.50			2,219.77	2,000.00	219.77	110.99%
<b>5560 - Printing &amp; Publishing</b>			202.67		65.98	35.69	135.68	1,443.68	591.07	157.41			2,632.18	3,000.00	-367.82	87.74%
<b>5600 - Professional Services</b>																
<b>5610 - Accounting</b>		1,850.00	3,400.00	4,492.50	2,100.00	3,650.00	2,500.00	3,350.00	3,150.00	2,950.00			27,442.50	30,000.00	-2,557.50	91.48%
<b>5620 - Audit</b>			4,500.00	5,500.00			2,050.00						12,050.00	13,000.00	-950.00	92.69%
<b>5630 - Consulting</b>		426.88	1,603.13		1,013.98	245.42	7,701.89		750.00	2,008.10			13,749.40	13,000.00	749.40	105.77%
<b>5640 - Data Services</b>			5,504.37										5,504.37	6,000.00	-495.63	91.74%
<b>5650 - Labor &amp; HR Support</b>	187.50	187.50		187.50		750.00			187.50				1,500.00	2,250.00	-750.00	66.67%
<b>5660 - Payroll Services</b>	60.98	60.98	60.98	60.98	60.03	60.98	119.53	67.65	67.65	71.96			691.72	800.00	-108.28	86.47%
<b>5690 - Other Professional Services</b>																
<b>Total 5600 - Professional Services</b>	248.48	2,525.36	15,068.48	10,240.98	3,174.01	4,706.40	12,371.42	3,417.65	4,155.15	5,030.06			60,937.99	65,050.00	-4,112.01	93.68%
<b>5710 - San Mateo Co. Tax Roll Charges</b>					115.50								115.50	2,500.00	-2,384.50	4.62%
<b>5720 - Telephone &amp; Internet</b>	127.10	892.61	1,820.00	131.05	956.74	1,110.89	968.58	792.43	1,285.78	1,466.70			9,551.88	9,000.00	551.88	106.13%
<b>5730 - Mileage Reimbursement</b>			72.30	50.00		54.99	189.01	23.00	23.99				413.29	1,500.00	-1,086.71	27.55%
<b>5740 - Reference Materials</b>													200.00		-200.00	
<b>5800 - Labor</b>																
<b>5810 - CalPERS 457 Deferred Plan</b>	1,095.25	1,058.45	1,092.56	1,353.69	1,073.60	1,136.67	1,116.63	1,159.56	1,241.17	1,204.59			11,532.17	13,709.00	-2,176.83	84.12%
<b>5820 - Employee Benefits</b>	2,693.79	2,693.79	2,693.79	2,693.79	2,693.79		3,410.97	2,865.14	2,865.15	6,484.98			29,095.19	36,497.00	-7,401.81	79.72%
<b>5830 - Disability Insurance</b>		113.37	113.37	113.37	113.36	113.36	113.36	113.36	113.36	113.36			1,020.27	1,450.00	-429.73	70.36%
<b>5840 - Payroll Taxes</b>	1,196.98	1,156.76	1,170.51	874.25	762.30	808.88	1,220.34	1,267.27	2,156.53	1,316.47			11,930.29	14,983.00	-3,052.71	79.63%
<b>5850 - PARS</b>			1,178.75	952.50			514.27	1,055.95	8,654.85	1,071.16			13,427.48	45,285.00	-31,857.52	29.65%
<b>5900 - Wages</b>																
<b>5910 - Management</b>	6,625.44	6,625.44	6,625.45	9,760.61	6,989.86	6,989.86	7,190.82	7,391.78	12,059.63	7,391.78			77,650.67	86,041.00	-8,390.33	90.25%
<b>5920 - Staff</b>	8,854.08	8,084.16	8,469.12	8,886.51	8,179.93	8,958.96	8,500.72	8,853.62	15,620.76	9,087.12			93,494.98	103,090.00	-9,595.02	90.69%
<b>5930 - Staff Certification</b>	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00			1,500.00	1,854.00	-354.00	80.91%
<b>5940 - Staff Overtime</b>	17.04	261.28	363.52	541.50	17.47	139.74	110.57	170.17	359.25	579.83			2,560.37	3,718.00	-1,157.63	68.86%
<b>5950 - Staff Standby</b>														1,147.00	-1,147.00	
<b>Total 5900 - Wages</b>	15,646.56	15,120.88	15,608.09	19,338.62	15,337.26	16,238.56	15,952.11	16,565.57	28,189.64	17,208.73			175,206.02	195,850.00	-20,643.98	89.46%
<b>5960 - Worker's Comp Insurance</b>				490.61									490.61	3,891.00	-3,400.39	12.61%
<b>Total 5800 - Labor</b>	20,632.58	20,143.25	21,857.07	25,816.83	19,980.31	18,297.47	22,327.68	23,026.85	43,220.70	27,399.29			242,702.03	311,665.00	-68,962.97	77.87%
<b>Total 5000 - Administrative</b>	22,957.00	30,741.64	48,324.32	41,348.65	30,520.31	31,047.16	38,384.70	37,539.82	54,199.65	44,595.48			379,658.73	455,957.00	-76,298.27	83.27%
<b>6000 - Operations</b>																
<b>6170 - Claims, Property Damage</b>														10,000.00	-10,000.00	
<b>6195 - Education &amp; Training</b>														1,000.00	-1,000.00	



**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	TOTAL			
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>6200 - Engineering</b>																
6210 - Meeting Attendance, Engineering															2,000.00	-2,000.00
6220 - General Engineering	895.00	1,750.50		581.75	6,023.50	537.00	1,611.00		713.50	3,313.95			15,426.20	50,000.00	-34,573.80	30.85%
<b>Total 6200 - Engineering</b>	895.00	1,750.50		581.75	6,023.50	537.00	1,611.00		713.50	3,313.95			15,426.20	52,000.00	-36,573.80	29.67%
<b>6320 - Equipment &amp; Tools, Expensed</b>														1,000.00	-1,000.00	
<b>6330 - Facilities</b>																
6335 - Alarm Services	391.80	1,066.04	444.30	391.80	512.78	444.30	391.80	512.78	444.30	391.80			4,991.70	5,000.00	-8.30	99.83%
6337 - Landscaping		190.00	380.00		372.06	1,330.00	190.00	190.00	290.00	190.00			3,132.06	2,400.00	732.06	130.5%
<b>Total 6330 - Facilities</b>	391.80	1,256.04	824.30	391.80	884.84	1,774.30	581.80	702.78	734.30	581.80			8,123.76	7,400.00	723.76	109.78%
<b>6400 - Pumping</b>																
6410 - Pumping Fuel & Electricity			4,524.11		1,956.77	1,829.49	1,714.86	2,234.56	2,770.66	3,234.44			18,264.89	27,000.00	-8,735.11	67.65%
6430 - Pumping Maintenance, General										3,525.11			3,525.11			
<b>Total 6400 - Pumping</b>			4,524.11		1,956.77	1,829.49	1,714.86	2,234.56	6,295.77	3,234.44			21,790.00	27,000.00	-5,210.00	80.7%
<b>6600 - Collection/Transmission</b>																
6660 - Maintenance, Collection System															10,000.00	-10,000.00
<b>Total 6600 - Collection/Transmission</b>															10,000.00	-10,000.00
<b>6800 - Vehicles</b>																
6810 - Fuel										648.10			648.10	800.00	-151.90	81.01%
6820 - Truck Equipment, Expensed										54.44			54.44	160.00	-105.56	34.03%
6830 - Truck Repairs										153.49			153.49	400.00	-246.51	38.37%
<b>Total 6800 - Vehicles</b>										856.03			856.03	1,360.00	-503.97	62.94%
<b>6900 - Sewer Authority Midcoastside</b>																
6910 - SAM Collections	30,042.00	30,042.00	60,084.00		30,042.00	30,042.00	30,042.00	30,042.00	30,042.00	30,042.00			300,420.00	360,500.00	-60,080.00	83.33%
6920 - SAM Operations	58,991.00	58,991.00	117,982.00		58,991.00	58,991.00	58,991.00	58,991.00	58,991.00	58,991.00			589,910.00	707,892.00	-117,982.00	83.33%
6940 - SAM Maintenance, Collection Sys						20,984.97		20,075.08					41,060.05	40,000.00	1,060.05	102.65%
6950 - SAM Maintenance, Pumping													50,000.00	-50,000.00		
<b>Total 6900 - Sewer Authority Midcoastside</b>	89,033.00	89,033.00	178,066.00		89,033.00	110,017.97	89,033.00	109,108.08	89,033.00	89,033.00			931,390.05	1,158,392.00	-227,001.95	80.4%
<b>Total 6000 - Operations</b>	90,319.80	92,039.54	183,414.41	973.55	97,898.11	114,158.76	92,940.66	112,045.42	96,776.57	97,019.22			977,586.04	1,268,152.00	-290,565.96	77.09%
<b>Total Expense</b>	113,276.80	122,781.18	231,738.73	42,322.20	128,418.42	145,205.92	131,325.36	149,585.24	150,976.22	141,614.70			1,357,244.77	1,724,109.00	-366,864.23	78.72%
<b>Net Ordinary Income</b>	-107,268.14	-115,765.15	-227,426.54	-37,521.04	-103,264.54	1,012,002.01	-29,552.25	-27,826.87	-148,634.78	673,699.10			888,441.80	607,834.00	280,607.80	146.17%
<b>Other Income/Expense</b>																
Other Income																

**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	TOTAL				
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
<b>7000 - Capital Account Revenues</b>																	
<b>7100 - Connection Fees</b>																	
7110 - Connection Fees (New Constr)			50,490.00				2,873.00						53,363.00	275,604.00	-222,241.00	19.36%	
7120 - Connection Fees (Remodel)	22,727.00				18,700.00				3,137.00	2,669.50			47,233.50	50,000.00	-2,766.50	94.47%	
<b>Total 7100 - Connection Fees</b>	22,727.00		50,490.00		18,700.00		2,873.00		3,137.00	2,669.50			100,596.50	325,604.00	-225,007.50	30.9%	
7200 - Interest Income - LAIF			3,443.11			3,961.03							7,404.14	8,000.00	-595.86	92.55%	
7700 - Interest, Employee Loans	303.97	298.48	292.97										895.42	3,281.00	-2,385.58	27.29%	
<b>Total 7000 - Capital Account Revenues</b>	23,030.97	298.48	54,226.08		18,700.00	3,961.03	2,873.00		3,137.00	2,669.50			108,896.06	336,885.00	-227,988.94	32.32%	
<b>Total Other Income</b>	23,030.97	298.48	54,226.08		18,700.00	3,961.03	2,873.00		3,137.00	2,669.50			108,896.06	336,885.00	-227,988.94	32.32%	
<b>Other Expense</b>																	
<b>8000 - Capital Improvement Program</b>																	
8075 - Sewer	3,071.25	12,703.00		984.50	6,935.50	21,280.00	895.00		15,163.50	11,795.40			72,828.15	685,483.00	-612,654.85	10.62%	
8100 - Water																	
<b>Total 8000 - Capital Improvement Program</b>	3,071.25	12,703.00		984.50	6,935.50	21,280.00	895.00		15,163.50	11,795.40			72,828.15	685,483.00	-612,654.85	10.62%	
<b>9000 - Capital Account Expenses</b>																	
9125 - PNC Equipment Lease Interest	887.68	1,768.13	3,512.71		1,744.53	1,736.63	1,728.70	1,720.77	1,712.80	1,704.82			16,516.77	20,790.00	-4,273.23	79.45%	
9175 - Capital Assessment - SAM	13,389.00	13,389.00	26,778.00		13,389.00	13,389.00	13,389.00	13,389.00	13,389.00	13,389.00			133,890.00	160,666.00	-26,776.00	83.33%	
9200 - I-Bank Loan	4,801.62												4,801.62	26,022.00	-21,220.38	18.45%	
<b>Total 9000 - Capital Account Expenses</b>	19,078.30	15,157.13	30,290.71		15,133.53	15,125.63	15,117.70	15,109.77	15,101.80	15,093.82			155,208.39	207,478.00	-52,269.61	74.81%	
<b>Total Other Expense</b>	22,149.55	27,860.13	30,290.71	984.50	22,069.03	36,405.63	16,012.70	15,109.77	30,265.30	26,889.22			228,036.54	892,961.00	-664,924.46	25.54%	
<b>Net Other Income</b>	881.42	-27,561.65	23,935.37	-984.50	-3,369.03	-32,444.60	-13,139.70	-15,109.77	-27,128.30	-24,219.72			-119,140.48	-556,076.00	436,935.52	21.43%	
<b>Net Income</b>	<b>-106,386.72</b>	<b>-143,326.80</b>	<b>-203,491.17</b>	<b>-38,505.54</b>	<b>-106,633.57</b>	<b>979,557.41</b>	<b>-42,691.95</b>	<b>-42,936.64</b>	<b>-175,763.08</b>	<b>649,479.38</b>			<b>769,301.32</b>	<b>51,758.00</b>	<b>717,543.32</b>	<b>1,486.34%</b>	

**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	TOTAL				
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
4220 · Cell Tower Lease	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,819.45			27,823.16	32,000.00	-4,176.84	86.95%	
4330 · Engineering Review																	
4400 · Fees																	
4410 · Administrative Fee (New Constr)		1,896.00						474.00	948.00	1,135.00			4,453.00	4,500.00	-47.00	98.96%	
4420 · Administrative Fee (Remodel)													900.00	-900.00			
4430 · Inspection Fee (New Constr)		1,792.00						448.00	896.00	885.00			4,021.00	4,250.00	-229.00	94.61%	
4440 · Inspection Fee (Remodel)													800.00	-800.00			
4450 · Mainline Extension Fees					19,951.00					26,507.70			46,458.70				
<b>Total 4400 · Fees</b>		3,688.00			19,951.00			922.00	1,844.00	28,527.70			54,932.70	10,450.00	44,482.70	525.67%	
4610 · Property Tax Receipts			371.87		21,539.43	95,149.16	97,214.90	14,528.01	330.45	71,217.91			300,351.73	230,000.00	70,351.73	130.59%	
4740 · Testing, Backflow	2,781.00	2,266.00			3,708.00		3,399.00			2,266.00			14,420.00	13,000.00	1,420.00	110.92%	
4810 · Water Sales, Domestic	154,270.38	151,053.90	168,526.48	142,366.98	153,716.54	122,026.03	137,466.56	129,517.07	129,050.05	128,180.09			1,416,174.08	1,682,734.00	-266,559.92	84.16%	
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	643.00			2.71		1,385.47			3,344.18				
<b>Total Income</b>	159,033.22	159,786.09	171,676.54	145,766.17	202,336.16	219,953.38	240,858.65	147,747.98	134,002.69	234,396.62			1,815,557.50	1,965,184.00	-149,626.50	92.39%	
<b>Gross Profit</b>	159,033.22	159,786.09	171,676.54	145,766.17	202,336.16	219,953.38	240,858.65	147,747.98	134,002.69	234,396.62			1,815,557.50	1,965,184.00	-149,626.50	92.39%	
<b>Expense</b>																	
5000 · Administrative																	
5190 · Bank Fees	532.63	500.81	469.12	516.30	488.27	477.68	543.76	504.47	511.94	514.98			5,059.96	9,000.00	-3,940.04	56.22%	
5200 · Board of Directors																	
5210 · Board Meetings		125.00	-99.50		250.00	250.00			1,670.66	250.00			2,446.16	2,500.00	-53.84	97.85%	
5220 · Director Fees		337.50	525.00		525.00	337.50			187.50				1,912.50	3,300.00	-1,387.50	57.96%	
<b>Total 5200 · Board of Directors</b>		462.50	425.50		775.00	587.50			1,858.16	250.00			4,358.66	5,800.00	-1,441.34	75.15%	
5240 · CDPH Fees					13,141.34	2,088.00							15,229.34	15,000.00	229.34	101.53%	
5250 · Conference Attendance			600.00	600.00					275.00	1,992.90			3,467.90	4,000.00	-532.10	86.7%	
5270 · Information Systems		327.50	548.12	30.00	105.00		207.50	249.77		2,386.00			3,853.89	3,200.00	653.89	120.43%	
5300 · Insurance																	
5310 · Fidelity Bond																	
5320 · Property & Liability Insurance	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
<b>Total 5300 · Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%	
5350 · LAFCO Assessment						2,328.00							2,328.00	2,800.00	-472.00	83.14%	
5400 · Legal																	
5420 · Meeting Attendance, Legal		845.00	625.00	675.00	1,492.00	1,175.00		625.00	562.50	1,125.00			7,124.50	8,500.00	-1,375.50	83.82%	
5430 · General Legal		3,625.00	4,657.50	6,300.00	4,917.00	1,755.00	1,032.50	6,660.00	4,780.00	1,462.50			35,189.50	60,000.00	-24,810.50	58.65%	

**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
<b>5440 · Litigation</b>																
<b>Total 5400 · Legal</b>		4,470.00	5,282.50	6,975.00	6,409.00	2,930.00	1,032.50	7,285.00	5,342.50	2,587.50			42,314.00	68,500.00	-26,186.00	61.77%
<b>5510 · Maintenance, Office</b>		624.85	3,234.53	1,913.62		24.98	146.15	1,000.00					6,944.13	6,000.00	944.13	115.74%
<b>5520 · Meetings, Local</b>																
<b>5530 · Memberships</b>		254.15	249.00		5,778.00	10,944.00							17,225.15	18,000.00	-774.85	95.7%
<b>5540 · Office Supplies</b>		1,477.66	674.45	330.77	517.80	109.30	484.10	1,113.58	45.17	943.77			5,696.60	9,000.00	-3,303.40	63.3%
<b>5550 · Postage</b>		564.77	665.57	567.85	615.70	599.15	1,035.79	807.33	40.34	649.60			5,546.10	6,000.00	-453.90	92.44%
<b>5560 · Printing &amp; Publishing</b>			202.67		65.98	35.68	35.68	25.43	591.07	52.41			1,008.92	2,000.00	-991.08	50.45%
<b>5600 · Professional Services</b>																
<b>5610 · Accounting</b>		1,850.00	3,400.00	4,492.50	2,100.00	3,650.00	2,500.00	3,350.00	3,150.00	2,950.00			27,442.50	30,000.00	-2,557.50	91.48%
<b>5620 · Audit</b>			4,500.00	5,500.00			2,050.00						12,050.00	13,000.00	-950.00	92.69%
<b>5630 · Consulting</b>		426.87	7,126.09	2,947.00	1,393.97	245.41	6,085.00		750.00	2,008.10			20,982.44	25,000.00	-4,017.56	83.93%
<b>5650 · Labor &amp; HR Support</b>	187.50	187.50		187.50		750.00			187.50	750.00			2,250.00		2,250.00	100.0%
<b>5660 · Payroll Services</b>	60.98	60.98	60.98	60.98	60.03	60.98	119.53	67.65	67.65	71.94			691.70	850.00	-158.30	81.38%
<b>5690 · Other Professional Services</b>						226.94							226.94			
<b>Total 5600 · Professional Services</b>	248.48	2,525.35	15,087.07	13,187.98	3,554.00	4,933.33	10,754.53	3,417.65	4,155.15	5,780.04			63,643.58	68,850.00	-5,206.42	92.44%
<b>5710 · San Mateo Co. Tax Roll Charges</b>					122.50								122.50			
<b>5720 · Telephone &amp; Internet</b>	287.56	1,496.23	2,194.97	652.41	1,749.45	1,644.73	1,346.14	1,182.54	1,665.49	1,774.01			13,993.53	9,000.00	4,993.53	155.48%
<b>5730 · Mileage Reimbursement</b>		192.74	86.33	107.33	120.98	297.08	270.91	88.52	77.22	449.75			1,690.86	2,000.00	-309.14	84.54%
<b>5740 · Reference Materials</b>													800.00		-800.00	
<b>5790 · Other Administrative</b>																
<b>5800 · Labor</b>																
<b>5810 · CalPERS 457 Deferred Plan</b>	2,539.79	2,485.10	2,575.08	2,769.69	2,446.02	2,560.99	2,479.98	2,607.66	2,778.89	2,735.12			25,978.32	35,154.00	-9,175.68	73.9%
<b>5820 · Employee Benefits</b>	5,405.84	5,405.84	5,405.84	5,405.84	5,405.84		10,608.70	5,780.71	5,780.70	17,195.71			66,395.02	61,277.00	5,118.02	108.35%
<b>5830 · Disability Insurance</b>		280.52	280.52	280.52	280.52	280.52	280.52	280.52	280.52	280.52			2,524.68	3,549.00	-1,024.32	71.14%
<b>5840 · Payroll Taxes</b>	3,017.54	2,908.21	2,986.43	2,587.01	2,428.05	2,528.15	2,907.87	3,028.12	4,776.68	3,138.72			30,306.78	38,419.00	-8,112.22	78.89%
<b>5850 · PARS</b>			1,178.75	952.50			976.16	2,094.76	17,294.02	2,094.74			24,590.93	111,796.00	-87,205.07	22.0%
<b>5900 · Wages</b>																
<b>5910 · Management</b>	6,625.46	6,625.46	6,625.45	9,760.62	6,989.84	6,989.84	7,190.80	7,391.76	12,059.60	7,391.76			77,650.59	86,041.00	-8,390.41	90.25%
<b>5920 · Staff</b>	26,717.05	23,907.14	24,991.45	25,363.13	23,839.87	25,993.73	24,291.09	25,819.58	44,320.28	25,685.61			270,928.93	338,785.00	-67,856.07	79.97%
<b>5930 · Staff Certification</b>	750.00	750.00	810.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00			7,560.00	9,167.00	-1,607.00	82.47%
<b>5940 · Staff Overtime</b>	3,524.31	4,866.78	5,168.25	3,975.38	3,692.39	3,124.70	3,838.45	3,781.61	3,396.00	5,275.16			40,643.03	49,918.00	-9,274.97	81.42%
<b>5950 · Staff Standby</b>	1,828.57	1,866.99	1,810.74	1,878.64	1,840.35	1,854.16	1,941.26	1,840.09	1,914.94	1,926.22			18,701.96	18,295.00	406.96	102.22%
<b>Total 5900 · Wages</b>	39,445.39	38,016.37	39,405.89	41,727.77	37,112.45	38,712.43	38,011.60	39,583.04	62,440.82	41,028.75			415,484.51	502,206.00	-86,721.49	82.73%
<b>5960 · Worker's Comp Insurance</b>				4,787.58									4,787.58	17,019.00	-12,231.42	28.13%
<b>Total 5800 · Labor</b>	50,408.56	49,096.04	51,832.51	58,510.91	47,672.88	44,082.09	55,264.83	53,374.81	93,351.63	66,473.56			570,067.82	769,420.00	-199,352.18	74.09%
<b>Total 5000 · Administrative</b>	53,165.41	61,992.60	81,552.34	83,392.17	81,115.90	71,081.52	71,121.89	69,049.10	107,913.67	83,854.52			764,239.12	1,001,125.00	-236,885.88	76.34%

**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	TOTAL				
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
<b>6000 · Operations</b>																	
6160 · Backflow Prevention			727.00										727.00	4,000.00	-3,273.00	18.18%	
6170 · Claims, Property Damage													10,000.00	-10,000.00			
6180 · Communications																	
6185 · SCADA Maintenance		2,574.91	75.00		5,557.75	1,287.00	1,617.00		727.29				11,838.95	15,000.00	-3,161.05	78.93%	
6180 · Communications - Other																	
<b>Total 6180 · Communications</b>		2,574.91	75.00		5,557.75	1,287.00	1,617.00		727.29				11,838.95	15,000.00	-3,161.05	78.93%	
6195 · Education & Training			210.00	210.00	210.00	210.00	271.74		148.19				1,259.93	6,000.00	-4,740.07	21.0%	
6200 · Engineering																	
6210 · Meeting Attendance, Engineering													2,000.00	-2,000.00			
6220 · General Engineering		150.00	330.00		8,965.00		1,550.00		2,145.00	3,056.25			16,196.25	30,000.00	-13,803.75	53.99%	
6230 · Water Quality Engineering		15,935.00	4,811.25		7,454.90		10,294.33		9,543.17	12,969.20			61,007.85	35,000.00	26,007.85	174.31%	
<b>Total 6200 · Engineering</b>		16,085.00	5,141.25		16,419.90		11,844.33		11,688.17	16,025.45			77,204.10	67,000.00	10,204.10	115.23%	
6320 · Equipment & Tools, Expensed		126.25	25.38	864.63	499.25	393.80	887.12	284.18	371.19	243.04			3,694.84	6,000.00	-2,305.16	61.58%	
6330 · Facilities																	
6335 · Alarm Services		119.25	52.50		120.97	52.50		120.97	52.50				518.69	750.00	-231.31	69.16%	
6337 · Landscaping		300.00	600.00		482.06	1,804.09	420.00	420.00	520.00	420.00			4,966.15	4,500.00	466.15	110.36%	
6330 · Facilities - Other																	
<b>Total 6330 · Facilities</b>		419.25	652.50		603.03	1,856.59	420.00	540.97	572.50	420.00			5,484.84	5,250.00	234.84	104.47%	
6370 · Lab Supplies & Equipment						501.73							501.73	1,000.00	-498.27	50.17%	
6380 · Meter Reading																	
6400 · Pumping																	
6410 · Pumping Fuel & Electricity		7,128.32	8,824.03	1,374.39	4,427.71	4,957.90	3,754.09	34,384.89	5,059.25	4,509.82			74,420.40	65,000.00	9,420.40	114.49%	
6420 · Pumping Maintenance, Generators					4,771.43								4,771.43	13,000.00	-8,228.57	36.7%	
6430 · Pumping Maintenance, General		49.99	808.88			148.54			1,255.54				2,262.95	2,500.00	-237.05	90.52%	
6440 · Pumping Equipment, Expensed							1,641.07		40.48				1,681.55	2,000.00	-318.45	84.08%	
<b>Total 6400 · Pumping</b>		7,178.31	9,632.91	1,374.39	9,199.14	5,106.44	5,395.16	34,384.89	6,355.27	4,509.82			83,136.33	82,500.00	636.33	100.77%	
6500 · Supply																	
6510 · Maintenance, Raw Water Mains																	
6520 · Maintenance, Wells					2,212.66	6,934.70	1,046.09	-556.71	10,360.45				19,997.19	5,000.00	14,997.19	399.94%	
6530 · Water Purchases			20,264.06										20,264.06	40,000.00	-19,735.94	50.66%	
<b>Total 6500 · Supply</b>			20,264.06		2,212.66	6,934.70	1,046.09	-556.71	10,360.45				40,261.25	45,000.00	-4,738.75	89.47%	
6600 · Collection/Transmission																	
6610 · Hydrants													1,000.00	-1,000.00			
6620 · Maintenance, Water Mains		8,704.72	14,505.69	8,354.63	11,041.15	5,020.60		217.07	25.16	30,327.50			78,196.52	55,000.00	23,196.52	142.18%	

**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	TOTAL			
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6630 - Maintenance, Water Svc Lines							3,019.61	290.59	804.94				4,115.14	25,000.00	-20,884.86	16.46%
6640 - Maintenance, Tanks			307.06										307.06	1,000.00	-692.94	30.71%
6650 - Maint., Distribution General								1,925.70	480.63				2,406.33	10,000.00	-7,593.67	24.06%
6670 - Meters			787.69		668.19	354.89							1,810.77	2,500.00	-689.23	72.43%
<b>Total 6600 - Collection/Transmission</b>		8,704.72	15,600.44	8,354.63	11,709.34	5,375.49	3,019.61	2,433.36	1,310.73	30,327.50			86,835.82	94,500.00	-7,664.18	91.89%
<b>6700 - Treatment</b>																
6710 - Chemicals & Filtering		622.14	230.74	667.87	428.73	530.21	484.63	2,368.75	2,856.81	8,628.02			16,817.90	30,000.00	-13,182.10	56.06%
6720 - Maintenance, Treatment Equip.		2,053.81	62.47	693.15	11.50	2,475.99	361.00	1,222.48	19.04	320.34			7,219.78	4,000.00	3,219.78	180.5%
6730 - Treatment Analysis		2,306.00	6,451.95	850.00	1,835.00	6,339.30	4,635.94	933.00	1,642.94	867.61			25,861.74	25,000.00	861.74	103.45%
<b>Total 6700 - Treatment</b>		4,981.95	6,745.16	2,211.02	2,275.23	9,345.50	5,481.57	4,524.23	4,518.79	9,815.97			49,899.42	59,000.00	-9,100.58	84.58%
6770 - Uniforms		1,835.41		1,128.38	856.31	1,507.37	1,348.37	626.50	1,184.21	985.59			9,472.14	9,000.00	472.14	105.25%
<b>6800 - Vehicles</b>																
6810 - Fuel		662.50	639.06	631.20	808.47	649.73	396.50	514.36	523.44	-288.56			4,536.70	8,500.00	-3,963.30	53.37%
6820 - Truck Equipment, Expensed		17.05					212.36		194.49	-42.84			381.06	2,000.00	-1,618.94	19.05%
6830 - Truck Repairs				54.22	61.28	216.99		880.27	15.12	-153.49			1,074.39	5,000.00	-3,925.61	21.49%
<b>Total 6800 - Vehicles</b>		679.55	639.06	685.42	869.75	866.72	608.86	1,394.63	733.05	-484.89			5,992.15	15,500.00	-9,507.85	38.66%
6890 - Other Operations						575.00		1,762.00	6.16				2,343.16			
<b>Total 6000 - Operations</b>		42,585.35	59,712.76	14,828.47	50,412.36	33,960.34	31,939.85	45,394.05	37,976.00	61,842.48			378,651.66	419,750.00	-41,098.34	90.21%
<b>Total Expense</b>	53,165.41	104,577.95	141,265.10	98,220.64	131,528.26	105,041.86	103,061.74	114,443.15	145,889.67	145,697.00			1,142,890.78	1,420,875.00	-277,984.22	80.44%
<b>Net Ordinary Income</b>	105,867.81	55,208.14	30,411.44	47,545.53	70,807.90	114,911.52	137,796.91	33,304.83	-11,886.98	88,699.62			672,666.72	544,309.00	128,357.72	123.58%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)			16,785.00	16,785.00	15,060.50					17,079.00			65,709.50	101,000.00	-35,290.50	65.06%
7120 - Connection Fees (Remodel)													3,000.00		-3,000.00	
7130 - Conn. Fees, PFP (New Constr)	11,962.00		8,002.00	12,802.00	8,002.00					17,745.00			58,513.00	53,000.00	5,513.00	110.4%
7140 - Conn. Fees, PFP (Remodel)																
<b>Total 7100 - Connection Fees</b>	11,962.00		24,787.00	29,587.00	23,062.50					34,824.00			124,222.50	157,000.00	-32,777.50	79.12%
7600 - Bond Revenues, G.O.			711.11		7,965.73	575,033.66	8,164.47	61,292.30	2,485.06	420,253.72			1,075,906.05	1,150,436.00	-74,529.95	93.52%
<b>Total 7000 - Capital Account Revenues</b>	11,962.00		25,498.11	29,587.00	31,028.23	575,033.66	8,164.47	61,292.30	2,485.06	455,077.72			1,200,128.55	1,307,436.00	-107,307.45	91.79%
<b>Total Other Income</b>	11,962.00		25,498.11	29,587.00	31,028.23	575,033.66	8,164.47	61,292.30	2,485.06	455,077.72			1,200,128.55	1,307,436.00	-107,307.45	91.79%

**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	TOTAL				
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
<b>Other Expense</b>																	
<b>8000 - Capital Improvement Program</b>																	
<b>8100 - Water</b>		387,790.51	362,246.06	141,800.25	173,535.33	74,658.74	75,309.44	2,578.64	181,718.29	115,348.51			1,514,985.77	1,729,000.00	-214,014.23	87.62%	
<b>Total 8000 - Capital Improvement Program</b>		387,790.51	362,246.06	141,800.25	173,535.33	74,658.74	75,309.44	2,578.64	181,718.29	115,348.51			1,514,985.77	1,729,000.00	-214,014.23	87.62%	
<b>9000 - Capital Account Expenses</b>																	
<b>9100 - Interest Expense - GO Bonds</b>		26,484.91						156,436.63					182,921.54	315,346.00	-132,424.46	58.01%	
<b>9125 - PNC Equipment Lease Interest</b>	887.68	1,768.14	3,512.71		1,744.54	1,736.63	1,728.71	1,720.76	1,712.80	1,704.82			16,516.79	20,790.00	-4,273.21	79.45%	
<b>9150 - SRF Loan</b>						25,540.12				892.50			26,432.62		26,432.62	100.0%	
<b>9210 - Conservation Program/Rebates</b>		756.94	1,085.67	600.00	500.00	550.00	200.00	700.00	824.93	200.00			5,417.54				
<b>Total 9000 - Capital Account Expenses</b>	887.68	29,009.99	4,598.38	600.00	2,244.54	27,826.75	1,928.71	158,857.39	2,537.73	2,797.32			231,288.49	336,136.00	-104,847.51	68.81%	
<b>Total Other Expense</b>	887.68	416,800.50	366,844.44	142,400.25	175,779.87	102,485.49	77,238.15	161,436.03	184,256.02	118,145.83			1,746,274.26	2,065,136.00	-318,861.74	84.56%	
<b>Net Other Income</b>	11,074.32	-416,800.50	-341,346.33	-112,813.25	-144,751.64	472,548.17	-69,073.68	-100,143.73	-181,770.96	336,931.89			-546,145.71	-757,700.00	211,554.29	72.08%	
<b>Net Income</b>	<b>116,942.13</b>	<b>-361,592.36</b>	<b>-310,934.89</b>	<b>-65,267.72</b>	<b>-73,943.74</b>	<b>587,459.69</b>	<b>68,723.23</b>	<b>-66,838.90</b>	<b>-193,657.94</b>	<b>425,631.51</b>			<b>126,521.01</b>	<b>-213,391.00</b>	<b>339,912.01</b>	<b>-59.29%</b>	

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of April 30, 2016

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	2,527,289.73	0.00	2,527,289.73
<b>LAIF Investment Fund</b>			
Capital Reserve	3,799,988.44	0.00	3,799,988.44
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>4,283,671.44</u>	<u>0.00</u>	<u>4,283,671.44</u>
<b>Total Sewer - Bank Accounts</b>	6,810,961.17	0.00	6,810,961.17
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	575,843.20	575,843.20
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	190,251.00	190,251.00
<b>Restricted Cash</b>			
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	903,184.84	903,184.84
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>1,060,743.91</u>	<u>1,060,743.91</u>
<b>Total Water - Bank Accounts</b>	<u>0.00</u>	<u>2,225,087.11</u>	<u>2,225,087.11</u>
<b>Total Checking/Savings</b>	6,810,961.17	2,225,087.11	9,036,048.28
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	9,148.01	0.00	9,148.01
Property Tax Receivable	20,625.07	0.00	20,625.07
<b>Total Sewer - Accounts Receivable</b>	<u>29,773.08</u>	<u>0.00</u>	<u>29,773.08</u>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-3,940.98	-3,940.98
Accounts Rec. - Backflow	0.00	10,613.19	10,613.19
Accounts Rec. - Water Residents	0.00	106,239.07	106,239.07
Unbilled Water Receivables	0.00	195,064.08	195,064.08
<b>Total Water - Accounts Receivable</b>	<u>0.00</u>	<u>307,975.36</u>	<u>307,975.36</u>
<b>Total Accounts Receivable</b>	29,773.08	307,975.36	337,748.44
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>42,656.32</u>	<u>42,656.32</u>
<b>Total Current Assets</b>	6,840,734.25	2,575,718.79	9,416,453.04
<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
<b>Other Capital Improv.</b>			
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>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
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>	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>



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5/9/16

Accrual Basis

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of April 30, 2016

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
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<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>3,490,932.31</b>	<b>0.00</b>	<b>3,490,932.31</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>3,490,932.31</b>	<b>129,354.80</b>	<b>3,620,287.11</b>
<b>TOTAL ASSETS</b>	<b>15,372,884.72</b>	<b>21,132,857.97</b>	<b>36,505,742.69</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	357.63	0.00	357.63
Deposits Payable	11,972.00	0.00	11,972.00
I-Bank Loan - Current	26,540.23	0.00	26,540.23
PNC Equip. Loan - S/T	6,534.40	0.00	6,534.40
<b>Total Sewer - Current Liabilities</b>	<b>45,404.26</b>	<b>0.00</b>	<b>45,404.26</b>
<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	14,484.35	14,484.35
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	6,534.38	6,534.38
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>42,780.60</b>	<b>42,780.60</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	3,675.49	7,707.55	11,383.04
<b>Total Payroll Liabilities</b>	<b>3,675.49</b>	<b>7,707.55</b>	<b>11,383.04</b>
<b>Total Other Current Liabilities</b>	<b>49,079.75</b>	<b>50,488.15</b>	<b>99,567.90</b>
<b>Total Current Liabilities</b>	<b>49,079.75</b>	<b>50,488.15</b>	<b>99,567.90</b>

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5/9/16

Accrual Basis

## Montara Water & Sanitary District Funds Balance Sheet As of April 30, 2016

<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Accrued Vacations	3,890.95	0.00	3,890.95
I-Bank Loan	800,575.13	0.00	800,575.13
PNC Equip. Loan - L/T	683,657.26	0.00	683,657.26
<b>Total Sewer - Long Term Liabilities</b>	<u>1,488,123.34</u>	<u>0.00</u>	<u>1,488,123.34</u>
<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	2,599,694.43	2,599,694.43
<b>Total Water - Long Term Liabilities</b>	<u>0.00</u>	<u>16,189,947.02</u>	<u>16,189,947.02</u>
<b>Total Long Term Liabilities</b>	<u>1,488,123.34</u>	<u>16,189,947.02</u>	<u>17,678,070.36</u>
<b>Total Liabilities</b>	1,537,203.09	16,240,435.17	17,777,638.26
<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	-93,241.80	0.00	-93,241.80
<b>Total Sewer - Equity Accounts</b>	<u>11,961,303.27</u>	<u>0.00</u>	<u>11,961,303.27</u>
<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	93,241.80	93,241.80
<b>Total Water - Equity Accounts</b>	<u>0.00</u>	<u>2,784,296.81</u>	<u>2,784,296.81</u>
<b>Equity Adjustment Account</b>	1,105,077.04	1,981,604.98	3,086,682.02
<b>Net Income</b>	<u>769,301.32</u>	<u>126,521.01</u>	<u>895,822.33</u>
<b>Total Equity</b>	<u>13,835,681.63</u>	<u>4,892,422.80</u>	<u>18,728,104.43</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>15,372,884.72</b></u>	<u><b>21,132,857.97</b></u>	<u><b>36,505,742.69</b></u>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for April 2016**

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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 April 2016.
- Collection System Monthly Overflow Report – April 2016.

The Average Daily Flow for Montara was 0.308 MGD in April 2016. There were no reportable overflows in February or March in the Montara System. SAM indicates there were 1.44 inches of rain in April 2016.

RECOMMENDATION:

Review and file.

Attachments



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for April 2016**

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The Average Daily Flow for Montara was 0.308 MGD in April 2016. There were no reportable overflows in February or March in the Montara System. SAM indicates there were 1.44 inches of rain in April 2016.

## RECOMMENDATION:

Review and file.

Attachments



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 2, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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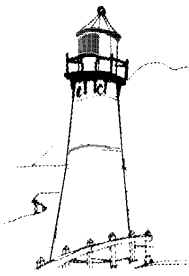
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- 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 February was 0.525 for April 2016.
- 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: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

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As of June 2, 2016 the following new **Sewer Connection Permit** applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
5/12/2016	Livadas	101 California	SFD
5/25/2016	Carranza	520 Marine	SFD

As of June 2, 2016 the following new **Water (Private Fire Sprinkler) Connection Permit** applications were received since the last report:

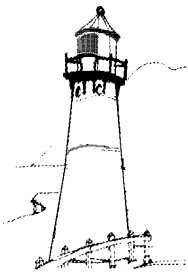
Date of Application	Property Owner	Site Address	Home Size
5/12/2016	Livadas	101 California	SFD
5/25/2016	Carranza	520 Marine	SFD

As of June 2, 2016 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
5/25/2016	Carranza	520 Marine	SFD	Domestic
5/26/2016	Harding	435 Farallone	SFD	Conversion

**RECOMMENDATION:**

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

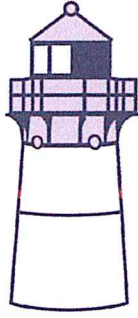


# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2<sup>nd</sup>, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## **SUBJECT: Monthly Water Production Report**

The attached two charts summarize the monthly water production for the District. The first shows a consolidated 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:

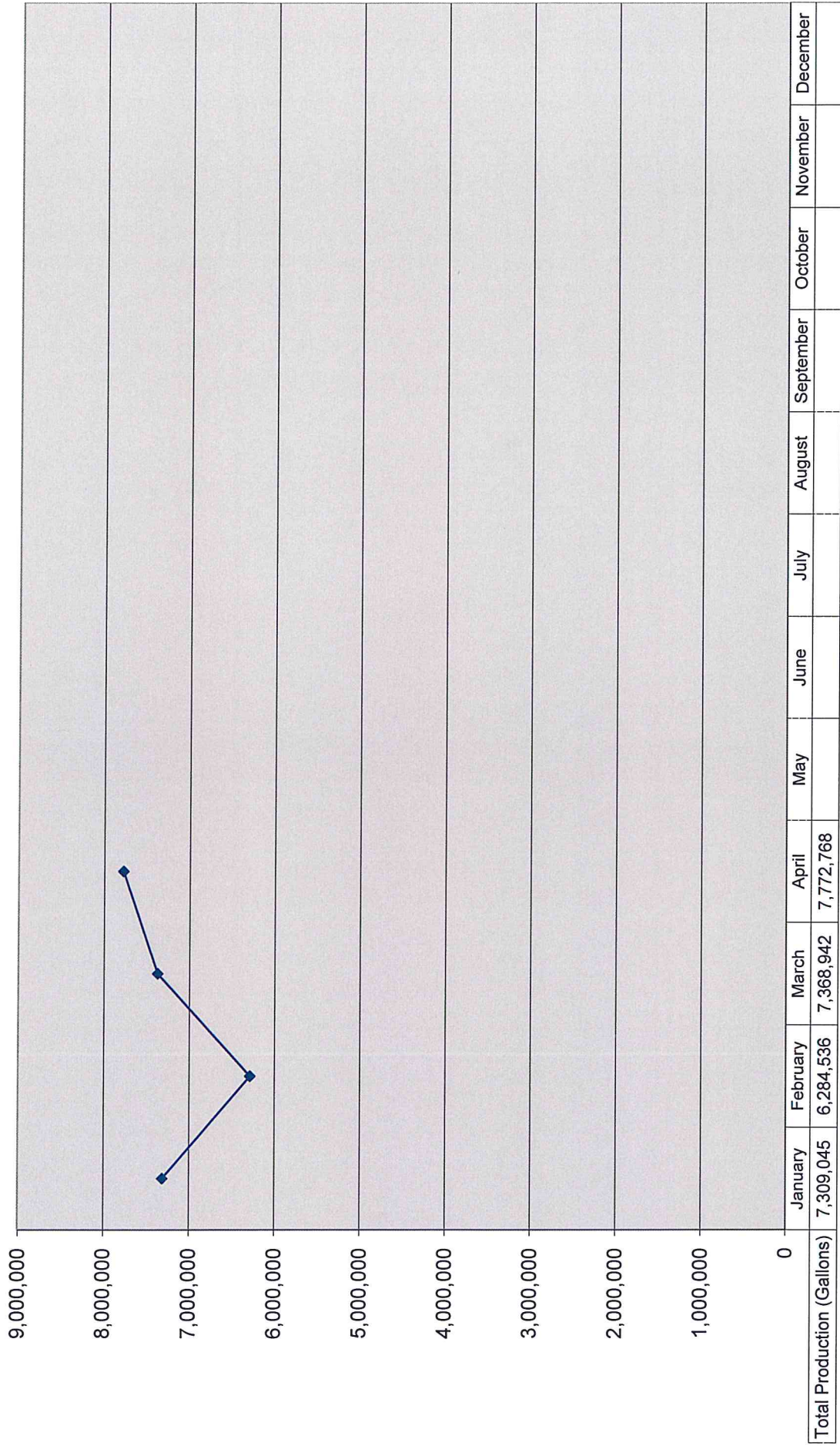
No action is required. This information is presented for the Board's information only.

Attachments



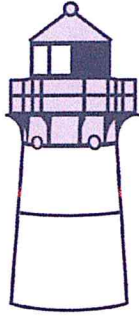


Total Production 2016 (Gallons)



GALLONS

MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2<sup>nd</sup>, 2016**

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.

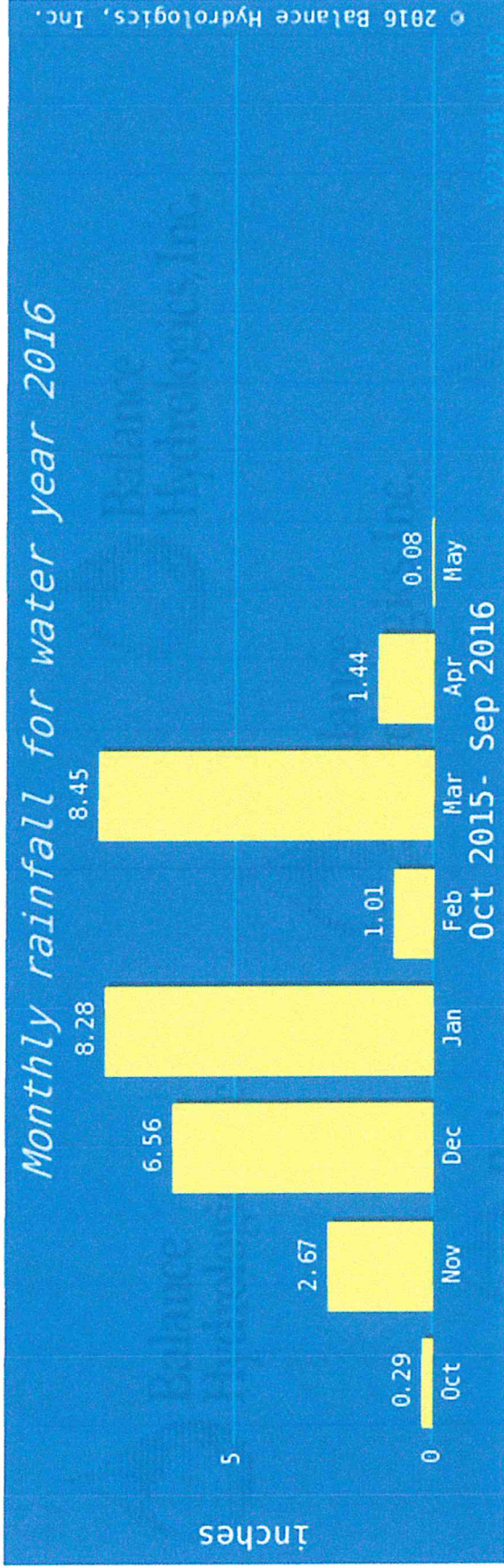
**RECOMMENDATION:**

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

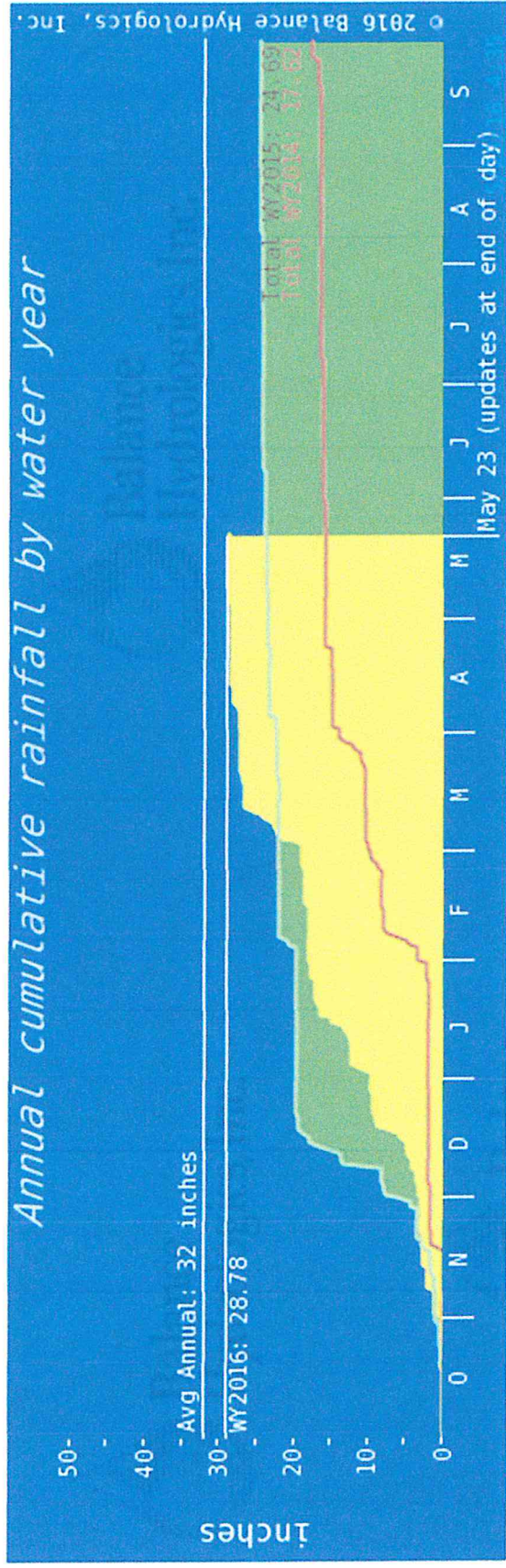
Attachment

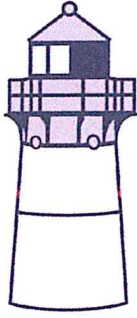


# Monthly Rainfall Report Oct 2015 – Sept 2016



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2<sup>nd</sup>, 2016**

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 37315 kWh and saved 63436lbs of CO<sub>2</sub>.

### RECOMMENDATION:

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

Attachments







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C. Heldmaier', located to the right of the 'FROM' line.

**SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2016-2017 Budget.**

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The SAM Board authorized the distribution of the Sewer Authority Mid-Coastside (SAM) Joint Powers Authority Budget to the member agencies for review and comment. At the last MWSD meeting the Budget was presented By the SAM Manager.

This year the SAM Budget is presented in a different format. While the SAM Budget contains significant changes highlighted in the SAM Manager's staff report, the assessments for Montara would stay very similar to the current FY's.

The SAM Board indicated that certain amounts included in the Budget need further Board approval. A related draft list was presented by the SAM Manager to the SAM Board at the May 23 meeting.

## RECOMMENDATION:

Adopt Resolution No. \_\_\_\_, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its Proposed General Budget for Fiscal 2016-2017.

Attachments



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS PROPOSED GENERAL BUDGET FOR FISCAL YEAR 2016-2017**

**WHEREAS**, Sewer Authority Mid-Coastside has, pursuant to Article III, Section (F)(3) of the joint exercise of powers agreement dated February 3, 1976, as amended, establishing said Authority, submitted its General Budget for fiscal year July 1, 2016 – June 30, 2017 for the consent of this District; and

**WHEREAS**, this Board has reviewed the aforesaid budget and desires to signify its approval thereof;

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

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2016-2017 substantially conforming to that document entitled, "SEWER AUTHORITY MID-COASTSIDE PROPOSED GENERAL BUDGET FISCAL YEAR 2016/17," dated April 25, 2016, a copy of which document is on file in the District's Administrative Offices to which reference is hereby made for the full particulars thereof.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Community Services District and the City of Half Moon Bay.

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

COUNTERSIGNED:

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

\* \* \* \*

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS PROPOSED GENERAL BUDGET FOR FISCAL YEAR 2016-2017**

I HEREBY CERTIFY that the foregoing Resolution No.\_\_\_\_ was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 2<sup>nd</sup> day of June 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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



## List of Budget Items Needing Further Approval from SAM Board

1. Creation of and recruitment for the budgeted Accounting Technician position.
2. Elimination of the second Supervisor of Treatment/Field Operations (Rotational). This would result in the identified incumbent retreating to the existing budgeted, vacant Operator position at the appropriate grade level.
3. Addition of Certified Operator, for a total of four budgeted operator positions.
4. Recruitment for the budgeted, vacant Certified Operator position.
5. Purchase of a replacement collection system maintenance truck.
6. Ratification of the successor Memorandum of Understanding with IUOE, Local No. 39 – currently in negotiations.
7. Contract with outside consultant to perform the NPDES permit analysis, review and update for submission to the state in 2017.
8. Any contracts for services that exceed General Manager's purchasing authority (\$30,000).
9. Individual projects identified in the Infrastructure division budget.
  - Comprehensive Hydraulic Modeling
  - Infrastructure Plan
  - Montara Pump Station Wet Well Rehabilitation
  - Plant Effluent Pump Station Rehabilitation
  - Plant Headworks & Influent Pump Rehabilitation
  - Plant Safety Improvements
  - SCADA Upgrades



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Beverli A. Marshall, General Manager  
**DATE:** April 25, 2016  
**SUBJECT:** **Approve Proposed SAM General Budget for Fiscal Year 2016/17, Version Dated 4/25/16, for Submittal to Member Agencies for Review and Approval**

**Staff Recommendation**

Staff recommends that the Board of Directors review the Proposed General Budget for Fiscal Year 2016/17, version dated 4/25/16, and approve it to be submitted to the member agencies.

**Fiscal Impact**

The fiscal impact of the proposed General Budget for Fiscal Year 2016/17 is \$5.1 million. This is an *overall decrease* of \$0.46 million from the FY 2015/16 Budget. In FY 2015/16, a significant amount (\$500,000) of the infrastructure rehabilitation and repair costs was subsidized by SAM's fund balance and not included in the annual JPA assessments, which results in a smaller reduction in member assessments in comparison to the overall reduction in expenses. The member agency assessments for FY 2016/17 are shown in the following table (rounded to the nearest dollar).

<b>Total Assessments for Each Member Agency</b>				
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Total</u>
Operations & Maintenance	\$1,708,095	\$ 968,479	\$ 694,531	\$3,371,104
Collection Services	\$ 331,685	\$ 242,350	\$ 321,608	\$ 895,642
Infrastructure	\$ 378,026	\$ 214,338	\$ 153,710	\$ 746,074
<b>Total</b>	<b>\$2,417,806</b>	<b>\$1,425,167</b>	<b>\$1,169,848</b>	<b>\$5,012,821</b>
% of Assessments	48.2%	28.4%	23.4%	100%

**Background and Discussion/Report**

Staff wishes to thank the member agency managers for all of their patience and feedback. Staff recognizes that all of the versions of the budget were difficult to follow and frustrating for the member agency managers. Staff believes that the process of

<b>BOARD MEMBERS:</b>	<b>S. Boyd</b>	<b>R. Kowalczyk</b>	<b>R. Lohman</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>B. Huber</b>	<b>J. Muller</b>

discussing and refining the results was helpful in understanding the agencies' needs, how they work together, and how SAM can best serve the member agencies to achieve positive results.

The proposed General Budget is presented to the Board of Directors for discussion on approving it for submission to the member agencies for their review and approval. The budget includes obligations for wages and benefits, as stipulated in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff considered the following in determining budgets changes from FY 2015/16.

- Member agency managers are able to understand the budget and approve of how SAM conducts its business, as directed by the Board. The direction from the member managers was to achieve a higher quality of service with an efficient staffing level that was cost effective for the member agencies.
- Appropriate staff, equipment and training are budgeted to meet the service level mandates of the member agency managers in providing operation and maintenance functions in a safe, efficient and effective manner.
- Appropriate staff, equipment and training are budgeted to meet the service level mandates of the member agency managers in providing the contract collection system maintenance services in a safe, efficient and effective manner.
- Infrastructure projects are identified based on higher risk of failure, criticality for continued operations of the treatment system, or safety concerns.
- Ongoing administrative costs are not allocated to other divisions, which could be construed as deceptive and intentionally misleading about the increases or decreases in division level budgets.
- Development of a Position Control List is necessary for transparency in historical staffing levels.
- The budget is structured in a manner that is in compliance with, and provides easy reporting to, the State Controller's Office regarding wages and benefits as well as CalPERS reporting compliance and transparent auditing.

Of the total General Budget, approximately 47% is for wages and benefits, which is common for a service-related agency. Services provided by outside vendors is a significant amount (10%) due to SAM's small size and dependency on contracts for technical services. For some specialized or infrequently performed services, it is not cost effective for SAM to hire staff to perform the tasks.

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<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>B. Huber</b>	<b>J. Muller</b>

*Operation & Maintenance*

The SAM Operation & Maintenance (O & M) budget (Administrative Services, Treatment, and Environmental Compliance divisions) increased from \$3.34 to \$3.46 million (3.5%). O & M assessments are calculated based on each agency's portion of the flow for the previous calendar year. The member agency assessments for O & M are shown in the following table (rounded to the nearest dollar).

<b>O &amp; M Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$1,613,865	\$1,708,095	\$94,230	5.8%
GCSD	\$ 925,455	\$ 968,479	\$43,024	4.6%
MWSD	\$ 707,892	\$ 694,531	(\$13,361)	(1.9%)
<b>Total</b>	<b>\$3,247,212</b>	<b>\$3,371,104</b>	<b>\$23,892</b>	<b>3.8%</b>

The increase in the O & M budget is due to: addition of a full-time Accounting Technician position that is not fully offset by savings elsewhere; reallocation of staff time previously charged to CCS at the direction of the member agency managers; increase in the professional services budget for NPDES technical consulting services; increase in legal consulting services for policy updates; increase in professional services to facilitate a strategic planning process; increase in training and travel for participation in required certification and safety training and attendance at industry relevant conferences; and reducing the Supervisor of Technical / Field services from two to one position for more effective use of staff and a defined chain of command and supervision.

*Contract Collection Services*

The Contract Collection Services (CCS) division budget *decreased* from \$0.98 million to \$0.86 million (-8.8%). CCS assessments are calculated based on each agency's portion of the collection man hours for the previous calendar year. The member agency assessments for CCS are shown in the following table (rounded to the nearest dollar).

<b>CCS Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$ 369,420	\$ 331,685	(\$37,735)	(10.2%)
GCSD	\$ 267,797	\$ 242,350	(\$25,448)	(9.5%)
MWSD	\$ 344,990	\$ 321,608	(\$23,382)	(6.8%)
<b>Total</b>	<b>\$ 982,207</b>	<b>\$ 895,642</b>	<b>(\$86,565)</b>	<b>(8.8%)</b>

The decrease is due to reallocating 0.75 FTE of staff that is not directly providing planned contract collection services to the member agencies and reallocating 0.25 FTE of the Lead Collection Worker position to conduct the NDWSCP inspections. Included in the changes in the CCS budget is the replacement of a cleaning vehicle that has reached its end of useful life and requires significant repairs to keep it in use. Rather than continuing to spend funds on repairs, staff is recommending replacing it with a similar vehicle.

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*Infrastructure*

The Infrastructure division budget **decreased** from \$1.2 million to \$0.75 million (-40%) from Fiscal Year 2015/16. Infrastructure assessments are calculated based on each agency’s portion of the flow for the previous calendar year. The member agency assessments for Infrastructure are shown in the following table (rounded to the nearest dollar).

<b>Infrastructure Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$366,289	\$378,026	\$11,737	3.2%
GCSD	\$210,045	\$214,338	\$4,293	2.0%
MWSD	\$160,666	\$153,710	(\$6,956)	(4.3%)
<b>Total</b>	<b>\$737,000</b>	<b>\$746,074</b>	<b>\$9,074</b>	<b>1.2%</b>

The primary focus of FY 2016/17 is creating a 5-Year Infrastructure Plan (IP), as well as updating the hydraulic modeling analysis and addressing urgent safety and process infrastructure rehabilitation. Staff costs associated with infrastructure work was reallocated from Administrative Services, which was an incorrect reflection of how the staff resources were used.

*Changes Within Budget Categories*

The significant overall changes in the budget categories are as follows. More detail is provided in the individual division pages in the budget document.

1. Wages: an overall increase of 11% due to several significant changes.
  - Budgeted for a full-time Accounting Technician position for a more efficient and effective use of resources rather than depending upon staffing from temporary agencies and contract accounting support. Since 2002, SAM has relied on outside accountant, accounting and payroll services as well as part-time, temporary staffing. The dependency on outside resources and on temporary staffing created inefficient and less optimal accounting practices that became apparent upon the retirement of the Supervisor of Administrative Services in December 2015. By hiring a permanent, full-time accounting technical employee, SAM can make better use of its resources, be more compliant with generally accepted accounting practices (GAAP), have cross-trained resources for when staff is on leave, and plan for the retirements of key staff.

The amount spent in FY 2014/15 for all of the outsourced accounting tasks and temporary assistance was approximately \$85,000. A portion of the annual savings from bringing the accounting processes in house was used to pay for the new Incode accounting software. The cost of the new accounting position, approximately \$110,000 in FY 2016/17, will be offset partially (\$60,000) by the remaining savings. The resulting new cost, approximately \$50,000, represents approximately 1% of the total General Budget.

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- The current MOU expires on June 30, 2016. The budget assumes a cost of living adjustment (COLA) of 2%.
2. Premium Pay: some of the costs (standby, certification, etc.) were reported as part of wages, which is not compliant with CalPERS reporting requirements. These have been segregated into this category, which also includes overtime pay for work performed outside of normal working hours.
    - Included an assumed cost of updating the Operator, Maintenance Technician and Collection Maintenance Worker classifications that will be in line with a flexible staffing approach and more reflective of industry standards. The updated Maintenance Technician and Collection Maintenance Worker classifications will require minimum certification in both technical fields as well as a Class B license. The changes in the classifications should result in eliminating the current practice of paying for higher level certifications for employees who are not required on a regular basis to use the skills and knowledge needed to acquire those certifications.
  3. Health Benefits: increased in this category due to the change in how these costs are reflected in the budget. The actual cost to SAM remains flat based on the contractual obligations for health care contributions. Reorganizing the budget to display special compensation, medical benefits, and retiree medical benefits in a more transparent manner. The previous budget organization did not break out special compensation and it lumped health benefits with the other benefits together without breaking out these benefits separately.
  4. Retirement Contributions: increased reflecting the increase in the CalPERS contribution rates due to the new calculation method.
  5. Retirement Medical: decreased based on calculating the cost of contributions to the MARA per the MOU rather than a flat dollar amount.
  6. Misc. Benefits: decreased due to breaking out the health benefits costs into a separate category for greater transparency as well as the reallocation and reduced staffing.
  7. Legal Services: increased \$19,000 to reflect additional billing time to review new or updated personnel and administrative policies.
  8. Engineering Services: decreased as a result of the reduction in the Infrastructure budget. Most engineering work will be performed by the Engineering & Construction Contracts Manager. There will always be a need for specialized engineering skills related to projects, which will continue to be contracted out.

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9. Professional Services: increased to conduction the following one-time or ongoing services that are specialized and need to be performed by consultants.
  - \$5,000 to perform the actuarial valuation required by GASB 75. This is required every other year.
  - \$25,000 for a consulting firm to facilitate a SAM strategic planning process.
  - \$10,000 for vendor to manage SAM safety program, perform safety training, and update safety policies in compliance with Cal-OSHA requirements and CSRMA best practices. This is an increase to an existing annual cost.
  - \$34,000 to prepare the NPDES analysis and submission for the 2017 NPDES permit update, which was last performed in 2012 at a cost of approximately \$32,000. This cost occurs approximately once every 5 years.
  - \$4,000 to conduct the required biennial SSMP audit, which has never been completed.
  - \$24,500 for a technical consultant to update NDWSCP ordinance, which was last updated in 1994, for compliance with current and emerging NPDES and SSMP requirements. This process should be completed every 5 years as part of the NPDES permit review and update. The permit and inspection fees for identified commercial establishments also need to be updated as the fees were last updated for the FY 2013/14 permits.
  - \$50,000 to outsource lab analysis that cannot be completed by existing SAM staff or under the ELAP certification.
  - \$5,000 to provide an annual pollution prevention program at the elementary schools within SAM's service area.
  - Eliminated \$48,000 in work performed by outside vendors for accounting and technical support services by shifting the work to SAM staff. Most of this savings (\$31,000) helps to offset the addition of the new Accounting Technician.
10. Professional Memberships: increased \$6,515 to reflect rate increases as well as new opportunities for SAM to join professional organizations that will improve how it serves the community.
11. Printing/Advertising: increased \$4,825 to provide more outreach materials regarding FOG and pollution prevention.

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12. Insurance Premiums: increased to reflect anticipated adjustments property, liability, and professional liability premiums.
13. Utilities: increased to reflect increases in electricity, gas, water, telephone, internet, cable, etc. Staff is working with the telephone, internet, and cable vendors to identify areas to bundle services to achieve savings.
14. Misc. Expenses: decreased due to the elimination of temporary staffing assistance and a reallocation of some costs into more descriptive budget categories to present a more transparent view of how SAM expends its resources. Some of the savings (\$42,000) helps to offset the addition of the new Accounting Technician.
15. Travel & Training: increased \$28,830 to reflect the need for a formal training program to allow staff to ensure that staff are able to attend seminars and conferences related to certification requirements and industry practices as well as updated safety compliance.
16. Building & Maintenance Services: increased to reflect additional increases in contract service costs.
17. Chemicals: decreased \$49,990 to reflect reduced rates through participation in the Bay Area Chemical Consortium. There is a slight increase in the cost of chemicals related to new laboratory processing requirements.
18. Permits & Licenses: increased to reflect anticipated changes in permit fees.
19. Supplies: increased \$113,802 to reflect the increasing cost of performing tasks previously outsourced (FOG inspections), changing regulatory requirements (laboratory), a request by the Board to make food available during board meetings and member manager meetings. This line also reflects the purchase of new CCS maintenance software, computers, and SCADA software.
20. Equipment: increased to reflect the purchase of a new CCS vehicle, which is partially offset by fewer maintenance projects planned for the fiscal year. Larger projects were moved to the Construction line item for a more accurate reflection of the type of work being performed.
21. Tools: decreased \$4,956 to reflect that the newer CCS vehicle will require fewer tool replacements and less maintenance.
22. Construction: decreased \$586,800 to reflect fewer infrastructure planned projects.

Based on direction provided by the Board at the budget workshop on April 18, staff has minimized the list of infrastructure projects for FY 2016/17 and has budgeted for the completion of a new hydraulic modeling and a 5-Year Infrastructure

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Program (IP). The Infrastructure division budget also reflects a reallocation of .80 FTE of the Engineering & Construction Contracts Manager from the Administrative Services division to more accurately reflect the engineering and project management related directly to infrastructure and planning projects. Since SAM owns no collection system pipes outside of the IPS, there is little general engineering support work, as would be found in a typical sewer agency issuing permits and reviewing plans.

Not all expenses were known at the time that the proposed budget was created; therefore, staff included the following assumptions in the proposed budget figures.

- All positions were budgeted at the current steps to reflect an assumption that any new employees will be hired at the first step of the wage schedule and that there is no assumption of merit increases.
- Employee contributions to CalPERS for retirement benefits will increase.
- Contributions by SAM toward employee health premiums will remain flat.
- Contract negotiations with IUOE, Local No. 39, will result in an overall wage increase of no more than 2%.
- SAM will continue to provide contract collection services to the member agencies at the services levels identified in the service agreements.

In order to comply with the adopted SAM Reserve Policy, SAM must maintain a reserve balance of \$1.77 million. As of February 29, 2016, SAM had \$1.38 million invested with LAIF, which is the total of SAM's reserve funds. There are no funds to subsidize the Infrastructure division expenditures for FY 2016/17.

Cash flow has become a challenge in FY 2015/16 and will likely be one in FY 2016/17. Assessments are billed in equal installments each month, which generally matches the expenditure outlays related to ongoing costs such as wages, benefits, and recurring services (janitorial, utility, etc.). Infrastructure costs are incurred based on the timing of the planned or emergency work, which is often driven by weather or process timing, and could result in a significant cash outlay at the beginning of the fiscal year during the Summer and Fall, when much of the activity occurs, and prior to assessments being received to cover the cash outlay.

This item has been discussed by the Board of Directors at meetings on March 7, March 28, and April 18, 2016, that were recorded and open to the public in compliance.

**Supporting Documents**

Attachment A: Proposed SAM General Budget for FY 2016/17, version dated 4/25/16

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## SEWER AUTHORITY MID-COASTSIDE



## PROPOSED GENERAL BUDGET FISCAL YEAR 2016/17 APRIL 25, 2016



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**SEWER AUTHORITY MID-COASTSIDE  
GENERAL BUDGET  
FISCAL YEAR 2016/17**

**DEBORAH RUDDOCK**  
*CHAIR*

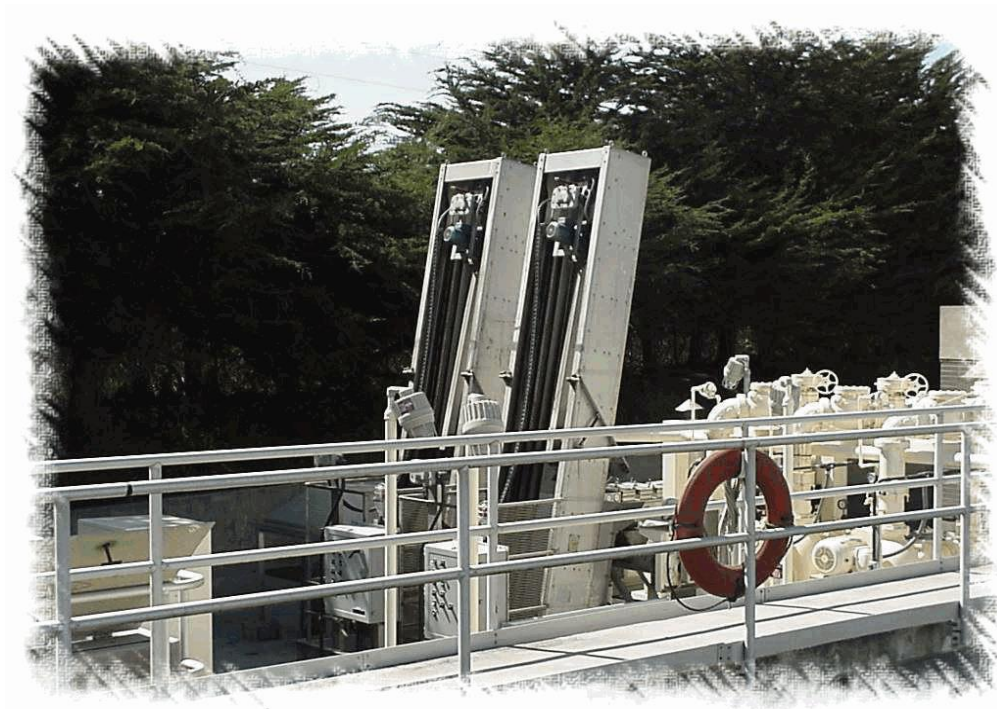
**KATHRYN SLATER-CARTER**  
*VICE-CHAIR*

**LEONARD WOREN**  
*SECRETARY/TREASURER*

**SCOTT BOYD**  
*DIRECTOR*

**RICK KOWALCZYK**  
*DIRECTOR*

**RIC LOHMAN**  
*DIRECTOR*



**GENERAL MANAGER**  
*Beverli A. Marshall*

**GENERAL COUNSEL**  
*Carl Nelson*

**SUPERVISOR OF TECH/FIELD SERVICES**  
*TIM COSTELLO*

**ADMINISTRATIVE SERVICES SUPERVISOR**  
*KATHY MATTHEWS*

**ENGINEERING & CONSTRUCTION CONTRACTS MANAGER**  
*KISHEN PRATHIVADI*

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**SEWER AUTHORITY MID-COASTSIDE  
GENERAL BUDGET  
FISCAL YEAR 2016/17**

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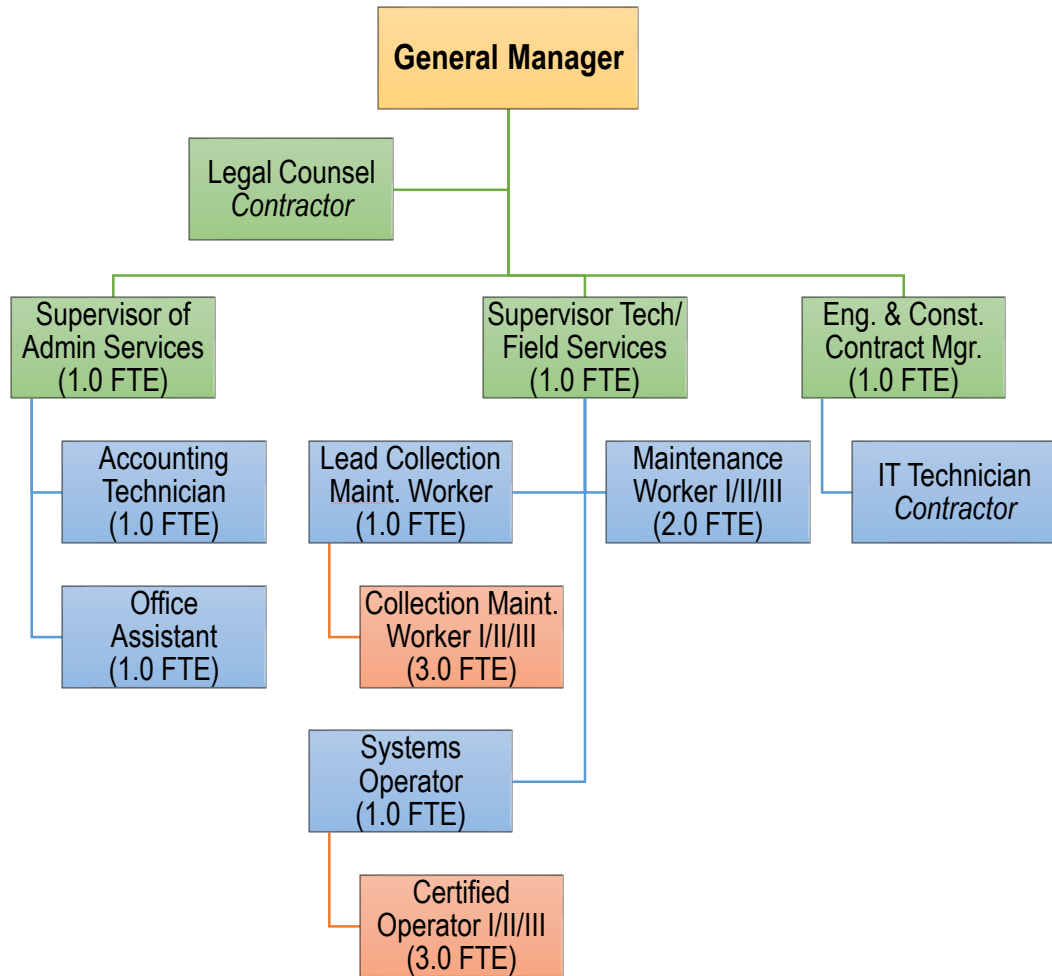
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**Position Control List**  
**Adopted June \_\_\_\_\_, 2016**  
**Resolution No. \_\_\_\_\_-2016**

<b><u>Classifications</u></b>	<b><u>Authorized Positions</u></b>
General Manager	1.0
<del>Engineering &amp; Construction Contracts Manager</del>	<del>1.0</del>
 <b><u>Administrative Services:</u></b>	
Supervisor of Administrative Services	1.0
<del>Accounting Technician</del>	<del>1.0</del>
<del>Receptionist</del>	<del>1.0</del>
<del>Office Assistant</del>	<del>1.0</del>
	<u>2.03.0</u>
 <b><u>Collection Services:</u></b>	
<del>Supervisor of Treatment / Field Operations (Rotational)</del>	<del>1.0</del>
Lead Collection Maintenance Worker	1.0
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
	<u>6.05.0</u>
 <b><u>Operations &amp; Maintenance:</u></b>	
Supervisor of Treatment / Field Operations <del>(Rotational)</del>	1.0
Maintenance Mechanic I/II/III	1.0
<del>Operator in Training</del>	<del>1.0</del>
<del>Operator I/II/III</del>	<del>4.03.0</del>
Systems Operator	<u>1.0</u>
	<u>5.06.0</u>
 <b><u>Environmental Compliance:</u></b>	
 <b><u>Infrastructure:</u></b>	
<del>Engineering &amp; Construction Contracts Manager</del>	<del>1.0</del>
<b>Total Authorized</b>	<b><u>1416</u></b>

**Organizational Chart Fiscal Year 2016/17 (supervisory structure)**







**SEWER AUTHORITY MID-COASTSIDE**

**TO:** Honorable Board of Directors and Member Agencies  
of the Sewer Authority Mid-Coastside

**FROM:** Beverli A. Marshall, General Manager

**DATE:** April 25, 2016

**SUBJECT:** **Proposed SAM General Budget for Fiscal Year 2016/17**

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I am pleased to present to you the proposed Sewer Authority Mid-Coastside (SAM) General Budget for Fiscal Year 2016/17. SAM operates in accordance with all applicable laws and regulations. SAM is a Joint Powers Authority created on February 3, 1976, to serve its member agencies, the City of Half Moon Bay, the Granada Community Services District, and the Montara Water & Sanitary District.

This budget, which is effective July 1, 2016, through June 30, 2017, provides a financial plan for all SAM activities. The document’s primary purpose is to be a guide for SAM and establishes a broad policy governing agency expenditures that staff will follow in making day-to-day decision. The proposed budget is balanced and consistent with direction from the member agencies and the SAM Board of Directors.

*BUDGET OVERVIEW*

This budget is based on compliance with permit requirements, while identifying areas for improvement and greater efficiencies, and the service level demands from the member agencies.

For Fiscal Year (FY) 2016/17 the anticipated total budget is \$5.1 million, an overall decrease of \$0.46 million (-8.3%) from the FY 2015/16 adopted budget. As a JPA, SAM receives nearly all (98%) of its revenue from assessments from its member agencies as defined in the Joint Exercise of Powers Agreement (JEPA), last amended February 1, 2011, and the contract service agreements. The remaining revenue comes from direct service fees and miscellaneous revenue. The member agency assessments for FY 2016/17 are shown in the following table (rounded to the nearest dollar).

<b>Total Assessments for Each Member Agency</b>				
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Total</u>
Operations & Maintenance	\$1,708,095	\$ 968,479	\$ 694,531	\$3,371,104
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<b>Total</b>	<b>\$2,417,806</b>	<b>\$1,425,167</b>	<b>\$1,169,848</b>	<b>\$5,012,821</b>
% of Assessments	48.2%	28.4%	23.4%	100%

If adopted as presented, the budget reflects an increase in total budgeted full-time equivalent (FTE) positions of 1.0 FTE and assumes that all budgeted positions are authorized to be filled. The Infrastructure budget includes funds for hydraulic modeling and to create a 5-Year Infrastructure Program.

*JPA O & M ASSESSMENTS*

SAM member agencies are charged assessments for the operations and maintenance (administration and treatment) of SAM facilities, as described in the Joint Exercise of Powers Agreement, based on each agency’s portion of the previous calendar year’s flow. The Operation & Maintenance (O & M) budget is divided into three divisions: Administrative Services, Treatment, and Environmental Compliance. In 2014, the distribution of flow was 49.7% (HMB), 28.5% (GCSD), 21.8% (MWSD). In 2015, there was a minor change, resulting in an increase in the Half Moon Bay portion (50.7%) and a decrease in Montara’s portion (20.6%), with Granada remaining relatively flat (28.7%). The member agency assessments for O & M are shown in the following table (rounded to the nearest dollar).

<b>O &amp; M Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$1,613,865	\$1,708,095	\$94,230	5.8%
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<b>Total</b>	<b>\$3,247,212</b>	<b>\$3,371,104</b>	<b>\$123,892</b>	<b>3.8%</b>

*CONTRACT COLLECTION SERVICES ASSESSMENTS*

SAM performs maintenance services for the member agencies’ collection systems, which include sewer pipes and pump stations, as described in service agreements that establish levels and frequency of service. Each agency is charged an assessment based on its portion of the total man hours expended on these tasks from the previous calendar year and the administrative burden of supporting the services. In 2014, the distribution was 36.3% (HMB), 27.4% (GCSD), 36.3% (MWSD). In 2015, there was a minor change, resulting in an increase in Half Moon Bay’s portion (37.6%) and a decrease in Montara’s portion (35.1%), with Granada’s remaining relatively flat (27.3%). The member agency assessments for CCS are shown in the following table (rounded to the nearest dollar).

<b>CCS Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$ 369,420	\$ 331,685	(\$37,735)	(10.2%)
GCSD	\$ 267,797	\$ 242,350	(\$25,448)	(9.5%)
MWSD	\$ 344,990	\$ 321,608	(\$23,382)	(6.8%)
<b>Total</b>	<b>\$ 982,207</b>	<b>\$ 895,642</b>	<b>(\$86,565)</b>	<b>(8.8%)</b>

*JPA INFRASTRUCTURE ASSESSMENTS*

SAM member agencies are charged assessments for infrastructure rehabilitation and replacement of SAM facilities based on each agency’s portion of the previous calendar year’s flow. The member agency assessments for Infrastructure are shown in the

following table (rounded to the nearest dollar).

<b>Infrastructure Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$366,289	\$378,026	\$11,737	3.2%
GCSD	\$210,045	\$214,338	\$4,293	2.0%
MWSD	\$160,666	\$153,710	(\$6,956)	(4.3%)
<b>Total</b>	<b>\$737,000</b>	<b>\$746,074</b>	<b>\$9,074</b>	<b>1.2%</b>

*CHALLENGES*

SAM is not immune to increasing costs in key areas such as: retirement benefit contributions; utility rates; post-employment benefits; regulatory changes; and changes since the JPA was originally formed. Many of these costs are contractual or regulatory requirements that create fixed, non-discretionary expenses. In order to minimize the impact of these non-discretionary costs on member agencies, SAM is taking steps to negotiate cost sharing with represented employees, implementing efficiency measures, and identification of cost saving partnerships with other agencies.

SAM's biggest challenge at this time is to address its aging infrastructure while keeping assessments to the member agencies at affordable levels. SAM currently does not assess the member agencies for future replacement of its infrastructure. SAM has insufficient resources to replace or rehabilitate its infrastructure and lacks an adopted infrastructure plan identifying needs based on risk assessment and useful life expectancies. The FY 2016/17 Infrastructure division budget includes funds to create a 5-Year Infrastructure Program (IP). Once the IP is developed, staff believes that SAM could qualify to borrow from the Clean Water State Revolving Fund (SRF) Loan program with a 20-year repayment schedule and low interest rates and possibly receive grant funds for recycled water projects.

Another challenge is for SAM to stay compliant with the ever-increasing technical requirements as well as with the mandated financial and administrative reporting. Staff is implementing a new accounting software system and chart of accounts to provide a more transparent process that conforms to current industry practices for financial management and reporting. The proposed budget is a reflection of the move to a document that is transparent in how SAM plans to deliver services and expend funds. Member agencies must approve all changes at the budget level for the JEPA functions and set service levels and delivery methodology for contract services.

*ACKNOWLEDGEMENTS*

Staff wishes to thank the member agency managers for their patience and feedback. Staff recognizes that the budget process was sometimes difficult and frustrating for all involved but worthwhile to help in understanding the agencies' needs, how they work together, and how to best serve the member agencies to achieve positive results.

Respectfully submitted,

*Beverli A. Marshall*

Beverli A. Marshall, SDA  
General Manager

## BUDGET DETAIL

### SUMMARY

Each year SAM makes assumptions regarding revenue and expenses. While much of the operating expenses are outside of SAM's control (utilities, chemical use, treatment flow levels), it is still possible to estimate the cost from year to year. The Board and the member agencies expect staff to justify all expenditures and to continue to identify areas that can be made more efficient and cost effective.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, chemical supplies, and other non-discretionary expenses. Discretionary costs were recommended by staff based on identified needs and industry best practices.

The overall change from the Adopted Budget for Fiscal Year 2015/16 to Fiscal Year 2016/17 is a **decrease** of \$460,242 (-8.3%). All expenditures and revenues are included in the General Fund, SAM's only funding source. The impact to the member agency assessments is:

	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$</u>	<u>%</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$1,588,908	\$1,808,076	\$2,349,574	\$2,417,806	\$68,232	2.9%
GCSD	\$1,034,304	\$1,225,128	\$1,403,297	\$1,425,167	\$21,869	1.6%
MWSD	\$ 759,960	\$ 776,868	\$1,213,548	\$1,169,848	(\$43,700)	(3.6%)
Total	\$3,383,172	\$3,810,072	\$4,966,419	\$5,012,821	\$46,402	0.9%

The primary change in the O & M budget is due to: reallocating wage and benefit costs related to infrastructure projects to the Infrastructure division rather than Administrative Services; adding 1.0 FTE Accounting Technician to Administrative Services; reallocating costs out of CCS for staff not directly providing those services; and one-time consulting costs to update the NPDES permit and related ordinances. These changes result in an overall **increase** in the O & M budget of \$17,248 (3.5%).

There was a **decrease** in the Contract Collection Services budget of \$86,565 (-8.8%) due to the direction from the member agency managers to remove all allocations to CCS for staff not directly providing contract services. The savings were partially offset by adding the cost associated with replacing a cleaning vehicle that had reached the end of its useful life.

Most of the change in the Infrastructure budget is due to no large projects like there was in FY 2015/16. Instead, there are a few smaller projects that focus on immediate process and safety needs and the creation of a 5-Year Infrastructure Plan. The overall result is a **decrease** of \$490,926 (-40%). Future infrastructure projects may utilize grants and loans, if available.

The following pages provide the detailed budget for SAM and the separate divisions.

**GENERAL BUDGET - ALL DIVISIONS**  
**FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	1,053,631	1,208,075	1,407,032	1,185,658	1,562,751	155,719	11%
Premium Pay	56,344	64,403	68,379	71,567	69,200	821	1%
Health Benefits	-	-	68,032	333,480	375,360	307,328	452%
Retirement Cont.	177,209	203,323	236,866	188,205	280,969	44,104	19%
Retirement Medical	27,837	3,737	27,492	28,757	23,231	(4,261)	-15%
Misc. Benefits	293,979	372,477	381,667	141,084	107,709	(273,959)	-72%
Legal Services	103,157	76,296	36,050	133,293	54,560	18,510	51%
Engineering Services	147,071	108,194	325,000	188,265	133,550	(191,450)	-59%
Professional Services	272,904	180,809	211,302	576,722	282,000	70,698	33%
Prof. Memberships	15,283	16,858	16,530	17,753	23,795	7,265	44.0%
Printing/Advertising	3,563	2,137	2,675	8,250	7,500	4,825	180%
Insurance Premiums	111,061	101,807	97,357	112,712	112,711	15,354	16%
Utilities	486,065	478,113	481,729	403,071	482,100	371	0.1%
Misc. Expenses	230,877	235,283	288,249	351,155	183,274	(104,975)	-36%
Travel & Training	20,310	23,885	22,200	26,401	50,530	28,330	128%
Bldg & Maint Services	12,104	13,520	14,564	14,487	15,550	986	6.8%
Chemicals	179,222	186,854	197,990	184,114	148,000	(49,990)	-25%
Permits & Licenses	32,134	48,423	44,484	34,361	45,000	516	1.2%
Supplies	59,112	50,343	59,728	56,795	173,530	113,802	191%
Equipment	533,680	502,876	612,781	586,346	600,500	(12,281)	-2%
Tools	2,196	2,602	12,956	3,579	7,800	(5,156)	-39.8%
Construction	-	512,157	947,000	947,000	360,200	(586,800)	-62.0%
	3,817,739	4,392,172	5,560,063	5,593,056	5,099,821	(460,242)	-8.3%

**Funded Positions:**

Operating Fund FTE	15.00	15.00	15.00	15.00	16.00	1.00	6.7%
Other Funds FTE	-	-	-	-	-	-	0%
	15.00	15.00	15.00	15.00	16.00	1.00	6.7%

**REVENUE**

**By Type:**

Member Assessments	3,923,844	4,345,488	4,966,419	4,966,419	5,012,821	46,402	1%
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	40,702	-	52,277	40,000	48,250	(4,027)	-8%
Misc. Fees	5,865	7,635	6,000	6,729	7,000	1,000	17%
Interest Earnings	6,859	7,032	6,855	7,023	6,500	(355)	-5%
Misc. Revenue	30,984	187,734	28,512	25,169	25,250	(3,262)	-11%
Reserve Drawdown	-	-	500,000	500,000	-	(500,000)	-100%
	4,008,254	4,547,889	5,560,063	5,545,340	5,099,821	(460,242)	-8.3%

**By Agency:**

Half Moon Bay	1,588,908	1,808,076	2,349,574	2,349,574	2,417,806	68,232	2.9%
Granada CSD	1,034,304	1,225,128	1,403,297	1,403,297	1,425,167	21,869	1.6%
Montara WSD	759,960	776,868	1,213,548	1,213,548	1,169,848	(43,700)	-3.6%
	3,383,172	3,810,072	4,966,419	4,966,419	5,012,821	46,402	0.9%

**All Divisions**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Director Fees	10,300	10,200	10,200	14,400	14,000	3,800	37%
Payroll	1,043,331	1,197,875	1,396,832	1,171,258	1,548,751	151,919	11%
Overtime	56,344	64,403	68,079	71,367	25,100	(42,979)	-63%
Standby Pay	-	-	-	-	43,800	43,800	-
Benefits	471,188	575,800	618,533	329,290	388,678	(229,855)	-37%
Healthcare Benefits	-	-	68,032	333,480	375,360	307,328	452%
Overtime Meals	-	-	300	200	300	-	0%
Temporary	36,367	29,147	63,770	33,536	-	(63,770)	-100%
Retiree Medical Benefits	27,837	3,737	27,492	28,757	23,231	(4,261)	-15%
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	668	5,040	2,400	5,245	205	4%
Personnel Assistance	10,500	10,500	10,812	10,716	-	(10,812)	-100%
Audit Fees	27,175	25,625	29,682	26,720	20,000	(9,682)	-33%
Engineering Fees	147,071	108,194	325,000	188,265	133,550	(191,450)	-59%
Legal Fees	103,157	76,296	36,050	133,293	54,560	18,510	51%
Payroll Costs	5,309	5,960	4,680	4,692	-	(4,680)	-100%
Other Professional Services	225,155	129,673	87,308	285,000	80,000	(7,308)	-8%
Special Consultant Services	-	-	60,000	-	5,000	(55,000)	-92%
Janitorial	12,104	13,520	14,564	14,487	15,550	986	7%
Laundry Services	24,516	29,418	16,868	26,223	25,800	8,932	53%
Outside Lab Analysis	36,625	56,521	52,102	143,282	5,000	(47,102)	-90%
Inspections	54,195	38,895	70,515	70,000	70,000	(515)	-1%
Calibration	17,030	8,099	13,000	11,697	15,000	2,000	15%
Solid Waste	164,283	155,162	173,372	126,494	165,000	(8,372)	-5%
Maintenance Project Management	405	429	500	1,092	-	(500)	-100%
Technical/Consulting Services	8,074	12,261	20,200	250,000	172,500	152,300	754%
Video Services	2,000	2,750	3,300	4,286	4,500	1,200	36%
Memberships and Dues	15,283	16,858	16,530	17,753	23,795	7,265	44%
Printing and Publications	3,563	2,137	2,675	8,250	7,500	4,825	180%
Skills and Improvements	6,764	5,805	11,800	7,918	17,500	5,700	48%
Meetings and Travel	1,867	1,897	3,600	7,466	14,630	11,030	306%
Safety Physicals	-	75	-	-	-	-	-
Safety Training	11,679	16,183	6,800	11,016	18,400	11,600	171%
Safety Shoes	1,676	1,551	2,200	2,200	2,280	80	4%
Personal Safety Equipment	3,472	2,578	2,500	3,037	3,000	500	20%
Safety Equipment	5,811	8,159	2,449	2,350	2,699	250	10%
Postage	2,361	2,265	3,000	276	3,250	250	8%
Equipment Rental	33,414	33,818	15,000	15,000	15,450	450	3%
Office Supplies	3,593	4,562	5,289	4,011	7,450	2,161	41%
Computer/Supplies	6,366	9,975	8,670	10,465	118,000	109,330	1261%
General Supplies	4,084	7,578	5,896	5,577	6,930	1,034	18%
Bad Debt Expense	-	1,128	-	-	-	-	-
Liability Insurance	86,660	80,152	74,619	89,336	89,336	14,717	20%
Property Insurance	24,043	21,297	22,362	23,000	23,000	638	3%

**All Divisions**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Claims	-	6,808	25,000	25,000	25,000	-	0%
Dishonesty Bond Insurance	358	358	376	376	375	(1)	0%
Telephone	16,822	19,940	12,566	21,927	15,000	2,434	19%
Electric	270,660	280,129	261,702	234,894	265,000	3,298	1%
Natural Gas	1,454	1,061	1,989	674	2,100	111	6%
Water	32,846	21,821	32,100	19,082	35,000	2,900	9%
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	7,284	7,539	6,625	6,775	6,700	75	1%
Pagers	-	-	-	-	-	-	-
Alarm System	1,978	2,119	2,100	2,568	2,200	100	5%
Radio System	360	-	2,900	1,000	1,000	(1,900)	-66%
Permits, Licenses and Fees	32,134	48,423	44,484	34,361	45,000	516	1%
Diesel	15,014	9,353	14,000	14,278	12,500	(1,500)	-11%
Gasoline	5,528	5,817	6,600	3,911	6,100	(500)	-8%
Lubricants	3,704	278	2,700	4,565	5,250	2,550	94%
Chemical - General	1,761	842	2,523	22	2,500	(23)	-1%
Maintenance	13	354	2,750	1,426	2,800	50	2%
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	48,775	55,136	58,540	53,993	45,000	(13,540)	-23%
Chemicals - Bisulfate	46,334	51,738	42,575	45,353	33,000	(9,575)	-22%
Chemicals - NaOCL - Pump Station	37,014	36,864	39,451	33,710	30,000	(9,451)	-24%
Chemicals - Polymer	26,692	20,803	30,380	25,473	20,000	(10,380)	-34%
Chemicals - FeCl3	19,430	20,276	25,544	23,136	15,000	(10,544)	-41%
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	977	2,037	1,500	2,450	5,000	3,500	233%
Lab Maintenance Supplies	33	3,209	1,000	269	5,000	4,000	400%
Lab General	10,891	6,203	7,750	10,925	5,000	(2,750)	-35%
Public Outreach Gen Supplies	8,194	2,172	2,550	1,346	2,600	50	2%
Office Equipment	2,344	2,483	2,781	5,746	6,000	3,219	116%
Vehicles	6,163	16,394	11,000	13,872	11,000	-	0%
Building & Grounds	11,249	29,780	15,000	5,580	15,000	-	0%
Pump Station	94,943	71,464	178,000	229,903	215,000	37,000	21%
Plant Equipment	407,490	173,840	362,000	223,543	518,200	156,200	43%
Facility Roofing	-	29,990	30,000	50,000	-	(30,000)	-100%
Instrumentation	-	2,359	-	-	10,000	10,000	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	47,732	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	38,658	-	-	-	-	-
Lift Station - HMB	-	13,692	-	-	3,000	3,000	-
Lift Station - GCSD	-	6,478	-	3,295	1,500	1,500	-
Lift Station - MWSD	-	57,003	-	6,125	6,000	6,000	-
SAM Collection Equipment	11,491	13,003	961,000	995,283	175,000	(786,000)	-82%
Service/Bank Charges	5	106	-	27	50	50	-

**All Divisions**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Interest Expense	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-
Mechanical Tools	960	1,129	11,200	1,500	5,000	(6,200)	-55%
General Tools	1,236	1,473	1,756	2,079	2,800	1,044	59%
Fines and Penalties	-	-	-	-	-	-	-
	3,817,739	3,880,015	5,560,063	5,593,056	5,099,821	(460,242)	-8%
Operating HMB	1,819,992	1,844,388	2,349,574	1,983,285	2,417,806	68,232	3%
Operating GCSD	1,113,792	1,251,216	1,403,297	1,193,252	1,425,167	21,869	2%
Operating MWSD	990,060	929,880	1,213,548	1,052,882	1,169,848	(43,700)	-4%
NDWSCP Revenue - Operating	39,857	-	52,027	40,000	48,000	(4,027)	-8%
NDWSCP Revenue - Late Fee	845	-	250	-	250	-	0%
Treatment Trucked Waste	5,865	7,635	6,000	6,729	7,000	1,000	17%
Misc. Revenue	30,984	187,734	1,590	169	250	(1,340)	-84%
Grant Revenue	-	-	-	-	-	-	-
Leachate Revenue	275	-	-	-	-	-	-
Insurance Dividend	32,979	20,338	26,922	25,000	25,000	(1,922)	-7%
Interest Revenue - Operating	6,859	7,032	6,855	7,023	6,500	(355)	-5%
	4,041,508	4,248,223	5,060,063	4,308,340	5,099,821	39,758	1%
FTE	15.00	15.00	15.000	15.00	16.00	1.00	7%



**Operation & Maintenance  
Budget**

**SAM OPERATION & MAINTENANCE**  
**FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	705,711	770,720	865,965	709,676	1,107,345	241,380	28%
Premium Pay	20,981	24,354	23,181	39,587	44,500	21,319	92%
Health Benefits	-	-	35,373	204,450	245,157	209,784	593%
Retirement Cont.	119,802	131,159	147,590	116,237	205,636	58,047	39%
Retirement Medical	18,779	2,348	18,432	19,697	16,400	(2,032)	-11%
Misc. Benefits	176,239	246,661	243,003	75,018	68,761	(174,242)	-72%
Legal Services	103,157	76,296	36,050	133,293	54,560	18,510	51%
Engineering Services	147,071	108,194	75,000	56,625	-	(75,000)	-100%
Professional Services	253,404	162,934	141,302	396,722	222,000	80,698	57%
Prof. Memberships	15,135	16,858	16,530	16,925	23,045	6,515	39%
Printing/Advertising	3,563	2,137	2,675	8,250	6,500	3,825	143%
Insurance Premiums	59,065	53,716	52,587	53,376	53,375	788	1%
Utilities	482,718	477,856	477,686	399,028	477,100	(586)	0%
Misc. Expenses	226,786	225,120	280,858	335,096	173,295	(107,563)	-38%
Travel & Training	14,791	14,936	10,800	17,281	38,250	27,450	254%
Bldg & Maint Services	12,104	13,520	14,564	14,487	15,550	986	7%
Chemicals	179,222	186,854	197,990	184,114	148,000	(49,990)	-25%
Permits & Licenses	32,134	48,423	44,484	34,361	45,000	516	1%
Supplies	49,722	41,468	50,805	46,308	87,130	36,325	71%
Equipment	517,808	482,643	593,781	527,349	419,500	(174,281)	-29%
Tools	1,843	2,380	12,200	2,319	7,000	(5,200)	-43%
Construction	-	-	-	-	-	-	0%
	3,140,035	3,088,577	3,340,856	3,390,199	3,458,104	117,248	3.5%

**Funded Positions:**

Operating Fund FTE	8.850	8.850	8.525	9.500	10.450	1.925	23%
Other Funds FTE	-	-	-	-	-	-	0%
	8.850	8.850	8.525	9.500	10.450	1.925	23%

**REVENUE**

**By Type:**

Member Assessments	3,085,668	3,156,372	3,247,212	3,247,212	3,371,104	123,892	3.8%
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	40,702	-	52,277	40,000	48,250	(4,027)	-8%
Misc. Fees	5,865	7,635	6,000	6,729	7,000	1,000	17%
Interest Earnings	6,859	7,032	6,855	7,023	6,500	(355)	-5%
Misc. Revenue	30,984	187,734	28,512	25,169	25,250	(3,262)	-11%
Reserve Drawdown	-	-	-	-	-	-	0%
	3,170,078	3,358,773	3,340,856	3,326,133	3,458,104	117,248	3.5%

**By Agency:**

Half Moon Bay	1,313,148	1,351,404	1,613,865	1,613,865	1,708,095	94,230	5.8%
Granada CSD	804,756	861,900	925,455	925,455	968,479	43,024	4.6%
Montara WSD	427,092	407,652	707,892	707,892	694,531	(13,361)	-1.9%
	2,544,996	2,620,956	3,247,212	3,247,212	3,371,104	123,892	3.8%

## OPERATION & MAINTENANCE



### PROGRAM DESCRIPTION

The Agreement stipulates that the total expenses of operation and maintenance (O & M) of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

#### Operation & Maintenance Flow Calculations

	HMB	GCSD	MWSD	
<b>FY 2016/17</b>	50.7%	28.7%	20.6%	(Based on Calendar Year 2015)
<b>FY 2015/16</b>	49.7%	28.5%	21.8%	(Based on Calendar Year 2014)
<b>Variance</b>	0.9%	0.3%	-1.2%	

The O & M budget (Administrative Services, Treatment, and Environmental Compliance divisions) increased \$117,248 (3.5%). The biggest changes affecting this budget are:

- Increase in authorized staff for more efficient and effective processing of SAM's financial transactions (1.0 FTE).
- Professional services for periodic review and update of the NPDES permit.
- Reallocation of 0.80 FTE of the Engineering & Construction Contracts Manager (\$121,000) from O & M to the Infrastructure division.
- Assumes filling the vacant Operator (1.0 FTE).

#### O & M Assessments for Each Member Agency

	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$1,613,865	\$1,708,095	\$94,230	5.8%
GCSD	\$ 925,455	\$ 968,479	\$43,024	4.6%
MWSD	\$ 707,892	\$ 694,531	(\$13,361)	(1.9%)
<b>Total</b>	<b>\$3,247,212</b>	<b>\$3,371,104</b>	<b>\$23,892</b>	<b>3.8%</b>

The following staffing summary reflects the historical cost allocation for O & M.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	8.85	8.85	8.85	8.525	10.45

**ADMINISTRATIVE SERVICES DIVISION  
FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	345,863	389,614	462,134	360,238	471,624	9,490	2%
Premium Pay	2,275	2,484	2,100	3,120	100	(2,000)	-95%
Health Benefits	-	-	25,494	75,420	93,840	68,346	268%
Retirement Cont.	60,872	68,572	81,336	63,402	83,006	1,670	2%
Retirement Medical	10,513	1,205	10,284	11,993	6,864	(3,420)	-33%
Misc. Benefits	63,634	121,708	128,021	26,516	31,400	(96,621)	-75%
Legal Services	103,157	76,296	36,050	133,293	54,560	18,510	51%
Engineering Services	142,871	108,194	75,000	56,625	-	(75,000)	-100%
Professional Services	253,404	162,934	116,302	306,722	74,500	(41,802)	-36%
Prof. Memberships	14,987	16,404	16,530	16,925	21,925	5,395	33%
Printing/Advertising	2,768	2,137	2,575	8,150	6,000	3,425	133%
Insurance Premiums	59,065	53,716	52,587	53,376	53,375	788	1%
Utilities	16,822	19,940	12,566	21,927	15,000	2,434	19%
Misc. Expenses	51,395	51,825	103,215	70,306	35,420	(67,795)	-66%
Travel & Training	2,272	2,507	3,400	6,265	9,000	5,600	165%
Bldg & Maint Services	12,104	13,520	14,564	14,487	14,500	(64)	-0.4%
Chemicals	-	-	-	-	-	-	0%
Permits & Licenses	2,772	-	-	31	-	-	0%
Supplies	11,610	19,044	12,794	11,849	47,500	34,706	271%
Equipment	3,327	2,483	2,781	5,746	5,000	2,219	80%
Tools	-	-	-	-	-	-	0%
Construction	-	-	-	-	-	-	0%
	1,159,711	1,112,583	1,157,733	1,246,390	1,023,614	(134,119)	-12%

**Funded Positions:**

Operating Fund FTE	4.000	3.925	3.975	4.000	4.000	0.025	1%
Other Funds FTE	-	-	-	-	-	-	0%
	4.000	3.925	3.975	4.000	4.000	0.025	0.6%

**REVENUE**

**By Type:**

Member Assessments	1,080,360	1,094,412	1,122,456	1,122,456	991,864	(130,592)	-12%
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	-	-	-	-	-	-	0%
Misc. Fees	-	-	-	-	-	-	0%
Interest Earnings	6,859	7,032	6,855	7,023	6,500	(355)	-5%
Misc. Revenue	30,789	13,177	28,422	25,169	25,250	(3,172)	-11%
Reserve Drawdown	-	-	-	-	-	-	0%
	1,118,008	1,114,621	1,157,733	1,154,648	1,023,614	(134,119)	-12%

**By Agency:**

Half Moon Bay	309,588	342,624	557,861	557,861	502,565	(55,296)	-10%
Granada CSD	230,100	216,372	319,900	319,900	284,951	(34,949)	-11%
Montara WSD	-	-	244,695	244,695	204,348	(40,347)	-16%
	539,688	558,996	1,122,456	1,122,456	991,864	(130,592)	-12%

### Administrative Services

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Director Fees	10,300	10,200	10,200	14,400	14,000	3,800	37%
Payroll	335,563	379,414	451,934	345,838	457,624	5,690	1%
Overtime	2,275	2,484	2,000	3,120	100	(1,900)	-95%
Standby Pay	-	-	-	-	-	-	-
Benefits	124,506	190,280	209,357	89,918	114,406	(94,951)	-45%
Healthcare Benefits	-	-	25,494	75,420	93,840	68,346	268%
Overtime Meals	-	-	100	-	-	(100)	-100%
Temporary	36,367	29,147	63,770	33,536	-	(63,770)	-100%
Retiree Medical Benefits	10,513	1,205	10,284	11,993	6,864	(3,420)	-33%
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	-	390	-	220	(170)	-44%
Personnel Assistance	10,500	10,500	10,812	10,716	-	(10,812)	-100%
Audit Fees	27,175	25,625	29,682	26,720	20,000	(9,682)	-33%
Engineering Fees	142,871	108,194	75,000	56,625	-	(75,000)	-100%
Legal Fees	103,157	76,296	36,050	133,293	54,560	18,510	51%
Payroll Costs	5,309	5,960	4,680	4,692	-	(4,680)	-100%
Other Professional Services	205,655	111,798	47,308	205,000	25,000	(22,308)	-47%
Special Consultant Services	-	-	20,000	-	-	(20,000)	-100%
Janitorial	12,104	13,520	14,564	14,487	14,500	(64)	0%
Laundry Services	-	-	-	-	-	-	-
Outside Lab Analysis	-	-	-	-	-	-	-
Inspections	-	-	-	-	-	-	-
Calibration	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-
Maintenance Project Management	-	-	-	-	-	-	-
Technical/Consulting Services	8,074	12,261	5,200	60,000	25,000	19,800	381%
Video Services	2,000	2,750	3,300	4,286	4,500	1,200	36%
Memberships and Dues	14,987	16,404	16,530	16,925	21,925	5,395	33%
Printing and Publications	2,768	2,137	2,575	8,150	6,000	3,425	133%
Skills and Improvements	1,028	640	600	34	3,000	2,400	400%
Meetings and Travel	1,244	1,867	2,000	5,230	5,000	3,000	150%
Safety Physicals	-	-	-	-	-	-	-
Safety Training	-	-	800	1,000	1,000	200	25%
Safety Shoes	-	-	-	-	-	-	-
Personal Safety Equipment	-	-	-	-	-	-	-
Safety Equipment	-	-	-	-	-	-	-
Postage	2,361	2,265	2,750	276	3,000	250	9%
Equipment Rental	-	-	-	-	450	450	-
Office Supplies	2,985	4,398	4,774	3,012	6,500	1,726	36%
Computer/Supplies	6,295	9,857	3,670	5,465	36,000	32,330	881%
General Supplies	2,330	4,789	4,350	3,372	5,000	650	15%
Bad Debt Expense	-	-	-	-	-	-	-
Liability Insurance	34,664	32,061	29,849	30,000	30,000	151	1%
Property Insurance	24,043	21,297	22,362	23,000	23,000	638	3%

**Administrative Services**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Claims	-	6,808	25,000	25,000	25,000	-	0%
Dishonesty Bond Insurance	358	358	376	376	375	(1)	0%
Telephone	16,822	19,940	12,566	21,927	15,000	2,434	19%
Electric	-	-	-	-	-	-	-
Natural Gas	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	7,284	7,539	6,625	6,775	6,700	75	1%
Pagers	-	-	-	-	-	-	-
Alarm System	-	-	-	-	-	-	-
Radio System	-	-	-	-	-	-	-
Permits, Licenses and Fees	2,772	-	-	31	-	-	-
Diesel	-	-	-	-	-	-	-
Gasoline	69	-	-	-	-	-	-
Lubricants	-	-	-	-	-	-	-
Chemical - General Maintenance	-	-	-	-	-	-	-
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	-	-	-	-	-	-	-
Chemicals - Bisulfate	-	-	-	-	-	-	-
Chemicals - NaOCL - Pump Station	-	-	-	-	-	-	-
Chemicals - Polymer	-	-	-	-	-	-	-
Chemicals - FeCl3	-	-	-	-	-	-	-
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	-	-	-	-	-	-	-
Lab Maintenance Supplies	-	-	-	-	-	-	-
Lab General	-	-	-	-	-	-	-
Public Outreach Gen Supplies	-	-	-	-	-	-	-
Office Equipment	2,092	2,483	2,781	5,746	5,000	2,219	80%
Vehicles	1,235	-	-	-	-	-	-
Building & Grounds	-	-	-	-	-	-	-
Pump Station	-	-	-	-	-	-	-
Plant Equipment	-	-	-	-	-	-	-
Facility Roofing	-	-	-	-	-	-	-
Instrumentation	-	-	-	-	-	-	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	-	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	-	-	-	-	-	-
Lift Station - HMB	-	-	-	-	-	-	-
Lift Station - GCSD	-	-	-	-	-	-	-
Lift Station - MWSD	-	-	-	-	-	-	-
SAM Collection Equipment	-	-	-	-	-	-	-
Service/Bank Charges	5	106	-	27	50	50	-

### Administrative Services

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Interest Expense	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-
Mechanical Tools	-	-	-	-	-	-	-
General Tools	-	-	-	-	-	-	-
Fines and Penalties	-	-	-	-	-	-	-
	1,159,711	1,112,583	1,157,733	1,246,390	1,023,614	(134,119)	-12%
Operating HMB	540,672	535,416	557,861	557,861	502,565	(55,296)	-10%
Operating GCSD	309,588	342,624	319,900	319,900	284,951	(34,949)	-11%
Operating MWSD	230,100	216,372	244,695	244,695	204,348	(40,347)	-16%
NDWSCP Revenue - Operating	-	-	-	-	-	-	-
NDWSCP Revenue - Late Fee	-	-	-	-	-	-	-
Treatment Trucked Waste	-	-	-	-	-	-	-
Misc. Revenue	30,789	13,177	1,500	169	250	(1,250)	-83%
Grant Revenue	-	-	-	-	-	-	-
Leachate Revenue	-	-	-	-	-	-	-
Insurance Dividend	32,979	20,338	26,922	25,000	25,000	(1,922)	-7%
Interest Revenue - Operating	6,859	7,032	6,855	7,023	6,500	(355)	-5%
	1,150,987	1,134,959	1,157,733	1,154,648	1,023,614	(134,119)	-12%
FTE	4.000	3.925	3.975	4.000	4.000	0.025	1%

## ADMINISTRATIVE SERVICES DIVISION



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### PROGRAM DESCRIPTION

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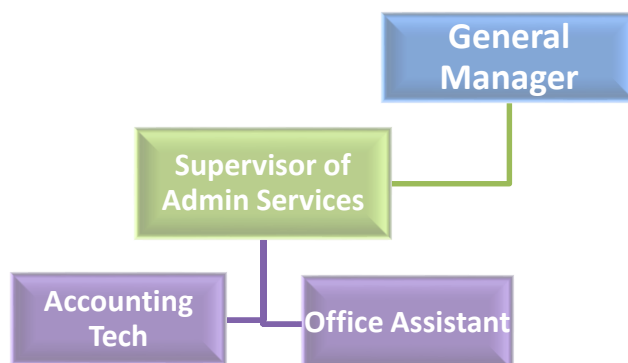
The Administrative Services division provides administrative support to the Board of Directors, the General Manager and all SAM divisions. Its functions include overall planning and coordination of SAM activities, including human resources and risk management, management of SAM's information systems, the web site, and Board services. While there is little public contact by office staff, contact with member agencies and vendors is often coordinated via Administrative Services and information management is a significant role.

This division is responsible for wage, salary and benefits administration, recruitment, employee relations, training, as well as administration of the District's self-insurance and loss prevention programs.

The financial portion of Administration is responsible for maintaining detailed financial records; accounts payable processing, issuing, tracking and collection of accounts receivables; payroll processing; employee benefits accounting; fixed asset management; financial planning, forecasting and reporting; budget development; debt administration; centralized procurement; coordination of the District's audits and issuance of a Comprehensive Annual Financial Report.

Administrative Services operations are managed by the Supervisor of Administrative Services. The following organizational chart reflects the reporting structure for this division.





The following staffing summary reflects the historical cost allocation for the division.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	4.00	4.00	3.925	3.975	4.00

**FINANCIAL DETAILS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

Category	FY 2015/16	FY 2016/17
<b>Wages</b> Includes for wages for 4.00 staff allocated to this division, which includes the addition of 1.0 FTE Accounting Technician as well as the fees paid to SAM Directors for Board, Committee and special meetings based on days of service. The Engineering & Construction Contracts Manager position was reallocated 0.20 FTE to Treatment and 0.80 FTE to Infrastructure to show the engineering and project management related to those functions.	\$462,134	\$471,624
<b>Premium Pay</b> Overtime paid for staff to perform tasks outside of normal work times. The reduction reflects that reclassification of the Supervisor of Administrative Services as an FLSA exempt employee as well as reassigning the Board clerk duties from a non-exempt to an exempt employee.	\$2,100	\$100
<b>Health Benefits</b> The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. The increase is based on the full cost of the contractual commitment to fund the Health & Welfare Fund as identified in the	\$25,494	\$93,840

**FISCAL YEAR 2016/17**

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MOU, which was previously reflected in the Misc. Benefits category.		
Retirement Contributions SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with the requirements of PEPRA.	\$81,336	\$3,006
Retirement Medical Cost of contributions to current retiree medical premiums as well as contributions to MARA plan for employees in Tier 2. Decrease is due to a shift into Health Benefits category for SAM's contribution to the Health & Welfare rate stabilization set aside.	\$10,284	\$6,864
Misc. Benefits Decrease is due to breaking out the health benefits and retirement costs into a separate category for greater transparency as well as the reallocation and reduction of staffing.	\$128,021	\$31,400
Legal Services Increase reflects additional billing time to review new or updated personnel and administrative policies (\$19,000).	\$36,050	\$54,560
Engineering Services All general engineering assistance will be provided by the Engineering & Construction Contracts Manager. All other engineering support is related to specific infrastructure projects and is reflected in the Infrastructure division budget.	\$75,000	\$0
Professional Services Specialized services that cannot be provided by SAM staff. Changes due to the elimination of outside assistance in performing daily financial and payroll processes (reduced \$48,000) and adding funds to facilitate a strategic planning process (increased \$25,000) as well as reallocation of expenses to more appropriate line items.	\$116,302	\$74,500
Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$16,530	\$21,925

**FISCAL YEAR 2016/17**

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Printing/Advertising The cost of printing envelopes, letterhead, checks, and other business forms, mandatory employment posters, as well as advertising public notices.	\$2,575	\$6,000
Insurance Premiums Workers' compensation, property, and liability premiums with an increase based on utilization rates.	\$52,587	\$53,375
Utilities Electricity, water, telephone, cable, internet connections, etc.	\$12,566	\$15,000
Misc. Expenses Includes incidental expenses (postage, claims, copier expenses) not captured in other categories. Reduced by \$42,000 related to temporary staffing for clerical assistance that was replaced by the 1.0 FTE Accounting Technician position.	\$103,215	\$35,420
Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$3,400	\$9,000
Building & Maintenance Services Includes janitorial and other regular building maintenance services.	\$14,564	\$14,500
Chemicals There are no chemical costs charged to Administrative Services.	\$0	\$0
Permits & Licenses There are no permit and license costs charged to Administrative Services.	\$0	\$0
Supplies Office, computer, and general supplies, including food for Board and SAM member managers' meetings. This line also reflects the purchase of software upgrades.	\$12,794	\$47,500
Equipment Purchase of small office equipment and furniture.	\$2,781	\$5,000

## FISCAL YEAR 2016/17

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Tools	\$0	\$0
There are no tool costs charged to Administrative Services.		
Construction	\$0	\$0
There are no construction costs charged to Administrative Services.		

The significant changes in the Administrative Services division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are as follows.

1. Reorganized the budget to display special compensation, medical benefits, retirement benefits, and retiree medical benefits in a more transparent manner. The previous budget organization did not break out special compensation and it lumped all benefits together without breaking out these higher cost benefits separately. In addition to the muddled budget structure, the existing accounting process created a need for additional work outside of the accounting software to track these specific expenditures. This dependency on external calculations created the possibility of human error in tracking and reporting wages and benefits required by the State Controller's Office and CalPERS and did not provide for transparency of costs.
2. Increased the travel and training budget to ensure that staff are able to attend seminars and conferences related to certification requirements and industry practices as well as updated safety compliance. The overall increase is approximately \$5,600.
3. Increased the budget for legal services to reflect the anticipated time needed for review of new or updated personnel and other administrative policies. The estimated additional cost is approximately \$19,000 for FY 2016/17. The actual legal cost for this process will depend upon how much work can be done by staff rather than legal consultants.
4. Budgeted for a full-time Accounting Technician position for a more efficient and effective use of resources rather than depending upon staffing from temporary agencies and contract accounting support. Since 2002, SAM has relied on outside accountant, accounting and payroll services as well as part-time, temporary staffing. The dependency on outside resources and on temporary staffing created inefficient and less optimal accounting practices that became apparent upon the retirement of the Supervisor of Administrative Services in December 2015. By hiring a permanent, full-time accounting technical employee, SAM can make better use of its resources, be more compliant with generally accepted accounting practices (GAAP), have cross-trained resources for when staff is on leave, and plan for the retirements of key staff.

The amount spent in FY 2014/15 for all of the outsourced accounting tasks and temporary assistance was approximately \$85,000. A portion (\$17,000) of the annual savings from bringing the accounting processes in house was utilized to

pay for the new Incode accounting software. The cost of the new accounting position, approximately \$110,000 in FY 2016/17, will be offset partially (\$60,000) by the remaining savings. The resulting new cost, approximately \$50,000, represents approximately 1% of the total General Budget.

5. Budgeted \$25,000 for additional consulting services to facilitate a SAM strategic plan. This is anticipated to be a one-time expense. Future updates will be facilitated by SAM staff.

## **GOALS**

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- Provide effective and efficient administrative support to the Board and divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site and social media pages.
- Implement document retention and destruction policy and procedures in compliance with state requirements.
- Continue to meet the requirements for the Financial Reporting and Operating Budget awards from the California Society of Municipal Finance Officers.
- Review administrative, financial and personnel policies each year for compliance and relevance.

## **ACHIEVEMENTS**

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- Completed recruitments for General Manager and Supervisor of Administrative Services.
- Implemented new accounting software and discontinued use of outside accounting and payroll services.
- Created unrepresented employees manual to define wages and benefits of employees not represented by IUOE, Local No. 39.

## **PROGRAM OBJECTIVES**

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- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Negotiate terms of Memorandum of Understanding, including amendments as required, with the represented units.
- Coordinate updates to terms and conditions for Unrepresented Employees.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Provide assistance as needed with employee relations.
- Provide on-going clarifications of definitions and conditions of employment.
- Evaluate personnel policies and procedures and make appropriate revisions as needed.

## **FISCAL YEAR 2016/17**

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- Process employee payroll per employee contracts. Process accounts payable on a weekly basis. Issue, track and collect accounts receivable.
- Maintain accounting files on Capital Improvement projects and Fixed Assets.
- Provide monthly budget reports to divisions each month.
- Perform accounting in conformance with GAAP (Generally Accepted Accounting Principles).
- Manage and prioritize division activities on an ongoing basis.
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

## **PERFORMANCE MEASURES**

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- Prepare a Comprehensive Annual Financial Report and submit it to the California Society of Municipal Finance Officers for its annual award program.
- Prepare a Comprehensive Budget and submit it to the California Society of Municipal Finance Officers for its annual award program.
- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implement the website improvements as required by SB 272 (Public Records Act).
- Review and update, as necessary, 25% of administrative, financial and personnel policies.

**TREATMENT DIVISION  
FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	327,637	359,700	376,437	349,438	582,667	206,230	55%
Premium Pay	18,706	21,870	21,081	36,467	44,300	23,219	110%
Health Benefits	-	-	9,342	129,030	139,587	130,245	1394%
Retirement Cont.	54,060	59,351	62,112	52,835	112,396	50,284	81%
Retirement Medical	7,819	1,143	7,704	7,704	8,740	1,036	13%
Misc. Benefits	100,628	115,619	106,222	48,502	33,270	(72,952)	-69%
Legal Services	-	-	-	-	-	-	0%
Engineering Services	4,200	-	-	-	-	-	0%
Professional Services	-	-	15,000	40,000	68,000	53,000	353%
Prof. Memberships	148	454	-	-	1,120	1,120	-
Printing/Advertising	645	-	-	-	-	-	0%
Insurance Premiums	-	-	-	-	-	-	0%
Utilities	465,896	457,916	465,120	377,101	462,100	(3,020)	-1%
Misc. Expenses	175,391	172,167	177,393	264,789	137,025	(40,368)	-23%
Travel & Training	12,519	12,429	7,000	11,016	28,000	21,000	300%
Bldg & Maint Services	-	-	-	-	1,050	1,050	-
Chemicals	179,222	186,854	197,990	184,114	143,000	(54,990)	-28%
Permits & Licenses	29,362	48,423	44,484	34,330	45,000	516	1%
Supplies	38,112	22,424	37,761	34,459	27,030	(10,731)	-28%
Equipment	514,481	480,160	591,000	521,603	414,500	(176,500)	-30%
Tools	1,843	2,380	12,200	2,319	7,000	(5,200)	-43%
Construction	-	-	-	-	-	-	0%
	1,930,669	1,940,889	2,130,846	2,093,709	2,254,786	123,940	5.8%

**Funded Positions:**

Operating Fund FTE	4.600	4.700	4.275	5.500	5.950	1.675	39%
Other Funds FTE	-	-	-	-	-	-	0%
	4.600	4.700	4.275	5.500	5.950	1.675	39%

**REVENUE**

**By Type:**

Member Assessments	2,005,308	2,061,960	2,124,756	2,124,756	2,247,786	123,030	6%
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	-	-	-	-	-	-	0%
Misc. Fees	5,865	7,635	6,000	6,729	7,000	1,000	17%
Interest Earnings	-	-	-	-	-	-	0%
Misc. Revenue	195	174,557	90	-	-	(90)	-100%
Reserve Drawdown	-	-	-	-	-	-	0%
	2,011,368	2,244,152	2,130,846	2,131,485	2,247,786	123,940	5.8%

**By Agency:**

Half Moon Bay	1,003,560	1,008,780	1,056,004	1,056,004	1,138,924	82,920	8%
Granada CSD	574,656	645,528	605,555	605,555	645,762	40,207	7%
Montara WSD	427,092	407,652	463,197	463,197	463,099	(98)	0%
	2,005,308	2,061,960	2,124,756	2,124,756	2,247,786	123,030	5.8%

**Treatment**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Director Fees	-	-	-	-	-	-	-
Payroll	327,637	359,700	376,437	349,438	582,667	206,230	55%
Overtime	18,706	21,870	20,981	36,367	15,000	(5,981)	-29%
Standby Pay	-	-	-	-	29,200	29,200	-
Benefits	154,688	174,969	168,334	101,337	145,667	(22,667)	-13%
Healthcare Benefits	-	-	9,342	129,030	139,587	130,245	1394%
Overtime Meals	-	-	100	100	100	-	0%
Temporary	-	-	-	-	-	-	-
Retiree Medical Benefits	7,819	1,143	7,704	7,704	8,740	1,036	13%
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	-	2,250	-	2,625	375	17%
Personnel Assistance	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-
Engineering Fees	4,200	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-
Payroll Costs	-	-	-	-	-	-	-
Other Professional Services	-	-	-	-	-	-	-
Special Consultant Services	-	-	-	-	5,000	5,000	-
Janitorial	-	-	-	-	1,050	1,050	-
Laundry Services	22,192	22,550	14,456	15,144	20,800	6,344	44%
Outside Lab Analysis	36,625	56,521	52,102	143,282	5,000	(47,102)	-90%
Inspections	54,195	38,895	70,515	70,000	70,000	(515)	-1%
Calibration	17,030	8,099	13,000	11,697	15,000	2,000	15%
Solid Waste	164,283	155,162	173,372	126,494	165,000	(8,372)	-5%
Maintenance Project Management	405	429	500	1,092	-	(500)	-100%
Technical/Consulting Services	-	-	15,000	40,000	63,000	48,000	320%
Video Services	-	-	-	-	-	-	-
Memberships and Dues	148	454	-	-	1,120	1,120	-
Printing and Publications	645	-	-	-	-	-	-
Skills and Improvements	3,438	1,542	2,400	2,400	6,500	4,100	171%
Meetings and Travel	422	-	1,000	1,000	6,500	5,500	550%
Safety Physicals	-	-	-	-	-	-	-
Safety Training	8,659	10,887	3,600	7,616	15,000	11,400	317%
Safety Shoes	1,064	1,087	1,320	1,320	1,400	80	6%
Personal Safety Equipment	2,448	1,794	1,500	2,037	2,000	500	33%
Safety Equipment	5,680	6,855	1,750	1,650	2,000	250	14%
Postage	-	-	-	-	-	-	-
Equipment Rental	33,414	33,818	15,000	15,000	15,000	-	0%
Office Supplies	304	84	258	655	700	442	171%
Computer/Supplies	71	118	5,000	5,000	5,000	-	0%
General Supplies	877	2,088	1,030	1,245	1,030	-	0%
Bad Debt Expense	-	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-	-



**Treatment**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Claims	-	-	-	-	-	-	-
Dishonesty Bond Insurance	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Electric	270,660	280,129	261,702	234,894	265,000	3,298	1%
Natural Gas	1,454	1,061	1,989	674	2,100	111	6%
Water	29,499	21,564	28,057	15,039	30,000	1,943	7%
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	-	-	-	-	-	-	-
Pagers	-	-	-	-	-	-	-
Alarm System	1,978	2,119	2,100	2,568	2,200	100	5%
Radio System	360	-	2,900	1,000	1,000	(1,900)	-66%
Permits, Licenses and Fees	29,362	48,423	44,484	34,330	45,000	516	1%
Diesel	8,898	3,530	8,400	7,109	6,500	(1,900)	-23%
Gasoline	3,366	3,546	4,800	2,648	4,000	(800)	-17%
Lubricants	3,704	278	2,450	4,315	5,000	2,550	104%
Chemical - General	1,761	842	2,523	22	2,500	(23)	-1%
Maintenance Supplies	13	354	2,250	926	2,300	50	2%
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	48,775	55,136	58,540	53,993	45,000	(13,540)	-23%
Chemicals - Bisulfate	46,334	51,738	42,575	45,353	33,000	(9,575)	-22%
Chemicals - NaOCL - Pump Station	37,014	36,864	39,451	33,710	30,000	(9,451)	-24%
Chemicals - Polymer	26,692	20,803	30,380	25,473	20,000	(10,380)	-34%
Chemicals - FeCl3	19,430	20,276	25,544	23,136	15,000	(10,544)	-41%
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	977	2,037	1,500	2,450	-	(1,500)	-100%
Lab Maintenance Supplies	33	3,209	1,000	269	-	(1,000)	-100%
Lab General	10,891	6,203	7,500	10,925	-	(7,500)	-100%
Public Outreach Gen Supplies	8,194	2,172	2,550	1,346	-	(2,550)	-100%
Office Equipment	-	-	-	-	-	-	-
Vehicles	799	9,164	6,000	3,158	6,000	-	0%
Building & Grounds	11,249	29,780	15,000	5,580	15,000	-	0%
Pump Station	94,943	71,464	178,000	229,903	155,000	(23,000)	-13%
Plant Equipment	407,490	173,840	362,000	223,543	218,000	(144,000)	-40%
Facility Roofing	-	29,990	30,000	50,000	-	(30,000)	-100%
Instrumentation	-	2,359	-	-	10,000	10,000	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	47,732	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	38,658	-	-	-	-	-
Lift Station - HMB	-	13,692	-	-	3,000	3,000	-
Lift Station - GCSD	-	6,478	-	3,295	1,500	1,500	-
Lift Station - MWSD	-	57,003	-	6,125	6,000	6,000	-
SAM Collection Equipment	-	-	-	-	-	-	-
Service/Bank Charges	-	-	-	-	-	-	-

## Treatment

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Interest Expense	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-
Mechanical Tools	960	1,129	11,200	1,500	5,000	(6,200)	-55%
General Tools	883	1,251	1,000	819	2,000	1,000	100%
Fines and Penalties	-	-	-	-	-	-	-
	1,930,669	1,940,889	2,130,846	2,093,709	2,254,786	123,940	6%
Operating HMB	1,003,560	1,008,780	1,056,004	1,056,004	1,138,924	82,920	8%
Operating GCSD	574,656	645,528	605,555	605,555	645,762	40,207	7%
Operating MWSD	427,092	407,652	463,197	463,197	463,099	(98)	0%
NDWSCP Revenue - Operating		-			-	-	-
NDWSCP Revenue - Late Fee		-			-	-	-
Treatment Trucked Waste	5,865	7,635	6,000	6,729	7,000	1,000	17%
Misc. Revenue	195	174,557	90	-	-	(90)	-100%
Grant Revenue		-			-	-	-
Leachate Revenue	275	-			-	-	-
Insurance Dividend		-			-	-	-
Interest Revenue - Operating		-			-	-	-
	2,011,643	2,244,152	2,130,846	2,131,485	2,254,786	123,940	6%
FTE	4.60	4.70	4.275	5.50	5.95	1.675	39%

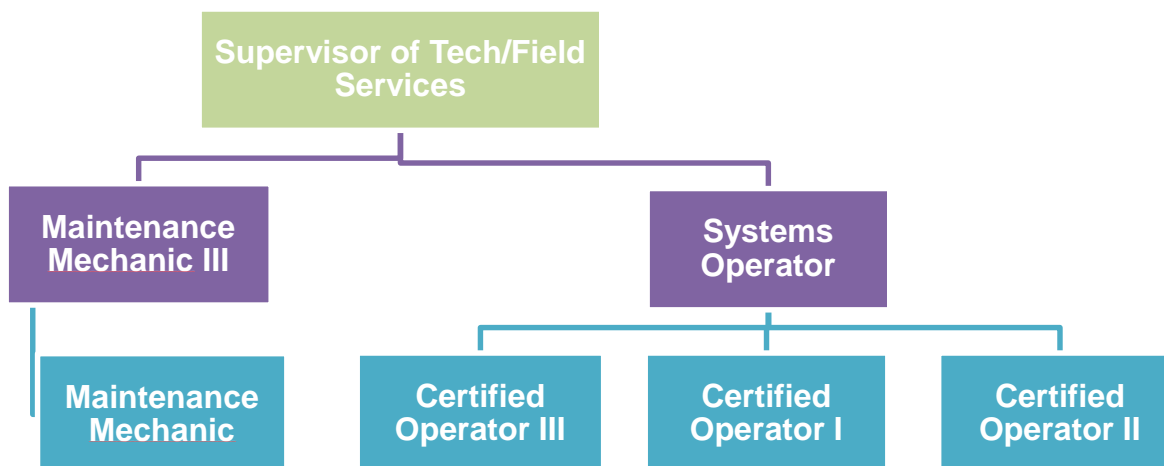
## TREATMENT DIVISION



### PROGRAM DESCRIPTION

The Treatment Division is responsible for the safe, economical, and environmentally acceptable treatment and reclamation of all sanitary wastewater flows from the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The division is responsible for the reliability and integrity of systems and equipment at the Plant and the operation and maintenance of three SAM pump stations and the transmission pipeline. Staff performs predictive and preventive maintenance programs, corrective and rehabilitative maintenance, and in-house equipment and process improvements.

Division services are supervised by the Supervisor of Technical / Field Services. The following organizational chart reflects the reporting structure of the division.



The following staffing summary reflects the historical cost allocation for the division.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	4.60	4.60	4.70	4.275	5.95

**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

Category	FY 2015/16	FY 2016/17
<p><b>Wages</b></p> <p>Includes for wages for 5.95 FTE allocated to this division, which includes: 0.75 Supervisor, 4.0 Operators, 1.0 Maintenance Technician, and 0.2 Engineering &amp; Construction Contracts Manager to reflect the engineering and project management related to the Treatment function. The increase is the result of removing allocations to CCS for Treatment staff that do not provide support of those services.</p>	\$376,437	\$582,667
<p><b>Premium Pay</b></p> <p>Overtime paid for staff to perform tasks outside of normal work times as well as standby pay. The increase reflects overtime and standby pay that was previously reflected in the Wages category. This is now budgeted and accounted for separately in compliance with CalPERS reporting requirements.</p>	\$21,081	\$44,300
<p><b>Health Benefits</b></p> <p>The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. The increase is based on the full cost of the contractual commitment to fund the Health &amp; Welfare Fund as identified in the MOU, which was previously reflected in the Misc. Benefits category. The increase is also the result of removing allocations to CCS for Treatment staff that do not provide support of those services.</p>	\$9,342	\$139,587
<p><b>Retirement Contributions</b></p> <p>SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with the requirements of PEPRA. The increase is also the result of removing allocations to CCS for Treatment staff that do not provide support of those services.</p>	\$62,112	\$112,396
<p><b>Retirement Medical</b></p> <p>Cost of contributions to current retiree medical premiums as well as contributions to MARA plan for employees in Tier 2. Decrease is due to a shift into Health Benefits category for SAM's contribution to the</p>	\$7,704	\$8,740

**FISCAL YEAR 2016/17**

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Health & Welfare rate stabilization set aside. The increase is also the result of removing allocations to CCS for Treatment staff that do not perform this work.

Misc. Benefits	\$106,222	\$33,270
Decrease is due to breaking out the health benefits and retirement costs into a separate category for greater transparency as well as the reallocation and reduction of staffing. The increase is also the result of removing allocations to CCS for Treatment staff that do not provide support of those services		
Legal Services	\$0	\$0
There are no legal services charged to Treatment.		
Engineering Services	\$0	\$0
There are no engineering costs charged to Treatment. Engineering and project management performed by the Engineering & Construction Contracts Manager.		
Professional Services	\$15,000	\$68,000
This category reflects specialized services that cannot be provided by SAM staff. Increased to reflect one-time services and increases in ongoing services. \$34,000 to prepare the NPDES analysis and submission for the 2017 NPDES permit update, which was last performed in 2012. \$4,000 to conduct the biennial SSMP audit, not previously completed.		
Professional Membership	\$0	\$1,120
Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community. Costs were previously charged to Administrative Services.		
Printing/Advertising	\$0	\$0
There are no printing/advertising costs charged to Treatment.		
Insurance Premiums	\$0	\$0
There are no insurance premiums charged to Treatment.		
Utilities	\$465,120	\$462,100
Electricity, water, telephone, cable, etc.		

**FISCAL YEAR 2016/17**

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Misc. Expenses	\$177,393	\$137,025
Includes incidental expenses (radio and alarm systems, etc.) not captured in other categories. Reductions are based on historic spending as well as moving expenses into more descriptive categories.		
Travel & Training	\$7,000	\$28,000
Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.		
Building & Maintenance Services	\$0	\$1,050
Includes janitorial and other regular building maintenance services. Costs were previously charged to Administrative Services.		
Chemicals	\$197,990	\$143,000
Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards. Decreased \$50,000 to reflect reduced rates through participation in the Bay Area Chemical Consortium.		
Permits & Licenses	\$44,484	\$45,000
Annual costs for permits with local, regional and state agencies.		
Supplies	\$37,761	\$27,030
Office, computer, and general supplies, including food for Board and SAM member managers' meetings. This line also reflects the purchase of software upgrades. This also includes computer purchases.		
Equipment	\$591,000	\$414,500
Purchase of equipment and tools for repair and rehabilitation of facilities, vehicles, equipment. Repair projects and equipment purchases in this category typically cost less than \$50,000 each.		
Tools	\$12,200	\$7,000
Purchase of tools for repair of facilities, vehicles, equipment.		
Construction	\$0	\$0
There are no construction costs charged to Treatment. These costs are generally reflected in the Infrastructure budget are the cost \$50,000 or more.		

The significant changes in the Treatment division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Reorganized the budget to display special compensation, medical benefits, retirement benefits, and retiree medical benefits in a more transparent manner. The previous budget organization did not break out special compensation and it lumped all benefits together without breaking out these higher cost benefits separately.
2. Eliminated 1.0 FTE Supervisor of Technical/Field Services. The incumbent will return to previous Certified Operator classification (to be negotiated with the represented unit). This will eliminate confusion on the reporting structure, allow the remaining supervisor position to focus on supervision rather than splitting time as an operator, and reduce overtime costs for Operator emergency response and coverage for staff on leave.
3. Assumed that the vacant, budgeted Certified Operator position will be filled. This will address the time Operators are required to perform sampling and laboratory tasks as well preventive maintenance at the treatment plant.
4. Increased the travel and training budget to ensure that staff are able to attend seminars and conferences related to certification requirements and industry practices as well as updated safety compliance. The overall increase is approximately \$21,000.
5. Reduced the budget by \$50,000 for chemicals used in treatment processes based on current consumption and the established contract rates for participating in the Bay Area Chemical Consortium.
6. Budgeted \$38,000 for a technical consultant to prepare the NPDES analysis and submission for the 2017 NPDES permit update, required every five years, and required biennial SSMP audit, which has never been performed. These tasks are critical for SAM to remain compliant with both the NPDES permit and the SSMP requirements.
7. Included an assumed cost of updating the Operator and Maintenance Technician classifications that will be in line with a flexible staffing approach and more reflective of industry standards. The new classification descriptions will be: Operator I/II/III and Maintenance Technician I/II/III. The cost of the changes in the classifications should result in little change in operating costs as it will reduce the current practice of paying for higher level certifications for employees who do not utilize the skills and knowledge needed to acquire those certifications. The cost will be built into the pay structure of the new classifications.

## **GOALS**

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- Operate the wastewater treatment system for current and future customers with safe, efficient, and cost-effective treatment services.
- Achieve 100% compliance with all NPDES limits for conventional pollutants.
- Maintain appropriate capacities and effective operations and assure no spills or overflows.
- Maintain the wastewater treatment facilities, pump stations at a level that assures uninterrupted quality service and ensure no process interruptions due to equipment failure.
- Promote the development and education of staff to assure the ongoing ability to operate, maintain, troubleshoot and repair all systems and equipment.
- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

## **HIGHLIGHTS**

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- Perform process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked with consultant engineers to optimize processes and expand nitrifying facilities to improve reliability.

## **PROGRAM OBJECTIVES**

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- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement standard operating procedures (SOPs) for operations and maintenance functions.
- Develop and implement maintenance plan for routine maintenance on all equipment.
- Purchase and implement new computer maintenance management system to replace outdated system.

## **PERFORMANCE MEASURES**

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- Meet all effluent quality targets described in the NPDES permit.
- Perform all routine maintenance tasks in a timely manner.



**ENVIRONMENTAL COMPLIANCE DIVISION  
FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	32,211	21,406	27,394	-	53,054	25,660	94%
Premium Pay	-	-	-	-	100	100	-
Health Benefits	-	-	537	-	11,730	11,193	2084%
Retirement Cont.	4,870	3,237	4,142	-	10,234	6,092	147%
Retirement Medical	447	-	444	-	796	352	79%
Misc. Benefits	11,977	9,334	8,760	-	4,090	(4,670)	-53%
Legal Services	-	-	-	-	-	-	0%
Engineering Services	-	-	-	-	-	-	0%
Professional Services	-	-	10,000	50,000	79,500	69,500	695%
Prof. Memberships	-	-	-	-	-	-	0%
Printing/Advertising	150	-	100	100	500	400	400%
Insurance Premiums	-	-	-	-	-	-	0%
Utilities	-	-	-	-	-	-	0%
Misc. Expenses	-	1,128	250	-	850	600	240%
Travel & Training	-	-	400	-	1,250	850	213%
Bldg & Maint Services	-	-	-	-	-	-	0%
Chemicals	-	-	-	-	5,000	5,000	-
Permits & Licenses	-	-	-	-	-	-	0%
Supplies	-	-	250	-	12,600	12,350	0%
Equipment	-	-	-	-	-	-	0%
Tools	-	-	-	-	-	-	0%
Construction	-	-	-	-	-	-	0%
	49,655	35,105	52,277	50,100	179,704	127,427	244%

**Funded Positions:**

Operating Fund FTE	0.250	0.225	0.275	-	0.500	0.225	82%
Other Funds FTE	-	-	-	-	-	-	0
	0.250	0.225	0.275	-	0.500	0.225	82%

**REVENUE**

**By Type:**

Member Assessments	-	-	-	-	131,454	131,454	-
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	40,702	-	52,277	40,000	48,250	(4,027)	-8%
Misc. Fees	-	-	-	-	-	-	0%
Interest Earnings	-	-	-	-	-	-	0%
Misc. Revenue	-	-	-	-	-	-	0%
Reserve Drawdown	-	-	-	-	-	-	0%
	40,702	-	52,277	40,000	179,704	127,427	244%

**By Agency:**

Half Moon Bay	-	-	-	-	66,606	66,606	-
Granada CSD	-	-	-	-	37,765	37,765	-
Montara WSD	-	-	-	-	27,083	27,083	-
	-	-	-	-	131,454	131,454	-

## Environmental Compliance

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Director Fees		-	-	-	-	-	-
Payroll	32,211	21,406	27,394	-	53,054	53,054	94%
Overtime	-	-	-	-	-	-	-
Standby Pay	-	-	-	-	-	-	-
Benefits	16,847	12,571	12,902	-	14,325	14,325	11%
Healthcare Benefits	-	-	537	-	11,730	11,730	2084%
Overtime Meals	-	-	-	-	100	100	-
Temporary	-	-	-	-	-	-	-
Retiree Medical Benefits	447	-	444	-	796	796	79%
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	-	-	-	-	-	-
Personnel Assistance	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-
Payroll Costs	-	-	-	-	-	-	-
Other Professional Services	-	-	10,000	50,000	50,000	-	400%
Special Consultant Services	-	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-	-
Laundry Services	-	-	-	-	-	-	-
Outside Lab Analysis	-	-	-	-	-	-	-
Inspections	-	-	-	-	-	-	-
Calibration	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-
Maintenance Project Management	-	-	-	-	-	-	-
Technical/Consulting Services	-	-	-	-	29,500	29,500	-
Video Services	-	-	-	-	-	-	-
Memberships and Dues	-	-	-	-	-	-	-
Printing and Publications	150	-	100	100	500	400	400%
Skills and Improvements	-	-	300	-	1,000	1,000	233%
Meetings and Travel	-	-	100	-	250	250	150%
Safety Physicals	-	-	-	-	-	-	-
Safety Training	-	-	-	-	-	-	-
Safety Shoes	-	-	-	-	-	-	-
Personal Safety Equipment	-	-	-	-	-	-	-
Safety Equipment	-	-	-	-	-	-	-
Postage	-	-	250	-	250	250	0%
Equipment Rental	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-
Computer/Supplies	-	-	-	-	-	-	-
General Supplies	-	-	-	-	-	-	-
Bad Debt Expense	-	1,128	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-	-

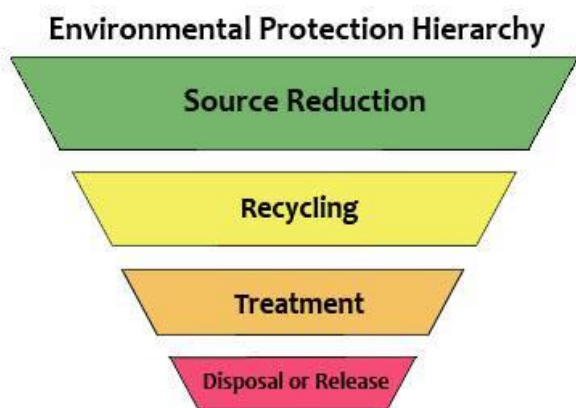
## Environmental Compliance

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Claims	-	-	-	-	-	-	-
Dishonesty Bond Insurance	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Electric	-	-	-	-	-	-	-
Natural Gas	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	-	-	-	-	-	-	-
Pagers	-	-	-	-	-	-	-
Alarm System	-	-	-	-	-	-	-
Radio System	-	-	-	-	-	-	-
Permits, Licenses and Fees	-	-	-	-	-	-	-
Diesel	-	-	-	-	-	-	-
Gasoline	-	-	-	-	600	600	-
Lubricants	-	-	-	-	-	-	-
Chemical - General	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	-
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	-	-	-	-	-	-	-
Chemicals - Bisulfate	-	-	-	-	-	-	-
Chemicals - NaOCL - Pump Station	-	-	-	-	-	-	-
Chemicals - Polymer	-	-	-	-	-	-	-
Chemicals - FeCl3	-	-	-	-	-	-	-
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	-	-	-	-	5,000	5,000	-
Lab Maintenance Supplies	-	-	-	-	5,000	5,000	-
Lab General	-	-	250	-	5,000	5,000	1900%
Public Outreach Gen Supplies	-	-	-	-	2,600	2,600	-
Office Equipment	-	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-	-
Building & Grounds	-	-	-	-	-	-	-
Pump Station	-	-	-	-	-	-	-
Plant Equipment	-	-	-	-	-	-	-
Facility Roofing	-	-	-	-	-	-	-
Instrumentation	-	-	-	-	-	-	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	-	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	-	-	-	-	-	-
Lift Station - HMB	-	-	-	-	-	-	-
Lift Station - GCSD	-	-	-	-	-	-	-
Lift Station - MWSD	-	-	-	-	-	-	-
SAM Collection Equipment	-	-	-	-	-	-	-
Service/Bank Charges	-	-	-	-	-	-	-

## Environmental Compliance

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Interest Expense	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-
Mechanical Tools	-	-	-	-	-	-	-
General Tools	-	-	-	-	-	-	-
Fines and Penalties	-	-	-	-	-	-	-
	49,655	35,105	52,277	50,100	179,704	129,604	244%
Operating HMB	-	-		-	66,606	66,606	-
Operating GCSD	-	-		-	37,765	37,765	-
Operating MWSD	-	-		-	27,083	27,083	-
NDWSCP Revenue - Operating	39,857	-	52,027	40,000	48,000	8,000	-
NDWSCP Revenue - Late Fee	845	-	250	-	250	250	0%
Treatment Trucked Waste	-	-		-	-	-	-
Misc. Revenue	-	-		-	-	-	-
Grant Revenue	-	-		-	-	-	-
Leachate Revenue	-	-		-	-	-	-
Insurance Dividend	-	-		-	-	-	-
Interest Revenue - Operating	-	-		-	-	-	-
	40,702	-	52,277	40,000	179,704	139,704	244%
FTE	0.25	0.225	0.275	-	0.50	0.50	82%

## ENVIRONMENTAL COMPLIANCE DIVISION



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### PROGRAM DESCRIPTION

The Environmental Compliance Division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The laboratory conducts analyses of various plant samples for process control, NPDES permit parameters and special projects as needed.

The NDWSC Program includes evaluating facilities and dischargers within SAM's service area that could adversely affect the collection system and/or treatment plant, evaluating discharge permit applications and issuing permits, performing inspections, sampling and monitoring and conducting enforcement when needed. The P2 Program focuses on educating commercial businesses and residents on pollutants that are harmful to the collection system, treatment plant and the environment, including fats, oils, and grease (F.O.G.), and how to reduce or eliminate them. Public information, plant tours, and participation in outreach activities are significant elements of this program.

Division services are supervised by the Supervisor of Technical/Field Services. The following organizational chart reflects the reporting structure of the division.



**FISCAL YEAR 2016/17**

The following staffing summary reflects the historical cost allocation for the division.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	0.25	0.25	0.225	0.275	0.50

**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

<u>Category</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
<b>Wages</b> Includes for wages for 0.50 FTE allocated to this division, which includes: 0.25 Supervisor, 0.25 Lead Collection Maintenance Worker. The laboratory costs were previously reported in the Treatment budget.	\$27,394	\$53,054
<b>Premium Pay</b> Overtime paid for staff to perform tasks outside of normal work times. The laboratory costs were previously reported in the Treatment budget.	\$0	\$100
<b>Health Benefits</b> The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. The increase is based on the full cost of the contractual commitment to fund the Health & Welfare Fund as identified in the MOU, which was previously reflected in the Misc. Benefits category. The laboratory costs were previously reported in the Treatment budget.	\$537	\$11,730
<b>Retirement Contributions</b> SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with the requirements of PEPRA. The laboratory costs were previously reported in the Treatment budget.	\$4,090	\$10,234
<b>Retirement Medical</b> Cost of contributions to current retiree medical premiums as well as contributions to MARA plan for employees in Tier 2. Decrease is due to a shift into Health Benefits category for SAM's contribution to the Health & Welfare rate stabilization set aside. The	\$444	\$796

**FISCAL YEAR 2016/17**

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laboratory costs were previously reported in the Treatment budget.		
Misc. Benefits	\$8,760	\$4,090
Decrease is due to breaking out the health benefits and retirement costs into a separate category for greater transparency as well as the reallocation and reduction of staffing. The laboratory costs were previously reported in the Treatment budget.		
Legal Services	\$0	\$0
There are no legal services charged to EC.		
Engineering Services	\$0	\$0
There are no engineering costs charged to EC.		
Professional Services	\$10,000	\$79,500
This category reflects specialized services that cannot be provided by SAM staff. Increased to reflect one-time services and increases in ongoing services. \$24,500 to review and update the NDWSCP ordinance and source control permit fees. Contract laboratory services were previously reported in the Treatment budget.		
Professional Membership	\$0	\$0
There are no professional membership fees charged to EC.		
Printing/Advertising	\$100	\$500
Printing and mailing outreach and inspection information as part of the pre-treatment and pollution prevention programs.		
Insurance Premiums	\$0	\$0
There are no insurance premiums charged to EC.		
Utilities	\$0	\$0
There are no utility costs charged to EC.		
Misc. Expenses	\$250	\$850
Includes incidental expenses (postage, copier) not captured in other categories.		
Travel & Training	\$400	\$1,250
Training and travel related costs for attendance at industry conferences and seminars, and other related		

## FISCAL YEAR 2016/17

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events to allow staff to keep current on technical skills and industry best practices and required safety training.		
Building & Maintenance Services There are no building maintenance services charged to EC.	\$0	\$0
Chemicals Includes chemicals used in the laboratory to meet regulatory standards that were previously reported in the Treatment budget.	\$0	\$5,000
Permits & Licenses There are no permits or licenses charged to EC.	\$0	\$0
Supplies Office, computer, and general supplies. The laboratory costs were previously reported in the Treatment budget.	\$250	\$12,600
Equipment Purchase of equipment and tools for use in the laboratory that were previously reported in the Treatment budget.	\$0	\$0
Tools There are no tool costs charged to EC.	\$0	\$0
Construction There are no construction costs charged to EC.	\$0	\$0

The significant changes in the Environmental Compliance division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Reorganized the budget to display special compensation, medical benefits, retirement benefits, and retiree medical benefits in a more transparent manner. The previous budget organization did not break out special compensation and it lumped all benefits together without breaking out these higher cost benefits separately.
2. Budgeted \$24,500 for a technical consultant to update NDWSCP ordinance for compliance with current and emerging NPDES and SSMP requirements and establish appropriate inspection fees for identified commercial establishments. This process should be completed every 5 years as part of the NPDES permit review and update.



3. Rather than staffing the laboratory, SAM will continue to contract out with SVCW to perform the required testing. This cost was previously reported in the Treatment budget. Environmental compliance is often reported separate of the treatment costs.
4. Increased the travel and training budget by \$850 to ensure that staff are able to attend seminars and conferences related to certification requirements and industry practices as well as updated safety compliance.

## **GOALS**

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- Achieve and maintain 100 % compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants to the collection system, treatment plant and the environment; this includes implementing tools to measure the progress of these efforts.
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

## **ACHIEVEMENTS**

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- Identified deficiencies in the necessary ELAP certification requirements and implemented necessary changes.
- Contracted with a partner agency to perform the annual NDWSC program inspections and performed sampling at commercial facilities and inspections at food service establishments (FSEs) and dentists in the SAM's service area.
- Conducted classroom tours of the treatment plant for over approximately 280 students.

## **PROGRAM OBJECTIVES**

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- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSC and Pollution Prevention Programs, F.O.G. program, and process control.

- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival, Pacific Coast Dream Machines, and the Coastal Wildflower Day/Earth Day.
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and during public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students.
- Develop and implement an elementary education outreach program to create interest in wastewater and recycled water resource issues.

**PERFORMANCE MEASURES**

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- Complete 100% NDWSC and F.O.G. inspections.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

**Contract Collection Services  
Budget**

**CONTRACT COLLECTION SERVICES**  
**FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	347,920	437,355	541,067	475,982	355,606	(185,461)	-34%
Premium Pay	35,363	40,049	45,198	31,979	24,700	(20,498)	-45%
Health Benefits	-	-	32,659	129,030	111,435	78,776	241%
Retirement Cont.	57,407	72,164	89,276	71,968	68,596	(20,680)	-23%
Retirement Medical	9,058	1,389	9,060	9,060	5,334	(3,726)	-41%
Misc. Benefits	117,740	125,816	138,664	66,066	20,305	(118,359)	-85%
Legal Services	-	-	-	-	-	-	0%
Engineering Services	-	-	-	-	-	-	0%
Professional Services	19,500	17,875	30,000	60,000	30,000	-	0%
Prof. Memberships	148	-	-	828	750	750	0%
Printing/Advertising	-	-	-	-	-	-	0%
Insurance Premiums	51,996	48,091	44,770	59,336	59,336	14,566	33%
Utilities	3,347	257	4,043	4,043	5,000	957	24%
Misc. Expenses	4,091	10,163	7,391	16,059	9,979	2,588	35%
Travel & Training	5,519	8,949	11,400	9,120	11,400	-	0%
Bldg & Maint Services	-	-	-	-	-	-	0%
Chemicals	-	-	-	-	-	-	0%
Permits & Licenses	-	-	-	-	-	-	0%
Supplies	9,390	8,875	8,923	10,487	11,400	2,477	28%
Equipment	15,872	20,233	19,000	58,997	181,000	162,000	853%
Tools	353	222	756	1,260	800	44	6%
Construction	-	-	-	-	-	-	0%
	677,704	791,438	982,207	1,004,217	895,642	(86,565)	-8.8%

**Funded Positions:**

Operating Fund FTE	6.150	6.150	6.475	5.500	4.750	(1.725)	-27%
Other Funds FTE	-	-	-	-	-	-	0%
	6.150	6.150	6.475	5.500	4.750	(1.725)	-27%

**REVENUE**

**By Type:**

Member Assessments	838,176	869,112	982,207	982,207	895,642	(86,565)	-9%
Contract Services	-	-	-	-	-	-	0%
NDWSCP Fees	-	-	-	-	-	-	0%
Misc. Fees	-	-	-	-	-	-	0%
Interest Earnings	-	-	-	-	-	-	0%
Misc. Revenue	-	-	-	-	-	-	0%
Reserve Drawdown	-	-	-	-	-	-	0%
	838,176	869,112	982,207	982,207	895,642	(86,565)	-8.8%

**By Agency:**

Half Moon Bay	275,760	300,192	369,420	369,420	331,685	(37,735)	-10.2%
Granada CSD	229,548	263,064	267,797	267,797	242,350	(25,448)	-9.5%
Montara WSD	332,868	305,856	344,990	344,990	321,608	(23,382)	-6.8%
	838,176	869,112	982,207	982,207	895,642	(86,565)	-8.8%

**Contract Collection Services**

	<b>Actual FY 13/14</b>	<b>Actual FY 14/15</b>	<b>Adopted FY 15/16</b>	<b>Projected FY 15/16</b>	<b>Proposed FY 16/17</b>	<b>Change from FY 15/16 Adopted</b>	
Director Fees	-	-	-	-	-	-	-
Payroll	347,920	437,355	541,067	475,982	355,606	(185,461)	-34%
Overtime	35,363	40,049	45,098	31,879	10,000	(35,098)	-78%
Standby Pay	-	-	-	-	14,600	14,600	-
Benefits	175,147	197,980	227,940	138,035	88,902	(139,038)	-61%
Healthcare Benefits	-	-	32,659	129,030	111,435	78,776	241%
Overtime Meals	-	-	100	100	100	-	0%
Temporary	-	-	-	-	-	-	-
Retiree Medical Benefits	9,058	1,389	9,060	9,060	5,334	(3,726)	-41%
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	668	2,400	2,400	2,400	-	0%
Personnel Assistance	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-
Payroll Costs	-	-	-	-	-	-	-
Other Professional Services	19,500	17,875	30,000	30,000	5,000	(25,000)	-83%
Special Consultant Services	-	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-	-
Laundry Services	2,324	6,868	2,412	11,079	5,000	2,588	107%
Outside Lab Analysis	-	-	-	-	-	-	-
Inspections	-	-	-	-	-	-	-
Calibration	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-
Maintenance Project Management	-	-	-	-	-	-	-
Technical/Consulting Services	-	-	-	30,000	25,000	25,000	-
Video Services	-	-	-	-	-	-	-
Memberships and Dues	148	-	-	828	750	750	-
Printing and Publications	-	-	-	-	-	-	-
Skills and Improvements	2,298	3,623	8,500	5,484	7,000	(1,500)	-18%
Meetings and Travel	201	30	500	1,236	2,000	1,500	300%
Safety Physicals	-	75	-	-	-	-	-
Safety Training	3,020	5,296	2,400	2,400	2,400	-	0%
Safety Shoes	612	464	880	880	880	-	0%
Personal Safety Equipment	1,024	784	1,000	1,000	1,000	-	0%
Safety Equipment	131	1,304	699	700	699	-	0%
Postage	-	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-	-
Office Supplies	304	80	257	345	250	(7)	-3%
Computer/Supplies	-	-	-	-	2,000	2,000	-
General Supplies	877	701	516	960	900	384	74%
Bad Debt Expense	-	-	-	-	-	-	-

### Contract Collection Services

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Liability Insurance	51,996	48,091	44,770	59,336	59,336	14,566	33%
Property Insurance	-	-	-	-	-	-	-
Claims	-	-	-	-	-	-	-
Dishonesty Bond Insurance	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Electric	-	-	-	-	-	-	-
Natural Gas	-	-	-	-	-	-	-
Water	3,347	257	4,043	4,043	5,000	957	24%
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	-	-	-	-	-	-	-
Pagers	-	-	-	-	-	-	-
Alarm System	-	-	-	-	-	-	-
Radio System	-	-	-	-	-	-	-
Permits, Licenses and Fees	-	-	-	-	-	-	-
Diesel	6,116	5,823	5,600	7,169	6,000	400	7%
Gasoline	2,093	2,271	1,800	1,263	1,500	(300)	-17%
Lubricants	-	-	250	250	250	-	0%
Chemical - General	-	-	-	-	-	-	-
Maintenance	-	-	500	500	500	-	0%
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	-	-	-	-	-	-	-
Chemicals - Bisulfate	-	-	-	-	-	-	-
Chemicals - NaOCL - Pump Station	-	-	-	-	-	-	-
Chemicals - Polymer	-	-	-	-	-	-	-
Chemicals - FeCl3	-	-	-	-	-	-	-
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	-	-	-	-	-	-	-
Lab Maintenance Supplies	-	-	-	-	-	-	-
Lab General	-	-	-	-	-	-	-
Public Outreach Gen Supplies	-	-	-	-	-	-	-
Office Equipment	252	-	-	-	1,000	1,000	-
Vehicles	4,129	7,230	5,000	10,714	5,000	-	0%
Building & Grounds	-	-	-	-	-	-	-
Pump Station	-	-	-	-	-	-	-
Plant Equipment	-	-	-	-	-	-	-
Facility Roofing	-	-	-	-	-	-	-
Instrumentation	-	-	-	-	-	-	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	-	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	-	-	-	-	-	-
Lift Station - HMB	-	-	-	-	-	-	-

### Contract Collection Services

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Lift Station - GCSD	-	-	-	-	-	-	-
Lift Station - MWSD	-	-	-	-	-	-	-
SAM Collection Equipment	11,491	13,003	14,000	48,283	175,000	161,000	1150%
Service/Bank Charges	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-
Mechanical Tools	-	-	-	-	-	-	-
General Tools	353	222	756	1,260	800	44	6%
Fines and Penalties	-	-	-	-	-	-	-
	677,704	791,438	982,207	1,004,217	895,642	(86,565)	-9%
Operating HMB	275,760	300,192	369,420	369,420	331,685	(37,735)	-10%
Operating GCSD	229,548	263,064	267,797	267,797	242,350	(25,448)	-10%
Operating MWSD	332,868	305,856	344,990	344,990	321,608	(23,382)	-7%
NDWSCP Revenue - Operating	-	-	-	-	-	-	-
NDWSCP Revenue - Late Fee	-	-	-	-	-	-	-
Treatment Trucked Waste	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-
Leachate Revenue	-	-	-	-	-	-	-
Insurance Dividend	-	-	-	-	-	-	-
Interest Revenue - Operating	-	-	-	-	-	-	-
	838,176	869,112	982,207	982,207	895,642	(86,565)	-9%
FTE	6.15	6.15	6.475	5.50	4.75	(1.725)	-27%

## CONTRACT COLLECTION SERVICES DIVISION



### PROGRAM DESCRIPTION

The Contract Collection Services (CCS) division is a discrete function within the General Budget. This division provides preventive and corrective maintenance of the wastewater main lines and responds to customer requests for service for the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The service levels are identified in the service agreements between SAM and each participating agency.

Assessments for the contract collection services are calculated based on the previous calendar year's man-hours spent in the various districts.

#### CCS Crew Activity Summary

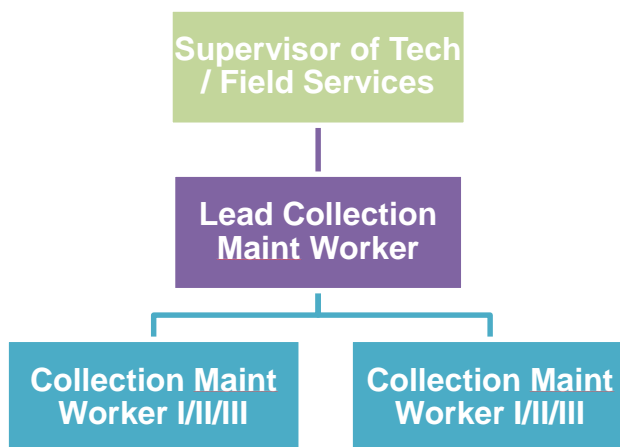
	HMB	GCS D	MWSD	
<b>FY 2016/17</b>	37.6%	27.3%	35.1%	(Based on Calendar Year 2015)
<b>FY 2015/16</b>	36.3%	27.4%	36.3%	(Based on Calendar Year 2014)
<b>Variance</b>	1.3%	-0.2%	-1.1%	

#### CCS Assessments for Each Member Agency

	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$ 369,420	\$ 331,685	(\$37,735)	(10.2%)
GCS D	\$ 267,797	\$ 242,350	(\$25,448)	(9.5%)
MWSD	\$ 344,990	\$ 321,608	(\$23,382)	(6.8%)
<b>Total</b>	<b>\$ 982,207</b>	<b>\$ 895,642</b>	<b>(\$86,565)</b>	<b>(8.8%)</b>

Services are supervised by the Supervisor of Technical/Field Services. The following organizational chart reflects the reporting structure of the division.





The following staffing summary reflects the historical cost allocation for the division.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	6.15	6.15	6.15	6.475	4.75

**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

<b>Category</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>
<b>Wages</b> Includes for wages for 4.75 FTE allocated to this division, which includes: 0.75 Lead Collection Maintenance Worker, 2.0 Collection Maintenance Worker I/II/III, and 1.0 Maintenance Technician. The decrease reflects a reduction in staff based on the request from the member agencies as well as no overhead charges per Board direction. Staff will no longer provide ancillary services (USA markings, connection inspections, repair project management) not identified in the service contracts.	\$541,067	\$355,606
<b>Premium Pay</b> Overtime paid for staff to perform tasks outside of normal work times and standby pay. The decrease reflects fewer SSOs and emergency call-outs based on better identification and cleaning of problem areas.	\$45,198	\$24,700
<b>Health Benefits</b> The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. The increase is based on the full cost of the contractual commitment	\$32,659	\$111,435

**FISCAL YEAR 2016/17**

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to fund the Health & Welfare Fund as identified in the MOU, which was previously reflected in the Misc. Benefits category.		
Retirement Contributions	\$89,276	\$68,596
SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with the requirements of PEPRA.		
Retirement Medical	\$9,060	\$5,334
Cost of contributions to current retiree medical premiums as well as contributions to MARA plan for employees in Tier 2. Decrease is due to a shift into Health Benefits category for SAM's contribution to the Health & Welfare rate stabilization set aside.		
Misc. Benefits	\$138,664	\$20,305
Decrease is due to breaking out the health benefits and retirement costs into a separate category for greater transparency as well as the reallocation and reduction of staffing.		
Legal Services	\$0	\$0
There are no legal services charged to CCS.		
Engineering Services	\$0	\$0
There are no engineering costs charged to CCS.		
Professional Services	\$30,000	\$30,000
This category reflects specialized services that cannot be provided by SAM staff. Increased to reflect one-time services and increases in ongoing services. \$132,000 for contract CCTV work of 1/3 of member agencies collection systems. \$20,000 for specialized and safety training.		
Professional Membership	\$0	\$750
Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community. The costs were previously charged to Administrative Services.		
Printing/Advertising	\$0	\$0
There are no printing or advertising costs charged to CCS.		

**FISCAL YEAR 2016/17**

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Insurance Premiums	\$44,770	\$59,336
The liability insurance premiums for coverage of the member agencies' collection systems are charged to this budget. Increases are based on FY 2015/16 premiums and anticipated premium changes by the pooling authority CSRMA.		
Utilities	\$4,043	\$5,000
Electricity, water, telephone, cable, internet connections, etc.		
Misc. Expenses	\$7,391	\$9,979
Includes incidental expenses (employee physicals, laundry services, etc.) not captured in other categories.		
Travel & Training	\$11,400	\$11,400
Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and required safety training. The decrease reflects the reduced staffing.		
Building & Maintenance Services	\$0	\$0
There are no building and maintenance services charged to CCS.		
Chemicals	\$0	\$0
There are no chemicals charged to CCS.		
Permits	\$0	\$0
There are no permits charged to EC.		
Supplies	\$8,923	\$11,400
Office, computer, and general supplies. This line also reflects the purchase of software upgrades.		
Equipment	\$19,000	\$181,000
Purchase of equipment for use in repair of collection system vehicles. The increase is due to the need to replace an existing cleaning vehicle (SAM 8, 2006 GMC Pipe Hunger) that has reached the end of its useful life and requires significant repairs to keep it in use.		
Tools	\$756	\$800
Purchase of tools for use in the collection system.		

## FISCAL YEAR 2016/17

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Construction \$0 \$0  
There are no construction costs charged to CCS.

The significant changes in the Contract Collection Services division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Reorganized the budget to display special compensation, medical benefits, retirement benefits, and retiree medical benefits in a more transparent manner. The previous budget organization did not break out special compensation and it lumped all benefits together without breaking out these higher cost benefits separately.
2. Removed allocations for all staff not directly providing contract collection services.
3. Contract with outside vendor to perform CCTV work to assess the need for cleaning schedules adjustments as well as repairs, as recommended in industry best management practices. This work will be performed on 1/3 of member agency collection sewer lines each year.
4. Included an assumed cost of updating the Collection Maintenance Worker and Maintenance Technician classifications that will be in line with a flexible staffing approach and more reflective of industry standards. The new classification descriptions will be: Collection Maintenance Worker I/II/III and Maintenance Technician I/II/III. The cost of the changes in the classifications should result in little change in operating costs as it will reduce the current practice of paying for higher level certifications for employees who do not utilize the skills and knowledge needed to acquire those certifications. The cost will be built into the pay structure of the new classifications.
5. Purchase of a new cleaning vehicle to replace SAM 8, which has reached the end of its useful life and requires significant cost for repairs to keep it in service. The estimated cost of the new vehicle is \$175,000.

## GOALS

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- Perform all scheduled and emergency maintenance at the service levels defined in the service agreements.
- Work with the member agencies to reduce sanitary sewer overflows (SSOs) through use of industry best practices.
- Provide customers with quick, knowledgeable and complete response by service crews.
- Promote the development and education of staff to assure the ongoing ability to maintain, troubleshoot and repair all systems and equipment.

## HIGHLIGHTS

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- Cleaned member agency sewer lines as required in the service agreements.

- Responded to service requests as required in the service agreements.
- Responded to most emergency service requests within 60 minutes.
- Performed preventive maintenance at all contract lift stations. This work improves pump station reliability and reduces odor generation.
- Conducted all required annual safety training programs.
- Responded to requests for USA markings.
- Performed connection inspections for member agencies as requested.
- Performed project management services for sewer line repair work as requested by member agencies.

**PROGRAM OBJECTIVES**

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- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Continue to promote and provide a safe and healthy environment for all staff.
- Develop and implement standard operating procedures (SOPs) for contract collection and maintenance functions.
- Develop and implement maintenance plan for routine maintenance on all equipment.
- Purchase and implement new Sewer System Management Plan (SSMP) software to replace outdated system.

**PERFORMANCE MEASURES**

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- Clean all segments of member agency sewer lines each year for regular cleaning and more frequently for “hot spots” or problem areas.
- Reduce sanitary sewer overflows (SSOs) to no more than the annual Region 2 average of six spills per 100 miles of pipe.
- No lost time due to injuries or accidents.
- Completion of 100% of required annual safety trainings.
- Respond to 100% of emergency service requests within 60 minutes with 100% customer satisfaction.

**Infrastructure  
Budget**

**INFRASTRUCTURE DIVISION  
FINANCIAL SUMMARY: EXPENDITURES & REVENUE**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED	FY 2015/16 PROJECTED	FY 2016/17 PROPOSED	CHANGE FROM FY 2015/16 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	-	-	-	99,800	99,800	-
Premium Pay	-	-	-	-	-	-
Health Benefits	-	-	-	18,768	18,768	-
Retirement Cont.	-	-	-	6,737	6,737	-
Retirement Medical	-	-	-	1,497	1,497	-
Misc. Benefits	-	-	-	18,643	18,643	-
Legal Services	-	-	-	-	-	-
Engineering Services	-	-	250,000	131,640	133,550	(116,450) -47%
Professional Services	-	-	40,000	120,000	30,000	(10,000) -25%
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	1,000	1,000	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	880	880	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	75,000	75,000	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	-	512,157	947,000	947,000	360,200	(586,800) -62%
	-	512,157	1,237,000	1,198,640	746,074	(490,926) -40%

**Funded Positions:**

Operating Fund FTE	-	-	-	0.80	0.80	-
Other Funds FTE	-	-	-	-	-	-
	-	-	-	0.80	0.80	-

**REVENUE**

**By Type:**

Member Assessments	-	320,004	737,000	737,000	746,074	9,074 1.2%
Contract Services	-	-	-	-	-	-
NDWSCP Fees	-	-	-	-	-	-
Misc. Fees	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	500,000	500,000	-	(500,000) -100%
	-	320,004	1,237,000	1,237,000	746,074	(490,926) -40%

**By Agency:**

Half Moon Bay	-	156,480	366,289	366,289	378,026	11,737 3.2%
Granada CSD	-	100,164	210,045	210,045	214,338	4,293 2.0%
Montara WSD	-	63,360	160,666	160,666	153,710	(6,956) -4.3%
	-	320,004	737,000	737,000	746,074	9,074 1.2%

## Infrastructure

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Director Fees	-	-	-	-	-	-	-
Payroll	-	-	-	-	99,800	99,800	-
Overtime	-	-	-	-	-	-	-
Standby Pay	-	-	-	-	-	-	-
Benefits	-	-	-	-	25,379	25,379	-
Healthcare Benefits	-	-	-	-	18,768	18,768	-
Overtime Meals	-	-	-	-	-	-	-
Temporary	-	-	-	-	-	-	-
Retiree Medical Benefits	-	-	-	-	1,497	1,497	-
Fingerprinting	-	-	-	-	-	-	-
Employee Physicals	-	-	-	-	-	-	-
Personnel Assistance	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-
Engineering Fees	-	-	250,000	131,640	133,550	1,910	-47%
Legal Fees	-	-	-	-	-	-	-
Payroll Costs	-	-	-	-	-	-	-
Other Professional Services	-	-	-	-	-	-	-
Special Consultant Services	-	-	40,000	-	-	-	-100%
Janitorial	-	-	-	-	-	-	-
Laundry Services	-	-	-	-	-	-	-
Outside Lab Analysis	-	-	-	-	-	-	-
Inspections	-	-	-	-	-	-	-
Calibration	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-
Maintenance Project Management	-	-	-	-	-	-	-
Technical/Consulting Services	-	-	-	120,000	30,000	(90,000)	-
Video Services	-	-	-	-	-	-	-
Memberships and Dues	-	-	-	-	-	-	-
Printing and Publications	-	-	-	-	1,000	1,000	-
Skills and Improvements	-	-	-	-	-	-	-
Meetings and Travel	-	-	-	-	880	880	-
Safety Physicals	-	-	-	-	-	-	-
Safety Training	-	-	-	-	-	-	-
Safety Shoes	-	-	-	-	-	-	-
Personal Safety Equipment	-	-	-	-	-	-	-
Safety Equipment	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-
Computer/Supplies	-	-	-	-	75,000	75,000	-
General Supplies	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-	-



## Infrastructure

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Claims	-	-	-	-	-	-	-
Dishonesty Bond Insurance	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Electric	-	-	-	-	-	-	-
Natural Gas	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Mailing Machine	-	-	-	-	-	-	-
Copy Machine	-	-	-	-	-	-	-
Pagers	-	-	-	-	-	-	-
Alarm System	-	-	-	-	-	-	-
Radio System	-	-	-	-	-	-	-
Permits, Licenses and Fees	-	-	-	-	-	-	-
Diesel	-	-	-	-	-	-	-
Gasoline	-	-	-	-	-	-	-
Lubricants	-	-	-	-	-	-	-
Chemical - General Maintenance	-	-	-	-	-	-	-
General Supplies	-	-	-	-	-	-	-
Chemicals - Hypochlorite - Plant	-	-	-	-	-	-	-
Chemicals - Bisulfate	-	-	-	-	-	-	-
Chemicals - NaOCL - Pump Station	-	-	-	-	-	-	-
Chemicals - Polymer	-	-	-	-	-	-	-
Chemicals - FeCl3	-	-	-	-	-	-	-
Chemicals - NaOH - Plant	-	-	-	-	-	-	-
Lab Chemicals	-	-	-	-	-	-	-
Lab Maintenance Supplies	-	-	-	-	-	-	-
Lab General	-	-	-	-	-	-	-
Public Outreach Gen Supplies	-	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-	-
Building & Grounds	-	-	-	-	-	-	-
Pump Station	-	-	-	-	60,000	60,000	-
Plant Equipment	-	97,629	-	-	300,200	300,200	-
Facility Roofing	-	-	-	-	-	-	-
Instrumentation	-	-	-	-	-	-	-
Lechate Delivery Expenses	-	-	-	-	-	-	-
Sewer Line - HMB	-	-	-	-	-	-	-
Sewer Line - GCSD	-	-	-	-	-	-	-
Sewer Line - MWSD	-	-	-	-	-	-	-
Lift Station - HMB	-	-	-	-	-	-	-
Lift Station - GCSD	-	-	-	-	-	-	-
Lift Station - MWSD	-	-	-	-	-	-	-
SAM Collection Equipment	-	414,528	947,000	947,000	-	(947,000)	-100%
Service/Bank Charges	-	-	-	-	-	-	-

### Infrastructure

	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Projected FY 15/16	Proposed FY 16/17	Change from FY 15/16 Adopted	
Interest Expense	-	-	-		-	-	-
Depreciation Expense	-	-	-		-	-	-
Mechanical Tools	-	-	-		-	-	-
General Tools	-	-	-		-	-	-
Fines and Penalties	-	-	-		-	-	-
	-	512,157	1,237,000	1,198,640	746,074	(452,566)	-40%
Operating HMB	-	156,480	366,289	366,289	378,026	11,737	3%
Operating GCSD	-	100,164	210,045	210,045	214,338	4,293	2%
Operating MWSD	-	63,360	160,666	160,666	153,710	(6,956)	-4%
NDWSCP Revenue - Operating	-		-		-	-	-
NDWSCP Revenue - Late Fee	-		-		-	-	-
Treatment Trucked Waste	-		-		-	-	-
Misc. Revenue	-		-		-	-	-
Grant Revenue	-		-		-	-	-
Leachate Revenue	-		-		-	-	-
Insurance Dividend	-		-		-	-	-
Interest Revenue - Operating	-		-		-	-	-
	-	320,004	737,000	737,000	746,074	9,074	1%
FTE	-	-	-	-	0.80	0.80	-

## INFRASTRUCTURE DIVISION



### PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services. The infrastructure program includes the rehabilitation of the existing Intertie Pipeline System (IPS), pump stations, treatment plant, and administration facilities.

Infrastructure assessments are calculated based on each agency's portion of the flow for the previous calendar year. The member agency assessments for Infrastructure are shown in the following table (rounded to the nearest dollar).

<b>Infrastructure Assessments for Each Member Agency</b>				
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$366,289	\$378,026	\$11,737	3.2%
GCSD	\$210,045	\$214,338	\$4,293	2.0%
MWSD	\$160,666	\$153,710	(\$6,956)	(4.3%)
<b>Total</b>	<b>\$737,000</b>	<b>\$746,074</b>	<b>\$9,074</b>	<b>1.2%</b>

Division services are managed by the Engineering & Construction Contracts Manager.

**Engineering &  
Construction  
Contracts Manager**

The following staffing summary reflects the historical cost allocation to this division.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Regular Positions	0.00	0.00	0.00	0.00	0.80

## **GOALS**

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- To provide engineering analysis and project development for cost effective implementation of all SAM infrastructure projects.
- To effectively plan and implement future rehabilitation and replacement of the infrastructure in order to maintain an efficient, reliable system and to provide timely response with plan review for new development.
- To maintain accurate reproducible records of infrastructure improvements and land records.
- To keep informed of all construction that may affect SAM facilities.

## **HIGHLIGHTS**

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- Directed design approval, implementation and construction inspection for all infrastructure projects. Pipeline, pump station, engineering and treatment plant projects completed in FY 2015/16.
- Major Capital Projects completed in FY 2015/16:  
Intertie Pipeline System  
Recycled Water Project Analysis
- Updated and expanded the Sanitary Sewer Management Plan (SSMP).

## **PROGRAM OBJECTIVES**

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- Provide research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and develop a 5-year improvement program plan.

## **FINANCIAL HIGHLIGHTS**

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The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

<u>Category</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
Wages A portion (0.80 FTE) of the Engineering & Construction Contracts Manager was to Infrastructure to show the engineering and project management related to the projects.	\$0	\$99,800
Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$0	\$0
Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the Unrepresented Employees Manual.	\$0	\$18,768

**FISCAL YEAR 2016/17**

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Retirement Contributions SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with the requirements of PEPRA.	\$0	\$6,737
Retirement Medical Cost of contributions to current retiree medical premiums as well as contributions to MARA plan for employees in Tier 2.	\$0	\$1,497
Misc. Benefits Medicare, life insurance, long-term disability, workers' compensation, and 457 contributions, and any other benefits not reported in another category.	\$0	\$18,643
Legal Services There are no legal costs charged to Infrastructure.	\$0	\$0
Engineering Services Engineering services requiring specialized certification or skills will be performed by contract engineers. The decrease reflects fewer and smaller projects planned for FY 2016/17.	\$250,000	\$133,550
Professional Services Specialized services that cannot be provided by SAM staff. The decrease reflects fewer and smaller projects planned for FY 2016/17.	\$40,000	\$30,000
Professional Membership There are no professional memberships charged to Infrastructure.	\$0	\$0
Printing/Advertising The cost of printing plans for bid postings as well as advertising public notices.	\$0	\$1,000
Insurance Premiums There are no insurance premiums charged to Infrastructure.	\$0	\$0
Utilities There are no utilities charged to Infrastructure.	\$0	\$0
Misc. Expenses	\$0	\$0

## FISCAL YEAR 2016/17

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There are no miscellaneous expenses charged to Infrastructure.		
Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$0	\$880
Building & Maintenance Services There are no building maintenance services charged to Infrastructure.	\$0	\$0
Chemicals There are no chemical costs charged to Infrastructure.	\$0	\$0
Permits & Licenses There are no permit and license costs charged to Infrastructure.	\$0	\$0
Supplies This category reflects the purchase of SCADA software upgrades and component replacements.	\$0	\$75,000
Equipment There are no equipment costs charged to Infrastructure.	\$0	\$0
Tools There are no tool costs charged to Infrastructure.	\$0	\$0
Construction Contract construction costs are included in this category. The decrease reflects fewer and smaller projects planned for FY 2016/17.	\$947,000	\$360,200

The Infrastructure division budget **decreased** from \$1.2 million to \$0.75 million (40%) from Fiscal Year 2015/16. The significant changes in the Infrastructure division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Reallocated 0.80 FTE of the Engineering & Construction Contracts Manager from the Administrative Services division to more accurately reflect the support provided to infrastructure and planning projects.
2. Reduced the Infrastructure division budget by \$490,926. Based on direction provided by the Board at the budget workshop, staff has minimized the list of infrastructure projects for FY 2016/17 and has budgeted for the completion of a

hydraulic analysis and creation of a 5-Year Infrastructure Plan. The projects planned for this fiscal year are:

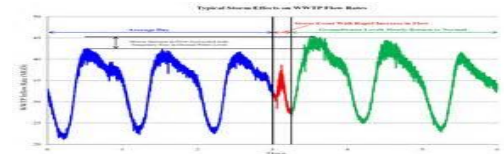


The following pages provide details of each of the planned projects.

## COMPREHENSIVE HYDRAULIC MODELING

**PROJECT DESCRIPTION:**

A comprehensive hydraulic model will be used as the central tool to evaluate the existing sewer system to develop recommendations for improving system operations and identifying improvements.



PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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**EXPENDITURES**

**By Type:**

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	115,000	-	-	115,000	-	-
Professional Services	25,000	-	-	25,000	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	500	-	-	500	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	500	-	-	500	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	-	-	-	-	-	-
	<b>149,713</b>	-	-	<b>149,713</b>	-	-

**Funded Positions:**

Operating Fund FTE	-	-	0.05	-	-
Other Funds FTE	-	-	-	-	-
	-	-	0.05	-	-

**REVENUE**

**By Type:**

Assessments	149,713	-	-	149,713	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>149,713</b>	-	-	<b>149,713</b>	-	-

**By Agency:**

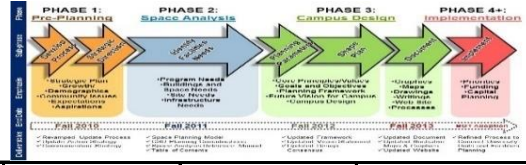
Half Moon Bay	75,605	-	-	75,605	-	-
Granada CSD	44,165	-	-	44,165	-	-
Montara WSD	29,943	-	-	29,943	-	-
	<b>149,713</b>	-	-	<b>149,713</b>	-	-



# INFRASTRUCTURE PLAN

**PROJECT DESCRIPTION:**

Compiling the various assessments of SAM's infrastructure assets, including pump stations, the Intertie Pipeline System, treatment plant and facilities in order to prioritize infrastructure projects and assist with financial planning.



PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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**EXPENDITURES**

**By Type:**

Wages	59,405	-	-	59,405	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	11,730	-	-	11,730	-	-
Retirement Cont.	4,117	-	-	4,117	-	-
Retirement Medical	891	-	-	891	-	-
Misc. Benefits	10,990	-	-	10,990	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	10,000	-	-	10,000	-	-
Professional Services	5,000	-	-	5,000	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	500	-	-	500	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	380	-	-	380	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	-	-	-	-	-	-
	<b>103,013</b>	<b>-</b>	<b>-</b>	<b>103,013</b>	<b>-</b>	<b>-</b>

**Funded Positions:**

Operating Fund FTE	-	-	0.50	-	-
Other Funds FTE	-	-	-	-	-
	-	-	0.50	-	-

**REVENUE**

**By Type:**

Assessments	103,013	-	-	103,013	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>103,013</b>	<b>-</b>	<b>-</b>	<b>103,013</b>	<b>-</b>	<b>-</b>

**By Agency:**

Half Moon Bay	52,021	-	-	52,021	-	-
Granada CSD	30,389	-	-	30,389	-	-
Montara WSD	20,603	-	-	20,603	-	-
	<b>103,013</b>	<b>-</b>	<b>-</b>	<b>103,013</b>	<b>-</b>	<b>-</b>

## MONTARA PUMP STATION WET WELL REHABILITATION

### PROJECT DESCRIPTION:

Seal and rehabilitate the wet well.

PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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### EXPENDITURES

#### By Type:

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	-	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	60,000	-	-	60,000	-	-
	<b>68,713</b>	-	-	<b>68,713</b>	-	-

#### Funded Positions:

*Operating Fund FTE*

*Other Funds FTE*

	-	-	0.05	-	-
	-	-	-	-	-
	-	-	0.05	-	-

### REVENUE

#### By Type:

Assessments	68,713	-	-	68,713	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>68,713</b>	-	-	<b>68,713</b>	-	-

#### By Agency:

Half Moon Bay	34,700	-	-	34,700	-	-
Granada CSD	20,270	-	-	20,270	-	-
Montara WSD	13,743	-	-	13,743	-	-
	<b>68,713</b>	-	-	<b>68,713</b>	-	-

## PLANT EFFLUENT PUMP STATION REHABILITATION

### PROJECT DESCRIPTION:

Rehabilitate effluent pump station and replace pumps.

PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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### EXPENDITURES

#### By Type:

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	-	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	150,000	-	-	150,000	-	-
	158,713	-	-	158,713	-	-

#### Funded Positions:

Operating Fund FTE

Other Funds FTE

	-	-	0.05	-	-
	-	-	-	-	-
	-	-	0.05	-	-

### REVENUE

#### By Type:

Assessments	158,713	-	-	158,713	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	158,713	-	-	158,713	-	-

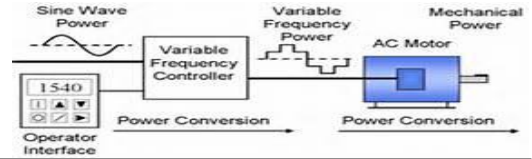
#### By Agency:

Half Moon Bay	80,150	-	-	80,150	-	-
Granada CSD	46,820	-	-	46,820	-	-
Montara WSD	31,743	-	-	31,743	-	-
	158,713	-	-	158,713	-	-

## PLANT HEADWORKS & INFLUENT PUMP REHABILITATION

**PROJECT DESCRIPTION:**

This is a compilation of projects that includes: upgrade headworks electrical and controls for pumps 1-5; influent pump replace #3 switch over and VFD.



PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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**EXPENDITURES**

**By Type:**

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	5,000	-	-	5,000	-	-
Professional Services	-	-	-	-	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	-	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	50,200	-	-	50,200	-	-
	<b>63,913</b>	-	-	<b>63,913</b>	-	-

**Funded Positions:**

Operating Fund FTE	-	-	0.05	-	-
Other Funds FTE	-	-	-	-	-
	-	-	0.05	-	-

**REVENUE**

**By Type:**

Assessments	63,913	-	-	63,913	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>63,913</b>	-	-	<b>63,913</b>	-	-

**By Agency:**

Half Moon Bay	32,276	-	-	32,276	-	-
Granada CSD	18,854	-	-	18,854	-	-
Montara WSD	12,783	-	-	12,783	-	-
	<b>63,913</b>	-	-	<b>63,913</b>	-	-

## PLANT SAFETY IMPROVEMENTS

**PROJECT DESCRIPTION:**

This is a compilation of projects that includes: replacing metering pumps; PVC piping; roof over chemical facilities to protect from sun exposure.

PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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**EXPENDITURES**

**By Type:**

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	-	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	100,000	-	-	100,000	-	-
	<b>108,713</b>	-	-	<b>108,713</b>	-	-

**Funded Positions:**

Operating Fund FTE	-	-	0.05	-	-
Other Funds FTE	-	-	-	-	-
	-	-	0.05	-	-

**REVENUE**

**By Type:**

Assessments	108,713	-	-	108,713	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>108,713</b>	-	-	<b>108,713</b>	-	-

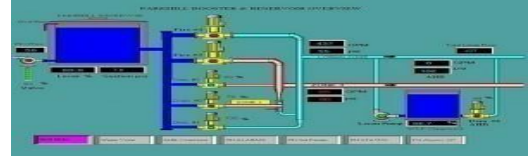
**By Agency:**

Half Moon Bay	54,900	-	-	54,900	-	-
Granada CSD	32,070	-	-	32,070	-	-
Montara WSD	21,743	-	-	21,743	-	-
	<b>108,713</b>	-	-	<b>108,713</b>	-	-

## SCADA UPGRADES

### PROJECT DESCRIPTION:

SCADA refers to the centralized system that controls and monitors the wastewater process. Most of the control actions are automatically performed by programmable logic controllers (PLCs). Replacement of outdated, critical components is necessary for functionality.



PROJECT TOTAL	PRIOR TO FY 2015/16	PROJECTED FY 2015/16	PROPOSED FY 2016/17	PROPOSED FY 2017/18	PROPOSED FY 2018/19
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### EXPENDITURES

#### By Type:

Wages	5,940	-	-	5,940	-	-
Premium Pay	-	-	-	-	-	-
Health Benefits	1,173	-	-	1,173	-	-
Retirement Cont.	412	-	-	412	-	-
Retirement Medical	89	-	-	89	-	-
Misc. Benefits	1,099	-	-	1,099	-	-
Legal Services	-	-	-	-	-	-
Engineering Services	3,550	-	-	3,550	-	-
Professional Services	-	-	-	-	-	-
Prof. Memberships	-	-	-	-	-	-
Printing/Advertising	-	-	-	-	-	-
Insurance Premiums	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Misc. Expenses	-	-	-	-	-	-
Travel & Training	-	-	-	-	-	-
Bldg & Maint Services	-	-	-	-	-	-
Chemicals	-	-	-	-	-	-
Permits & Licenses	-	-	-	-	-	-
Supplies	75,000	-	-	75,000	-	-
Equipment	-	-	-	-	-	-
Tools	-	-	-	-	-	-
Construction	-	-	-	-	-	-
	<b>87,263</b>	-	-	<b>87,263</b>	-	-

#### Funded Positions:

Operating Fund FTE	-	-	0.05	-	-
Other Funds FTE	-	-	-	-	-
	-	-	0.05	-	-

### REVENUE

#### By Type:

Assessments	87,263	-	-	87,263	-	-
Grants	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-
Reserve Drawdown	-	-	-	-	-	-
	<b>87,263</b>	-	-	<b>87,263</b>	-	-

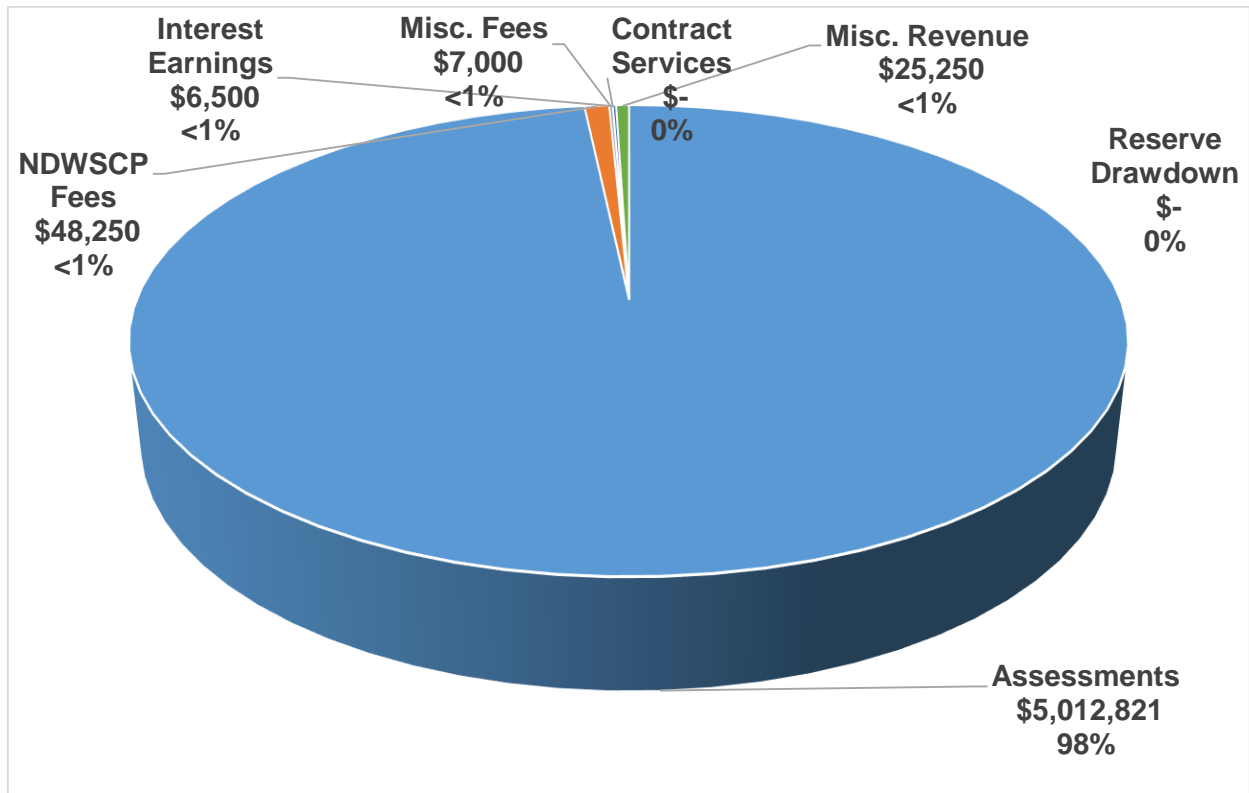
#### By Agency:

Half Moon Bay	44,068	-	-	44,068	-	-
Granada CSD	25,743	-	-	25,743	-	-
Montara WSD	17,453	-	-	17,453	-	-
	<b>87,263</b>	-	-	<b>87,263</b>	-	-

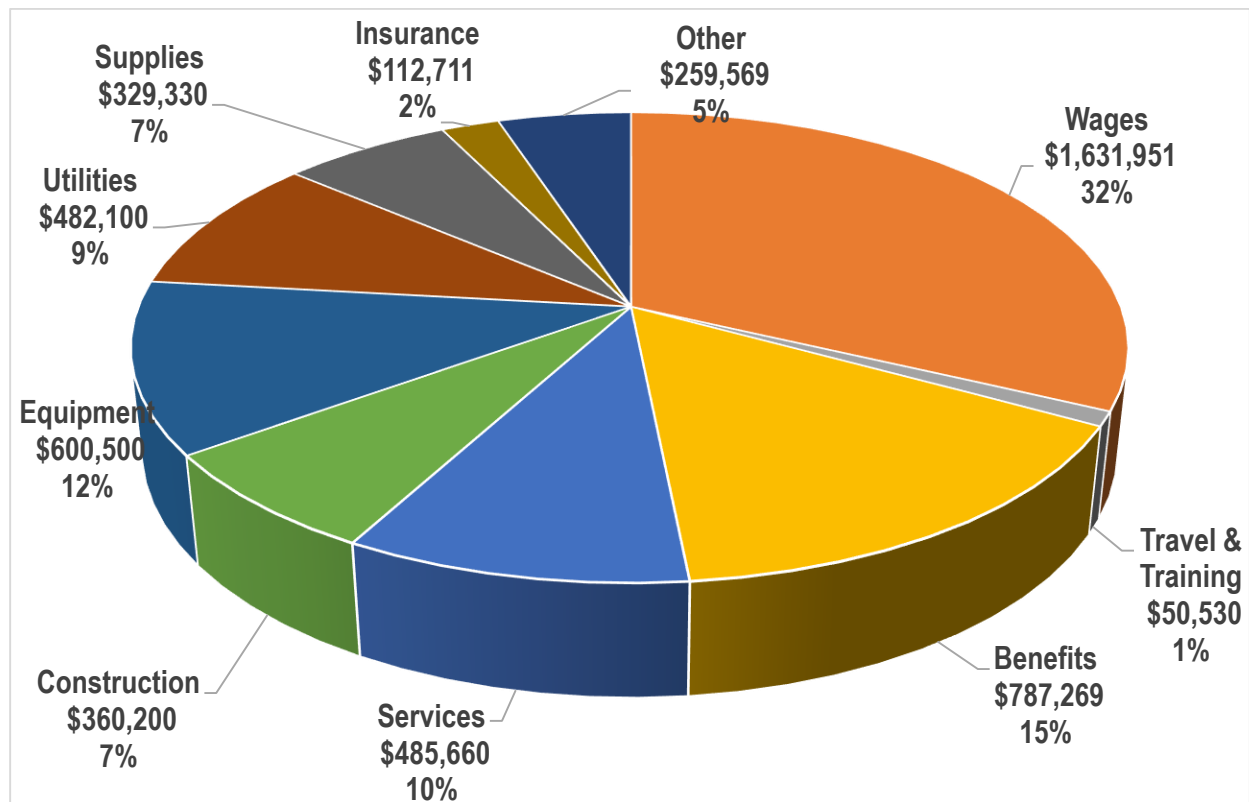
## **Appendix**

**CHARTS**

**Revenues by Type**

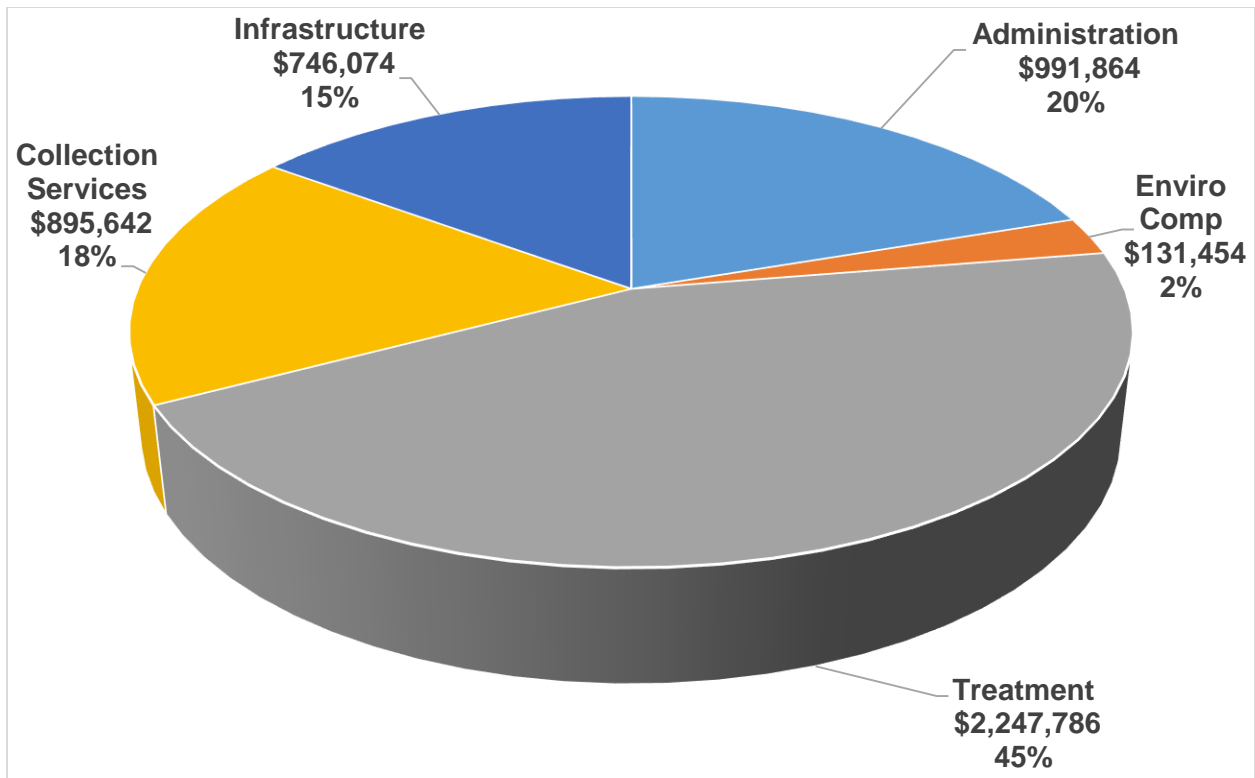


**Expenses by Type**

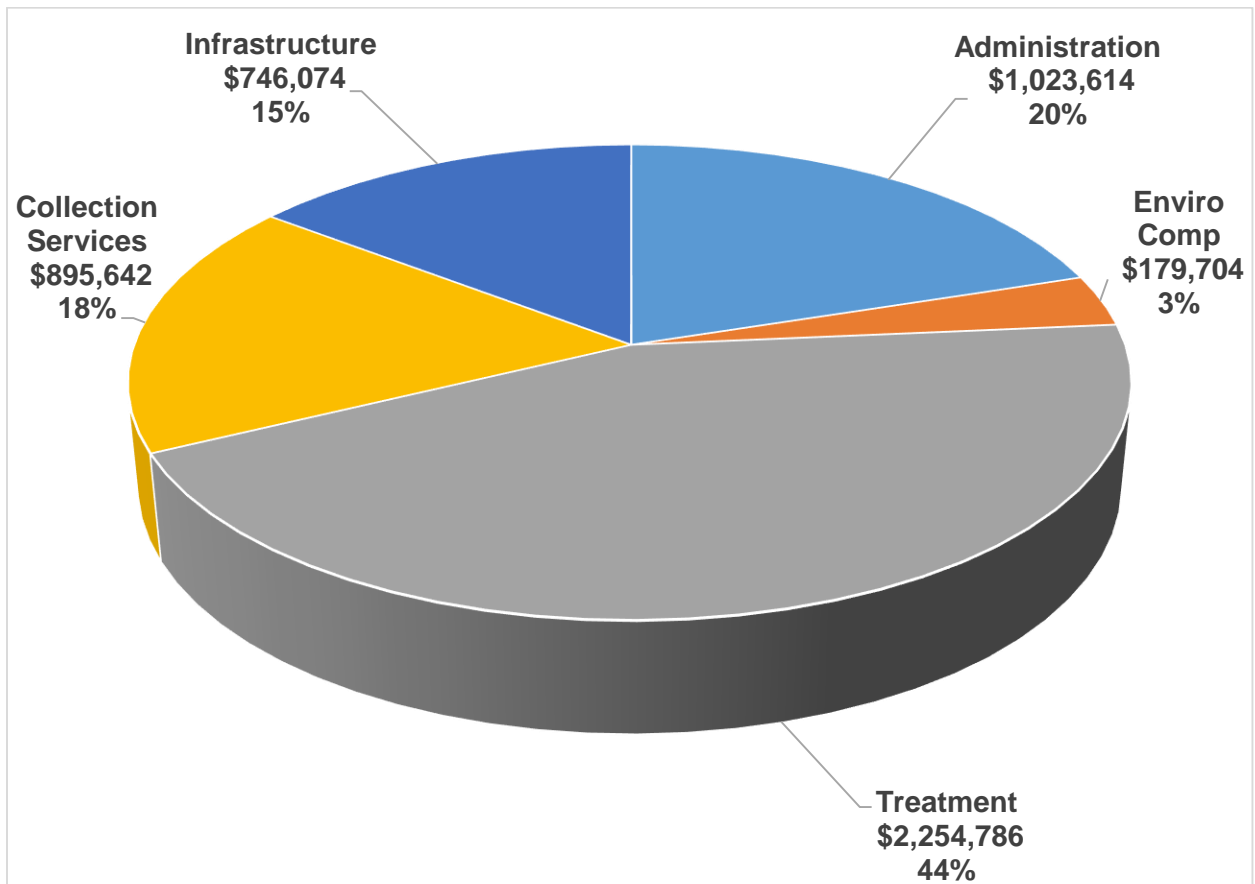




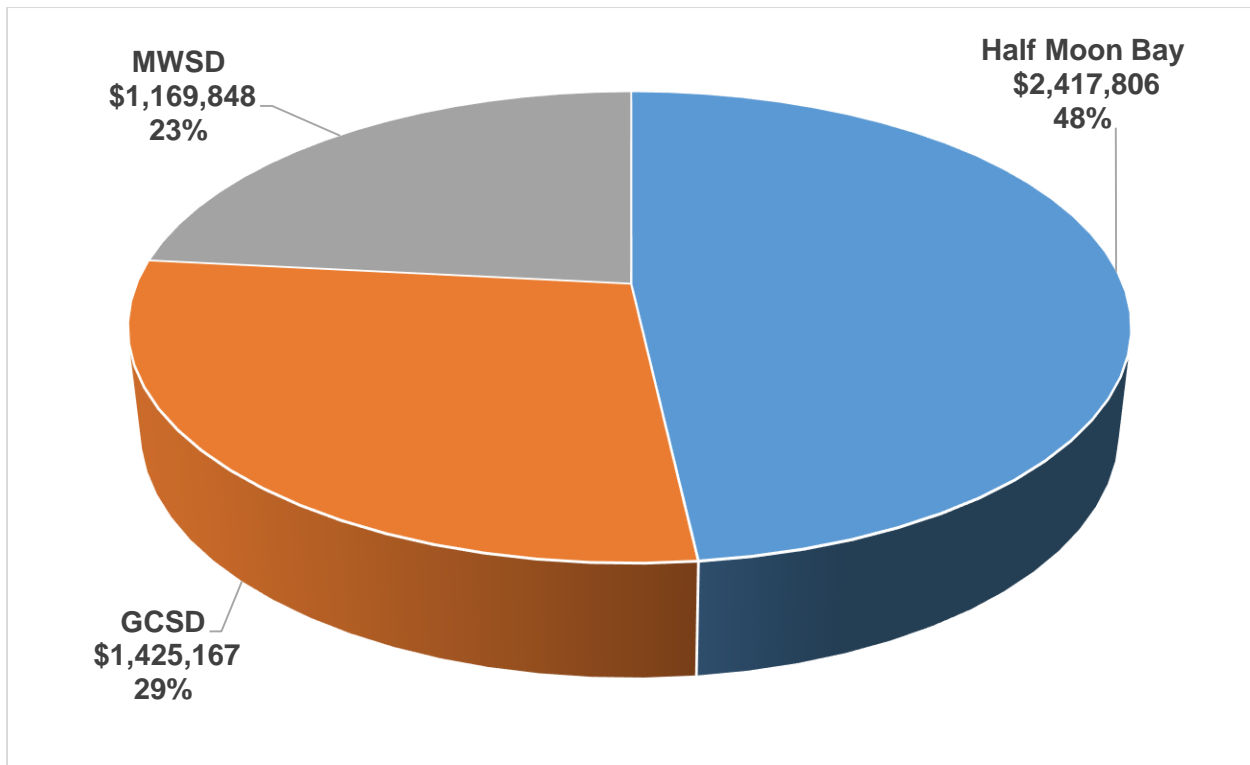
**Member Agency Assessments by Division**



**Expenses by Division**



**Assessments by Member Agency**



**ASSESSMENT FEES**

The District’s primary source of revenue are the assessments it charges to the member agencies. Assessments for operating and maintenance costs of the treatment system are calculated based on the previous calendar year’s flows. For Fiscal Year 2016/17, the assessments are allocated based on the flow calculations for calendar year 2015.

**Operations & Maintenance Flow Calculations**

	HMB	GCSD	MWSD	
FY 2016/17	50.7%	28.7%	20.6%	(Based on Calendar Year 2015)
FY 2015/16	49.7%	28.5%	21.8%	(Based on Calendar Year 2014)
Variance	0.9%	0.3%	-1.2%	

**Flow Distribution Calendar Year 2015 (In Mgd)**

Month/Year	HMB		GCSD		MWSD		Plant
	Average Daily Flow	% of Plant Flow	Average Daily Flow	% of Plant Flow	Average Daily Flow	% of Plant Flow	Average Daily Flow
January 2015	0.785	50.8%	0.448	29.0%	0.311	20.1%	1.544
February 2015	0.818	50.0%	0.482	29.5%	0.336	20.5%	1.636
March 2015	0.712	50.4%	0.424	30.0%	0.277	19.6%	1.413
April 2015	0.633	49.1%	0.388	30.1%	0.267	20.7%	1.288
May 2015	0.649	51.3%	0.361	28.5%	0.256	20.2%	1.266
June 2015	0.607	50.4%	0.349	29.0%	0.249	20.7%	1.205
July 2015	0.591	50.0%	0.343	29.0%	0.247	20.9%	1.181
August 2015	0.585	50.1%	0.340	29.1%	0.242	20.7%	1.167
September 2015	0.598	51.4%	0.329	28.3%	0.237	20.4%	1.164
October 2015	0.595	51.5%	0.324	28.0%	0.237	20.5%	1.156
November 2015	0.628	51.7%	0.335	27.6%	0.251	20.7%	1.214
December 2015	0.755	51.4%	0.388	26.4%	0.325	22.1%	1.468

<b>Total Annual</b>	<b>7.956</b>	<b>50.7%</b>	<b>4.511</b>	<b>28.7%</b>	<b>3.235</b>	<b>20.6%</b>	<b>15.702</b>
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There is a normal variance from year to year on the flows, but the distributions remain similar to the approximately ownership interest in the wastewater system (50.5% City of Half Moon Bay; 29.5% Granada Community Services District; 20% Montara Water & Sanitary District).

Assessments for the contract collection services are calculated based on the previous calendar year’s man-hours spent in the various districts. For Fiscal Year 2016/17, the assessments are allocated based on the man-hours calculations for calendar year 2015.

**Collection Crew Activity Summary**

	HMB	GCS D	MWSD	
FY 2016/17	37.6%	27.3%	35.1%	(Based on Calendar Year 2015)
FY 2015/16	36.3%	27.4%	36.3%	(Based on Calendar Year 2014)
<b>Variance</b>	1.3%	-0.2%	-1.1%	

**Collection Crew Activity Calendar Year 2015**

Month/Year	HMB		GCS D		MWSD		Total
	Hours	%	Hours	%	Hours	%	Hours
January 2015	131.66	22.6%	171.56	29.5%	278.28	47.9%	581.50
February 2015	79.77	13.3%	180.29	30.0%	341.44	56.8%	601.50
March 2015	145.72	22.7%	165.59	25.8%	331.19	51.5%	642.50
April 2015	98.35	213.9%	213.88	33.9%	319.26	50.6%	631.49
May 2015	114.74	15.8%	181.08	24.9%	431.18	59.3%	727.00
June 2015	266.17	33.8%	284.36	36.1%	236.91	30.1%	787.44
July 2015	372.95	44.9%	289.15	34.8%	169.15	20.3%	831.25
August 2015	361.32	43.2%	220.51	26.4%	253.92	30.4%	835.75
September 2015	321.95	41.1%	319.12	40.7%	142.93	18.2%	784.00
October 2015	472.98	59.3%	149.78	18.8%	174.50	21.9%	797.26
November 2015	475.66	63.9%	94.35	12.7%	173.99	23.4%	744.00
December 2015	461.72	56.4%	124.71	15.2%	231.81	28.3%	818.24

<b>Total Annual</b>	<b>3,302.99</b>	<b>37.6%</b>	<b>2,394.38</b>	<b>27.3%</b>	<b>3,084.56</b>	<b>35.1%</b>	<b>8,781.93</b>
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In addition to the member agency assessments, SAM charges fees for the Non-Domestic Waste Source Control Program permits, which are established by ordinance.

**NDWSCP Permit Rates (Effective 1/27/14)**

Flow (GPD)	Baseline Fee	Additional Fee Per 1000 GPD	Permit Fee	Permittees Per Flow Range	Total Fees Per Range
1 – 999	\$ 321.43	\$ -	\$ 321.43	64	\$ 20,571.52
1000 – 1999	\$ 321.43	\$ 321.43	\$ 642.86	19	\$ 12,214.34
2000 – 2999	\$ 321.43	\$ 642.86	\$ 964.29	6	\$ 5,785.74
3000 – 3999	\$ 321.43	\$ 964.29	\$ 1,285.72	1	\$ 1,285.72
4000 – 4999	\$ 321.43	\$ 1,285.72	\$ 1,607.15	3	\$ 4,821.45
5000 – 5999	\$ 321.43	\$ 1,607.15	\$ 1,928.58	0	\$ -
6000 – 6999	\$ 321.43	\$ 1,928.58	\$ 2,250.01	0	\$ -
7000 – 7999	\$ 321.43	\$ 2,250.01	\$ 2,571.44	1	\$ 2,571.44
8000 – 8999	\$ 321.43	\$ 2,571.44	\$ 2,892.87	0	\$ -
9000 – 9999	\$ 321.43	\$ 2,892.87	\$ 3,214.30	0	\$ -
10000–10999	\$ 321.43	\$ 3,214.30	\$ 3,535.73	0	\$ -



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Approval of Water and Sewer Budgets and  
Capital Improvement Programs.**

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A Draft Budget was presented at the May 7 meeting for Board Review. On May 28 the Finance Committee met, reviewed the budget and suggested changes. The Finance Committee recommends approval of the budget at this time.

The Budgets contains a suggested water rate increase of 3%, and a suggested sewer service charge increase of 3% to cover increased debt service, personnel cost, and capital needs on the water side.

## RECOMMENDATION:

Adopt Resolution No.\_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2016-2017 and authorize a 2.7% cost of living increase for all non-exempt full time employees.

Attachments.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT APPROVING BUDGET FOR THE  
FISCAL YEAR 2016-2017**

RESOLVED, by the Board of the Montara Water and Sanitary District, San Mateo County, California, as follows:

1. That the balances on hand as of June 30, 2016, in each of funds of the District shall be reserved for use by the District during the Fiscal Year 2016-2017.
2. That the budget for said District for the Fiscal Year 2016-2017 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

COUNTERSIGNED:

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

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

\* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 2<sup>nd</sup> day of June 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

# Fiscal Year 2016-2017

## Budget Executive Summary

### General Manager

Clemens Heldmaier

### Staff

Julian Martinez  
Judy Gromm  
Joanne Andreotti  
Nicholas Carrington  
Gabriel Aguilar  
Reeson Blevins  
Paul Bowman  
Clyde Bradshaw  
Derek Dye

### Board of Directors

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

### The Mission of Montara Water and Sanitary District

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

### District Overview

The Montara Water & Sanitary District, formed in 1958 as a public agency, is responsible for maintaining approximately twenty-five miles of sewer line and thirteen pump stations. The District is a member of the JPA, Sewer Authority-Mid Coastside (SAM), which operates the sewage treatment plant and inter-tie pipeline connecting the member agencies.

In addition, the District manages a solid waste franchise with Recology of the Coast which collects all trash and disposes of it properly, as well as recycles the material placed in the recycling bins by each household.

Through special State legislation, was granted the powers of a county water district. This was done in an effort to improve the water supply and service provided by the private water company serving the area. On August 5, 2003, the district acquired, and began operating, the water system to serve the unincorporated areas of Montara and Moss Beach. Since then the District has successfully improved water quality and source reliability.

# Fiscal Year 2016-2017

## Budget Executive Summary

### **Fiscal year 2015-16 Accomplishments**

1. Completion of the Alta Vista Tank
2. Implementation of a District Sponsored Pension program through PARS
3. Successful Financial Audit and Single Audit
  - a. No note of material weaknesses or significant deficiencies in the Financial Statement Audit
  - b. No findings or questioned costs in the Single Audit

### **Fiscal Year 2016/17 Budget Overview**

This budget continues the District's tradition of meeting all regulatory requirements in planning, designing, operating, and maintaining its facilities. We also continue a tradition of fiscal responsibility, recognizing the cost of the District services impacts the community, balanced with the need to maintain prudent reserves to sustain our capital assets. With the resources provided in this budget, the District can continue to focus on customers, work in an environmentally friendly manner, establish and maintain partnerships with other organizations, and foster a positive environment for employees.

Projections used in this budget are the result of multi-levels of review by management, staff, finance committee and the Board of Directors. Cost increases have been limited as much as possible to essential projects or services. As shown in the following Budgeted Cash Flow for both Sewer and Water, the budget presents a projection of revenues by funding source, operating expenses, debt service costs and capital expenditures planned for fiscal year 2016-17. Capital project cost estimates are based on the Capital Improvement Program (CIP) and related water master plan.

### **Sewer Enterprise:**

#### **Sewer service charge:**

The budget model has been set using a dollar value growth factor of 3%. The actual dollar percentage shrank by -3.44% due to un-favorable flow distribution in the prior wet weather period. Due to this decrease in flow of nearly 11%, the District is expecting to take in \$70,217 less revenue than prior fiscal year. The current residential occupancy rate charge is \$40.51 per hundred cubic feet (HCF). The District is proposing a rate of \$41.73 HCF. The current prop 218 limit is set at \$42.93.

#### **Sewer Authority Mid-Coastside:**

The major factors impacting the Sewer enterprise are the overall costs of being a part of the SAM JPA. The SAM budget is comprised of three separate assessments:

1. Operations & Maintenance
2. Collection Services
3. Infrastructure



# Fiscal Year 2016-2017

## Budget Executive Summary

As can be seen in the pie chart displayed further on in the budget, SAM expenses represent approximately 65% of the District's operating expenditures. Current year differences as compared to last fiscal year are as follows:

	FY 2015-16	FY 2016-17		
	Adopted Budget	Adopted Budget	\$ (Decrease)	% (Decrease)
Operations & Maintenance	\$ 707,892	\$ 694,531	\$ (13,361)	-1.89%
Collection Services	\$ 360,504	\$ 321,608	\$ (38,896)	-10.79%
Infrastructure	\$ 160,666	\$ 153,710	\$ (6,956)	-4.33%

### **Labor:**

The District has the equivalent of two full time equivalents that are paid through Sewer operations. Overall, benefits and labor in comparison to fiscal year 2015-16 are budgeted to decrease \$10,795 or 3.46%. The biggest factor contributing to the decrease in personnel costs is the reduction in budget expenditures as it relates to the District Sponsored Retirement plan, PARS, which are expected to decrease by \$84,791. During prior year's budget process the District was unsure of the overall budgetary impact of the plan and budgeted for the expenditures at a level above and beyond what was necessary.

Outside of the PARS plan, District wages and benefits are expected to increase by \$20,721. The reason for this is due to prior year's budget not including the 8.25% pay increase provided to employees to cover their employee required contribution to the PARS plan. This fiscal year includes a 2.7% cost of living increase as well as a 2.5% merit increase.

### **Connection Fees:**

Revenue from new residential construction has been budgeted to decrease \$135,348 or 49.11%. For fiscal year 2015-16 the District is expected to issue five new connections. Based on the unexpected nature of new connection issuances, the District is remaining conservative and budgeting for a total of six new connections issued for fiscal year 2016-17. The revenue from these connections is used for MWSD capital expenditures and the SAM assessment for capital infrastructure improvements

### **Capital Improvement:**

Fiscal year 2015-16 Sewer CIP budget was set at \$685,483. The planned high priority projects included the Cabrillo Highway Phase 1 A & B sewer main replacement as well as other mechanical system repairs & replacements that were deemed to be high priority. A number of issues have plagued the ability to proceed on a number of these planned projects. Through April 2016, Sewer CIP is only 11% through its total budget for a total of \$72,828 in capital costs.

Fiscal year 2016-2017 budget model currently includes the majority of these high priority projects as well as others. For this reason, the budget set for fiscal year 2016-17 is \$1,745,750. The District expects to have to use a good portion of reserves to fund these projects which have been in the works for many years.

# Fiscal Year 2016-2017

## Budget Executive Summary

### Water Enterprise:

#### Water Sales:

In fiscal year 2014-2015 the District's Water enterprise went through a comprehensive Rate Study prepared by Bartle Wells. The rate study was the culmination of many months of work. Bartle Wells drafted various financial models in order to decide the long term rate structure for the District. The specific assumptions made included the *cost escalation factor*, *interest earnings rate*, *growth in customer base*, and *price elasticity*. These assumptions are used in order to account for the known cost drivers. The largest portion being the Water enterprise's debt service responsibilities for the next 10-15 years and the District's long term capital improvement program set forth by the District's master plan. After careful consideration of three proposed financial models put in place by Bartle Wells, the decision of a 3% water rate increase and 10 new connections per year was deemed appropriate.

Whereas the Bartle Wells model is used as a guide for the District's budget, it is not followed to the dollar. For fiscal year 2016-17, water rates have been budgeted for a 3% rate increase, which compared to our projected revenues for the fiscal year would translate to an additional \$50,000 of revenue. An additional \$50,000 is expected from increased consumption. This brings the District's overall expectation of revenue from water sales to be \$1,797,000; an increase of \$117,266 or 6.98%.

#### Labor:

Overall, benefits and labor in comparison to fiscal year 2015-16 are budgeted to decrease \$45,897 or 5.97%. The biggest factor contributing to the decrease in personnel costs is the reduction in budget expenditures as it relates to the District Sponsored Retirement plan, PARS, which are expected to decrease by \$84,791. During prior year's budget process the District was unsure of the overall budgetary impact of the plan and budgeted for the expenditures at a level above and beyond what was necessary.

Outside of the PARS plan, District wages and benefits are expected to increase by \$20,721. The reason for this is due to prior year's budget not including the 8.25% pay increase provided to employees to cover their employee required contribution to the PARS plan. This fiscal year includes a 2.7% cost of living increase as well as a 2.5% merit increase.

#### Connection Fees:

Connection fees revenue for new construction has been set to increase by \$27,000 with the estimate that 10 connections will be issued in fiscal year 2016-17. Thus far through April the District has issued five new connections and another three have been requested, and are currently going through the authorization process. The District is aware that the possibility of many more connections being issued related to the Big Wave project. However, with the current uncertainty regarding the project, it would not be prudent to include the additional revenue for fiscal year 2016-17.

# Fiscal Year 2016-2017

## Budget Executive Summary

### **Capital Improvement:**

As stated earlier in the District's 2015-16 accomplishments, the Alta Vista Tank project was completed. This was by far the largest project ever undertaken by the District. By all measurements the project has been an absolute success. The District's engineers managed the project and experienced a nearly \$0 cost over-run. In addition, the project went through a rigorous Single Audit, of which there were no findings or questioned costs.

The current year CIP budget of \$619,000 is a reduction of \$1.1 million or 64.20%. This reduction was to be expected as the District is back to continually maintaining and improving the current system through the traditional sense of replacing water main, laterals, and meters. The Pillar Ridge Rehab project is currently on-going and is expected to continue for the next five years.

### **Conclusion:**

The District strives to keep its rate increases and overall costs as low as possible while meeting or exceeding regulatory standards and maintaining a focus on environmental stewardship. Rate increases for services remain below the average in the region, while the District has been recognized for excellence at the local and state levels.

FINAL DRAFT  
5/27/2016



# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### Fiscal year 2016-2017

#### Cash flow summary

#### Operating cash flow

<b>Operating income</b>		
Sewer Service Charges	\$	1,965,726
Cell Tower Lease	\$	33,500
Fees & Other	\$	17,500
Property Tax	\$	235,000
Waste Collection Revenues	\$	21,000
<b>Total operating income</b>	<b>\$</b>	<b>2,272,726</b>
<b>Operating expenses</b>		
Personnel	\$	(300,871)
Professional Services	\$	(109,550)
Facilities & Administration	\$	(40,240)
Engineering	\$	(52,000)
Pumping	\$	(27,000)
Sewer Authority Mid-Coastside	\$	(1,106,139)
All other Accounts	\$	(55,560)
<b>Total operating expenses</b>	<b>\$</b>	<b>(1,691,360)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>581,366</b>

#### Investment cash flow

<b>Investment income</b>		
Interest Revenue	\$	10,000
<b>Total investment income</b>	<b>\$</b>	<b>10,000</b>
<b>Investment expenses</b>		
Capital Improvement Program	\$	(1,745,750)
SAM Capital Assessment	\$	(153,710)
<b>Total investment expenses</b>	<b>\$</b>	<b>(1,899,460)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>(1,889,460)</b>

#### Financing cash flow

<b>Financing income</b>		
Connection Fees	\$	190,256
<b>Total financing income</b>	<b>\$</b>	<b>190,256</b>
<b>Financing expenses</b>		
Loan Interest Expense	\$	(44,798)
Loan Principal Payment	\$	(70,077)
<b>Total financing expenses</b>	<b>\$</b>	<b>(114,875)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>75,381</b>
<b>Overall projected cash flow</b>	<b>\$</b>	<b>(1,232,713)</b>
Transfer from Sewer Reserves	\$	1,232,713
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### Fiscal year 2016-2017

#### Cash flow summary

##### Operating cash flow

<b>Operating income</b>		
Water Sales	\$	1,797,000
Cell Tower Lease	\$	33,500
Fees & Other	\$	10,450
Property Tax	\$	235,000
Backflow Testing & Other	\$	13,000
<b>Total operating income</b>	<b>\$</b>	<b>2,088,950</b>
<b>Operating expenses</b>		
Personnel	\$	(723,522)
Professional Services	\$	(146,850)
Facilities & Administration	\$	(50,450)
Engineering	\$	(87,000)
Pumping	\$	(112,500)
Supply	\$	(50,000)
Collection/Transmission	\$	(94,500)
Treatment	\$	(64,000)
All Other Accounts	\$	(126,100)
<b>Total operating expenses</b>	<b>\$</b>	<b>(1,454,922)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>634,028</b>

##### Investment cash flow

<b>Investment income</b>		
GO Bonds, Assessment Receipts	\$	1,150,436
<b>Total investment income</b>	<b>\$</b>	<b>1,150,436</b>
<b>Investment expenses</b>		
Capital Improvement Program	\$	(619,000)
<b>Total investment expenses</b>	<b>\$</b>	<b>(619,000)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>531,436</b>

##### Financing cash flow

<b>Financing income</b>		
Connection Fees	\$	196,000
<b>Total financing income</b>	<b>\$</b>	<b>196,000</b>
<b>Financing expenses</b>		
Long Term Debt - Interest Expense	\$	(352,580)
Long Term Debt - Principal Payment	\$	(1,033,676)
<b>Total financing expenses</b>	<b>\$</b>	<b>(1,386,255)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>(1,190,255)</b>
<b>Overall projected cash flow</b>	<b>\$</b>	<b>(24,791)</b>
<b>Transfer from Water Reserves</b>	<b>\$</b>	<b>24,791</b>
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>



## MWSD – Fiscal Year 2016-2017 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2013-14		Approved		Income/Expenditure		Projected as		Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	2014-15 Actual	Budget 2015-16	s as of April, 2016	% To date	Projected	% of Budget	2016-17	from 2015-2016 \$	%	
Cell Tower Lease:	4220	32,270	32,422	32,000	27,823	86.95%	33,388	104.34%	33,500	1,500	4.69%	
Administrative Fees (New Construction):	4410	1,800	1,852	2,500	2,370	94.80%	2,844	113.76%	3,000	500	20.00%	
Administrative Fees (Remodel):	4420	2,250	3,241	3,000	1,422	47.40%	1,706	56.88%	1,500	(1,500)	-50.00%	
Inspection Fees (New Construction):	4430	1,700	1,748	2,000	2,240	112.00%	2,688	134.40%	2,500	500	25.00%	
Inspection Fees (Remodel):	4440	5,060	4,969	4,500	3,116	69.24%	3,739	83.09%	3,500	(1,000)	-22.22%	
Remodel Fees:	4460	3,667	19,777	7,000	1,775	25.36%	2,130	30.43%	7,000			
Property Tax Receipts:	4610	301,852	213,850	230,000	300,352	130.59%	230,000	100.00%	235,000	5,000	2.17%	
Sewer Service Charges:	4710	2,018,016	2,203,383	2,039,943	1,899,906	93.14%	2,039,943	100.00%	1,969,726	(70,217)	-3.44%	
Sewer Service Refunds, Customer:	4720	(344)	(6,915)	(4,000)	(8,386)	209.65%	(10,063)	251.58%	(4,000)			
Waste Collection Revenues:	4760	13,191	17,844	15,000	14,917	99.45%	17,901	119.34%	21,000	6,000	40.00%	
Other Revenue:	4990				152	100.00%	152	100.00%			#DIV/0!	
<b>Total Operating Revenue:</b>		<b>2,379,462</b>	<b>2,492,171</b>	<b>2,331,943</b>	<b>2,245,687</b>	<b>96.30%</b>	<b>2,324,428</b>	<b>99.68%</b>	<b>2,272,726</b>	<b>(59,217)</b>	<b>-2.54%</b>	
<b>Operating Expenses</b>												
Bank Fees:	5190	4,022	6,709	4,000	2,824	70.60%	3,389	84.72%	5,500	1,500	37.50%	
Board Meetings:	5210	2,586	4,850	2,500	2,446	97.85%	2,935	117.42%	3,000	500	20.00%	
Director Fees:	5220	3,788	3,188	3,300	1,913	57.96%	2,295	69.55%	3,300			
Election Expenses:	5230	3,897							4,000	4,000		
Conference Attendance:	5250	397		2,000					2,000			
Information Systems:	5270	2,786	3,069	6,000	3,743	62.38%	4,491	74.86%	6,000			
Fidelity Bond:	5310		438						500	500	#DIV/0!	
Property & Liability Insurance:	5320	1,583	1,667	1,755	1,688	96.19%	1,688	96.18%	1,700	(55)	-3.13%	
LAFCO Assessment:	5350	1,548	1,754	1,987	1,718	86.46%	1,718	86.46%	2,000	13	0.65%	
Meeting Attendance, Legal:	5420	11,350	6,770	9,500	6,564	69.09%	7,876	82.91%	9,500			
General Legal:	5430	18,077	9,375	15,000	27,550	183.67%	33,060	220.40%	20,000	5,000	33.33%	
Maintenance, Office:	5510	4,283	5,337	6,000	6,944	115.74%	7,500	125.00%	8,000	2,000	33.33%	
Meetings, Local:	5520	189										
Memberships:	5530										#DIV/0!	
Office Supplies:	5540	6,872	9,319	9,000	5,697	63.30%	6,836	75.96%	8,000	(1,000)	-11.11%	
Postage:	5550	2,366	1,214	2,000	2,220	110.99%	2,664	133.19%	2,500	500	25.00%	
Printing & Publishing:	5560	1,538	2,786	3,000	2,632	87.74%	3,159	105.29%	3,000			
Accounting:	5610	35,955	24,483	30,000	27,443	91.48%	32,931	109.77%	30,000			
Audit:	5620	12,050	10,050	13,000	12,050	92.69%	13,000	100.00%	13,000			
Consulting:	5630	2,962	18,979	13,000	13,749	105.77%	16,499	126.92%	28,000	15,000	115.38%	
Data Services:	5640	5,533	5,792	6,000	5,504	91.74%	6,605	110.09%	6,000			
Labor & HR Support:	5650		4,286	2,250	1,500	66.67%	1,800	80.00%	2,250	2,000	88.89%	
Payroll Services:	5660	279	753	800	692	86.47%	830	103.76%	800			
Other Professional Services:	5690	30	10									
San Mateo County Tax Roll Charges:	5710	2,453		2,500	116	4.62%	139	5.54%	2,500			
Telephone & Internet:	5720	10,557	9,812	9,000	9,552	106.13%	11,462	127.36%	11,000	2,000	22.22%	
Mileage Reimbursement:	5730	1,426	1,137	1,500	413	27.55%	496	33.06%	1,500			
Reference Materials:	5740			200					200			
Other Administrative:	5790	143										
CalPERS 457 Deferred Plan:	5810	11,993	13,303	13,709	11,532	84.12%	13,839	100.94%	15,117	1,407	10.27%	
Employee Benefits:	5820	38,540	34,993	36,497	29,095	79.72%	34,914	95.66%	34,382	(2,115)	-5.80%	
Disability Insurance:	5830	1,177	1,206	1,451	1,020	70.30%	1,224	84.36%	1,479	28	1.91%	
Payroll Taxes:	5840	13,276	12,920	14,983	11,930	79.63%	14,316	95.55%	16,521	1,538	10.27%	
Worker's Compensation Insurance:	5960	6,322	2,558	3,891	491	12.61%	589	15.13%	3,649	(243)	-6.24%	
Management:	5910	78,465	71,501	86,041	77,651	90.25%	93,181	108.30%	93,373	7,332	8.52%	
Staff :	5920	95,376	100,302	103,090	93,495	90.69%	112,194	108.83%	118,444	15,354	14.89%	
Staff Certification:	5930	1,800	1,800	1,854	1,500	80.91%	1,800	97.09%	1,800	(54)	-2.91%	
Staff Overtime:	5940	3,225	3,480	3,718	2,560	68.86%	3,072	82.63%	2,339	(1,379)	-37.09%	
Staff Standby:	5950	830	928	1,147						(1,147)	-100.00%	
District sponsored Defined Benefit Plan:	5850			45,285	13,427	29.65%	16,113		13,768	(31,517)	-69.60%	
Claims, Property Damage:	6170	9,944	2,139	10,000					10,000			
Education & Training:	6195			1,000					1,000			
Meeting Attendance, Engineering:	6210			2,000					2,000			
General Engineering:	6220	47,743	61,309	50,000	15,426	30.85%	18,511	37.02%	50,000			
Equipment & Tools, Expensed:	6320			1,000					1,000			



## MWSD — Fiscal Year 2016-2017 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2013-14	2014-15 Actual	Approved	Income/Expenditure	% To date	Projected	Projected as	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual		Budget 2015-16	s as of April, 2016			% of Budget	2016-17	from 2015-2016 \$	%
Alarm Services:	6335	5,431	4,701	5,000	4,992	99.83%	5,990	119.80%	5,340	340	6.80%
Landscaping:	6337	2,280	2,280	2,400	3,132	130.50%	3,758	156.60%	2,400		
Pumping Fuel & Electricity:	6410	27,293	26,888	27,000	18,265	67.65%	21,918	81.18%	27,000		
Pumping Maintenance, General:	6430				3,525		4,230				
Maintenance, Collection System:	6660			10,000					10,000		
Fuel:	6810		511	800	648	81.01%	778	97.22%	800		
Truck Equipment, Expensed:	6820		87	160	54	34.03%	65	40.83%	160		
Truck Repairs:	6830		51	400	153	38.37%	184	46.05%	400		
Total Other Operations:	6890		119								
SAM Collections:	6910	332,868	305,856	360,500	300,420	83.33%	360,504	100.00%	321,608	(38,892)	-10.79%
SAM Operations:	6920	657,192	624,024	707,892	589,910	83.33%	707,892	100.00%	694,531	(13,361)	-1.89%
SAM Prior-Year Adjustment:	6930		(3,190)								
SAM Maintenance, Collection System:	6940	15,550		40,000	41,060	102.65%	49,272	123.18%	40,000		
SAM Maintenance, Pumping:	6950	46,632		50,000					50,000		
<b>Total Operations Expense:</b>		<b>1,532,607</b>	<b>1,399,540</b>	<b>1,724,110</b>	<b>1,357,245</b>	<b>78.72%</b>	<b>1,625,719</b>	<b>94.29%</b>	<b>1,691,360</b>	<b>(30,750)</b>	<b>-1.78%</b>
<b>Net Change in position from Operations:</b>		<b>846,855</b>	<b>1,092,630</b>	<b>607,833</b>	<b>888,443</b>	<b>146.17%</b>	<b>698,709</b>	<b>114.95%</b>	<b>581,366</b>	<b>(28,467)</b>	<b>-4.68%</b>

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## MWSD — Fiscal Year 2016-2017 Non-Operating Budget - SEWER ENTERPRISE

	GL Codes	2013-14 Actual	2014-15 Actual	Approved Budget 2015-16	Income/Expenditure s as of April, 2016	% To date	Projected	Projected as % of Budget	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
<b>Non Operating Revenue</b>											
Connection Fees, Residential New Const:	7110		142,923	275,604	53,363	19.36%	<b>116,880</b>	42.41%	140,256	(135,348)	-49.11%
Connection Fees, Residential Remodel:	7120	66,970	23,432	50,000	47,234	94.47%	56,680	113.36%	50,000		
Employee Loans:	7700	8,995	4,070	3,281	895	27.29%	1,075	32.75%		(3,281)	-100.00%
LAIF, Interest:	7200	4,828	11,938	8,000	7,404	92.55%	8,885	111.06%	10,000	2,000	25.00%
<b>Total Non Operating Revenue:</b>		<b>80,793</b>	<b>182,362</b>	<b>336,885</b>	<b>108,896</b>	<b>32.32%</b>	<b>183,520</b>	<b>54.48%</b>	<b>200,256</b>	<b>(136,629)</b>	<b>-40.56%</b>
<b>Non Operating Expense</b>											
PNC Equipment Lease:	9125	23,747	21,819	20,790	16,517	79.45%	20,790	100.00%	19,598	(1,192)	-5.73%
Capital Assessment, SAM:	9175		63,360	160,666	133,890	83.33%	160,668	100.00%	153,710	(6,956)	-4.33%
I-Bank Loan:	9200	38,933	26,493	26,022	4,802	18.45%	26,022	100.00%	25,201	(821)	-3.16%
<b>Total Non Operating Expense:</b>		<b>62,680</b>	<b>111,671</b>	<b>207,478</b>	<b>155,208</b>	<b>74.81%</b>	<b>207,480</b>	<b>100.00%</b>	<b>198,508</b>	<b>(8,970)</b>	<b>-4.32%</b>
<b>Net Change in position from Non Operating</b>		<b>18,113</b>	<b>70,691</b>	<b>129,407</b>	<b>(46,312)</b>		<b>(23,960)</b>		<b>1,748</b>	<b>(127,660)</b>	

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## MWSD — Fiscal Year 2016-2017 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2013-14	2014-15	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2015-16	as of April, 2016			of Budget	2016-17	from 2015-2016 \$	%
Cell Tower Lease:	4220	32,270	32,422	32,000	27,823	86.95%	33,388	104.34%	33,500	1,500	4.69%
Administrative Fees (New Construction):	4410	4,050	5,067	4,500	4,453	98.96%	5,344	118.75%	4,500	0	0.00%
Administrative Fees (Remodel):	4420	450	985	900	0	0.00%	0	0.00%	900	0	0.00%
Inspection Fees (New Construction):	4430	3,825	4,833	4,250	4,021	94.61%	4,825	113.53%	4,250	0	0.00%
Inspection Fees (Remodel):	4440	425	929	800	0	0.00%	0	0.00%	800	0	0.00%
Mainline Extension Fees:	4450				46,459	100.00%	55,751	100.00%		0	#DIV/0!
Remodel Fees:	4460		324			0.00%	0	0.00%			
Property Tax Receipts:	4610	301,852	424,451	230,000	300,352	130.59%	360,422	156.71%	235,000	5,000	2.17%
Testing, Backflow:	4740	14,001	9,589	13,000	14,420	110.92%	17,304	133.11%	13,000	0	0.00%
Water Sales:	4810	1,614,283	1,667,369	1,682,734	1,416,174	84.16%	1,699,409	100.99%	1,800,000	117,266	6.97%
Water Sales Refunds, Customer:	4850	(1,855)	(395)	(3,000)	(1,488)	49.61%	(1,786)	59.53%	(3,000)	0	0.00%
Other Revenue:	4990	2,501	2,855		3,344	100.00%	4,013	100.00%		0	
<b>Total Operating Revenue:</b>		<b>1,971,802</b>	<b>2,148,430</b>	<b>1,965,184</b>	<b>1,815,558</b>	<b>92.39%</b>	<b>2,178,669</b>	<b>110.86%</b>	<b>2,088,950</b>	<b>123,766</b>	<b>6.30%</b>
<b>Operating Expenses</b>											
Bank Fees:	5190	5,864	5,874	9,000	5,060	56.22%	6,072	67.47%	10,000	1,000	11.11%
Board Meetings:	5210	2,586	2,931	2,500	2,446	97.85%	2,935	117.42%	3,000	500	20.00%
Director Fees:	5220	3,788	3,188	3,300	1,913	57.96%	2,295	69.55%	3,300	0	0.00%
Election Expenses:	5230	3,897				0.00%	0	0.00%	4,000	4,000	
CDPH Fees:	5240	7,191	14,535	15,000	15,229	101.53%	15,229	101.53%	15,500	500	3.33%
Conference Attendance:	5250	1,852	3,442	4,000	3,468	86.70%	4,161	104.04%	4,000	0	0.00%
Information Systems:	5270	2,786	3,069	3,200	3,854	120.43%	4,625	144.52%	1,500	(1,700)	-53.13%
Fidelity Bond:	5310		438			0.00%	0	0.00%	500	500	#DIV/0!
Property & Liability Insurance:	5320	1,583	1,667	1,755	1,688	96.19%	1,688	96.18%	2,700	945	53.85%
LAFCO Assessment:	5350	2,026	2,376	2,800	2,328	83.14%	2,328	83.14%	2,500	(300)	-10.71%
Meeting Attendance, Legal:	5420	9,955	6,768	8,500	7,125	83.82%	8,549	100.58%	8,500	0	0.00%
General Legal:	5430	60,840	58,623	60,000	35,190	58.65%	42,227	70.38%	60,000	0	0.00%
Maintenance, Office:	5510	4,333	5,337	6,000	6,944	115.74%	8,333	138.88%	8,000	2,000	33.33%
Meetings, Local:	5520	189	298			0.00%	0	0.00%	0	0	
Memberships:	5530	18,050	16,945	18,000	17,225	95.70%	17,225	95.69%	18,000	0	0.00%
Office Supplies:	5540	6,872	9,319	9,000	5,697	63.30%	6,836	75.96%	8,000	(1,000)	-11.11%
Postage:	5550	5,876	9,909	6,000	5,546	92.44%	6,655	110.92%	6,000	0	0.00%
Printing & Publishing:	5560	1,538	2,681	2,000	1,009	50.45%	1,211	60.54%	2,000	0	0.00%
Accounting:	5610	35,955	24,483	30,000	27,443	91.48%	32,931	109.77%	30,000	0	0.00%
Audit:	5620	12,050	10,050	13,000	12,050	92.69%	20,500	157.69%	20,500	7,500	57.69%
Consulting:	5630	16,055	50,273	25,000	20,982	83.93%	25,179	100.72%	25,000	0	0.00%
Data Services:	5640	2,410	9,044			0.00%	0	0.00%		0	
Labor & HR Support:	5650	9,750	4,661		2,250	100.00%	2,700	100.00%	2,000	2,000	#DIV/0!
Payroll Services:	5660	471	1,017	850	692	81.38%	830	97.65%	850	0	0.00%
Other Professional Services:	5690	30	19,425		227	100.00%	272	100.00%		0	
San Mateo County Tax Roll Charges:	5710				123	100.00%	148	100.00%			
Telephone & Internet:	5720	7,050	13,491	9,000	13,994	155.48%	16,792	186.58%	17,000	8,000	88.89%
Mileage Reimbursement:	5730	1,592	2,326	2,000	1,691	84.54%	2,029	101.45%	2,000	0	0.00%
Reference Materials:	5740		0	800	0	0.00%	0	0.00%	800	0	0.00%
Other Administrative:	5790	1,340	248			0.00%	0	0.00%		0	
CalPERS 457 Deferred Plan:	5810	27,351	29,503	35,154	25,978	73.90%	31,174	88.68%	33,970	(1,185)	-3.37%
Employee Benefits:	5820	68,114	55,586	61,277	66,395	108.35%	79,674	130.02%	69,368	8,091	13.20%
Disability Insurance:	5830	2,371	2,605	3,549	2,525	71.13%	3,030	85.36%	2,921	(628)	-17.70%
Payroll Taxes:	5840	31,704	32,426	38,419	30,307	78.89%	36,368	94.66%	40,574	2,155	5.61%
Worker's Compensation Insurance:	5960	23,902	12,461	17,019	4,788	28.13%	5,745	33.76%	19,312	2,293	13.47%
Management:	5910	80,855	93,691	86,041	77,651	90.25%	93,181	108.30%	93,373	7,332	8.52%
Staff :	5920	280,425	286,814	338,785	270,929	79.97%	325,115	95.97%	350,791	12,006	3.54%
Staff Certification:	5930	8,815	9,000	9,167	7,560	82.47%	9,072	98.96%	9,000	(167)	-1.82%
Staff Overtime:	5940	29,202	47,530	49,918	40,643	81.42%	48,772	97.70%	52,353	2,436	4.88%
Staff Standby:	5950	10,739	17,742	18,295	18,702	102.23%	22,442	122.67%	24,857	6,562	35.87%
District sponsored Defined Benefit Plan:	5850			111,796	24,591	22.00%	29,509		27,005	(84,791)	-75.84%
Backflow Prevention:	6160	3,635	4,682	4,000	727	18.18%	872	21.81%	1,000	(3,000)	-75.00%



## MWSD — Fiscal Year 2016-2017 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2013-14	2014-15	Approved Budget	Income/Expenditures		Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2015-16	as of April, 2016	% To date		of Budget	2016-17	from 2015-2016 \$	%
Claims, Property Damage:	6170		0	10,000	0	0.00%	0	0.00%	10,000	0	0.00%
SCADA Maintenance:	6185	395	11,177	15,000	11,839	78.93%	14,207	94.71%	15,000	0	0.00%
Internet & Telephone, Communications:	6187	1,693				0.00%	0	0.00%		0	
Education & Training:	6195	7,422	4,278	6,000	1,260	21.00%	1,512	25.20%	6,000	0	0.00%
Meeting Attendance, Engineering:	6210	1,716	0	2,000	0	0.00%	0	0.00%	2,000	0	0.00%
General Engineering:	6220	30,145	3,780	30,000	16,196	53.99%	19,436	64.79%	20,000	(10,000)	-33.33%
Water Quality Engineering:	6230	25,653	77,001	35,000	61,008	174.31%	73,209	209.17%	65,000	30,000	85.71%
Equipment & Tools, Expensed:	6320	6,527	5,186	6,000	3,695	61.58%	4,434	73.90%	5,000	(1,000)	-16.67%
Alarm Services:	6335	758	715	750	519	69.16%	622	82.99%	750	0	0.00%
Landscaping:	6337	3,600	3,600	4,500	4,966	110.36%	5,959	132.43%	6,000	1,500	33.33%
Lab Supplies & Equipment:	6370	842	39	1,000	502	50.17%	602	60.21%	1,000	0	0.00%
Meter Reading:	6380	5,787	0			0.00%	0	0.00%	0	0	#DIV/0!
Pumping Fuel & Electricity:	6410	55,704	72,500	65,000	74,420	114.49%	89,304	137.39%	100,000	35,000	53.85%
Pumping Maintenance, Generators:	6420	8,624	9,581	13,000	4,771	36.70%	5,726	44.04%	8,000	(5,000)	-38.46%
Pumping Maintenance, General:	6430		4,297	2,500	2,263	90.52%	2,716	108.62%	2,500	0	
Pumping Equipment, Expensed:	6440	3,386	0	2,000	1,682	84.08%	2,018	100.89%	2,000	0	0.00%
Maintenance, Raw Water Mains:	6510	1,164	0			0.00%	0	0.00%		0	#DIV/0!
Maintenance, Wells:	6520	5,295	4,853	5,000	19,997	399.94%	23,997	479.93%	10,000	5,000	100.00%
Water Purchases:	6530	25,949	35,443	40,000	20,264	50.66%	24,317	60.79%	40,000	0	0.00%
Hydrants:	6610	438	0	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Maintenance, Water Mains:	6620	51,771	68,976	55,000	78,197	142.18%	93,836	170.61%	55,000	0	0.00%
Maintenance, Water Service Lines:	6630	12,582	16,458	25,000	4,115	16.46%	4,938	19.75%	25,000	0	0.00%
Maintenance, Tanks:	6640	769	690	1,000	307	30.71%	368	36.85%	1,000	0	0.00%
Maintenance, Distribution General:	6650	12,114	10,036	10,000	2,406	24.06%	2,888	28.88%	10,000	0	0.00%
Maintenance, Collection System:	6660		620			0.00%	0	0.00%			
Meters:	6670		4,805	2,500	1,811	72.43%	2,173	86.92%	2,500	0	0.00%
Chemicals & Filtering:	6710	7,013	27,289	30,000	16,818	56.06%	20,181	67.27%	30,000	0	0.00%
Maintenance, Treatment Equipment:	6720	5,640	2,949	4,000	7,220	180.50%	8,664	216.59%	4,000	0	0.00%
Treatment Analysis:	6730	20,628	22,355	25,000	25,862	103.45%	31,034	124.14%	30,000	5,000	20.00%
Uniforms:	6770	10,421	10,435	9,000	9,472	105.25%	11,367	126.30%	9,000	0	0.00%
Fuel:	6810	9,006	7,129	8,500	4,537	53.37%	5,444	64.05%	8,000	(500)	-5.88%
Truck Equipment, Expensed:	6820	3,553	1,098	2,000	381	19.05%	457	22.86%	1,000	(1,000)	-50.00%
Truck Repairs:	6830	10,071	5,752	5,000	1,074	21.49%	1,289	25.79%	5,000	0	0.00%
Other Operations:	6890	1,468	2,702		2,343	100.00%	2,812	100.00%		0	
<b>Total Operations Expense:</b>		<b>1,123,176</b>	<b>1,288,196</b>	<b>1,420,874</b>	<b>1,142,891</b>	<b>80.44%</b>	<b>1,370,215</b>	<b>96.44%</b>	<b>1,454,922</b>	<b>34,048</b>	<b>2.40%</b>
<b>Net Change in position from Operations:</b>		<b>848,626</b>	<b>860,234</b>	<b>544,310</b>	<b>672,667</b>	<b>123.58%</b>	<b>808,455</b>	<b>148.53%</b>	<b>634,028</b>	<b>89,718</b>	<b>16.48%</b>



## MWSD — Fiscal Year 2016-2017 Non-Operating Budget - WATER ENTERPRISE

	GL Codes	2013-14 Actual	2014-15 Actual	Approved Budget 2015-16	Income/Expenditures as of April, 2016	% To date	Projected	Projected as % of Budget	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
<b>Non Operating Revenue</b>											
Connection Fees, Residential New Const:	7110	92,038	104,344	101,000	65,710	65.06%	134,280	132.95%	128,000	27,000	26.73%
Connection Fees, Residential Remodel:	7120		2,757	3,000		0.00%	0	0.00%	3,000	0	0.00%
Connection Fees, Residential Fire:	7130	15,632	65,392	53,000	58,513	110.40%	70,216	132.48%	65,000	12,000	22.64%
Connection Fees, Residential Remodel Fire:	7140	(150)	0	0		0.00%	0	0.00%		0	#DIV/0!
Connection Fees, Well Conversion:	7150					0.00%	0	0.00%		0	
General Obligation Bonds, Assessment Receipts:	7600	1,239,066	1,265,893	1,150,436	1,075,906	93.52%	<b>1,150,436</b>	100.00%	1,150,436	0	0.00%
<b>Total Non Operating Revenue:</b>		<b>1,346,586</b>	<b>1,438,385</b>	<b>1,307,436</b>	<b>1,200,129</b>	<b>91.79%</b>	<b>1,354,932</b>	<b>103.63%</b>	<b>1,346,436</b>	<b>39,000</b>	<b>2.98%</b>
<b>Non Operating Expense</b>											
General Obligation Bonds:	9100	413,602	327,105	315,346	182,922	58.01%	<b>335,302</b>	106.33%	295,734	(19,612)	-6.22%
PNC Equipment Lease:	9125	23,747	21,819	20,790	16,517	79.45%	<b>21,861</b>	105.15%	19,598	(1,192)	-5.73%
State Revolving Fund Loan:	9150	9,975	46,531		26,433	100.00%	31,719	100.00%	37,247	37,247	#DIV/0!
Water Rebates :	9210				5,418	100.00%	6,501	100.00%		0	#DIV/0!
<b>Total Non Operating Expense:</b>		<b>447,324</b>	<b>395,454</b>	<b>336,136</b>	<b>231,288</b>	<b>68.81%</b>	<b>388,882</b>	<b>115.69%</b>		<b>16,444</b>	<b>4.89%</b>
<b>Net Change in position from Non Operating activities:</b>		<b>899,262</b>	<b>1,042,931</b>	<b>971,300</b>	<b>968,840</b>		<b>966,049</b>		<b>1,346,436</b>	<b>22,556</b>	<b>2.32%</b>

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## Montara Water and Sanitary District

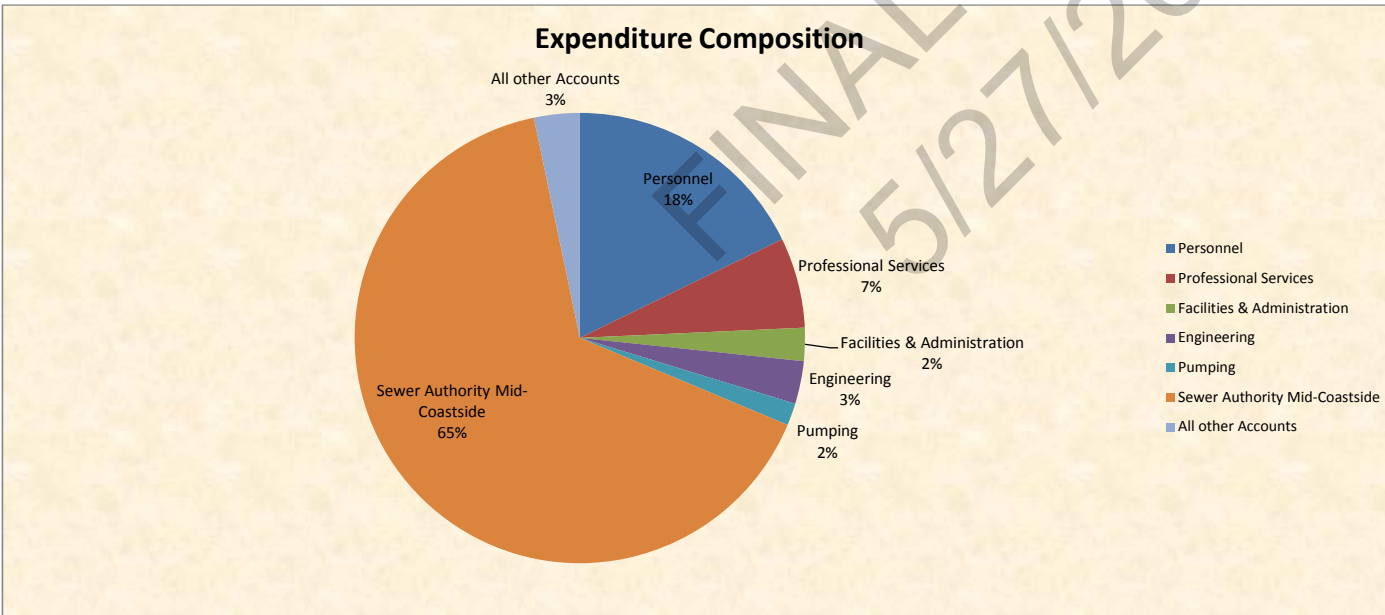
### Revenue By Grouping - Sewer Enterprise

Grouped Categories	Actual FY 2014-15	FY 2015-16		% To date	FY 2015-16 Projected Revenues	Difference between Budgeted vs. Projected	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
		Budgeted Revenues	Revenues as of April 30, 2016						
Sewer Service Charges	2,196,467	2,035,943	1,891,520	92.91%	2,029,880	(6,063)	1,965,726	(70,217)	-3.45%
Cell Tower Lease	32,422	32,000	27,823	86.95%	33,388	1,388	33,500	1,500	4.69%
Fees & Other	31,587	19,000	11,075	58.29%	13,260	(5,740)	17,500	(1,500)	-7.89%
Property Tax	213,850	230,000	300,352	130.59%	230,000	0	235,000	5,000	2.17%
Waste Collection Revenues	17,844	15,000	14,917	99.45%	17,901	2,901	21,000	6,000	40.00%
<b>Total</b>	<b>2,492,171</b>	<b>2,331,943</b>	<b>2,245,687</b>	<b>96.30%</b>	<b>2,324,428</b>	<b>(7,515)</b>	<b>2,272,726</b>	<b>(59,217)</b>	<b>-2.54%</b>

### Expenditures by Grouping

#### General Operating Budget - Cost Center Roll-up

Grouped Categories	Actual FY 2014-15	FY 2015-16		% To date	FY 2015-16 Projected Expenditures	Difference between Budgeted vs. Projected	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
		Budgeted Expenditures	Revenues as of April 30, 2016						
Personnel	242,991	311,666	242,702	77.87%	291,242	(20,424)	300,871	(10,795)	-3.46%
Professional Services	80,497	89,550	95,051	106.14%	112,602	23,052	109,550	20,000	22.33%
Facilities & Administration	35,447	36,400	35,168	96.62%	41,369	4,969	40,240	3,840	10.55%
Engineering	61,309	52,000	15,426	29.67%	18,511	(33,489)	52,000	0	0.00%
Pumping	26,888	27,000	21,790	80.70%	26,148	(852)	27,000	0	0.00%
Sewer Authority Mid-Coastside	926,690	1,158,392	931,390	80.40%	1,117,668	(40,724)	1,106,139	(52,253)	-4.51%
All other Accounts	25,718	49,102	15,717	32.01%	18,178	(30,924)	55,560	6,458	13.15%
<b>Total</b>	<b>1,399,540</b>	<b>1,724,110</b>	<b>1,357,245</b>	<b>78.72%</b>	<b>1,625,719</b>	<b>(98,391)</b>	<b>1,691,360</b>	<b>(32,750)</b>	<b>-1.90%</b>



# Montara Water and Sanitary District

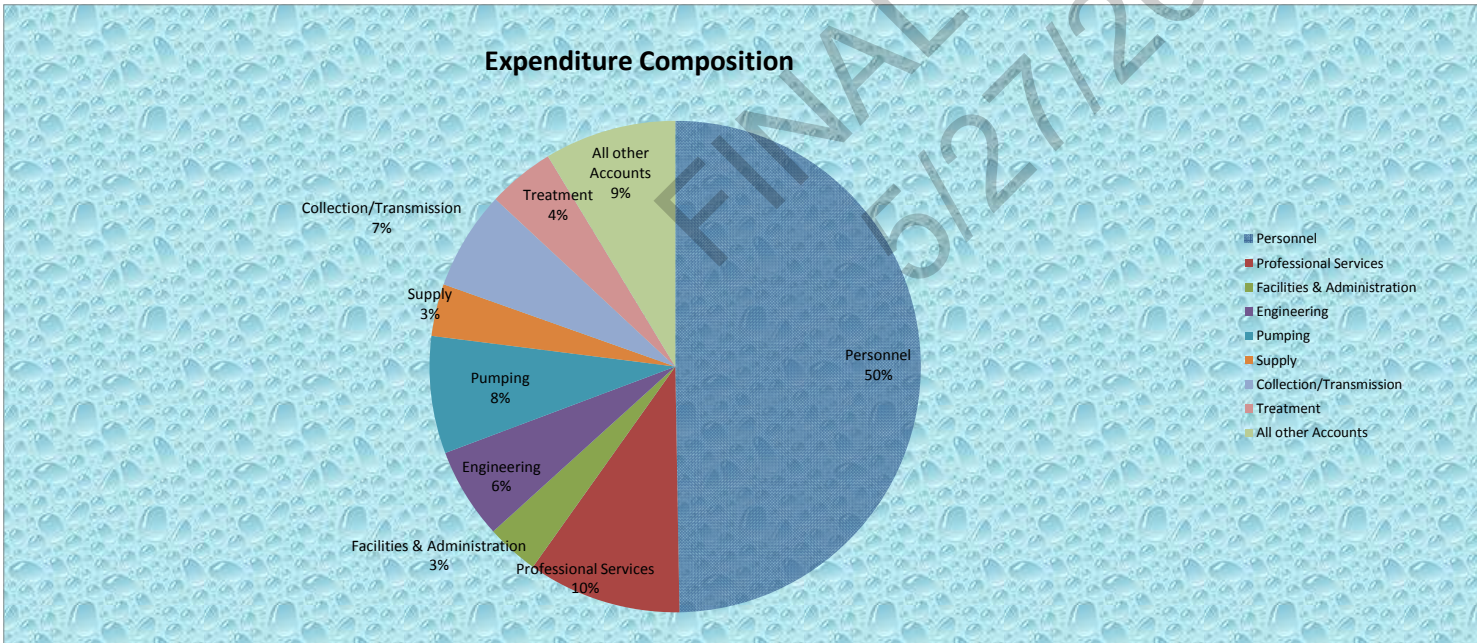
## Revenue By Grouping - Water Enterprise

Grouped Categories	Actual FY 2014-15	FY 2015-16		FY 2015-16 Projected		Difference between Budgeted vs. Projected	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
		Budgeted	Revenues as of April 30, 2016	% To date	Revenues				
Water Sales	1,666,974	1,679,734	1,414,686	84.22%	1,697,623	17,889	1,797,000	117,266	6.98%
Cell Tower Lease	32,422	32,000	27,823	86.95%	33,388	1,388	33,500	1,500	4.69%
Fees & Other	12,138	10,450	54,933	525.68%	65,920	55,470	10,450	0	0.00%
Property Tax	424,451	230,000	300,352	130.59%	360,422	130,422	235,000	5,000	2.17%
Backflow Testing & Other	12,444	13,000	17,764	136.65%	21,317	8,317	13,000	0	0.00%
<b>Total</b>	<b>2,148,430</b>	<b>1,965,184</b>	<b>1,815,558</b>	<b>92.39%</b>	<b>2,178,669</b>	<b>213,485</b>	<b>2,088,950</b>	<b>123,766</b>	<b>6.30%</b>

## Expenditures by Grouping

### General Operating Budget - Cost Center Roll-up

Grouped Categories	Actual FY 2014-15	FY 2015-16		FY 2015-16 Projected		Difference between Budgeted vs. Projected	Budgeted amounts 2016-17	Increase/(Decrease) from 2015-2016 \$	Increase/(decrease) %
		Budgeted Expenditures	Revenues as of April 30, 2016	% To date	Expenditures				
Personnel	587,359	769,419	570,068	74.09%	684,081	(85,338)	723,522	(45,897)	-5.97%
Professional Services	184,342	137,350	105,958	77.14%	133,189	(4,161)	146,850	9,500	6.92%
Facilities & Administration	46,965	39,005	40,362	103.48%	48,097	9,092	50,450	11,445	29.34%
Engineering	80,780	67,000	77,204	115.23%	92,645	25,645	87,000	20,000	29.85%
Pumping	86,377	82,500	83,136	100.77%	99,764	17,264	112,500	30,000	36.36%
Supply	40,296	45,000	40,261	89.47%	48,314	3,314	50,000	5,000	11.11%
Collection/Transmission	101,585	94,500	86,836	91.89%	104,203	9,703	94,500	0	0.00%
Treatment	52,592	59,000	49,899	84.58%	59,879	879	64,000	5,000	8.47%
All other Accounts	107,899	127,100	89,167	70.16%	100,043	(27,057)	126,100	(1,000)	-0.79%
<b>Total</b>	<b>1,288,196</b>	<b>1,420,874</b>	<b>1,142,891</b>	<b>80.44%</b>	<b>1,370,215</b>	<b>(50,659)</b>	<b>1,454,922</b>	<b>34,048</b>	<b>2.40%</b>



**DRAFT SALARY RANGE**  
**MONTARA WATER AND SANITARY DISTRICT**  
**July 1, 2016**

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
<b>Operations Manager</b>	\$136,618											
	\$96,000	\$109,394	\$112,129	\$114,932	\$117,805	\$120,750	\$123,769	\$126,863	\$130,035	\$133,286	\$136,618	
		\$52.59	\$53.91	\$55.26	\$56.64	\$58.05	\$59.50	\$60.99	\$62.52	\$64.08	\$65.68	
<b>Superintendent</b>	\$128,035											
	\$102,521	\$102,521	\$105,084	\$107,711	\$110,404	\$113,164	\$115,993	\$118,893	\$121,866	\$124,912	\$128,035	
		\$49.29	\$50.52	\$51.78	\$53.08	\$54.41	\$55.77	\$57.16	\$58.59	\$60.05	\$61.56	
<b>Water System Operator</b>	\$78,089											
	\$62,528	\$62,528	\$64,091	\$65,693	\$67,336	\$69,019	\$70,745	\$72,513	\$74,326	\$76,184	\$78,089	
		\$30.06	\$30.81	\$31.58	\$32.37	\$33.18	\$34.01	\$34.86	\$35.73	\$36.63	\$37.54	
<b>Maintenance Worker I</b>	\$67,800											
	\$54,289	\$54,289	\$55,646	\$57,037	\$58,463	\$59,925	\$61,423	\$62,959	\$64,533	\$66,146	\$67,800	
		\$26.10	\$26.75	\$27.42	\$28.11	\$28.81	\$29.53	\$30.27	\$31.03	\$31.80	\$32.60	
<b>Account Specialist</b>	\$64,823											
	\$51,905	\$51,905	\$53,203	\$54,533	\$55,896	\$57,294	\$58,726	\$60,194	\$61,699	\$63,242	\$64,823	
		\$24.95	\$25.58	\$26.22	\$26.87	\$27.55	\$28.23	\$28.94	\$29.66	\$30.40	\$31.16	
<b>District Clerk</b>	\$64,823											
	\$51,905	\$51,905	\$53,203	\$54,533	\$55,896	\$57,294	\$58,726	\$60,194	\$61,699	\$63,242	\$64,823	
		\$24.95	\$25.58	\$26.22	\$26.87	\$27.55	\$28.23	\$28.94	\$29.66	\$30.40	\$31.16	
<b>2.5 % step increases</b>												
		<b>Increase</b>	<b>1-Jul-14</b>	<b>Increase</b>	<b>1-Jul-15</b>	<b>Increase</b>	<b>1-Jul-16</b>					
		<b>2.50%</b>		<b>8.25%</b>		<b>2.70%</b>						
Operations Manager		1.025	<b>\$98,400</b>	1.0825	<b>\$106,518</b>	1.027	<b>\$109,394</b>					
Superintendent		1.025	<b>\$92,218</b>	1.0825	<b>\$99,826</b>	1.027	<b>\$102,521</b>					
Water System Operator		1.025	<b>\$56,244</b>	1.0825	<b>\$60,884</b>	1.027	<b>\$62,528</b>					
Maintenance Worker		1.025	<b>\$48,833</b>	1.0825	<b>\$52,862</b>	1.027	<b>\$54,289</b>					
Account Specialist		1.025	<b>\$46,689</b>	1.0825	<b>\$50,541</b>	1.027	<b>\$51,905</b>					
District Clerk		1.025	<b>\$46,689</b>	1.0825	<b>\$50,541</b>	1.027	<b>\$51,905</b>					
Operator in Training	<b>\$18</b>	per hour										
Temporary Worker	<b>\$18</b>	per hour										

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	6.50%	1.45%	6.20%	
GM	\$ 93,373.33					\$ 93,373.33	\$ 11,801.00	\$ 646.00	\$ 1,148.00	\$ 6,536.13	\$ 6,069.27	\$ 1,353.91	\$ 5,789.15	\$ 126,716.78
Superintendent	\$ 55,202.28	\$ 1,433.14	\$ 636.95		\$ 1,800.00	\$ 59,072.36	\$ 5,882.00	\$ 388.00	\$ 1,853.00	\$ 4,135.07	\$ 3,588.15	\$ 856.55	\$ 3,662.49	\$ 79,437.61
Account Specialist	\$ 64,833.60					\$ 64,833.60	\$ 10,894.68	\$ 467.00	\$ 697.00	\$ 4,538.35	\$ 4,214.18	\$ 940.09	\$ 4,019.68	\$ 90,604.59
Water Operator	\$ 69,019.69	\$ 7,167.43	\$ 7,963.81	\$ 4,085.43	\$ 2,400.00	\$ 90,636.36	\$ 8,594.00	\$ 485.00	\$ 4,658.00	\$ 6,344.55	\$ 4,486.28	\$ 1,314.23	\$ 5,619.45	\$ 122,137.87
Water Operator	\$ 67,335.41	\$ 8,740.65	\$ 6,992.52	\$ 4,650.03	\$ 2,400.00	\$ 90,118.61	\$ 8,594.00	\$ 473.00	\$ 4,512.00	\$ 6,308.30	\$ 4,376.80	\$ 1,306.72	\$ 5,587.35	\$ 121,276.79
Water Operator	\$ 65,693.24	\$ 7,958.99	\$ 6,442.99	\$ 4,752.65	\$ 2,400.00	\$ 87,247.87	\$ 23,602.00	\$ 462.00	\$ 4,499.00	\$ 6,107.35	\$ 4,270.06	\$ 1,265.09	\$ 5,409.37	\$ 132,862.74
Temp. Operator	\$ 5,109.43	\$ 1,916.04	\$ 1,277.36	\$ 5,824.75		\$ 14,127.58			\$ 642.00			\$ 204.85	\$ 875.91	\$ 15,850.34
Temp. Operator	\$ 5,470.71	\$ 1,823.57		\$ 5,543.65		\$ 12,837.93			\$ 632.00			\$ 186.15	\$ 795.95	\$ 14,452.03
Operator in training	\$ 14,552.18					\$ 14,552.18			\$ 632.00			\$ 211.01	\$ 902.24	\$ 16,297.42
Part Time Admin	\$ 2,584.00					\$ 2,584.00			\$ 28.00			\$ 37.47	\$ 160.21	\$ 2,809.68
Part Time Admin	\$ 990.00					\$ 990.00			\$ 10.64			\$ 14.36	\$ 61.38	\$ 1,076.38
<b>Totals</b>	<b>\$ 444,163.86</b>	<b>\$ 29,039.81</b>	<b>\$ 23,313.63</b>	<b>\$ 24,856.52</b>	<b>\$ 9,000.00</b>	<b>\$ 530,373.82</b>	<b>\$ 69,367.68</b>	<b>\$ 2,921.00</b>	<b>\$ 19,311.64</b>	<b>\$ 33,969.75</b>	<b>\$ 27,004.74</b>	<b>\$ 7,690.42</b>	<b>\$ 32,883.18</b>	<b>\$ 723,522.23</b>
Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 93,373.33					\$ 93,373.33	\$ 11,801.00	\$ 646.00	\$ 1,148.00	\$ 6,536.13	\$ 6,069.27	\$ 1,353.91	\$ 5,789.15	\$ 126,716.78
Superintendent	\$ 55,202.28	\$ 1,702.19	\$ 636.95		\$ 1,800.00	\$ 59,341.42	\$ 5,882.00	\$ 388.00	\$ 1,853.00	\$ 4,153.90	\$ 3,588.15	\$ 860.45	\$ 3,679.17	\$ 79,746.09
District Clerk	\$ 63,241.56					\$ 63,241.56	\$ 16,698.60	\$ 445.00	\$ 647.53	\$ 4,426.91	\$ 4,110.70	\$ 917.00	\$ 3,920.98	\$ 94,408.28
<b>Totals</b>	<b>\$ 211,817.16</b>	<b>\$ 1,702.19</b>	<b>\$ 636.95</b>	<b>\$ -</b>	<b>\$ 1,800.00</b>	<b>\$ 215,956.30</b>	<b>\$ 34,381.60</b>	<b>\$ 1,479.00</b>	<b>\$ 3,648.53</b>	<b>\$ 15,116.94</b>	<b>\$ 13,768.12</b>	<b>\$ 3,131.37</b>	<b>\$ 13,389.29</b>	<b>\$ 300,871.15</b>

# Fiscal year 2016-2017 Budget Impact Area

## Sewer Service Charges

Actual Amount As Of: April 30, 2016	\$	1,899,906	
PROJECTED ACTIVITY to END of FY:	\$	140,037	
Projected YEAR END TOTAL - Fiscal Year 2015-16	\$	2,039,943	(A)
PROPOSED budget for fiscal year 2016-2017:	\$	1,969,726	
\$ value decrease from prior fiscal year	\$	(70,217)	
%'age decrease from prior fiscal year		-3.44%	

**(A)** - Sewer Service charges are calculated by an outside consultant. The calculation is based on flow distribution in the prior wet weather period. This amount is then communicated to the County and placed on the District rate payers property tax roll.

The current data from the District shows a flow distribution reduction of approximately 11% during the wet weather months causing a substantial decrease in sewer service revenue, despite the 3% increase in service charge.

The District is apart of the County's teeter plan and will collect all of the amounts bill, but not yet collected.

### Occupancy Use Rate Category

	<u>Current Rate</u>	<u>Proposed change</u>	<u>Proposed Increase</u>	
Residential	\$40.51 per HCF	\$41.73 per HCF	3.01%	<b>(B)</b>
**HCF = Hundred Cubic Feet				

Actual rate to be determined annually within the Prop 218 limits.

**(B)** - The District's prop 218 limit set in 2010 is currently 42.93 which leaves a possible increase of 2.88% available for future fiscal years.



# Fiscal year 2016-2017 Budget Impact Area

## Water Service Charges

Actual Amount As Of: April 30, 2016	\$1,416,174
PROJECTED ACTIVITY to END of FY:	\$ 283,235
Projected YEAR END TOTAL - Fiscal Year 2016-2017	\$1,699,409
Fiscal year 2015-2016 Budget	\$1,682,734
Expected Budget over-run	\$ 16,675
PROPOSED budget for fiscal year 2016-2017:	<b>\$1,800,000</b>
\$ value increase from prior fiscal year	\$ 117,266
%'age increase from prior fiscal year	6.97%

	<u>Current</u> <u>Rate</u>	<u>Proposed</u> <u>Maximum</u> <u>Rate</u>	<u>Percentage</u> <u>Increase</u>
Tier 1 0 TO 6 HCF	\$ 7.65	\$ 7.88	3%
Tier 2 7 - 13 HCF	\$ 10.21	\$ 10.51	3%
Tier 3 14-27 HCF	\$ 12.76	\$ 13.14	3%
Tier 4 OVER 27 HCF	\$ 17.87	\$ 18.41	3%
Meter Charge - 5/8' Standard Residential Size	\$ 26.36	\$ 27.15	3%

Water revenues have been budgeted for fiscal year 2016-17 using the District's projected fiscal year end revenue amount of \$1.7 million. Added to this figure was a \$50,000 (3% rate increase) as well as an assumption of an additional \$50,000 in increased water consumption.

# MWSD SEWER Capital Improvement Program

2016-17

**DRAFT SEWER SYSTEM DRAFT**

PROJECT	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
<b>MWSD CAPITAL PROJECTS</b>					
Mechanical System Repairs & Replacements	\$ 35,000	\$ 74,250	\$ 85,000	\$ 20,000	\$ 15,000
Inflow & Infiltration Testing / Televising	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Seal Cove Area Repair and Maint. Project	\$ 7,500	\$ 20,000	\$ 15,000	\$ 15,000	\$ 10,000
Replace Pump Station Pumps	\$ 20,000	\$ 20,000	\$ 50,000	\$ 50,000	\$ 20,000
Replace High Priority Sewer Mains+Cabrillo Phase 1A	\$ 1,655,750	\$ 297,390	\$ 350,000	\$ 850,000	\$ 1,980,000
Spot Repairs Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 5,000
Replace Distillery Pump Station		\$ 5,000	\$ 15,000	\$ 120,000	\$ 80,000
Pump Station Communication Upgrades	\$ 2,500	\$ 2,500	\$ 15,000	\$ 5,000	
<b>MWSD CAPITAL PROJECTS TOTAL:</b>	<b>\$ 1,745,750</b>	<b>\$ 449,140</b>	<b>\$ 560,000</b>	<b>1,090,000</b>	<b>2,125,000</b>
<b>MWSD ALTERNATE - ADDITIONAL PROJECT</b>					
(Alt ) Phase 1B of Cabrillo Hwy Express Sewer		\$ 635,580			
(future) Cabrillo Hwy Express Sewer Phases 2 and 3			\$ 400,000	\$ 850,000	
(Alt) Mechanical System Repairs & Replacements		\$ 13,500			
<b>MWSD ALT. CAPITAL PROJECTS TOTAL:</b>	<b>\$1,745,750</b>	<b>\$1,098,220</b>	<b>\$960,000</b>	<b>\$1,940,000</b>	<b>\$2,125,000</b>
<b>TOTAL ANNUAL COST: Less alt. Projects</b>	<b>1,745,750</b>	<b>449,140</b>	<b>560,000</b>	<b>1,090,000</b>	<b>2,125,000</b>

**MWSD**  
**Five Year Capital Improvement Program**  
**WATER SYSTEM**

<b>Existing Customer CIP - WATER</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>5-Year CIP Total</b>
<i>Misc. Repair&amp;Replacements</i>	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824	\$ 52,040
<i>Water Meters</i>	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 130,101
<i>Water Lateral Services</i>	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 130,101
<i>Water Main Replacements</i>	\$ 350,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 556,080
<i>Replace Fire Hydrants</i>	\$ 5,500	\$ 5,610	\$ 5,722	\$ 5,837	\$ 5,953	\$ 28,622
<b>Distribution System Renewal and Replacement Program</b>	<b>\$ 415,500</b>	<b>\$ 116,810</b>	<b>\$ 119,146</b>	<b>\$ 121,529</b>	<b>\$ 123,960</b>	<b>\$ 896,945</b>
<b>Water Conservation Program</b>	<b>\$ 8,500</b>	<b>\$ 8,670</b>	<b>\$ 8,843</b>	<b>\$ 9,020</b>	<b>\$ 9,201</b>	<b>\$ 44,234</b>
<b>Storage Tank Rehabilitation Program</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Vehicle Replacement Fund</b>	<b>\$ 25,000</b>	<b>\$ 25,500</b>	<b>\$ 26,010</b>	<b>\$ 26,530</b>	<b>\$ -</b>	<b>\$ 103,040</b>
<b>Pillar Ridge Rehabilitation Program</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 300,000</b>	<b>\$ 25,000</b>	<b>\$ 25,500</b>	<b>\$ 390,500</b>
<b>EXISTING CUSTOMER CIP TOTAL</b>	<b>\$ 469,000</b>	<b>\$ 170,980</b>	<b>\$ 454,000</b>	<b>\$ 182,080</b>	<b>\$ 158,660</b>	<b>\$ 1,434,720</b>
<b>New Customer CIP - WATER</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>5-Year CIP Total</b>
Develop Additional Supply Reliability	\$ -	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 700,000
Portola Tank Telemetry Upgrade	\$ -	\$ 20,000	\$ 30,000	\$ -	\$ -	\$ 50,000
New and Upgraded PRV Stations	\$ -	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 103,040
Emergency Generator Upgrades	\$ 50,000	\$ 53,000	\$ 56,000	\$ 60,000	\$ -	\$ 219,000
Schoolhouse Booster Pump Station Upgrade	\$ -	\$ -	\$ 20,000	\$ 80,000	\$ -	\$ 100,000
Wagner Well Upgrade and Rehabilitation	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Water Main Upgrades	\$ -	\$ 100,000	\$ 102,000	\$ 104,040	\$ 106,121	\$ 412,161
<b>NEW CUSTOMER CIP TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 298,000</b>	<b>\$ 433,500</b>	<b>\$ 470,050</b>	<b>\$ 332,651</b>	<b>\$ 1,684,201</b>
<b>Total Annual Capital Cost</b>	<b>\$ 619,000</b>	<b>\$ 468,980</b>	<b>\$ 887,500</b>	<b>\$ 652,130</b>	<b>\$ 491,311</b>	<b>\$ 3,118,921</b>

## Fiscal year 2016-2017 Budget Debt Service

	Original Issue Amount	Balance June 30, 2016	Additions	Retirements	Balance June 30, 2017	Interest Expense
<b>Sewer</b>						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 839,924		\$ 27,350	\$ 812,574	\$ 25,201
PNCEF Lease Obligation	\$ 927,222	\$ 683,657		\$ 42,727	\$ 640,930	\$ 19,598
Subtotal - Sewer		<u>\$ 1,523,581</u>	<u>\$ -</u>	<u>\$ 70,077</u>	<u>\$ 1,453,504</u>	<u>\$ 44,798</u>
<b>Water</b>						
General Obligation Bonds	\$ 15,635,000	\$ 12,334,203		\$ 854,702	\$ 11,479,501	\$ 295,734
PNCEF Lease Obligation	\$ 927,222	\$ 683,657		\$ 42,727	\$ 640,930	\$ 19,598
SRF Loan	\$ 2,920,000	\$ 1,859,869		\$ 136,247	\$ 1,723,622	\$ 37,247
Subtotal - Water		<u>14,877,729</u>	<u>-</u>	<u>1,033,676</u>	<u>13,844,053</u>	<u>352,580</u>
Total Debt Service		<u>\$ 16,401,310</u>	<u>\$ -</u>	<u>\$ 1,103,752</u>	<u>\$ 15,297,558</u>	<u>\$ 397,378</u>

PNCEF lease obligation is split evenly between Sewer and Water.

The District entered into an agreement with the State of California Department of health under the Safe Drinking Water State Revolving Fund Law of 1947. This agreement constitutes funding in the form of a loan and a grant made by the State to the District to assist in financing the cost of studies, planning and other preliminary activities for a project which will enable the district to meet safe drinking water standards.

Per the repayment terms, the principal and interest payments will start one year from the project completion date at an interest rate of 2.09%. The Alta Vista Tank Project is expected to be completed by the winter of 2015.

FINAL DRAFT  
5/27/2016

# Fiscal year 2016-2017 Budget Impact Area

## Operating Reserves

### WATER

#### Water Operating Account as of April 30, 2016

Wells Fargo Checking:       \$    575,843

#### Current Operating Reserves as of April 30, 2016

Operating:                       \$    190,251

#### Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses. Based on fiscal year 2016-17 budget the amount of operating reserves is as follows:

#### Target calculation

\$	1,454,922	Budgeted FY16/17 expenditures
	12	Months
<hr/>		
\$	121,244	Monthly budgeted operating expenses
	x 2	Two months expenditures
<hr/>		
\$	242,487	Target Reserve
<hr/> <hr/>		

#### Conclusion:

Currently, the District has sufficient Operating Water Reserves for Fiscal Year 2016-17.

FINAL DRAFT  
5/27/2016

# Fiscal year 2016-2017 Budget Impact Area

## Operating Reserves

### SEWER

**Sewer Operating Account as of April 30, 2016**

Wells Fargo Checking           \$   2,527,290

**Current Reserves as of April 30, 2016**

Operating:                           \$    158,079

**Operating Reserve:**

For the District's Sewer Operating Reserve, the maximum target amount shall equal ten months' of operating expenses and the minimum target amount shall equal two months' of operating expenses.

Based on fiscal year 2015-16 budget the amount of operating reserves is as follows:

<b>Minimum Target</b>		
\$	1,691,360	Budgeted fiscal year 2016-17
	12	Months
<hr/>		
\$	140,947	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	281,893	Minimum Target Reserve
<hr/> <hr/>		

<b>Maximum Target</b>		
\$	1,691,360	Budgeted fiscal year 2016-17
	12	Months
<hr/>		
\$	140,947	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	1,409,467	Maximum Target Reserve
<hr/> <hr/>		

**Conclusion: Year**

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2016-17

Beginning in Fiscal Year 2016-17 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

# Fiscal year 2016-2017 Budget Impact Area Capital and Connection Reserves

## CAPITAL RESERVE

### Capital Reserve:

For the Water and Sewer capital reserves, the target amounts are based on district engineers' estimates of the annual costs to replace water and sewer facilities and the five year capital improvement plans (CIP). Each Utility enterprise shall have a separate capital reserve. The maximum target amount shall equal the highest total annual amount shown in the CIP applicable to existing customers plus the district engineer's estimate of annual replacement capital project costs. The minimum target amount shall equal the lowest total annual amount shown in the CIP applicable to existing customers plus the district engineers' estimate of annual replacement capital project costs.

### WATER

#### Current Capital Reserves as of April 30, 2016

Capital: \$ 398,249

#### Minimum Target

\$ 468,980	Lowest year CIP existing customers (fiscal year 2017-18)
\$ 750,000	Engineer estimate
<u>\$ 1,218,980</u>	Minimum target

#### Maximum Target

\$ 887,500	Highest year CIP existing customers (fiscal year 20118-19)
\$ 750,000	Engineer estimate
<u>\$ 1,637,500</u>	Maximum target

#### Conclusion:

Based on the above, the District is \$820,731 short of the current minimum Capital reserve target.

Staff is recommending adhering to the rate study performed and through continued stewardship, fully fund the District's capital reserves.

# Fiscal year 2016-2017 Budget Impact Area

## Capital and Connection Reserves

### SEWER

#### Current Capital Reserves as of April 30, 2016

Capital: \$ 3,799,988

#### Minimum Target

\$ 449,140	Lowest year CIP existing customers (fiscal year 2017-18)
\$ 1,177,000	Engineer estimate
<u>\$ 1,626,140</u>	Minimum target

#### Maximum Target

\$ 2,125,000	Highest year CIP existing customers (fiscal year 2020-21)
\$ 1,177,000	Engineer estimate
<u>\$ 3,302,000</u>	Maximum target

#### Conclusion:

Based on the above, the District is \$2,173,848 in excess of the current minimum reserve and is \$497,988 in excess of the current maximum reserve needs.

### CONNECTION FEE RESERVE

#### Connection Fees:

Provides funds for expansion-related capital projects caused by increases in new water and sewer customers. The connection fee reserves are restricted pursuant to Government Code Section 66013.

The water and sewer connection fee reserves shall equal one year's revenue.

### WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve. Fiscal year 2016-17 amount to be reserved is \$196,000.

### SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve. Fiscal year 2016-17 amount to be reserved is \$152,756.



*DRAFT* WATER SYSTEM  
CAPITAL IMPROVEMENT PROGRAM  
*UPDATE (FY2016/17 – FY2020/21)*



MONTARA WATER AND SANITARY DISTRICT

Montara Water and Sanitary District

**Water System Capital Improvement Program**

***Update FY16/17 – FY20/21***

***May 2016***

***Board of Directors***

Jim Harvey, President

Dwight Wilson, President Pro Tem,

Bill Huber, Treasurer

Kathryn Slater-Carter, Secretary

Scott Boyd, Director

Clemens Heldmaier, General Manager

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

The District’s water system requires improvements to address system renewal and replacement needs, continue to improve water supply reliability, and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These potential improvements make up the District’s Capital Improvement Program (CIP) and include the rehabilitation of the existing infrastructure, addition of new facilities, development of new sources of supply, implementation of repair and replacement, and preventive maintenance programs.

In 2003, the Board established the CIP prioritization criteria that serve as the foundation for the District’s capital improvements decision-making process to ensure a relevant implementation schedule and adequate funding for the improvements. The criteria provides a method to rate the relative importance of a particular project based upon factors such as protection of public health, employee safety, legal and regulatory requirements, and funding constraints. These criteria established which projects should be implemented in any given year and over the CIP planning horizon. The prioritization criteria used by MWSD are presented in Table 1, below, categorized into three priority levels, listed from most to least critical for implementation.

<b>Table 1. Prioritization Criteria</b>		
<b>Priority Level</b>	<b>Description</b>	<b>Examples</b>
Level One <i>Mandatory Projects</i>	<i>“Must do” – highest priority.</i> District has little or no control to defer.	<ol style="list-style-type: none"> <li>1. Projects required by law/legislation, regulations;</li> <li>2. Projects protecting health and safety of employees and the public; and</li> <li>3. Project funded by others.</li> </ol>
Level Two <i>Necessary Projects</i>	<i>Must be done.</i> District has moderate level of control over the timing of implementation.	<ol style="list-style-type: none"> <li>1. Projects required for providing adequate emergency storage and meeting fire flow requirements;</li> <li>2. Projects reducing water system losses and reducing pipeline leaks.</li> </ol>
Level Three <i>Discretionary Projects</i>	<i>Should be done.</i> District has significant level of control over the timing of implementation.	Projects that are required but can be deferred to a later date. Level Three Projects can be completed as-needed, if Level One or Level Two Projects are postponed.

In addition, following introduction of new domestic connections to the water system in 2011 by the Board, the District has developed a two-part CIP that includes projects designed exclusively or shared by the new customers connecting to the water system. This category is funded through the Water Capacity Charge (WCC). The second category of projects are needed for the existing customers and designed to provide appropriate levels of renewal and replacement for the current water system. The water rate revenue funds these projects.

## Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

**Table 2. Total Project Cost Distribution and Fiscal Year Schedule**

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

*Priority Level One* projects almost exclusively address the projected system deficiencies related to adding new customers to the system. Most of the anticipated system deficiencies are due to adding new connections to the system and increasing water demands.

**Priority Level One** – These are the highest priority, “must do” capital projects. The District has little or no control to defer these projects. Examples of such projects include: (1) Projects required by law/legislation, regulations; (2) Projects protecting health and safety of employees and the public; and (3) Project funded by others.

This CIP focuses on the first five years of this timeline. The projects and actions described below would allow the District to address system deficiencies and continue to operate an efficient and reliable system. The proposed *Priority Level One* near-term improvements continue the District’s progress toward sustainability through investments that: (1) diversify sources of water supply, (2) improve water quality, (3) encourage conservation of water and energy, and (4) meet current and future infrastructure needs.

Table 3, below, contains all *Priority Level One* projects that have been formulated to provide benefit to, and be paid for by, new District customers. A detailed discussion of the projects follows.

<b>Table 3. Priority Level One – Mandatory Projects</b>
1. Develop Additional Supply Reliability
2. Portola Tank Telemetry Upgrade
3. New and Upgraded PRV Stations
4. Emergency Generator Upgrades
5. Schoolhouse Booster Pump Station Upgrade
6. Wagner Well Upgrade and Rehabilitation
7. Water Main Upgrades

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Develop Additional Supply Reliability

**Priority:** Level One

This project provides for planning, permitting, and implementation of water supply augmentation to ensure that the water system's reliability remains intact with the addition of the new water customers to the system. Currently, the District has over 20 percent reliability and redundancy in its water supply portfolio achieved by existing District's customers through adding new sources, implementing water system improvements, securing the existing Airport Wells for its water supply portfolio, and through conservation. This portion of the water supply portfolio will initially be utilized to add new customers to the system; however, the supply reliability needs to be replenished and paid for by the new customers to ensure consistent continued reliability of the water system. The project includes new groundwater source development, surface water supply augmentation, and restoration of existing wells' capacity.

**Project:** Develop Additional Supply Reliability

**CIP Total Cost:** \$700,000

**Project Funding:** This project will be funded by new customers through the WCC.

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures consistent continued reliability of the water system for new and old customers.

**Table 4. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$700,000	\$-	\$100,000	\$200,000	\$200,000	\$200,000

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Portola Tank Telemetry Upgrade

**Priority:** Level One

---

The existing Portola Tank currently operates with no telemetry link to the District's SCADA system. While this arrangement works to serve existing water customers, addition of new customers throughout the District's service area will require adding the tank to SCADA to ensure operational optimization of the tank under new demand conditions.

---

**Project:** Portola Tank Telemetry Upgrade

**CIP Total Cost:** \$50,000

**Project Funding:** This project will be funded by new customers through the WCC.

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures operational optimization of the Portola Tank under new demand conditions.

**Table 5. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$50,000	\$-	\$20,000	\$30,000	\$-	\$-

---

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** New and Upgraded Pressure-Regulating Stations

**Priority:** Level One

---

Due to the District's water system configuration and the terrain of the service area, the District operates over 20 existing pressure-regulating stations (PRVs). With the addition of new customers throughout the service area, this project will install up to 5 new PRV stations and increase the capacity of up to 10 existing PRV stations.

---

**Project:** New and Upgraded Pressure-Regulating Stations

**CIP Total Cost:** \$103,040

**Project Funding:** This project will be funded by new customers through the WCC

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures efficient water distribution under new demand conditions

**Table 6. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$103,040	\$-	\$25,000	\$25,500	\$26,010	\$26,530

---



## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Emergency Generator Upgrades

**Priority:** Level One

---

Existing generators at the District’s pumping and treatment facilities are either undersized or have reached their life expectancy and require replacement. This program would secure safe and reliable emergency power to the District’s critical water treatment and delivery facilities and provide safe operation by staff.

---

**Project:** Emergency Generator Upgrades

**CIP Total Cost:** \$150,000

**Project Funding:** This project will be funded by new customers WCC

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures efficiency of operations under new demand conditions.

**Table 7. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$219,000	\$50,000	\$ 53,000	\$56,000	\$60,000	\$-

---

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Schoolhouse Booster Pump Station Upgrade

**Priority:** Level One

---

The District owns and operates the existing Schoolhouse Booster Pump Station. The addition of new water customers throughout the service area necessitates installation of a new set of booster pumps to accommodate the distribution system expansion for new customers and a new set of parameters under which the system would operate when demand increases. This project will include a new set of pumps and rehabilitation and/or replacement of the existing pumps.

---

**Project:** Schoolhouse Booster Pump Station Upgrade

**CIP Total Cost:** \$100,000

**Project Funding:** This project will be funded by new customers through the WCC

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures water deliveries to new customers with increased flows in the distribution system. The District has determined that this project would be scheduled in FY 19/20 or later.

**Table 8. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$100,000	\$-	\$-	\$20,000	\$80,000	\$-

---

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Wagner Well Upgrade and Rehabilitation

**Priority:** Level One

---

The existing District's Wagner Well operates within its design parameters in the existing water system. Hydraulic analysis demonstrates, however, that with increased demands due to new water customers, Wagner Well pump would be unable to pump into the system. The pump and motor replacement and piping modifications are required to accommodate new customers.

---

**Project:** Wagner Well Upgrade and Rehabilitation

**CIP Total Cost:** \$100,000

**Project Funding:** This project will be funded by new customers through the WCC

**Basis of Priority:** This project is ranked as Priority Level 1 because it is required to accommodate new customers.

**Table 9. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$100,000	\$100,000	\$-	\$-	\$-	\$-

---

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2016/17 – FY2020/21)

#### PRIORITY LEVEL ONE – MANDATORY PROJECTS

**Project:** Water Main Upgrades

**Priority:** Level One

Under the water main upgrade program, the District will undertake the effort of designing and constructing new water main extensions in the urban areas, where needed, and upsizing the existing distribution system mains to accommodate increasing demands due to the addition of new water customers. This program includes an estimated additional 6,000 linear feet of 6 to 8-inch diameter mains installed in the water system.

As detailed on page II-5 of this CIP, there are three remaining Public Works Plan (PWP) Projects that are to be implemented. Two of the projects will likely have a significant effect on the operation of the distribution system. These projects include new Alta Vista Tank No. 2 and new Airport Well Water Treatment Plant (AWWTP). The location of the projects at the highest and lowest pressure zones, respectively, and the size of these improvements can affect the balance and operation of the existing distribution system. Rehabilitation and upgrade of existing water mains and installation of new water mains and isolation and control valves will be required to accommodate these improvements and the potential addition of new water customers.

The Water Main Upgrade Project will involve the strategic upgrade of existing and/or installation of new water mains to incorporate “arterial distribution loops” throughout the system. These arterial loops will provide added redundancy and reinforcement to handle the addition of new customers or potential leaks and pipe failures. The loops will be designed utilizing the existing distribution system and the installation of short spans of new pipelines. Isolation and control valves will also be installed in critical locations as part of the loop design. As a whole, the arterial loops will provide the District’s Operations Staff the ability to isolate and repair critical sections of the distribution system while still conveying water throughout the system.

**Project:** Water Main Upgrades

**CIP Total Cost:** \$412,161

**Project Funding:** This project will be funded by new customers through the WCC

**Basis of Priority:** This project is ranked as Priority Level 1 because it ensures redundancy and reinforcement of the distribution system to handle the addition of new customers or potential leaks and pipe failures.

**Table 10. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$412,161	\$-	\$100,000	\$102,000	\$104,040	\$106,121

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

The District's water system requires improvements to address system renewal and replacement needs and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These necessary improvements make up the District's Priority Level Two, Necessary Projects, which include the rehabilitation of the existing infrastructure, repair and replacement, and preventive maintenance programs.

**Priority Level Two** – These projects provide measurable progress in achieving the District's goals, but over which the District has a moderate level of control over the timing of implementation. Examples of such projects include: (1) Projects required for providing adequate emergency storage and meeting fire flow requirements; and (2) Projects reducing water system losses and reducing pipeline leaks.

Table 11 below provides a list of the Priority Two Level projects. These projects serve existing District's customers and are funded by the water rate revenues.

<b>Table 11. Priority Level Two – Necessary Projects</b>
1. Distribution System Renewal and Replacement Program
2. Water Conservation Program
3. Storage Tank Rehabilitation Program
4. Vehicle Replacement Fund
5. Pillar Ridge Rehabilitation Program

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

**Program:** Distribution System Renewal and Replacement Program

**Priority:** Level Two

---

This program is an on-going annual rehabilitation program that includes the following projects:

- Mechanical systems replacement
  - Water meter replacement
  - Water lateral replacement
  - Water main replacement
  - Fire hydrant replacement
- 

**Project:** Distribution System Renewal and Replacement Program

**CIP Total Cost:** \$601,067

**Project Funding:** This program will be funded by existing customers through water rate revenues

**Basis of Priority:** This program is ranked as Priority Level Two because it address system renewal and replacement needs and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions.

**Table 12. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$896,945	\$315,500	\$116,810	\$119,146	\$121,529	\$123,960

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## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

**Program:** Water Conservation Program

**Priority:** Level Two

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The District continues its multi-year rebate program to encourage customers to replace their fixtures and appliances with water-efficient units.

---

**Project:** Water Conservation Program

**CIP Total Cost:** \$44,234

**Project Funding:** This program will be funded by existing customers through water rate revenues.

**Basis of Priority:** This program is ranked as Priority Level Two because it continues to promote water conservation.

**Table 13. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$44,234	\$8,500	\$8,670	\$8,843	\$9,020	\$9,201

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

**Program:** Storage Tank Rehabilitation Program

**Priority:** Level Two

The existing Alta Vista Tank 1 (AVT 1) was inspected in 2016 and will need to be taken off line for rehabilitation. It was determined that the tank floor and areas on the wall of the AVT 1 shows signs of corrosion. AVT 1 will be rehabilitated, including: cleaning, recoating and corrosion spot repair. Some areas, such as the tank floor, may require more extension corrosion repair.

AVT 1 taken will be out of service in FY17/18 for rehabilitation at a cost of \$100,000.

---

**Project:** Storage Tank Rehabilitation Program

**CIP Total Cost:** \$100,000

**Project Funding:** This program will be funded by existing customers through water rate revenues.

**Basis of Priority:** This program is ranked as Priority Level Two because it ensures continued operation of the existing water supply sources.

**Table 14. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$100,000	\$-	\$100,000	\$-	\$-	\$-

---



## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

**Project:** Vehicle Replacement Fund

**Priority:** Level Two

This funding is targeted to a renewal of the District fleet of trucks and starts in FY 15/16 with a \$30,000 purchase of a heavy truck followed by replacing one light truck annually at \$25,000 and \$25,500 respectfully, in the following two years of the CIP.

---

**Project:** Vehicle Replacement Fund

**CIP Total Cost:** \$103,040

**Project Funding:** This project will be funded by existing customers through water rate revenues

**Basis of Priority:** This project is ranked as Priority Level Two because it ensures efficiency of water operations.

**Table 15. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$103,040	\$25,000	\$25,500	\$ 26,010	\$ 26,530	\$-

## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2015/16 – FY2019/20)

#### PRIORITY LEVEL TWO – NECESSARY PROJECTS

**Program:** Pillar Ridge Rehabilitation Program

**Priority:** Level Two

Consolidation of the Pillar Ridge Water System into the MWSD water system benefits all District's customers. The addition of new facilities, however, necessitates planning for the renewal and replacement of the Pillar Ridge treatment, supply, and storage facilities. Existing customer water rate revenues will fund this project.

---

**Project:** Pillar Ridge Rehabilitation Program

**CIP Total Cost:** \$390,500

**Project Funding:** This program will be funded through water rate revenue

**Basis of Priority:** This program is ranked as Priority Level Two because it ensures existing facility functionality and reliability.

**Table 16. Annual Cost Distribution and Schedule**

CIP Total	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
\$390,500	\$20,000	\$20,000	\$300,000	\$25,000	\$25,500

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## Montara Water and Sanitary District

### WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (2013 – 2018)

#### PRIORITY LEVEL THREE – DISCRETIONARY PROJECTS

Projects not meeting the criteria for Priority Level One or Two are ranked as Priority Level Three. These projects are needed, albeit may not yet have defined scopes, schedules, or funding sources. Many factors exist that may promote Level Three projects to Level One or Two such as the release of new regulations and legislation or the availability of funding.

**Priority Level Three** – Projects that are required but can be deferred to a later date. Level Three Projects can be completed as needed, if Level One or Level Two Projects are postponed. District has significant level of control over the timing of implementation.

Table 17 below provides a list of the Priority Level Three projects. Funding for these projects is not currently included as part of this CIP.

<b>Table 20. Priority Level Three – Discretionary Projects</b>
1. Portola Tank Road Repair
2. Alta Vista Water Treatment Plant Replacement
3. District Office Remodel
4. New Large Service Connections

**Montara Water and Sanitary District**

**Sewer Repairs -2016-2017 Capital Improvement Priority (CIP) List**

Status: Updated May 18, 2016

**DRAFT**

Fiscal Year	CIP Capital Improvement Needs	Notes/Status
<b>2015-2016 Fiscal Year Capital Improvement Carryover</b>		
(Carryover) (Postponment possible)	<p align="center">Cabrillo Highway PHASE 1A+1B - Trunk Sewer (Crossing to 14th)</p> <p align="right">220 LF @ 3500 Bore and Jack \$770,000                      963 LF @ \$550 /LF Open Trench \$529,650                      Contingencies (20%) (Design already competed, complex project) \$259,930                      Const increase from Original Budget <b>\$1,559,580</b></p>	Caltrans Permit Delay Carry project from 12/13 High Priority,SSO Risk Sag, Roots, Cracks Unsafe to Clean in roadway
(Carryover) <b>(Active Project)</b> BID PRICE: \$695,000	<p align="center">2015-2016 SIP project, work will carry over into 2016-2017 FY</p> <p align="right">~2737 LF Sewer Mains and ~ 15 Manhole Rehab. \$695,000                      Contingencies (15%) (Design already competed) \$104,250  <b>\$799,250</b></p>	Engineers Estimate Pending Bid Results
Budget \$810,000		
(Carryover) (Postponment possible)	<p align="center">Pump Station Mechanical, Electrical and Coating Upgrades</p> <p align="right">1 EA @ \$15,000 /EA coatings/Mechan. \$15,000                      2 EA @ \$5,000 /EA pipe works \$10,000                      2 EA @ \$10,000 /EA pump rebuilds \$20,000                      2 EA @ \$5,000 /EA Electrical Work \$10,000</p>	High Priority Corrosion Corrosion/Leak Risk Scheduled Repairs Un-scheduled Repairs
(Recommended)		
(Recommended)		
(Pending-->)	<p align="right">Generator Perchace in FY 15/16 -\$35,000                      Contingencies (35%) \$19,250  <b>\$39,250</b></p>	
(Carryover+Differal )	<p align="right">2016-2017 SUB-TOTAL (Including 2015-2016 Carryover-Cabrillo Delay) \$838,500</p>	
(Total Carryover)	<p align="right">2016-2017 SUB-TOTAL (2015-2016 Carryover) \$2,398,080</p>	
<b>2016-2017 Fiscal Year Capital Improvement Needs (REGULAR CIP FOR 2016/2017)</b>		
	<p align="center">Various Montara Sewers Main St, 10th and 14th.</p> <p align="right">1,051 LF @ \$285 /LF Pipe Burst and Open Cut \$299,535                      Contingencies (30%) \$89,861  <b>\$389,396</b></p> <p align="center">Nevada St and Moss Beach Area Sewers</p> <p align="right">800 LF @ \$285 /LF Pipe Burst \$228,000                      Contingencies (30%) \$68,400  <b>\$296,400</b></p>	Added 2009 Medium Priority Long term plan Multiple Fractures (Spot Repairs needed now)
	<p align="right"><b>CIP for 2016-17 Total A \$685,796</b></p>	
<b>TOTAL WITH CARRYOVER- No Cabrillo Crossing</b>	<p align="right"><b>2016-17 Total B \$1,524,296</b></p>	
<b>TOTAL WITH CARRYOVER- No Cabrillo Crossing</b>	<p align="right"><b>2016-17 Total C \$3,083,876</b></p>	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Receipt of Initial Monthly Public Agency Retirement Service Report.**

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The District received their first statement from the PARS plan on May 11, 2016, for contributions up to March 31<sup>st</sup>.

Please see the below re-calculation of the District's contributions to the plan.

Service Hour Buy-Back	297,568.10
Employee & MWSD contributions	61,773.24
Subtotal	<u>359,341.34</u>
Earnings	<u>849.23</u>
Balance as of 3/31/2016	360,190.57

The \$61,773.24 represents contributions from the District from the period of 7/1/2015 – 2/29/2016. Since the District began regular contributions the average contribution has been \$3,642.34 of which, 6.5% represents the District's share and 8.25% representing the employee share.

Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis. To date, the District has contributed \$80,072.97 to the plan.

The following monthly reports will be submitted as consent agenda items on a monthly basis.

## RECOMMENDATION:

This is for Board information only.

Attachment

MONTARA WATER AND SANITARY DISTRICT  
RETIREMENT ENHANCEMENT PLAN

Statement of Plan Account  
for the Period  
3/01/2016 to 3/31/2016

CLEMENS HELDMAIER  
GENERAL MANAGER  
MONTARA WATER & SANITARY DISTRICT  
PO BOX 370321  
MONTARA, CA 94037

PLAN ID: P7-REP15A

=====

VALUATION FOR THE MONTH ENDING 3/31/2016

	CURRENT PERIOD
	-----
BEGINNING BALANCE	0.00
TRANSFERS IN	312,897.41
CONTRIBUTIONS	359,341.34
EARNINGS	849.23
EXPENSES	0.00
DISTRIBUTIONS	0.00
TRANSFERS OUT	312,897.41
	-----
BALANCE AS OF 3/31/2016	360,190.57
	=====

=====

IMPORTANT INFORMATION

Contributions are applied to your plan account based upon the data received from your agency by our office, and confirmed by actual deposits made to the PARS Trust based upon reports we receive from US Bank, The PARS Trustee. Contributions will be listed on this statement only if these deposits were received in the PARS Trust during the valuation month for which this statement covers.

It is not the responsibility of PARS to monitor the timeliness of your agency's plan contributions. If there exists any discrepancies between the data received from your agency and the actual deposits made into the PARS Trust, we will attempt to reconcile those discrepancies prior to the monthly valuation of the plan. In certain cases there may be a need to delay the monthly valuation of the plan in order to further investigate those discrepancies, which may involve contacting your agency for more information. If there are material discrepancies your agency will be notified as soon as possible. Please contact Greg Zeleznik at [gzeleznik@pars.org](mailto:gzeleznik@pars.org) or (800)540-6369 x147 if you have any questions.

PARS is not licensed to provide and does not offer tax, accounting, legal or actuarial advice.

Prepared by PARS on 5/05/2016



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Award of the 2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS.**

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In accordance with the revised 7-year Capital Improvement Plan, and in response to the advertisement for sealed bids, for the 2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS two bids were received on May 10, 2016. The current Fiscal Year Capital Improvement (CIP) budget provides for continuation of the rehabilitation of Medium and High Priority Sewer Mains as well as miscellaneous maintenance and spot repairs and CCTV activities for the purpose of reducing sanitary sewer overflows and reducing inflow and infiltration in the District's collection system. Due to other projects being under budget, the total available for this Fiscal Year's CIP is \$800,538, provided that funds are transferred from reserves.

The lowest responsive bid received was \$694,650.00 from Darcy & Harty Construction, Inc. The work generally includes the rehabilitation of sanitary sewer mains and laterals near Kanoff, LaConte, Main and 10<sup>th</sup> Streets, and Terrace Ave., miscellaneous spot repairs, road surface restoration, rehabilitation and coating of selected manholes, and CCTV of sewers, together with all appurtenances, for the completed and operational project. While the bid is over the engineer's estimate of \$675,000, the manhole rehabilitation portion of the project is almost \$50,000 less than when it was bid in previous years.

The General Manager recommends award of the Contract for the construction of the improvements in strict accordance with the Plans and Specifications therefor entitled, "2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS" dated April 2016, prepared by Nute Engineering, Civil and Sanitary Consultants, to Darcy & Harty Construction, Inc., of San Francisco.

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

**RECOMMENDATION:**

Adopt Resolution No.\_\_\_\_, Resolution of the Montara Water and Sanitary District Approving Contract Documents, Including Design, Plans and Specifications, for Fiscal Year 2015-2016 Sewer Improvement Project and Spot Repairs; Determining and Declaring Lowest Responsible Bidder for the Project; Accepting Bid Therefor; Rejecting All Other Bids; Waiving Bid Irregularities, Authorizing and Directing Execution of Contract; and Directing Return of Bid Security as Specified Herein.

Attachment

## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS, INCLUDING DESIGN, PLANS AND SPECIFICATIONS, FOR FISCAL YEAR 2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS; DETERMINING AND DECLARING LOWEST RESPONSIBLE BIDDER FOR THE PROJECT; ACCEPTING BID THEREFOR; REJECTING ALL OTHER BIDS; WAIVING BID IRREGULARITIES; AUTHORIZING AND DIRECTING EXECUTION OF CONTRACT; AND DIRECTING RETURN OF BID SECURITY AS SPECIFIED HEREIN**

WHEREAS, in response to advertisement for sealed bids two bids were received for the construction of the 2015-2016 Sewer Improvement Project and Spot Repairs ("Project"); and

WHEREAS, the bid of Darcy & Harty Construction Inc. is the lowest responsible bid submitted;

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. Those certain contract documents, including, without limitation, the design, plans and specifications entitled, "2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS," dated April 2016 ("Project"), a copy of which is on file in the District Administrative Offices to which reference is hereby made for the full particulars thereof, are hereby approved.

2. The bid of Darcy & Harty Construction Inc. received on May 10, 2016 in the amount of Six Hundred Ninety Four Thousand Six Hundred Fifty and No One-Hundredths Dollars (\$694,650.00) is hereby accepted and said bidder is hereby declared to be the lowest responsible bidder for the Project.

3. Any and all informalities in the aforementioned bid of Darcy & Harty Construction Inc. are hereby waived.

4. The President and Secretary of the Board, Montara Water and Sanitary District, are hereby authorized and directed to execute, and to countersign, respectively, the agreement for the Project by and between Darcy & Harty Inc. and the Montara Water and Sanitary District, in form approved by District Counsel.



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS, INCLUDING DESIGN, PLANS AND SPECIFICATIONS, FOR FISCAL YEAR 2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS; DETERMINING AND DECLARING LOWEST RESPONSIBLE BIDDER FOR THE PROJECT; ACCEPTING BID THEREFOR; REJECTING ALL OTHER BIDS; WAIVING BID IRREGULARITIES; AUTHORIZING AND DIRECTING EXECUTION OF CONTRACT; AND DIRECTING RETURN OF BID SECURITY AS SPECIFIED HEREIN**

5. The District Secretary is hereby authorized and directed to return to the unsuccessful bidder the bid security furnished by it, and to return the bid security submitted by Darcy & Harty Inc, Inc. to said bidder upon execution of the above-referenced agreement by said bidder.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 2<sup>nd</sup> day of June 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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



Civil & Sanitary Consultants

May 19, 2016

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

Re: 2015-2016 Sewer Improvement Project and Spot Repair  
Bid Summary and Recommend Award

Dear Clemens:

On May 10, 2016 two (2) bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest bid of \$694,650 was submitted by D'Arcy & Harty Construction of San Francisco.

Enclosed is the license detail obtained from the Contractor's License Board which show that D'Arcy & Harty Construction has a valid Contractor's License and the contractor is registered with the California Department of Industrial Relations (DIR). D'Arcy & Harty Construction's subcontractors Graham Construction and H & R Plumbing also have valid Contractor's Licenses and are registered with the DIR.

We favorably reviewed their submitted bid package and recommend that the Board award this project to D'Arcy & Harty Construction.

Very truly yours,

NUTE ENGINEERING

By

  
Pippin Cavaganaro, P.E.

Enclosure(s)

No.	Description	CONTRACTOR BIDS			
		Item Count	U/M	DARCY AND HARTY	PACIFIC TRENCHLESS
1	MOBILIZATION, DEMOBILIZATION, SWPPP, PERMITS & LICENSES (10% of total cost)	36,145	LS	27,000	9,145
2	PRECONSTRUCTION CLEANING AND TELEVISIONING AND LOCATION OF EXISTING SEWER MAINS	10,900	LF	38,150	32,700
3	A LINE, KANOFF AVE - PIPEBURST EXISTING 8" VCP WITH 10.63" OD DR 17 HDPE - STA 0+00 TO STA 2+20	180	LF	36,000	29,700
4	A LINE, KANOFF AVE - OPEN CUT STA 2+20 TO 3+40 INSTALLS 10.63" OD DR 17 HDPE	160	LF	48,000	37,600
5	A LINE, KANOFF AVE- INSTALL 15LF 12" C905 BY OPEN CUT.MATCH INVERTS.MATCH EXISTING PIPE DIAMETER AND CONNECT TO EXISTING PVC MAIN WITH PVC COUPLINGS	15	LF	4,500	3,825
6	B LINE, LE CONTE AVENUE- PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA B 0+00 TO STA B 2+76	276	LF	35,880	48,300
7	C LINE, KANOFF AVE TO 4TH ST EASEMENT - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA C 0+13 TO STA C 3+24	311	LF	40,430	51,315
8	C LINE, KANOFF AVE TO 4TH ST EASEMENT - REGRADE 13LF WITH 6" PVC C-900 MATCH CROWNS- STA C 0+00 TO STA C 0+13	13	LF	3,640	2,795
9	D LINE, 4TH STREET - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA D 0+00 TO STA D 3+46	346	LF	44,980	57,090
10	E LINE, 4TH STREET - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE - STA E 0+00 TO STA E 1+03	103	LF	13,390	16,995
11	F LINE, KANOFF AVE EASEMENT -PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA F 0+00 TO STA F 1+30	130	LF	16,900	21,450
12	G LINE, 10TH STREET - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA G 0+00 TO STA G 5+85	585	LF	84,825	102,375
13	H LINE, MAIN STREET - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA H 0+00 TO STA H 2+79	279	LF	36,270	46,035
14	J LINE, TERRACE AVENUE - PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE- STA J 0+00 TO STA J 2+62	262	LF	34,060	43,230
15	J LINE, TERRACE AVENUE - REMOVE (E) SPOT REPAIR	1	EA	3,000	1,195
16	SPOT REPAIR #5 PIPEBURST EXISTING 6" VCP SEWER WITH 6.63" OD DR17 HDPE, AND REPLACE TWO LOWER EXISTING LATERALS- 15LF AND 30LF	86	LF	11,180	15,050
17	REMOVE EXISTING SEWER RODHOLE	9	EA	4,500	3,195
18	INSTALL NEW RODHOLE	9	EA	18,000	9,171
19	ABANDON EXISTING MANHOLE put in c line	1	EA	500	2,555
20	INSTALL NEW MANHOLE	1	EA	5,800	11,955
21	CONNECT TO EXISTING MH, REBUILD CHANELS	25	EA	7,500	11,375
22	RAISE TO GRADE- REPLACE COVER & FRAME	10	EA	21,500	16,450
23	FIELD LOCATE & POTHOLES LIVE LATERALS	53	EA	2,650	2,385
24	INSTALL NEW 4" LATERAL TWO WAY CLEANOUT, SEWER RELIEF VALVE AND CLEANOUT BOX	51	EA	40,800	39,525
25	REPLACE 4" LOWER LATERALS TO PROPERTY LINE WITH 4.63" OD DR17 HDPE OR PVC C-900	1,295	EA	6,475	1,295
26	MORTAR BASE COAT AND CORROSION BARRIER COATING	57	VF	17,100	22,515
27	MANHOLE STRUCTURAL WALL REPAIR	1	EA	2,000	3,165
28	RECONSTRUCT MANHOLE BASE	2	EA	4,000	6,550
29	CURB AND GUTTER REPLACEMENT	50	LF	2,500	750
30	CONCRETE SIDEWALK AND SLAB REPLACEMENT	45	SF	900	675
31	SAWCUT AND REMOVE CONCRETE ROAD	200	SF	1,000	3,000
32	SLURRY SEAL	15,500	SF	9,920	9,300
33	ASPHALT CONCRETE TRENCH REPAIR	33	TON	14,850	18,315
34	REPLACE PAVEMENT MARKINGS	1	LS	2,000	2,445
35	INSTALL PROJECT SIGNS	1	LS	1,000	1,675
36	SHORING FOR ALL EXCAVATIONS	1	LS	20,000	8,055
37	POTHOLES UTILITY MAINS AND RECEIVING PIT	17	EA	5,100	13,175
38	TRAFFIC CONTROL AND NOTIFICATIONS	1	LS	12,000	5,126
39	INTERNAL TELEVISIONING OF NEW SEWER MAINS	2,900	LF	8,700	8,700
40	CCTV - SEWER LATERALS	53	EA	2,650	3,975
41	PERMITS	1	LS	2,500	1,295
42	RECORD DRAWINGS	1	LS	2,500	2,500
<b>TOTALS</b>				<b>\$694,650.00</b>	<b>\$727,922.00</b>

Addendum Acknowledge	y	y
Contract Signed	y	y
License Number	474146	776788
SUBCONTRACTORS:	Graham Contractors, 315789	none
	H&R Plumbing, 878364	none
Site Visit Affidavit	in contract	in contract
Builder's Statement Financial Responsibility & Experience	y	y
Contract Signed	y	y
Financial Statement Submitted	y	y
EMR AVG # 3YR (1.1 or less)	0.91	0.82
RIR AVG # 3YR (5.4 or less)	1.68	0.00
LTIR AVG # 3YR (3.1 or less)	0.00	0.00
sub safty submitted, pass	y, y	none, NA
Affidavit Non-Collusion	y	y
Affidavit Safety Compliance	NA	NA
Safety Programs	NA	NA
Bid Bond	Y	y



DEPARTMENT OF CONSUMER AFFAIRS  
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## Contractor's License Detail for License # 474146



**DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations. (hide/show disclaimer)

- CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.
- Per [B&P 7071.17](#) , only construction related civil judgments reported to the CSLB are disclosed.
- Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.
- Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

### Business Information

DARCY & HARTY CONSTRUCTION INC  
1300 CARROLL AVENUE  
SAN FRANCISCO, CA 94124  
Business Phone Number:(415) 822-5200

**Entity** Corporation  
**Issue Date** 05/29/1985  
**Expire Date** 05/31/2017

### License Status

This license is current and active.

All information below should be reviewed.



DEPARTMENT OF CONSUMER AFFAIRS  
**CONTRACTORS**  
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## Contractor's License Detail for License # 315789



**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.** (hide/show disclaimer)

- CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.
- Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.
- Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.
- Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

### Business Information

GRAHAM CONTRACTORS INC  
PO BOX 26770  
SAN JOSE, CA 95159  
Business Phone Number:(408) 293-9516

**Entity** Corporation  
**Issue Date** 02/18/1976  
**Expire Date** 09/30/2017

### License Status

This license is current and active.

All information below should be reviewed.



DEPARTMENT OF CONSUMER AFFAIRS  
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## Contractor's License Detail for License # 878364



**DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations. ([hide/show disclaimer](#))

- CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.
- Per [B&P 7071.17](#), only construction related civil judgments reported to the CSLB are disclosed.
- Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.
- Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

### Business Information

H & R PLUMBING AND DRAIN CLEANING INC  
3990 LA CIMA ROAD  
EL SOBRANTE, CA 94803  
Business Phone Number:(510) 222-5556

**Entity** Corporation  
**Issue Date** 05/24/2006  
**Reissue Date** 04/26/2012  
**Expire Date** 04/30/2018

### License Status

This license is current and active.

All information below should be reviewed.

**AGREEMENT**

**MONTARA WATER AND SANITARY DISTRICT**

San Mateo, California

**2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between D’Arcy & Harty Construction, hereinafter called "Contractor" and the Montara Water and Sanitary District, a public entity in San Mateo County, California, hereinafter called "District":

**W I T N E S E T H:**

WHEREAS, the Board of Directors of the District has awarded a contract to Contractor for performing work hereinafter mentioned in accordance with the sealed bid of said Contractor.

NOW, THEREFORE, IT IS AGREED as follows:

1. Scope of Work: The Contractor shall perform, within the time stipulated, the contract as herein defined, of which this agreement is a component part, and shall provide and furnish all of the labor, materials, methods of processes, equipment, implements, tools, machinery and equipment and all utility, transportation and other services required to perform all of the work covered by the contract in connection with the construction of improvements for the District, in strict accordance with the specifications therefor entitled, “2015-2016 Sewer Improvement Project and Spot Repairs” dated April 2016, prepared by Nute Engineering, Civil and Sanitary Consultants, on file in the District's office, including any and all addenda issued by the District, the items and quantities of which are more particularly set forth in Contractor's bid therefor, and with the other contract documents hereinafter enumerated.

2. Time of Performance and Liquidated Damages: The Contractor shall not commence any work prior to the date of the Notice to Proceed and thereafter shall diligently prosecute the work to completion. The provisions with regard to said time of completion and liquidated damages are set forth in the specifications, which provisions are hereby referred to and incorporated herein by reference.

3. Payments: Payments will be made by the District to Contractor for said work preformed at the times and in the manner provided in the specifications and at the prices stated in Contractor's bid in the amount of Six Hundred Thousand Ninety-Four Six Hundred Fifty Dollars and Zero Cents (\$694,650.00). For any monies earned by the Contractor and withheld by the District to ensure the performance of the contract, the Contractor may, at his/her request and expense, substitute securities equivalent to the amount withheld in the form and manner and subject to the conditions provided in Section 22300 of the Public Contract Code of the State of California.

4. Component Parts: This contract shall consist of the following documents, each of which is on file in the office of the District Secretary and all of which are incorporated herein and made a part hereof by reference thereto:

- a) This Agreement
- b) Notice Inviting Sealed Bids
- c) Instructions to Bidders
- d) Accepted Bid
- e) Faithful Performance Bond and Payment Bond
- f) General Conditions
- g) Special Provisions
- h) Technical Provisions
- i) Appendices
- j) Design Standards
- k) Plans, Profiles and Detailed Drawings
- l) Written Addenda



- m) Written Amendments to the Contract signed by both parties
- n) Executed Change Orders, if any
- o) Written Interpretations issued by the District

5. Wage Scale: Reference is hereby made to the "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code Division 2, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1," a copy of which is on file in the office of the District Secretary, the provisions of which are hereby specified as the rate of prevailing wage to be paid workers on this project.

6. Hours of Labor: The Contractor shall forfeit, as penalty to the District, Twenty-Five Dollars (\$25.00), for each worker employed in the execution of the contract by him/her or by any subcontractor, for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3, (commencing with Section 1810) of the Labor Code of the State of California. Every Contractor and subcontractor shall keep an accurate payroll record, certify the records, and make them available for inspection pursuant to Labor Code Section 1776 and 1812.

7. Apprentices: In accordance with the provisions of Section 1777.5 of the Labor Code and in accordance with the rules and procedures of the California Apprenticeship Council, properly indentured apprentices shall be employed in the prosecution of the work. Civil Penalties of \$100 per day shall be assessed in accordance with Section 1777.7 of the Labor Code of the State of California for violation of Labor Code Section 1777.5. Furthermore, a Contractor who knowingly violates Section 1777.5 shall be denied the right to bid on future public works contracts by the Administrator of Apprenticeship.

Information relative to number of apprentices, identifications, wages, hours of employment and standards of working conditions shall be obtained from Administrative of Apprenticeship.

8. Labor Discrimination: Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status or sex of such persons, except as provided in Section 12940 of the Government Code, and every contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

9. Workers' Compensation Insurance: In accordance with the provisions of Division 2, Part 7, Chapter 1, Article 5 (commencing with Section 1860) and Division 4, Part 1, Chapter 4 (commencing with Section 3700) of the Labor Code of the State of California, the Contractor is required to secure the payment of employee compensation and shall for that purpose obtain and keep in effect adequate Workers' Compensation Insurance.

The undersigned Contractor is aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and will comply with such provisions before commencing performance of the work of this contract.

IN WITNESS WHEREOF the Montara Water and Sanitary District, has caused these presents to be executed by its officers, thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

CONTRACTOR

By \_\_\_\_\_

By \_\_\_\_\_

ATTEST:

MONTARA WATER AND SANITARY DISTRICT  
a Public Entity

By \_\_\_\_\_

By \_\_\_\_\_

(SEAL)

**FAITHFUL PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: that, WHEREAS, the Board of Directors of the Montara Water and Sanitary District, San Mateo County, State of California, has awarded to D'Arcy & Harty Construction, hereinafter designated as the "Principal," a Contract, the terms and provisions of which Contract are incorporated herein by reference, for constructing 2015-2016 Sewer Improvement Project And Spot Repairs, And

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, we the Principal, and \_\_\_\_\_, as surety, are held and firmly bound unto the Montara Water and Sanitary District, San Mateo, California, in the penal sum Six Hundred Thousand Ninety-Four Six Hundred Fifty Dollars and Zero Cents (\$694,650.00), lawful money of the United States, being one hundred percent (100%) of the Contract amount, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, Principal's heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and faithfully perform the covenants, conditions and agreements in the said Contract and any alterations made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Montara Water and Sanitary District, its officers and agents, as therein stipulated, then this obligation shall be null and void; otherwise it shall be and remain in full force and virtue.

As a condition precedent to the satisfactory completion of the said Contract, the above obligation shall hold good for a period on one (1) year after the completion and acceptance of the said work, during which time, if the above bounden Principal, Principal's heirs, executors, administrators, successors or assigns shall fail to make full, complete and satisfactory repair and replacements or totally protect the said District from loss or damage made evident during said period of one (1) year from the date of acceptance of said work, and resulting from or caused by defective materials or faulty installation, in the prosecution of the work done, the above obligation shall be and remain in full force and virtue.

And the said Surety, for value received, hereby stipulates and agrees to waive the provisions of California Civil Code Section 2819 regarding consent to change, extension of time, alteration or addition to the terms of the Contract, or to the work to be performed thereunder, or the Specifications accompanying the same shall in any way affect its obligations

on this bond; and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event the District, or its successors or assigns, shall be the prevailing party in an action brought upon this bond, then, in addition to the penal sum hereinabove specified, we agree to pay to the said District, or its successors or assigns, a reasonable sum on account of attorney's fees in such action, which sum shall be fixed by the court.

In WITNESS THEREOF, the above bounden parties have executed this instrument under their seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed, and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST:

_____ Principal Secretary	_____ Principal
(SEAL)	By _____
_____ Witness as to Principal	_____
_____ Address	_____ Address
_____ Witness to Surety	_____ Surety
_____ Address	_____ Address
	_____ Telephone
	_____ Attorney-in-Fact
	_____ Address

If CONTRACTOR is partnership, all partners must execute BOND

**SECTION 00430**

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, D'Arcy & Harty Construction, as Principal, and \_\_\_\_\_, organized and existing under the laws of the State of California, and authorized to execute bonds and undertaking as sole surety, as Surety, are held and firmly bound unto any and all persons named in California Civil Code Section 3181, whose claim has not been paid by the Contractor, company or corporation in the aggregate total of Six Hundred Thousand Ninety-Four Six Hundred Fifty Dollars and Zero Cents (\$694,650.00) (being 100% of the Contract amount) for payment whereof, well and truly to be made, said Principal and Surety bond themselves, their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such that, whereas the above bounden Principal has entered into a Contract dated \_\_\_\_\_, 20\_\_\_\_, with the Montara Water and Sanitary District, to do the following work, to wit: Construct the 2015-2016 Sewer Improvement Project And Spot Repairs.

NOW, THEREFORE, if the above bounden Principal or his/her subcontractors fail to pay any of the persons named in Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld and paid over to the Employment Development Department from the wages of employees of the Contractor or his/her subcontractor pursuant to Section 13020 of the Unemployment Insurance Code of the State of California, with respect to such work and labor, the surety will pay for the same, in the amount not exceeding the sum specified in this bond, and also, in case suit is brought upon this bond, a reasonable attorney's fee, to be fixed by the court.

This bond shall inure to the benefit of any person named in Section 3181 of the Civil Code of the State of California so as to give a right of action to them or their assignees in suit brought upon this bond.

This bond is executed and filed to comply with the provisions of the act of Legislature of the State of California as designated in Civil Code Section 3247 to 3252, inclusive, and all amendments thereto.

And the said Surety, for value received, hereby stipulates and agrees to waive the provisions of California Civil Code Section 2819 regarding consent to change, extension of time alteration, or addition to the terms of the Contract, or to the work to be performed thereunder, or the Specifications accompanying the same, shall in any way affect its obligations

on this bond; and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event the District, or its successors or assigns, shall be the prevailing party in an action brought upon this bond, then, in addition to the penal sum hereinabove specified, we agree to pay to the said District, or its successors or assigns, a reasonable sum on account of attorney's fees in such action, which sum shall be fixed by the court.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST:

_____ Principal Secretary	_____ Principal
(SEAL)	By _____
_____ Witness as to Principal	_____
_____ Address	_____ Address
_____ Witness to Surety	_____ Surety
_____ Address	_____ Address
	_____ Telephone
	_____ Attorney-in-Fact
	_____ Address

If CONTRACTOR is partnership, all partners must execute BOND.  
The signature of the Surety on this bond must be acknowledged before a Notary Public.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Authorization to Bid the 4<sup>th</sup> Street Water Main Replacement Project**

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The Montara Water and Sanitary District 4<sup>th</sup> Street Water Main Replacement Project (Project) has been designed by the District Engineer, and District staff is currently ready to construct the Project with Board approval.

## **BACKGROUND**

Under the District's water main repair and replacement program, the District identifies failing or inadequate sections of the distribution system and implements necessary projects to mitigate distribution system deficiencies. The water main that runs down 4<sup>th</sup> Street between East Avenue and Audubon Avenue was identified as a deteriorating section of mainline that was a high priority for replacement.

## **DISCUSSION**

The scope of work for the Project is to install a new 6-inch PVC water main on 4th Street between East Avenue and Audubon Avenue, reconnect service laterals, and abandon the existing main. The total length of pipe to be replaced is approximately 1,300 linear feet.

Project plans and bid documents have been prepared by District staff and are ready to be advertised.

The engineers estimate for the project construction cost is \$286,550.

## **RECOMMENDATION**

Adopt Resolution No.\_\_\_\_, Resolution of the Montara Water and Sanitary District Approving Contract Documents, Including Design, Plans and Specifications for 4<sup>th</sup> Street Water Main Replacement Project; Authorizing and Directing Advertisement for Bids Therefor; Determining Project Exempt Under California Environmental Quality Act and Authorizing and Directing Filing Notice of Exemption.

Attachments (bid documents available at the meeting)



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS, INCLUDING DESIGN, PLANS AND SPECIFICATIONS, FOR 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT PROJECT; AUTHORIZING AND DIRECTING ADVERTISEMENT FOR BIDS THEREFOR; DETERMINING PROJECT EXEMPT UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT AND AUTHORIZING AND DIRECTING FILING NOTICE OF EXEMPTION**

**WHEREAS**, contract documents for the 4<sup>TH</sup> Street Water Main Replacement Project (“Project”) have been presented to and reviewed by this Board; and

**WHEREAS**, the Project consists of replacement or reconstruction of existing facilities and is thereby categorically exempt from the requirements of the California Environmental Quality Act (Pub. Res. C. §21000 et seq.; 14 CCR §15302); and

**WHEREAS**, this Board desires to proceed with the Project;

**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. Those certain contract documents entitled, “Montara Water and Sanitary District – 4<sup>th</sup> Street Water Main Replacement,” including, without limitation, the design, plans and specifications, a copy of which documents is on file in the District Administrative Offices to which reference is hereby made for the full particulars thereof, are hereby approved and the General Manager is hereby authorized and directed to advertise for bids for the Project.

2. This Board hereby determines that the Project is categorically exempt from the requirements of the California Environmental Quality Act (“CEQA;” Pub. Res. C. §21000 et seq.; 14 CCR §15302) because it consists of replacement or reconstruction of existing facilities. The Project is hereby approved for purposes of CEQA and the General Manager hereby authorized and directed to file a Notice of Exemption for the Project with the County Clerk, County of San Mateo, California (14 CCR §15062).

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President, Montara Water and Sanitary District

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS, INCLUDING DESIGN, PLANS AND SPECIFICATIONS, FOR 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT PROJECT; AUTHORIZING AND DIRECTING ADVERTISEMENT FOR BIDS THEREFOR; DETERMINING PROJECT EXEMPT UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT AND AUTHORIZING AND DIRECTING FILING NOTICE OF EXEMPTION**

COUNTERSIGNED:

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

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 2<sup>nd</sup> day of June 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

**00 11 13    ADVERTISEMENT FOR BIDS**

**NOTICE INVITING SEALED BIDS  
MONTARA WATER AND SANITARY DISTRICT  
SAN MATEO COUNTY, CALIFORNIA  
4<sup>TH</sup> STREET WATER MAIN REPLACEMENT**

NOTICE IS HEREBY GIVEN that for and on behalf of the District Board, the General Manager of the Montara Water and Sanitary District, San Mateo County, California, will receive up to, but not later than \_\_\_\_\_ sealed bids for the award of a contract for the construction of improvements in the District in strict accordance with the Contract Documents including, without limitation, the specifications, design and drawings therefor, entitled, "4<sup>th</sup> Street Water Main Replacement," dated April 2016, prepared by SRT Consultants, and on file in the District Administrative Offices.

The work includes the furnishing of all labor, materials and equipment for the replacement of the existing water main on 4<sup>th</sup> Street from East Avenue to Audubon Avenue, and reconnecting all existing water service laterals, for the completed and operational project as shown on the drawings and as specified in the Contract Documents.

Sealed bids shall be delivered to the District's General Manager on or before said date and time, at the District Administrative Offices, 8888 Cabrillo Highway, Montara, CA 94037. Any bids received after the scheduled closing time shall be returned unopened. Bids will be publicly opened and examined on said day and hour by the District's General Manager or his authorized representative and will be referred to and considered by the Montara Water and Sanitary District Board of Directors.

Each bid shall be in accordance with the Contract Documents, including, without limitation, the specifications, design and drawings, on file in the Administrative Offices of the District. Digital copies may be downloaded from the construction bidboard website [www.eBidboard.com](http://www.eBidboard.com). Paper copies may be obtained for a non-refundable price of seventy-five dollars (\$75.00) excluding postage from:

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Questions regarding the bid process or the Contract Documents shall be submitted in writing (fax or email) to the same contact person before 5:00 p.m. on \_\_\_\_\_.

The successful bidder shall immediately provide the District with a credit report or financial (solvency) report for the District's review prior to final award of the contract. For privacy purposes, the report may be submitted in an envelope marked "CONFIDENTIAL". To be considered a responsible Bidder on this project, either the bidder's credit report shall indicate a Dun & Bradstreet credit risk rating of 1A2 or better, or the bidder's bank shall issue a financial statement.

NOTICE IS HEREBY GIVEN that for any moneys earned by the successful bidder

("Contractor") and withheld by the District to ensure performance of the contract, the Contractor may, at his/her request and expense, substitute securities equivalent to the amount withheld in the form and manner and subject to the conditions provided in Section 22300 of the Public Contract Code of the State of California.

All bids shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: cash, a certified or cashier's check made payable to the order of the Montara Water and Sanitary District or a bidder's bond executed by a surety admitted in the state of California naming the District as beneficiary, all amounting to ten percent (10%) of the bid. The bidder's security shall be forfeited to the District in case the bidder depositing the same does not, within twenty days after written notice that the contract has been awarded to him/her, enter into a contract with the District, which contract shall be accompanied by a payment bond and a faithful performance bond, each in a sum equal to one hundred percent (100%) of the amount bid, under the provisions of Sections 3247 through 3252, inclusive, of the California Civil Code.

The Project is a "public work" as defined in Section 1720 of the California Labor Code ("Labor Code"). Therefore, the Contractor and all subcontractors for the Project must be registered with the California Department of Industrial Relations pursuant to the provisions of Labor Code Section 1725.5 in order to be qualified to bid on, be listed in a bid proposal, or engage in the performance of any work for the Project. A bid shall not be accepted nor any contract or subcontract be entered into without proof of the contractor's or subcontractor's current registration to perform public work pursuant to said Section 1725.5. The bidder must certify to that registration.

Pursuant to Labor Code Section 1771.4, the Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The Contractor shall post jobsite notices as prescribed by regulation and each subcontractor shall furnish the records specified in Section Labor Code Section 1776 directly to the Labor Commissioner as specified in Labor Code Section 1771.4. Pursuant to Labor Code Section 1773.3, the District shall provide notice to the Department of Industrial Relations of the award of the contract for the Project within five days of the award.

NOTICE IS HEREBY FURTHER GIVEN that, pursuant to Labor Code Section 1773, the District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for overtime work for each craft, classification, or type of worker required to execute the contract. A copy of said prevailing rate of per diem wages is on file in the Administrative Offices of the District and available from the California Department of Industrial Relations internet web site at <http://www.dir.ca.gov>, to which reference is hereby made for further particulars. Said prevailing rate of per diem wages shall be made available to any interested party upon request, and a copy thereof shall be posted at the job site. Not less than the prevailing rate of per diem wages shall be paid for any work on the Project. The Contractor will be required to comply with all provisions of Labor Code Section 1770 et seq.

The award of contract shall only be made to a Contractor who possesses a Class A (California Contractor's) License, pursuant to Section 3300 of the Public Contract Code.

The District Board may, at its discretion, reject any and all bids or waive any irregularities or informalities in any bid.

No bidder may withdraw his/her bid for a period of sixty (60) days after the date set for

opening of bids.

Dated: \_\_\_\_\_

**END OF DOCUMENT**





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Procurement of a New Engine Generator for the Date Harte Pump Station.**

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In accordance with the 2015-2016 sewer CIP, pump station mechanical repairs were budgeted in the amount of \$75,000. The existing generator has exceeded its useful life and is requiring over \$15,000 in repairs and improvements. Furthermore, it also no longer meets the recommended sound levels for a neighborhood, and is not in compliance with the California CARB air requirements of T4i or T4 Final (reduced pollution) for emergency standby use.

Six (6) Generator manufacturers were contacted, and three responsive and complete quotations were received. For a portable generator in the 30 to 40 KW range the prices ranged from \$34,000 to \$38,000, after tax, deliver and training. If generator performance will allow downsizing, the District may be able to select a smaller 25KW generator for approximately \$27,000 to \$30,000 delivered, depending on model, if the pump station power requirement are met.

The General Manager recommends based on the responsive and competitive quotation to procure a, "NEW ENGINE GENERATOR FOR THE DATE HARTE PUMP STATION" as submitted to the District May, 2016, and reviewed by Nute Engineering, Civil and Sanitary Consultants. The District will be required to register the new generator with the State of California Statewide Portable Equipment Registration Program (PERP) program.

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

**RECOMMENDATION:**

Authorize the General Manager to issue a purchase order for a new engine generator for the Date/Harte sewer pump station in the amount not to exceed \$38,000.

Attachments



Date: May 6, 2016

Pippin Cavagnario  
Nute Engineering  
Ph (415) 453-4480

Subject: Montara Project: Trailer generators

Energy Systems is pleased to offer the following proposal for the above listed project, and based on the below 'Bill of Materials'. Generac trailer package pricing per specification data sheet.  
Standard trailer package included with hydraulic breaks and battery charger, coolant heater

**ITEM A – MMG45IF4**  
**Trailer package per data sheet**

Equipment only price: \$32,250.00  
Sales Tax, 9% \$2,902.50

**ITEM B – MMG25IF4**  
**Trailer package per data sheet**

Equipment only price: \$26,450.00  
Sales Tax, 9% \$2,380.50

**Freight & Labor**

- Standard warranty
- Freight – all items FOB Job site – off loading by others, first point delivery point at end user facility
- Field start-up and testing conducted by a factory certified technician.
- Witness fuel tank pressure testing at site is not included.
- Standard Start-up to be conducted, no building load or portable load bank testing included.
- Start-up and testing is limited to (1) day on site, performed during normal business hours Monday thru Friday, excluding holidays.

Startup service pricing per day \$1,400.00



- Verbal Specification provided for trailer packages
  - Cross referenced sections not specifically provided and/or clarified in writing are not included
  - Equipment will be supplied as submitted
  - There will be variations in the equipment from the “concept” contract documents. It is not the responsibility of Energy Systems to design, engineer or to provide construction coordination with other trades.
- Submittal Request: lead-time – 1-week from receipt of “purchase order” depending on level of project complexity
  - “Hold for approval” – no equipment will be ordered without written release to proceed
  - “For record” – all equipment will be immediately ordered and released for production based on our quoted BOM
- Delivery: Delivery of equipment is on the order of 2-3 weeks from receipt of approved submittals and receipt of complete and necessary technical information; subject to factory workload at time of order
- Written release required prior to production.
- Terms and conditions described in any purchase order and/or contract are incorporated only to the extent that such are consistent with the terms and conditions attached.
- Not included: Exhaust System Backpressure Test, Exhaust Emissions Test, Infrared Scanning, NETA testing, Harmonic Testing, Concrete pad, Off-loading, Anchoring, Installation, Fuel Pipe, Fuel, Exhaust pipe, Pipe insulation, Signage and Permits
- Not included: any required stairs/ platforms required to gain access/ entry into the enclosure, nor to maintain any NEC clearances as it relates to circuit breaker handle height
- Factory witness testing is not included; but can be provided upon request.
- Generator breakers rated for maximum output of generator
- *Natural Gas or LPG Fired generation - Energy Systems’ scope includes a generator mounted secondary fuel regulator. Please note that the following is not included and should be provided by the installing mechanical contractor or plumber if necessary:*
  - a) *Fuel train installation, Fuel pipe, fittings, mounts, brackets, and valves from the utility source to the generator,*
  - b) *External shut-off solenoid valves, Vacuum safety switches, Primary fuel regulators, Insulation*

**Sincerely,**

***Tony Arroyo***

Sales  
 Energy Systems  
 925.413.0901  
 tarroyo@espowergen.com

## Terms and Conditions

### *Not Included*

- Installation: Energy Systems is an equipment supplier only. Items noted are “shipped loose” for contractor installation including any required interconnecting piping or to customer connection points.
- Fuel - No fuel is included in this proposal.
- Permits: Any and all permit applications or costs including but not limited to local City, County, State and AQMD. Energy Systems will provide information as requested for use with permit application but assumes no responsibility or obligation to apply for or obtain subject permits unless specifically included in our proposal. Energy Systems has provided equipment that to the best of our knowledge complies with all local, state and federal requirements.
- Emission permitting and compliance testing and related costs. To the best of our knowledge this equipment meets all current emission standards for PM and NOx. A permit to operate this engine may require a “Risk Screen Analysis” to determine maximum cancer risk at the final installation site. Results of this test may require the addition of exhaust after-treatment devices. This equipment is not included unless specifically called out in our bill of material.
- Testing: Any and all associated testing, inspection, equipment, and certifications requested or required to be performed by a third party including circuit breaker coordination, system commissioning or building load testing. Building commissioning exercises typically involve concurrent integrated mechanical, electrical and control systems testing. Our participation in these events can only be quoted separately on a time and material basis.
- IBC seismic certifications are not included unless called out in our bill of material
- Selective Breaker Coordination NEC700, 701 – Customer must provide a copy of the coordination study listing the manufacture’s part number of the disconnect device to be supplied with the generator, a revised quote will be issued to supply this alternate device(s).
- Additional items that may be required by local utility for interconnection and parallel operation
- Electrical, Mechanical, Civil, and Structural professionally engineering services
- Engineering services other than supply of Factory standard drawings, equipment cut-sheets and controls per quoted scope of supply
- Startup and Commissioning service charges other than as noted in the quoted scope of supply. Additional field or shop labor including travel costs to/from the jobsite will be quoted and charged separately at time of requested services.
- Balance of plant equipment, controls, and monitoring except as quoted

### *Commercial Terms and Conditions*

- Terms and Conditions described in any Purchase Order or Contract are incorporated only to the extent that such are consistent with the terms and conditions hereof.
- Seller reserves the right to accept or reject this order
- Payment: Payment in full prior to shipment unless credit is approved. Credit approval contingent upon receipt of completed Energy Systems business credit application, signed terms and conditions, and prelim notice information ([www.espowergen.com/specs-forms/](http://www.espowergen.com/specs-forms/)). Net 30 days on delivery of material or labor completed. One and one half percent (1.5%) interest will apply on past due accounts – 18% per annum.
- Taxes: are not shown or included but will be added as necessary
- Validity: Above quote valid for 60 days
- Price: Escalation charges may apply to orders awaiting release of “hold for approval” submittals longer than 90 days
- Cancellation: Charges of 10% after accepted order, tiered escalation to 50% 4 weeks prior to factory ship date, 90% thereafter
- Freight: FOB jobsite - off loading, storage and protection of this equipment at the jobsite is not included. Equipment cannot be stored by Energy System or its suppliers without prior arrangement. Seller’s responsibility for shipments cease upon delivery to the Transportation Company. Any claims for shortages, delays or damages occurring thereafter shall be made directly by the purchaser to the transportation company. Any claims against the seller for shortages in shipments shall be made within Ten (10) days of receipt of shipment.
- Warranty: Standard manufacturer’s warranty applies to the above listed equipment. Extended warranty service contracts may be available and are listed above if included.
- Acceptance: Once accepted this order shall become a binding contract but is subject to strikes, lockouts, accidents, fire, delays in manufacture or transportation, acts of God, embargoes, or government actions. These causes beyond the control of the seller shall absolutely absolve the seller from any liability to the purchaser under the terms hereof.
- Contracts: Penalty or liquidated damages clauses for failure to meet shipping dates are not acceptable or binding on Energy Systems.
- Title: It is understood and agreed that title to and possession of subject equipment shall remain vested in seller until all obligations and payments due from purchaser to seller have been paid in full.



May 9, 2016

Mr. Pippin Cavagnaro

Quote # 30132813

NUTE Engineering

**Subject: 36KW Tier 4 Final Portable Generator**

Mr. Cavagnaro,

Thank you for calling Peterson Power Systems regarding new 36KW diesel portable generator set.

**New MQ Power Tier 4 Final Generator**

DCA36SSIU4F Gen 36KW 3Ph Isuzu Tier 4F Super Silent - Single/Three Phase

**Trailer**

TRLR70USH Trailer DCA70

**Purchase price excluding sales tax**

**\$36,491.00**

**CURRENT LEAD TIME: 2-Weeks after receipt of purchase order**

**Price does not include dealer pre-delivery, prep, or DMV**

Thank you.

Kevin Kent

Peterson Power Systems

707-321-5795 - E-mail: [kekent@petersonpower.com](mailto:kekent@petersonpower.com)



#### **COMMERCIAL TERMS & CONDITIONS**

PRICES QUOTED ARE BASED ON RECEIPT OF AN ACCEPTABLE ORDER WITHIN THIRTY (30) DAYS  
ESCALATION CHARGES WILL BE APPLIED TO ORDERS AWAITING RELEASE OF "HOLD FOR APPROVAL"  
SUBMITTALS LONGER THAN 90 DAYS SUBMITTALS: FOUR (4) TO SIX (6) WEEKS AFTER RECEIPT OF  
APPROVED PURCHASE ORDER

#### **PAYMENT TERMS: NET THIRTY (30) DAYS**

- 90% on material delivery
- 10% on final test, acceptance and closeout documents

#### **CANCELLATION CHARGES:**

- 10% on order
- 30% after delivery of "Hold for Approval" submittals
- 50% up to 4 weeks following "Release for Production" status
- 90% thereafter

**SEISMIC CERTIFICATION:** Except as specifically cited in this quotation no seismic certification is included in this proposal.

**INSTALLATION:** Unless otherwise stipulated, installation of any of the equipment offered is not included in our offer. This includes rigging or unloading of equipment at the delivery point.

**FREIGHT:** FOB jobsite – off loading, storage and protection of this equipment at the jobsite is not included. Seller's responsibility for shipments cease upon delivery to transportation company. Any claims for shortages, delays or damages occurring thereafter shall be made directly by the purchaser to the transportation company. Any claims against the seller for shortages in shipments shall be made within fifteen (15) days of receipt of shipment.

**WARRANTY:** Standard manufacturers warranty applies to the above listed equipment. Extended service contracts may be available and are listed above if included.

**ACCEPTANCE:** Once accepted this order shall become a binding contract subject to strikes, lockouts, accidents, fire, delays in manufacture and/or transportation, acts of God, embargoes or government actions. These causes beyond the control of the seller shall absolutely absolve the seller from any liability to the purchaser under the terms hereof.

**CONTRACTS:** penalty or liquidated damages clauses for failure to meet shipping dates are not acceptable or binding on Peterson Power Systems.

**TITLE:** It is understood and agreed that the title to and possession of subject equipment shall remain vested in seller until all obligations and payments due from purchaser to seller have been paid in full.

#### **NOT INCLUDED:**

- Installation: Peterson Power is an equipment supplier only. Items noted are "shipped loose" for contractor installation including any required interconnecting piping or to customer connections
- Permits: Any and all permit applications limited to local City, County, State. Peterson Power will provide information as requested for use with permit application but assumes no responsibility or obligation to apply for or obtain subject permits. Peterson Power has provided equipment that to the best of our knowledge complies with all local, state and federal requirements.
- Emission permitting and compliance testing and related costs. To the best of our knowledge this equipment meets all current emission standards for PM and Nox. A permit to operate this engine may require a "Risk Screen Analysis" to determine maximum cancer risk at the final installation site. Results of this test may require the addition of exhaust aftertreatment devices.



# Pac Machine Company

SACRAMENTO, BENICIA, CA  
SPARKS, NV

From: David Kesich  
Pac Machine Company  
5326 Gateway Plaza Dr  
Benicia, CA 94510  
Phone: (707) 746-4940  
Fax: (707) 746-1845

To: Pippin Cavagnaro  
Of: Nute Engineering  
Email/Fax: pippin.c@nute-engr.com  
Phone: (415) 453-4480 x203  
Re: Doosan G25WDO-3A-T4F Generator Quote  
Date: May 9, 2016

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Below is your requested quotation for a trailer mounted Doosan G25 Diesel Generator Set.

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Qty	Description	Price Each	Amount
1	Doosan G25WDO-3A-T4F Trailer Mounted Diesel Genset with Auto Start & Doosan D24, Tier 4 Final Diesel Engine. (25kVA/ 20kW Prime) Including: Sound Attenuation 63 dBA @ 23' Double Wall Fuel Tank with 110% Fuel Containment. Kim Hot Start 120V Block Heater	\$23,999.00	\$23,999.00

FOB: North Carolina. Estimated Freight: \$1,223.00/EA  
Delivery: Currently 8-12 Weeks.  
Taxes not included.  
Specifications attached.

Total: \$23,999.00

Please Call with any questions.

Regards,



# Pac Machine Company

SACRAMENTO, BENICIA, CA  
SPARKS, NV

From: David Kesich  
Pac Machine Company  
5326 Gateway Plaza Dr  
Benicia, CA 94510  
Phone: (707) 746-4940  
Fax: (707) 746-1845

To: Phippen Cavagnaro  
Of: Nute Engineering  
Email/Fax: pippin.c@nute-engr.com  
Phone: (415) 453-4480 x203  
Re: Doosan G50WDO-3A-T4F Generator Quote  
Date: May 5, 2016

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Below is your requested quotation for a skid mounted Doosan G50 Diesel Generator Set.

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Qty	Description	Price Each	Amount
1	Doosan G50WDO-3A-T4F Trailer Mounted Diesel Genset with Auto Start & Doosan D24, Tier 4 Final Diesel Engine. (50kVA/ 41kW Prime) Including: Sound Attenuation 65 dBA @ 23' Double Wall Fuel Tank with 110% Fuel Containment. Kim Hot Start 120V Block Heater  If two are purchased: \$29,995.00/ EA	\$32,205.00	\$32,205.00
FOB: North Carolina. Estimated Freight: \$1,895.00/EA Delivery: Currently 8-12 Weeks. Taxes not included. Specifications attached.			
		Total:	\$32,205.00

Please Call with any questions.

Regards,



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'CH'.

**SUBJECT: Review and Possible Action Concerning Changes to Director Meeting Compensation**

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President Harvey requested a discussion about Directors meeting compensation.

Currently Directors receive \$75 per attended meeting. No direct comparison to other agencies has been prepared, however, the amount is the lowest of any Coastside government agency. The compensation for Directors has not been changed in at least 2 decades.

Health & Safety Code Section 6489 provides that compensation shall not exceed \$100 per day for each day's Board Member attendance at approved meetings or service, but that limitation may be exceeded under provisions of the Water Code.

Water Code Sections 20200 et seq. allow specified governing boards, (including Sanitary District Boards, per the cross-reference in Health & Safety Code Section 6489), to provide for compensation in excess of \$100 per day's attendance/service by an ordinance adopted following a public hearing and subject to referendum. Such the increase may not exceed 5% for each calendar year following the operative date of the last compensation adjustment. Additionally, such compensation shall not be paid for more than 10 days' attendance/service in any calendar month.

Legal Counsel prepared an Ordinance that could be adopted at this meeting if the desired compensation is not greater than \$100 per meeting.

## RECOMMENDATION:

Adopt Ordinance No.\_\_\_\_\_, Ordinance of the Montara Water and Sanitary District Amending Section 1-6.200 of the Montara Water and Sanitary District Code Relating to Board Member Compensation, and direct staff to fill in the blank dollar amount with a number between \$75 and \$100.

Attachments

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

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT AMENDING SECTION 1-6.200 OF THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO BOARD MEMBER COMPENSATION**

**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. Amendment.** Section 1-6.200 of the Montara Water and Sanitary District Code is hereby amended to read as follows:

**“1-6.200. Rate of Compensation.** Members of the Board shall receive compensation in the amount of \$\_\_\_\_.00 for each regular or special meeting of the Board, and for each day’s service rendered as a member of the Board at the request of the Board.”

**Section 2. Effective 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 and shall become effective immediately upon expiration of one week following said posting.

\_\_\_\_\_  
President

COUNTERSIGNED:

\_\_\_\_\_  
Secretary

\* \* \*

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 2<sup>nd</sup> day of June 2016 by the following vote of the members thereof:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary



## **MWSD Code**

**§1-6.200. Rate of Compensation.** Members of the Board shall receive compensation in the amount of \$75.00 for each regular or special meeting of the Board, and for each day's service rendered as a member of the Board at the request of the Board.

## **H&S Code**

### **§6489. Compensation of board members**

(a) Subject to subdivision (b), each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by board members above the amount of one hundred dollars (\$100) per day.

(c) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.

(d) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(e) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

Enacted Stats 1939 ch 60. Amended Stats 1939 ch 239; Stats 1947 ch 205 1; Stats 1957 ch 126 1, ch 1491 2; Stats 1967 ch 1018 1; Stats 1968 ch 803 1; Stats 1974 ch 228 1; Stats 1980 ch 269 2; Stats 1982 ch 1271 3; Stats 1986 ch 232 2; Stats 2000 ch 86 2 (SB 1559); Stats 2005 ch 700 12 (AB 1234), effective January 1, 2006.

## **Water Code**

### **§20200. Water district**

As used in this chapter, water district means any district or other political subdivision, other than a city or county, a primary function of which is the irrigation, reclamation, or drainage of land or the diversion, storage, management, or distribution of water primarily for domestic, municipal, agricultural, industrial, recreation, fish and wildlife enhancement, flood control, or power production purposes. Water districts include, but are not limited to, irrigation districts, county water districts, California water districts, water storage districts, reclamation districts, county waterworks districts, drainage districts, water replenishment districts, levee districts, municipal water districts, water conservation districts, community services districts, water management districts, flood control districts, flood control and floodwater conservation districts, flood control and water conservation districts, water management agencies, water agencies, and public utility districts formed pursuant to Division 7 (commencing with Section [15501](#)) of the Public Utilities Code.

Added Stats 1984 ch 186 1. Amended Stats 1989 ch 585 1, effective September 20, 1989; Stats 1992 ch 1003 3 (AB 3100); Stats 2007 ch 213 5 (AB 490), effective January 1, 2008.

### **§ 20201. Authorization to provide and to increase compensation**

Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

History

Added Stats 1984 ch 186 § 1. Amended Stats 1988 ch 397 § 1; Stats 2005 ch 700 § 27 (AB 1234), effective January 1, 2006.

### **§ 20201.5. Reimbursement of expenses**

Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.

Added Stats 2005 ch 700 § 28 (AB 1234), effective January 1, 2006.

### **§ 20202. Yearly ceiling on compensation increase; Limitation on number of compensable days**

In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

Added Stats 1984 ch 186 1. Amended Stats 1988 ch 397 2; Stats 1989 ch 111 1.

**Former Sections:** Former 20202, defining commission, was added Stats 1943 ch 371 1 and repealed Stats 1945 ch 321 2.

### **§20203. Authority to adopt ordinances; Notice and hearing**

Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. No ordinance shall be adopted pursuant to this chapter except following a public hearing. Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

Added Stats 1984 ch 186 1.

**§20204. Effective date of ordinances; Voters' right to petition for referendum** An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final

passage. The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

Added Stats 1984 ch 186 1.

#### **§20205. Suspension of ordinance; Number of signatures necessary to subject ordinance to referendum**

If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

Added Stats 1984 ch 186 1.

#### **§20206. Procedure following ordinance protest petition**

If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.

Added Stats 1984 ch 186 1.

#### **§20207. Applicability of Elections Code**

Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

Added Stats 1984 ch 186 1.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Extension of Access Permit with San Francisco  
State University for Fog Sampling Program.**

---

Professor Andrew Oliphant has asked the District to allow further fog sampling through the summer 2016.

District staff prepared an Amendment to the existing agreement to allow the continuation of the fog sampling program until 2017.

An article about the results of the program was published earlier this year.

## RECOMMENDATION:

Adopt Resolution No. \_\_\_\_, Resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Amendment to Revocable Permit for Academic Sponsored Fog Monitoring Chemical Analysis Project.

Attachments



# MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

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

To: Romberg Tiburon Center, San Francisco State University  
Attention: Andrew Oliphant, Professor, Department of Geography and Environment

\_\_\_\_\_  
\_\_\_\_\_

From: Clemens Heldmaier, General Manager  
Montara Water and Sanitary District ("MWSD")

Subject: Amendment to Revocable Permit to Enter Property

Paragraph 1. of that certain Revocable Permit ("Permit") to enter property owned by the Montara Water and Sanitary District ("MWSD") issued to the Romberg Tiburon Center, San Francisco State University ("Permittee") to conduct a fog monitoring project ("Project"), signed April 11, 2014 by Permittee, is hereby amended to read as follows:

"1. Term. This permit ("Permit") is effective from April 11, 2014 through and including September 30, 2017, or upon completion of the Project, whichever occurs first; provided, that MWSD may extend the Term for a reasonable period for completion of the Project at MWSD's sole discretion upon Permittee's request. Notwithstanding the foregoing, this Permit is subject to MWSD's termination as hereinafter provided."

Except as amended hereby, all other terms and conditions of the Permit remain in full force and effect.

\_\_\_\_\_  
Clemens Heldmaier, General Manager

\*\*\*\*\*

The foregoing amendment to the Permit is hereby acknowledged and accepted.

Dated: \_\_\_\_\_

ROMBERG TIBURON CENTER,  
Permittee

By: \_\_\_\_\_

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT APPROVING AND  
AUTHORIZING EXECUTION OF AMENDMENT TO  
REVOCABLE PERMIT FOR ACADEMIC SPONSORED  
FOG MONITORING CHEMICAL ANALYSIS PROJECT**

(Romberg Tiburon Center, San Francisco State University)

**WHEREAS**, pursuant to revocable permit issued to the Romberg Tiburon Center of San Francisco State University ("Permittee") signed by Permittee April 11, 2014, Permittee has conducted a fog-monitoring project on District-owned property to analyze the chemical constituents of fog-water droplets in pursuance of improved environmental conditions ("Project") and;

**WHEREAS**, Permittee has requested an extension of the Term of the permit in order to complete the Project; and

**WHEREAS**, this Board has reviewed and desires to approve an amendment to the permit for that purpose;

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

1. That certain amendment to the Permit extending the Term thereof for the duration of the Project or until September 30, 2017, whichever occurs first, a copy of which amendment is on file in the District Administrative Offices, to which reference is hereby made for the full particulars thereof, is hereby approved and the General Manager is hereby authorized and directed to execute said amendment for and on behalf of the District.

2. The District Secretary is hereby authorized and directed to transmit duplicate original counterparts of the amendment approved hereby to Romberg Tiburon Center, San Francisco State University, for execution by and on behalf of said University.

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT APPROVING AND  
AUTHORIZING EXECUTION OF AMENDMENT TO  
REVOCABLE PERMIT FOR ACADEMIC SPONSORED  
FOG MONITORING CHEMICAL ANALYSIS PROJECT**

(Romberg Tiburon Center, San Francisco State University)

Countersigned:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular Meeting thereof held on the 2<sup>nd</sup> day of June, 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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



# Total- and monomethyl-mercury and major ions in coastal California fog water: Results from two years of sampling on land and at sea

Peter Weiss-Penzias<sup>1\*</sup> • Kenneth Coale<sup>2</sup> • Wesley Heim<sup>2</sup> • Daniel Fernandez<sup>3</sup> • Andrew Oliphant<sup>4</sup> • Celeste Dodge<sup>5</sup> • Dave Hoskins<sup>6</sup> • James Farlin<sup>7</sup> • Robert Moranville<sup>1</sup> • Alex Olson<sup>2</sup>

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<sup>4</sup>California State University, San Francisco, California, United States

<sup>5</sup>Pepperwood Preserve, Santa Rosa, California, United States

<sup>6</sup>California State University, Humboldt, Arcata, California, United States

<sup>7</sup>University of California, Davis, California, United States

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## Abstract

Marine fog water samples were collected over two summers (2014–2015) with active strand collectors (CASCC) at eight coastal sites from Humboldt to Monterey counties in California, USA, and on four ocean cruises along the California coastline in order to investigate mercury (Hg) cycling at the ocean–atmosphere–land interface. The mean concentration of monomethylmercury (MMHg) in fog water across terrestrial sites for both years was  $1.6 \pm 1.9 \text{ ng L}^{-1}$  ( $<0.01\text{--}10.4 \text{ ng L}^{-1}$ ,  $N = 149$ ), which corresponds to 5.7% (2.0–10.8%) of total Hg (HgT) in fog. Rain water samples from three sites had mean MMHg concentrations of  $0.20 \pm 0.12 \text{ ng L}^{-1}$  ( $N = 5$ ) corresponding to 1.4% of HgT. Fog water samples collected at sea had MMHg concentrations of  $0.08 \pm 0.15 \text{ ng L}^{-1}$  ( $N = 14$ ) corresponding to 0.4% of HgT. Significantly higher MMHg concentrations in fog were observed at terrestrial sites next to the ocean relative to a site 40 kilometers inland, and the mean difference was  $1.6 \text{ ng L}^{-1}$ . Using a rate constant for photo-demethylation of MMHg of  $-0.022 \text{ h}^{-1}$  based on previous demethylation experiments and a coastal–inland fog transport time of 12 hours, a mean difference of only  $0.5 \text{ ng L}^{-1}$  of MMHg was predicted between coastal and inland sites, indicating other unknown source and/or sink pathways are important for MMHg in fog. Fog water deposition to a standard passive  $1.00 \text{ m}^2$  fog collector at six terrestrial sites averaged  $0.10 \pm 0.07 \text{ L m}^{-2} \text{ d}^{-1}$ , which was ~2% of typical rainwater deposition in this area. Mean air–surface fog water fluxes of MMHg and HgT were then calculated to be  $34 \pm 40 \text{ ng m}^{-2} \text{ y}^{-1}$  and  $546 \pm 581 \text{ ng m}^{-2} \text{ y}^{-1}$ , respectively. These correspond to 33% and 13% of the rain fluxes, respectively.

## 1.0 Introduction

Mercury (Hg) pollution in the environment is a global concern due to its neurotoxicity in humans (especially in utero) and wildlife, and its ability to biomagnify and bioaccumulate as monomethylmercury (MMHg) (Mergler et al., 2007; Scheuhammer et al., 2007). The Minamata Convention, signed by 128 countries, states as its objective to “protect human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds” (UNEP Minamata Convention, 2014). One of the difficulties in assessing the effectiveness of this global agreement is that more research is needed to elucidate mechanisms of Hg cycling between the atmosphere, deposition to the earth’s surface, and accumulation of MMHg in terrestrial and aquatic ecosystems (Driscoll et al., 2013; Pirrone et al., 2013).

### Domain Editor-in-Chief

Joel D. Blum, University of Michigan

### Guest Editor

Anne Soerensen, Stockholm University

### Knowledge Domains

Atmospheric Science  
Ocean Science

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Mercury is a highly unusual metal since it exists as a free atom in the gas phase and it is relatively long-lived in the atmosphere with a lifetime of gaseous elemental Hg ( $\text{Hg}^0$ ) of 6 months–2 years (Schroeder and Munthe, 1998).  $\text{Hg}^0$  is distributed globally and the atmosphere is the main transport pathway to sensitive ecosystems far from anthropogenic and natural sources (Fitzgerald et al., 1998; Steffen et al., 2015; Shanley et al., 2015). Once oxidized in the atmosphere,  $\text{Hg}^0$  converts to gaseous oxidized Hg ( $\text{Hg}^{\text{II}}$ ) and particulate bound  $\text{Hg}^{\text{II}}$  which have much shorter atmospheric lifetimes (hours to days) and these species readily deposit to water and land surfaces (Lindberg et al., 2007). Newly deposited Hg is thought to be more likely to enter the food web over older mineral-bound Hg in soils, meaning that the atmospheric burden of Hg is critical in controlling the accumulation in aquatic ecosystems (Harris et al., 2007).

In addition to inorganic Hg in the atmosphere, organic forms of  $\text{Hg}^{\text{II}}$  also exist in gas, particulate and aqueous phases, but little is known about these species since concentrations are usually very low (Mason et al., 1992). Typically MMHg concentrations in rain water are about 1% of total Hg or about  $0.15 \text{ ng L}^{-1}$  (Bloom and Watras, 1989; Kieber et al., 2008). The formation of MMHg in precipitation is not well understood. Some research indicated that an abiotic mechanism involving the reaction between divalent Hg and the acetate ion or similar organic ligand could form MMHg (Gardfeldt et al., 2003; Hammerschmidt et al., 2007). Another study indicated that the photodecomposition of MMHg in rain water is likely faster than any abiotic MMHg formation reaction involving acetate (Bittrich et al., 2011).

The demethylation of dimethylmercury (DMHg) of aquatic origin may also lead to the formation of MMHg in precipitation (Munthe et al., 2001; St. Louis et al., 2005, 2007). Concentrations of DMHg were found to be generally low in surface ocean waters and were broadly distributed in deeper water suggesting the importance of *in situ* production (Mason et al., 2012). However, in certain biologically productive environments, DMHg concentrations in surface seawater were elevated. For example, in the Arctic under the sea ice, DMHg mean concentrations were  $11.1 \pm 4.1 \text{ pg L}^{-1}$  (St. Louis et al., 2007) and in surface waters of the Monterey Bay during the spring coastal upwelling DMHg concentrations ranged from 12 to  $58 \text{ pg L}^{-1}$  (Conaway et al., 2009). DMHg, like elemental Hg, has low water solubility, whereas MMHg is much more soluble (Henry's Law solubility constants:  $\text{DMHg} = 1.55 \times 10^{-3} \text{ mol m}^{-3} \text{ Pa}^{-1}$ ,  $\text{Hg}^0 = 1.37 \times 10^{-3} \text{ mol m}^{-3} \text{ Pa}^{-1}$ ,  $\text{MMHgCl} = 6.3 \times 10^4 \text{ mol m}^{-3} \text{ Pa}^{-1}$ ) (Schroeder and Munthe, 1998). Using  $20 \text{ pg L}^{-1}$  for DMHg in surface seawater, a net instantaneous diffusive flux was calculated to be  $0.035\text{--}0.95 \text{ ng m}^{-2} \text{ hr}^{-1}$  for wind speeds between  $4\text{--}12 \text{ m s}^{-1}$  (Black et al., 2009). Thus, the coastal atmosphere may contain a signal of DMHg of marine origin due to rapid demethylation in the gas phase involving halogen radicals (Niki et al., 1983). Conaway et al. (2010) investigated the MMHg concentration in rain water from 40 events during fall–winter–spring in Santa Cruz, California, on the coast of the Monterey Bay. However, in this study, low MMHg concentrations overall were found ( $0.14 \pm 0.10 \text{ ng L}^{-1}$ ), with no seasonal variability that would have been indicative of seasonal DMHg evasion from ocean due to coastal upwelling. Subsequently, summertime marine fog water MMHg concentrations from samples collected in Santa Cruz, California were found to be enhanced ( $3.4 \pm 3.8 \text{ ng L}^{-1}$ ,  $n = 8$ ) relative to rain, with an apparent biotic source of MMHg associated with coastal upwelling (Weiss-Penzias et al., 2012). Similarly, MMHg of marine origin was found to accumulate in lichen on the coast of the Arctic Ocean (St. Pierre et al., 2015) and may represent a health risk to native populations who eat the caribou that feed off of the lichen.

Marine advective fog has been identified as a vector for distributing oceanic emissions of nitrogen species to upland locations in coastal Chile (Weathers et al., 2000). However, little is known about the ability of fog to transport chemicals from the Pacific Ocean to the coast of North America. In this region, fog is most prevalent between southern Oregon and central California (Koracin et al., 2014), which corresponds to the range of the redwood tree (*Sequoia sempervirens*) (Johnstone and Dawson, 2010). Fog water drip can make up a significant portion of the hydrologic inputs in a relatively narrow distance from the coast, and because of the Mediterranean climate where summer rainfall is scant, a great diversity of plant and animal species have evolved in this region that rely upon fog water inputs (Sawaske and Freyburg, 2015). Due to relatively high MMHg concentrations found in fog water (Weiss-Penzias et al., 2012), coastal terrestrial ecosystems may be vulnerable to food web Hg accumulations (Ortiz et al., 2014).

The goals of this project were to make measurements of MMHg and total mercury (HgT) in Pacific coast marine fog water samples taken from eight land stations and from four ship cruises in order to observe their spatial and temporal patterns and relationships to other major chemical species in fog water. Furthermore, we wanted to estimate the flux of these pollutants to the terrestrial ecosystem, and test our hypothesis that the main source of MMHg was marine in origin.

## 2.0 Methods

### 2.1 Terrestrial fog collection sites (FogNet)

Location and physical setting details of the eight terrestrial sites where fog water samples were collected for chemical analysis in the summers 2014–2015 are shown in Table 1. Standard operating procedures for this network of sites (termed “FogNet”) were consistent. Four sites were within 0.2 km of the ocean, 3 sites

Table 1. Location and physical settings for terrestrial fog collection sites (FogNet)

Name	Site ID	Lat (°N)	Long (°W)	Elev (m)	Prevailing Wind Direction	Distance from Ocean (km)	Physical Setting within radius of 100 m
Humboldt State Marine Labs	HSU	41.06	124.15	20	NW	0.2	Ocean bluff, scrub brush, mixed conifer forest, lab/office buildings, houses.
Pepperwood Preserve	PPW	38.57	122.70	360	SW	40	Ridgetop with open fields and mixed evergreen forest, remote
Bodega Bay Marine Labs	BML	38.31	123.06	10	NW	0.05	Ocean bluff, scrub brush, grass, lab/office buildings, remote
San Francisco State University	SFSU	37.72	122.48	150	NW	2	Rooftop of Thornton Hall, urban college campus
Montara Lighthouse	MTA	37.53	122.51	10	NW	0.1	Ocean bluff, prairie and scrub, buildings, CA Rt. 1
UC Santa Cruz	UCSC	37.00	122.06	240	S	5	Rooftop of ISB Labs, ~10 m below tree top in dense redwood/oak forest lab/office buildings
Long Marine Lab	LML	36.95	122.07	10	NW	0.02	Ocean bluff, chaparral, grass, lab/office buildings
Fritzche Field	FRF	36.70	121.76	40	NW	5	Chaparral and sand dunes, and agricultural fields and dirt

doi: 10.12952/journal.elementa.000101.r001

were 2–5 km away, and another site was 40 km from the ocean. Three pairs of sites were considered coastal-inland transects: 1) BML (coastal) and PPW (inland), 2) LML (coastal) and UCSC (inland), and 3) LML (coastal) and FRF (inland). All sites were located away from major sources of exhaust or roads in relatively pristine environments, and in areas with free air movement away from trees or tall structures. The exception was the SFSU site which was located in an urban rooftop setting. Each site was equipped with a Caltech Active Strand Cloudwater Collector (CASCC) and a passive Standard Fog Collector (SFC) located within 5 m of each other. The CASCC was maintained by the site operator daily in order to clean the collector in advance of a potential fog event. The passive collector was connected to a tipping bucket rain gauge and data logger, which recorded the volumes of fog water drip sampled by the 1.00 m<sup>2</sup> collector every 15 minutes. These data were downloaded about every 60 days. At all sites but one, the passive collector recorded 2 to 5 times more fog events than what was collected by the active collector. This demonstrated the efficiency of the 1.00 m<sup>2</sup> collector, especially at seaside locations where wind speeds were generally high. In contrast, the UCSC site which is a rooftop location 5 m below the forest canopy where winds were light, the active collector sampled 50% more events than were recorded by the passive collector. The majority of active collector fog water samples were from single fog events on a given day. During only five fog events, there were multiple samples collected, and these occurred at the PPW site. The times of day when fog water was most likely to be collected at each site were between midnight and 10:00 the next day, even though at sites nearest to the ocean, marine stratus clouds would persist throughout the day.

## 2.2 Fog water collector details

Fog water for chemical analysis was collected with a CASCC based on the design of Demoz et al. (1996). Seven CASCCs were built at the UCSC Machine Shop patterned after a CASCC from the Collett lab at Colorado State University (Figure S1). The body was built of 0.953 cm Lexan<sup>®</sup> held together with 316 stainless steel screws and airflow was generated by a 12V automobile cooling fan located downstream of the strands. The droplet collecting surfaces were made of Teflon<sup>®</sup> (strands, drip tray, drip tube) and the collection bottle used was an I-CHEM<sup>®</sup> 300-series 250 mL glass bottle with Teflon-lined polypropylene lid. Fittings holding the drip tube and bottle to the CASCC were made of Nylon. All materials used in the inlet portion of the CASCC were tested for their chemical inertness by analyzing rinse DI water for Hg content. The strand diameter and spacing dimensions were identical to those specified in Demoz et al. (1996). Air velocity at the strands was set at 8.0 m s<sup>-1</sup>, slightly lower than the 8.5 m s<sup>-1</sup> specified by Demoz et al. (1996) in order to mitigate excessive fan noise. The strand frames were made of 316 stainless steel and one set of three frames for the shipboard CASCC was coated with Dupont Teflon # 954-101 whereas all others were left uncoated. Doors made of Lexan<sup>®</sup> were attached to the collector by a brass hinge at the bottom and a plastic latch and pull solenoid at the top. A silicone rubber gasket was used where the door met the collector opening to minimize air and particle entry during non-foggy periods. Based on criteria defined

below, the system could engage the solenoids to lift the latches and allow the doors, which were set under tension with the hinges, to swing open and downward. At this time the fan would start pulling air through the strings to commence droplet coalescence. The CASCC was mounted on an aluminum surveyor's tripod which was securely anchored. The CASCC is capable of collecting a water sample during a rain event as well as fog and several rain events were sampled. With larger droplets, the limiting factor for collection is whether they make the turn into the collector. This depends on the drop size, wind speed, and the orientation of the collector with respect to the wind. To verify the inertness of the collector for Hg, data from the rain events were compared with data from a previous study where rain water was collected with an open funnel into a Teflon bottle (Conaway et al., 2010).

Automation of the door opening and fan on/off controls were accomplished with a Raspberry Pi® (RPi) model B 512 MB ram microcomputer and operating programs written in Python. The code (available at <https://github.com/fogpi/FogPi>) took readings from a Honeywell HumidIcon™ HIH-6130 for temperature (T) and relative humidity (RH), and counted pulses from a tipping bucket rain gauge (TBRG) (Spectrum Technologies), and an optical rain sensor (ORS) (RG-11, Hydreon Corp.). The RPi was connected via Ethernet cable to the internet through a static internet protocol address and this allowed for remote viewing of the collection bottle and door position with a webcam and real-time data and instrument status.

In the original work to quantify Hg in marine fog, the CASCC was set to turn on/off at fixed times of day (22:00–09:00 local time), since fog was regularly occurring at night and almost never of sufficient density to collect a sample during the day (Weiss-Penzias et al., 2012). However, this meant that the sampler could have been on for many hours before the onset of fog and thus may have accumulated gases and particles. Other studies of fog have typically employed an optical sensor to trigger the CASCC during a fog event (Carrillo et al., 2008 and references therein), however, for the present study these technologies were either not commercially available or too expensive to deploy at eight sites simultaneously. Thus, a simpler, cost-effective solution was sought, but not discovered until year two of the study. In year one the CASCC was triggered on/off using RH greater than a threshold, usually 90–93%, depending on the site. This method still allowed for the CASCC to be triggered many hours before the onset of the actual fog event and this must be kept in mind when interpreting the data. In year two of this study the TBRG and/or the ORS connected to the passive SFC were used in conjunction with the RH threshold to trigger the CASCC at two of the sites (FRF and PPW), which meant that the CASCC was activated when there were actual drops of water present (i.e. a wetting fog event). The remaining sites in year two used the RH-only triggering method. Admittedly, the use of different triggering methods between sites and years is a limitation in interpreting the data. However, at two sites (PPW and FRF) where RH-only triggering method was used in year 1 and the TBRG + RH threshold was used to trigger the CASCC in year 2, there were no significant differences in the mean concentrations of the Hg species measured from each year suggesting that the effect of the measurement method on the results presented is likely to be small.

The SFC consists of copper and galvanized pipe supporting a double layer of 1.00 m<sup>2</sup> 35% Coresa Rachel shade mesh mounted vertically (Schemenauer and Cereceda, 1994) (Figure S2). The bottom of the collector stands 2 meters above the ground allowing sufficient airflow above, below, and around the collector. As wind and fog pass through the collector, water droplets form and they coalesce and fall to a collection tray. Water drains from the trough to a tipping bucket rain gauge connected to a 115 Watchdog data logger (Spectrum Technologies). Each tip of the rain gauge represents a volume of approximately 8 mL, with the actual calibration determined independently for each tipping bucket rain gauge, providing an accuracy of within 2%. A data logger records sums of tips over 15-minute intervals and has a storage capacity of approximately 3 months. Data logger batteries have an approximately one-year lifespan in the field. The amount of water collected by each fog collector is a representative measure of the fog water available at that site for deposition. The actual amount of fog water deposited is a function not only of the fog water available, but the degree to which it is intercepted by the flora. Fog, unlike rain, is transported primarily horizontally, so the interception of its droplets is highly dependent on the surface area and leaf characteristics provided by the foliar canopy (Juvik et al., 2011). All known days of rain were excluded from the data set, determined from local observations by the site operators and weather reports from the closest meteorology station in the National Weather Service. Between June and September in coastal California, rain events were rare and amounted to 4 days being excluded from the passive collector data set at HSU, 1 day at BML, 1 day at PPW, 1 day at LML, and 3 days at UCSC over the summers of 2014 and 2015.

### *2.3 Sampling, cleaning, preservation and storage procedures used at terrestrial sites*

Standard clean techniques for collection of low-level aqueous Hg samples were followed at all times (USEPA, 2001, 2002), including using powder-free gloves when handling the sample jar and the active collector components. All site operators were instructed to collect a fog water sample if present (> 3 mL) in the morning no later than 10:00 local time, which limited the length of time the sample was exposed to sunlight. After sample collection the active components of the CASCC (strand frames, drip tray and drip tube) were cleaned with dilute soap solution and warm tap water followed by thorough rinsing with laboratory DI water.

Ultra-pure water (18 megaohm) was not available at all of the sampling sites. After cleaning of the CASCC, a field blank sample was obtained by spraying laboratory DI water across the strand frames with a garden spray bottle and collecting a field blank of about 150 mL in a sample jar. The CASCC was then reset by air drying the strands and closing the doors. Each site had a bucket of 10% HCl on hand in order to soak the strand frames, drip tray and drip tube for at least 1 hour, which was done every 30 days during each summer's campaign at each site. Both the fog sample and the field blank were treated identically; if the volume was > 50 mL then a 10 mL aliquot was removed into a polypropylene centrifuge tube and left unpreserved for future major ion analysis, and the remaining liquid was acidified to 0.4% with 12M HCl (Fisher Sci., Trace Metal Grade) for Hg analysis (Parker and Bloom, 2005). Liquid samples were stored refrigerated up to 1 month at each site. Aliquots were shipped in coolers with ice to the University of California, Santa Cruz (UCSC) for major ion analysis and the acidified samples to Moss Landing Marine Labs (MLML) for MMHg and HgT analysis. At MLML, MMHg analysis was done first on the acidified sample and, if enough sample remained, it was sent for HgT analysis. Therefore, if fog water samples were low volume (<40 mL), MMHg was the only analyte measured.

#### 2.4 Sampling of fog water at sea

A CASCC was used to collect fog water samples at sea on three different UNOLS vessels over four separate cruises (Figure S3, S4). The intended purpose was to compare fog water sampled on land, vs fog water sampled at various locations along the continental margin and shelf regions where marine fog forms. Details on CASCC mounting configurations, operational methodologies and tactical sampling considerations for the at-sea fog water sampling during this program are described in the Supporting Information Text S2. There are many locations on a ship that can accommodate the CASCC as long as the bridge watch maintains the sampler upwind of the stacks at time of sampling. In our opinion, the deployment on the R/V *Point Sur* afforded the best separation between both bow-associated sea spray, and stack gases, yet, the integrity of the sample depended in large measure on the ship handling. Wind reversals between onshore flow during the afternoon, to an offshore flow late in the evening were common. Wind direction measurements were used to determine the apparent wind direction (the sum of the over-ground wind flow vector, plus the ship's vector). We tried to maintain at least a 90 degree separation between these vectors. If this could not be avoided, the bridge was instructed to shut down the sampling fan whose power switch was placed on the bridge. The duration of this sampling period can be on the order of hours, so we arranged our sampling plan to accommodate hydrographic and sediment sampling activities during the daytime, and fog sampling while steaming to the next station, during nighttime when fog was forming.

Standard clean techniques for collection of low-level aqueous Hg samples were followed at all times (USEPA, 2001, 2002). Prior to sampling with the sampling fan running, the active strand sampler was rinsed out with 10% HCl administered from a peristaltic pump using Teflon tubing and a plastic spray nozzle. In some cases the spray nozzle was affixed to a long fiberglass pole to reach the sampler deployed atop a sampling tower (R/V *Point Sur*), in other cases (R/V *Sprout* and *Oceanus*), it could be sprayed by hand directly into the opening of the sampler. Following the acid rinse, the sampler was rinsed with 18 megaohm Millipore Milli-Q water. After the MQ rinse, a sample of rinse water was taken as a sampling "blank" and a sample collection bottle was affixed to the sampler. Shipboard samples were kept refrigerated until preserved with HCl (0.4% v/v) generally within 24 hrs but not longer than 48 hrs from time of collection. Samples were transported to MLML and kept cool and in the dark prior to analysis for MMHg and HgT. While not sampling (during most daylight activities), the active strand sampler was typically bagged in plastic, with the doors shut.

#### 2.5 Analytical details

For all fog, rain, and blank samples MMHg was analyzed at MLML following USEPA methods 1630 using Tekran® model 2700 cold-vapor atomic fluorescence spectrophotometry after distillation, and aqueous phase ethylation, and isothermal GC separation (Bloom, 1989; Horvat et al., 1993). All samples were analyzed within 6 months of collection (Parker and Bloom, 2005). Standard reference material (Dogfish muscle standard DORM-2), analytical duplicate, matrix spike recovery (MS), and matrix spike recovery duplicate (MSD) were analyzed for every 20 samples. Lab QA/QC data for 2015 are as follows: the mean recoveries of the reference materials were 95.7% (Dorm-2, n = 6). Spike recoveries averaged 88.4% (n = 23) and the mean relative percent difference (RPD) between spikes and spike duplicates was 8.6% (n = 13 pair). The mean RPD between analytical duplicates was 7.3% (n = 3 pairs). All instrument blanks were less than the method detection limit (MDL) of 0.011 ng L<sup>-1</sup>, whereas field blanks were typically 0.03–0.08 ng L<sup>-1</sup> for most samples as discussed below.

HgT concentrations in fog, rain, and blank samples was determined at MLML following USEPA method 1631 (Gill and Fitzgerald, 1987) and was carried out only when sufficient sample volume remained subsequent to MMHg analysis. The MDL was 0.20 ng L<sup>-1</sup>, as determined by 3 times the standard deviation of replicate (n = 9) measurements of low level Hg spiked samples (0.40 ng L<sup>-1</sup>). Fog samples and field blanks were never



below the MDL. The typical range for field blanks was 0.3–6 ng L<sup>-1</sup>. Relative percent difference between duplicate sample bottles averaged 5.4% (n = 5), recovery of Hg spikes averaged 94.9% (n = 7), and recovery of reference material NIST 1641d averaged 97.0% (n = 4).

All analysis of samples and blanks for Hg species were done at MLML. As a check on the accuracy of these results, several fog water samples were analyzed at UC Santa Cruz for MMHg and HgT using the same methods outlined above (Figure S5, Figure S6). Results between the two labs agreed to within 22% and 14% for MMHg and HgT, respectively.

The major ions Cl<sup>-</sup>, SO<sub>4</sub><sup>2-</sup>, and NO<sub>3</sub><sup>-</sup> were measured with an ion chromatograph with suppressed conductivity detection using 29 mM KOH eluent, quantified against standards made up from solid NaCl, Na<sub>2</sub>SO<sub>4</sub>, and KNO<sub>3</sub>. An interlaboratory comparison was done between UC Santa Cruz and Harvey Mudd College for SO<sub>4</sub><sup>2-</sup> and NO<sub>3</sub><sup>-</sup> concentrations on two fog water samples and one field blank (Figure S7) and the two labs agreed to within 6% for both SO<sub>4</sub><sup>2-</sup> and NO<sub>3</sub><sup>-</sup>. Ammonium ion was determined with the salicylate method (#8155) using powder pillows (Hach Inc.). Standards were made from solid NH<sub>4</sub>Cl.

## 2.6 Criteria for determining valid samples

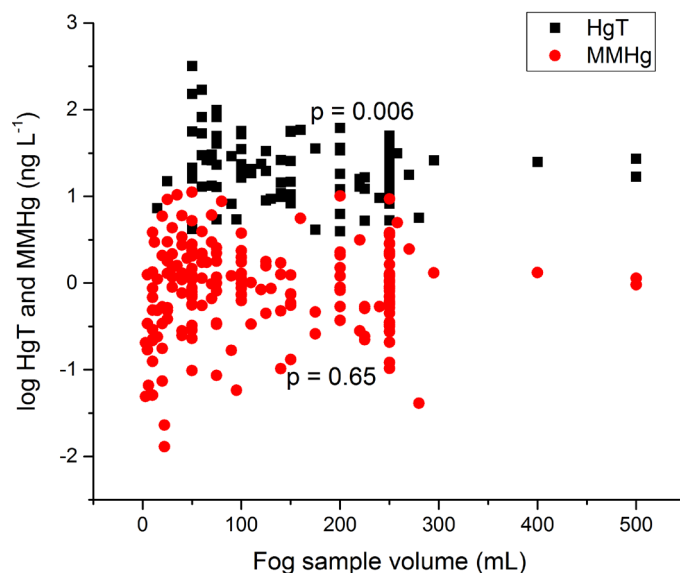
Criterion 1 required that  $[\text{MMHg}]_{\text{blank}}/[\text{MMHg}]_{\text{fog sample}} < 0.2$  for a blank-sample pair taken on the same day to ensure that the blank contamination was reasonably low. MMHg was used instead of HgT for this criterion because if the fog sample volume was < 40 mL only MMHg was determined. Criterion 2 required that the fog water sample volume was > 20 mL to prevent significant contribution from the rinse blank water since the design of the CASCC makes complete drying of all surfaces after rinse difficult. Of the 179 fog water samples collected at all terrestrial and ocean sites and analyzed for MMHg, 23 samples were removed due to criterion 1 (blank contamination) and 21 samples were removed due to criterion 2 (low total volume), and some were removed for both criteria leaving 149 valid samples. Concentrations of Hg species found in the blanks were not subtracted from fog water sample concentrations since, as explained below, it is thought that a significant portion of the blank originated from the fog water sample plus dry deposition, which were variable, and was not likely a contribution from the DI water nor the materials used to construct the CASCC.

Field blank concentrations of MMHg and HgT are shown in Table S1 and Figure S8. The mean blank concentration as a proportion of the mean fog sample concentration for MMHg and HgT was 0.07 and 0.12, respectively. In spite of this relatively low blank contribution overall, some blanks were high in both MMHg and HgT, especially at BML, and to a lesser extent at MTA and FRF. Blanks taken at HSU, PPW, UCSC, and LML had the lowest MMHg concentrations, and blanks at HSU, PPW, and UCSC had the lowest HgT concentrations. At these sites, there were only one or two field blanks exceeding criterion 1 over both years (Table S1). At BML, however, there was a significant correlation ( $p = 0.03$ ) between the fog sample and the subsequent blank concentration of MMHg. Weather and sea state conditions at BML were the most extreme compared to the other sites, with the collector set up on the sea cliff and exposed to strong winds and sea spray. It is likely that the standard cleaning procedures were not sufficient at BML to remove the MMHg that accumulated in the CASCC from exposure to the fog and sea spray. The CASCC at the MTA site was also exposed to sea spray and could explain the higher blank values at that site, however FRF was 6 km inland yet nearly 40% of the blanks at this site exceeded criterion 1. At FRF, fog sample MMHg concentrations were lower than at the coast-side sites which meant that the blank concentrations also needed to be low in order to satisfy criterion 1. At each site, the DI water used for cleaning the CASCC had MMHg concentrations below the MDL. It is also unlikely that operator differences contributed to the blank differences between sites since at every site there were some blanks taken with MMHg concentrations < 0.1 ng L<sup>-1</sup>. Future fog water sampling efforts with the CASCC may have to include daily acid cleaning in order to prevent build-up of Hg species on the surfaces.

In rain water, a linear relationship is often seen between log Hg concentration and precipitation volume due to the “washout” of soluble gases and particles in the atmosphere (Gratz et al., 2013; Lynam et al., 2014). All fog water samples (no criteria applied) were inspected for such a relationship and a significant linear correlation was seen for HgT but not for MMHg (Figure 1). For sample volumes < 20 mL there was a downturn in MMHg concentrations which is consistent with the potential contribution of DI rinse water to the low volume samples, indicating that criterion 2 was reasonable. Note that HgT analyses were not done on low volume samples (< 40 mL) due to insufficient sample remaining after analysis for MMHg.

## 2.7 Description of statistical methods

Data were organized using Microsoft Excel and Access. Plots were made and two-sample t-tests and linear regressions performed using Origin 2016. Maps were made with ArcGIS 10.3.1. The criteria for statistical significance in the difference between means or for a linear regression was met when the p-value < 0.05. Time trends in Hg species were determined for each site and for the data as a whole with the non-parametric



**Figure 1**

A scatter plot of the log of MMHg and HgT concentrations in fog water against the sample volume per event as collected by the CASCC at all terrestrial sites.

Sample jar capacity was 250 mL except in a few cases when a 500 mL jar was used. p-values are shown for linear fits of the data for each Hg species.

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Mann-Kendall method which returns  $\tau$ , the correlation coefficient and a p-value (Helsel et al., 2006). The input data for this analysis consisted of a decimal date and a concentration (daily mean was used for fog events with multiple samples).

### 3.0 Results and discussion

#### 3.1 Comparison of 2014–2015 fog water Hg data with previous measurements

A summary of the concentrations of MMHg and HgT measured in fog water samples by site and by year is shown in Table 2. Median MMHg concentrations by terrestrial site and individual MMHg concentrations for each ship cruise site are shown in Figure 2. Box-whisker plots of MMHg and HgT concentrations for each terrestrial site and for all ship cruise sites combined, are shown in Figure 3. The mean  $\pm 1\sigma$  concentration

**Table 2.** HgT and MMHg mean concentrations, standard deviations and number of valid fog water samples analyzed for sites listed from north to south with totals by year. Also shown is results for rain samples taken at HSU, UCSC, and LML

Site ID	Year(s)	Total Vol (L)	HgT (ng L <sup>-1</sup> )			MMHg (ng L <sup>-1</sup> )			%MMHg
			mean	$\sigma$	N	mean	$\sigma$	N	
HSU	2014–15	2.08	30.6	17.6	10	3.3	3.0	17	10.8
PPW <sup>a</sup>	2014–15	6.35	22.8	32.4	30	0.6	0.4	32	2.6
BML	2014–15	0.77	31.9	35.6	4	2.2	3.2	8	6.9
SFSU	2014–15	0.65	23.7	16.4	3	1.9	1.9	7	8.0
MTA	2014–15	0.37	34.2		1	2.6	1.6	5	7.6
UCSC	2014–15	6.78	25.9	16.5	35	1.7	2.0	44	6.6
LML	2014–15	1.22	27.8	15.7	8	1.5	0.9	15	5.4
FRF	2014–15	2.90	39.7	36.0	15	0.8	0.4	20	2.0
All Terrestrial	2014–15	22.0	27.6	25.8	107	1.6	1.9	149	5.8
All Terrestrial	2014	12.63	32.6 <sup>a</sup>	29.5	63	1.9 <sup>b</sup>	2.1	85	5.8
All Terrestrial	2015	8.46	20.4	17.3	44	1.2	1.5	64	5.9
All Ocean	2014–15	0.59	19.9	16.8	11	0.08	0.15	14	0.4
All Rain	2014–15	1.01	14.3	1.1	2	0.20	0.12	5	1.4

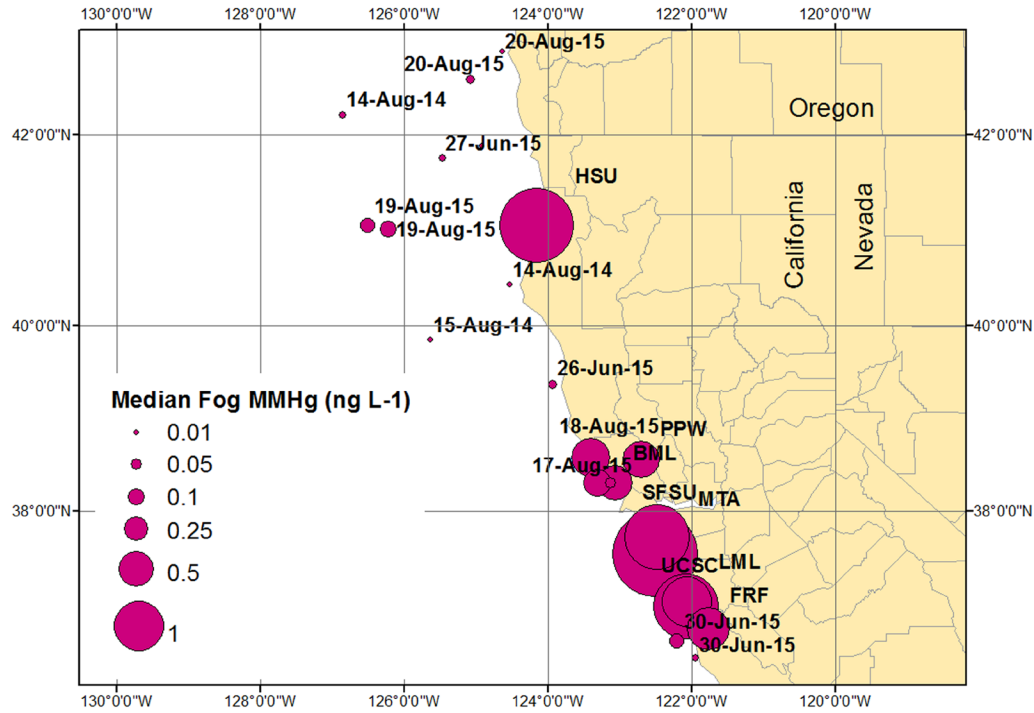
<sup>a</sup>2014 HgT concentration significantly higher than 2015 mean HgT concentration

<sup>b</sup>2014 MMHg concentration significantly higher than 2015 mean MMHg concentration

<sup>c</sup>Five fog events at PPW produced two samples each

doi: 10.12952/journal.elementa.000101.r002

Total- and monomethyl-mercury in coastal California fog on land and at sea

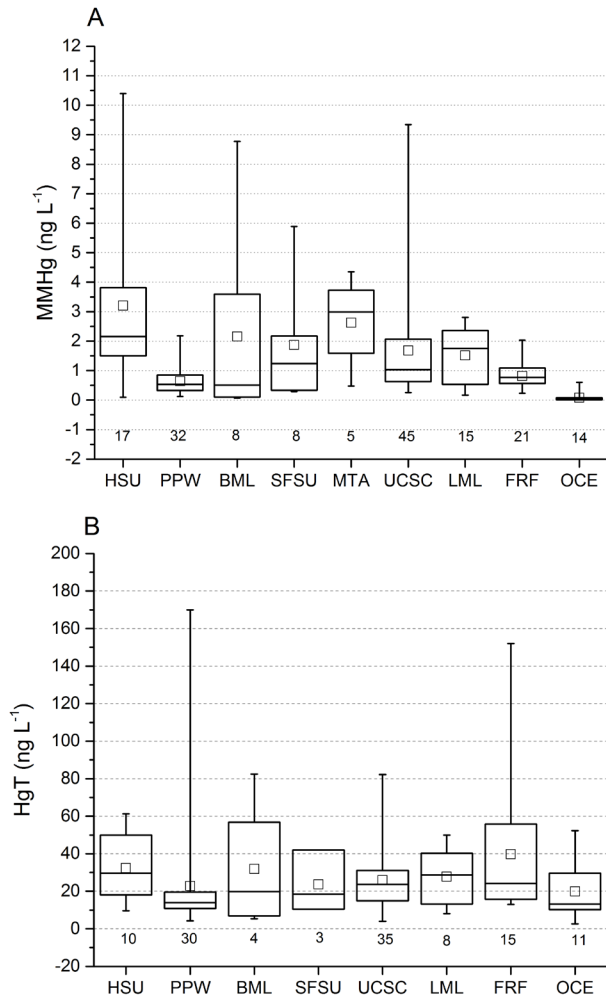


**Figure 2**

Land and ship cruise stations where fog samples were taken during the summers of 2014 and 2015, with symbols sized by MMHg concentration.

For the land stations, the symbols are the medians and for the ocean stations these are individual samples taken on the date shown. Ocean stations represent the approximate midpoint of the path of transit during fog collection.

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**Figure 3**

A) Monomethyl and B) total Hg concentration distributions in fog water from terrestrial sites in north to south order, plus the ocean sites (OCE) from 2014–2015.

The number of valid samples taken at each site is shown by numbers below the box. The boxes represent the lower and upper quartiles, the center line is the median, the square is the mean, and the whiskers are the minimum and maximum.

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(range, number of samples) of MMHg in all valid fog samples across terrestrial sites for both years was  $1.6 \pm 1.9 \text{ ng L}^{-1}$  ( $< 0.01\text{--}10.4 \text{ ng L}^{-1}$ ,  $N = 149$ ) (Table 2). For comparison, rain water MMHg concentrations averaged  $0.1 \pm 0.1 \text{ ng L}^{-1}$  in a previous study of rain collected with an open funnel on the coast of California (Conaway et al., 2010). Similarly low MMHg concentrations were observed in five rain samples that were collected with the CASCC at three terrestrial sites in this study ( $0.2 \pm 0.1 \text{ ng L}^{-1}$ ) (Table 2). Thus, fog water mean MMHg concentrations in this study were approximately 10 times higher than MMHg concentrations typically found in rain water in this region.

The mean concentration of HgT across all terrestrial sites for both years was  $27.8 \pm 25.8 \text{ ng L}^{-1}$  ( $0.9\text{--}170 \text{ ng L}^{-1}$ ,  $N = 108$ ) (Table 2), resulting in mean %MMHg of 5.8% (range among site means: 2.0–10.8%). This is much lower than what was reported in the previous study (7–100%). One reason for this difference is that HgT concentrations reported here are higher than what was reported earlier ( $10.7 \pm 6.8 \text{ ng L}^{-1}$ ,  $N = 25$ ) (Weiss-Penzias et al., 2012). We believe that the earlier work had HgT concentrations biased low due to sample digestion time with BrCl that lasted  $< 10$  minutes instead of the  $> 3$ -hours sample digestion times used in the present work.

Fog water samples collected on four ship cruises had about an order of magnitude lower MMHg mean concentration ( $0.08 \pm 0.15 \text{ ng L}^{-1}$ ,  $N = 14$ ) compared to the samples that were collected at the terrestrial sites (Table 2, Figure 2, 3A). In contrast, mean HgT concentration in fog collected over the ocean ( $19.9 \pm 16.8 \text{ ng L}^{-1}$ ) was not significantly different from mean HgT in fog at any of the terrestrial sites (Table 2, Figure 3B).

### 3.2 Spatial and temporal trends of MMHg, HgT and ions in fog water at terrestrial sites

Significant spatial trends in MMHg concentrations were observed across the terrestrial sites. The mean concentrations of MMHg were significantly higher at the sites right on the water's edge (HSU, BML, MTA, LML) compared to MMHg concentrations at PPW (40 km inland) (Table 2, Figure 2, 3). Also, the site at FRF (6 km inland) had significantly lower MMHg concentrations compared to the coastal site at LML. In contrast, significant spatial trends in the mean HgT concentrations were not observed between any two pairs of terrestrial sites.

A coastal-inland gradient was investigated by plotting the logs of Cl<sup>-</sup>, MMHg, and HgT mean concentrations in fog water for each terrestrial site versus the log of distance from the site to the ocean (Figure 4). The ideal tracer of sea salt aerosol is the sodium ion, however, these data were not available. Chloride is then used here as a tracer of sea salt aerosol even though acid displacement reactions of sea salt chlorides with inorganic acids can lead to chlorine depletion of marine aerosols (Manders et al., 2010; Laskin et al., 2012). However, most chlorine depletion of aerosols has been observed in polluted air (Collett et al., 2002) or in aged aerosols ( $> 1$  d) (Laskin et al., 2012), and these conditions did not apply to the sites in this study, where air mass transport times from the ocean were generally  $< 12$  h and the locations were pristine. Even the urban site SFSU did not display elevated SO<sub>4</sub><sup>2-</sup> or NO<sub>3</sub><sup>-</sup> concentrations relative to other sites not at the ocean's edge (Table 3) indicating that pristine marine air was sampled at this site as well. According to Figure 4A, our assumptions about chloride is reasonably well justified in that there is a significant negative trend in concentration with distance from the source of Cl<sup>-</sup>. MMHg (Figure 4B) also shows a decrease with distance from the ocean, however this trend does not quite satisfy our criteria for significance ( $p = 0.06$ ). HgT mean concentrations with site distance are also decreasing (Figure 4C) but display only a weak tendency ( $p = 0.36$ ). The possible reasons for this coastal-inland gradient are discussed in Section 3.4.

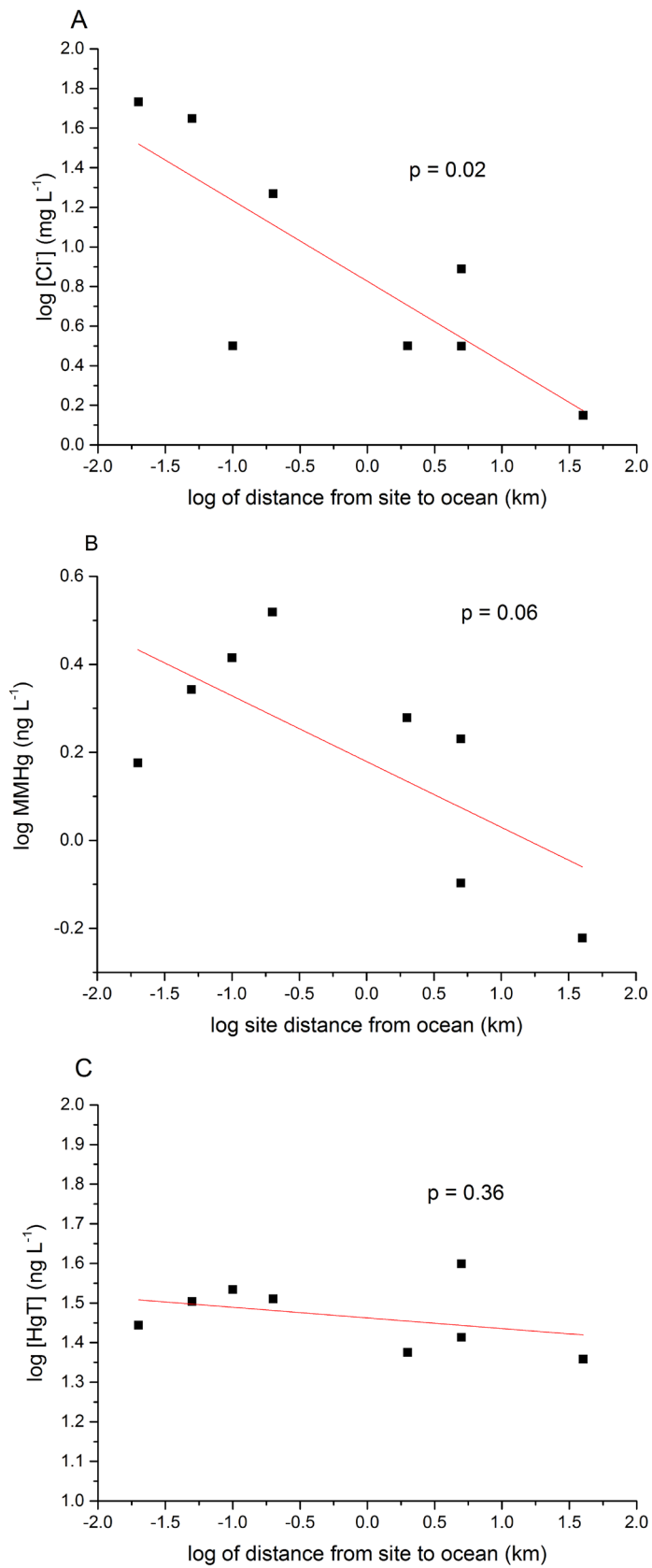
Table 3. Major ion analysis of fog water samples by site for 2014–2015. No SO<sub>4</sub><sup>2-</sup> data from PPW are reported due to possible contamination from the DI rinse water which had elevated concentrations of SO<sub>4</sub><sup>2-</sup> but not the other ions measured

Site ID	N	NH <sub>4</sub> <sup>+</sup> (mg L <sup>-1</sup> )		Cl <sup>-</sup> (mg L <sup>-1</sup> )		SO <sub>4</sub> <sup>2-</sup> (mg L <sup>-1</sup> )		NO <sub>3</sub> <sup>-</sup> (mg L <sup>-1</sup> )	
		mean	$\sigma$	mean	$\sigma$	mean	$\sigma$	mean	$\sigma$
HSU	12	2.01	1.60	18.58	25.16	34.19	45.90	4.90	8.33
PPW	26	2.20	1.66	1.41	2.23	--	--	4.68	4.48
BML	3	1.18	0.38	44.45	35.99	82.53	73.41	1.86	1.82
SFSU	2	2.29	0.37	3.16	0.90	6.69	1.09	3.70	1.84
UCSC	26	3.28	2.29	3.15	3.48	9.48	8.29	10.13	9.45
LML	6	2.56	1.09	53.88	83.76	88.22	134.55	6.96	7.97
FRF	10	2.63	0.93	7.74	12.64	15.63	21.91	9.17	8.90
All Sites 2014	42	2.65	2.06	7.00	14.03	15.72	26.77	6.84	8.19
All Sites 2015 <sup>a</sup>	43	2.55	1.57	14.35	39.10	26.91	63.06	7.94	7.96

<sup>a</sup>No significant difference observed between 2014 and 2015 mean concentrations for any ions.

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**Figure 4**

Log of mean A)  $\text{Cl}^-$ , B) MMHg and C) HgT concentration in fog water versus the log of each site's distance to the ocean (terrestrial sites only).

The p-values of linear fits are also shown.

doi: 10.12952/journal.elementa.000101.f004

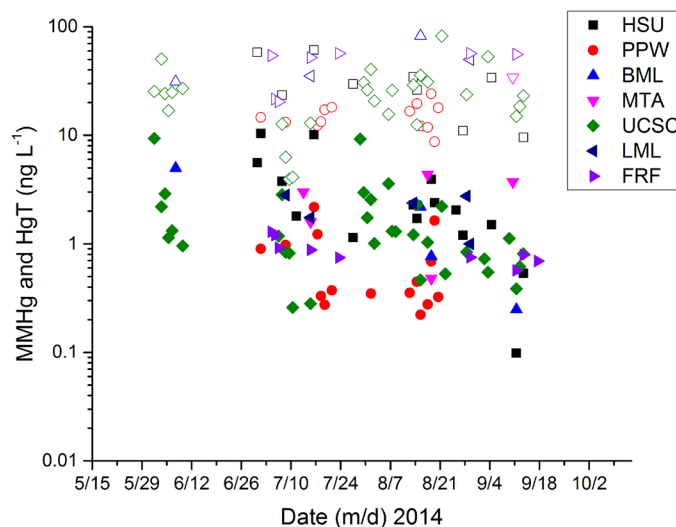


Figure 5

Monomethyl Hg (solid symbols) and total Hg (open symbols) concentrations in fog water taken from terrestrial sites indicated during 2014.

Note the log<sub>10</sub> scale on the y-axis.

doi: 10.12952/journal.elementa.000101.f005

Temporal trends in fog water MMHg concentrations were also observed. Figure 5 shows the MMHg and HgT concentrations for each fog water sample taken over all terrestrial sites during 2014. A decrease in MMHg concentrations from higher in the early season (June) to lower in the later season (September) was observed. A Mann-Kendall trend test was performed on all fog water MMHg concentrations from 2014 and 2015 and for each terrestrial site individually (combining days with multiple samples into a daily mean) (Table S2). The results show that MMHg concentrations were trending significantly negative for all terrestrial sites combined ( $p = 0.0002$ ) and for HSU, UCSC, and FRF individually for 2014 data. The trends were not significant in 2015 although the tendency was negative and had a  $p$ -value of 0.1. No significant trends were observed for HgT concentrations for 2014 or 2015 data. Also, no significant trends were observed in the field blank samples from either year (Figure S8) suggesting that the observed trend in MMHg in fog water samples was not a sampling nor analytical artifact.

The seasonal change in MMHg concentrations in fog water, seen especially in 2014, is consistent with a source of MMHg from coastal ocean upwelling of DMHg. Upwelling is driven by northerly winds that are typically at their peak in the spring and early summer along the California coast (Pennington and Chavez, 2000). Note however, that HgT shows no seasonal change, indicating that inorganic Hg in fog water may not be controlled by oceanic emissions but rather from oxidation of Hg<sup>0</sup> in the atmosphere as discussed in Section 3.4.

There was interannual variability observed in mean MMHg and HgT at the terrestrial sites with significantly higher concentrations of both species observed in 2014 compared to 2015. However, mean concentrations by year for the major ions NH<sub>4</sub><sup>+</sup>, Cl<sup>-</sup>, SO<sub>4</sub><sup>2-</sup>, and NO<sub>3</sub><sup>-</sup> were higher in 2015 than 2014 (Table 3), although none of these differences were significant. Overall, 2015 was less foggy than 2014 with about 25% fewer events and water volume collected with the CASC (Table 2), but it is not known whether fog frequency or intensity played a role in the interannual variability in the mean concentrations of Hg species.

### 3.3 Interspecies correlations

Monomethyl Hg and HgT in fog water were not linearly correlated when data from all terrestrial sites were combined (Figure 6). At two sites, HSU and PPW, there were significant correlations between MMHg and HgT (Table 4), however at PPW the correlation was driven by one outlier sample (HgT = 170 ng L<sup>-1</sup>) and no correlation was found with this sample removed. At HSU the slope ( $\Delta\text{MMHg}/\Delta\text{HgT}$ ) was  $0.13 \pm 0.04$ .

Monomethyl Hg was found to be not correlated to any of the major ions measured in fog water from the three sites with sufficient data for a comparison (Table 4). Although mean MMHg concentrations by site were correlated with Cl<sup>-</sup>, used here as a sea salt tracer (Figure 4), MMHg was not correlated with sea salt ions in individual fog samples. In contrast, HgT was significantly correlated with Cl<sup>-</sup> at UCSC (6 km inland) and PPW (40 km inland) (Table 4). This is further discussed below.

### 3.4 Investigating the marine source of Hg species in fog

Figure 7 shows a working model of Hg cycling involving the ocean, atmosphere and land in the coastal marine environment. Depth profiles of DMHg concentrations measured off the coast of California as part of this project (Coale et al., 2015) show significantly higher concentrations in cyclonic eddies, which are mesoscale centers

Table 4. Linear correlation matrices (x vs. y) for chemical species measured in fog water 2014–2015 for sites with > 7 samples analyzed for all chemical species<sup>a</sup>

x vs. y	HSU		PPW		UCSC	
	HgT	MMHg	HgT	MMHg	HgT	MMHg
MMHg	<b>positive</b>	–	<b>positive</b>	–	NC	–
NH <sub>4</sub> <sup>+</sup>	<b>positive</b>	NC	NC	NC	NC	NC
Cl <sup>-</sup>	NC	NC	<b>positive</b>	NC	<b>positive</b>	NC
SO <sub>4</sub> <sup>2-</sup>	NC	NC	NA	NA	<b>positive</b>	NC
NO <sub>3</sub> <sup>-</sup>	NC	NC	<b>positive</b>	NC	<b>positive</b>	NC

<sup>a</sup>Bold type indicates a significant linear correlation. NC denotes no significant correlation and NA denotes not applicable

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of upwelling, than in anticyclonic eddies, which are mesoscale downwelling centers (Pegliasco et al., 2015). Many more eddies were present during the June cruises compared to those in August, reflecting the seasonal nature of upwelling. Concentrations of DMHg in surface ocean waters of the Monterey Bay are believed to be sufficient for a positive sea-air flux (Black et al., 2009). DMHg in the atmosphere would demethylate to MMHg via the reaction with the chlorine radical (Niki et al., 1983) (Reaction R8 in Figure 7) or we also suggest on marine aerosols at acidic pH due to the presence of methanesulfonic acid (Charlson et al., 1987) (Reaction R9). Our DMHg demethylation experiments (see Supplemental material) using surface sea water revealed loss rate constants of  $-0.08 \text{ hr}^{-1}$  in the light and  $-0.05 \text{ hr}^{-1}$  in the dark, corresponding to  $\tau_{1/2}$  on the order of 6 to 10 hours suggesting this is a viable mechanism for decomposing marine DMHg to MMHg in fog (Coale et al., 2015). Since a lack of correlation between MMHg and Cl<sup>-</sup> in fog water was observed (Table 4), this is consistent with DMHg demethylating in fog droplets as opposed to within sea salt aerosols.

Inorganic Hg, on the other hand, may enter fog water after being absorbed by sea salt aerosols, consistent with the observed correlations between HgT and Cl<sup>-</sup> at two sites (Table 4). According to our conceptual diagram (Figure 7), the process begins with the oxidation of gaseous elemental Hg (Hg<sup>0</sup>) in the presence of the bromine atom to form Hg<sup>II</sup> compounds (Holmes et al., 2006, 2009) (Reactions R5–R7). Bromine atoms are formed in the atmospheric marine boundary layer (AMBL) through the activation of sea salt aerosol, where Br<sub>2</sub> is produced in a steady state reaction involving O<sub>3</sub> and HO<sub>2</sub> (Sander and Crutzen, 1996) (Reactions R1–R4). Gaseous Hg<sup>II</sup> compounds are often very low ( $< 2 \text{ pg m}^{-3}$ ) in the AMBL (Zhang et al., 2012), in part because gaseous Hg<sup>II</sup> has been observed to readily partition into the particulate phase due to uptake by sea salt aerosols (Malcolm et al., 2003). The positive correlation observed between HgT and Cl<sup>-</sup> in fog water at two terrestrial sites in this study (Table 4) suggests that this is a likely source of HgT in fog.

Once in the fog droplet, MMHg could undergo photo-demethylation to inorganic Hg as has been observed in sea water (Monperrus et al., 2007; Black et al., 2009), rain water and simulated fog water (Bittrich et al., 2011). We wondered if this could account for the coastal-inland MMHg concentration gradient that was observed (Figure 4). Based on a previously published photo-demethylation rate constant in rain water ( $-0.022 \text{ hr}^{-1}$ ) (Bittrich et al., 2011), and an initial MMHg concentration of  $2.2 \text{ ng L}^{-1}$ , which was the mean value at the coastal site BML, the initial loss rate of MMHg in fog water was  $-0.048 \text{ ng L}^{-1} \text{ h}^{-1}$ . After

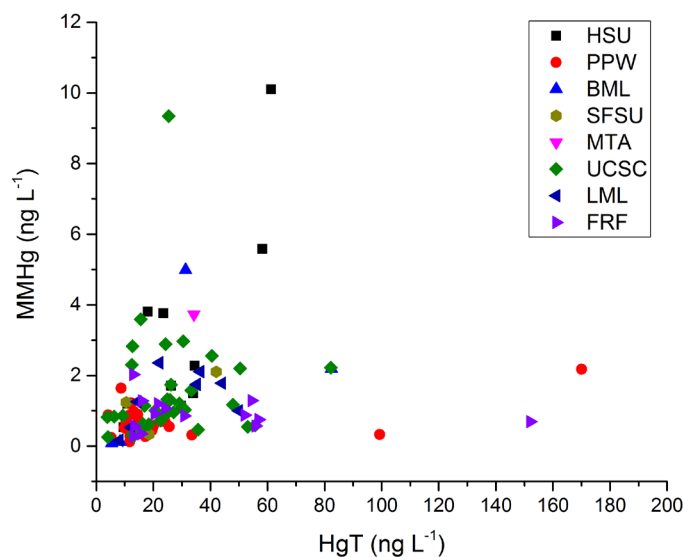


Figure 6

MMHg vs. HgT from fog water samples from all terrestrial sites 2014–2015.

Color and symbol scheme is the same as in Figure 5.

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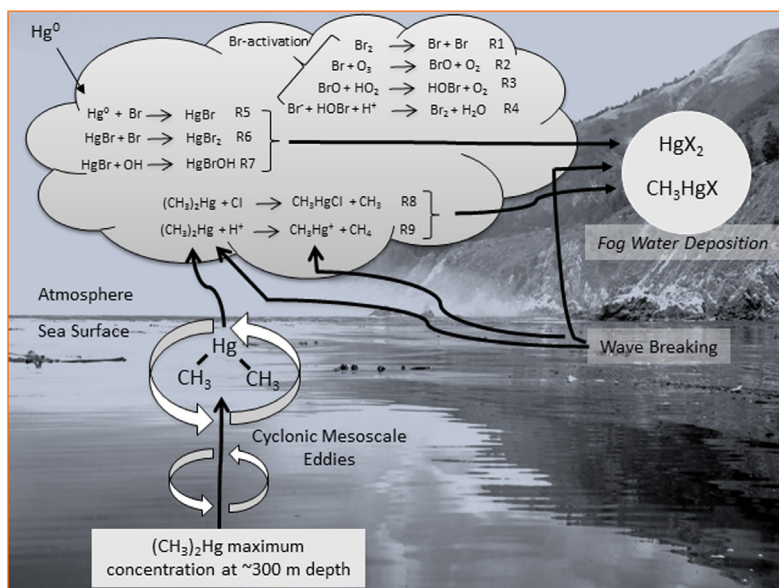


Figure 7

Conceptual diagram of the source of inorganic ( $\text{HgX}_2$ ) and organic ( $\text{CH}_3\text{HgX}$ ) in marine fog (Coale et al., 2015).

References for reactions R1–R9 are given in the text. Photo by Scott Gabara.

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12 hours, an upper limit for the transport time between BML and PPW 40 km inland based on inspection of HYSPLIT back trajectories using the EDAS 40 km meteorological fields (Stein et al., 2015), this leaves  $1.7 \text{ ng L}^{-1}$  of MMHg in the fog water at PPW, greater than the observed mean MMHg which was  $0.6 \text{ ng L}^{-1}$ . Dark demethylation rates were essentially zero in rain water and simulated cloud water (Bittrich et al., 2011) suggesting that demethylation in the coastal California fog should be even slower than what was estimated using photo-demethylation rates since fog moves inland during the night. Thus, demethylation of MMHg appears to be too slow to account for the large differences seen between the coastal sites at BML and HSU and the inland site of PPW.

The coastal wave breaking zone may act as a source of MMHg in fog due to the potential for hydrophobic organic Hg compounds to become concentrated in the surface microlayer of the ocean, which is composed primarily of lipids and surfactants (Karavoltsov et al., 2015). Our data have shown that samples collected by the glass plate method for microlayer sampling (see Supplemental material) have MMHg concentrations far above the surface mixed layer (Coale et al., 2015). Wave breaking enhances the ventilation of methylated and inorganic Hg compounds to the atmosphere (Bayens et al., 1991) and could result in sites closest to the shore having the highest concentrations of Hg species as we have seen. However, fog over the ocean had low MMHg concentrations even though these location were also exposed to wind generated waves and rough sea state that likely mimicked wave action at the shore. More fog water samples will be needed from over the ocean and from right along the shore to investigate this hypothesis.

Once in the fog water, over 90% of the MMHg was in the particulate phase ( $< 0.45 \mu\text{m}$ ) (Figure 8) suggesting that MMHg entered the fog in a particle or partitioned onto existing particles once in the bulk liquid. Measurements of MMHg in sub- and super-micron marine aerosols and of DMHg in the gas phase in the AMBL would be useful for tracking the source of MMHg in fog water (Gamberg et al., 2015; Baya et al., 2015).

### 3.5 Estimating the fog water flux of Hg species and comparison with the rain water flux

Daily fog water available for deposition per vertical square meter at each site, as outlined above and from here forward referred to more simply as “deposition”, was determined by calculating the daily volumetric totals from each  $1.00 \text{ m}^2$  SFC. This yielded a six-site mean (range) deposition of  $0.10 \pm 0.07$  ( $0.02\text{--}0.21$ ) of  $\text{L m}^{-2} \text{ d}^{-1}$ . Annual fog water deposition was calculated by assuming that the daily fog water deposition extended for 180 days, the approximate length of the fog season (May–October). Daily mean rain water deposition per horizontal square meter was calculated by multiplying the average annual rainfall depth in Santa Cruz (730 mm or 0.73 m) (Conaway et al., 2010) by a  $1.00 \text{ m}^2$  area giving a volume of  $0.73 \text{ m}^3$  or 730 L, which fell during that rainy season of 180 days in duration (November–April) giving a daily deposition of  $4 \text{ L m}^{-2} \text{ d}^{-1}$  (Table 5). Assuming that there is a parity between the vertically-oriented fog water deposition and the horizontal rain water capture, daily mean fog water deposition across six sites in this study comprised approximately 2.5% of the deposition from rain as measured in Santa Cruz in 2007. This result compares closely to the fog and rain data taken at a redwood forest site in Sonoma County, California by Ewing et al. (2009), who found that rain accounted for 98% of the throughfall water accumulation. Other studies in coastal

Table 5. Water, MMHg and HgT deposition fluxes for fog from this study (2014 data) and rain from Conaway et al. (2010)<sup>a</sup>

Calculated Quantity	Fog							Rain	Fog/ Rain
	HSU	PPW	BML	UCSC	LML	FRF	Mean of 6 sites	Santa Cruz	
Water Deposition (L m <sup>-2</sup> d <sup>-1</sup> )	0.09	0.21	0.15	0.02	0.05	0.09	0.10 ± 0.07	4.0 ± 0.1	0.025
Water Deposition (L m <sup>-2</sup> yr <sup>-1</sup> )	17	39	27	3.0	9.0	17	19 ± 13	730 ± 24	0.025
MMHg conc. (ng L <sup>-1</sup> )	3.3	0.70	2.0	1.8	2.1	0.87	1.8 ± 0.9	0.14 ± 0.1	14
HgT conc. (ng L <sup>-1</sup> )	32.0	26.4	59.9	25.6	42.6	58.4	40.8 ± 15.5	5.8 ± 4.2	7.0
MMHg flux (ng m <sup>-2</sup> yr <sup>-1</sup> )	56	23	59	5	13	13	34 ± 40	102 ± 76	0.33
HgT flux (ng m <sup>-2</sup> yr <sup>-1</sup> )	544	877	860	79	249	668	546 ± 581	4230 ± 3180	0.13

<sup>a</sup>Because of the seasonal nature of both rain and fog in this region, 1 year was assumed to be equivalent to 180 days. Uncertainties on the flux of Hg species were calculated by propagation of error. Note that the rain water MMHg flux reported here was taken from Conaway et al. (2010) and represents a correction to what was published in Weiss-Penzias et al. (2012) which was erroneously reported as 9 ± 7 ng m<sup>-2</sup> y<sup>-1</sup>.

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California have reported widely varying fog water deposition from 0.02 L m<sup>-2</sup> d<sup>-1</sup> on Santa Cruz Island (Fischer and Still, 2007) to 15.6 L m<sup>-2</sup> d<sup>-1</sup> on Montara Mountain (Goodman, 1985). Interannual variability may also be large for fog deposition at any given site, as may be the presence or absence of foliar structures, which would translate fog water availability to actual fog water capture (Juvik et al., 2011). Multiyear observations of fog water deposition (unpublished data) collected at a site on the campus of California State University, Monterey Bay reveal that from 2009–2013 the mean fog water deposition to the SFC during August was 0.93 L m<sup>-2</sup> d<sup>-1</sup> but that for 2014–2015 the mean August fog water deposition to the SFC was only 0.12 L m<sup>-2</sup> d<sup>-1</sup>, close to the six-site mean reported above.

Fog water deposition multiplied by the mean concentrations of MMHg and HgT in fog water, results in the six-site mean depositional fluxes of 34 ± 40 and 546 ± 581 ng m<sup>-2</sup> y<sup>-1</sup>, respectively (Table 5). The value for MMHg is on the low end of that estimated previously (Weiss-Penzias et al., 2012) (14 to 1500 ng m<sup>-2</sup> y<sup>-1</sup>) mainly because fog water deposition rates in this study were on the low end of the range of values used in the previous calculations (0.04–4.8 L m<sup>-2</sup> d<sup>-1</sup>). The value for HgT flux is within the range published previously (Weiss-Penzias et al., 2012) (42 to 4600 ng m<sup>-2</sup> y<sup>-1</sup>). The proportion of fog to rain fluxes of MMHg and HgT is calculated to be 33% and 13%, respectively, making the fog water contribution to the wet deposition flux of Hg species in 2014, a small but a significant fraction.

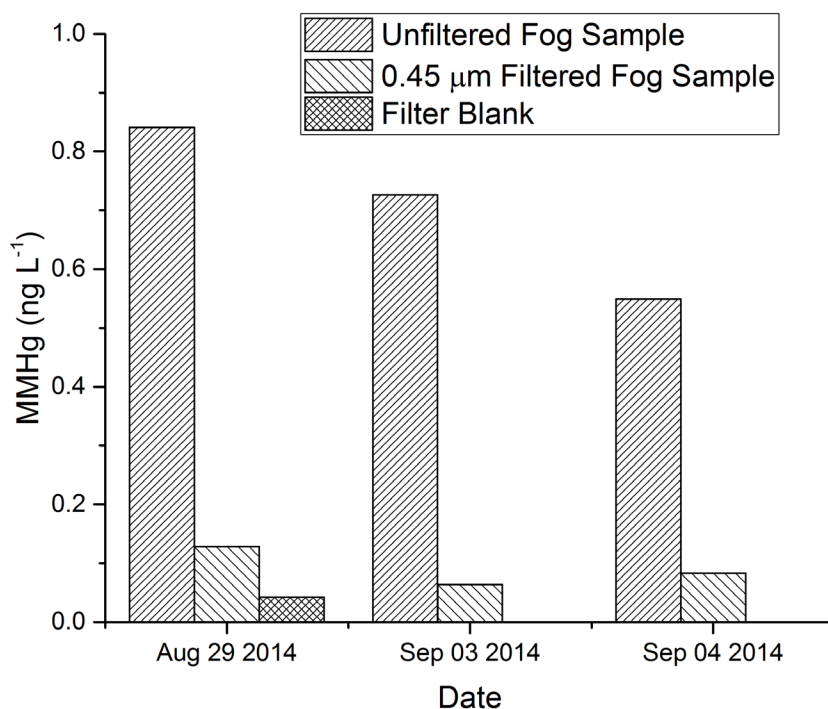


Figure 8

The effect of 0.45 μm filtration of fog water samples on MMHg concentrations.

The volume of fog water collected at the UCSC site was 220 mL, 125 mL, and 110 mL on Aug 29, Sep 3, and Sep 4, 2014, respectively, and these volumes were split into approximately equal aliquots one of which was filtered and other left unfiltered.

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## 4.0 Conclusions

Marine fog water samples were collected over two summers at eight sites from Trinidad, California in the north to Marina, California in the south in addition to samples collected on four ship cruises off the coast of central and northern California during the summers of 2014 and 2015 ( $N = 149$ ). The focus was on quantifying MMHg and HgT concentrations in fog water and observing spatial and temporal trends that would help elucidate the source of MMHg in fog. Mean concentrations across all terrestrial sites for both years of MMHg and HgT were  $1.6 \pm 1.9 \text{ ng L}^{-1}$  and  $27.6 \pm 25.8 \text{ ng L}^{-1}$ , respectively. Rain water samples obtained in this work with the same sampler used for fog (CASCC) and in previous research using an open funnel at a site in Santa Cruz, California contained an order of magnitude lower MMHg concentrations ( $\sim 0.15 \text{ ng L}^{-1}$ ). MMHg in rain collected in this study was 1.4% of HgT, whereas MMHg in fog from this study was 5.8% (range of site means: 2.0–10.8%) of HgT. In contrast, fog water collected over the ocean in this study had a mean MMHg concentration of  $0.08 \pm 0.15 \text{ ng L}^{-1}$  (0.4% of HgT). Thus, an interesting pattern emerged with fog water over the land containing significantly higher concentrations of MMHg compared to rain water over the land and fog water over the ocean.

Spatial trends of MMHg and HgT concentrations in fog water collected at the terrestrial sites showed decreasing tendencies with site distance from the ocean ( $p = 0.06$  and  $p = 0.37$ , respectively). Mean MMHg concentrations varied from  $2.2 \text{ ng L}^{-1}$  at the coastal site BML to  $0.6 \text{ ng L}^{-1}$  at the site PPW 40 km inland. Applying a photo-demethylation rate constant of  $-0.022 \text{ hr}^{-1}$ , which was observed in rain water in a previous study and a transport time of 12 hours from coastal BML to inland PPW, gave a predicted MMHg concentration of  $1.7 \text{ ng L}^{-1}$  at PPW,  $\sim 3$  times higher than the observed concentration at this site. This suggests that demethylation is not likely fast enough to account for the observed coastal-inland gradient. Furthermore, since dark demethylation is even slower or does not occur at all and much of fog transport is at night, the loss of MMHg calculated here likely represents an upper limit of the amount lost due to demethylation.

The relatively low concentrations of MMHg in fog collected at sea and the coastal-inland gradients of decreasing MMHg concentration from BML-PPW and from LML-FRF can be explained if a major source of MMHg in fog is from the immediate coastline due breaking waves which might aerosolize hydrophobic organic Hg compounds which tend to be enriched in the surface microlayer of near-shore water, as was observed in this work. Fog over the ocean having low MMHg concentrations would tend to dilute fog from the immediate coastline with higher MMHg concentrations resulting in a sharp fall-off in MMHg concentrations with distance inland, as was observed in the low MMHg concentrations at PPW and FRF. However, more samples will need to be taken in the off-shore to near shore and inland environments in order to validate this hypothesis, in addition to performing photo-demethylation experiments on fog water to see whether the rate constants are comparable to those determined for rain water.

Estimates of the fog water flux of MMHg and HgT were obtained by multiplying the mean fog water deposition to the SFC from six sites by the mean fog water concentrations of the Hg species. The result is a six-site mean fog water MMHg and HgT flux for the year 2014 of  $34 \pm 40 \text{ ng m}^{-2} \text{ y}^{-1}$  and  $546 \pm 581 \text{ ng m}^{-2} \text{ y}^{-1}$ , respectively. These values are 33% and 13% of the rain water flux of MMHg and HgT, respectively, for 2007–2008 in Santa Cruz. Overall, fog water deposition was low in summers of 2014 and 2015, which led to calculated fog water fluxes of MMHg and HgT that were lower than previous estimates.

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#### Contributions

- Contributed to conception and design: PWP, KC, WH, DF
- Contributed to acquisition of data: All authors
- Contributed to analysis and interpretation of data: PWP, KC, WH, DF
- Drafted and/or revised the article: PWP, KC, WH, DF
- Approved the submitted version for publication: All authors

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#### Competing interests

The authors do not have any competing interests.

#### Supplemental material

- **Table S1. Field blank results for HgT and MMHg.**  
Mean concentrations, standard deviations, and number of valid and invalid field blank rinse water samples by site for the 2014 and 2015 campaigns. Blank was valid if [MMHg]blank / [MMHg]fog sample < 0.2. Mean sample values were calculated based on the data in Table 2. (DOC) doi: 10.12952/journal.elementa.000101.s001
- **Table S2. Mann-Kendall trend analysis of MMHg.**  
Mann-Kendall time-trend analysis on MMHg concentrations in fog water by year for sites with at least 15 samples total. Statistically significant trends are shown in bold. (DOC) doi: 10.12952/journal.elementa.000101.s002



Total- and monomethyl-mercury in coastal California fog on land and at sea

- **Text S1. Details on shipboard fog sampling and seawater experiments.**  
This section describes the mounting configurations, operational methodologies and tactical sampling considerations for the at-sea fog water sampling during this program. Also described are the acid incubation and microlayer measurements of MMHg. (DOC) doi: 10.12952/journal.elementa.000101.s003
- **Figure S1. The Caltech Active Strand Cloudwater Collector (CASCC).**  
The UCSC built CASCC. (DOC) doi: 10.12952/journal.elementa.000101.s004
- **Figure S2. The standard 1 m<sup>2</sup> passive fog collector.**  
The standard fog collector with the Chilean Raschel mesh and the Spectrum® tipping bucket rain gauge and data logger. (DOC) doi: 10.12952/journal.elementa.000101.s005
- **Figure S3. The CASCC deployed on the R/V Pt. Sur.**  
Shipboard fog water sampling on the R/V Pt. Sur. The collector has front and back doors hanging down and is at a height of 11 m. (DOC) doi: 10.12952/journal.elementa.000101.s006
- **Figure S4. The CASCC deployed on the R/V Sproul.**  
Fog water sampling on the R/V *Robert Gordon Sproul*. This location made it easier to access and clean the CASCC, but was not as isolated from the ship's exhaust. (DOC) doi: 10.12952/journal.elementa.000101.s007
- **Figure S5. Laboratory intercomparison for MMHg.**  
Two-laboratory (UCSC and MLML) intercomparison of MMHg concentrations in fog water collected at HSU on the dates shown. (DOC) doi: 10.12952/journal.elementa.000101.s008
- **Figure S6. Laboratory intercomparison for HgT.**  
Figure S-6: Two-laboratory (UCSC and MLML) intercomparison of HgT concentrations in fog water collected at UCSC on the dates shown. (DOC) doi: 10.12952/journal.elementa.000101.s009
- **Figure S7. Laboratory intercomparison for SO<sub>4</sub><sup>2-</sup> and NO<sub>3</sub><sup>-</sup>.**  
Laboratory intercomparison (UCSC and Harvey Mudd (HM)) of SO<sub>4</sub><sup>2-</sup> and NO<sub>3</sub><sup>-</sup> concentrations in fog and field blank water collected at the UCSC site. (DOC) doi: 10.12952/journal.elementa.000101.s010
- **Figure S8. Field blanks concentrations of HgT and MMHg at all land sites.**  
HgT (open symbols) and MMHg (closed symbols) in field blank rinse water samples from all collection sites in 2014–2015, all samples. (DOC) doi: 10.12952/journal.elementa.000101.s011

#### Data accessibility statement

Concentrations of analytes measured in fog water are stored on a UC Santa Cruz computer and are available for use by contacting the corresponding author.

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# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning After  
Hours Emergency Phone System Changes**

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Director Slater-Carter requested to consider changes to the after hour emergency phone system.

Callers reporting sewer emergencies after hours are asked to call the Sewer Authority Mid-Coastside (SAM) at 726-0124. Director Slater-Carter is suggesting to change the system so that callers are directly connected with SAM.

Water emergencies are already directly routed to an on call center that takes basic information and immediately implements call out procedures.

Staff is currently in the process of evaluating if the existing phone system could be upgraded to include the suggested function.

The concern stems from a recent complaint about the system on Nextdoor Montara. There are no records of any other complains about the existing set up.

Emergency calls are not routed to the on call person directly, because the live call center, or like in SAM's case, the SCADA system, is following a strict call out protocol that contacts other emergency personnel if the on call person does not receive the initial call.

## RECOMMENDATION:

The existing system has been working flawless for decades. Staff recommends no action.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **June 2, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled  
Meeting, June 16, 2016.**

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At this time no urgent items require holding the second meeting in June.

## **RECOMMENDATION:**

Cancel the regular scheduled meeting, June 16, 2016.