



# 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

---

*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

Regular Meeting

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## December 7, 2017 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 Revised Master Fee Schedule](#)

## CONSENT AGENDA

1. [Approve Minutes for November 16, 2017.](#)
2. [Approve Financial Statements for October 2017.](#)
3. Approve Warrants for December 1, 2017.
4. [Monthly Review of Current Investment Portfolio.](#)
5. [Connection Permit Applications Received.](#)
6. [Monthly Water Production Report for October 2017.](#)
7. [Rain Report.](#)

8. [Solar Energy Report.](#)
9. [Monthly Public Agency Retirement Service Report for September 2017](#)

## **OLD BUSINESS**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Receipt of the June 30, 2017 Actuarial Valuation and Adjustments to Contribution Rates](#)
2. [Review and Possible Action Concerning Revision of Standard Sewer Specifications](#)
3. [Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2018](#)
4. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting, December 21, 2017](#)

## **REPORTS**

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

## **FUTURE AGENDAS**

## **ADJOURNMENT**

## **CONVENE IN CLOSED SESSION**

## **CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION**

(Government Code §54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al.*  
(San Mateo County Super, Crt. No. 17 CIV 03092)

*Regional Water Quality Control Board v. Sewer Authority Mid-Coastside*  
(ACL Complaint No. R2-2017-1024)

## **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

(Government Code §54956.9(d)(2))

Significant Exposure to Litigation:  
Number of cases:1

## **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. C. §54957)**

Title: General Manager

## **REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

## **ADJOURNMENT**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

---

---

The agreed upon rate formulas with Recology of the Coast resulted in a rate increase for the solid waste rates in Montara and Moss Beach of 3.25% for 2018. The increase is mainly based on cost increases in dump fees, increase in supply cost, and equipment upgrades. The solid waste fees for 2017 were reduced by 3.56%. Therefore, the suggested rate increase is within the authorized Prop 218 limit for garbage fees. The 2018 fees are established through the adoption of the Master Fee schedule.

Additionally the Water Capacity Charges are adjusted in accordance with the Capacity Charge Connection Fee received in July 2017. As announced in July, the implementation of the new fees is scheduled for the Calendar Year 2018. The Connection Charge Report recommended a 5.15% increase in fees. The cost for a 5/8" water meter will increase from \$16,262 to \$17,100.

If adopted, the new Master Fee Schedule will be in effect on January 1, 2018.

## 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**, the fees and charges pertaining to water and sewer services and facilities set forth herein are restated having heretofore been established by ordinance duly adopted; and

**WHEREAS**, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby amended; 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 on December 7, 2017 to consider adoption of revised fees or charges effective January 1, 2018 for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

**WHEREAS**, all persons present at the aforesaid hearing interested in the adoption of the revised 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 hearing;

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

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

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

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

### SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$42.93	\$686.91
Restaurants	\$77.87	\$1,245.92
Motels	\$46.16	\$738.60
Offices	\$37.94	\$607.07
General Commercial	\$41.11	\$657.77
All other Commercial	\$44.73	\$715.72
Schools	\$38.63	\$618.10
Hospitals	\$43.19	\$691.02

\*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

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

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

which connection is made based upon the average annual sewer service charge of all users within the applicant's user classification.  
(MWSD Code §4-2.100(f))

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

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$24,913.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$997.00
Fixture Unit Charge – addition of Fixture Units to, or within, an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$498.50
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$15,827.00
Fixture Unit Charge—Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$633.00
Sewer Connection Permit for Second Dwelling Units—Fixture Unit Charge (MWSD Code §3-10.200)	\$633.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$505.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$477.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$354.00 minimum)

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

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

Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$163.00 minimum)
Private Sewer System Deposit for Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,819.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$505.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$477.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$505.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$505.00 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 (\$477.00 minimum)
Second Unit Connection Fee - Studio Unit (10 fixture units) (MWSD Code §3- 10.200)	\$9,967.00
Second Unit Connection Fee - One Bedroom Unit (11 fixture units) (MWSD Code §3-10.200))	\$10,965.00
Second Unit Connection Fee - Additional Fixture Units (MWSD Code §3-10.200)	\$997.00
Second Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$505.00 minimum)

# 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

Developer Service Fee: \$2,737.00 minimum deposit against which all District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Administrative Charge for Processing                      \$44.00 per account  
Collection of Delinquent Refuse and Water  
Charges On Tax Roll  
(MWSD Code §1-5.200)

Charge to Photocopy Documents                      \$1.45 per page for first four  
pages; \$0.37 for each page  
over four.

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

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

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

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$8.12 per HCF
Tier 2 7 – 13 HCF	\$10.83 per HCF
Tier 3 14 – 27 HCF	\$13.54 per HCF
Tier 4 over 27 HCF	\$18.96 per HCF

# 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-5/8" (standard residential size)	\$27.96 per month
Meter Service Charge-3/4"	\$30.76 per month
Meter Service Charge-1"	\$39.15 per month
Meter Service Charge-1 ½"	\$50.33 per month
Meter Service Charge-2"	\$81.09 per month
Meter Service Charge-3"	\$307.59 per month
Meter Service Charge-4"	\$391.48 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:	\$16.87
6-inch connection:	\$23.93
8-inch connection:	\$31.88
10-inch connection:	\$67.18
12-inch connection:	\$93.76

Private Fire Protection Administrative Fee:\*      \$505.00 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):	\$5,106.00
Private Fire Protection Connection Charge (1" meter):	\$8,528.00
Private Fire Protection Connection Charge (1½ " meter):	\$17,002.00
Private Fire Protection Connection Charge (2" meter):	\$27,215.00
Private Fire Protection Connection Charge (3" meter):	\$51,058.00
Private Fire Protection Connection Charge (4" meter):	\$85,119.00

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

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

Private Fire Protection Connection Charge (6" meter): \$141,885.00  
Private Fire Protection Connection Charge (8" meter): \$236,525.00  
Private Fire Protection Connection Charge (10" meter): \$394,284.00  
(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee\* \$477.00  
(MWSD Code §5-3.210)

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

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

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

5/8 x 3/4 inch meter	\$17,100.00
3/4 inch meter	\$18,810.00
1 inch meter	\$23,939.00
1-1/2 inch meter	\$30,783.00
2 inch meter	\$49,589.00
3 inch meter	\$188,095.00
4 inch meter	\$239,395.00
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: \$29.00  
(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: \$70.00  
(MWSD Code §§5-3.210, 5-5.120)

Developer Service Fee: \$2,737.00 minimum deposit against which all  
District costs to process application are charged.  
(MWSD Code §§5-3.102, 5-3.210)

Hydrant Meter Deposit: \$1,237.00 against which water use charged.  
(MWSD Code §5-4.227)

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

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

Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$552.25
Connection Administrative Fee minimum deposit applied to actual hourly costs to process application (MWSD Code §§5-3.202, 5-3.203)	\$505.00
Connection Inspection Fee (MWSD Code §5-3.210)	\$477.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,737.00
Service Charge for Posting Door Tag for Delinquent Account: customer per incident. (MWSD Code §§1-5.200, 5-3.210)	\$32.00 per
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.21 per bill.
Service Charge for Unauthorized Use of Fire Hydrant: incident plus actual water used plus damages. (MWSD Code §5-5.202)	\$146.00 per
Service Charge for Cross Connection Control Device Test: tested device. (MWSD Code §5-6.400)	\$110.00 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 amended to read as follows:

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

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

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

premises) and recycling services within the District commencing on January 1, 2018 and until thereafter revised are:  
(MWSD Code §2-7.100)

### RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$23.83
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$29.31
  - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$96.28
  
2. Special Services (charges added to above, basic changes):
  - a. Container placed at side or rear of dwelling - per container \$7.32
  - b. Container not placed at specified collection point and return call required- per container \$14.93
  - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$7.91
  - 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 incl. w/service
  
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) incl. w/service
  
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers incl. 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 incl. 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 incl. w/service
  
8. Christmas trees free of charge through January 31st of each year incl. w/service
  - a. After January 31st charge is \$20 per tree for removal \$20.00

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

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

### MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

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

1-64 gallon collection once per week	\$115.62
1-96 gallon collection once per week	\$189.20
  - 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. \$52.60
  - b. 2 cubic yard box - per mo. \$68.20
3. Commercial Container Collections:
  - a. 1 cubic yard box - per collection \$44.45
  - b. 2 cubic yard box - per collection \$88.44
4. Compacted Commercial Container Service:
  - a. 1 cubic yard box - per collection \$86.76
  - b. 2 cubic yard box - per collection \$175.26
5. Recyclable material collection up to five times a week incl. w/service

### DEBRIS BOX SERVICE

- 7, 14, 20 and 30 yard containers
  - a. Container rental, delivery and pickup charge \$349.42
  - 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 \$24.11

**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 7<sup>th</sup> day of December 2017, by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

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

# Proposed Increases to Garbage Collection, Recycling and Disposal Fees and Charges

Rates Were Lowered in January 2017 and Will Remain Below the Previous Level

## Charges Will Remain Below Average for the County

Even with the proposed fees and charges, rates in the MWSD service area will remain below average compared to other communities in San Mateo County.

**Information About the Previous Rate Decrease.** In a regular review of solid waste charges, we found that some costs were lower than expected, so we lowered fees and charges 3.56% effective January 1, 2017. Since then, costs have increased, requiring an increase in garbage collection fees and charges, but one that is still below the 2016 charges and fees.

**Proposed 3.25 Percent Increase.** Montara Water and Sanitary District (MWSD) is proposing to adopt a 3.25% increase in garbage collection, recycling, and disposal fees and charges for services furnished by Recology of the Coast (Recology) under a franchise agreement with the District. The rates are proposed to go into effect on January 1, 2018.

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

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

***The District will hold a public hearing at its offices on December 7, 2017 at 7:30 p.m., at which the Board of Directors will consider the proposed rate increase for approval. Customers are encouraged to attend, learn more and provide input before the Board votes. If the increase is approved, it will cover service beginning on January 1, 2018.***

# Proposed Increases to Garbage Collection, Recycling and Disposal Fees and Charges

Rates Were Lowered in January 2017 and Will Remain Below the Previous Level

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

Tel: (650) 728-3545 • Email: [mwsd@coastside.net](mailto:mwsd@coastside.net) • Write: P.O. Box 370131 Montara, CA 94037-0131

**Customers Can Reduce Garbage Collection Fees and Charges By Switching from a 32-Gallon Garbage Bin to a 20-Gallon Bin.**

**To Help Fit Your Trash into a Smaller Bin, Take Advantage of Free Bulky Goods Collection.**

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



**Montara Water  
and Sanitary District**

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

**DIRECTORS**

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

**GENERAL MANAGER**

Clemens Heldmaier

Presorted  
Standard  
U.S. Postage  
**PAID**  
Complete Mailing  
Service, Inc

# Montara Water & Sanitary District



## Water Capacity Charge Workshop

July 6, 2017



BARTLE WELLS ASSOCIATES  
INDEPENDENT PUBLIC FINANCE ADVISORS



Montara Water  
and Sanitary District

## Presentation Overview

- **Water Capacity Charge Update**
  - *Brief Review of Background and Draft Recommendations*
- **Principles & Issues**
- **Questions & Concerns**
- **Alternative Approaches**



**Goal: Review draft recommendations, address questions, identify potential alternatives**

# Water Capacity Charge Update



## Background

- ▶ **Water capacity charges have not been recalculated since 2011**
- ▶ **Since 2011, the water system has undergone a number of changes**
  - District completed a number of capital improvements to improve system reliability
  - Identified new sources of water supply
  - District customers successfully reduced water use in response to drought
  - Acquired the Pillar Ridge water system and customer base
  - New growth limit set at 1% by Local Coastal Program (LCP)
  - District's Public Works Plan approved by the Coastal Commission in 2013



# Current Capacity Charges

- ▶ Current fees based on *Water Capacity Charge Study, April 2011* by BWA
- ▶ In 2011, SRT updated the Water System Master Plan and associated Capital Improvement Program (CIP)
- ▶ CIP allocated costs to existing customers and growth
  - Identified cost of improvements benefitting approximately the next 621 equivalent connections
  - Project costs excluded cost recovery for facilities funded by GO Bonds
  - Projects costs allocated to growth = \$8.81 million
- ▶ Capacity Charge =  $\$8.81\text{M} / 621 = \$14,187$  per new 5/8" meter or equivalent
  - Connection fees adjusted annually based on Engineering News-Record Construction Cost Index (SF Bay Area)
  - Current Capacity Charge for a 5/8" x 3/4" Meter = \$15,729
- ▶ Revenues deposited into separate fund & used exclusively for eligible projects



# Legal Requirements

- ▶ Development impact fees are governed by California Government Code Section 66000 *et. seq.*, (AB1600, enacted 1987 and amended 4 times including addition of Section 66013 in 1990)
- ▶ Section 66013 governs water & sewer capacity charges
  - Charge “shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed” (Unless obtain 2/3 voter approval)
  - Capacity charge can recover costs for:
    - “public facilities in existence at the time a charge is imposed”
    - “new facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged”
    - “supply or capacity contracts for rights or entitlements, real property interests, and entitlements or other rights involving capital expenses”
- ▶ Code does not detail any specific method for fee calculation; a variety of methods may be used to determine an appropriate charge

# Master Plan Update

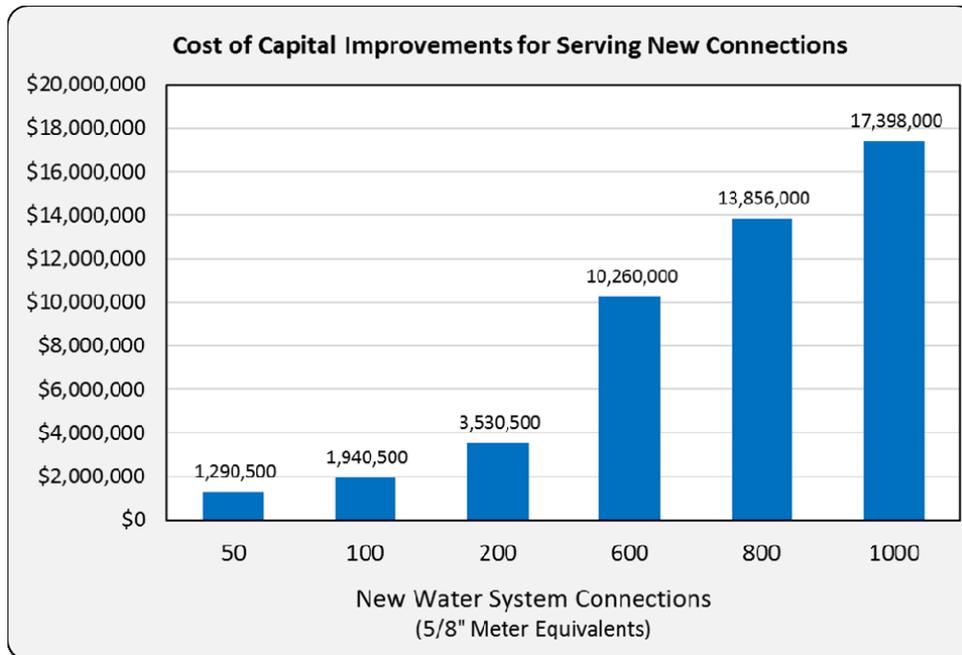
- ▶ **SRT developed 2017 Water System Master Plan Update**
  - Separate CIPs developed for a) existing customers and b) new customers
- ▶ **New Customer CIP identifies projects allocated to growth**
  - Projects needed to meet capacity needs of new development
- ▶ **SRT updated water system hydraulic model as part of process**
  - Hydraulic model used to identify system capacity deficiencies
- ▶ **SRT used hydraulic model to identify capital improvements needed to serve future increments of growth**

# Capital Improvements for Growth

Water System Capital Improvements Required for Serving Different Levels of Growth			
Growth Scenario	New Connections (5/8" Meter Equivalents)	Estimated Population Growth	Estimated Cost of Improvements to Serve New Connections
Scenario 1	50	3%	\$1,290,500
Scenario 2	100	6%	\$1,940,500
Scenario 3	200	12%	\$3,530,500
Scenario 4	600	35%	\$10,260,000
Scenario 5	800	47%	\$13,856,000
Scenario 6	1000	59%	\$17,398,000

Source: SRT Consultants, April 24, 2017.

# Capital Improvements for Growth



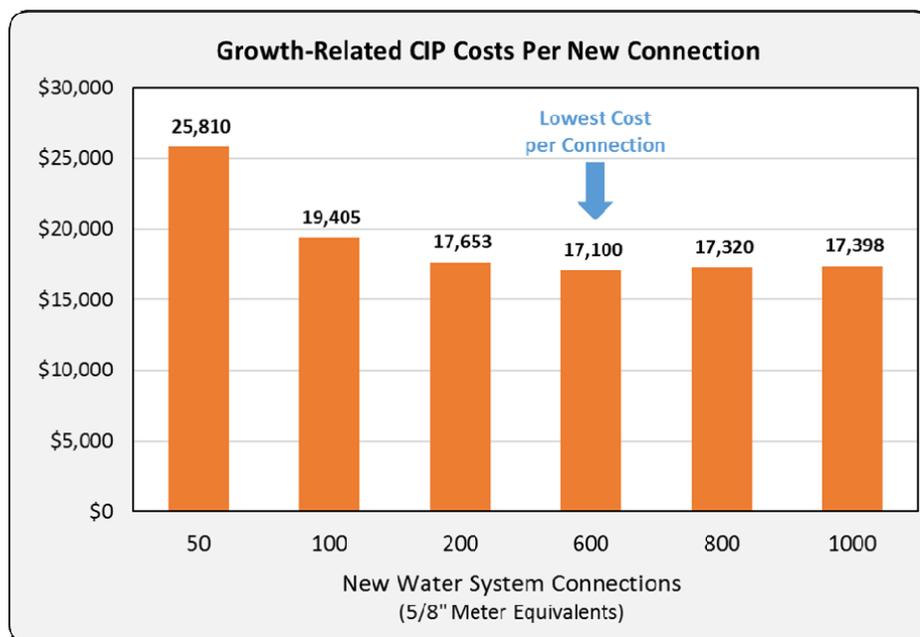
# Capacity Charge Update

- ▶ **Incremental Cost Approach**
  - Costs of improvements needed to serve growth / corresponding # of new connections
  - Similar methodology to 2011 fee calculation, simple & straightforward approach
  - Forward looking approach, growth pays its own way
- ▶ **Excludes cost recovery for any facilities previously funded by District's General Obligation Bonds to ensure no double-counting**
- ▶ **Excludes cost recovery for capital improvements and assets funded by prior or existing ratepayers**
  - Even though some of these improvements may provide benefit to new connections, such as via improved system reliability
- ▶ **Recovers costs based on the incremental demand placed on the water system by new connections**
  - Same charge applies whether the connection is from new construction, redevelopment, or well-conversions

# Incremental Cost per Connection

Growth-Related CIP Cost per New Connection			
Growth Scenario	Estimated Cost of Improvements to Serve New Connections	New Connections (5/8" Meter Equivalents)	Cost per New Connection (5/8" Meter Equivalent)
Scenario 1	\$1,290,500	50	\$25,810
Scenario 2	\$1,940,500	100	\$19,405
Scenario 3	\$3,530,500	200	\$17,653
Scenario 4	\$10,260,000	600	\$17,100
Scenario 5	\$13,856,000	800	\$17,320
Scenario 6	\$17,398,000	1000	\$17,398

# Incremental Cost per Connection



# Capacity Charge per Meter Size

Updated Water Capacity Charges		
Meter Size	Ratio to 5/8 x 3/4"	Capacity Charge
5/8 x 3/4-inch	1.00	\$17,100
3/4-inch	1.10	18,810
1-inch	1.40	23,939
1-1/2 inch	1.80	30,783
2-inch	2.90	49,589
3-inch	11.00	188,095
4-inch	14.00	239,395

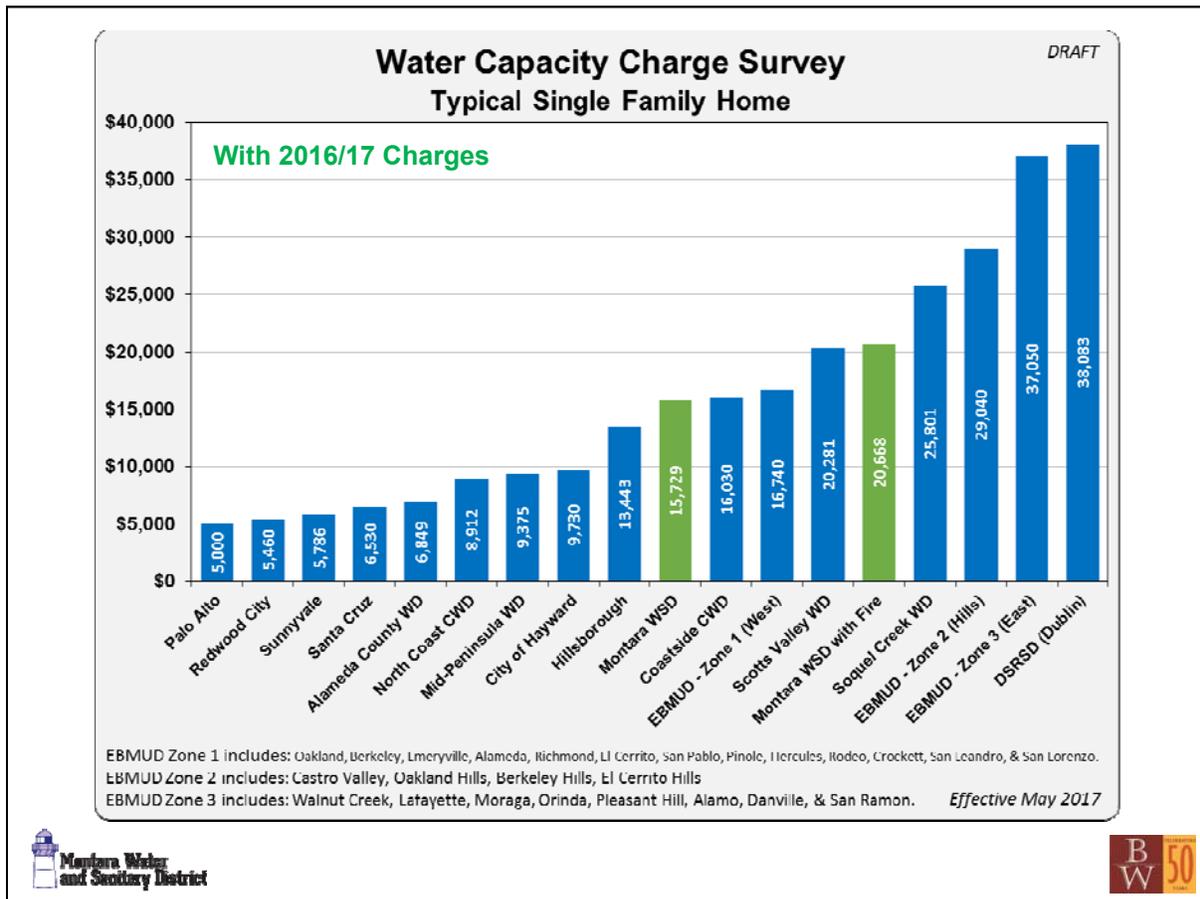
*Charges for connections for meters larger than 4-inch will be determined by the General Manager based on estimated water demand.*

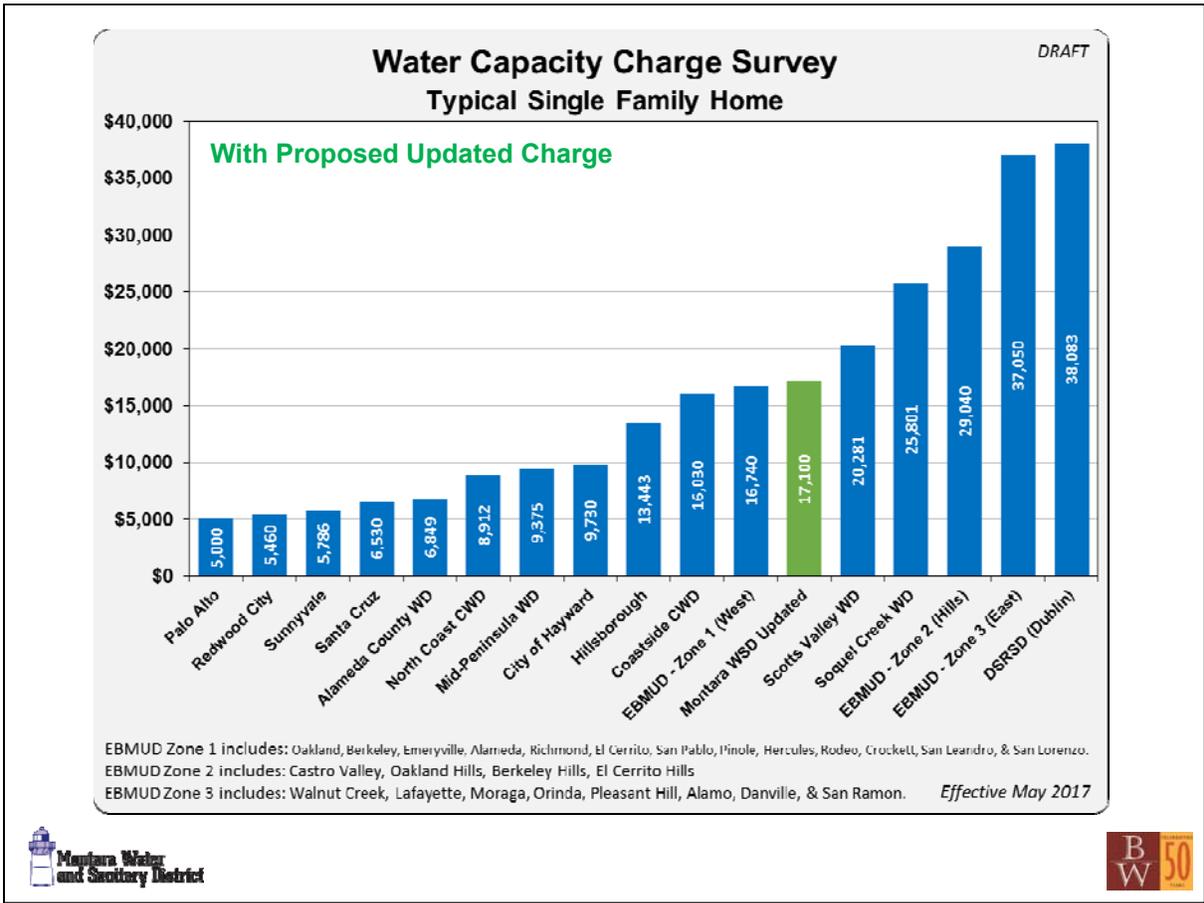
# Current vs. Updated Charges

Comparison of Current & Updated Water Capacity Charges				
Meter Size	Current	Updated	Increase \$	Increase %
5/8 x 3/4-inch*	\$16,262	\$17,100	\$838	5.2%
3/4-inch	17,889	18,810	921	5.1%
1-inch	22,766	23,939	1,173	5.2%
1-1/2 inch	29,275	30,783	1,508	5.2%
2-inch	47,159	49,589	2,430	5.2%
3-inch	178,879	188,095	9,216	5.2%
4-inch	227,666	239,395	11,729	5.2%

# Updated Charges

- ▶ Updated charges based on cost of infrastructure improvements needed to serve new demands
  - Updated charges would apply consistently to new connections based on demand; same charges apply to new construction, redevelopment, or well-conversions
- ▶ New customers can connect before the growth-related improvements are constructed
  - This does not negate the need for the capacity charge
  - Improvements would still subsequently need to be completed to increase capacity and reliability to adequately serve new water demands
- ▶ Current and updated charges are in upper-middle range compared to other Bay Area agencies





## Multi-Year Fee Payment Program

- ▶ Program adopted to help existing homes served by private wells
- ▶ Eligible costs include all fees due to District as part of connection process
  - Mainline extensions not eligible; must be paid in full, up front
- ▶ Multi-year payment program:
  - Term of repayment: Up to 10 years (customer's choice)
  - Interest rate: 2%, waived for conversions through Dec 31, 2017
  - Customer can opt to any amount up to 100% of eligible fees
  - Customer can pay the balance without penalty anytime
- ▶ Fees are collected on the property tax rolls subject to an Agreement between District and each participant
- ▶ Balance due upon a) property sale, b) title transfer (excluding transfer for financing)



# Issues & Alternatives



## Principles & Issues

- ▶ **Growth should pay its own way**
  - Growth shouldn't subsidize ratepayers
  - And ratepayers shouldn't subsidize growth
- ▶ **Capacity charges vs. rates, balance between revenue sources**
  - Lower capacity charges = more funding requirement from rates, and vice versa
- ▶ **Different perspectives on what is fair and equitable**
  - Primary principal is that the charges should correspond to the cost of improvements providing capacity for new development
- ▶ **Charges should exclude cost-recovery for facilities funded by GO Bonds to avoid double-counting**
- ▶ **Capacity charge should be proportional to new demand placed on the system**
  - Well conversions and development of vacant land both place new demand on system
  - Capacity charge should be consistent, regardless of source of new demand



# Questions & Concerns

## ► Are draft capacity charge recommendations legal?



- Yes, confirmed and documented by District's legal counsel
- Concern expressed that recommended charge may not be legal because new facilities required to serve growth may also provide some benefit for existing customers
  - Capacity charges are a different situation than the SAM expansion assessments invalidated by Superior Court
  - SAM assessments deemed invalid because capacity improvements would have benefitted existing users whose properties were excluded from the assessments, thereby getting a "free ride" paid by the assessed properties
  - In this case there is no "free ride" since existing customers do not need capacity provided by expansion projects, existing customers already funded their own capacity needs
- There would be no need for new customer expansion projects if there was no increase in water demand, projects are required exclusively to serve new demand
- Capacity charges are paid in conjunction with voluntary decision to develop property; are inherently different than voted assessments

# Questions & Concerns

## ► Do capital improvements needed to serve growth also benefit existing customers? If so, should new connections only have to pay a portion of costs for "new customer" improvements with ratepayer funding the rest?

- E.g. A pipeline upsizing to meet capacity needs for growth also includes replacement of an older pipeline (should costs be split between ratepayers and new connection?)
- Answer: No, upsizing triggered by new demand, pipelines being upsized have lots of useful life and would not be replaced using current limited ratepayer funds
- Expansion projects are needed exclusively to serve new demand

# Questions & Concerns

- ▶ **Should capacity charges be reduced to give new connections credit for the improved economies of scale they provide?**
  - Revenues from new ratepayers exceed the marginal cost of providing service (some costs are fixed costs that do not increase with more customers)
  - New connections are the biggest beneficiaries of economies of scale as they are joining a greater number of existing ratepayers
  - Giving a fee credit to new connections shifts burden to ratepayers
  - Economies of scale should benefit everyone proportionately...not just new connections
- ▶ **Can well owners be given a break and allowed to pay a reduced fee?**
  - Not recommended, unless there is some defensible, cost-based rationale
  - Capacity charges applied in proportion to new demand placed on the water system
  - Demand from well conversions is no different than demand from new construction
  - Capacity charge should be consistent, regardless of source of new demand

# Questions & Concerns

- ▶ **Should properties that pay GO Bonds not have to pay capacity charges?**
  - No, GO Bonds funded acquisition and initial critical improvements to a deficient water system that did not receive prudent reinvestment & maintenance from prior owners
  - Substantial additional improvements required to serve existing customers and growth
- ▶ **Did existing customers have to double pay for the water system?**
  - Prior/existing customers funded rate of return profit to Citizens/CalAm in lieu of a buy-in for facilities
  - Property owners, including existing customers, also paid for water system acquisition via GO bonds
- ▶ **Would a lower charge lead to lots of additional connections?**
  - Not likely, capacity charge is only a small share of costs for developing a new home
  - Might provide a little additional incentive well owners to connect, but other cost barriers exist and District has already adopted a multi-year fee payment program

# General Fee Methodologies

## ► Buy-In Cost Approach (Not Recommended)

- For systems largely built out AND without need for significant improvements for growth
- Capacity charge based on cost of buying in for a share of capacity in existing facilities
- Some facilities already funded by GO Bonds
- Approach excludes cost recovery for improvements needed to serve growth

## ► Average Cost Approach (Not Recommended)

- Total cost / total capacity
- Cost of existing facilities + upgrades / future service capacity with upgrades
- Results in a lower fee than under the recommended incremental approach
- Requires existing customers to shoulder a share of improvements for growth
- *Existing ratepayers have already helped pay for system twice (as prior customers and via GO Bond payments issued for system acquisition)*

# General Fee Methodologies

## ► Incremental Cost Approach (Recommended)

- Forward looking: recovers cost for upgrades needed to serve next increment of growth
- Similar methodology to 2011 fee calculation, simple & straightforward approach
- Vetted by legal counsel
- Excludes cost recovery for any facilities previously funded by GO Bonds
- Excludes cost recovery for improvements & assets funded by existing ratepayers

## ► Buy-In + Incremental Cost Approach (Not Recommended)

- New connections fund 100% of future facilities needed to serve growth + reimburse existing customers for share of improvements funded by ratepayers that benefit growth
- Cost of facilities identified for reimbursement should be adjusted to account for any debt financing (add in interest paid, subtract outstanding principal)
- Equity issues regarding how to allocate costs for improvements and assets funded by existing ratepayers vs required for serving growth
- Results in the highest fee

# Schedule



## Schedule

- ▶ **Jan-19** Adopted multi-year capacity charge payment program for well conversions
- ▶ **Mar-16** Water Capacity Charge introduction
  - *Received public comments and subsequent letter*
- ▶ **May-4** Water Master Plan Update & Capacity Charge Update
  - *Received public comments*
  - *Legal counsel responded to legal issues raised in letter*
  - *Board direction to set up a workshop*
- ▶ **Jul-6** Capacity Charge Workshop
  - *Review proposed Capacity Charges*
  - *Address questions, discuss issues & alternatives*
  - *Provide Board direction*



# Questions / Discussion





MONTARA WATER & SANITARY  
DISTRICT

**BOARD OF DIRECTORS MEETING**

November 16, 2017

MINUTES

**REGULAR SESSION BEGAN AT 7:31 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier

District Clerk, Tracy Beardsley

Others Present: District Counsel, David Schricker

District Sewer Engineer, Pippin Cavagnaro

**PRESIDENT'S STATEMENT** – There is a rain today – almost 2.5.” We are off to a good start for the fall.

**ORAL COMMENTS - None**

**PUBLIC HEARING - None**

**CONSENT AGENDA –**

1. Approve Minutes for September 21, 2017, October 5, and October 19, 2017.
2. Approve Financial Statements for September 2017.
3. Approve Warrants for November 1, 2017.
4. SAM Flow Report for September 2017.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for September 2017.
8. Rain Report.

9. Solar Energy Report.
10. Monthly Public Agency Retirement Service Report for August 2017.

Director Slater-Carter moved to approve the Consent Agenda, and Director Boyd seconded the motion.

All Directors were in favor and the motion passed unanimously 5 – 0.

## **OLD BUSINESS – None**

## **NEW BUSINESS -**

### **1. Reserve Designation for SRF Loan.**

General Manager Heldmaier explained that this information is for the Board and the Montara Water and Sanitary District (MWSD) is acting in accordance with State instructions. MWSD is required by the State to set aside two semi-annual payments for the SRF loan, which totals \$241,112 dollars to keep in reserves. MWSD has 10 years to reach this amount, so they can plan accordingly. They are already two years into this agreement, and are now allocating \$48,000 dollars from their existing reserves and saving it for SRF loan reserves. Although this does not have an immediate fiscal impact to the District, it may be notable when the next rate study is performed. It does take away a little from their existing reserve that they have been trying to build up on the Water side, and does increase the reserve requirement a bit.

Director Wilson asked how long is the duration of the loan, to which General Manager Heldmaier replied that it is a 20 year loan.

Director Wilson clarified that at year ten, they will have to pay it back, and that this loan is a dedicated untouchable reserve.

### **2. Review and Possible Action Concerning 4<sup>th</sup> Street Water Main Project Completion and Contract Release.**

General Manager Heldmaier said that the MWSD Fourth Street Water project was completed in 2016 by Stoloski & Gonzales. They worked collaboratively with the contractor to do some additional sewer work under this contract as well. MWSD has a 5% retention fee of \$21,556 dollars to pay the contractor. Also, today a notarized release was received from the contractor, with no lien period, so a check can be issued with the next Board meeting.

General Manager Heldmaier recommended that the Board accept the Fourth Street Water project and authorize the General Manager to file the Notice of Completion.

Director Huber motioned to accept the 4<sup>th</sup> Street Water Main project and authorize the General Manager to file the Notice of Completion. Director Slater-Carter seconded it.

All Directors were in favor and the motion passed unanimously 5 – 0.

### **3. Review and Possible Action Concerning Authorization to Vote at General Session Membership Meeting at ACWA 2017 Fall Conference.**

General Manager Heldmaier announced that he and Director Wilson who is also President of the Board, will be attending the Association of California Water Agencies (ACWA) Fall Conference this year, and plan to participate in the annual membership meeting in which the new ACWA President and Vice President will be elected. He would like authorization for Director Wilson to cast votes at the ACWA General Session Membership meeting on behalf of the District. General Manager Heldmaier tried to get a list of candidates, but was unsuccessful.

Director Wilson mentioned that the ACWA by-laws are attached to the overall document.

Director Harvey motioned to support Director Wilson to vote on behalf of the Board.

All Directors were in favor and the motion passed unanimously 5 – 0.

## **REPORTS**

### **1. Sewer Authority Mid-Coastside Meeting (Boyd) –**

Director Boyd reported that on Saturday, a Strategic Plan Workshop was held with the SAM Board, facilitated by Martin Rauch of Rauch Communications. SAM staff, Beverli Marshall, and Tim Monahan of SRT were all present as they tried to address issues of governance, micro-management, having an appropriate CIP--the predictability of planning, budget and financing. One of the key items discussed was whether or not Half Moon Bay intends to act on its threat to withdraw from the Collections system. If Half Moon Bay opts out, half the line cleaning, some of the pump maintenance, would then be contracted to someone else, impacting our Agency negatively. Should Half Moon Bay withdraw, they acknowledge this is not something to be done hastily and should be planned to minimize disruption. Certain things can't be opted out. Somebody has to provide emergency call-out

services. They are pushing hard to understanding all aspects of this, and it was agreed that all four managers and the SAM Board will discuss this at the first possible opportunity—hopefully during the first or second week of January 2018.

Director Slater-Carter reported that on Monday General Manager Beverli Marshall sent out a Contract Collection Services spreadsheet showing what happens to the budgets of MWSD and Granada if Half Moon Bay chooses to go on its own. They decided to have a meeting, but Half Moon Bay agreed to a date then declined to participate, and the meeting was canceled. This leaves the other agencies and SAM wondering what is going on.

Director Slater-Carter also said there was a long closed session regarding the Regional Water Quality Control Board settlement, various lawsuits, and the potential for lawsuits.

Director Slater-Carter explained the first item was to authorize the replacement of an existing burner unit. There are two units on the edge of catastrophic failure. She said that after the SAM expansion in 1999, the plant ran well for several years. However, as time passed, issues over definitions in the JPA prevented the four agencies from making needed maintenance and repairs for a long time. The IPS bill last year is just a preview of what is to come.

Director Boyd said they allocated \$52,000 dollars to replace the big burner and maintain the smaller one. With the frequency of repairs needed for the burners at a cost of \$1,500-\$2,000 dollars each time and the burners getting to a critical point of questionable functionality, it was agreed upon that it was better to replace one and just maintain the other. However, the \$52,000 is going to be taken out of what was already approved for other planned maintenance. So money that was planned for certain maintenance will not happen this fiscal year. Also, the components that allow the flair to burn off excess methane, are starting to fail. This may need to be replaced or repaired (possibly at great cost). The SAM staff has been great about giving advance notice of those items that need to be addressed.

Director Slater-Carter said that there are also two trucks in need of repair. One needs a new engine, and the other has a rusty frame, especially around the windshield area rendering it unusable.

Director Boyd added that they authorized \$7,000 dollars (of the \$30,000 dollars that was requested) to replace the engine of the company truck, and it was suggested to purchase a pre-owned truck possibly through the State Purchasing Program to replace the other truck with the bad frame. This truck is currently out of service.

Director Slater-Carter went on to describe the last item which was to discuss a contract with Leshkowitz and Sang Municipal Consultants in reference to providing a proposed sewer rate study. All were unhappy about this and it was agreed that

they need to know what it cost SAM to provide treatment services for the member agencies, and the others that use the SAM services, and it should not be called a sewer rate study. It was deferred for further discussion.

Director Boyd mentioned there will be a Finance Committee meeting December 2, 2017. They will be discussing the RFP and identify items that would be of generally accepted value to SAM in terms of understanding cost of providing services, and the infrastructure plan with a list of high-priority projects, and trying to determine costs every year for the next 10 years to run the operation. As Director Slater-Carter mentioned, there is a lot of maintenance that must be done, plus the time when one partner wouldn't pay for important work that needed to be done. There is an amount that should be paid every year to take care of things. It will cost the agencies all together--the Coastside as a whole--about 2-3 million dollars annually just to keep the sewer system from rotting out--basic maintenance and repair for what currently exists.

Director Slater-Carter announced that a sewer rate study is needed and rates will be go up.

## **2. MidCoast Community Council Meeting (Slater-Carter) –**

Director Slater-Carter said the County is considering a Cannabis Cultivation Ordinance. The Board of Supervisors is going to be hearing this soon, although they haven't reached out to SAM; and neither has Half Moon Bay about their Cannabis cultivation. And if they could have impacts on the sewer plants, then they should talk to SAM about what is allowed to go the down the sewer, the treatment processes, and various other concerns. Go to Midcoast Community Council website page for more information.

On December 6, 2017, Dr. Charles Lester, will be at the Half Moon Bay Yacht Club, located at 214 Princeton Avenue, and he will be talking about climate change and the Coast. He was formally the California Coastal Commission Chief of the Coastal Commission and is now a consultant for the City of Half Moon Bay. He will be talking about what is expected to happen to the Coast and our community over time.

- 3. CSDA Report (Slater-Carter) – Nothing to report**
- 4. Attorney's Report (Schricker) – Nothing to report**
- 5. Directors Report – Nothing to report**
- 6. General Manager's Report (Heldmaier) –**

General Manager Heldmaier reported that he has been in contact with their Financial Advisor about the proposed sewer rate study and gave them initial

information. They are required to proceed according to the Prop 218 process before raising rates.

Director Wilson questioned General Manager Heldmaier about the feasibility of a rate study without knowing the charges from SAM first.

General Manager Heldmaier replied that there are some first documents available, for example the document which Director Boyd referred to about having to spend 2-3 million dollars per year for the Coastsides. He understands there are many variables, and this is one of the reasons they are beginning the process this early.

**FUTURE AGENDAS-**

**REGULAR MEETING ADJOURNED at 8:05 P.M.**

**CONVENED IN CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

Case Name: *City of Half Moon Bay v. Granada Community Services District, et al.*  
(San Mateo County Super, Cr. No. 17CIV 03092)

Case Name: *Regional Water Quality Control Board v. Sewer Authority Mid-Coastsides* (ACL Complaint No. R2-2017-1024)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

(Government Code § 54956.9(d)(2))

Significant Exposure to Litigation:

Number of cases: 1

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**ADJOURNMENT**

Respectfully Submitted,

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

Approved on the 7th, December 2017

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared For the Meeting Of: December 07, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

---

---

## **Budget vs. Actual – Sewer July thru October, 2017 Variances over \$2,000:**

- 4460 Remodel Fees, \$5,147 above Budget – One remodel fee collected in October.
- 4610 Property Tax Receipts, \$117,111 below Budget- Large receipt typically received in December.
- 4710 Sewer Service Charges, \$667,724 below Budget – First sewer collection charges arrive in late November or early December.
- **Overall Total Operating Income for the period ending October 31, 2017 was \$779,813 below budget. Total revenue received to date is \$28,510.**
- 5400 Legal, \$50,480 above Budget – Unanticipated activities.
- 5620 Audit, \$5,465 above Budget – Majority of the FS audit has been paid through October.
- 5630 Consulting, \$3,223 below Budget – Minimal activity through October.
- 5640 Data Services, \$4,750 above Budget – Parcel management software for sewer service charges implemented and paid for in September.
- 5800 Labor, \$21,084 above Budget – Major line items to increase are due to the payment of an additional employee during the month of July & August, which included a large vacation pay-out.
- 6170 Claims, Property Damage, \$3,333 below Budget – No reportable activity to date.
- 6200 Engineering, \$17,697 above Budget – More activity then anticipated in the month of October, over \$26K in bills paid.
- 6600 Collection/Transmission, \$3,333 below Budget – No activity to-date. Budget is spread evenly over twelve months.
- 6910 SAM Collections, \$2,175 below Budget – Collections budget was adopted prior to SAM adopting their budget.
- 6920 SAM Operations, \$48,932 below Budget – Operations budget was adopted prior to SAM adopting their budget.
- 6940 SAM Maintenance, Collection Sys, \$13,333 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6950 SAM Maintenance, Pumping, \$16,665 below Budget – No activity to-date. Budget is spread evenly between twelve months.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared For the Meeting Of: December 07, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Overall Total Operating Expenses for the period ending October 31, 2017 were \$70,767 below Budget.**
- **Total overall Expenses for the period ending October 31, 2017 were \$3,247 above budget. For a net ordinary loss of (\$783,062), budgeted vs. actual. Actual net ordinary loss is (\$721,672.)**
- 7100 Connection Fees, \$46,656 above Budget – No new construction connection issued; Two remodel connections issued in October.
- 7200 Interest Income LAIF, \$3,750 below Budget – No Activity to date.
- 8000 CIP, \$453,388 below Budget – Minimal activity to-date. Budget is spread evenly over twelve months.
- 9200 I-Bank Loan, \$10,327 below Budget – Difference due to timing.

## RECOMMENDATION:

This is for Board information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared For the Meeting Of: December 07, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## Budget vs. Actual – Water October, 2017 Variances over \$2,000:

- 4740 Testing, Backflow, \$4,069 above Budget – More activity than anticipated.
- 4810 Water Sales Domestic, \$52,049 above Budget – Increased water sales thus far throughout the fiscal year.
- **Overall Total Operating Income for the period ending October 31, 2017 was \$57,615 above budget. Total revenue received to date is \$714,896.**
- 5190 Bank fees, \$2,113 below Budget – Bank fees have been less than anticipated.
- 5240 CDPH Fees, \$5,167 below Budget – No activity to date.
- 5270 Conference Attendance, \$2,028 above Budget – Conference attended by Clemens in October.
- 5400 Legal, \$17,006 below Budget – Minimal activity to-date. Budget is spread evenly over twelve months.
- 5530 Memberships, \$4,985 below Budget – Membership dues are typically paid on a calendar year basis.
- 5620 Audit, \$5,467 above Budget – Majority of the FS audit has been paid through October.
- 6170 Claims, Property Damage, \$3,333 below Budget – No reportable activity to date.
- 6180 Communications, \$4,105 below Budget – Minimal activity to-date.
- 6400 Pumping, \$12,541 below Budget – PG&E typically provides a true-up bill further on in the fiscal year.
- 6600 Collection/Transmission, \$23,891 below Budget – Water Main Maintenance expenses has been held below budget.
- 6700 Treatment, \$5,828 below Budget – Chemical expenses has been below budget but analysis expenses have been higher than anticipated.
- **Overall Total Operating Expenses for the period ending October 31, 2017 were \$55,316 below Budget.**
- **Total overall Expenses for the period ending October 31, 2017 were \$83,882 below budget. For a net ordinary income of \$141,496, budgeted vs. actual. Actual net ordinary income is \$298,833.**
- 7100 Connection Fees, \$67,038 below Budget – No new construction connections issued in October.
- 7600 Bond Revenues, G.O. \$381,727 below Budget – Variance due to timing, first remittance typically received in November or December.
- 8000 CIP, \$184,247 below Budget – Minimal activity to date.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**Prepared For the Meeting Of: December 07, 2017**

**TO: BOARD OF DIRECTORS**

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

- 9100 Interest Expense- Go Bonds, \$115,432 below Budget – Difference is due to timing.
- 9150 SRF Loan, \$17,512 below Budget - Difference is due to timing

**RECOMMENDATION:**

This is for Board information only

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
 As of October 31, 2017

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	1,926,361.64	0.00	1,926,361.64
LAIF Investment Fund			
Capital Reserve	3,891,836.12	0.00	3,891,836.12
Connection Fees Reserve	194,576.00	0.00	194,576.00
Operating Reserve	240,073.00	0.00	240,073.00
<b>Total LAIF Investment Fund</b>	<u>4,326,485.12</u>	<u>0.00</u>	<u>4,326,485.12</u>
<b>Total Sewer - Bank Accounts</b>	6,252,846.76	0.00	6,252,846.76
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	775,543.19	775,543.19
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
<b>Restricted Cash</b>			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	253,020.00	253,020.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	900,952.14	900,952.14
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>1,154,531.21</u>	<u>1,154,531.21</u>
<b>Total Water - Bank Accounts</b>	0.00	2,422,554.40	2,422,554.40
<b>Total Checking/Savings</b>	6,252,846.76	2,422,554.40	8,675,401.16
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	80,367.72	0.00	80,367.72
<b>Total Sewer - Accounts Receivable</b>	80,367.72	0.00	80,367.72
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	2,776.74	2,776.74
Accounts Rec. - Backflow	0.00	13,315.59	13,315.59
Accounts Rec. - Water Residents	0.00	187,243.03	187,243.03
Unbilled Water Receivables	0.00	240,244.44	240,244.44
<b>Total Water - Accounts Receivable</b>	0.00	443,579.80	443,579.80
<b>Total Accounts Receivable</b>	80,367.72	443,579.80	523,947.52
<b>Other Current Assets</b>			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<u>232.31</u>	<u>43,038.63</u>	<u>43,270.94</u>
<b>Total Current Assets</b>	6,333,446.79	2,909,172.83	9,242,619.62
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	3,389,801.90	0.00	3,389,801.90
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>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
**As of October 31, 2017**

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-7,907,749.00	0.00	-7,907,749.00
<b>Total Sewer - Fixed Assets</b>	<u>5,317,814.64</u>	<u>0.00</u>	<u>5,317,814.64</u>
<b>Water - Fixed Assets</b>			
General Plant	0.00	26,624,584.56	26,624,584.56
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	-9,846,359.00	-9,846,359.00
<b>Total Water - Fixed Assets</b>	<u>0.00</u>	<u>18,919,882.34</u>	<u>18,919,882.34</u>
<b>Total Fixed Assets</b>	<u>5,317,814.64</u>	<u>18,919,882.34</u>	<u>24,237,696.98</u>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	13,495.00	0.00	13,495.00
Due from Water Fund	117,867.09	0.00	117,867.09
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	<u>2,818,909.17</u>	<u>0.00</u>	<u>2,818,909.17</u>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	26,821.00	26,821.00
Bond Acquisition Cost OID	0.00	52,750.40	52,750.40
Bond Issue Cost	0.00	61,691.45	61,691.45
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>141,262.85</u>	<u>141,262.85</u>
<b>Total Other Assets</b>	<u>2,818,909.17</u>	<u>141,262.85</u>	<u>2,960,172.02</u>
<b>TOTAL ASSETS</b>	<u><u>14,470,170.60</u></u>	<u><u>21,970,318.02</u></u>	<u><u>36,440,488.62</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	6,374.00	0.00	6,374.00
<b>Total Accounts Payable</b>	<u>6,374.00</u>	<u>0.00</u>	<u>6,374.00</u>
<b>Other Current Liabilities</b>			
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	6,058.45	0.00	6,058.45
Deposits Payable	28,920.00	0.00	28,920.00
PNC Equip. Loan - S/T	31,647.43	0.00	31,647.43
<b>Total Sewer - Current Liabilities</b>	<u>66,625.88</u>	<u>0.00</u>	<u>66,625.88</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of October 31, 2017

<b>Water - Current Liabilities</b>			
Accrued Payables - Water	0.00	51.11	51.11
Accrued Vacations	0.00	10,779.03	10,779.03
Deposits Payable	0.00	36,460.18	36,460.18
GO Bonds - S/T	0.00	439,759.64	439,759.64
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	31,647.39	31,647.39
SRF Loan Payable X102 - Current	0.00	82,731.94	82,731.94
SRF Loan Payable X109 - Current	0.00	161,923.29	161,923.29
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>767,655.08</b>	<b>767,655.08</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	17,263.94	0.00	17,263.94
<b>Total Payroll Liabilities</b>	<b>17,263.94</b>	<b>0.00</b>	<b>17,263.94</b>
<b>Total Other Current Liabilities</b>	<b>83,889.82</b>	<b>767,655.08</b>	<b>851,544.90</b>
<b>Total Current Liabilities</b>	<b>90,263.82</b>	<b>767,655.08</b>	<b>857,918.90</b>
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Accrued Vacations	12,201.56	0.00	12,201.56
I-Bank Loan	784,390.61	0.00	784,390.61
PNC Equip. Loan - L/T	593,934.97	0.00	593,934.97
<b>Total Sewer - Long Term Liabilities</b>	<b>1,390,527.14</b>	<b>0.00</b>	<b>1,390,527.14</b>
<b>Water - Long Term Liabilities</b>			
Accrued Vacations	0.00	12,201.57	12,201.57
Deferred on Refunding	0.00	-206,234.00	-206,234.00
Due to Sewer Fund	0.00	117,867.09	117,867.09
GO Bonds - L/T	0.00	10,603,044.74	10,603,044.74
PNC Equip. Loan - L/T	0.00	593,935.01	593,935.01
SRF Loan Payable - X102	0.00	127,373.47	127,373.47
SRF Loan Payable - X109	0.00	3,380,299.53	3,380,299.53
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>14,628,487.41</b>	<b>14,628,487.41</b>
<b>Total Long Term Liabilities</b>	<b>1,390,527.14</b>	<b>14,628,487.41</b>	<b>16,019,014.55</b>
<b>Total Liabilities</b>	<b>1,480,790.96</b>	<b>15,396,142.49</b>	<b>16,876,933.45</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	-60,282.74	0.00	-60,282.74
<b>Total Sewer - Equity Accounts</b>	<b>11,994,262.33</b>	<b>0.00</b>	<b>11,994,262.33</b>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	60,282.74	60,282.74
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>2,751,337.75</b>	<b>2,751,337.75</b>
Equity Adjustment Account	1,706,078.38	3,587,883.91	5,293,962.29
Net Income	-710,961.07	234,953.87	-476,007.20
<b>Total Equity</b>	<b>12,989,379.64</b>	<b>6,574,175.53</b>	<b>19,563,555.17</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,470,170.60</b>	<b>21,970,318.02</b>	<b>36,440,488.62</b>

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through October 2017

	Jul - Oct 17	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	11,859.90	11,433.32	426.58
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,010.00	1,166.64	-156.64
4420 · Administrative Fee (Remodel)	708.00	666.64	41.36
4430 · Inspection Fee (New Constr)	954.00	1,166.64	-212.64
4440 · Inspection Fee (Remodel)	0.00	1,333.32	-1,333.32
4460 · Remodel Fees	6,480.00	1,333.32	5,146.68
<b>Total 4400 · Fees</b>	<b>9,152.00</b>	<b>5,666.56</b>	<b>3,485.44</b>
4610 · Property Tax Receipts	388.58	117,500.00	-117,111.42
4710 · Sewer Service Charges	0.00	667,723.64	-667,723.64
4720 · Sewer Service Refunds, Customer	0.00	-1,333.32	1,333.32
4760 · Waste Collection Revenues	7,102.39	7,333.32	-230.93
4990 · Other Revenue	6.82		
<b>Total Income</b>	<b>28,509.69</b>	<b>808,323.52</b>	<b>-779,813.83</b>
<b>Gross Profit</b>	<b>28,509.69</b>	<b>808,323.52</b>	<b>-779,813.83</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	3,732.04	2,166.64	1,565.40
5200 · Board of Directors			
5210 · Board Meetings	756.25	1,333.32	-577.07
5220 · Director Fees	937.50	1,100.00	-162.50
<b>Total 5200 · Board of Directors</b>	<b>1,693.75</b>	<b>2,433.32</b>	<b>-739.57</b>
5250 · Conference Attendance	1,097.50	666.64	430.86
5270 · Information Systems	240.00	2,000.00	-1,760.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	166.64	-166.64
5320 · Property & Liability Insurance	2,160.70	666.64	1,494.06
<b>Total 5300 · Insurance</b>	<b>2,160.70</b>	<b>833.28</b>	<b>1,327.42</b>
5350 · LAFCO Assessment	0.00	666.64	-666.64
5400 · Legal			
5420 · Meeting Attendance, Legal	3,927.50	3,166.64	760.86
5430 · General Legal	3,882.50	8,333.32	-4,450.82
5440 · Litigation	54,169.75		
<b>Total 5400 · Legal</b>	<b>61,979.75</b>	<b>11,499.96</b>	<b>50,479.79</b>
5510 · Maintenance, Office	746.20	2,666.64	-1,920.44
5540 · Office Supplies	1,486.67	2,666.64	-1,179.97
5550 · Postage	229.17	833.32	-604.15
5560 · Printing & Publishing	274.02	1,000.00	-725.98

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through October 2017

	Jul - Oct 17	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	9,200.00	10,000.00	-800.00
5620 · Audit	9,800.00	4,333.32	5,466.68
5630 · Consulting	6,110.12	9,333.32	-3,223.20
5640 · Data Services	6,750.34	2,000.00	4,750.34
5650 · Labor & HR Support	1,303.00	833.32	469.68
5660 · Payroll Services	289.72	316.64	-26.92
<b>Total 5600 · Professional Services</b>	<b>33,453.18</b>	<b>26,816.60</b>	<b>6,636.58</b>
5710 · San Mateo Co. Tax Roll Charges	0.00	833.32	-833.32
5720 · Telephone & Internet	6,551.73	5,500.00	1,051.73
5730 · Mileage Reimbursement	0.00	500.00	-500.00
5740 · Reference Materials	0.00	66.64	-66.64
5790 · Other Administrative	435.19		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	6,141.57	5,148.32	993.25
5820 · Employee Benefits	16,524.22	11,878.32	4,645.90
5830 · Disability Insurance	453.44	511.32	-57.88
5840 · Payroll Taxes	5,200.61	5,626.32	-425.71
5850 · PARS	5,638.94	4,687.00	951.94
<b>5900 · Wages</b>			
5910 · Management	39,560.08	34,575.00	4,985.08
5920 · Staff	47,718.39	37,533.00	10,185.39
5930 · Staff Certification	600.00	600.00	0.00
5940 · Staff Overtime	345.90	838.00	-492.10
<b>Total 5900 · Wages</b>	<b>88,224.37</b>	<b>73,546.00</b>	<b>14,678.37</b>
5960 · Worker's Comp Insurance	1,114.08	815.64	298.44
<b>Total 5800 · Labor</b>	<b>123,297.23</b>	<b>102,212.92</b>	<b>21,084.31</b>
<b>Total 5000 · Administrative</b>	<b>237,377.13</b>	<b>163,362.56</b>	<b>74,014.57</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	3,333.32	-3,333.32
6195 · Education & Training	28.61	333.32	-304.71
<b>6200 · Engineering</b>			
6210 · Meeting Attendance, Engineering	0.00	666.64	-666.64
6220 · General Engineering	35,030.50	16,666.64	18,363.86
<b>Total 6200 · Engineering</b>	<b>35,030.50</b>	<b>17,333.28</b>	<b>17,697.22</b>
6320 · Equipment & Tools, Expensed	0.00	333.32	-333.32
<b>6330 · Facilities</b>			
6335 · Alarm Services	2,194.14	1,900.00	294.14
6337 · Landscaping	570.00	800.00	-230.00
<b>Total 6330 · Facilities</b>	<b>2,764.14</b>	<b>2,700.00</b>	<b>64.14</b>

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July through October 2017

	Jul - Oct 17	Sewer Budget	\$ Over Budget
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	11,004.18	10,666.64	337.54
<b>Total 6400 · Pumping</b>	11,004.18	10,666.64	337.54
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	3,333.32	-3,333.32
<b>Total 6600 · Collection/Transmission</b>	0.00	3,333.32	-3,333.32
<b>6800 · Vehicles</b>			
6810 · Fuel	0.00	266.64	-266.64
6820 · Truck Equipment, Expensed	0.00	53.32	-53.32
6830 · Truck Repairs	0.00	133.32	-133.32
<b>Total 6800 · Vehicles</b>	0.00	453.28	-453.28
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	93,136.00	95,311.32	-2,175.32
6920 · SAM Operations	370,841.00	419,773.32	-48,932.32
6940 · SAM Maintenance, Collection Sys	0.00	13,333.32	-13,333.32
6950 · SAM Maintenance, Pumping	0.00	16,666.64	-16,666.64
<b>Total 6900 · Sewer Authority Midcoastside</b>	463,977.00	545,084.60	-81,107.60
<b>Total 6000 · Operations</b>	512,804.43	583,571.08	-70,766.65
<b>Total Expense</b>	750,181.56	746,933.64	3,247.92
<b>Net Ordinary Income</b>	-721,671.87	61,389.88	-783,061.75
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	101,069.00	48,192.00	52,877.00
7120 · Connection Fees (Remodel)	10,445.50	16,666.64	-6,221.14
<b>Total 7100 · Connection Fees</b>	111,514.50	64,858.64	46,655.86
7200 · Interest Income - LAIF	0.00	3,750.00	-3,750.00
<b>Total 7000 · Capital Account Revenues</b>	111,514.50	68,608.64	42,905.86
<b>Total Other Income</b>	111,514.50	68,608.64	42,905.86
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	93,279.00	546,666.64	-453,387.64
<b>Total 8000 · Capital Improvement Program</b>	93,279.00	546,666.64	-453,387.64

1:36 PM

11/21/17

Accrual Basis

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July through October 2017

	Jul - Oct 17	Sewer Budget	\$ Over Budget
<b>9000 - Capital Account Expenses</b>			
<b>9125 - PNC Equipment Lease Interest</b>	5,459.41	6,093.32	-633.91
<b>9200 - I-Bank Loan</b>	2,065.29	12,392.00	-10,326.71
<b>Total 9000 - Capital Account Expenses</b>	7,524.70	18,485.32	-10,960.62
<b>Total Other Expense</b>	100,803.70	565,151.96	-464,348.26
<b>Net Other Income</b>	10,710.80	-496,543.32	507,254.12
<b>Net Income</b>	<b>-710,961.07</b>	<b>-435,153.44</b>	<b>-275,807.63</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through October 2017

	Jul - Oct 17	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	11,859.94	11,433.32	426.62
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,010.00	1,833.32	-823.32
4420 · Administrative Fee (Remodel)	505.00	300.00	205.00
4430 · Inspection Fee (New Constr)	954.00	1,666.64	-712.64
4440 · Inspection Fee (Remodel)	477.00	216.64	260.36
4460 · Remodel Fees	306.75		
4470 · Other Fees	158.79		
<b>Total 4400 · Fees</b>	<b>3,411.54</b>	<b>4,016.60</b>	<b>-605.06</b>
4610 · Property Tax Receipts	388.58		
4740 · Testing, Backflow	8,402.00	4,333.32	4,068.68
4810 · Water Sales, Domestic	690,547.62	638,498.64	52,048.98
4850 · Water Sales Refunds, Customer	0.00	-1,000.00	1,000.00
4990 · Other Revenue	286.81		
<b>Total Income</b>	<b>714,896.49</b>	<b>657,281.88</b>	<b>57,614.61</b>
<b>Gross Profit</b>	<b>714,896.49</b>	<b>657,281.88</b>	<b>57,614.61</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	219.83	2,333.32	-2,113.49
5200 · Board of Directors			
5210 · Board Meetings	756.25	1,333.32	-577.07
5220 · Director Fees	937.50	1,100.00	-162.50
<b>Total 5200 · Board of Directors</b>	<b>1,693.75</b>	<b>2,433.32</b>	<b>-739.57</b>
5240 · CDPH Fees	0.00	5,166.64	-5,166.64
5250 · Conference Attendance	3,361.25	1,333.32	2,027.93
5270 · Information Systems	240.00	1,000.00	-760.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	166.64	-166.64
5320 · Property & Liability Insurance	0.00	900.00	-900.00
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>1,066.64</b>	<b>-1,066.64</b>
5350 · LAFCO Assessment	0.00	833.32	-833.32
5400 · Legal			
5420 · Meeting Attendance, Legal	1,610.00	2,833.32	-1,223.32
5430 · General Legal	4,217.50	20,000.00	-15,782.50
<b>Total 5400 · Legal</b>	<b>5,827.50</b>	<b>22,833.32</b>	<b>-17,005.82</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through October 2017

	Jul - Oct 17	Water Budget	\$ Over Budget
5510 · Maintenance, Office	857.40	2,666.64	-1,809.24
5530 · Memberships	1,015.20	6,000.00	-4,984.80
5540 · Office Supplies	1,486.63	2,666.64	-1,180.01
5550 · Postage	1,761.42	2,500.00	-738.58
5560 · Printing & Publishing	274.00	666.64	-392.64
5600 · Professional Services			
5610 · Accounting	9,200.00	10,000.00	-800.00
5620 · Audit	9,800.00	4,333.32	5,466.68
5630 · Consulting	8,650.57	8,333.32	317.25
5640 · Data Services	3,447.47		
5650 · Labor & HR Support	1,303.00	750.00	553.00
5660 · Payroll Services	289.69	316.64	-26.95
<b>Total 5600 · Professional Services</b>	<b>32,690.73</b>	<b>23,733.28</b>	<b>8,957.45</b>
5720 · Telephone & Internet	6,946.83	7,460.00	-513.17
5730 · Mileage Reimbursement	0.00	666.64	-666.64
5740 · Reference Materials	0.00	266.64	-266.64
5790 · Other Administrative	615.08		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	11,823.48	11,837.64	-14.16
5820 · Employee Benefits	24,593.16	28,952.00	-4,358.84
5830 · Disability Insurance	1,122.04	1,212.32	-90.28
5840 · Payroll Taxes	12,767.25	14,098.00	-1,330.75
5850 · PARS	9,592.75	9,384.00	208.75
5900 · Wages			
5910 · Management	39,560.07	34,575.00	4,985.07
5920 · Staff	122,597.77	118,252.32	4,345.45
5930 · Staff Certification	3,325.00	3,000.00	325.00
5940 · Staff Overtime	14,603.62	18,610.32	-4,006.70
5950 · Staff Standby	8,456.88	8,649.00	-192.12
<b>Total 5900 · Wages</b>	<b>188,543.34</b>	<b>183,086.64</b>	<b>5,456.70</b>
5960 · Worker's Comp Insurance	4,848.27	6,649.32	-1,801.05
<b>Total 5800 · Labor</b>	<b>253,290.29</b>	<b>255,219.92</b>	<b>-1,929.63</b>
<b>Total 5000 · Administrative</b>	<b>310,279.91</b>	<b>338,846.28</b>	<b>-28,566.37</b>
6000 · Operations			
6160 · Backflow Prevention	0.00	333.32	-333.32
6170 · Claims, Property Damage	0.00	3,333.32	-3,333.32
6180 · Communications			
6185 · SCADA Maintenance	797.00	6,666.64	-5,869.64
6180 · Communications - Other	1,764.83		
<b>Total 6180 · Communications</b>	<b>2,561.83</b>	<b>6,666.64</b>	<b>-4,104.81</b>
6195 · Education & Training	2,508.61	2,333.32	175.29

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through October 2017

	Jul - Oct 17	Water Budget	\$ Over Budget
<b>6200 - Engineering</b>			
6210 - Meeting Attendance, Engineering	0.00	666.64	-666.64
6220 - General Engineering	3,063.75	6,666.64	-3,602.89
6230 - Water Quality Engineering	25,311.25	21,666.64	3,644.61
<b>Total 6200 - Engineering</b>	28,375.00	28,999.92	-624.92
<b>6320 - Equipment &amp; Tools, Expensed</b>	2,297.59	1,666.64	630.95
<b>6330 - Facilities</b>			
6335 - Alarm Services	254.04	266.64	-12.60
6337 - Landscaping	1,283.47	2,000.00	-716.53
<b>Total 6330 - Facilities</b>	1,537.51	2,266.64	-729.13
<b>6370 - Lab Supplies &amp; Equipment</b>	278.20	333.32	-55.12
<b>6400 - Pumping</b>			
6410 - Pumping Fuel & Electricity	19,474.77	30,000.00	-10,525.23
6420 - Pumping Maintenance, Generators	4,317.64	3,333.32	984.32
6430 - Pumping Maintenance, General	0.00	2,333.32	-2,333.32
6440 - Pumping Equipment, Expensed	0.00	666.64	-666.64
<b>Total 6400 - Pumping</b>	23,792.41	36,333.28	-12,540.87
<b>6500 - Supply</b>			
6510 - Maintenance, Raw Water Mains	1,444.78	666.64	778.14
6520 - Maintenance, Wells	2,035.47	3,333.32	-1,297.85
6530 - Water Purchases	12,817.37	13,333.32	-515.95
<b>Total 6500 - Supply</b>	16,297.62	17,333.28	-1,035.66
<b>6600 - Collection/Transmission</b>			
6610 - Hydrants	375.29	333.32	41.97
6620 - Maintenance, Water Mains	3,172.68	18,333.32	-15,160.64
6630 - Maintenance, Water Svc Lines	2,860.66	8,333.32	-5,472.66
6640 - Maintenance, Tanks	35.81	333.32	-297.51
6650 - Maint., Distribution General	97.88	3,333.32	-3,235.44
6670 - Meters	1,066.27	833.32	232.95
<b>Total 6600 - Collection/Transmission</b>	7,608.59	31,499.92	-23,891.33
<b>6700 - Treatment</b>			
6710 - Chemicals & Filtering	2,339.40	10,000.00	-7,660.60
6720 - Maintenance, Treatment Equip.	1,536.89	1,333.32	203.57
6730 - Treatment Analysis	11,628.99	10,000.00	1,628.99
<b>Total 6700 - Treatment</b>	15,505.28	21,333.32	-5,828.04
<b>6770 - Uniforms</b>	2,338.18	4,000.00	-1,661.82

1:37 PM

11/21/17

Accrual Basis

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through October 2017

	Jul - Oct 17	Water Budget	\$ Over Budget
<b>6800 - Vehicles</b>			
6810 - Fuel	1,650.73	2,666.64	-1,015.91
6820 - Truck Equipment, Expensed	6.84	333.32	-326.48
6830 - Truck Repairs	1,025.62	1,666.64	-641.02
<b>Total 6800 - Vehicles</b>	2,683.19	4,666.60	-1,983.41
<b>Total 6000 - Operations</b>	105,784.01	161,099.52	-55,315.51
<b>Total Expense</b>	416,063.92	499,945.80	-83,881.88
<b>Net Ordinary Income</b>	298,832.57	157,336.08	141,496.49
<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)	17,302.00	57,673.32	-40,371.32
7130 - Conn. Fees, PFP (New Constr)	0.00	26,666.64	-26,666.64
<b>Total 7100 - Connection Fees</b>	17,302.00	84,339.96	-67,037.96
<b>7600 - Bond Revenues, G.O.</b>	1,751.30	383,478.64	-381,727.34
<b>Total 7000 - Capital Account Revenues</b>	19,053.30	467,818.60	-448,765.30
<b>Total Other Income</b>	19,053.30	467,818.60	-448,765.30
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8100 - Water	53,586.00	237,833.32	-184,247.32
<b>Total 8000 - Capital Improvement Program</b>	53,586.00	237,833.32	-184,247.32
<b>9000 - Capital Account Expenses</b>			
9100 - Interest Expense - GO Bonds	23,086.56	138,519.00	-115,432.44
9125 - PNC Equipment Lease Interest	5,459.44	6,093.32	-633.88
9150 - SRF Loan	0.00	17,512.00	-17,512.00
9210 - Conservation Program/Rebates	800.00	166.64	633.36
<b>Total 9000 - Capital Account Expenses</b>	29,346.00	162,290.96	-132,944.96
<b>Total Other Expense</b>	82,932.00	400,124.28	-317,192.28
<b>Net Other Income</b>	-63,878.70	67,694.32	-131,573.02
<b>Net Income</b>	<b>234,953.87</b>	<b>225,030.40</b>	<b>9,923.47</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2017 through June 2018**

**Assets and Reserves Information**

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	2,699,856.60	2,395,438.17	2,175,531.48	1,926,361.64											
<b>Sewer - Reserve Accounts</b>															
LAIF -															
Capital Reserve	3,886,001.12	3,891,836.12	3,891,836.12	3,891,836.12									2,679,500.00	1,206,501.12	145%
Connection Fees Reserve	194,576.00	194,576.00	194,576.00	194,576.00									194,576.00	-	100%
Operating Reserve	240,073.00	240,073.00	240,073.00	240,073.00									281,893.00	(41,820.00)	85%
Sub-total	4,320,650.12	4,326,485.12	4,326,485.12	4,326,485.12	-	-	-	-	-	-	-	-			
<b>Water - Operations</b>															
Wells Fargo Operating - Water	736,973.18	748,608.06	762,530.73	775,543.19											
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00									1,049,567.00	(651,318.00)	38%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00									253,020.00	-	100%
SRF Reserve				48,222.00									48,222.00	-	0%
Operating Reserve	94,231.00	94,231.00	94,231.00	46,009.00									250,573.00	(204,564.00)	38%
Sub-total	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											
Cost of issuance	122.94	122.94	122.94	122.94											
GO Bonds Fund	1,438,990.58	899,200.84	899,949.69	900,952.14											
Sub-total	1,439,549.65	899,759.91	900,508.76	901,511.21	-	-	-	-	-	-	-	-			
Total Cash and equivalents	<u>9,942,529.55</u>	<u>9,115,791.26</u>	<u>8,910,556.09</u>	<u>8,675,401.16</u>	<u>-</u>										

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
4220 · Cell Tower Lease	2,954.35	2,954.35	2,954.35	2,996.85									11,859.90	31,441.67	-19,581.77	37.72%	
<b>4400 · Fees</b>																	
4410 · Administrative Fee (New Constr)	505.00		505.00										1,010.00	3,208.34	-2,198.34	31.48%	
4420 · Administrative Fee (Remodel)	354.00	354.00											708.00	1,833.34	-1,125.34	38.62%	
4430 · Inspection Fee (New Constr)	477.00		477.00										954.00	3,208.34	-2,254.34	29.74%	
4440 · Inspection Fee (Remodel)														3,666.67	-3,666.67		
4460 · Remodel Fees	708.00		354.00	5,418.00									6,480.00	3,666.67	2,813.33	176.73%	
<b>Total 4400 · Fees</b>	2,044.00	354.00	1,336.00	5,418.00									9,152.00	15,583.36	-6,431.36	58.73%	
4610 · Property Tax Receipts		155.06		233.52									388.58	235,000.00	-234,611.42	0.17%	
4710 · Sewer Service Charges														1,836,240.09	-1,836,240.09		
4720 · Sewer Service Refunds, Customer														-3,666.67	3,666.67		
4760 · Waste Collection Revenues	984.47	2,604.03	1,058.29	2,455.60									7,102.39	20,166.67	-13,064.28	35.22%	
4990 · Other Revenue		6.82											6.82				
<b>Total Income</b>	5,982.82	6,074.26	5,348.64	11,103.97									28,509.69	2,134,765.12	-2,106,255.43	1.34%	
<b>Gross Profit</b>	5,982.82	6,074.26	5,348.64	11,103.97									28,509.69	2,134,765.12	-2,106,255.43	1.34%	
<b>Expense</b>																	
<b>5000 · Administrative</b>																	
5190 · Bank Fees	2,740.81	321.48	333.71	336.04									3,732.04	5,958.34	-2,226.30	62.64%	
<b>5200 · Board of Directors</b>																	
5210 · Board Meetings		125.00	631.25										756.25	3,666.67	-2,910.42	20.63%	
5220 · Director Fees		187.50		750.00									937.50	3,025.00	-2,087.50	30.99%	
5230 · Election Expenses																	
<b>Total 5200 · Board of Directors</b>		312.50	631.25	750.00									1,693.75	6,691.67	-4,997.92	25.31%	
5250 · Conference Attendance		100.00	997.50										1,097.50	1,833.34	-735.84	59.86%	
5270 · Information Systems		180.00	60.00										240.00	5,500.00	-5,260.00	4.36%	
<b>5300 · Insurance</b>																	
5310 · Fidelity Bond														458.34	-458.34		
5320 · Property & Liability Insurance				2,160.70									2,160.70	1,833.34	327.36	117.86%	
<b>Total 5300 · Insurance</b>				2,160.70									2,160.70	2,291.68	-130.98	94.29%	
5350 · LAFCO Assessment														1,833.34	-1,833.34		
<b>5400 · Legal</b>																	
5420 · Meeting Attendance, Legal		845.00		3,082.50									3,927.50	8,708.34	-4,780.84	45.1%	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2017 through June 2018

												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5430 - General Legal		3,170.00	62.50	650.00									3,882.50	22,916.67	-19,034.17	16.94%
5440 - Litigation		8,275.00	32,110.00	13,784.75									54,169.75			
<b>Total 5400 - Legal</b>		12,290.00	32,172.50	17,517.25									61,979.75	31,625.01	30,354.74	195.98%
5510 - Maintenance, Office		193.50	392.70	160.00									746.20	7,333.34	-6,587.14	10.18%
5540 - Office Supplies		845.76	335.56	305.35									1,486.67	7,333.34	-5,846.67	20.27%
5550 - Postage			229.17										229.17	2,291.67	-2,062.50	10.0%
5560 - Printing & Publishing		131.33	31.50	111.19									274.02	2,750.00	-2,475.98	9.96%
5600 - Professional Services																
5610 - Accounting			4,700.00	4,500.00									9,200.00	27,500.00	-18,300.00	33.46%
5620 - Audit		6,000.00		3,800.00									9,800.00	11,916.67	-2,116.67	82.24%
5630 - Consulting		1,929.38	1,565.67	2,615.07									6,110.12	25,666.67	-19,556.55	23.81%
5640 - Data Services		899.50		5,850.84									6,750.34	5,500.00	1,250.34	122.73%
5650 - Labor & HR Support		194.50	539.00	569.50									1,303.00	2,291.67	-988.67	56.86%
5660 - Payroll Services	74.02	72.96	70.84	71.90									289.72	870.84	-581.12	33.27%
<b>Total 5600 - Professional Services</b>	74.02	9,096.34	6,875.51	17,407.31									33,453.18	73,745.85	-40,292.67	45.36%
5710 - San Mateo Co. Tax Roll Charges														2,291.67	-2,291.67	
5720 - Telephone & Internet		1,878.29	2,114.58	2,558.86									6,551.73	15,125.00	-8,573.27	43.32%
5730 - Mileage Reimbursement														1,375.00	-1,375.00	
5740 - Reference Materials														183.34	-183.34	
5790 - Other Administrative			316.19	119.00									435.19			
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,574.10	1,628.46	1,689.14	1,249.87									6,141.57	14,157.92	-8,016.35	43.38%
5820 - Employee Benefits	6,092.66		6,778.01	3,653.55									16,524.22	32,665.42	-16,141.20	50.59%
5830 - Disability Insurance		113.36	113.36	226.72									453.44	1,406.17	-952.73	32.25%
5840 - Payroll Taxes	1,720.28	1,676.31	935.40	868.62									5,200.61	15,472.42	-10,271.81	33.61%
5850 - PARS	1,451.93	1,493.70	1,545.86	1,147.45									5,638.94	12,889.25	-7,250.31	43.75%
5900 - Wages																
5910 - Management	8,125.00	8,125.00	14,687.50	8,622.58									39,560.08	95,081.25	-55,521.17	41.61%
5920 - Staff	14,212.21	14,854.60	9,123.82	9,527.76									47,718.39	103,215.75	-55,497.36	46.23%
5930 - Staff Certification	150.00	150.00	150.00	150.00									600.00	1,650.00	-1,050.00	36.36%
5940 - Staff Overtime		134.12	169.42	42.36									345.90	2,304.50	-1,958.60	15.01%
<b>Total 5900 - Wages</b>	22,487.21	23,263.72	24,130.74	18,342.70									88,224.37	202,251.50	-114,027.13	43.62%
5960 - Worker's Comp Insurance				1,114.08									1,114.08	2,243.09	-1,129.01	49.67%
<b>Total 5800 - Labor</b>	33,326.18	28,175.55	35,192.51	26,602.99									123,297.23	281,085.77	-157,788.54	43.87%
<b>Total 5000 - Administrative</b>	36,141.01	53,524.75	79,682.68	68,028.69									237,377.13	449,248.36	-211,871.23	52.84%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>6000 - Operations</b>																
6170 - Claims, Property Damage														9,166.67	-9,166.67	
6195 - Education & Training				28.61									28.61	916.67	-888.06	3.12%
<b>6200 - Engineering</b>																
6210 - Meeting Attendance, Engineering														1,833.34	-1,833.34	
6220 - General Engineering		4,212.50	3,982.50	26,835.50									35,030.50	45,833.34	-10,802.84	76.43%
<b>Total 6200 - Engineering</b>		4,212.50	3,982.50	26,835.50									35,030.50	47,666.68	-12,636.18	73.49%
<b>6320 - Equipment &amp; Tools, Expensed</b>														916.67	-916.67	
<b>6330 - Facilities</b>																
6335 - Alarm Services	659.70	518.82	888.60	127.02									2,194.14	5,225.00	-3,030.86	41.99%
6337 - Landscaping		190.00	190.00	190.00									570.00	2,200.00	-1,630.00	25.91%
<b>Total 6330 - Facilities</b>	659.70	708.82	1,078.60	317.02									2,764.14	7,425.00	-4,660.86	37.23%
<b>6400 - Pumping</b>																
6410 - Pumping Fuel & Electricity		2,528.80	2,875.13	5,600.25									11,004.18	29,333.34	-18,329.16	37.51%
<b>Total 6400 - Pumping</b>		2,528.80	2,875.13	5,600.25									11,004.18	29,333.34	-18,329.16	37.51%
<b>6600 - Collection/Transmission</b>																
6660 - Maintenance, Collection System														9,166.67	-9,166.67	
<b>Total 6600 - Collection/Transmission</b>														9,166.67	-9,166.67	
<b>6800 - Vehicles</b>																
6810 - Fuel														733.34	-733.34	
6820 - Truck Equipment, Expensed														146.67	-146.67	
6830 - Truck Repairs														366.67	-366.67	
<b>Total 6800 - Vehicles</b>														1,246.68	-1,246.68	
<b>6900 - Sewer Authority Midcoastside</b>																
6910 - SAM Collections	26,800.67	19,767.33	23,284.00	23,284.00									93,136.00	262,106.17	-168,970.17	35.53%
6920 - SAM Operations		185,420.50	92,710.25	92,710.25									370,841.00	1,154,376.67	-783,535.67	32.13%
6940 - SAM Maintenance, Collection Sys														36,666.67	-36,666.67	
6950 - SAM Maintenance, Pumping														45,833.34	-45,833.34	
<b>Total 6900 - Sewer Authority Midcoastside</b>	26,800.67	205,187.83	115,994.25	115,994.25									463,977.00	1,498,982.85	-1,035,005.85	30.95%
<b>Total 6000 - Operations</b>	27,460.37	212,637.95	123,930.48	148,775.63									512,804.43	1,604,821.23	-1,092,016.80	31.95%
<b>Total Expense</b>	63,601.38	266,162.70	203,613.16	216,804.32									750,181.56	2,054,069.59	-1,303,888.03	36.52%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Net Ordinary Income</b>	-57,618.56	-260,088.44	-198,264.52	-205,700.35									-721,671.87	80,695.53	-802,367.40	-894.32%
<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)	52,056.00		49,013.00										101,069.00	132,528.00	-31,459.00	76.26%
7120 - Connection Fees (Remodel)	6,237.50	498.50	3,489.50	220.00									10,445.50	45,833.34	-35,387.84	22.79%
<b>Total 7100 - Connection Fees</b>	<b>58,293.50</b>	<b>498.50</b>	<b>52,502.50</b>	<b>220.00</b>									<b>111,514.50</b>	<b>178,361.34</b>	<b>-66,846.84</b>	<b>62.52%</b>
<b>7200 - Interest Income - LAIF</b>														15,000.00	-15,000.00	
<b>Total 7000 - Capital Account Revenues</b>	<b>58,293.50</b>	<b>498.50</b>	<b>52,502.50</b>	<b>220.00</b>									<b>111,514.50</b>	<b>193,361.34</b>	<b>-81,846.84</b>	<b>57.67%</b>
<b>Total Other Income</b>	<b>58,293.50</b>	<b>498.50</b>	<b>52,502.50</b>	<b>220.00</b>									<b>111,514.50</b>	<b>193,361.34</b>	<b>-81,846.84</b>	<b>57.67%</b>
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
8075 - Sewer		3,275.00	17,815.00	72,189.00									93,279.00	1,503,333.34	-1,410,054.34	6.21%
<b>Total 8000 - Capital Improvement Program</b>		<b>3,275.00</b>	<b>17,815.00</b>	<b>72,189.00</b>									<b>93,279.00</b>	<b>1,503,333.34</b>	<b>-1,410,054.34</b>	<b>6.21%</b>
<b>9000 - Capital Account Expenses</b>																
9125 - PNC Equipment Lease Interest	787.85	1,566.77	1,557.19	1,547.60									5,459.41	16,756.67	-11,297.26	32.58%
9175 - Capital Assessment - SAM																
9200 - I-Bank Loan	2,065.29												2,065.29	24,354.00	-22,288.71	8.48%
<b>Total 9000 - Capital Account Expenses</b>	<b>2,853.14</b>	<b>1,566.77</b>	<b>1,557.19</b>	<b>1,547.60</b>									<b>7,524.70</b>	<b>41,110.67</b>	<b>-33,585.97</b>	<b>18.3%</b>
<b>Total Other Expense</b>	<b>2,853.14</b>	<b>4,841.77</b>	<b>19,372.19</b>	<b>73,736.60</b>									<b>100,803.70</b>	<b>1,544,444.01</b>	<b>-1,443,640.31</b>	<b>6.53%</b>
<b>Net Other Income</b>	<b>55,440.36</b>	<b>-4,343.27</b>	<b>33,130.31</b>	<b>-73,516.60</b>									<b>10,710.80</b>	<b>-1,351,082.67</b>	<b>1,361,793.47</b>	<b>-0.79%</b>
<b>Net Income</b>	<b>-2,178.20</b>	<b>-264,431.71</b>	<b>-165,134.21</b>	<b>-279,216.95</b>									<b>-710,961.07</b>	<b>-1,270,387.14</b>	<b>559,426.07</b>	<b>55.96%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease	2,954.36	2,954.36	2,954.36	2,996.86									11,859.94	31,441.67	-19,581.73	37.72%
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)	505.00		505.00										1,010.00	5,041.67	-4,031.67	20.03%
4420 · Administrative Fee (Remodel)			505.00										505.00	825.00	-320.00	61.21%
4430 · Inspection Fee (New Constr)	477.00		477.00										954.00	4,583.34	-3,629.34	20.82%
4440 · Inspection Fee (Remodel)			477.00										477.00	595.84	-118.84	80.06%
4460 · Remodel Fees			306.75										306.75			
4470 · Other Fees				158.79									158.79			
<b>Total 4400 · Fees</b>	982.00		2,270.75	158.79									3,411.54	11,045.85	-7,634.31	30.89%
4610 · Property Tax Receipts		155.06		233.52									388.58	117,500.00	-117,111.42	0.33%
4740 · Testing, Backflow	5,322.00	3,080.00											8,402.00	11,916.67	-3,514.67	70.51%
4810 · Water Sales, Domestic	172,926.20	269,602.18	204,168.97	43,850.27									690,547.62	1,755,871.34	-1,065,323.72	39.33%
4850 · Water Sales Refunds, Customer														-2,750.00	2,750.00	
4990 · Other Revenue		286.81											286.81			
<b>Total Income</b>	182,184.56	276,078.41	209,394.08	47,239.44									714,896.49	1,925,025.53	-1,210,129.04	37.14%
<b>Gross Profit</b>	182,184.56	276,078.41	209,394.08	47,239.44									714,896.49	1,925,025.53	-1,210,129.04	37.14%
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees	76.10	126.15	3.43	14.15									219.83	6,416.67	-6,196.84	3.43%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings		125.00	631.25										756.25	3,666.67	-2,910.42	20.63%
5220 · Director Fees		187.50		750.00									937.50	3,025.00	-2,087.50	30.99%
5230 · Election Expenses																
<b>Total 5200 · Board of Directors</b>		312.50	631.25	750.00									1,693.75	6,691.67	-4,997.92	25.31%
5240 · CDPH Fees														14,208.34	-14,208.34	
5250 · Conference Attendance		100.00	997.50	2,263.75									3,361.25	3,666.67	-305.42	91.67%
5270 · Information Systems		180.00	60.00										240.00	2,750.00	-2,510.00	8.73%
<b>5300 · Insurance</b>																
5310 · Fidelity Bond														458.34	-458.34	
5320 · Property & Liability Insurance														2,475.00	-2,475.00	
<b>Total 5300 · Insurance</b>														2,933.34	-2,933.34	
5350 · LAFCO Assessment														2,291.67	-2,291.67	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
<b>5400 · Legal</b>																	
5420 · Meeting Attendance, Legal		842.50		767.50									1,610.00	7,791.67	-6,181.67	20.66%	
5430 · General Legal		692.50	2,925.00	600.00									4,217.50	55,000.00	-50,782.50	7.67%	
<b>Total 5400 · Legal</b>		1,535.00	2,925.00	1,367.50									5,827.50	62,791.67	-56,964.17	9.28%	
<b>5510 · Maintenance, Office</b>		193.50	503.90	160.00									857.40	7,333.34	-6,475.94	11.69%	
<b>5530 · Memberships</b>		842.70		172.50									1,015.20	16,500.00	-15,484.80	6.15%	
<b>5540 · Office Supplies</b>		845.75	335.54	305.34									1,486.63	7,333.34	-5,846.71	20.27%	
<b>5550 · Postage</b>		499.81	1,035.26	226.35									1,761.42	6,875.00	-5,113.58	25.62%	
<b>5560 · Printing &amp; Publishing</b>		131.32	31.50	111.18									274.00	1,833.34	-1,559.34	14.95%	
<b>5600 · Professional Services</b>																	
5610 · Accounting			4,700.00	4,500.00									9,200.00	27,500.00	-18,300.00	33.46%	
5620 · Audit		6,000.00		3,800.00									9,800.00	11,916.67	-2,116.67	82.24%	
5630 · Consulting		1,929.37	1,565.67	5,155.53									8,650.57	22,916.67	-14,266.10	37.75%	
5640 · Data Services		899.50		2,547.97									3,447.47				
5650 · Labor & HR Support		194.50	539.00	569.50									1,303.00	2,062.50	-759.50	63.18%	
5660 · Payroll Services	74.00	72.95	70.84	71.90									289.69	870.84	-581.15	33.27%	
<b>Total 5600 · Professional Services</b>	74.00	9,096.32	6,875.51	16,644.90									32,690.73	65,266.68	-32,575.95	50.09%	
<b>5720 · Telephone &amp; Internet</b>		2,220.11	2,127.92	2,598.80									6,946.83	20,515.00	-13,568.17	33.86%	
<b>5730 · Mileage Reimbursement</b>													1,833.34		-1,833.34		
<b>5740 · Reference Materials</b>													733.34		-733.34		
<b>5790 · Other Administrative</b>			496.08	119.00									615.08				
<b>5800 · Labor</b>																	
5810 · CalPERS 457 Deferred Plan	2,732.09	2,911.11	3,307.76	2,872.52									11,823.48	32,553.59	-20,730.11	36.32%	
5820 · Employee Benefits	11,334.17	-507.45	6,527.58	7,238.86									24,593.16	79,618.00	-55,024.84	30.89%	
5830 · Disability Insurance		280.51	280.51	561.02									1,122.04	3,333.92	-2,211.88	33.66%	
5840 · Payroll Taxes	3,247.71	3,485.55	3,044.82	2,989.17									12,767.25	38,769.50	-26,002.25	32.93%	
5850 · PARS	2,196.04	2,401.72	2,665.36	2,329.63									9,592.75	25,806.00	-16,213.25	37.17%	
<b>5900 · Wages</b>																	
5910 · Management	8,125.00	8,125.00	14,687.50	8,622.57									39,560.07	95,081.25	-55,521.18	41.61%	
5920 · Staff	29,178.80	32,918.68	29,474.09	31,026.20									122,597.77	325,193.92	-202,596.15	37.7%	
5930 · Staff Certification	800.00	825.00	850.00	850.00									3,325.00	8,250.00	-4,925.00	40.3%	
5940 · Staff Overtime	3,512.23	2,934.29	4,674.34	3,482.76									14,603.62	51,178.42	-36,574.80	28.54%	
5950 · Staff Standby	2,245.21	2,110.96	2,019.67	2,081.04									8,456.88	23,784.75	-15,327.87	35.56%	
<b>Total 5900 · Wages</b>	43,861.24	46,913.93	51,705.60	46,062.57									188,543.34	503,488.34	-314,945.00	37.45%	
<b>5960 · Worker's Comp Insurance</b>				4,848.27									4,848.27	18,285.67	-13,437.40	26.51%	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Total 5800 · Labor</b>	63,371.25	55,485.37	67,531.63	66,902.04									253,290.29	701,855.02	-448,564.73	36.09%
<b>Total 5000 · Administrative</b>	63,521.35	71,568.53	83,554.52	91,635.51									310,279.91	931,828.43	-621,548.52	33.3%
<b>6000 · Operations</b>																
<b>6160 · Backflow Prevention</b>														916.67	-916.67	
<b>6170 · Claims, Property Damage</b>														9,166.67	-9,166.67	
<b>6180 · Communications</b>																
6185 · SCADA Maintenance			797.00										797.00	18,333.34	-17,536.34	4.35%
6180 · Communications - Other		1,764.83											1,764.83			
<b>Total 6180 · Communications</b>		1,764.83	797.00										2,561.83	18,333.34	-15,771.51	13.97%
<b>6195 · Education &amp; Training</b>		1,420.00	647.50	441.11									2,508.61	6,416.67	-3,908.06	39.1%
<b>6200 · Engineering</b>																
6210 · Meeting Attendance, Engineering														1,833.34	-1,833.34	
6220 · General Engineering		2,223.75		840.00									3,063.75	18,333.34	-15,269.59	16.71%
6230 · Water Quality Engineering		10,722.50	7,445.00	7,143.75									25,311.25	59,583.34	-34,272.09	42.48%
<b>Total 6200 · Engineering</b>		12,946.25	7,445.00	7,983.75									28,375.00	79,750.02	-51,375.02	35.58%
<b>6320 · Equipment &amp; Tools, Expensed</b>		278.74	369.46	1,649.39									2,297.59	4,583.34	-2,285.75	50.13%
<b>6330 · Facilities</b>																
6335 · Alarm Services		127.02		127.02									254.04	733.34	-479.30	34.64%
6337 · Landscaping		420.00	443.47	420.00									1,283.47	5,500.00	-4,216.53	23.34%
<b>Total 6330 · Facilities</b>		547.02	443.47	547.02									1,537.51	6,233.34	-4,695.83	24.67%
<b>6370 · Lab Supplies &amp; Equipment</b>			53.15	225.05									278.20	916.67	-638.47	30.35%
<b>6400 · Pumping</b>																
6410 · Pumping Fuel & Electricity		5,549.52	5,749.71	8,175.54									19,474.77	82,500.00	-63,025.23	23.61%
6420 · Pumping Maintenance, Generators				4,317.64									4,317.64	9,166.67	-4,849.03	47.1%
6430 · Pumping Maintenance, General														6,416.67	-6,416.67	
6440 · Pumping Equipment, Expensed														1,833.34	-1,833.34	
<b>Total 6400 · Pumping</b>		5,549.52	5,749.71	12,493.18									23,792.41	99,916.68	-76,124.27	23.81%
<b>6500 · Supply</b>																
6510 · Maintenance, Raw Water Mains			1,195.59	249.19									1,444.78	1,833.34	-388.56	78.81%
6520 · Maintenance, Wells		72.12	1,963.35										2,035.47	9,166.67	-7,131.20	22.21%
6530 · Water Purchases				12,817.37									12,817.37	36,666.67	-23,849.30	34.96%
<b>Total 6500 · Supply</b>		72.12	3,158.94	13,066.56									16,297.62	47,666.68	-31,369.06	34.19%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
<b>6600 · Collection/Transmission</b>																	
6610 · Hydrants		375.29											375.29	916.67	-541.38	40.94%	
6620 · Maintenance, Water Mains			3,068.48	104.20									3,172.68	50,416.67	-47,243.99	6.29%	
6630 · Maintenance, Water Svc Lines			2,776.91	83.75									2,860.66	22,916.67	-20,056.01	12.48%	
6640 · Maintenance, Tanks				35.81									35.81	916.67	-880.86	3.91%	
6650 · Maint., Distribution General				97.88									97.88	9,166.67	-9,068.79	1.07%	
6670 · Meters			1,066.27										1,066.27	2,291.67	-1,225.40	46.53%	
<b>Total 6600 · Collection/Transmission</b>		375.29	6,911.66	321.64									7,608.59	86,625.02	-79,016.43	8.78%	
<b>6700 · Treatment</b>																	
6710 · Chemicals & Filtering		221.17	1,466.00	652.23									2,339.40	27,500.00	-25,160.60	8.51%	
6720 · Maintenance, Treatment Equip.		61.89	1,309.14	165.86									1,536.89	3,666.67	-2,129.78	41.92%	
6730 · Treatment Analysis		1,731.27	8,834.22	1,063.50									11,628.99	27,500.00	-15,871.01	42.29%	
<b>Total 6700 · Treatment</b>		2,014.33	11,609.36	1,881.59									15,505.28	58,666.67	-43,161.39	26.43%	
6770 · Uniforms		791.31	715.05	831.82									2,338.18	11,000.00	-8,661.82	21.26%	
<b>6800 · Vehicles</b>																	
6810 · Fuel		580.23	454.46	616.04									1,650.73	7,333.34	-5,682.61	22.51%	
6820 · Truck Equipment, Expensed		6.84											6.84	916.67	-909.83	0.75%	
6830 · Truck Repairs			988.88	36.74									1,025.62	4,583.34	-3,557.72	22.38%	
<b>Total 6800 · Vehicles</b>		587.07	1,443.34	652.78									2,683.19	12,833.35	-10,150.16	20.91%	
<b>Total 6000 · Operations</b>		26,346.48	39,343.64	40,093.89									105,784.01	443,025.12	-337,241.11	23.88%	
<b>Total Expense</b>	63,521.35	97,915.01	122,898.16	131,729.40									416,063.92	1,374,853.55	-958,789.63	30.26%	
<b>Net Ordinary Income</b>	118,663.21	178,163.40	86,495.92	-84,489.96									298,832.57	550,171.98	-251,339.41	54.32%	
<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)													17,302.00	158,601.67	-141,299.67	10.91%	
7120 · Connection Fees (Remodel)																	
7130 · Conn. Fees, PFP (New Constr)														73,333.34	-73,333.34		
<b>Total 7100 · Connection Fees</b>													17,302.00	231,935.01	-214,633.01	7.46%	
<b>7600 · Bond Revenues, G.O.</b>		748.85		1,002.45									1,751.30	1,054,566.34	-1,052,815.04	0.17%	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2017 through June 2018

												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Total 7000 - Capital Account Revenues</b>	17,302.00	748.85		1,002.45									19,053.30	1,286,501.35	-1,267,448.05	1.48%
<b>Total Other Income</b>	17,302.00	748.85		1,002.45									19,053.30	1,286,501.35	-1,267,448.05	1.48%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
<b>8100 - Water</b>		46,398.00	5,988.00	1,200.00									53,586.00	654,041.67	-600,455.67	8.19%
<b>Total 8000 - Capital Improvement Program</b>		46,398.00	5,988.00	1,200.00									53,586.00	654,041.67	-600,455.67	8.19%
<b>9000 - Capital Account Expenses</b>																
<b>9100 - Interest Expense - GO Bonds</b>		23,086.56											23,086.56	273,978.00	-250,891.44	8.43%
<b>9125 - PNC Equipment Lease Interest</b>	787.86	1,566.77	1,557.20	1,547.61									5,459.44	16,756.67	-11,297.23	32.58%
<b>9150 - SRF Loan</b>														34,273.00	-34,273.00	
<b>9210 - Conservation Program/Rebates</b>		300.00	100.00	400.00									800.00	458.34	341.66	174.54%
<b>Total 9000 - Capital Account Expenses</b>	787.86	24,953.33	1,657.20	1,947.61									29,346.00	325,466.01	-296,120.01	9.02%
<b>Total Other Expense</b>	787.86	71,351.33	7,645.20	3,147.61									82,932.00	979,507.68	-896,575.68	8.47%
<b>Net Other Income</b>	16,514.14	-70,602.48	-7,645.20	-2,145.16									-63,878.70	306,993.67	-370,872.37	-20.81%
<b>Net Income</b>	<b>135,177.35</b>	<b>107,560.92</b>	<b>78,850.72</b>	<b>-86,635.12</b>									<b>234,953.87</b>	<b>857,165.65</b>	<b>-622,211.78</b>	<b>27.41%</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: December 7, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

---

---

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for September 2017 the rate was 1.143.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

## **SUBJECT: Connection Permit Applications Received**

As of December 7, 2017 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of December 7, 2017 the following new **Water (Private Fire Sprinkler) Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
10-06-17 11-15-17	B. Vlahopouliotis 193 Reef Pt LLC	125 Los Banos, MB 193 Reef Point, MB	SFD SFD

As of December 7, 2017 the following new **Water Connection Permit** application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection

### RECOMMENDATION:

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



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: December 7th, 2017

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 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.

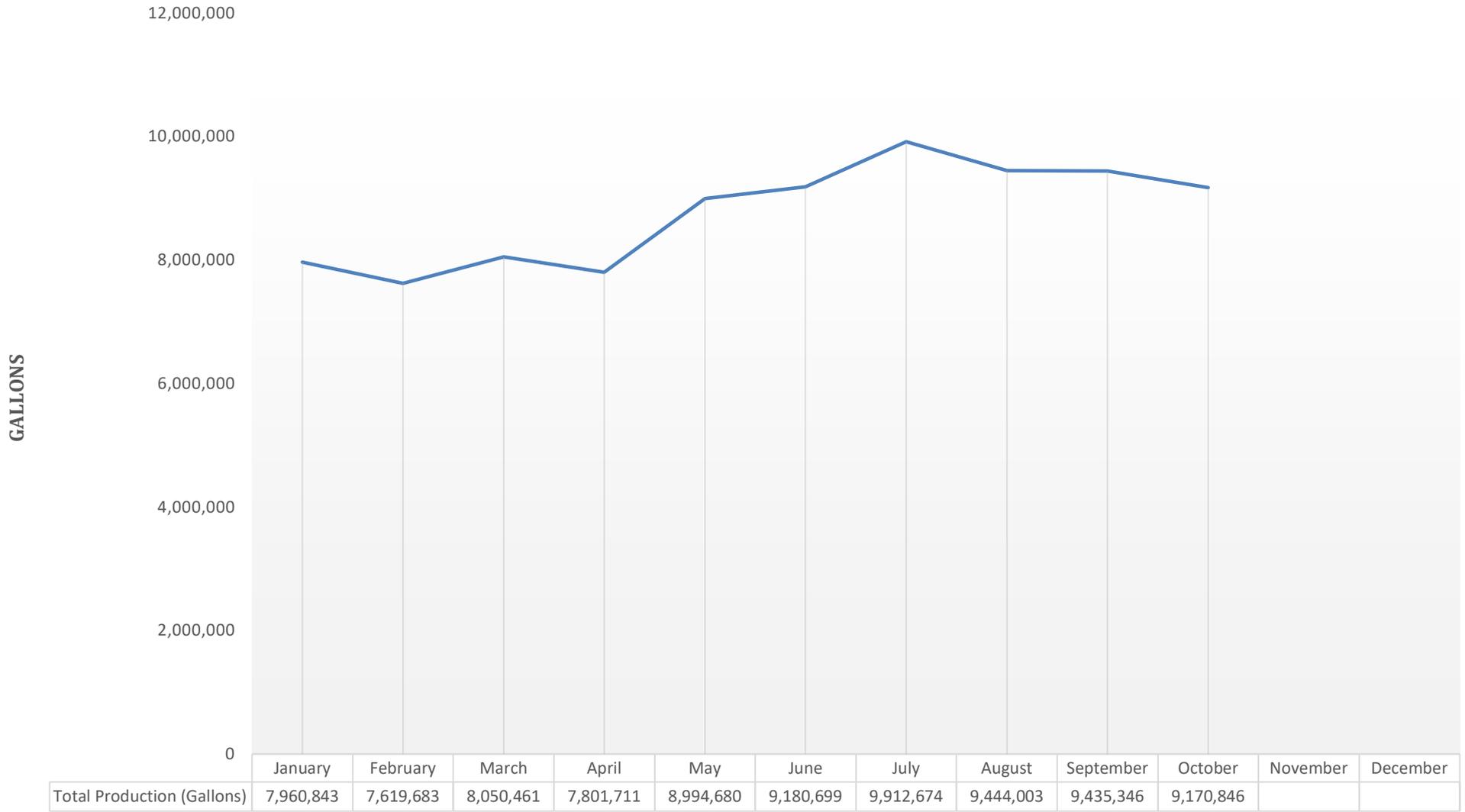
## RECOMMENDATION:

No action is required. These reports are provided for the Board's information only.

Attachments: 2



# TOTAL PRODUCTION 2017(Gallons)



MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: December 7th, 2017

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Rain Report**

---

---

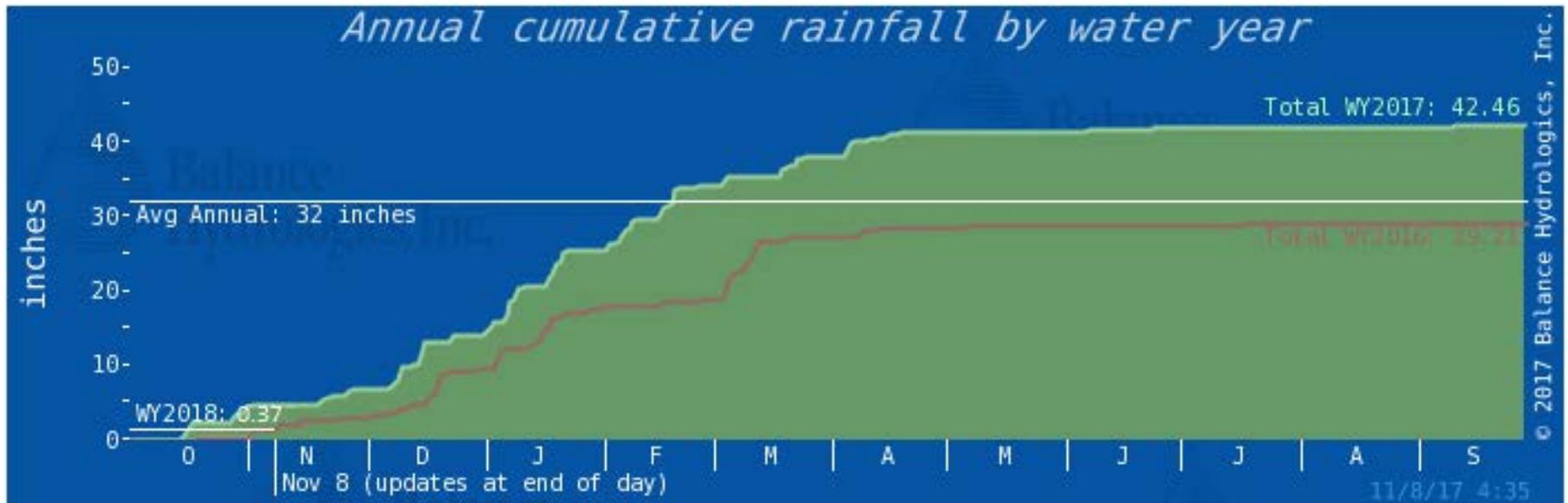
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

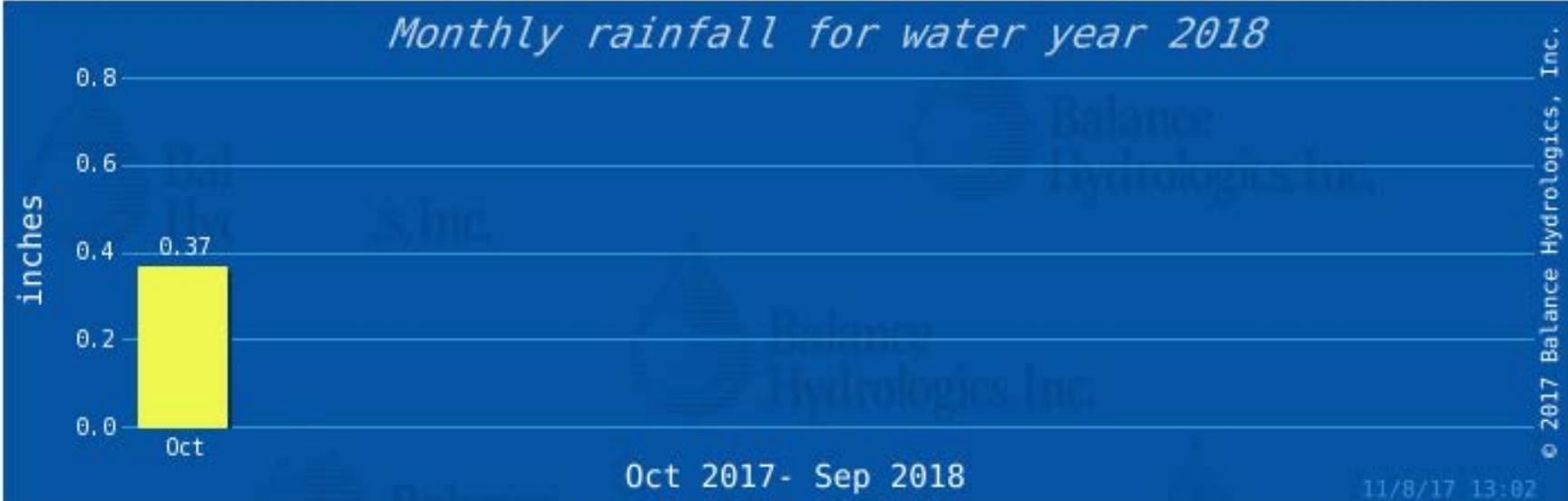
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Annual Cumulative Rainfall



# Monthly Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: December 7th, 2017

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 40120 kWh and saved 68205 lbs of CO<sub>2</sub>.

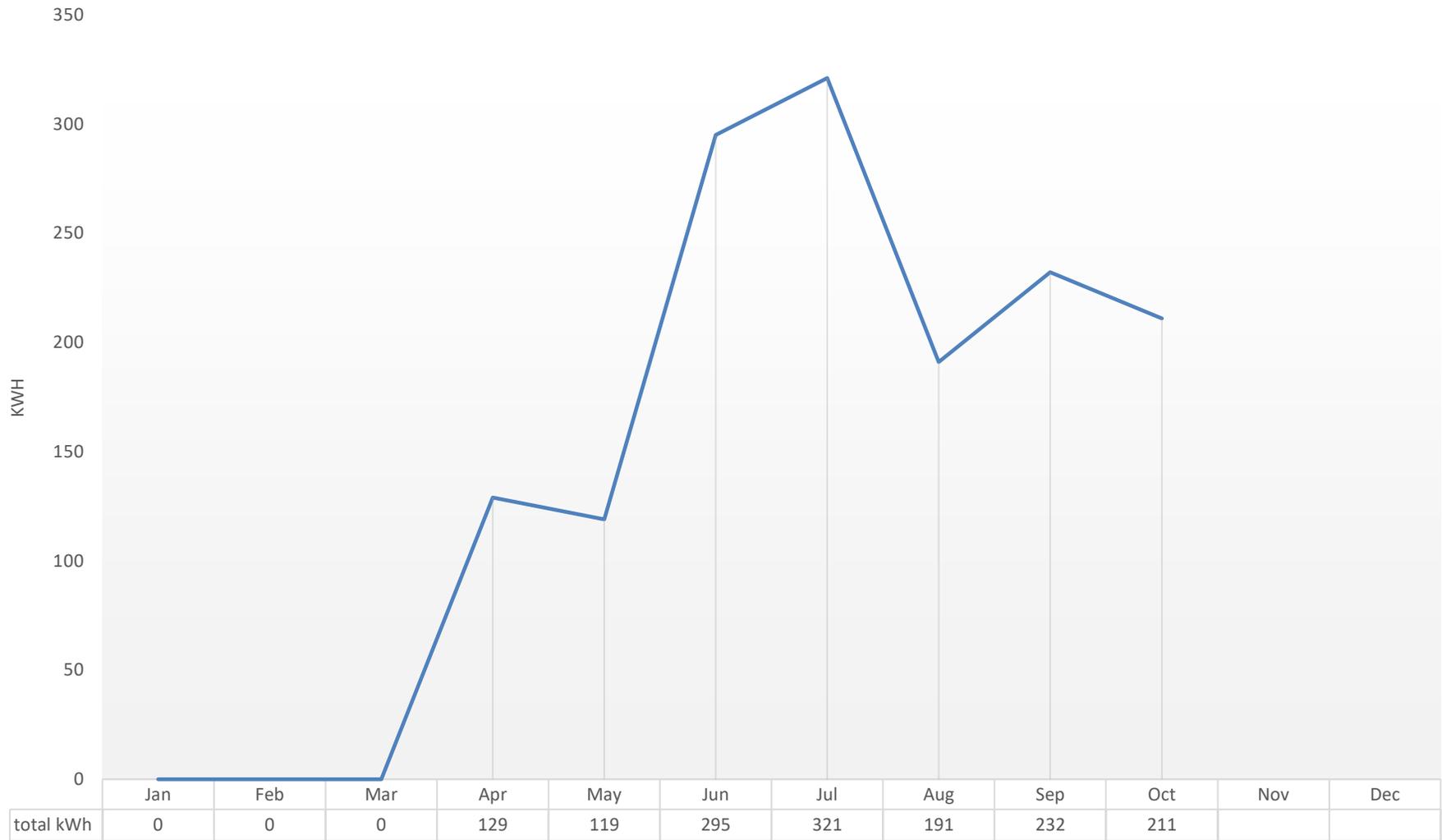
*Please note - due to an electrical storm in December, the solar array equipment was damaged and has been disconnected. Array was reconnected April 15th , 2017*

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2017 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Public Agency Retirement Service  
Report for September 2017.**

---

---

The District has received the monthly PARS report for September 2017.

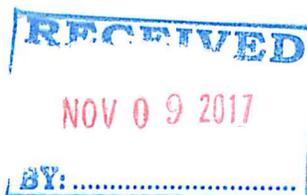
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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

RECOMMENDATION:

This is for Board information only.

Attachment



*Montara Water and San  
Retirement Enhancement Plan*

Monthly Account Report for the Period  
9/1/2017 to 9/30/2017

Clemens H. Heldmaier  
General Manager  
Montara Water and San  
P.O. Box 370131  
Montara, CA 94037

PlanID: P7-REP15A

### Account Summary

Source	Beginning Balance as of 9/1/2017	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2017
Contributions	\$552,830.23	\$8,839.54	\$10,132.56	\$260.32	\$1,042.51	\$0.00	\$570,499.50
<b>TOTAL</b>	<b>\$552,830.23</b>	<b>\$8,839.54</b>	<b>\$10,132.56</b>	<b>\$260.32</b>	<b>\$1,042.51</b>	<b>\$0.00</b>	<b>\$570,499.50</b>

### Investment Selection

PARS Capital Appreciation INDEX PLUS

### Investment Objective

The primary goal of the Capital Appreciation objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
General	1.83%	3.78%	13.52%	-	-	-	03/08/16

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value.

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Receipt  
of the June 30, 2017 Actuarial Valuation and  
Adjustments to Contribution Rates**

---

Beginning with fiscal year 2015/2016, the District adopted a defined benefit plan for employees. The District received an actuarial report to establish contribution rates for both the District and Employees based on current PEPRA laws. At that time, it was decided the District contribution would be 6.5% and the employee portion would be 8.25%.

The Plan has been in existence for two fiscal years. As prescribed by current CA regulations, the District has performed a bi-annual actuarial valuation. The current actuarial makes a number of assumptions regarding discount rates, payroll increases, and mortality. In addition to these assumptions, the actuarial also takes into account plan assets from two years of contributions. The current report shows that the plan is fully funded.

The actuarial recommends to adjust the employer contribution to 6.92% and employee contribution to 7.75%. The adjustment is designed to continue the current funding level and bring employer/employee contribution rates to 50/50 share, as originally adopted in the defined benefit plan.

The original actuarial valuation asked for a 7.74% employer contribution. However, the District was previously contributing 6.5% of pay. The District would need to contribute 0.42% of pay more to fund the recommended 6.92%. Based on the projected payroll of \$680,306, this would be \$2,857 more per year.

Mary Beth Redding with Bartel Associates will be presenting the results of the actuarial study.

## RECOMMENDATION:

Receive the Actuarial Valuation and authorize the General Manager to adjust employer contribution to 6.92% and employee contribution to 7.75% in accordance with the Actuarial's recommendation, going forward.

Attachments.



**B**ARTEL  
ASSOCIATES, LLC

**MONTARA WATER AND SANITARY DISTRICT  
PARS RETIREMENT PLAN**

June 30, 2017 Actuarial Valuation

Preliminary Results

*Presented by* **Mary Elizabeth Redding, Vice President & Actuary**  
*Prepared by* Katherine Moore, Associate Actuary  
Tina Liu, Associate Actuary  
**Bartel Associates, LLC**

November 27, 2017

**CONTENTS**

<u>Topic</u>	<u>Page</u>
Definitions	1
Benefit Summary	2
Data Summary	3
Actuarial Assumptions and Methods	4
Discount Rate	7
Funding Results	9
Actuarial Certification	14

## DEFINITIONS

### ■ PVPB – Present Value of all Projected Benefits

- Expected benefit payments modeled based on:
  - Plan benefit provisions
  - Current employee/retiree population
  - Actuarial assumptions: Retirement/termination, future salary increases, longevity
  - Discounted to measurement date using discount rate (rate invested assets are expected to earn in the long-term future).

### ■ AAL – Actuarial Accrued Liability

- Discounted value at measurement date (valuation date) of benefits “earned” through measurement date

### ■ NC – Normal Cost

- Value of benefits “earned” during year after measurement date
- Benefits “earned” in proportion to expected payroll over employee’s working lifetime.



## BENEFIT SUMMARY

■ Eligibility	■ Age 62 with 5 years District service
■ Retirement Benefit	■ 2% x Final Pay x benefit service payable at 62 Final Pay is highest average 36 months limited to PEPRA limit (\$118,775 in 2017)
■ Service	■ Benefit service is years with District after 7/1/15 and purchased credit for District service before 7/1/2015
■ Death Benefits	■ After 5 years District service – spousal benefit
■ Termination	■ Refund of employee contributions with 3% interest, or ■ Deferred formula benefit calculated at termination
■ Disability	■ Same as termination
■ Employee Contributions	■ ½ of Normal Cost. ■ Calculated as % of pay up to PEPRA pay limit. ■ Will depend on discount rate and other actuarial assumptions. ■ Recalculated in each actuarial valuation
■ Service Buy-Back	■ Employees may purchase credit for District service before 7/1/2015 by paying the full actuarial cost.
■ COLA	■ 2% increases per year after retirement
■ Benefit Form	■ Single life annuity, spousal continuation benefits paid by retiree



## DATA SUMMARY

### Participant Statistics

	6/30/15	6/30/17
■ Actives		
• Count	7	8
• Average Age	43.9	42.3
• Average District Service	5.9	5.1
• Average Benefit Service*	0.0	3.2
• Total Payroll	\$539,000	\$680,000
■ Retirees		
• Count	0	1
• Average Age	N/A	64.4
• Average Monthly Benefit	N/A	\$509

\*Includes purchased service credit for District service before 7/1/2015



## ACTUARIAL ASSUMPTIONS

Assumption	June 30, 2017 Valuation
■ Valuation Date	<ul style="list-style-type: none"> <li>■ June 30, 2017</li> <li>■ Determines contributions for fiscal years 2017/18 &amp; 2018/19</li> </ul>
■ Investments	■ Highmark's passively managed Capital Appreciation portfolio
■ Discount Rate	<ul style="list-style-type: none"> <li>■ Employer selected 6.50% based on Capital Appreciation Fund</li> <li>■ Net of investment expenses</li> </ul>
■ Payroll Increase	<ul style="list-style-type: none"> <li>■ Merit Increases – CalPERS 1997-2011 Experience Study</li> <li>■ Aggregate payroll increase – 3% (3.25% previously)</li> </ul>
■ Mortality, Withdrawal, Disability and Retirement	<ul style="list-style-type: none"> <li>■ CalPERS 1997-2011 Experience Study</li> <li>■ Mortality projected fully generational with Scale MP2016 (Modified MP2014 previously)</li> </ul>



**ACTUARIAL METHODS**

<b>Method</b>	<b>June 30, 2017 Valuation</b>
■ Actuarial Cost Method	■ Entry Age Normal
■ Amortization of Unfunded	■ Not applicable, since there is no unfunded actuarial accrued liability. PEPRA requires continued contribution of normal cost.
■ Administrative Expenses	■ Allowance for administrative expense, if paid from Trust assets, to be added to actuarially determined contribution. Assumed \$300 (two-year rounded average) for fiscal years 17/18 and 18/19 (i.e., all costs paid by District)
■ Future New Entrants	■ Closed group, no new hires
■ Employer Accounting	■ Governed by GASB Statement 68, first applicable for the District 6/30/16. Accounting results will differ from those in this funding report.



**ACTUARIAL METHODS**

<b>Method</b>	<b>June 30, 2017 Valuation</b>
■ Basis for Assumptions	<p>■ The covered group is not large enough for a study of its own experience to produce valid results. We have selected actuarial assumptions used by CalPERS based on their studies of the experience of a large group of similar employees.</p> <p>■ Mortality improvement is based on the 2016 Society of Actuaries table.</p>



**DISCOUNT RATE**

**Asset Allocation**

	<b>Target Allocation of PARS Fund</b>
	<b>Capital Appreciation</b>
■ Equity	75%
■ Fixed Income	20%
■ Cash	5%
■ Total	100%



**DISCOUNT RATE**

**Discount Rate Development**

<b>PARS Fund:</b>	<b>Capital Appreciation</b>	
	<b>50%</b>	<b>50%</b>
<b>Confidence Level<sup>1</sup></b>	<b>50%</b>	<b>50%</b>
■ Expected Return	7.01%	7.01%
■ Investment Expenses	<u>0.80%</u>	<u>0.30%</u>
■ Net Return after Expenses	6.21%	6.71%
■ <b>Employer Selected Discount Rate</b>	<b>6.50%</b>	

<sup>1</sup> Based on 5000-trial stochastic modeling, the long-term average return is expected to be equal or higher than the amount shown 50% of the time.



**FUNDING RESULTS**

**Market Value of Assets**

	<b>2016/17</b>
■ Beginning of Year Balance	\$ 387,672
■ Additions	
• Employee Contributions	46,026
• Employer Contributions	40,513
• Net Investment Income	<u>55,329</u>
• Total Additions	141,868
■ Deductions	
• Benefit Payments	1,527
• Administrative Expenses	<u>117</u>
• Total Deductions	1,644
■ Net Assets at End of Year	\$ 527,896



**FUNDING RESULTS**

**Actuarial Obligations**

	<b>6/30/15 Valuation</b>	<b>6/30/17 Valuation</b>
■ <b>Present Value of Benefits</b>		
• Active Employees	\$ 849,004	\$ 1,403,464
• Retirees	<u>0</u>	<u>86,945</u>
• Total	849,004	1,490,409
■ <b>Actuarial Accrued Liability</b>		
• Active Employees	0	368,953
• Retirees	0	<u>86,945</u>
• Total	0	455,898
■ <b>Value of Assets</b>	<u>0</u>	<u>527,896</u>
■ <b>Unfunded (Surplus) AAL</b>	0	(71,998)
■ <b>Funded Ratio</b>	N/A	115.8%
■ <b>Employer Normal Cost (middle of year payment)</b>	41,862	47,061



**FUNDING RESULTS**

**Annual Actuarially Determined Contribution (ADC)**

	<b>6/30/15 Valuation 15/16 and 16/17 Contributions</b>	<b>6/30/17 Valuation 17/18 and 18/19 Contributions</b>
<b>■ ADC - \$</b> <ul style="list-style-type: none"> <li>• Normal Cost (Employer) <span style="float: right;">\$ 41,862</span></li> <li>• Administrative expenses paid from Trust <span style="float: right;">0</span></li> <li>• Amortization of UAAL* <span style="float: right;">0</span></li> <li>• Total <span style="float: right;">41,862</span></li> </ul>	<ul style="list-style-type: none"> <li>\$ 41,862</li> <li>0</li> <li>0</li> <li style="border-top: 1px solid black;">41,862</li> </ul>	<ul style="list-style-type: none"> <li>\$ 47,061</li> <li>300</li> <li>0</li> <li style="border-top: 1px solid black;">47,361</li> </ul>
<b>■ Projected Payroll (unlimited)</b>	539,132	680,306
<b>■ Employee Contribution Rate (% of PEPRAs-limited pay)</b>	8.25%	7.75%
<b>■ Total Employer Cost (% total pay)</b>	7.76%	6.92%

\* Total plan has no unfunded actuarial accrued liability (UAAL) (i.e. it is in a surplus position). The amortization of UAAL is \$0, because PEPRAs requires contributions at least equal to the normal cost.



**FUNDING RESULTS**

**Development of Employee Normal Cost Rate**

	<b>6/30/17 Valuation 17/18 and 18/19 Contributions</b>
<b>■ Employee normal cost rate from 6/30/15 valuation</b>	8.25%
<b>■ Total normal cost from 6/30/17 valuation</b>	\$ 94,015
<ul style="list-style-type: none"> <li>• Expected 2017/18 payroll, limited for PEPRAs <span style="float: right;">\$ 605,863</span></li> <li>• Total normal cost rate based on PEPRAs-limited payroll <span style="float: right;">15.518%</span></li> <li>• Employee contribution rate based on PEPRAs-limited <span style="float: right;">7.76%</span></li> </ul>	7.75%
<b>■ Employee contribution rate rounded to nearest ¼%</b>	7.75%
<b>■ Change from prior valuation?</b>	Yes
<b>■ Final employee contribution rate to be applied to PEPRAs-limited payroll</b>	7.75%



## FUNDING RESULTS

### Actuarial (Gain)/Loss Analysis

	Unfunded Actuarial Accrued Liability (Gain)/Loss
■ June 30, 2015 Actual Value	\$ 0
■ June 30, 2017 Expected Value	\$ (26,529)
• Assumption change (2.75% inflation, mortality improvement)	(7,271)
• Investment return greater than expected	(24,183)
• Other including demographics	<u>(14,015)</u>
■ Total (Gain) or Loss	\$ (45,469)
■ June 30, 2017 Actual Value	\$ (71,998)



November 27, 2017



## ACTUARIAL CERTIFICATION

This report presents the Montara Water and Sanitation District PARS Retirement Plan (“Plan”) June 30, 2015 actuarial valuation. The purpose of this valuation is to:

- Determine the Plan’s June 30, 2017 Funded Status,
- Calculate the fiscal years 2017/18 and 2018/19 Actuarially Determined Contributions, and
- Calculate the employee contributions required under PEPRA

The information in this report may not be appropriate for purposes other than Plan funding but may be useful to the District for the Plan’s financial management. Future valuations may differ significantly if the Plan’s experience differs from our assumptions or if there are changes in Plan design, actuarial methods, or actuarial assumptions. The project scope did not include an analysis of this potential variation.

The valuation is based on Plan provisions, participant data, and asset information provided by the District as summarized in this report, which we relied on and did not audit. We reviewed the participant data for reasonableness.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

DRAFT

Mary Elizabeth Redding, FSA, MAAA, EA  
Vice President  
Bartel Associates, LLC  
DRAFT

DRAFT

Katherine Moore, ASA, MAAA,  
Associate Actuary  
Bartel Associates, LLC  
DRAFT

DRAFT

Tina Liu, MAAA, EA  
Associate Actuary  
Bartel Associates, LLC  
DRAFT



November 27, 2017





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Revision of Standard Sewer Specifications.**

---

---

In September 2014 this Board authorized the last revisions of the "Sewer Standard Specifications" including the Standard Drawings and Specifications for Lateral Sewers. Since then the District has worked closely with the District's sewer engineer to ensure compliance of construction projects with the regulations.

Nute Engineering has suggested some minor modifications Standard Sewer Specifications to more clearly define the difference between upper and lower sewer laterals, and provide the District more flexibility in working with home owners during District capital improvement projects, private remodels, additions and legalizations of second units to further reduce Inflow and Infiltration. Additionally Nute recommends minor revisions of the Standard Details (SD#) included in Standard Sewer Specifications with regard to more rigorous pipe material standards, connection details and materials to further increase the quality and reliability of sewer mains and laterals. The District's liability and the District's general responsibility to avoid sewer overflows and reduce storm water infiltration are good reasons to keep the standard specifications up to date.

The significant modifications to Standard Details include allowing the property line cleanout to be not installed with the approval of the District Engineer to facility pipe bursting and continuous lateral repairs between the sewer main and to building sewer at the house/structure. These changes will offer flexibility to both the home owners and the District for affecting a higher percentage of lateral rehabilitation, reduce lateral rehabilitation costs, and avoid right-of-way location confusion, while still maintaining private lateral ownership and maintenance responsibility. The detailed descriptions of the changes are as follows:

- Spec. Section 14.02: Table 1: Pipe Materials: Elimination of ABS pipe, Allow CIPP laterals.
- Spec. Section 14.02: Table 2: Pipe Materials: Increase HDPE DR thickness to 17, Allow CIPP laterals.
- Spec. Section 14.03: Update HDPE cell classification application.
- Spec. Section 14.11: Side Sewer/Lateral Definition and Reference to Attachment A: Specifications for Lateral Sewers, update air testing and CCTV requirements for triggering events.
- Spec. Section: Standard Drawings: SD 5, 6, 7, 15, 17.0, and 17.1 to clarify cleanout locations and options, pipe materials, connection details at main sewer, and pump controls.
- Spec. Section: Attachment A: Specifications for Lateral Sewers added for clarification about lateral pipe standards and specifications.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## **RECOMMENDATION:**

Adopt Resolution No.\_\_\_\_, Resolution Adopting Standard Sewer Specifications for Sanitary Sewer Improvements and Repealing Resolution No. 1581.

A copy of the full Standard Specifications will be made available at the meeting

Attachment

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ADOPTING STANDARD SPECIFICATIONS FOR SANITARY SEWER IMPROVEMENTS AND REPEALING RESOLUTION NO. 1581**

**WHEREAS**, Resolution No. 1581 adopted by this Board on October 2, 2017, approved certain Standard Specifications; and

**WHEREAS**, technological changes have occurred since that time regarding materials and equipment commonly used for sanitary sewer improvements; and

**WHEREAS**, this Board desires to adopt specifications that incorporate the most up-to-date procedures and technology; and

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

1. The attached Standard Specifications are hereby approved and adopted as the standard specifications of the Montara Water and Sanitary District and shall be applicable to all construction of sanitary sewer improvements within the District commenced on or after the adoption of this Resolution.
2. The District Administrator is hereby authorized and directed to make copies of the Standard Specifications available at the District Office for review, purchase, or temporary loan.
3. Resolution No. 1581 entitled "Resolution Adopting Standard Specifications for Sanitary Sewer Improvements and Repealing Resolution No. 1511", is hereby rescinded.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ADOPTING STANDARD SPECIFICATIONS FOR SANITARY SEWER IMPROVEMENTS AND REPEALING RESOLUTION NO. 1581**

District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 7<sup>th</sup> day of December 2017, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors: none

---

Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Appointment of Board Officers and Committee  
Assignments for 2017**

---

The attached chart indicates the current positions and committee assignments for each Board member. There is a space to select the person or persons for each such position for this calendar year. The assignments will become effective January 2018.

## RECOMMENDATION:

Appoint District Officers and Committee assignments for 2018.

Attachment

# **MONTARA WATER AND SANITARY DISTRICT**

## **BOARD OFFICERS, AGENCY REPRESENTATIVES AND COMMITTEE ASSIGNMENTS**

### **BOARD OF DIRECTORS**

<b>POSITION</b>	<b>APPOINTMENTS FOR 2017</b>	<b>CURRENT OFFICE 2018</b>
President	Dwight Wilson	
President Pro Tem	Scott Boyd	
Secretary	Kathryn Slater-Carter	
Secretary Pro Tem	Alternates: Scott Boyd Bill Huber Jim Harvey	
Treasurer	Bill Huber	

### **AGENCY REPRESENTATIVES**

<b>AGENCY</b>	<b>APPOINTMENTS FOR 2017</b>	<b>CURRENT APPOINTMENTS 2018</b>
SAM Representatives	Scott Boyd  Kathryn Slater-Carter  Alternates: Bill Huber Jim Harvey	
CSDA Member	Kathryn Slater-Carter  Scott Boyd (Alternate)  Jim Harvey (Alternate)  Bill Huber (Alternate)  Dwight Wilson (Alternate)	
ACWA Member	Dwight Wilson	

# **MONTARA WATER AND SANITARY DISTRICT**

## **STANDING COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS FOR 2017</b>	<b>CURRENT APPOINTMENTS 2018</b>
Budget and Finance	Bill Huber Kathryn Slater-Carter	
Personnel	Scott Boyd Dwight Wilson	

## **AD HOC COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS FOR 2017</b>	<b>CURRENT APPOINTMENTS 2018</b>
Recycling/Solid Waste	Kathryn Slater-Carter Bill Huber	
WEB	Scott Boyd Bill Huber	
Outreach/ Newsletter	Kathryn Slater-Carter Bill Huber	
Legislative	Scott Boyd Kathryn Slater-Carter	
CCWD Committee	Jim Harvey Bill Huber	
Recycled Water	Bill Huber	
Wireless Lease	Scott Boyd Kathryn Slater-Carter	
Planning Committee (PWP)	Scott Boyd Kathryn Slater-Carter	

# MONTARA WATER AND SANITARY DISTRICT

---

## AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2017	CURRENT APPOINTMENTS 2018
Big Wave	Kathryn Slater-Carter Dwight Wilson	
Rate Study (1/22/10)	Jim Harvey Kathryn Slater-Carter	
Connection Fee Committee	Scott Boyd Kathryn Slater-Carter Clemens Heldmaier Alex Handlers	
Strategic Plan Progress	Kathryn Slater-Carter Dwight Wilson	

Note: Terms for all positions begin January 1, 2018 and end December 31, 2018 unless otherwise indicated by the Board of Directors.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **December 7, 2017**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled  
Meetings, December 21, 2017, and January 4,  
2018.**

---

---

At this time District staff anticipates no urgent items for the second meeting in December or the first meeting in January.

## RECOMMENDATION:

Cancel the regular scheduled meeting, December 21, 2017 and January 4, 2018.