



**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

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

May 2, 2019 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for March 27, and April 4, 2019.](#)
2. [Approve Financial Statements for March 2019.](#)
3. Approve Warrants for May 1, 2019.
4. [SAM Flow Report for March 2019.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for March 2019.](#)

8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for February 2019.](#)

OLD BUSINESS

1. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2019-2020 Budgets.](#)

NEW BUSINESS

1. [Review and Possible Action Concerning Draft Water and Sewer Budget.](#)
2. [Review and Possible Action Concerning Alta Vista Well Monitoring Report.](#)
3. [Review and Possible Action Concerning Wagner Well Rehabilitation and Water Main Replacement Project Construction Contract Award Approval.](#)
4. [Review and Possible Action Concerning Approval of Purchase Order for 2018 Chevrolet Colorado.](#)
5. [Review and Possible Action Concerning Change of Regular Scheduled Meeting Time to 7:00 pm.](#)
6. [Review and Possible Action Concerning Weekly Manager's Reports.](#)
7. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting May 16, 2019.](#)

REPORTS

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

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4))

Initiation of litigation

Number of cases: 1

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION

(Government Code §54956.9(d)(1))

Case Names: *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (USDC ND Case No. 3:18-cv-04413-VC)

City of Half Moon Bay v. Granada Community Services District, et al.

(Santa Clara County Super, Crt. No. 17CV316927)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY ADJOURNMENT

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

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



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
March 27, 2019

MINUTES

CLOSED SESSION BEGAN AT 5:00 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Slater-Carter, Marshall and Lohman (Director
Lohman by teleconference)

Absent: None: Director Harvey

Staff Present: General Manager, Clemens Heldmaier (by teleconference)

Others Present: David Schricker, General Counsel; Christine Fitzgerald,
Special Counsel; Pippin Cavagnaro, Engineering Consultant (by
teleconference)

PRESIDENT'S STATEMENT — None

ORAL COMMENTS – None

PUBLIC HEARING – None

CONSENT CALENDAR – None

OLD BUSINESS – None

NEW BUSINESS – None

REPORTS – None

FUTURE AGENDAS – Not Applicable

CLOSED SESSION - Case Name: *City of Half Moon Bay v. Granada Community
Services District, et al.* (Santa Clara County Super, Crt. No.
17CV316927)

The Board convened in Closed Session at 5:05 p.m. and reconvened to Open
Session at 7:35 p.m.

General Counsel Schricker announced that no action was taken in Closed
Session and that instructions were given to counsel.

ADJOURNMENT – The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Signed _____
David Schricker, Secretary pro tem



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
April 4, 2019

MINUTES

REGULAR SESSION BEGAN AT 7:33 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Slater-Carter, Harvey, Marshall and Lohman

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier
District Clerk, Tracy Beardsley

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
General Manager of Sewer Authority Mid-Coastside, Beverli
Marshall

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

Director Harvey requested that the Board of Directors meeting start at 7:00pm instead of 7:30pm, due to the increase in late meetings and being an older Board member.

Director Slater-Carter said this will be put on the agenda for the next meeting.

Gregg Dieguez, Montara resident: I just want to give you an update on the fire preparedness work I've been doing. You've heard me express my concerns over some months and also at the MCC. I finally received a list of all the fire hydrants, I think, in Montara and CCWD, and the fire flow tests going back 10 years for everything. I haven't had a chance to digitize the data, and compile a decent report, as there are many nuances and issues. At first glance, it would appear that 15 of over 150 Montara hydrants have been tested in the last 10 years—so that is like 1% a year. I know there are some good reasons for this. There is even words in the Master Plan about how we are conserving water, so we didn't run a lot of tests, and we have simulations and so forth. There are also issues like chlorination in the water and I discussed that with the Fire Marshall, and he has pellets to put in the water to de-chlorinate when he tests them. Anyway, he said that Montara was cooperative, and he named someone named Julian, who I think I met, doing a good job the last few years. Whenever there was a need, he asked, and he got cooperation. He also mentioned that CCWD does something called flushes. And when they are doing a flush, he has a schedule from them, he shows up and is able to test a bunch of hydrants at once. He welcomed the opportunity of doing that in Montara. I thought it was worth mentioning. And finally, in light of the fire preparedness issues I've been mentioning, and especially in light of the abject failure of the alert system during the tunnel closure, which was documented in spades at the MCC meeting, they have got the Office of Emergency Services in for discussion on April 24th--and you may recall I brought this up at the last meeting and discussed what the call ladder is here. So, I will certainly attend that meeting and report back to you. If one of you is interested in what the protocol should be, I welcome your attendance at that MCC meeting. Thank you.

PUBLIC HEARING - none

CONSENT AGENDA

1. Approve Minutes for March 21, 2019
2. Approve Financial Statements for February 2019
3. Approve Warrants for April 1, 2019
4. SAM Flow Report for February 2019
5. Monthly Review of Current Investment Portfolio
6. Connection Permit Applications Received
7. Monthly Water Production Report for February 2019
8. Rain Report
9. Solar Energy Report
10. Monthly Public Agency Retirement Service Report for January 2019

Director Boyd moved to approve the Consent Agenda and Director Lohman seconded the motion. All Directors were in favor and the motion passed unanimously 5 – 0.

Director Slater-Carter requested that New Business item one, *Review and Possible action concerning Sewer Authority Mid-Coastside Fiscal Year 2019-2020 Budget* be discussed before Old Business item One, *Review and Possible action concerning consideration of In-house Sewer Collections Services*.

None of the Directors objected, and the change was noted.

NEW BUSINESS -

1. Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2019-2020 Budget.

Sewer Authority Mid-Coastside General Manager, Beverli Marshall: Thank you for inviting me to discuss the budget. I don't want to be-labor the point. The budget as it was presented to the SAM Board is in your packet as well. I don't want to go through line by line, but I am happy to answer any questions on the General Budget as well as the Collection Systems budget.

Director Lohman: At the last SAM meeting, Half Moon Bay was in, Half Moon Bay was out, and Half Moon Bay was back in. So, is Half Moon Bay included in this budget?

General Manager Beverli Marshall: The budget before you does not include Half Moon Bay. We were still having discussions about that. I did meet with John Doughty from the City last week, and we talked about what the service level might be. I don't know if you recall, when we did a Request for Proposals, there was an assumption in year two that they would drop to 50% cleaning of their service lines, and there is some still discussion as to whether they want to drop all the way down to 50% or somewhere between fully cleaning every line every year. So, until I get that service level request from them, I have not included them in the budget. However, before the budget gets put in front of the SAM Board for final adoption, I will have those numbers. There will be no impact on Granada and Montara, one way or the other.

General Manager Heldmaier: You say the City is now going back and you are not sure yet about the service level of the cleaning. In the past, there has been other services that the City purchased from SAM--NDWSCP, and grease trap inspection comes to mind. They have a pump station also. Are they also going back to receiving those services from SAM or are they going to stay with the independent contractor?

General Manager Beverli Marshall: To my knowledge, everything is going to stay as it is now in the service level with regard to the three pump stations which we service once a week; we do not perform the fog inspections. Now, there is no discussions about taking those back. Really, it is just the services that we are providing right now. It's just "are we going to be cleaning 100% of the lines as we

are right now or are we going to be pulling back to some level that they determine” as well as they will be evaluating their hot spots to determine if they are going to be affecting the frequency as it is now in the new year. But there has been no discussion about adding services back in. My understanding is we will still be coordinating with Mark Thomas with regards to service response with the other items.

Director Boyd: I have a question on the premium pay—overtime and other emergent things. The numbers have gone up a bit and it wasn’t quite clear from the text. Is this a reflection of the recent agreed upon rates or are you anticipating an additional need for time? I’m curious about how that plays out.

General Manager Beverli Marshall: Yes, this has to do with the recently adopted MOU and the standby rate. Every night, we have someone on standby, and that rate has not been adjusted for some time. So, we did adjust that as well as the minimum call-backs. So, for someone to respond previously it was a minimum of two hours response, and now it has gone up to 3 hours. Typically, we see that anyway. By the time they get here, they get all the equipment, and they respond, they triage, resolve the problem, and return, and they are pretty close to that anyway.

Director Boyd: So a little bit of increase in the time, but not really allocating a chunk...

General Manager Beverli Marshall: Yes, that is correct.

Director Slater-Carter recommended that all those interested go to samcleanswater.org and there is a link to an OpenGov transparency portal, which will give you access to the finer details of the SAM budget. It is new and isn’t fully loaded yet, but it is a good way of gaining an understanding of what the SAM budget is. She added that Montara will also have this link in the future.

Director Slater-Carter inquired about the labor costs now and in the future for SAM, in terms of retirement, hiring, training, upward mobility.

General Manager Beverli Marshall: Approximately about half the staff at SAM is 50 years or older; there are 16 people, and 3 people are under the age of 40. This should give you an idea of the trajectory that SAM is on as far as retirements are concerned. We anticipate at least one retirement per year for the next five years. Part of what we have been doing in the last couple of years is adding in staffing to starting training them, so as the individuals approach retirement and/or actually retires, we have an opportunity for them to hand off 20-30 years of knowledge that is critical to have. We are also looking at succession planning-- not just filling the empty seats, but really trying to grow the staff that we have into future positions of a higher level. We have done that by realigning our classifications to give those staff an opportunity to grow, get higher certification-- should they want to. Part of

my plan for this coming fiscal year is to write down a succession plan and have it mapped out so we can look at what the costs might be to implement it. We have added three staff—two in Operations and one in Maintenance to start that process. This budget in front of you includes an additional Maintenance person, so that we can be doing that because we have those impending retirements and don't want to be in a situation where we are unable to respond to emergencies or take care of day-to-day business because we don't have sufficient properly trained staff.

Director Slater-Carter inquired if hiring a person for this will be challenging.

General Manager Beverli Marshall said that she spoke with other managers in the industry as well as human resource practitioners on the trends they are seeing, especially in the field they are in and it is difficult convincing the next generation that these types of careers would be very satisfying. She added that it is also very expensive in our County, and finding employees that can respond timely and afford to live in the area is a challenge. She said that in Half Moon Bay it is particularly difficult to get to, and requires that one live either in Pacifica or just over the hill, in order to respond in a timely manner. This limits how far away people can be. She has heard of other agencies with staff that live in Tracy or Stockton and provide "crash pads" to live at temporarily while they are on standby, similar to the fire fighters or pilots. But, she does not think it viable for SAM because it is cost prohibitive to rent on the Coast. They will need to be creative in staffing and recruiting.

Director Slater-Carter: Half Moon Bay is looking for only a one year extension on their contract?

General Manager Beverli Marshall: We haven't talked about terms. But the general discussion was around a one year extension.

Director Boyd: So SAM has a reserve policy to have 2.4 million in the two different reserve accounts added up. We are sitting at \$750,000 short of what our policy says. The SAM Board working with management has decided not to true that up this year, because they have increases coming from other places. So, I'm okay with that—that is the prudent thing to do. I want to highlight this to the Board. If push comes to shove, and more emergencies comes up, the reserves only go so deep, and the only other place it would come from is the member agencies. It's acknowledging the risk. I think it is prudent this year, and we have done similar things before, but on the rare occasion, we have had to cover for a shortfall at SAM.

Director Slater-Carter: And we used a great deal of the reserves when they had the big spill, in 2016.

General Manager Beverli Marshall: I want to point out that this year I will be working with the SAM Finance Committee to develop policies to address that. We

know that is something we need to take a close look at and we will be working with the Finance Committee in that and bringing something to the SAM Board for their consideration. My hope is that as part of the budget discussion for next year, we can incorporate that--obviously, with input from the member agencies.

Director Boyd: There is a good size chunk set aside for maintenance in the plant...and money has been set aside for that. Am I correct in that the additional maintenance contractor budget would be for work requiring certification that we don't anticipate hiring, for example, an electrician?

General Manager Beverli Marshall: That is correct. We want to make sure that when we have specialized needs we can pay for whatever that is to be done. I am trying to anticipate the things that has surprised us in the last few years, and be prepared for those, so I don't have to come back to the member agencies mid-year and ask for additional funding which appears to the rate-payers that we haven't planned properly.

Gregg Dieguez, Montara resident: Do the financial projections for SAM upon which rates and other decisions are based, take into account the replenishment of assets comprising the infrastructure foundation? For example, do they include depreciation on current assets or some estimate of annual capital consumption by aging assets? If not, why not?

General Manager Beverli Marshall: SAM has not developed a policy for funding anticipated or aging out infrastructure at this time. Part of the discussion, as I mentioned earlier, is talking about the reserve policies that would include that conversation. The two reserve accounts that we have are operating reserves, so that is just cash flow, and the other is emergency project reserve. What we need to talk about also, are those sufficient? For example, the operating reserve is two months—so, is that sufficient? In addition to that, what would a policy look like for funding future projects? So, as we look out 5, 10, 20 years at the infrastructure that is aging out or is already aged out, and needs to be replaced, we need to look at the way that we would fund that. So, obviously, that would be a new policy because we don't currently have one.

Gregg Dieguez, Montara: Thank you. There are anecdotes regarding at least two rainy day incidents in recent years where high rain flows, and some alert and timely action by SAM operators turned off sewer flows from the northern Intertie pipeline into SAM, so that flows from Half Moon Bay could be processed without sewer system overflows at SAM or in Half Moon Bay. As a result, the effluent backed up into the Intertie pipes and filled the expansion tanks, I believe in Portola and Montara, until they could be safely released. The question is, are these anecdotes true? If yes, what statistics exist on the amount of effluent retained in the expansion tanks during each of these incidents?

General Manager Beverli Marshall: Each incident would be different, depending on the flow and the timing of the year. So, for example the first few rainy episodes of the year, we have fairly dry ground, and don't get a lot of additional flow coming from ground water into the system. But, after you've had several rainy days, the ground gets to be very saturated, and we start to see the impact a lot more. And there is a lot that goes into how much rain we get over what period of time. Yes, it is true that we have what we call our wet weather facility which is just outside of Portola in the Burnham Strip, built for that purpose. We have the Walker tank here which is for that purpose, to allow us to manage the flow so that it doesn't inundate the plant. So, yes, there are times, and it is planned, when we do it, to hold here in Montara and in Portola, so we don't overrun the system. There is only so much that can come through the system at any given time. It is also true that we do not have the capacity to do so for Half Moon Bay. So when we are holding at Portola and Montara, about 90% of the flow that is coming in to the plant is coming from Half Moon Bay. That is just the way the system is designed to work, at least in this point in time, and we are looking at expanding the storage capacity at the Burnham Strip, doubling it, going from 200,000 to 400,000 gallons. And the purpose of that is not necessary specifically for wet weather, but to allow us to take systems offline at the plant, and do maintenance and be able to hold there. It is also give us the ability—if we were having some sort of process upset at the plant, we could hold and feed the flow in what we call equalization to try and stabilize the process. Would it be beneficial if we had some sort of mechanism similar to that for Half Moon Bay? Of course it would. However that is not something SAM can do, but that opportunity would allow us to equalize all of the flow coming in to the treatment plant.

Director Lohman commented that the holding facilities were paid for entirely by Granada and Montara.

Director Slater-Carter: Half Moon Bay helped fund the Walker tank. Some of the back history is that after the plant was finished, and in the EIR for the expansion of the plant, there was a paragraph indicating that the transmission facilities would not accommodate what the plant can process, and given the growth projections, we would have to put in more transmission facilities. The idea at the time was to put in a parallel force main, which is what we have now, and it would have cost the same as expanding the plant—millions of dollars. Granada, Half Moon Bay, and Montara had a peer review performed and they recommended this holding tank system. So we did it. The Walker tank was originally for the Montara sewer treatment facility. It was rehabilitated, the bottom was strengthened, and re-used. Then the one in El Granada came up. El Granada bought the land—under the Burnham Overflow Facilities. It saved us millions. Instead of spending 17 million, we spent 2.5 million.

General Manager Beverli Marshall: And the expansion is something that SAM negotiated with the Regional Quality Control Board after the most recent spills in 2017. The penalty was \$600,000 dollars. The Regional Board allows us to put forth

a project to set aside 50% of that for a project that is beneficial, but not mandated by our permit. So, SAM negotiated that we would expand that facility, doubling it, so that it would give us the ability to do more maintenance on our system and manage it more efficiently. All three of the agencies are paying into that as part of the settlement for those spills. I also want to inform you that today was the County's Planning Committee meeting, where they were considering our Coastal permit for that project, and it was approved. It has some considerations, but nothing that will delay the timing. We have to do more biology assessments... There is a 10 day comment period for the County, then a 10 day comment period for the Coastal Commission, and then at that point, if there aren't any issues, then it will be approved, and we can move the project forward at that point.

Director Slater-Carter asked General Manager Heldmaier to send a positive comment from MWSD to the Planning Commission on this particular project.

General Manager Beverli Marshall added that SAM staff worked diligently with County staff to get this expedited, citing the agreement with the Regional Water Quality Control Board, and the time sensitive nature of it. It was expedited, and will hopefully be put out to bid in early May, with the hope that construction will be complete by the next wet weather season. She complimented Kishen Prathivadi, who ensured that it did not just sit on someone's desk.

Director Slater-Carter requested that SAM ensure that they pay attention to planting native grasses in the area.

General Manager said that they have already planned to do this, as it was part of the considerations brought up by the County.

General Manager Heldmaier reminded the Board that on the next May 2nd meeting, they will be adopting the budget.

Bob Ptacek, Montara: I didn't have a chance to go over the entire budget, but there were a couple of things I did see, I have a couple of questions and points. First item, the historical data that is in the budget, to say it was \$10.00 dollars last year and \$12.00 this year, so it is a 20% increase. That is not quite accurate because the historical data is based upon three participants and in the future there will be two participants on some of it. Therefore, when it is \$2.00 shared between less people the percentage is higher for the increase.

Director Slater-Carter: So, if they are arching this in the funding, we need to make sure OpenGov comments on that.

Bob Ptacek, Montara: Well, you are preparing a budget that will go to the public, saying we are going to raise your rates 3%. But it is really not 3%, because you are sharing that 3% increase, which if there were three agencies might actually be

2%. You are cooking the books to make it less painful, maybe not intentionally, but... my other comment is about Half Moon Bay and the Intertie. Every 5-10 years, Half Moon Bay changes their mind--they must be on a constant cycle. The Walker tank is a great example. Half Moon Bay recognized that it was a benefit for them. The Intertie system and the holding, is a benefit for them, and when I was on SAM, I said "You want to hold on to your agreement, fine. We are going to put a lock up front, 50% of your crap comes through, we are going to shut it, and you can sweep the rest of it off Main Street." If they are going to use 90% of the system, and we are holding things back, it is totally inexcusable. So, Half Moon Bay wanting to come back in because their dancing partner didn't know the tunes correctly and wants to go back to the old one, I would disagree with the one year extension. It needs to be a three year extension, plus it needs to have a requirement that before they come through the door again, they acknowledge they are getting benefits from the Intertie. They've have said it, and then whoever said it leaves, then a new person comes and gains publicity saying they are fighting for Half Moon Bay, when really we are holding back waste for them.

Director Slater-Carter: Before it gets to SAM, I would like to have it as an agenda item so that the two SAM reps get direction from our Board.

Bob Ptacek, Montara: Let me give you my best example of what Half Moon Bay does every 5-10 years. Three people own a condo building and they all maintain the building sweeping the front steps, etc. Then every 10 years, one of the owners decides he only has to go back to the garage and doesn't have to do any work in the front. So, that is what Half Moon Bay is doing, and I'm tired of it. In my 20 years on the Board, we went through that 3 times, and this is another one--so it is like 4 or 5 times. And as a taxpayer, I am getting tired of their machinations down there. Also, an item on the budget that struck me, was on administrative costs for the GM, Supervisor, a tech grunt, and a County grunt, was over \$520,000 dollars for 4 people, which comes to about \$130,000 dollars per year and that doesn't include benefits and expenses. That's quite heavy, and I am assuming that the \$520,000 dollars is to take care of all of SAM, of which now part of it would have been Collections, now that Half Moon Bay might want to come back in, was based on a lower participation.

General Manager Beverli Marshall: First of all, to clarify about the holding of the flow from the north, it is not long term. It is usually during the peaks. So, as far as the percentage of flow that Half Moon Bay might be using at any given period, they are not exceeding their capacity. If you were to look at the entire month, they wouldn't be using more than their allotment. But during those peaks, they might be, and we are doing that for a reason. I just want to make it clear that it is not a long term solution to allow Half Moon Bay 100% access to the plant. There is still flow coming in; we are doing it so it is managed most efficiently for the process. For the admin costs, I don't want to get into an "it seems like that's too much"--that's a judgment question. Yes, there are four people and they manage all of what SAM does, and there is a lot of administrative oversight that has to be done--risk

management and all of that falls under administration. So even though a significant portion deals with the treatment process--meaning the risk factor comes from that—it's all built into the administrative costs... Yes, it is all wages, the numbers are correct. There are four staff that are billed to Administration and we support everything that SAM does. As far as supporting Collection Services, this has been a discussion that has gone back and forth long before me, and each manager has managed it in different ways. Two years ago, the member agency managers got together and decided that in order for it to be truly an apples to apples comparison as far as the cost of Collection Services is, all of the administrative costs at SAM, whether or not we do Collections, should be on the general budget or the JPA side. So, the Collections services should be able to be completely segregated away. So the cost for the support that we provide to Collection services is charged to Collections as an administrative overhead, as opposed to putting staff time into it, so that if we were to completely eliminate Collection services it would still be clear what the costs of SAM are because they are built into the general budget and they can stand alone. Some of the support services we provide to the Collections portion of SAM can be seen on the revenue side. If you look at the Total Budget for Operations and Maintenance, you can see that there is a line item, Contract services, Misc. services, and the description of that is the overhead costs that then shows up as revenue to SAM. This offsets the administrative burden that SAM carries for providing those services. So, that revenue would go away, but so would the cost associated for that support. In reference to your comment about the Collection services, sharing the increase between two instead of three agencies. The difference is due to a reduction in staffing. It is the true cost because the position would be eliminated. Without the City of Half Moon Bay being fully committed to receiving services from SAM, one of the positions in Collection services would be eliminated and that is where the cost savings is. So, it is not the same four people spread over two agencies, it is now three people spread over two agencies.

Bob Ptacek: I am well aware of what is in the ground. My career started when that was a 2 million gallon plant and we understand that Half Moon Bay is not going to use 90% of the plant 7 days a week, 24 hours a day. However, the Intertie and the holding tanks are there specifically for one purpose only, so that during the times they need to get stuff there, it gets there. So, when the Mayor flushes, it goes all the way to the plant without falling somewhere on Kelly Avenue.

OLD BUSINESS –

1. Review and Possible Action Concerning Consideration of In-House Sewer Collection Services.

General Manager Heldmaier: We have discussed this quite a bit over the last 6 months. In fact, this goes back to 2015, when we first looked at this and received an assessment from our District Sewer Engineer that, at the time, indicated that

this is something the District should look further into. In our second round, in the summer of 2018, it was really motivated by the City of Half Moon Bay leaving the Collections System. Now one agency stepped out, meaning everything would be divided by two instead of three. And there were clear indications that it would be more expensive for Montara. It is more expensive in the budget that we just talked about; there is a cost increase, although minimal, looking at budgeted numbers--not actuals. We spoke about a study from our Financial Consultant in December with the understanding that Half Moon Bay was leaving the Sewer Authority Mid-Coastside for Collections services completely. And we already had the scenario that some of the services were pulled back and there was a significant reduction in the contributions from the City this current fiscal year. This situation is changing right now, with the City negotiating for a contract extension. Also, we have another circumstance worth mentioning, and that is we have two new Board members with which we haven't had a chance to talk about in detail yet. There was a hang up earlier this year due to a claim of a potential conflict of interest with the District Sewer Engineer and General Manager. It was resolved, and we were cleared to resume working on this. However, with the change in the situation, with so much in the air now--meaning the City negotiating with SAM and reconsidering their leaving SAM. That alone is reason to hold off and wait on this item. Also, we have our strategic plan in which we will be looking at that in the next two months. And that falls along the lines of the SAM budget process and getting that passed through for this coming fiscal year. I think it is pretty clear that we won't be able to get equipment, hire people, etc. in the next few months. With that, our recommendation is to reconsider this assessment until the summertime, so we have more clarity on the outside factors that play into this.

Director Lohman: I agree with Bob Ptacek's comments on Half Moon Bay getting away with these annual extensions. That is just ridiculous, and puts everyone else in a holding pattern. They need to be locked into a real contract, so that we know from year to year what we are doing. I also agree with the General Manager, that with everything bouncing around right now, we are not doing a real analysis, we are doing a "what if" analysis. I would rather wait until Half Moon Bay is locked in and things are more solid, and then if we want to do an analysis we can do it based upon a real situation, not something that may happen in the future. I know we spent a reasonable amount of money on this. I would be in favor of putting this on hold.

Director Boyd: I think where we are, it's April, with Half Moon Bay coming back to the table, unanticipated, given the steps they have taken, and we have invested heavily over many years to keep them at the table, despite their complaints. Beverli and her team has worked very hard to handle Collections without them, and now has to scramble and try to undo the undoing. It's like any kind of relationship, when one party leaves and comes back (for a little while)...it is a delicate time in the relationship. Now is a good time to invest in doing what we can in securing that relationship, because we have long acted in the knowledge that we are better together and that we can be all on the same page, and we can do what

we have all done for the last 45 years and take care of the Coastside sewage and make it something our constituents don't have to worry about....Right now, the key thing for us to do is take care of the budget, and do everything we can to help keep things at SAM stabile and do the best we can to bring Half Moon Bay back into the fold on that. Bob offered some cogent thoughts--things that we might try to secure. You step away, and then come back, okay, good, but we might need to have a conversation because it has been very disruptive to have to deal with, hoping they wouldn't, planning for when they would, and now planning for they wouldn't—it doesn't come without a real cost. I'm glad that we have information in front of us that if we get ourselves into a situation where we need to do something because it is no longer useful to do at SAM, we know that we have an option to take up some of this responsibility without a significant increase in cost—honestly, it looks about on par—so, I'm still on the front of better together, but with the risks that we are facing we have some good information in our back pocket. I think it is very valuable to have. It may help inform some of what we do in terms of working with and supporting SAM. It is good all around, glad to have it, and I am happy to hang on to it.

Director Marshall: I agree with the comments. I would like us to be a little more proactive though. We talk a lot about what Half Moon Bay does, but I feel like sometimes it is being reactive. We say we support SAM and the staffing there. Ultimately, if we are proactive in showing that, it sets the right tone, it shows the Coastside that we are in support, and not just saying it, but have something to back it. By us punting it down for a few months doesn't state that in my mind. It causes anxiety in the staff, making it difficult for them to make plans for their careers. From my perspective, I would like to take Bob's suggestion, and throw it over to Montara, and say "let's delay this for 3 years," put ourselves out there and re-negotiate with SAM, and look and show that. In the grand scheme of things, the challenges at SAM will happen here. The difference is, for us to take it on, we are going to take on more liability because this document shows us to actually break even we have to have the other agencies involved. And by virtue, that means we are moving services from SAM to here, and turning around and taking on additional liabilities when things may go wrong at Half Moon Bay or GCSD. That is something I would like us to discuss over time, to determine if it is worth that risk, because it may not be as break-even as we think. From my perspective, I would love to see this move forward with something a little more long term, so it gives everyone a chance to see where Half Moon Bay sits. I don't think it is a great risk to us delaying a decision or a re-evaluation in 3 years. It allows us to see where things lay out with the lawsuit, and what Half Moon Bay is desiring. One of the challenges I have with this document is I don't necessarily believe it is giving us the worst case scenario. I'm not saying it is the best—you and I talked—and I think in my mind, I would like to see some analysis down the road of "could we handle the worst case scenario," and that to me is valuable to us because maybe we don't want to take that full burden on. Maybe we want to share that with the other agencies, or at the very least, have it displayed between two agencies through SAM.

Director Boyd: Sharing between the 3 agencies is exactly what I am promoting, and have for my career working here and at SAM—keeping the band together. Right now we have an opportunity to have a conversation with Half Moon Bay. Is it one year, or three years? Or are they just back and committed to working together as partners? If they are not back to work together as partner, then they sound more like a customer than a partner. In which case we can have that conversation, we've offered to have that conversation, but until we see where this goes, I don't think it would be prudent for us to commit to any particular course of action. The landscape changes pretty radically, whether they are in our out, committed or tentative. So, I want the certainty. I'm going to resist a bit the notion that we haven't committed to SAM. There is no one more committed to SAM than me. I have invested heavily my time and energy. It doesn't come for free to sit and work with partners who spend a lot of time carping...honestly a lot of the dissatisfaction is not knowing the long term history on how we got to where we were, and coming in and going "I don't like what I see." That's all well and good, but we got here through a collaborative process and real life constraints on the money, and staff and all those other kinds of things. I am eager to do all that I can to stabilize it right now, to be very clear on expressing ourselves about the cost of various dalliances and now is a good time to sit as adults and start the bargaining. As you mentioned, there are other factors in play right now that we really can't talk about in open session. We really need to focus, and I think in terms of the staff report, I think we have good information that will serve as good material for the Board and public discussion about should we need to take this off the shelf we have a really good starting point. It reminds me a lot of when we talking about taking on the water system and Bob did a lot of modeling to try to answer the question "are we lying to ourselves of our ability to operate this without bringing in a lot of additional costs to our community," and we had a lot of criticism from people--not considering the worst case scenarios, and you are not considering this cost or that cost. The fact of the matter is, you do the best you can, work together, reach a mutual accord, you all vote for it, and buckle down and get to work. We've been through this before. I don't think we are going to take on any kind of decision like this without doing something similar, knowing a lot before going in, and knowing too, that we won't know everything. You raised some good points, and I hope we won't have to discuss them further. I would like to see us get SAM back on an even keel.

Director Marshall: I think the only thing I would like to counter is that I think we are sending the wrong message to the staff at SAM. If I were sitting in their shoes, I would be nervous whether I have a job in six months.

Director Boyd: Montara has been exquisitely clear about our commitment to SAM. I have on several occasions, been at the table at SAM, stating clearly Montara policy and we have been steadfast, and Granada has been almost without exception just as steadfast. There is only so much that we can commit to because we don't control what Half Moon Bay does. What we can control is our effort to

partner with them, stick with it, and not let the vagaries of the day control us, but rather stay really focused on our mission.

Director Harvey: Ric, to your point, staff is doing a great job in preparing this information about taking over Collections. We have good information, and we should put it on the shelf for now as Clemens recommends. But, in lieu of Scott's comments about doing the best we can in this situation, Half Moon Bay is talking to SAM about a contract, and we should also be talking to Half Moon Bay about a contract. I recommend that we give direction to Clemens and staff to pursue a three year contract with SAM for Collections, and it would show good faith to Half Moon Bay, SAM, its employees, and that we are serious. We should also form a committee with our two SAM representatives to have them participate in this discussion with SAM, to help Clemens and staff talk to SAM. We should aim for three years to show good faith.

Director Lohman: Do you want us to handle this offline or at the SAM meetings?

Director Slater-Carter stated that it should be done offline. She said they know what the costs are. The start-up costs for doing this ourselves are high and she is concerned that she doesn't know how much or how long the litigation costs will continue. This will change a lot of things including the cost to rate payers. Hiring is tough right now, and she doubts it will get better. For that she can agree with the three years. She said when she gets sued by someone she is reluctant to trust them again. She agreed that Bob and Jim have a good point. She also requested an updated contract with SAM. Three years, in terms of most things, is a short amount of time.

General Manager: I just want to make two clarifications. First, to Eric's comment. If I heard you correctly, you are saying if we take on services for the City or Granada we take on additional risk, and that is something we need to consider. That is a good point. We have highlighted in the past, that we have this situation right now for Montara. We have all the liability, but do not have any control, other than through what is happening through the reps. The liability lies 100 % with us. The State come in and ask staff questions as if they are SAM employees and they aren't able to answer those questions because SAM's staff doesn't report to Montara. This is an important aspect that I don't want the Board to forget. The other clarification is for Jim. If you want to give SAM staff some security, then a three year contract is a step down from what we have now. We have a perpetual agreement that has been in existence for 45 years. I don't understand the logic of reducing it to a three year contract.

Director Harvey: I just came up with three years. We can negotiate another contract...

Director Boyd, interjected: I want to clarify that we were not the faithless partner. We have been steadfast. One thing is that I'm not going to sit idly by and let pass

without comment is this notion that somehow because another partner chose to stray that in any way our recollection should be impugned by that. We have never quailed from our duty to SAM. SAM is a creation of the three agencies, Montara and Granada have been steadfast supporters, and we don't need to do anything to be more faithful. So, this just irks me to no end that one party is faithless, and everyone is then looking at the other two and saying "you guys are going to be faithful." No, that's wrong. I think I understand what has led to their actions. We tried to talk it through, they have gone and explored a few things, they found that the grass isn't always quite as green on the other side, now they are coming back, saying "we need to do something because we are not able to provide all of the things for ourselves that we know we need in the coming year." Let's bring them back in, let's secure them in, and let's show our commitment by getting Half Moon Bay secured into the organization as a partner in this. That's the best thing to do. Then we can talk about modernizing contracts and doing the things we need to do to streamline our work. We have learned a few things in the process talking to regulators, and we would like to establish a better footing so we aren't so flatfooted when the regulators come down on us. I can tell you what will keep the regulators from coming down on us, is keep the IPS repaired. Doing the repairs that we knew in 2009, 2011, 2012, 2013, 2014, 2016 that we needed to do because we had the engineer's report. Had we done those things, those regulators would have been telling us we are doing a good job, and we are going to increase your standards because we know you can handle it, which is a problem I welcome. The best thing we can do is secure the relationship and keep the infrastructure secure. That is where we are going to show our commitment, and that is what we have been doing, and that is what we should keep doing more of that.

Director Marshall: Can you help me understand the difference between what you just described—I agree with you—versus Montara taking on the service, putting up the upfront capital. How does that differ between what you just described? In my mind, I'm just saying keep it with SAM, and don't bring it over here because I don't see the added value or benefits. I don't see that we are actually gaining anything from this.

Director Boyd: The reason to ever consider it was--it's a matter of risk management. With Half Moon Bay doing everything they could to destabilize what was going on in Collections, and maybe the rest of SAM, we had to consider how we are going to manage that risk. Once we identified that risk, we had to identify how to mitigate that risk. But if Half Moon Bay manages to get out of participation of the IPS, it is a significant annual expense and if they are no longer partners in it, we pay double what we currently pay. That is real money. We have to ask "what are we going to do to mitigate that?" This is what spurred the question, "should we be taking on some things ourselves?" especially if you look at Collections. If Half Moon Bay withdraws and SAM says the only way to keep the Collections team is to take the costs way up, if there is any chance the we can operate... The Collections is not the JPA, it is a service that they provide. Around 17 years ago, SAM said they didn't want to do Collections and gave it to the member agencies.

This is an oversimplification, but that is essentially what happened. We then did our own line cleaning and line inspections. I remember the SPS in the streets doing that work... That service has gone back and forth, and it can go back and forth again. We are crazy if we don't look at that. So, it is a matter of risk management, both on our ability to do the service that we have to do. We are going to solve it all in summer, and spend the money somewhere. We can take it to a contractor, take it to SAM, we can host it ourselves—those are all obvious options. We should know the pros and cons, and the costs of each.

Bob Ptacek, Montara: What actually got me curious about this item, the third from the end paragraph about the cease and desist to proceed. Obviously, given what I just heard, I agree that we are going forward. Three is better than two, we have always said that. And my three year suggestion of Half Moon Bay coming back for no less than three years agreement, I didn't expect you to take that three years and run with it to other places—that's not mine. I agree that staff should be worried. If was working there I would be nervous. But if I'm going to be nervous and talk to someone about it, the phone call was made by Half Moon Bay. And that is the place you got to go, as Scott has said. We have tried many times to get along, and do that relationship. This was started by Half Moon Bay, whether it is justified, unjustified, or misinformation; the manager's job is to manage the services and find ways to improve them, reduce the costs, and that is what got me concerned. There is a conflict of interest in stopping the manager from doing something that, in my opinion, he is being paid to do. I'm glad that you guys have taken it off, but on the conflict of interest, that brought up a different point. We have a Board member that has a relationship with the General Manager and I don't believe you are allowed to vote on any...

Director Marshall: Actually, we've already gone through that and there is no conflict of interest.

Bob Ptacek: Let me finish...the SAM decisions relate to your dwelling. The thing you went through before was someone who is related, but not receiving anything from that...

Director Slater-Carter: Christine has been doing extensive research on this.

Bob Ptacek: That is wonderful. If he makes one vote, in my opinion, I will head to Sacramento. There are organizations in Sacramento that deal with these kinds of political situations, and I feel there is a conflict. If there is, I will pursue that in Sacramento.

Tim Costello, Half Moon Bay: I was here in regards to the Collections Services contract. I heard a lot of you say tonight, as Scott referred to "keeping the band together." As a taxpayer on the Coast, there is benefit of everyone together. You have economy of scale—that's huge. I would be concerned if something happens. I know you guys have overhead, as taxpayer in Half Moon Bay, what would

happen to my rates? You have no control over that, and I get that. The whole Collections thing—I don't know if any of you came from a broken home, as I have. It is like going through a divorce all over again—you never really know what is going on. As a child you are pulled into this direction and pulled into that direction, and that is kind of what it seems like to me. I am speaking as a resident, and not as an employee, so thanks.

John Szabo: I didn't come from a broken home. But I'll talk about what Tim was covering—what we do in the truck, the Collections department and what is talked about. With the broken home part, we are feeling like “what did we do to make Mommy and Daddy mad?” Why don't they love us anymore?” It's true. We hear words--Scott is talking about how he is so supportive and right across the table is someone who is trying to take it away...we feel unsure, we don't know what is going to happen next month. As soon as Trump hits the tweet it changes. Tomorrow Half Moon Bay could call up and say they are back to not going with you guys. That could happen any time. And that part, I think Clemens is right. You might as well be prepared. But that is the thing. You guys are getting ready to leave, Half Moon Bay is prepared to leave, and Granada just sits there and will go any way you want. We feel bad. Scott, don't just keep harping on how...I know you feel it, but we don't feel it. In the truck, we don't feel it, because we hear this stuff. I come to the meetings, because I want to hear what is going on. Even sitting here at the meetings, I don't believe it, because it could change anytime. And I guess as managers, you do what you think is right. Three of you want to do what you think is right, that bothers us. Thank you.

Director Boyd: Let me be real clear. Because things that been thrown into chaos we have to consider our options. Clemens is just doing what we asked him to do—help us understand our options. It is not just feelings or words, you have been to enough meetings, you seen me fight for SAM, this is for real. I'm in this game to do something good for the community as a whole. We want a good relationship with everyone who works for us at SAM, but the composition of SAM and what it does derives directly from the relationship of the three ownership parties, and there is where we have to start. Depending on which way that goes, we are then going to have to figure out what can we do with that. We have been really committed to keeping SAM stable, upright, and ready to go, but everyone has to play ball.

Director Slater-Carter: I am looking for direction from the Board.

Director Boyd: I think we just table this item.

Director Slater-Carter: We table this item. I heard something about forming a committee of the two SAM reps and working with Clemens to bring the contract up-to-date.

Director Boyd: I don't know if the contract is the most important item right now. I think what we need to do is figure out what is going on with partnership at SAM,

getting the budget in place, and getting those two things really nailed down. It's good for us to know what options we have, what actions we could take, but until we know...we are in negotiations with Half Moon Bay right now, and that is the real story. For us to say we are in negotiations right now but we are going to go ahead and take action like we have already sorted something out, all we do is limit our options at that point. What we need to do is sort something out with them, figure out what this means for SAM, and as soon as that is done, then we can pivot to "let's nail this thing down really." I am with that but I don't think we are doing ourselves any favors by saying we are going to negotiate, but pre-decide what we are going to do, and act on it before we actually...

Director Harvey: I disagree. This is budget time, and we need to negotiate a new, up-to-date contract with SAM. We need to keep this process going. If we sit and do nothing, everything will continue to fall apart. I think we need to be proactive. Things could change. We have the information about us doing the Collections on the shelf, and have that available for future use. In the meantime, we are in the budget process, we need to show Half Moon Bay and SAM we need to demonstrate our continued participation that you take such great pride in maintaining, Scott. I'll give that direction.

Director Slater-Carter: Any contract changes that we make will not be effective until next year anyway. We already have the 2019-2020 budget in front of us and we will not be making or contemplating changes to that. What we would be doing, is I heard a problem you mentioned that I think we need to address in the contract that is not in the old one. I don't think this is something we are going to rush to judgement on, but we should start thinking about what we would like to see, where the problems are, and bringing things up to date. My experience with long term old contracts, is that when I had a franchise from McDonalds it was 30 pages, and now it is 700 pages. That is how the law and responsibilities and things have changed, and we need to be cognizant of that fact. I am not saying to make a commitment to SAM for three years, but I am also not saying not to make a commitment, but I believe there are things we can do to improve that.

General Manager Heldmaier: I am going to echo Director Slater-Carter's comments, Jim. We are not going to have a new agreement with SAM before July 1st. If we engage in a new agreement, this agreement will be drafted by Montara and we will take our time to do this properly without any time pressure. Additionally, if a new contract is established, there will be an assessment of the services that we are purchasing and a reduction of services, and that is not our intent walking into this next fiscal year. We want to keep the SAM Collections budget as it is right now. In the coming year, there will be a thorough assessment of the services and I think we can save some money on this.

Director Slater-Carter: I hear the Board giving direction for the SAM reps to work with Clemens and Pippin over the next year, and about what Montara's stakes are,

what the efficiencies can be, and Christine and Dave, and bringing their contract up-to-date.

All Directors were in agreement.

NEW BUSINESS -

2. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting April 18, 2019.

General Manager Heldmaier stated he will not be available on April 18th, and that others were also not available. So the next meeting is scheduled for May 2nd.

All Directors were in agreement.

REPORTS

- 1. Sewer Authority Mid-Coastside Meeting (Slater-Carter & Lohman) –**
Director Slater-Carter: Yesterday there was Ops Committee meeting, and we talked about whether there should be minutes of the committee meetings and it was decided that we could have action meeting minutes and an audio recording. There was a question about the General Manager's weekly report, and it was decided yes it is valuable. We talked about staffing issues and succession planning, and that was when one of the staff members came forward and announced he was retiring and we better pay attention. We discussed the General Manager's evaluation. The next Ops Committee meeting will be April 22, at 5:30pm before the next SAM Board meeting. The next SAM Board meeting which is scheduled for Monday, has been canceled.

Director Lohman: Wasn't the last meeting really short, in record time?

Director Slater-Carter: We got out by 8:00pm. We talked about the budget, SAM executed an MOU with the IUOE (Stationary Local 39) and that is reflected in our budget, and that's it. Again, there will be no meeting on Monday.

- 2. Mid-Coast Community Council Meeting (Slater-Carter) –**
Director Slater Carter: I haven't been attending recently.

3. CSDA Report (Lohman)

Director Lohman: I will combine this with a future agenda item. This was from a couple of meetings ago, so we haven't had one since the last meeting, but I was thinking about it. Several of the member agencies were bragging about

receiving their second year awards for transparency awards for special districts. I would like to put that on our agenda to see if we can do this.

General Manager Heldmaier: This is something that came up during the grand jury investigation, and we agreed to do it. We have everything lined up, and ready. There are some policy requirements that we are looking into with our attorney, and that is the last item to be squared away. We may have to adopt a policy to complete this.

Director Slater-Carter: Okay, let's put this on a future agenda.

4. **Attorney's Report (Schricker) – None**
5. **Directors' Report – None**
6. **General Manager's Report (Heldmaier) – Nothing further**

FUTURE AGENDAS

Director Slater-Carter stated she would like to see a list of future items as they are brought up.

Director Harvey reminded Director Slater-Carter about the future agenda item to change the meeting time to 7:00pm.

BRIEF RECESS

REGULAR MEETING ENDED at 9:15 P.M.

CONVENE IN CLOSED SESSION 9:25 P.M.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4))

Initiation of litigation

Number of cases: 1

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.* (Santa Clara County Super, Cr. No. 17CV316927)

***Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (USDC ND Case No. 3:18-cv-04413-VC)**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code §54957)
Title: General Manager**

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

Respectfully Submitted,

Signed _____
Secretary

Approved on the 2nd, May 2019

Signed _____
President

Questions for Beverli Marshall of SAM

1. Do the financial projections for SAM – upon which rates and other decisions are based – take into account replenishment of the assets comprising the infrastructure foundation? For example, do they include depreciation on current assets, or some estimate of annual capital consumption by aging assets? If not, why not?

2. There are anecdotes regarding at least two rainy day incidents in recent years where high rain flows and alert and timely action by SAM operators turned off the sewer flows from the northern intertie pipeline into SAM, so that flows from HMB could be processed without Sewer System Overflows either at SAM or in HMB. As a result, the effluent backed up into the intertie pipes and filled expansion tanks in Portola and Montara until they could be safely released.

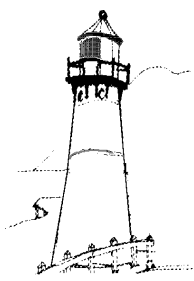
Are these anecdotes true? If yes, what statistics exist on the amount of effluent retained in the expansion tanks during each of those incidents?

Fire Preparedness Update 4/4/19

I have obtained the list of all fire hydrants in MWSD and CCWD and the fire flow test results over the past ten (10) years. I need to digitize the data and I will prepare a report for MWSD, the MCC and others interested sometime after Tax Day. At first glance, it would appear that 15 of approximately 150 MWSD hydrants have been tested in that 10 year period. And there may be good reasons for that, as noted in the Master Plan regarding water conservation. There are also issues of chlorination in the water, etc.

However, I note that the Fire Marshall in Cal Fire – while praising the cooperation of MWSD in recent years (he named “Julian”) - also mentioned that CCWD produces a schedule of “flushes” so he can coordinate his pressure testing when they already are using those hydrants. He welcomes the opportunity to do the same with MWSD.

Finally, in light of the fire preparedness issues facing the Mid-Coast, and especially in light of the obvious failures of the alert system during the recent tunnel closure, the MCC has scheduled the Office of Emergency Services for a discussion on April 24th. I shall attend that meeting and bring any relevant matters to the Board’s attention.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: May 2, 2019

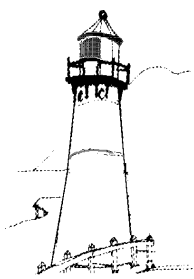
TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July thru March 2019 Variances over \$2,000:

- 4400 Fees, \$37,115 above Budget – Major increase in the number of remodel fees collected from customers.
- 4610 Property Tax Receipts, \$92,914 above Budget – District received a \$284,537 ERAF distribution in January.
- 4710 Sewer Service Charges, \$504,600 below Budget – December County distribution did not constitute half of District budget. Additional funds to be distributed in the coming months.
- 4720 Sewer Service Refunds, customer, \$3,000 below Budget – no refunds issued to date.
- **Overall Total Operating Income for the period ending March 31, 2019 was \$368,946 below budget. Total revenue received to date is \$1,805,098.**
- 5200 Board of Directors \$4,634 below Budget – Elections expense has yet to be billed and paid.
- 5400 Legal, \$15,977 below Budget – Difference due to timing. Actual expense; \$103,648.
- 5610 Accounting, \$2,348 below Budget – Differences due to timing in the billing.
- 5630 Consulting, \$2,224 above Budget – Payment for the services of open.gov.
- 5800 Labor, \$26,999 above Budget – Employee benefits expenses are larger than expected due to the family composition of staff.
- 6170 Claims, Property Damage, \$5,514 above Budget – Payment made to the State Water Pollution Cleanup & Abatement.
- 6200 Engineering, \$29,334 below Budget – Majority of costs have been capital in nature.
- 6600 Collection/Transmission \$7,500 below Budget – No activity in current year.
- 6940 SAM Maintenance, Collection Sys, \$30,000 below Budget – No activity to date.
- 6950 SAM Maintenance, Pumping, \$11,508 above Budget – One bill paid to date for capitalizable costs related to pumping expenses.
- **Overall Total Operating Expenses for the period ending March 31, 2019 were \$48,150 below Budget.**



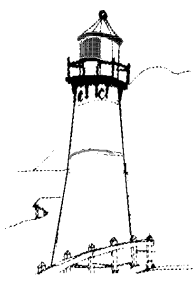
MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: May 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Total overall Expenses for the period ending March 31, 2019 were \$48,838 below budget. For a net ordinary loss of \$320,109, budget vs. actual. Actual net ordinary income is \$22,966.**
- 7100 Connection Fees, \$18,646 above Budget – One new construction connection and one new fixture unit connection sold in March.
- 7200 Interest Income, LAIF, \$52,479 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$697,087 below Budget – 1st payment for Sewer improvement project paid in March.
- 9100 Interest Expense – GO Bonds \$10,698 below Budget – Difference due to timing.



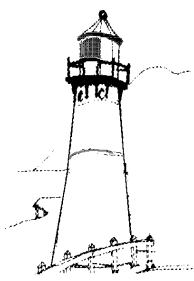
MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: May 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru March 2019 Variances over \$2,000:**
- 4610 Property Tax Receipts, \$92,914 above Budget – District received a \$284,537 ERAF distribution in January.
- 4740 Testing, Backflow, \$3,456 above Budget – additional collections in February.
- 4810 Water Sales, Domestic, \$14,941 above budget – Increase due to rate increase, increased usage, and timing differences.
- 4850 Water Sales Refunds, Customer, \$2,420 above budget – One refund was issued in March.
- **Overall Total Operating Income for the period ending March 31, 2019 was \$113,918 above budget. Total revenue received to date is \$1,802,202.**
- 5250 Conference Attendance, \$3,363 below Budget – Fees for ACWA and CSDA conferences paid.
- 5400 Legal, \$36,174 below Budget – Majority of resources spent on the Sewer enterprise.
- 5530 Memberships, \$12,129 above Budget – Bay Area Air Quality Management District expenses have been captured under this account inadvertently.
- 5610 Accounting, \$2,348 below Budget – Differences due to timing in the billing.
- 5630 Consulting, \$8,441 below Budget – Budgeted projects (actuaries & rate studies) have yet to occur.
- 5800 Labor, \$93,850 below Budget – Major line items to decrease are staff wages due to the District not yet employing the services of a fourth operator.
- 6170 Claims, property Damage, \$7,478 below Budget – Minimal activity in this fiscal year.
- 6180 Communications, \$4,561 above Budget – SCADA system maintenance and purchase of additional equipment.
- 6195 Education & Training, \$3,443 below Budget – Expenses have been held in check through the fiscal year.
- 6200 Engineering, \$177,729 above Budget – Water Quality engineering costs are higher than anticipated due to changes at the State Water Board.
- 6320 Equipment & Tools, Expensed, \$4,471 above Budget – Project taken on by District staff required the acquisition of specialty tools.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: May 2, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6400 Pumping, \$18,808 below Budget – True-up bill paid; however, it was not as much as anticipated.
- 6500 Supply, \$28,055 below Budget – Less water purchases than anticipated.
- 6600 Collection/Transmission, \$4,504 below Budget – Minimal activity in March.
- 6700 Treatment, \$6,215 below budget – Chemicals & Filtering budget and treatment analysis costs held below expectations.
- 6800 Vehicles, \$4,686 below budget – Fuel costs and repair costs have been held below expected.
- **Overall Total Operating Expenses for the period ending March 31, 2019 were \$111,708 above Budget.**
- **Total overall Expenses for the period ending March 31, 2019 were \$18,193 below budget. For a net ordinary income of \$132,112, budgeted vs. actual. Actual net ordinary income is \$570,543.**
- 7100 Connection Fees, \$52,099 above Budget – One new construction connection and one PFP connection sold in March.
- 7600 Bond Revenues, GO Bond, \$227,575 below Budget – additional funds to be provided through the fiscal year.
- 8000 CIP, \$42,177 below Budget – \$19,678 of project expenses paid for in March.
- 9100 Interest Expense – GO Bonds \$107,350 below Budget – Difference due to timing.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through March 2019

	Jul '18 - Mar 19	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	27,415.89	26,624.97	790.92
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,084.00	4,124.97	-2,040.97
4420 · Administrative Fee (Remodel)	0.00	675.00	-675.00
4430 · Inspection Fee (New Constr)	1,972.00	3,750.03	-1,778.03
4440 · Inspection Fee (Remodel)	0.00	487.53	-487.53
4450 · Mainline Extension Fees	3,119.20		
4460 · Remodel Fees	1,899.72		
Total 4400 · Fees	9,074.92	9,037.53	37.39
4510 · Grants	280.00		
4610 · Property Tax Receipts	299,163.75	206,250.03	92,913.72
4740 · Testing, Backflow	15,456.00	11,999.97	3,456.03
4810 · Water Sales, Domestic	1,451,562.84	1,436,622.03	14,940.81
4850 · Water Sales Refunds, Customer	-4,670.43	-2,250.00	-2,420.43
4990 · Other Revenue	3,920.02		
Total Income	1,802,202.99	1,688,284.53	113,918.46
Gross Profit	1,802,202.99	1,688,284.53	113,918.46
Expense			
5000 · Administrative			
5190 · Bank Fees	2,316.54	2,625.03	-308.49
5200 · Board of Directors			
5210 · Board Meetings	2,565.53	2,999.97	-434.44
5220 · Director Fees	1,425.00	2,475.00	-1,050.00
Total 5200 · Board of Directors	3,990.53	5,474.97	-1,484.44
5240 · CDPH Fees	10,529.50	11,625.03	-1,095.53
5250 · Conference Attendance	1,136.63	4,500.00	-3,363.37
5270 · Information Systems	1,139.50	2,250.00	-1,110.50
5300 · Insurance			
5310 · Fidelity Bond	437.50	375.03	62.47
5320 · Property & Liability Insurance	2,215.00	2,025.00	190.00
Total 5300 · Insurance	2,652.50	2,400.03	252.47
5350 · LAFCO Assessment	2,520.00	1,874.97	645.03
5400 · Legal			
5420 · Meeting Attendance, Legal	13.50	6,374.97	-6,361.47
5430 · General Legal	15,187.50	45,000.00	-29,812.50
Total 5400 · Legal	15,201.00	51,374.97	-36,173.97

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through March 2019

	Jul '18 - Mar 19	Water Budget	\$ Over Budget
5510 · Maintenance, Office	6,853.12	6,000.03	853.09
5520 · Meetings, Local	1,041.64		
5530 · Memberships	27,504.22	15,374.97	12,129.25
5540 · Office Supplies	6,296.02	5,249.97	1,046.05
5550 · Postage	6,753.45	5,249.97	1,503.48
5560 · Printing & Publishing	2,421.21	1,500.03	921.18
5600 · Professional Services			
5610 · Accounting	20,152.50	22,500.00	-2,347.50
5620 · Audit	8,000.00	9,749.97	-1,749.97
5630 · Consulting	17,808.90	26,250.03	-8,441.13
5650 · Labor & HR Support	1,831.50	1,874.97	-43.47
5660 · Payroll Services	720.08	749.97	-29.89
Total 5600 · Professional Services	48,512.98	61,124.94	-12,611.96
5710 · San Mateo Co. Tax Roll Charges	119.00		
5720 · Telephone & Internet	20,372.41	18,749.97	1,622.44
5730 · Mileage Reimbursement	1,188.24	1,500.03	-311.79
5740 · Reference Materials	0.00	600.03	-600.03
5790 · Other Administrative	875.51		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	29,512.21	32,271.75	-2,759.54
5820 · Employee Benefits	59,942.42	60,043.50	-101.08
5830 · Disability Insurance	2,244.08	3,215.97	-971.89
5840 · Payroll Taxes	28,811.11	36,569.97	-7,758.86
5850 · PARS	23,201.74	26,800.47	-3,598.73
5900 · Wages			
5910 · Management	85,874.24	77,793.75	8,080.49
5920 · Staff	266,500.30	320,103.00	-53,602.70
5930 · Staff Certification	6,725.00	8,550.00	-1,825.00
5940 · Staff Overtime	36,136.42	52,000.47	-15,864.05
5950 · Staff Standby	18,437.88	19,592.28	-1,154.40
Total 5900 · Wages	413,673.84	478,039.50	-64,365.66
5960 · Worker's Comp Insurance	3,193.27	17,487.72	-14,294.45
Total 5800 · Labor	560,578.67	654,428.88	-93,850.21
Total 5000 · Administrative	722,002.67	851,903.82	-129,901.15
6000 · Operations			
6160 · Backflow Prevention	576.26	749.97	-173.71
6170 · Claims, Property Damage	21.75	7,499.97	-7,478.22
6180 · Communications			
6185 · SCADA Maintenance	12,060.65	7,499.97	4,560.68
Total 6180 · Communications	12,060.65	7,499.97	4,560.68
6195 · Education & Training	3,307.22	6,750.00	-3,442.78

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through March 2019

	Jul '18 - Mar 19	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	375.03	-375.03
6220 - General Engineering	16,165.55	33,750.00	-17,584.45
6230 - Water Quality Engineering	270,688.04	74,999.97	195,688.07
Total 6200 - Engineering	286,853.59	109,125.00	177,728.59
6320 - Equipment & Tools, Expensed	8,220.67	3,750.03	4,470.64
6330 - Facilities			
6335 - Alarm Services	538.56	600.03	-61.47
6337 - Landscaping	3,878.95	4,500.00	-621.05
Total 6330 - Facilities	4,417.51	5,100.03	-682.52
6370 - Lab Supplies & Equipment	2,111.85	1,500.03	611.82
6400 - Pumping			
6410 - Pumping Fuel & Electricity	54,102.61	67,500.00	-13,397.39
6420 - Pumping Maintenance, Generators	5,678.81	7,499.97	-1,821.16
6430 - Pumping Maintenance, General	207.57	3,750.03	-3,542.46
6440 - Pumping Equipment, Expensed	477.71	524.97	-47.26
Total 6400 - Pumping	60,466.70	79,274.97	-18,808.27
6500 - Supply			
6510 - Maintenance, Raw Water Mains	1,857.02	1,575.00	282.02
6520 - Maintenance, Wells	2,381.50	7,499.97	-5,118.47
6530 - Water Purchases	6,781.42	29,999.97	-23,218.55
Total 6500 - Supply	11,019.94	39,074.94	-28,055.00
6600 - Collection/Transmission			
6610 - Hydrants	-570.00	749.97	-1,319.97
6620 - Maintenance, Water Mains	32,742.87	37,500.03	-4,757.16
6630 - Maintenance, Water Svc Lines	8,545.83	15,000.03	-6,454.20
6640 - Maintenance, Tanks	0.00	749.97	-749.97
6650 - Maint., Distribution General	7,311.23	5,249.97	2,061.26
6660 - Maintenance, Collection System	413.98		
6670 - Meters	8,177.42	1,874.97	6,302.45
Total 6600 - Collection/Transmission	56,621.33	61,124.94	-4,503.61
6700 - Treatment			
6710 - Chemicals & Filtering	2,351.48	22,500.00	-20,148.52
6720 - Maintenance, Treatment Equip.	14,978.41	2,999.97	11,978.44
6730 - Treatment Analysis	33,454.77	31,500.00	1,954.77
Total 6700 - Treatment	50,784.66	56,999.97	-6,215.31
6770 - Uniforms	7,337.89	9,000.00	-1,662.11

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2018 through March 2019

	Jul '18 - Mar 19	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	4,181.69	6,000.03	-1,818.34
6820 - Truck Equipment, Expensed	103.69	749.97	-646.28
6830 - Truck Repairs	1,528.79	3,750.03	-2,221.24
Total 6800 - Vehicles	5,814.17	10,500.03	-4,685.86
6890 - Other Operations	43.48		
Total 6000 - Operations	509,657.67	397,949.85	111,707.82
Total Expense	1,231,660.34	1,249,853.67	-18,193.33
Net Ordinary Income	570,542.65	438,430.86	132,111.79
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	112,692.00	129,764.97	-17,072.97
7130 - Conn. Fees, PFP (New Constr)	127,139.91	60,000.03	67,139.88
7140 - Conn. Fees, PFP (Remodel)	2,032.40		
Total 7100 - Connection Fees	241,864.31	189,765.00	52,099.31
7600 - Bond Revenues, G.O.	635,252.14	862,827.03	-227,574.89
Total 7000 - Capital Account Revenues	877,116.45	1,052,592.03	-175,475.58
Total Other Income	877,116.45	1,052,592.03	-175,475.58
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	318,573.38	360,749.97	-42,176.59
Total 8000 - Capital Improvement Program	318,573.38	360,749.97	-42,176.59
9000 - Capital Account Expenses			
9075 - PFP Connection Expenses	6,135.00		
9100 - Interest Expense - GO Bonds	145,171.26	252,521.00	-107,349.74
9125 - PNC Equipment Lease Interest	12,764.56	12,764.57	-0.01
9150 - SRF Loan	39,938.40	39,917.44	20.96
9210 - Conservation Program/Rebates	1,500.00	1,500.03	-0.03
Total 9000 - Capital Account Expenses	205,509.22	306,703.04	-101,193.82
Total Other Expense	524,082.60	667,453.01	-143,370.41
Net Other Income	353,033.85	385,139.02	-32,105.17
Net Income	923,576.50	823,569.88	100,006.62

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through March 2019

	Jul '18 - Mar 19	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 - Cell Tower Lease	27,415.80	26,624.97	790.83
4400 - Fees			
4410 - Administrative Fee (New Constr)	2,605.00	2,625.03	-20.03
4420 - Administrative Fee (Remodel)	0.00	1,500.03	-1,500.03
4430 - Inspection Fee (New Constr)	2,464.00	2,625.03	-161.03
4440 - Inspection Fee (Remodel)	0.00	2,999.97	-2,999.97
4460 - Remodel Fees	44,796.00	2,999.97	41,796.03
Total 4400 - Fees	49,865.00	12,750.03	37,114.97
4610 - Property Tax Receipts	299,163.79	206,250.03	92,913.76
4710 - Sewer Service Charges	1,409,569.20	1,914,168.78	-504,599.58
4720 - Sewer Service Refunds, Customer	0.00	-2,999.97	2,999.97
4760 - Waste Collection Revenues	16,274.93	17,250.03	-975.10
4990 - Other Revenue	2,809.01		
Total Income	1,805,097.73	2,174,043.87	-368,946.14
Gross Profit	1,805,097.73	2,174,043.87	-368,946.14
Expense			
5000 - Administrative			
5190 - Bank Fees	5,764.52	4,875.03	889.49
5200 - Board of Directors			
5210 - Board Meetings	2,565.57	1,874.97	690.60
5220 - Director Fees	1,425.00	2,999.97	-1,574.97
5230 - Election Expenses	0.00	3,750.03	-3,750.03
Total 5200 - Board of Directors	3,990.57	8,624.97	-4,634.40
5250 - Conference Attendance	1,136.63	2,250.00	-1,113.37
5270 - Information Systems	1,139.50	2,999.97	-1,860.47
5300 - Insurance			
5310 - Fidelity Bond	437.50	375.03	62.47
5320 - Property & Liability Insurance	2,215.00	1,500.03	714.97
Total 5300 - Insurance	2,652.50	1,875.06	777.44
5350 - LAFCO Assessment	1,794.00	1,500.03	293.97
5400 - Legal			
5420 - Meeting Attendance, Legal	13.50	7,125.03	-7,111.53
5430 - General Legal	16,159.50	112,500.00	-96,340.50
5440 - Litigation	87,474.57		
Total 5400 - Legal	103,647.57	119,625.03	-15,977.46

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through March 2019

	Jul '18 - Mar 19	Sewer Budget	\$ Over Budget
5510 · Maintenance, Office	6,154.73	6,000.03	154.70
5520 · Meetings, Local	25.65		
5530 · Memberships	578.60		
5540 · Office Supplies	4,732.93	6,000.03	-1,267.10
5550 · Postage	1,799.02	1,874.97	-75.95
5560 · Printing & Publishing	2,213.21	3,750.03	-1,536.82
5600 · Professional Services			
5610 · Accounting	20,152.50	22,500.00	-2,347.50
5620 · Audit	8,000.00	9,749.97	-1,749.97
5630 · Consulting	17,223.91	15,000.03	2,223.88
5640 · Data Services	6,079.02	4,500.00	1,579.02
5650 · Labor & HR Support	1,831.50	1,874.97	-43.47
5660 · Payroll Services	720.07	749.97	-29.90
Total 5600 · Professional Services	54,007.00	54,374.94	-367.94
5710 · San Mateo Co. Tax Roll Charges	119.00	1,874.97	-1,755.97
5720 · Telephone & Internet	15,759.87	18,000.00	-2,240.13
5730 · Mileage Reimbursement	1,092.31	1,125.00	-32.69
5740 · Reference Materials	87.00	150.03	-63.03
5790 · Other Administrative	518.10		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	15,012.86	11,934.00	3,078.86
5820 · Employee Benefits	40,846.54	26,726.22	14,120.32
5830 · Disability Insurance	906.88	1,150.47	-243.59
5840 · Payroll Taxes	11,173.78	13,042.53	-1,868.75
5850 · PARS	11,997.86	11,562.03	435.83
5900 · Wages			
5910 · Management	85,874.32	77,793.75	8,080.57
5920 · Staff	94,460.21	89,285.22	5,174.99
5930 · Staff Certification	1,350.00	1,350.00	0.00
5940 · Staff Overtime	1,434.84	2,058.03	-623.19
Total 5900 · Wages	183,119.37	170,487.00	12,632.37
5960 · Worker's Comp Insurance	679.73	1,835.28	-1,155.55
Total 5800 · Labor	263,737.02	236,737.53	26,999.49
Total 5000 · Administrative	470,949.73	471,637.62	-687.89
6000 · Operations			
6170 · Claims, Property Damage	20,514.24	15,000.03	5,514.21
6195 · Education & Training	408.96	749.97	-341.01
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	1,500.03	-1,500.03
6220 · General Engineering	17,165.70	45,000.00	-27,834.30
Total 6200 · Engineering	17,165.70	46,500.03	-29,334.33
6320 · Equipment & Tools, Expensed	0.00	749.97	-749.97

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through March 2019

	Jul '18 - Mar 19	Sewer Budget	\$ Over Budget
6330 - Facilities			
6335 - Alarm Services	4,064.76	4,275.00	-210.24
6337 - Landscaping	1,716.00	1,800.00	-84.00
Total 6330 - Facilities	5,780.76	6,075.00	-294.24
6400 - Pumping			
6410 - Pumping Fuel & Electricity	32,462.53	30,750.03	1,712.50
Total 6400 - Pumping	32,462.53	30,750.03	1,712.50
6600 - Collection/Transmission			
6660 - Maintenance, Collection System	0.00	7,499.97	-7,499.97
Total 6600 - Collection/Transmission	0.00	7,499.97	-7,499.97
6800 - Vehicles			
6810 - Fuel	737.95	749.97	-12.02
6820 - Truck Equipment, Expensed	18.30	119.97	-101.67
6830 - Truck Repairs	269.79	749.97	-480.18
Total 6800 - Vehicles	1,026.04	1,619.91	-593.87
6900 - Sewer Authority Midcoastside			
6910 - SAM Collections	247,955.55	246,026.97	1,928.58
6920 - SAM Operations	936,860.22	936,860.22	0.00
6940 - SAM Maintenance, Collection Sys	0.00	29,999.97	-29,999.97
6950 - SAM Maintenance, Pumping	49,008.35	37,500.03	11,508.32
Total 6900 - Sewer Authority Midcoastside	1,233,824.12	1,250,387.19	-16,563.07
Total 6000 - Operations	1,311,182.35	1,359,332.10	-48,149.75
Total Expense	1,782,132.08	1,830,969.72	-48,837.64
Net Ordinary Income	22,965.65	343,074.15	-320,108.50
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	152,570.00	108,450.00	44,120.00
7120 - Connection Fees (Remodel)	10,030.00	37,500.03	-27,470.03
7130 - Conn. Fees, PFP (New Constr)	1,996.40		
Total 7100 - Connection Fees	164,596.40	145,950.03	18,646.37
7200 - Interest Income - LAIF	71,229.02	18,750.00	52,479.02
Total 7000 - Capital Account Revenues	235,825.42	164,700.03	71,125.39
Total Other Income	235,825.42	164,700.03	71,125.39

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through March 2019

	Jul '18 - Mar 19	Sewer Budget	\$ Over Budget
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer	2,211,037.71	2,908,125.00	-697,087.29
Total 8000 - Capital Improvement Program	2,211,037.71	2,908,125.00	-697,087.29
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	12,764.53	12,764.57	-0.04
9200 - I-Bank Loan	12,782.62	23,481.00	-10,698.38
Total 9000 - Capital Account Expenses	25,547.15	36,245.57	-10,698.42
Total Other Expense	2,236,584.86	2,944,370.57	-707,785.71
Net Other Income	-2,000,759.44	-2,779,670.54	778,911.10
Net Income	-1,977,793.79	-2,436,596.39	458,802.60

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2018 through June 2019

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
Sewer - Operations															
Wells Fargo Operating - Sewer	2,527,401.70	2,272,516.58	2,196,490.71	1,364,083.77	1,531,356.14	2,510,774.87	2,079,956.56	1,948,543.50	646,069.41						
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,786,797.70	3,786,797.70	3,786,797.70	3,810,640.78	3,810,640.78	3,810,640.78	3,810,640.78	3,837,302.34	3,837,302.34				2,589,500.00	1,197,297.70	146%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00				194,600.00	-	100%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00				406,882.00	-	100%
Sub-total	4,388,279.70	4,388,279.70	4,388,279.70	4,412,122.78	4,412,122.78	4,412,122.78	4,412,122.78	4,438,784.34	4,438,784.34	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	886,304.60	900,197.83	915,718.26	930,168.60	945,981.14	960,107.69	974,995.09	988,257.51	1,000,982.20						
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00				945,817.00	(547,568.00)	42%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00				253,020.00	-	100%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00				48,222.00	-	100%
Operating Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00				277,745.00	(231,736.00)	17%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	376.13	346.13	316.13	286.13	346.13	316.13	-	-	-						
Cost of issuance	62.94	32.94	2.94	-	-	-	-	-	-						
GO Bonds Fund	1,514,515.09	939,297.05	940,709.77	940,709.77	940,709.77	959,237.50	1,517,717.30	998,775.44	999,647.28						
Sub-total	1,514,954.16	939,676.12	941,028.84	940,995.90	941,055.90	959,553.63	1,517,717.30	998,775.44	999,647.28	-	-	-			
Total Cash and equivalents	10,062,440.16	9,246,170.23	9,187,017.51	8,392,871.05	8,576,015.96	9,588,058.97	9,730,291.73	9,119,860.79	7,830,983.23	-	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20				27,415.80	29,583.34	-2,167.54	92.67%	
4400 · Fees																	
4410 · Administrative Fee (New Constr)		1,563.00			521.00		521.00						2,605.00	2,916.66	-311.66	89.31%	
4420 · Administrative Fee (Remodel)														1,666.66	-1,666.66		
4430 · Inspection Fee (New Constr)		1,480.00			492.00		492.00						2,464.00	2,916.66	-452.66	84.48%	
4440 · Inspection Fee (Remodel)														3,333.34	-3,333.34		
4460 · Remodel Fees	20,010.50	612.50	22,485.00	114.00	114.00	1,095.00	365.00						44,796.00	3,333.34	41,462.66	1,343.88%	
Total 4400 · Fees	20,010.50	3,655.50	22,485.00	114.00	1,127.00	1,095.00	1,378.00						49,865.00	14,166.66	35,698.34	351.99%	
4610 · Property Tax Receipts			635.07	227.05	24,855.28	111,582.72	143,262.88	18,011.22	589.57				299,163.79	229,166.66	69,997.13	130.54%	
4710 · Sewer Service Charges		909.70				1,305,969.41		102,690.09					1,409,569.20	2,126,854.16	-717,284.96	66.28%	
4720 · Sewer Service Refunds, Customer														-3,333.34	3,333.34		
4760 · Waste Collection Revenues	1,054.27	3,013.27	1,067.16	2,616.64	1,008.41	2,556.69	983.35	3,113.36	861.78				16,274.93	19,166.66	-2,891.73	84.91%	
4810 · Water Sales, Domestic																	
4990 · Other Revenue		512.29	1,100.00	1,000.00	139.01	13.07		44.64					2,809.01				
Total Income	24,110.97	11,136.96	28,333.43	7,003.89	30,175.90	1,424,263.09	148,670.43	126,905.51	4,497.55				1,805,097.73	2,415,604.14	-610,506.41	74.73%	
Gross Profit	24,110.97	11,136.96	28,333.43	7,003.89	30,175.90	1,424,263.09	148,670.43	126,905.51	4,497.55				1,805,097.73	2,415,604.14	-610,506.41	74.73%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	2,741.45	348.18	388.21	368.24	383.39	343.48	405.12	405.02	381.43				5,764.52	5,416.66	347.86	106.42%	
5200 · Board of Directors																	
5210 · Board Meetings	20.92	125.00		148.73		135.64	1,715.36	294.92	125.00				2,565.57	2,083.34	482.23	123.15%	
5220 · Director Fees		187.50	262.50	375.00		187.50	187.50	225.00					1,425.00	3,333.34	-1,908.34	42.75%	
5230 · Election Expenses														4,166.66	-4,166.66		
Total 5200 · Board of Directors	20.92	312.50	262.50	523.73		323.14	1,902.86	519.92	125.00				3,990.57	9,583.34	-5,592.77	41.64%	
5250 · Conference Attendance	111.63							1,025.00					1,136.63	2,500.00	-1,363.37	45.47%	
5270 · Information Systems	1,079.50						60.00						1,139.50	3,333.34	-2,193.84	34.19%	
5300 · Insurance																	
5310 · Fidelity Bond		437.50											437.50	416.66	20.84	105.0%	
5320 · Property & Liability Insurance			2,215.00										2,215.00	1,666.66	548.34	132.9%	
Total 5300 · Insurance		437.50	2,215.00										2,652.50	2,083.32	569.18	127.32%	
5350 · LAFCO Assessment								1,794.00					1,794.00	1,666.66	127.34	107.64%	
5400 · Legal																	
5420 · Meeting Attendance, Legal				13.50									13.50	7,916.66	-7,903.16	0.17%	
5430 · General Legal				5,900.00		7,334.50	2,212.50		712.50				16,159.50	125,000.00	-108,840.50	12.93%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

												TOTAL				
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5440 · Litigation	2,450.00		24,430.00	22,780.00		19,844.57	11,925.00		6,045.00				87,474.57			
Total 5400 · Legal	2,450.00		24,430.00	28,693.50		27,179.07	14,137.50		6,757.50				103,647.57	132,916.66	-29,269.09	77.98%
5510 · Maintenance, Office		528.74	100.00	160.00		2,586.21	160.00	2,277.15	342.63				6,154.73	6,666.66	-511.93	92.32%
5520 · Meetings, Local								11.00	14.65				25.65			
5530 · Memberships									578.60				578.60			
5540 · Office Supplies	234.38	354.80	170.75	652.04		1,003.32	505.58	1,685.88	126.18				4,732.93	6,666.66	-1,933.73	70.99%
5550 · Postage	77.67	100.50	94.81	741.00	406.44	300.93			77.67				1,799.02	2,083.34	-284.32	86.35%
5560 · Printing & Publishing	86.83	45.44	549.38	53.77	834.52	545.10	42.24	55.93					2,213.21	4,166.66	-1,953.45	53.12%
5600 · Professional Services																
5610 · Accounting		2,050.00		8,400.00		2,250.00	3,700.00	1,602.50	2,150.00				20,152.50	25,000.00	-4,847.50	80.61%
5620 · Audit				5,000.00			3,000.00						8,000.00	10,833.34	-2,833.34	73.85%
5630 · Consulting	1,338.25	375.00		3,385.56		386.25	7,962.60	617.50	3,158.75				17,223.91	16,666.66	557.25	103.34%
5640 · Data Services		6,079.02											6,079.02	5,000.00	1,079.02	121.58%
5650 · Labor & HR Support	203.50	203.50	203.50	203.50		407.00	203.50	203.50	203.50				1,831.50	2,083.34	-251.84	87.91%
5660 · Payroll Services	71.08	73.30	73.30	73.30	72.19	72.19	139.22	72.19	73.30				720.07	833.34	-113.27	86.41%
Total 5600 · Professional Services	1,612.83	8,780.82	276.80	17,062.36	72.19	3,115.44	15,005.32	2,495.69	5,585.55				54,007.00	60,416.68	-6,409.68	89.39%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,083.34	-1,964.34	5.71%
5720 · Telephone & Internet	1,440.07	1,496.77	154.48	3,974.09	233.36	2,082.20	2,093.78	4,119.47	165.65				15,759.87	20,000.00	-4,240.13	78.8%
5730 · Mileage Reimbursement				878.91		154.02		59.38					1,092.31	1,250.00	-157.69	87.39%
5740 · Reference Materials								87.00					87.00	166.66	-79.66	52.2%
5790 · Other Administrative						448.24	69.86						518.10			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,293.41	1,337.49	1,235.40	1,348.41	1,315.65	1,013.60	4,892.71	1,264.04	1,312.15				15,012.86	13,260.00	1,752.86	113.22%
5820 · Employee Benefits	7,618.22	3,809.11	6,167.81	3,809.11	3,809.11	3,908.29	3,908.29	3,908.30	3,908.30				40,846.54	29,695.84	11,150.70	137.55%
5830 · Disability Insurance	113.36	113.36	113.36	113.36		113.36	113.36	226.72					906.88	1,278.34	-371.46	70.94%
5840 · Payroll Taxes	1,352.50	981.57	877.41	1,011.95	1,029.84	910.65	2,115.40	1,426.44	1,468.02				11,173.78	14,491.66	-3,317.88	77.11%
5850 · PARS	1,265.24	1,301.24	1,210.88	1,305.65	1,274.08	1,287.04	1,849.89	1,236.12	1,267.72				11,997.86	12,846.66	-848.80	93.39%
5900 · Wages																
5910 · Management	9,584.73	8,381.34	8,381.34	8,381.34	8,381.34	9,025.51	16,246.24	8,746.24	8,746.24				85,874.32	86,437.50	-563.18	99.35%
5920 · Staff	10,472.97	11,003.05	9,730.60	11,244.04	11,142.76	10,043.07	11,100.04	9,705.60	10,018.08				94,460.21	99,205.84	-4,745.63	95.22%
5930 · Staff Certification	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00				1,350.00	1,500.00	-150.00	90.0%
5940 · Staff Overtime	43.56	89.28		245.52	580.32		156.24	44.64	275.28				1,434.84	2,286.66	-851.82	62.75%
Total 5900 · Wages	20,251.26	19,623.67	18,261.94	20,020.90	20,254.42	19,218.58	27,652.52	18,646.48	19,189.60				183,119.37	189,430.00	-6,310.63	96.67%
5960 · Worker's Comp Insurance							679.73						679.73	2,039.16	-1,359.43	33.33%
Total 5800 · Labor	31,893.99	27,166.44	27,866.80	27,609.38	27,683.10	26,451.52	41,211.90	26,708.10	27,145.79				263,737.02	263,041.66	695.36	100.26%
Total 5000 · Administrative	41,749.27	39,571.69	56,508.73	80,836.02	29,613.00	64,532.67	75,594.16	41,243.54	41,300.65				470,949.73	524,041.64	-53,091.91	89.87%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
6000 - Operations																	
6170 - Claims, Property Damage	339.30				16,050.00	893.72	731.22	2,500.00					20,514.24	16,666.66	3,847.58	123.09%	
6195 - Education & Training						408.96							408.96	833.34	-424.38	49.08%	
6200 - Engineering																	
6210 - Meeting Attendance, Engineering														1,666.66	-1,666.66		
6220 - General Engineering		2,184.00		6,784.70		1,001.00		7,196.00					17,165.70	50,000.00	-32,834.30	34.33%	
Total 6200 - Engineering		2,184.00		6,784.70		1,001.00		7,196.00					17,165.70	51,666.66	-34,500.96	33.22%	
6320 - Equipment & Tools, Expensed														833.34	-833.34		
6330 - Facilities																	
6335 - Alarm Services	518.82	391.80	444.30	518.82		836.10	391.80	518.82	444.30				4,064.76	4,750.00	-685.24	85.57%	
6337 - Landscaping		190.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00				1,716.00	2,000.00	-284.00	85.8%	
6330 - Facilities - Other																	
Total 6330 - Facilities	518.82	581.80	662.30	736.82	218.00	1,054.10	609.80	736.82	662.30				5,780.76	6,750.00	-969.24	85.64%	
6400 - Pumping																	
6410 - Pumping Fuel & Electricity	3,313.73	3,759.06	5.26	6,043.52	332.02	3,126.59	3,307.90	12,564.26	10.19				32,462.53	34,166.66	-1,704.13	95.01%	
Total 6400 - Pumping	3,313.73	3,759.06	5.26	6,043.52	332.02	3,126.59	3,307.90	12,564.26	10.19				32,462.53	34,166.66	-1,704.13	95.01%	
6600 - Collection/Transmission																	
6660 - Maintenance, Collection System														8,333.34	-8,333.34		
Total 6600 - Collection/Transmission														8,333.34	-8,333.34		
6800 - Vehicles																	
6810 - Fuel	117.48		89.21					531.26					737.95	833.34	-95.39	88.55%	
6820 - Truck Equipment, Expensed								18.30					18.30	133.34	-115.04	13.72%	
6830 - Truck Repairs	31.45		207.61					30.73					269.79	833.34	-563.55	32.38%	
Total 6800 - Vehicles	148.93		296.82					580.29					1,026.04	1,800.02	-773.98	57.0%	
6900 - Sewer Authority Midcoastside																	
6910 - SAM Collections				83,937.57		54,672.66	27,336.33	54,672.66	27,336.33				247,955.55	273,363.34	-25,407.79	90.71%	
6920 - SAM Operations	104,095.58	104,095.58	104,095.58	104,095.58		104,095.58	104,095.58	208,191.16	104,095.58				936,860.22	1,040,955.84	-104,095.62	90.0%	
6940 - SAM Maintenance, Collection Sys														33,333.34	-33,333.34		
6950 - SAM Maintenance, Pumping				12,025.16			8,024.43	26,423.25	2,535.51				49,008.35	41,666.66	7,341.69	117.62%	
Total 6900 - Sewer Authority Midcoastside	104,095.58	104,095.58	104,095.58	200,058.31		158,768.24	139,456.34	289,287.07	133,967.42				1,233,824.12	1,389,319.18	-155,495.06	88.81%	
Total 6000 - Operations	108,416.36	110,620.44	105,059.96	213,623.35	16,600.02	165,252.61	144,105.26	312,864.44	134,639.91				1,311,182.35	1,510,369.20	-199,186.85	86.81%	
Total Expense	150,165.63	150,192.13	161,568.69	294,459.37	46,213.02	229,785.28	219,699.42	354,107.98	175,940.56				1,782,132.08	2,034,410.84	-252,278.76	87.6%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-126,054.66	-139,055.17	-133,235.26	-287,455.48	-16,037.12	1,194,477.81	-71,028.99	-227,202.47	-171,443.01				22,965.65	381,193.30	-358,227.65	6.03%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	24,913.00	24,913.00		5,085.00			64,089.00		33,570.00				152,570.00	120,500.00	32,070.00	126.61%
7120 - Connection Fees (Remodel)			6,979.00			1,017.00	1,017.00	1,017.00					10,030.00	41,666.66	-31,636.66	24.07%
7130 - Conn. Fees, PFP (New Constr)	1,996.40												1,996.40			
Total 7100 - Connection Fees	26,909.40	24,913.00	6,979.00	5,085.00		1,017.00	65,106.00	1,017.00	33,570.00				164,596.40	162,166.66	2,429.74	101.5%
7200 - Interest Income - LAIF	20,724.38			23,843.08			26,661.56						71,229.02	18,750.00	52,479.02	379.89%
Total 7000 - Capital Account Revenues	47,633.78	24,913.00	6,979.00	28,928.08		1,017.00	91,767.56	1,017.00	33,570.00				235,825.42	180,916.66	54,908.76	130.35%
Total Other Income	47,633.78	24,913.00	6,979.00	28,928.08		1,017.00	91,767.56	1,017.00	33,570.00				235,825.42	180,916.66	54,908.76	130.35%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer		164,486.00		464,869.52		587,590.09		32,639.75	961,452.35				2,211,037.71	3,231,250.00	-1,020,212.29	68.43%
Total 8000 - Capital Improvement Program		164,486.00		464,869.52		587,590.09		32,639.75	961,452.35				2,211,037.71	3,231,250.00	-1,020,212.29	68.43%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	1,460.18	2,890.09		2,847.57		1,407.77	1,397.05	1,386.32	1,375.55				12,764.53	14,107.28	-1,342.75	90.48%
9200 - I-Bank Loan	1,263.57						11,519.05						12,782.62	23,481.00	-10,698.38	54.44%
Total 9000 - Capital Account Expenses	2,723.75	2,890.09		2,847.57		1,407.77	12,916.10	1,386.32	1,375.55				25,547.15	37,588.28	-12,041.13	67.97%
Total Other Expense	2,723.75	167,376.09		467,717.09		588,997.86	12,916.10	34,026.07	962,827.90				2,236,584.86	3,268,838.28	-1,032,253.42	68.42%
Net Other Income	44,910.03	-142,463.09	6,979.00	-438,789.01		-587,980.86	78,851.46	-33,009.07	-929,257.90				-2,000,759.44	-3,087,921.62	1,087,162.18	64.79%
Net Income	-81,144.63	-281,518.26	-126,256.26	-726,244.49	-16,037.12	606,496.95	7,822.47	-260,211.54	-1,100,700.91				-1,977,793.79	-2,706,728.32	728,934.53	73.07%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 - Cell Tower Lease	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21				27,415.89	29,583.34	-2,167.45	92.67%	
4400 - Fees																	
4410 - Administrative Fee (New Constr)		521.00		521.00	521.00		521.00						2,084.00	4,583.34	-2,499.34	45.47%	
4420 - Administrative Fee (Remodel)														750.00	-750.00		
4430 - Inspection Fee (New Constr)		496.00		492.00	492.00		492.00						1,972.00	4,166.66	-2,194.66	47.33%	
4440 - Inspection Fee (Remodel)														541.66	-541.66		
4450 - Mainline Extension Fees							3,119.20						3,119.20				
4460 - Remodel Fees	354.00				1,180.72		365.00						1,899.72				
Total 4400 - Fees	354.00	1,017.00		1,013.00	2,193.72		4,497.20						9,074.92	10,041.66	-966.74	90.37%	
4510 - Grants		280.00											280.00				
4610 - Property Tax Receipts			635.08	227.05	24,855.26	111,582.71	143,262.88	18,011.21	589.56				299,163.75	229,166.66	69,997.09	130.54%	
4740 - Testing, Backflow					3,372.00	3,990.00	3,876.00	4,218.00					15,456.00	13,333.34	2,122.66	115.92%	
4760 - Waste Collection Revenues																	
4810 - Water Sales, Domestic	139,171.95	220,638.79	181,536.41	154,670.09	164,406.51	149,854.70	179,925.23	122,014.76	139,344.40				1,451,562.84	1,596,246.66	-144,683.82	90.94%	
4850 - Water Sales Refunds, Customer		-818.04	-1,416.61				-1,027.88	-1,342.99	-64.91				-4,670.43	-2,500.00	-2,170.43	186.82%	
4990 - Other Revenue		512.30	1,100.00	1,570.00	139.01	13.07	570.00	15.64					3,920.02				
Total Income	142,572.16	224,676.26	184,901.09	160,526.35	198,012.71	268,486.69	334,149.64	145,962.83	142,915.26				1,802,202.99	1,875,871.66	-73,668.67	96.07%	
Gross Profit	142,572.16	224,676.26	184,901.09	160,526.35	198,012.71	268,486.69	334,149.64	145,962.83	142,915.26				1,802,202.99	1,875,871.66	-73,668.67	96.07%	
Expense																	
5000 - Administrative																	
5190 - Bank Fees	1,057.50	60.00	61.57	32.94	-60.00	30.00		137.03	997.50				2,316.54	2,916.66	-600.12	79.42%	
5200 - Board of Directors																	
5210 - Board Meetings	20.92	125.00		148.71		135.63	1,715.36	294.91	125.00				2,565.53	3,333.34	-767.81	76.97%	
5220 - Director Fees		187.50	262.50	375.00		187.50	187.50	225.00					1,425.00	2,750.00	-1,325.00	51.82%	
Total 5200 - Board of Directors	20.92	312.50	262.50	523.71		323.13	1,902.86	519.91	125.00				3,990.53	6,083.34	-2,092.81	65.6%	
5240 - CDPH Fees						2,286.00		8,243.50					10,529.50	12,916.66	-2,387.16	81.52%	
5250 - Conference Attendance	111.63							1,025.00					1,136.63	5,000.00	-3,863.37	22.73%	
5270 - Information Systems	1,079.50						60.00						1,139.50	2,500.00	-1,360.50	45.58%	
5300 - Insurance																	
5310 - Fidelity Bond		437.50											437.50	416.66	20.84	105.0%	
5320 - Property & Liability Insurance			2,215.00										2,215.00	2,250.00	-35.00	98.44%	
Total 5300 - Insurance		437.50	2,215.00										2,652.50	2,666.66	-14.16	99.47%	
5350 - LAFCO Assessment								2,520.00					2,520.00	2,083.34	436.66	120.96%	
5400 - Legal																	

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												TOTAL				
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5420 · Meeting Attendance, Legal				13.50									13.50	7,083.34	-7,069.84	0.19%
5430 · General Legal				3,850.00		7,312.50	2,412.50		1,612.50				15,187.50	50,000.00	-34,812.50	30.38%
Total 5400 · Legal				3,863.50		7,312.50	2,412.50		1,612.50				15,201.00	57,083.34	-41,882.34	26.63%
5510 · Maintenance, Office		880.60	220.85	201.51	56.63	2,713.76	160.00	2,277.15	342.62				6,853.12	6,666.66	186.46	102.8%
5520 · Meetings, Local						689.46		337.53	14.65				1,041.64			
5530 · Memberships		269.00		6,740.00		17,118.00	815.00	2,533.62	28.60				27,504.22	17,083.34	10,420.88	161.0%
5540 · Office Supplies	234.37	979.73	170.75	1,590.24		1,003.31	505.57	1,685.88	126.17				6,296.02	5,833.34	462.68	107.93%
5550 · Postage	698.47	615.66	94.80	1,943.05	406.43	804.87	517.35	1,595.15	77.67				6,753.45	5,833.34	920.11	115.77%
5560 · Printing & Publishing	86.82	45.43	549.37	53.78	834.52	545.10	42.25	263.94					2,421.21	1,666.66	754.55	145.27%
5600 · Professional Services																
5610 · Accounting		2,050.00		8,400.00		2,250.00	3,700.00	1,602.50	2,150.00				20,152.50	25,000.00	-4,847.50	80.61%
5620 · Audit				5,000.00			3,000.00						8,000.00	10,833.34	-2,833.34	73.85%
5630 · Consulting	1,923.25	375.00		3,385.56		386.25	7,962.59	617.50	3,158.75				17,808.90	29,166.66	-11,357.76	61.06%
5650 · Labor & HR Support	203.50	203.50	203.50	203.50		407.00	203.50	203.50	203.50				1,831.50	2,083.34	-251.84	87.91%
5660 · Payroll Services	71.08	73.30	73.30	73.30	72.19	72.19	139.23	72.19	73.30				720.08	833.34	-113.26	86.41%
Total 5600 · Professional Services	2,197.83	2,701.80	276.80	17,062.36	72.19	3,115.44	15,005.32	2,495.69	5,585.55				48,512.98	67,916.68	-19,403.70	71.43%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00			
5720 · Telephone & Internet	2,085.07	2,637.72	154.49	4,378.96	233.35	2,488.94	2,093.78	6,134.46	165.64				20,372.41	20,833.34	-460.93	97.79%
5730 · Mileage Reimbursement				974.85		154.01		59.38					1,188.24	1,666.66	-478.42	71.3%
5740 · Reference Materials													666.66		-666.66	
5790 · Other Administrative				176.00		448.23	251.28						875.51			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,994.72	2,955.32	2,708.19	2,981.44	3,052.06	2,564.63	6,567.58	2,796.58	2,891.69				29,512.21	35,857.50	-6,345.29	82.3%
5820 · Employee Benefits	12,335.62	6,167.81	3,809.11	6,167.81	6,167.81	6,323.57	6,323.57	6,323.56	6,323.56				59,942.42	66,715.00	-6,772.58	89.85%
5830 · Disability Insurance	280.51	280.51	280.51	280.51		280.51	280.51	561.02					2,244.08	3,573.34	-1,329.26	62.8%
5840 · Payroll Taxes	3,386.07	2,947.62	2,695.50	3,001.50	3,108.64	2,804.33	4,114.23	3,335.01	3,418.21				28,811.11	40,633.34	-11,822.23	70.91%
5850 · PARS	2,499.83	2,591.96	2,333.24	2,596.38	2,560.04	2,514.60	3,194.36	2,405.25	2,506.08				23,201.74	29,778.34	-6,576.60	77.92%
5900 · Wages																
5910 · Management	9,584.72	8,381.32	8,381.32	8,381.32	8,381.33	9,025.51	16,246.24	8,746.24	8,746.24				85,874.24	86,437.50	-563.26	99.35%
5920 · Staff	29,431.49	31,019.87	27,262.39	31,063.11	30,047.42	28,826.40	31,481.20	27,969.94	29,398.48				266,500.30	355,670.00	-89,169.70	74.93%
5930 · Staff Certification	600.00	650.00	650.00	650.00	950.00	800.00	800.00	800.00	825.00				6,725.00	9,500.00	-2,775.00	70.79%
5940 · Staff Overtime	5,183.35	3,200.36	3,770.54	3,853.31	5,927.44	3,367.40	3,485.39	3,785.32	3,563.31				36,136.42	57,778.34	-21,641.92	62.54%
5950 · Staff Standby	2,034.26	2,072.54	1,964.04	2,080.21	2,122.46	1,953.37	1,767.96	2,293.49	2,149.55				18,437.88	21,769.16	-3,331.28	84.7%
Total 5900 · Wages	46,833.82	45,324.09	42,028.29	46,027.95	47,428.65	43,972.68	53,780.79	43,594.99	44,682.58				413,673.84	531,155.00	-117,481.16	77.88%
5960 · Worker's Comp Insurance							3,193.27						3,193.27	19,430.84	-16,237.57	16.43%
Total 5800 · Labor	68,330.57	60,267.31	53,854.84	61,055.59	62,317.20	58,460.32	77,454.31	59,016.41	59,822.12				560,578.67	727,143.36	-166,564.69	77.09%
Total 5000 · Administrative	75,902.68	69,207.25	57,860.97	98,715.49	63,860.32	97,493.07	101,220.22	88,844.65	68,898.02				722,002.67	946,560.04	-224,557.37	76.28%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
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	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
6000 - Operations																	
6160 - Backflow Prevention							464.95		111.31				576.26	833.34	-257.08	69.15%	
6170 - Claims, Property Damage		21.75											21.75	8,333.34	-8,311.59	0.26%	
6180 - Communications																	
6185 - SCADA Maintenance		6,300.00		2,503.19		3,257.46							12,060.65	8,333.34	3,727.31	144.73%	
6180 - Communications - Other																	
Total 6180 - Communications		6,300.00		2,503.19		3,257.46							12,060.65	8,333.34	3,727.31	144.73%	
6195 - Education & Training	1,498.58	200.00	166.09	522.55		200.00		720.00					3,307.22	7,500.00	-4,192.78	44.1%	
6200 - Engineering																	
6210 - Meeting Attendance, Engineering														416.66	-416.66		
6220 - General Engineering		1,785.00	2,033.75	4,149.30		2,625.00	1,035.00	2,410.00	2,127.50				16,165.55	37,500.00	-21,334.45	43.11%	
6230 - Water Quality Engineering		38,201.29	21,065.50	39,120.00		79,243.11	38,053.76	32,944.02	22,060.36				270,688.04	83,333.34	187,354.70	324.83%	
Total 6200 - Engineering		39,986.29	23,099.25	43,269.30		81,868.11	39,088.76	35,354.02	24,187.86				286,853.59	121,250.00	165,603.59	236.58%	
6320 - Equipment & Tools, Expensed	1,525.40	1,001.58	305.35	1,013.20	207.68	1,024.08	1,846.93	960.10	336.35				8,220.67	4,166.66	4,054.01	197.3%	
6330 - Facilities																	
6335 - Alarm Services	127.02		52.50	127.02		52.50		127.02	52.50				538.56	666.66	-128.10	80.79%	
6337 - Landscaping		497.95	483.00	483.00	483.00	483.00	483.00	483.00	483.00				3,878.95	5,000.00	-1,121.05	77.58%	
6330 - Facilities - Other																	
Total 6330 - Facilities	127.02	497.95	535.50	610.02	483.00	535.50	483.00	610.02	535.50				4,417.51	5,666.66	-1,249.15	77.96%	
6370 - Lab Supplies & Equipment		460.08		493.92		733.44			424.41				2,111.85	1,666.66	445.19	126.71%	
6400 - Pumping																	
6410 - Pumping Fuel & Electricity	6,089.22	6,538.30	1,571.22	10,330.63	1,937.73	5,707.95	4,472.38	15,045.61	2,409.57				54,102.61	75,000.00	-20,897.39	72.14%	
6420 - Pumping Maintenance, Generators		185.82	428.62			4,732.49	124.31	207.57					5,678.81	8,333.34	-2,654.53	68.15%	
6430 - Pumping Maintenance, General		207.57											207.57	4,166.66	-3,959.09	4.98%	
6440 - Pumping Equipment, Expensed								477.71					477.71	583.34	-105.63	81.89%	
Total 6400 - Pumping	6,089.22	6,931.69	1,999.84	10,330.63	1,937.73	10,440.44	4,596.69	15,730.89	2,409.57				60,466.70	88,083.34	-27,616.64	68.65%	
6500 - Supply																	
6510 - Maintenance, Raw Water Mains				1,445.65	35.85	187.98	187.54						1,857.02	1,750.00	107.02	106.12%	
6520 - Maintenance, Wells		2,189.25		192.25									2,381.50	8,333.34	-5,951.84	28.58%	
6530 - Water Purchases				6,781.42									6,781.42	33,333.34	-26,551.92	20.34%	
Total 6500 - Supply		2,189.25		8,419.32	35.85	187.98	187.54						11,019.94	43,416.68	-32,396.74	25.38%	
6600 - Collection/Transmission																	
6610 - Hydrants		-570.00											-570.00	833.34	-1,403.34	-68.4%	
6620 - Maintenance, Water Mains		6,313.73	6,374.76			25.99	6,526.61	13,501.78					32,742.87	41,666.66	-8,923.79	78.58%	
6630 - Maintenance, Water Svc Lines						36.87		7,608.20	900.76				8,545.83	16,666.66	-8,120.83	51.28%	

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	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
6640 · Maintenance, Tanks													833.34	-833.34		
6650 · Maint., Distribution General						27.45	398.37		6,885.41				7,311.23	5,833.34	1,477.89	125.34%
6660 · Maintenance, Collection System						413.98							413.98			
6670 · Meters			2,214.89				2,603.46		3,359.07				8,177.42	2,083.34	6,094.08	392.52%
6600 · Collection/Transmission - Other																
Total 6600 · Collection/Transmission		5,743.73	8,589.65			504.29	9,528.44	21,109.98	11,145.24				56,621.33	67,916.68	-11,295.35	83.37%
6700 · Treatment																
6710 · Chemicals & Filtering		193.52	292.50	570.92		486.02	304.50	193.52	310.50				2,351.48	25,000.00	-22,648.52	9.41%
6720 · Maintenance, Treatment Equip.	7.16	10.09	9,686.80	696.40		243.21	307.43	1,966.84	2,060.48				14,978.41	3,333.34	11,645.07	449.35%
6730 · Treatment Analysis	61.80	374.60	6,598.10	602.60		7,787.10	5,861.80	2,240.78	9,927.99				33,454.77	35,000.00	-1,545.23	95.59%
6700 · Treatment - Other																
Total 6700 · Treatment	68.96	578.21	16,577.40	1,869.92		8,516.33	6,473.73	4,401.14	12,298.97				50,784.66	63,333.34	-12,548.68	80.19%
6770 · Uniforms	1,024.15	814.00	905.15	829.35		1,618.62	716.67	741.30	688.65				7,337.89	10,000.00	-2,662.11	73.38%
6800 · Vehicles																
6810 · Fuel	665.72	594.74	-89.21	1,218.67		543.59	770.13	478.05					4,181.69	6,666.66	-2,484.97	62.73%
6820 · Truck Equipment, Expensed				108.64				-4.95					103.69	833.34	-729.65	12.44%
6830 · Truck Repairs	178.20	595.30	581.16	42.88				131.25					1,528.79	4,166.66	-2,637.87	36.69%
Total 6800 · Vehicles	843.92	1,190.04	491.95	1,370.19		543.59	770.13	604.35					5,814.17	11,666.66	-5,852.49	49.84%
6890 · Other Operations				43.48									43.48			
Total 6000 · Operations	11,177.25	65,914.57	52,670.18	71,275.07	2,664.26	109,429.84	64,156.84	80,231.80	52,137.86				509,657.67	442,166.70	67,490.97	115.26%
Total Expense	87,079.93	135,121.82	110,531.15	169,990.56	66,524.58	206,922.91	165,377.06	169,076.45	121,035.88				1,231,660.34	1,388,726.74	-157,066.40	88.69%
Net Ordinary Income	55,492.23	89,554.44	74,369.94	-9,464.21	131,488.13	61,563.78	168,772.58	-23,113.62	21,879.38				570,542.65	487,144.92	83,397.73	117.12%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)		17,457.00		19,203.00			55,863.00	17,457.00	2,712.00				112,692.00	144,183.34	-31,491.34	78.16%
7130 · Conn. Fees, PFP (New Constr)		8,706.00	11,910.73	8,706.00			66,539.31	13,920.87	17,357.00				127,139.91	66,666.66	60,473.25	190.71%
7140 · Conn. Fees, PFP (Remodel)		2,032.40											2,032.40			
Total 7100 · Connection Fees		28,195.40	11,910.73	27,909.00			122,402.31	31,377.87	20,069.00				241,864.31	210,850.00	31,014.31	114.71%
7600 · Bond Revenues, G.O.			1,412.72	1,349.22	17,178.51	556,471.28	4,256.18	53,712.39	871.84				635,252.14	958,696.66	-323,444.52	66.26%
Total 7000 · Capital Account Revenues		28,195.40	13,323.45	29,258.22	17,178.51	556,471.28	126,658.49	85,090.26	20,940.84				877,116.45	1,169,546.66	-292,430.21	75.0%
Total Other Income		28,195.40	13,323.45	29,258.22	17,178.51	556,471.28	126,658.49	85,090.26	20,940.84				877,116.45	1,169,546.66	-292,430.21	75.0%

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	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
Other Expense																	
8000 - Capital Improvement Program																	
8100 - Water		5,337.50	11,684.01	34,053.37	1,260.00	46,761.10	150,066.79	49,732.76	19,677.85				318,573.38	400,833.34	-82,259.96	79.48%	
Total 8000 - Capital Improvement Program		5,337.50	11,684.01	34,053.37	1,260.00	46,761.10	150,066.79	49,732.76	19,677.85				318,573.38	400,833.34	-82,259.96	79.48%	
9000 - Capital Account Expenses																	
9075 - PFP Connection Expenses				6,135.00									6,135.00				
9100 - Interest Expense - GO Bonds		20,593.81						124,577.45					145,171.26	252,521.00	-107,349.74	57.49%	
9125 - PNC Equipment Lease Interest	1,460.19	2,890.10		2,847.56		1,407.77	1,397.06	1,386.32	1,375.56				12,764.56	14,107.28	-1,342.72	90.48%	
9150 - SRF Loan						39,938.40							39,938.40	78,455.00	-38,516.60	50.91%	
9210 - Conservation Program/Rebates		300.00		400.00		600.00	100.00	100.00					1,500.00	1,666.66	-166.66	90.0%	
Total 9000 - Capital Account Expenses	1,460.19	23,783.91		9,382.56		41,946.17	1,497.06	126,063.77	1,375.56				205,509.22	346,749.94	-141,240.72	59.27%	
Total Other Expense	1,460.19	29,121.41	11,684.01	43,435.93	1,260.00	88,707.27	151,563.85	175,796.53	21,053.41				524,082.60	747,583.28	-223,500.68	70.1%	
Net Other Income	-1,460.19	-926.01	1,639.44	-14,177.71	15,918.51	467,764.01	-24,905.36	-90,706.27	-112.57				353,033.85	421,963.38	-68,929.53	83.67%	
Net Income	54,032.04	88,628.43	76,009.38	-23,641.92	147,406.64	529,327.79	143,867.22	-113,819.89	21,766.81				923,576.50	909,108.30	14,468.20	101.59%	

Montara Water & Sanitary District Funds Balance Sheet As of March 31, 2019

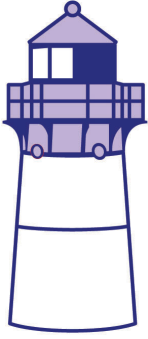
	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	646,069.41	0.00	646,069.41
LAIF Investment Fund			
Capital Reserve	3,837,302.34	0.00	3,837,302.34
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	<u>4,438,784.34</u>	<u>0.00</u>	<u>4,438,784.34</u>
Total Sewer - Bank Accounts	5,084,853.75	0.00	5,084,853.75
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	1,000,982.20	1,000,982.20
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
Restricted Cash			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	999,647.28	999,647.28
Total Restricted Cash	<u>0.00</u>	<u>1,252,667.28</u>	<u>1,252,667.28</u>
Total Water - Bank Accounts	<u>0.00</u>	<u>2,746,129.48</u>	<u>2,746,129.48</u>
Total Checking/Savings	5,084,853.75	2,746,129.48	7,830,983.23
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-1,693.55	0.00	-1,693.55
Sewer - Accounts Receivable - Ot...	9,420.21	0.00	9,420.21
Total Sewer - Accounts Receivable	<u>7,726.66</u>	<u>0.00</u>	<u>7,726.66</u>
Water - Accounts Receivable			
Accounts Receivable	0.00	-2,727.54	-2,727.54
Accounts Rec. - Backflow	0.00	15,249.11	15,249.11
Accounts Rec. - Water Residents	0.00	159,394.46	159,394.46
Unbilled Water Receivables	0.00	259,634.72	259,634.72
Total Water - Accounts Receivable	<u>0.00</u>	<u>431,550.75</u>	<u>431,550.75</u>
Total Accounts Receivable	7,726.66	431,550.75	439,277.41
Other Current Assets			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Prepaid Refuse Charges	16,968.67	0.00	16,968.67
Total Other Current Assets	<u>17,200.98</u>	<u>43,038.63</u>	<u>60,239.61</u>
Total Current Assets	5,109,781.39	3,220,718.86	8,330,500.25
Fixed Assets			
Sewer - Fixed Assets			
General Plant	3,690,152.50	0.00	3,690,152.50
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	<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 March 31, 2019

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
Total Sewage Collection Facility	<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	-8,463,505.00	0.00	-8,463,505.00
Total Sewer - Fixed Assets	<u>5,062,409.24</u>	<u>0.00</u>	<u>5,062,409.24</u>
Water - Fixed Assets			
General Plant	0.00	26,866,754.62	26,866,754.62
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	-10,818,472.00	-10,818,472.00
Total Water - Fixed Assets	<u>0.00</u>	<u>18,189,939.40</u>	<u>18,189,939.40</u>
Total Fixed Assets	<u>5,062,409.24</u>	<u>18,189,939.40</u>	<u>23,252,348.64</u>
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	101,367.00	0.00	101,367.00
Due from Water Fund	-450,349.95	0.00	-450,349.95
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	<u>2,338,564.13</u>	<u>0.00</u>	<u>2,338,564.13</u>
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	190,536.00	190,536.00
Bond Acquisition Cost OID	0.00	47,864.40	47,864.40
Bond Issue Cost	0.00	51,409.55	51,409.55
Total Water - Other Assets	<u>0.00</u>	<u>289,809.95</u>	<u>289,809.95</u>
Total Other Assets	<u>2,338,564.13</u>	<u>289,809.95</u>	<u>2,628,374.08</u>
TOTAL ASSETS	<u><u>12,510,754.76</u></u>	<u><u>21,700,468.21</u></u>	<u><u>34,211,222.97</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	-157,212.09	0.00	-157,212.09
Accounts Payable - Water	0.00	281,171.49	281,171.49
Total Accounts Payable	<u>-157,212.09</u>	<u>281,171.49</u>	<u>123,959.40</u>
Other Current Liabilities			
Water - Net Pension Liability	0.00	-52,155.00	-52,155.00
Sewer - Net Pension Liability	-27,826.00	0.00	-27,826.00
Sewer - Current Liabilities			
Accrued Vacations	5,532.92	0.00	5,532.92
Deposits Payable	24,624.73	0.00	24,624.73
PNC Equip. Loan - S/T	13,233.21	0.00	13,233.21
Total Sewer - Current Liabilities	<u>43,390.86</u>	<u>0.00</u>	<u>43,390.86</u>

Montara Water & Sanitary District
Funds Balance Sheet
As of March 31, 2019

Water - Current Liabilities			
Accrued Vacations	0.00	14,310.99	14,310.99
Deposits Payable	0.00	38,368.43	38,368.43
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	13,233.17	13,233.17
SRF Loan Payable X102 - Current	0.00	42,456.30	42,456.30
SRF Loan Payable X109 - Current	0.00	84,479.41	84,479.41
Total Water - Current Liabilities	0.00	197,150.80	197,150.80
Payroll Liabilities			
Employee Benefits Payable	13,003.20	0.00	13,003.20
Total Payroll Liabilities	13,003.20	0.00	13,003.20
Total Other Current Liabilities	28,568.06	144,995.80	173,563.86
Total Current Liabilities	-128,644.03	426,167.29	297,523.26
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	8,801.76	0.00	8,801.76
I-Bank Loan	755,347.13	0.00	755,347.13
PNC Equip. Loan - L/T	541,886.32	0.00	541,886.32
Total Sewer - Long Term Liabilities	1,306,035.21	0.00	1,306,035.21
Water - Long Term Liabilities			
Accrued Vacations	0.00	10,041.80	10,041.80
Deferred on Refunding	0.00	-187,712.00	-187,712.00
Due to Sewer Fund	0.00	-450,349.95	-450,349.95
GO Bonds - L/T	0.00	9,705,129.52	9,705,129.52
PNC Equip. Loan - L/T	0.00	541,886.37	541,886.37
SRF Loan Payable - X102	0.00	42,900.63	42,900.63
SRF Loan Payable - X109	0.00	3,214,657.45	3,214,657.45
Total Water - Long Term Liabilities	0.00	12,876,553.82	12,876,553.82
Deferred Inflows (Pensions)			
Sewer	21,452.00	0.00	21,452.00
Water	0.00	40,208.00	40,208.00
Total Deferred Inflows (Pensions)	21,452.00	40,208.00	61,660.00
Total Long Term Liabilities	1,327,487.21	12,916,761.82	14,244,249.03
Total Liabilities	1,198,843.18	13,342,929.11	14,541,772.29
Equity			
Sewer - Equity Accounts			
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	77,323.36	0.00	77,323.36
Total Sewer - Equity Accounts	12,131,868.43	0.00	12,131,868.43
Water - Equity Accounts			
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	-77,323.36	-77,323.36
Total Water - Equity Accounts	0.00	2,613,731.65	2,613,731.65
Equity Adjustment Account	1,157,836.94	4,820,230.95	5,978,067.89
Net Income	-1,977,793.79	923,576.50	-1,054,217.29
Total Equity	11,311,911.58	8,357,539.10	19,669,450.68
TOTAL LIABILITIES & EQUITY	<u>12,510,754.76</u>	<u>21,700,468.21</u>	<u>34,211,222.97</u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: SAM Flow Report for March 2019

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

- Flow Report for March 2019.
- Collection System Monthly Overflow Report – March 2019.

The Average Daily Flow for Montara was 0.567 MGD in February 2019. There was no reportable overflow in March in the Montara System. SAM indicates there were 5.82 inches of rain in March 2019.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2019

March 2019

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	0	0	0	1
					100%

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	0	0	0	1
		0%	0%	0%	100%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
March 2019	1	0	0	0	1
12 Month Moving Total	1	0	0	0	1

SSOs / Year / 100 Miles

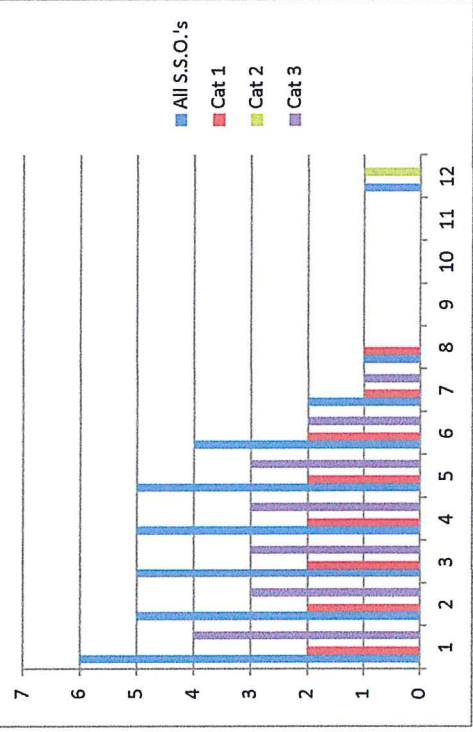
	Number of S.S.O.'s / Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
March 2019	1.0	0.0	0.0	0.0	13.7
12 Month Moving Total	1.0	0.0	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Annual ft	219,180	186,547	135,893	541,620	

Annual Mi.	41.5	35.3	25.7	102.6
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12 Month Moving SSO Totals Through March 2019



Attachment A

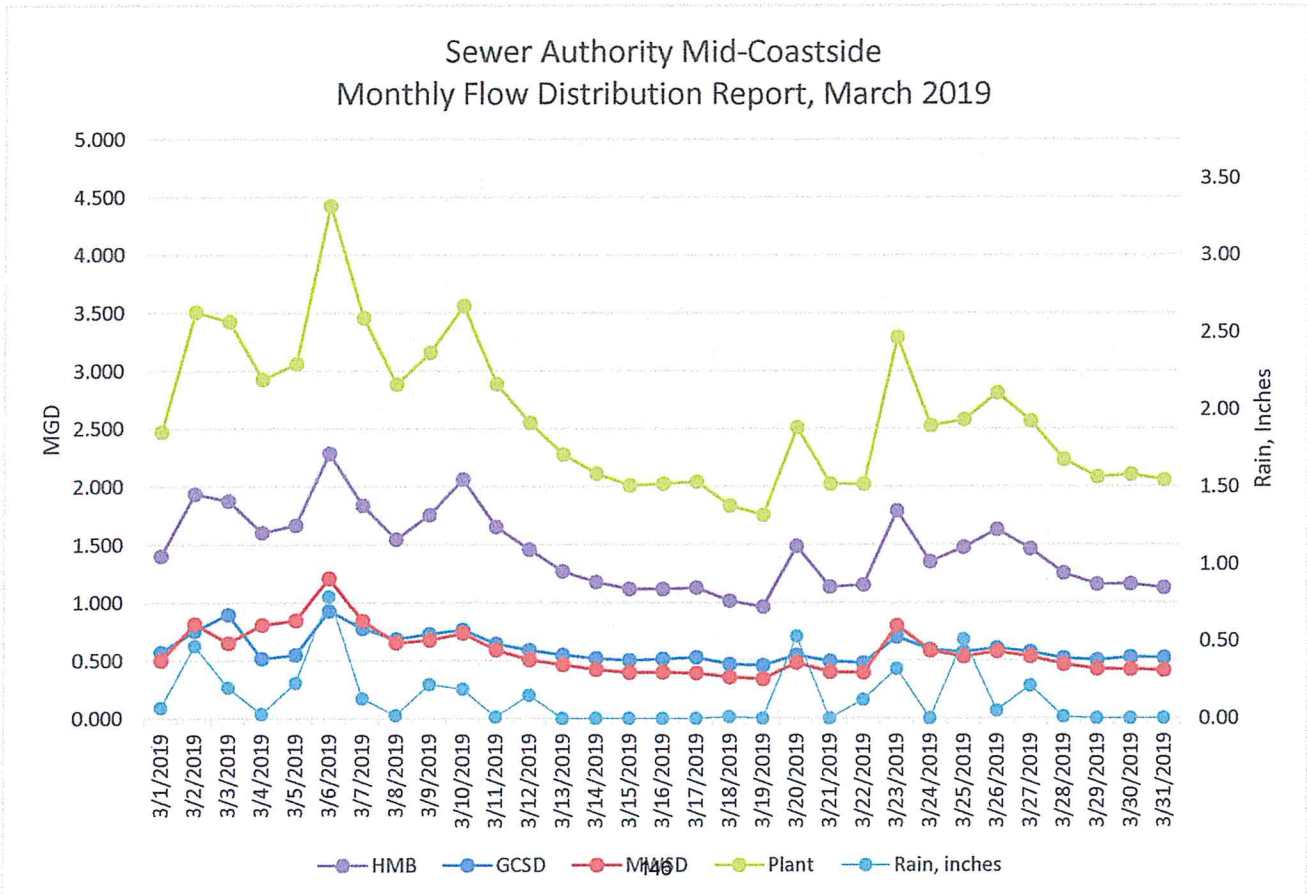
Flow Distribution Report Summary for March 2019

The daily flow report figures for the month of March 2019
have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.453	55.5%
Granada Community Services District	0.598	22.8%
Montara Water and Sanitary District	<u>0.567</u>	<u>21.6%</u>
Total	2.617	100.0%



Sewer Authority Mid-Coastside

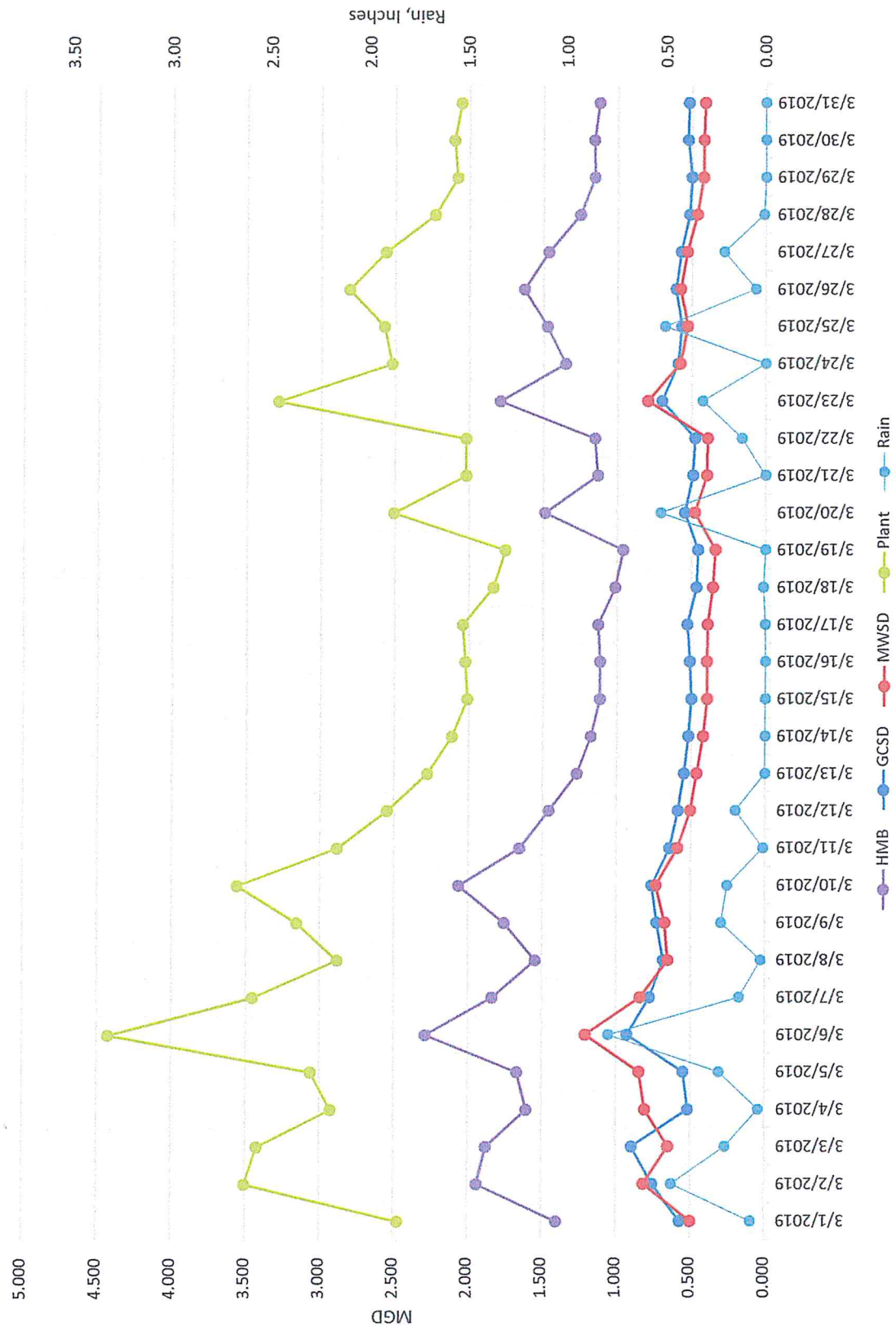
Monthly Flow Distribution Report for March 2019

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2019	1.403	0.570	0.500	2.473	0.07	0.12	0.11
3/2/2019	1.937	0.755	0.814	3.506	0.47	0.70	0.76
3/3/2019	1.877	0.896	0.650	3.424	0.20	0.09	0.31
3/4/2019	1.604	0.516	0.806	2.926	0.03	0.01	0.07
3/5/2019	1.668	0.549	0.845	3.061	0.23	0.32	0.39
3/6/2019	2.287	0.927	1.210	4.424	0.79	0.76	0.81
3/7/2019	1.838	0.777	0.841	3.456	0.13	0.14	0.20
3/8/2019	1.546	0.684	0.652	2.882	0.02	0.02	0.02
3/9/2019	1.756	0.727	0.674	3.157	0.22	0.22	0.52
3/10/2019	2.063	0.762	0.734	3.560	0.19	0.25	0.14
3/11/2019	1.652	0.644	0.589	2.885	0.01	0.00	0.00
3/12/2019	1.458	0.588	0.504	2.550	0.15	0.01	0.00
3/13/2019	1.269	0.546	0.461	2.276	0.00	0.00	0.00
3/14/2019	1.176	0.517	0.419	2.112	0.00	0.00	0.00
3/15/2019	1.117	0.499	0.393	2.009	0.00	0.00	0.00
3/16/2019	1.116	0.511	0.396	2.023	0.00	0.00	0.00
3/17/2019	1.128	0.525	0.388	2.041	0.00	0.00	0.00
3/18/2019	1.014	0.466	0.354	1.834	0.01	0.00	0.00
3/19/2019	0.961	0.455	0.338	1.754	0.00	0.00	0.00
3/20/2019	1.486	0.545	0.478	2.509	0.53	0.54	0.70
3/21/2019	1.133	0.492	0.396	2.021	0.00	0.00	0.00
3/22/2019	1.153	0.476	0.392	2.020	0.12	0.34	0.44
3/23/2019	1.791	0.701	0.797	3.288	0.32	0.42	0.62
3/24/2019	1.352	0.592	0.580	2.524	0.00	0.00	0.00
3/25/2019	1.476	0.569	0.531	2.576	0.51	0.44	0.52
3/26/2019	1.629	0.605	0.574	2.808	0.05	0.06	0.11
3/27/2019	1.463	0.571	0.530	2.564	0.21	0.04	0.10
3/28/2019	1.252	0.516	0.463	2.231	0.01	0.00	0.00
3/29/2019	1.156	0.502	0.423	2.081	0.00	0.00	0.00
3/30/2019	1.158	0.525	0.419	2.102	0.00	0.00	0.00
3/31/2019	1.124	0.520	0.411	2.055	0.00	0.00	0.00
Totals	45.044	18.524	17.562	81.131	4.27	4.48	5.82

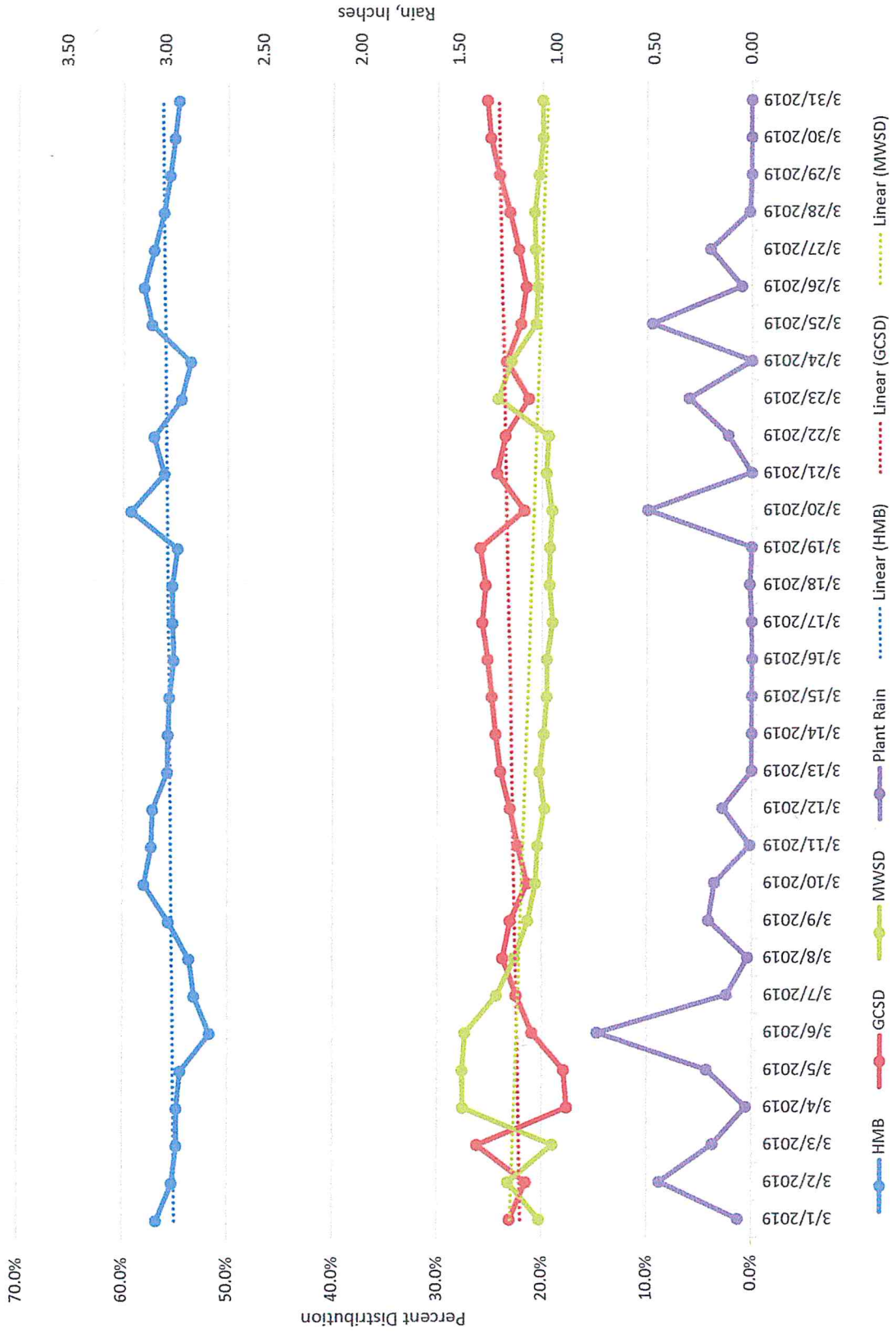
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.961	0.455	0.338	1.754
Average	1.453	0.598	0.567	2.617
Maximum	2.287	0.927	1.210	4.424
Distribution	55.5%	22.8%	21.6%	100.0%

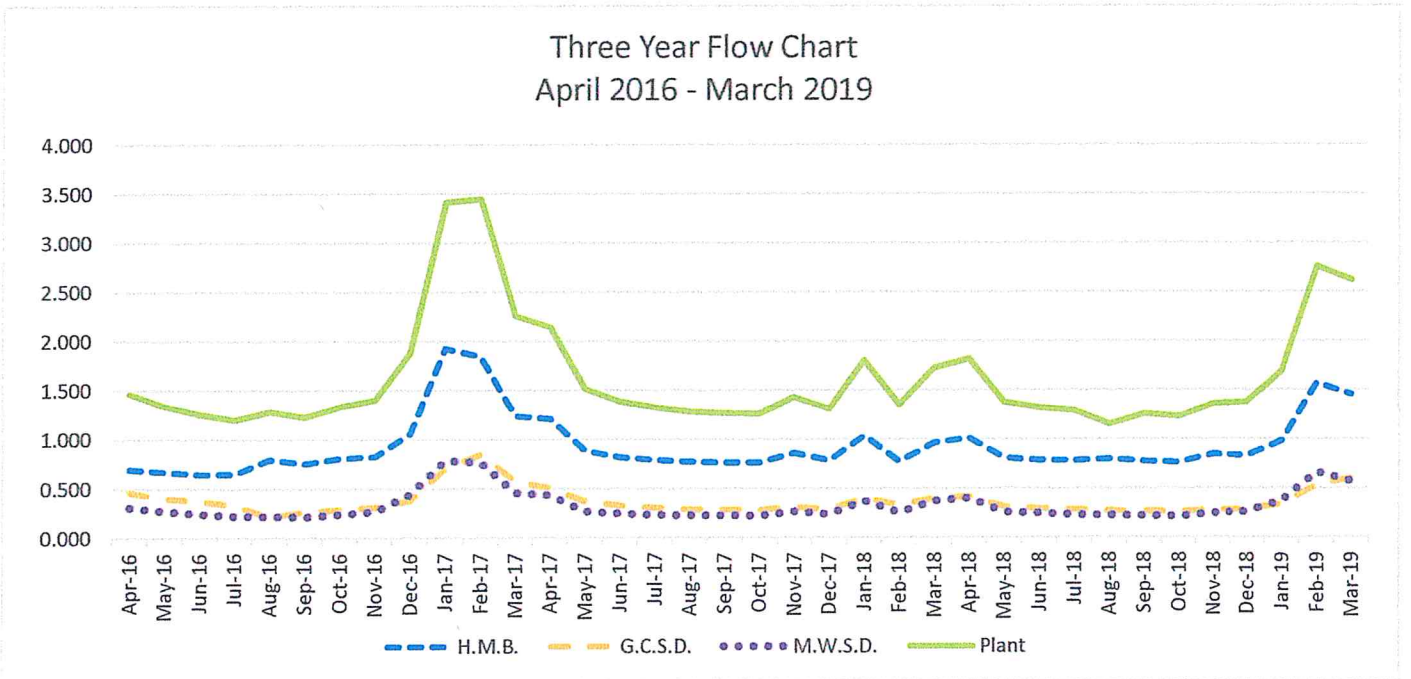
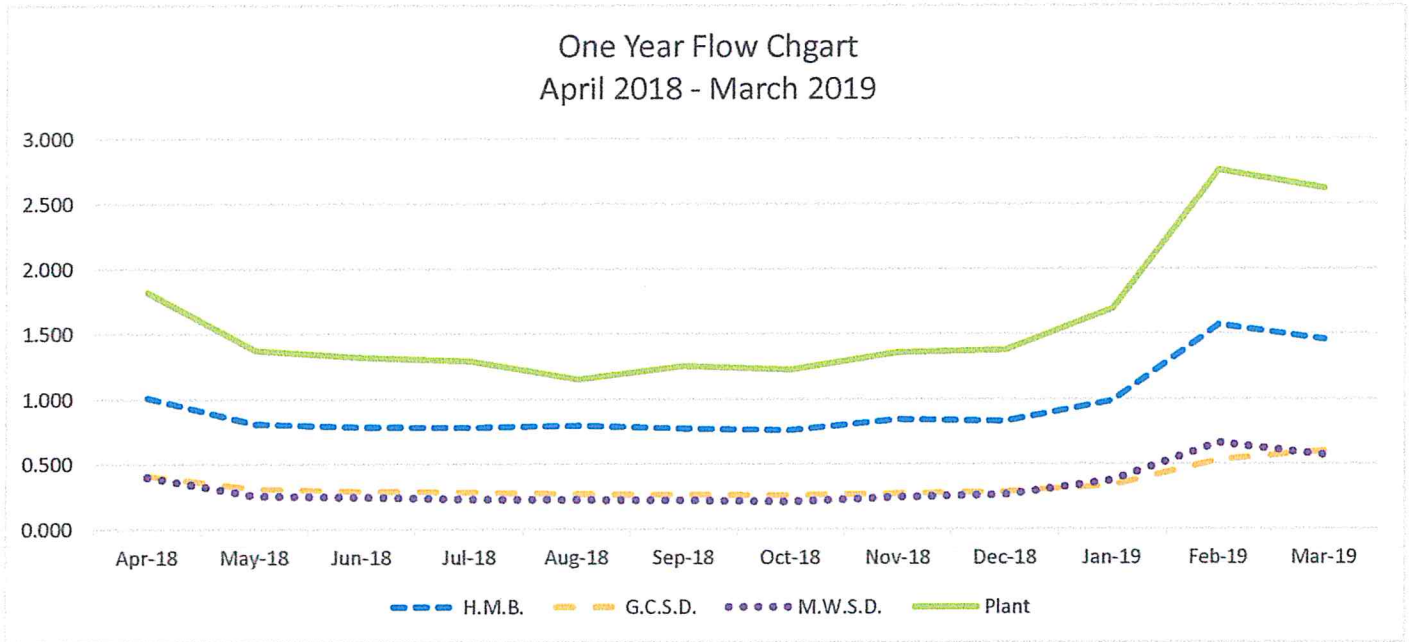
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2019

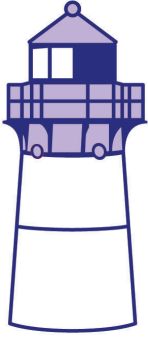


Percent Distribution March 2019



Most recent flow calibration April 2018 PS, April 2018 Plant





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 2, 2019

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 March 2019 the rate was 2.436.
- 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: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of May 2, 2019 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of May 2, 2019 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

As of May 2, 2019 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: May 2nd, 2019

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.

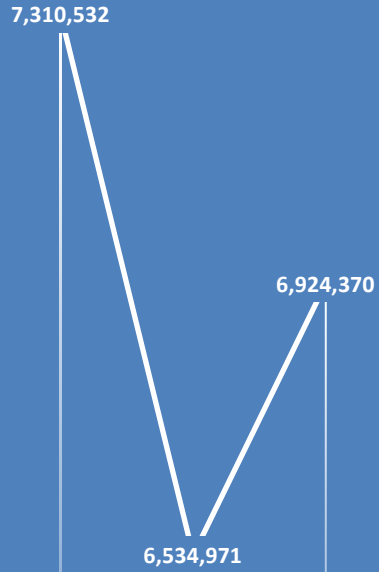
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2019(GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,310,532	6,534,971	6,924,370									

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: May 2nd, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

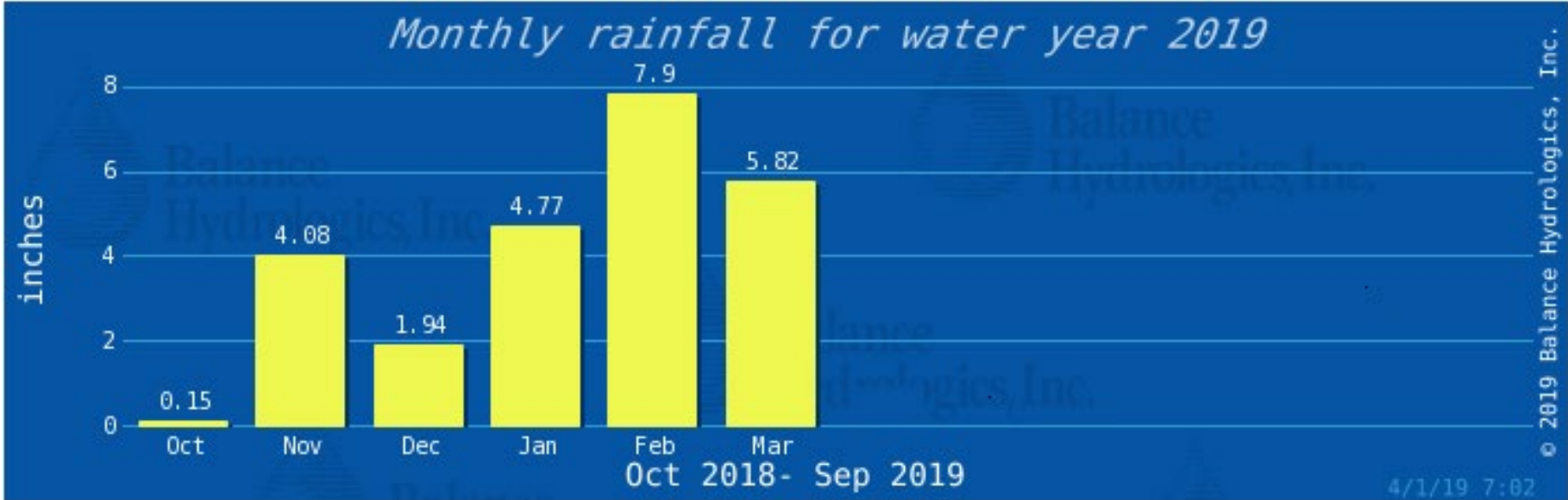
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

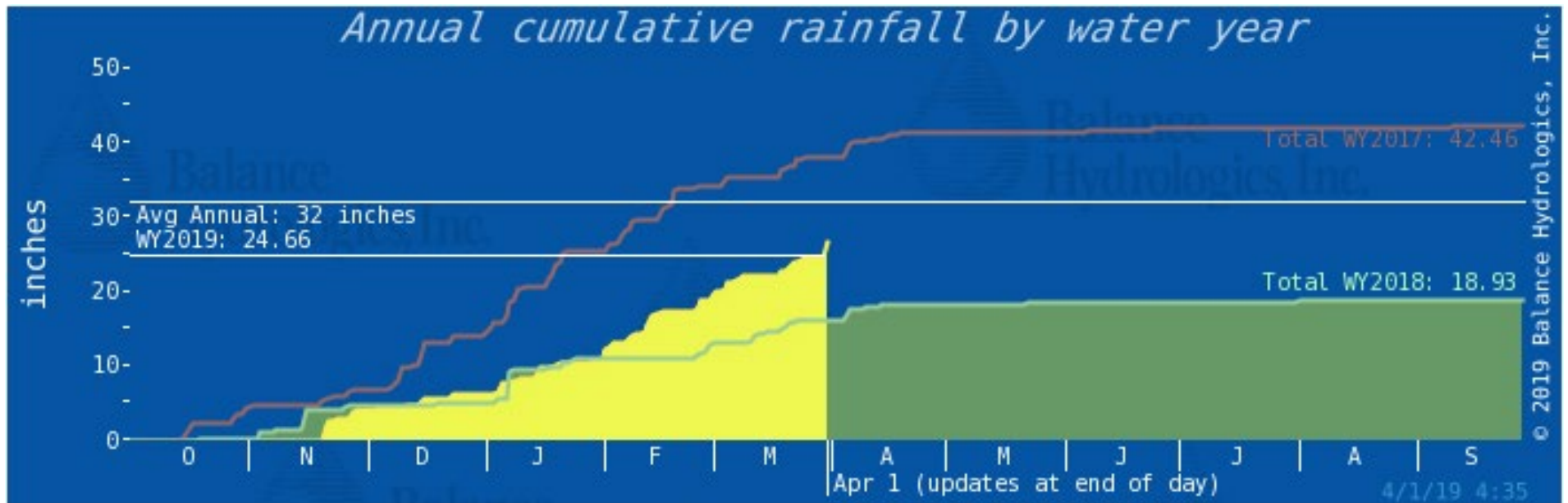
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Monthly Cumulative Rainfall



Annual Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 2nd, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

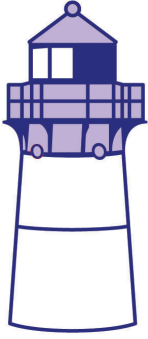
SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 42609 kWh and saved 72436 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement Service
Report for February 2019.**

The District has received the monthly PARS report for February 2019.

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
2/1/2019 to 2/28/2019**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 2/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 2/28/2019
Contributions	\$675,035.42	\$10,693.57	\$16,362.58	\$315.35	\$1,063.36	\$0.00	\$700,712.86
TOTAL	\$675,035.42	\$10,693.57	\$16,362.58	\$315.35	\$1,063.36	\$0.00	\$700,712.86

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	0%	0.41%	0.51%	8.2%	-	-	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.

**February 2019 PARS Statement
Detail Information**

PARS Beginning Balance as of February 1, 2019 \$ 675,035.42

Contributions:

January 15, 2018 Calculation

Wages \$ 43,068.22
 Employer - 6.92% \$ 2,980.32
 Employee - 7.75% \$ 3,337.79
 Contributions Subtotal \$ 6,318.11

January 31, 2018 Calculation

Wages \$ 29,825.90
 Employer - 6.92% \$ 2,063.95
 Employee - 7.75% \$ 2,311.51
 Contributions Subtotal \$ 4,375.46

Rounding

Total Contributions thru January \$ 10,693.57
 Rounding \$ 0.01
 \$ 10,693.58

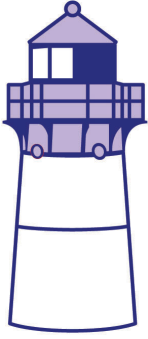
Earnings \$16,362.58

Expenses \$ (315.35)

Distributions \$ (1,063.36)

PARS Ending Balance as of February 31 \$ 700,712.86

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 16,888.15	\$ 26,180.07	\$ 43,068.22
\$ 1,168.66	\$ 1,811.66	\$ 2,980.32
Sewer	Water	Total
\$ 9,844.63	\$ 19,981.27	\$ 29,825.90
\$ 681.25	\$ 1,382.70	\$ 2,063.95



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2019-2020 Budgets.

At the SAM Board of Directors meetings March 11 and 25, 2019, the SAM Board approved the SAM General Budget and SAM Collections Budget for Fiscal Year 2019/20 to be sent to the member agencies for consideration and approval.

The overall Collections Budget is suggested to decrease by \$285,691, or 31% over the prior Fiscal Year due to the City of HMB's separate Collections Services Agreement expiring this current FY. The 2018/19 assessment for MWSD for the Collections Contract Services would increase by \$48,625, or 17%.

SAM is asking for an assessment increase of the General Budget by \$1,350,686, or 22% to a total of \$7,414,433. The General Budget contains an Infrastructure Division Budget \$2,035,000. MWSD's assessment would increase by \$276,767 or 22% to \$1,529,139.

The SAM General and Collections Budget were presented and discussed at the April 4 meeting.

RECOMMENDATION:

Adopt Resolution, No. ____, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2019-2020, and adopt Resolution No. ____, Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2019-2020 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2019-2020

WHEREAS, Sewer Authority Mid-Coastside has, pursuant to Article III, Section (F)(3) of the joint exercise of powers agreement dated February 3, 1976, as amended, establishing said Authority, submitted its General Budget for fiscal year July 1, 2019 – June 30, 2020 for the consent of this District; and

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

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

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2019-2020 entitled, “General Budget – Fiscal Year 2019/20,” a copy of which is on file in the District’s Administrative Offices to which reference is hereby made for the particulars thereof.

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2019-2020

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 2nd day of May, 2019, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2019 – 2020 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

WHEREAS, pursuant to Section V of that certain Agreement entitled, "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside," [said District subsequently renamed] dated April 7, 1988, for wastewater collection system maintenance and operation services, the Authority has submitted its Fiscal Year July 1, 2019– June 30, 2020 budget for such services; and

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

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. That certain budget entitled, "Contract Collection Services Budget – Fiscal Year 2019/20," for collection system maintenance and operation services to be provided by Sewer Authority Mid-Coastside to the Montara Water and Sanitary District for said fiscal year, a copy of which is on file in the District Administrative Offices to which reference is hereby made for the particulars thereof, is hereby approved.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
APPROVING AND ADOPTING FISCAL YEAR 2019 – 2020 SEWER
AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM
CONTRACT SERVICES BUDGET**

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____
was duly and regularly adopted and passed by the Board of the Montara Water
and Sanitary District, San Mateo County, California, at a Regular Meeting thereof
held on the 2nd day of May, 2019, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Proposed General Budget for Fiscal Year 2019/20 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of this report is to allow the Board to discuss the proposed General Budget for Fiscal Year 2019/20.

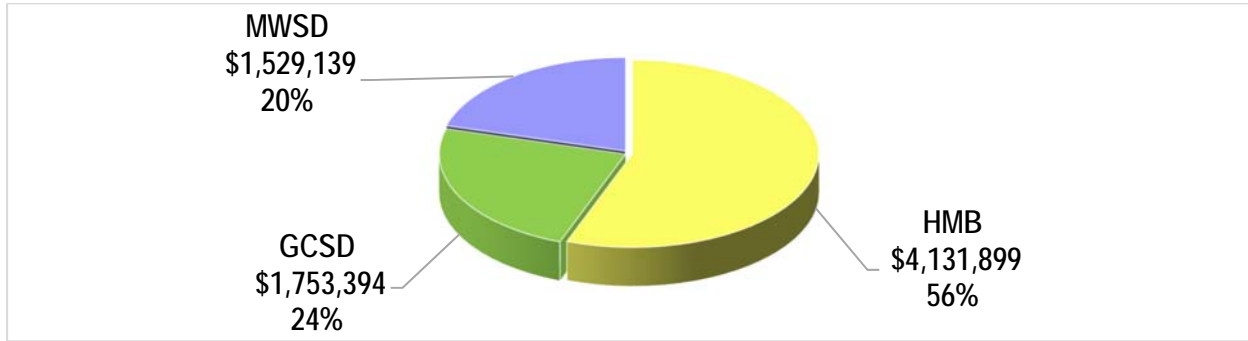
Fiscal Impact

The operation and maintenance expenditure budget for Fiscal Year 2019/20 is \$7.64 million. This is an *overall increase* of \$1.69 million from the FY 2018/19 adopted budget, which is primarily due to increasing infrastructure spending and increasing staff to meet workload needs, including succession planning. The impact to the member agency assessments is:

Assessments for Each Member Agency						
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$2,103,982	\$3,461,445	\$3,366,042	\$4,131,899	\$ 765,857	23%
GCSD	\$1,164,955	\$1,527,134	\$1,445,332	\$1,753,394	\$ 308,062	21%
MWSD	<u>\$ 848,240</u>	<u>\$1,324,462</u>	<u>\$1,252,372</u>	<u>\$1,529,139</u>	<u>\$ 276,767</u>	<u>22%</u>
Total	\$4,117,177	\$6,313,041	\$6,063,747	\$7,414,433	\$1,350,686	22%

BOARD MEMBERS: J. Blanchard B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter

ALTERNATE MEMBERS: S. Boyd M. Clark A. Eisen
 J. Harvey H. Rarback



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions (Administrative Services, Treatment, Environmental Compliance, and Infrastructure). The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Not all factors were known at the time that this budget was prepared. Therefore, staff made the following assumptions in determining changes from the FY 2018/19 adopted budget.

- Projects identified in the 5-Year Infrastructure Plan will be funded.
- Adding one position to the 14 positions included in the adopted FY 2018/19 budget. All applicable merit step increases will be earned per the MOU with Local No. 39.
- All budgeted positions will be filled if vacant. There are currently no vacant positions in the JPA functions.
- All services, supplies, and utilities will be increased by a 4% CPI.

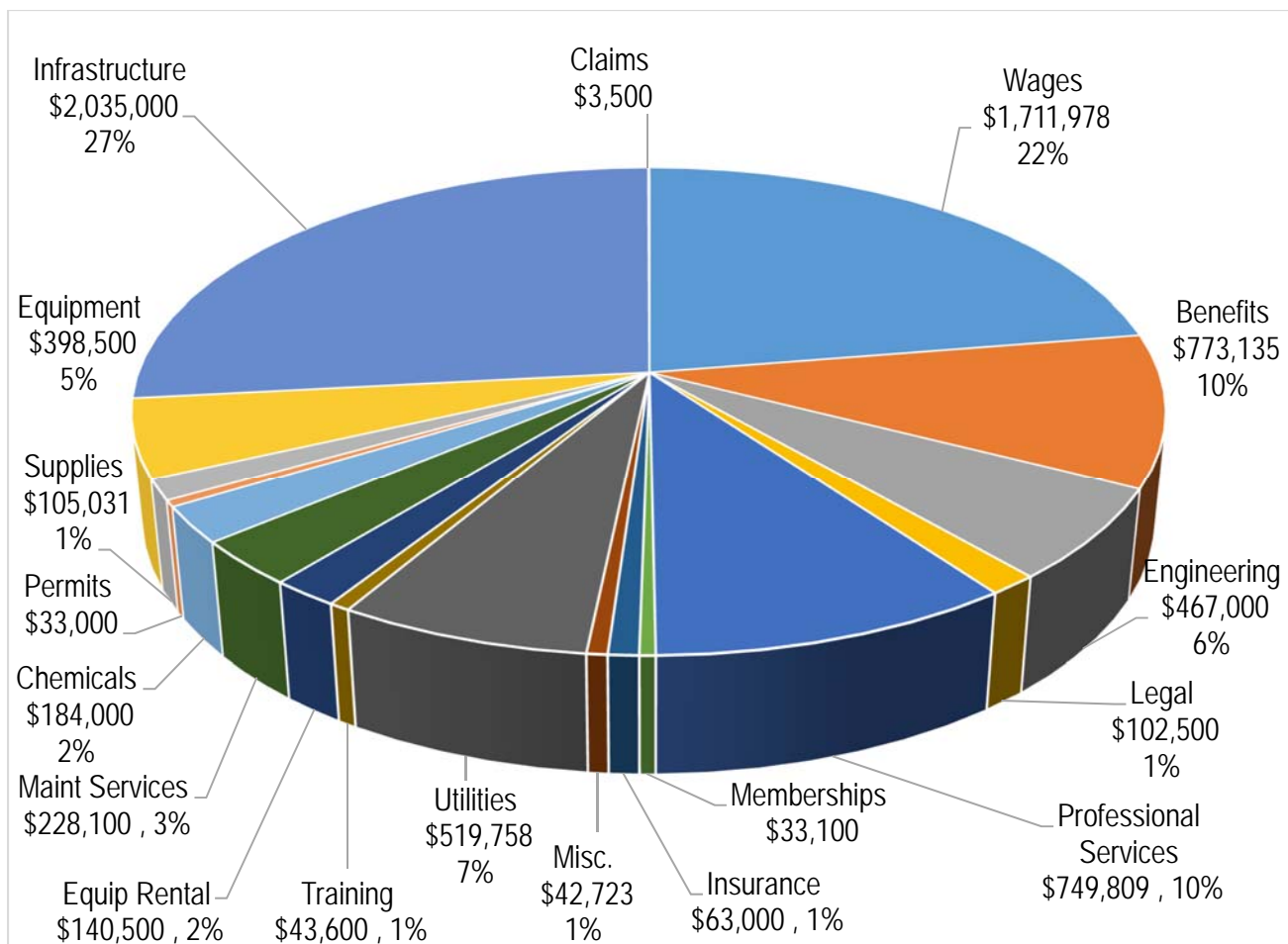
Budget Overview

The proposed Budget, including the proposed infrastructure projects, has been discussed by the member agency managers. The presentation today is for discussion and to finalize the proposed budget.

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

Of the total General Budget, \$2.49 million (32%) is for wages and benefits. The cost of infrastructure improvements is \$2.04 million (27%). Professional services (10%) and Engineering services (6%) account for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Utilities and equipment purchases are significant portions (7% and 5%) of the budget as well.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 13% of the total budget.



The most significant changes in the Administrative Services division budget are increasing the legal services (\$46,000) to respond to the recent litigation and professional services (\$60,000) to outsource key accounting functions.

The most significant changes in the Treatment division budget are increasing staff by an additional Maintenance Technician (\$112,181), cost of living adjustment (COLA) and

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other wage and benefit increases (\$164,424), increases in services and supplies based on a 4% COLA (\$152,617), and additional maintenance services for small projects (\$95,600).

Professional services is the largest portion of the Environmental Compliance division because SAM is dependent upon outsourced laboratory services. Staff anticipates that the new TNI standards for laboratories will result in a significant increase in the fees charged by the outside laboratories. In addition to the outsourced lab costs, the division budget includes the annual cost of the First Flush program.

The Infrastructure division increased from \$1.72 million in Fiscal Year 2018/19 to \$2.49 million (45%) in FY 2019/20 to address critical projects identified in the 5-Year Capital Improvement Plan.

Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: increased \$204,680 to include one additional position (Maintenance Technician), negotiated COLA, and application of step increases, where appropriate.
2. Premium Pay: increased \$15,590 for negotiated changes in standby pay, certification pay, and overtime pay.
3. Health Benefits: increased \$44,515 for the additional position and negotiated COLA on health premiums.
4. Retirement Contributions: increased \$38,657 due to changes in the CalPERS contribution rates for classic members and the additional position.
5. Retirement Medical: increased \$4,855 for contributions as negotiated in the successor MOU and the Unrepresented Employees Manual.
6. Misc. Benefits: increased \$9,631 for benefits as negotiated in the successor MOU and the Unrepresented Employees Manual.
7. Personnel Subtotal: total increase in personnel costs is \$317,929 (15%).
8. Legal Services: increased \$46,000 based on anticipated expenses for FY 2019/20 (does not include any expenses related to the HMB lawsuit).

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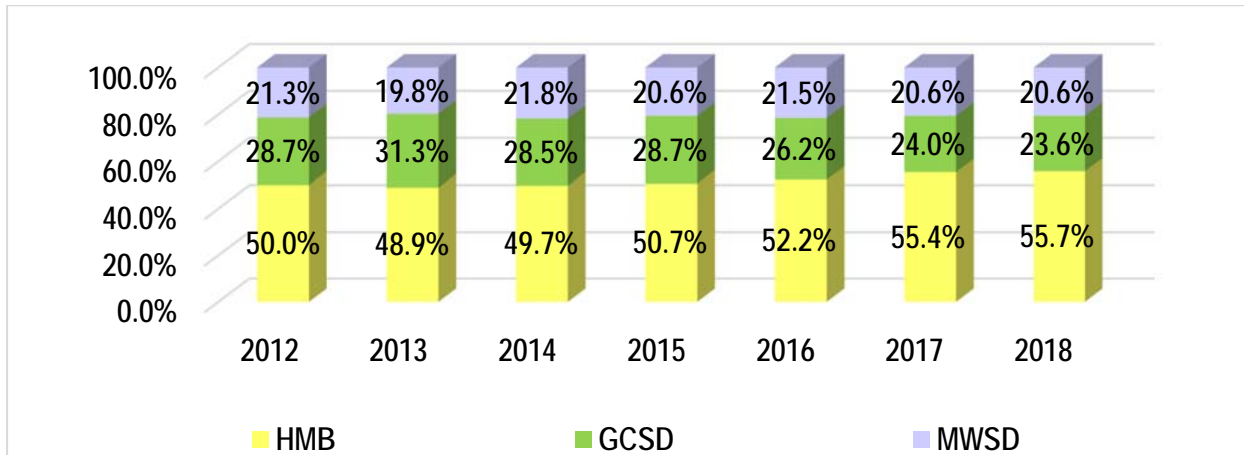
9. Engineering Services: increased \$365,000 for design and project management services for projects identified in the 5-Year CIP.
10. Professional Services: *decreased \$52,191* to reflect one-time expenses in FY 2018/19.
11. Professional Memberships: *decreased \$2,000* based on anticipated reductions.
12. Insurance Premiums: increased \$12,000 to reflect anticipated increases in property, liability, pollution, and professional liability premiums.
13. Misc. Expenses: *decreased \$36,917* to reflect one-time expenses in FY 2018/19.
14. Utilities: increased \$15,028 for electricity, gas, and water based on anticipated rate increases.
15. Travel & Training: increased \$1,150 based on anticipated training needs of staff and participation in industry conferences for management team.
16. Equipment Rental: increased \$80,500 to reflect anticipated expenses related to infrastructure projects.
17. Building & Maintenance Services: increased \$69,100 for contractors to perform necessary maintenance tasks at the treatment plant and pump stations.
18. Chemicals: increased \$50,000 based on anticipated increases in the Bay Area Chemical Consortium rates for FY 2019/20.
19. Permits & Licenses: no anticipated changes in permit fees.
20. Supplies: increased \$53,351 to reflect anticipated rate increases and needs.
21. Equipment: increased \$67,500 to reflect vehicle replacement and small project needs.
22. Infrastructure: increased \$702,500 to address the projects identified in the 5-Year CIP.
23. Claims/Penalties: decreased to reflect anticipated claims for FY 2019/20.
24. Non-Personnel Subtotal: total increase in non-personnel costs is \$1,369,520 (36%).

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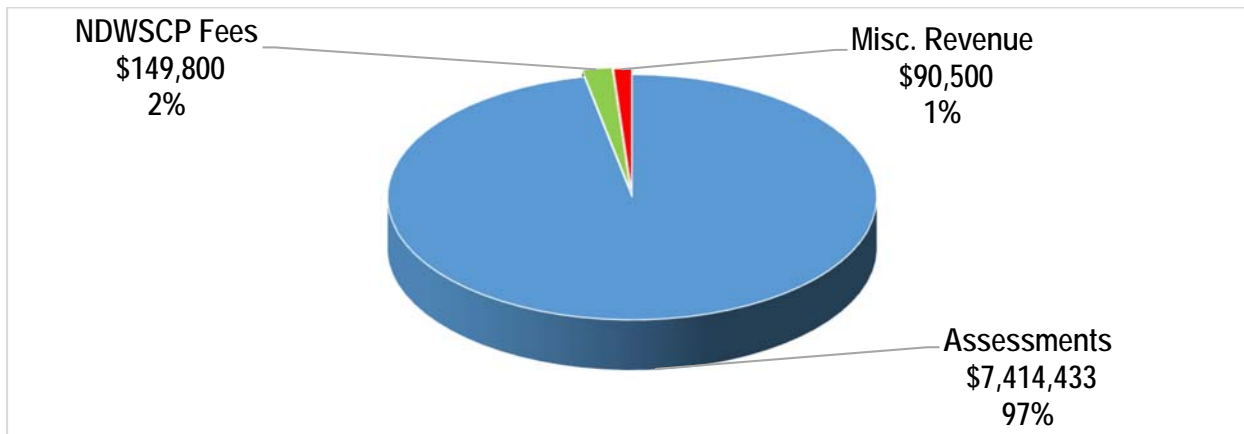
Changes in Revenue

Of the total O & M revenue, the majority (97%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

Historical Flow Allocations



The remaining revenue comes from the Non-Domestic Waste Source Control Program fees (2%), and miscellaneous revenue (1%).



Challenges

SAM's Reserve Policy requires a balance of two months of operating reserve (\$1.27 million) and \$1.25 million in emergency repair reserve for a total reserve of \$2.43 million. As of January 31, 2019, SAM had \$1.28 million invested with LAIF, which is the total of the Emergency Repair Reserve. The Money Market account at Tri-Counties Bank has \$500,000, which is dedicated to the Operating Reserve. To be compliant with the reserve policy, \$750,000 is needed to meet the reserve minimum in addition to the assessments needed to pay for FY 2019/20 expenses. Staff did not incorporate any

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additional funding in the proposed budget to address this issue due to the significant increase from the infrastructure projects.

Unanticipated cost increases and emergency maintenance projects continue to be an issue due to the lack of reserves and access to rate stabilization funds. Staff shifts projects and costs to accommodate these unplanned expenses and reduce the need for mid-year budget increases. Unfortunately, not all projects or maintenance costs can be adjusted to meet these unanticipated costs.

CalPERS continues to increase contribution rates, which will be a significant cost until the workforce transitions and the majority of classic employees retire.

Staff Recommendation

Staff recommends that the Board of Directors discuss the proposed budget and authorize the General Manager to submit it to the member agencies for approval.

Supporting Documents

Attachment A: Proposed General Budget for FY 2019/20

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	



General Budget
Fiscal Year 2019/20

EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated treatment plant.” The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

JPA Income & Expenses

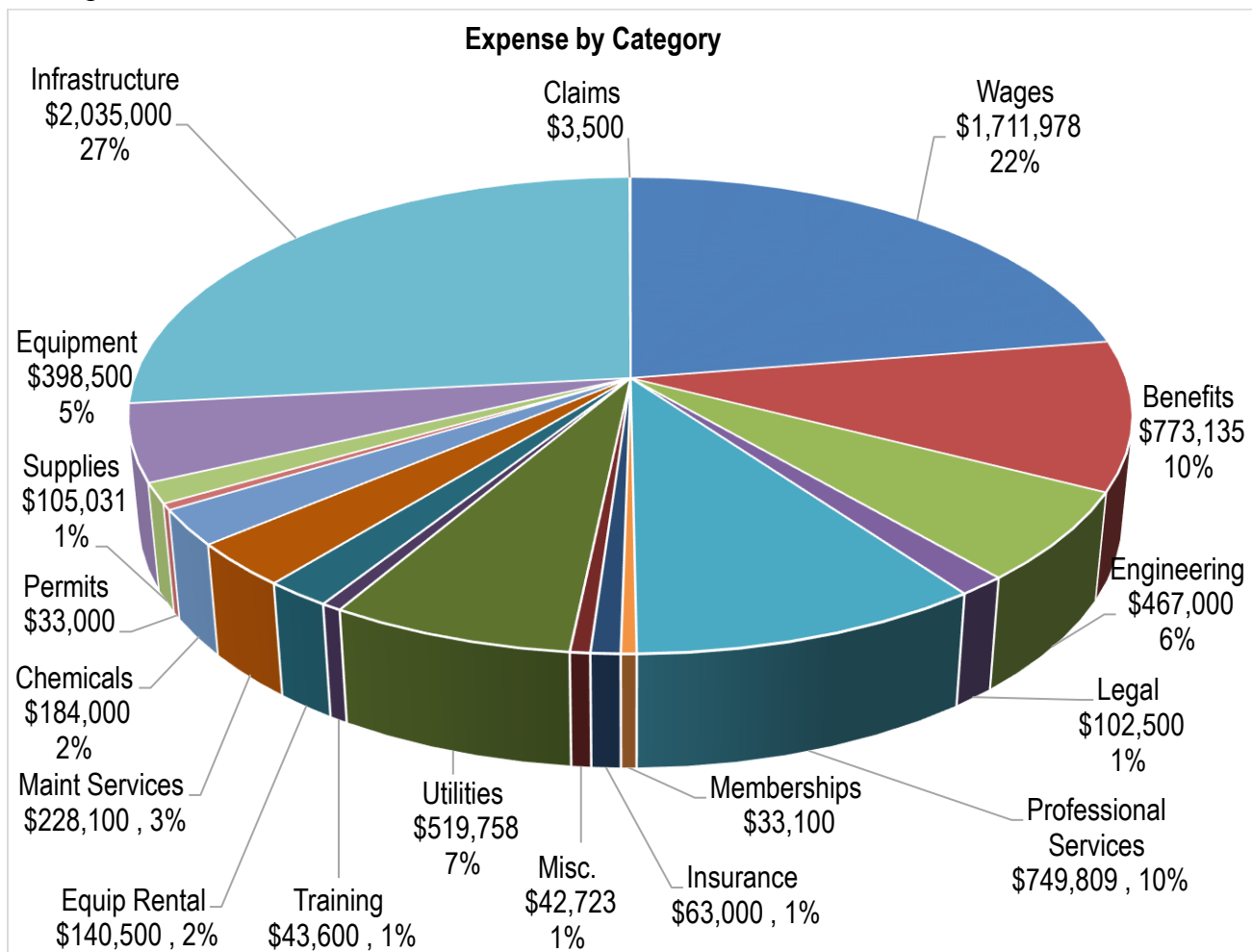
Operating Income		
Assessments - City of Half Moon Bay	4,131,899	
Assessments - Granada Community Services District	1,753,394	
Assessments - Montara Water & Sanitary District	1,529,139	
NDWSCP Fees	149,800	
Miscellaneous Revenue	70,500	
Total Operating Income		\$ 7,634,733
Operating Expenses		
Wages	1,711,978	
Benefits	773,135	
Legal Services	102,500	
Engineering Services	467,000	
Professional & Technical Services	749,809	
Professional Memberships	33,100	
Insurance Premiums	63,000	
Miscellaneous Expenses	42,723	
Utilities	519,758	
Travel & Training	43,600	
Equipment Rental/Lease	140,500	
Building & Maintenance Services	228,100	
Chemicals	184,000	
Permits & Licenses	33,000	
Supplies	105,031	
Equipment	398,500	
Infrastructure Projects	2,035,000	
Claims & Penalties	3,500	
Total Operating Expenses		\$ 7,634,233
Net Operating Income		\$ 500
Non-Operating Income		
Interest Income	20,000	
Total Non-Operating Income		\$ 20,000
Contribution to Reserve Funds		\$ 20,500

GENERAL BUDGET FISCAL YEAR 2019/20

The overall increase from the adopted budget for Fiscal Year 2018/19 to the proposed budget for Fiscal Year 2019/20 is \$1.69 million (28%). This is primarily due to increased staffing to meet service level needs, infrastructure spending, and wage and benefit adjustments.

Of the total General Budget, \$2.49 million (32%) is for wages and benefits. The cost of infrastructure improvements is \$2.04 million (27%). Professional services (10%) and Engineering services (6%) account for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Utilities and equipment purchases are significant portions (7% and 5%) of the budget as well.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 13% of the total budget.



Division Budgets by Fiscal Year

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Administration	\$1,299,471	\$1,155,846	\$1,134,659	\$1,249,451	\$ 114,792	10%
Treatment	\$2,550,331	\$2,944,735	\$2,944,958	\$3,678,880	\$ 733,922	25%
Environmental	\$ 155,551	\$ 151,643	\$ 149,667	\$ 220,902	\$ 71,235	48%
Infrastructure	<u>\$ 348,721</u>	<u>\$3,047,274</u>	<u>\$1,717,500</u>	<u>\$2,485,000</u>	<u>\$ 767,500</u>	<u>45%</u>
Total	\$4,354,074	\$7,299,498	\$5,946,784	\$7,634,233	\$1,687,449	28%

The Administrative Services division increased \$114,792 (10%). The significant impacts are from COLA and benefit changes per the Local 39 MOU and increases in legal services.

The Treatment division increased \$733,922 (25%), which is mostly due to the additional Maintenance Technician position, COLA and benefit changes per the Local 39 MOU, and increased preventive maintenance at the plant.

The Environmental Compliance division budget increased \$71,235 (48%) primarily based on anticipated increases in outsourced laboratory service fees due to the implementation of new TNI standards. In FY 2017/18, SAM paid for two years of the First Flush program with the San Mateo County RCD. There were no costs budgeted in FY 2018/19 for this program, but there will be in FY 2019/20.

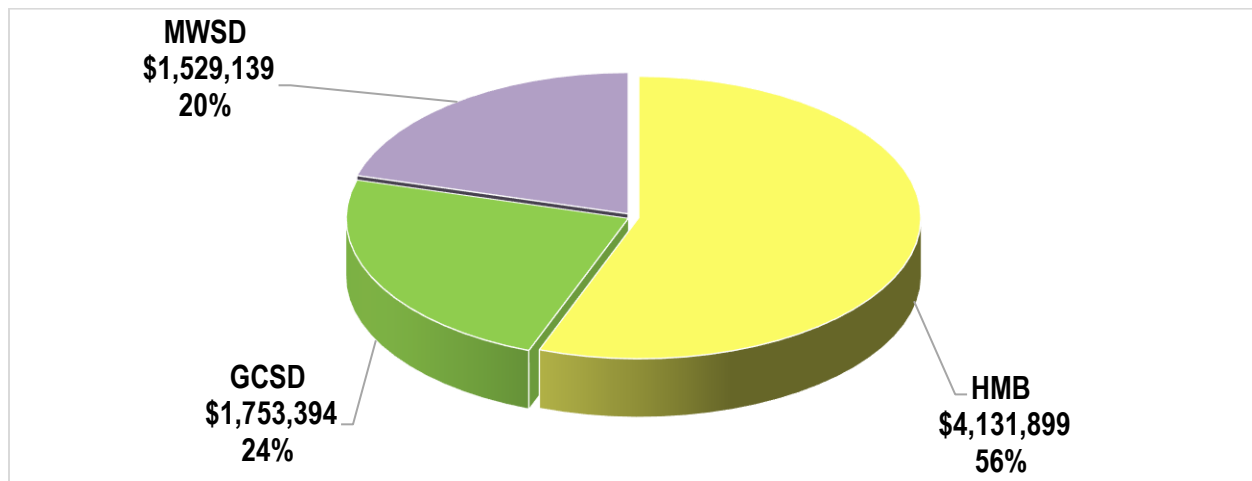
The Infrastructure division increased \$767,500 to address the projects in the 5-Year Capital Improvement Plan, including assessment of the Princeton segment of the Intertie Pipeline System (IPS) and design of the replacement for the Montara to Portola segment of the IPS.

Of the total revenue, the majority (97%) is from assessments paid by the JPA member agencies. The increase of \$1.35 million is to begin design and replacement of the remaining segments of the IPS, starting with the segments from the Montara Pump Station down to the Portola Pump Station. The assessments to the member agencies are (rounded to nearest \$):

Total Assessments for Each Member Agency

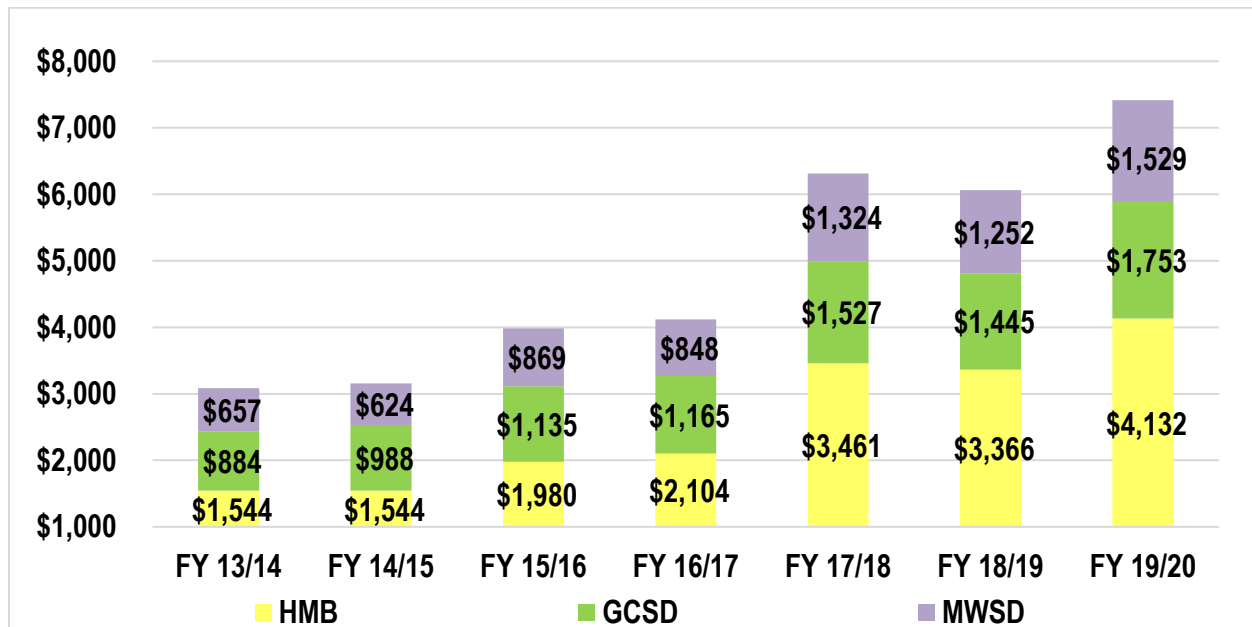
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$2,103,982	\$3,461,445	\$3,366,042	\$4,131,899	\$ 765,857	23%
GCSD	\$1,164,955	\$1,527,134	\$1,445,332	\$1,753,394	\$ 308,062	21%
MWSD	<u>\$ 848,240</u>	<u>\$1,324,462</u>	<u>\$1,252,372</u>	<u>\$1,529,139</u>	<u>\$ 276,767</u>	<u>22%</u>
Total	\$4,117,177	\$6,313,041	\$6,063,746	\$7,414,433	\$1,350,686	22%

GENERAL BUDGET FISCAL YEAR 2019/20



The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Assessments by Agency (in 1,000's)



Staffing at SAM was kept low for many years to reduce the impact on member agency assessments. Recognizing that a significant number of employees have reached or exceeded the CalPERS plan retirement age (55), staffing has been increased as part of succession planning. In addition, the high cost of living makes it difficult for SAM to recruit and retain staff that can meet the requirement to be on standby and respond within 60 minutes. The following table reflects the staffing for SAM functions over the past six years.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	8.85	8.85	8.525	10.75	11.00	13.00	14.00

OPERATION & MAINTENANCE TOTAL

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ESTIMATE	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	1,138,705	1,225,723	1,421,598	1,351,358	1,626,278	204,680	14%
2	Premium Pay	79,043	73,243	70,110	59,348	85,700	15,590	22%
3	Health Benefits	231,008	255,994	299,467	284,802	343,982	44,515	15%
4	Retirement Cont.	164,725	145,698	258,001	268,208	296,658	38,657	15%
5	Retirement Medical	16,598	22,331	30,773	30,490	35,628	4,855	16%
6	Misc. Benefits	56,719	58,682	87,235	71,355	96,866	9,631	11%
7	Subtotal	1,686,798	1,781,671	2,167,184	2,065,562	2,485,113	317,929	15%

Non-Personnel

8	Legal Services	52,254	98,537	56,500	200,407	102,500	46,000	81%
9	Engineering Services	244,106	292,396	102,000	172,794	467,000	365,000	358%
10	Professional Services	717,325	680,764	802,000	1,037,756	749,809	(52,191)	-7%
11	Prof. Memberships	37,697	38,670	35,100	31,374	33,100	(2,000)	-6%
12	Insurance Premiums	26,251	205,646	51,000	63,071	63,000	12,000	24%
13	Misc. Expenses	107,160	44,656	79,640	37,102	42,723	(36,917)	-46%
14	Utilities	537,117	425,533	504,730	515,299	519,758	15,028	3%
15	Travel & Training	13,217	16,054	42,450	33,689	43,600	1,150	3%
16	Equipment Rental	77,655	169,149	60,000	85,464	140,500	80,500	134%
17	Bldg & Maint Services	155,141	281,465	159,000	239,775	228,100	69,100	43%
18	Chemicals	132,592	131,994	134,000	179,932	184,000	50,000	37%
19	Permits & Licenses	30,923	51,194	33,000	29,643	33,000	-	0%
20	Supplies	68,974	61,412	51,680	95,195	105,031	53,351	103%
21	Equipment	118,034	1,067,664	331,000	505,063	398,500	67,500	20%
22	Infrastructure Projects	48,500	1,952,693	1,332,500	1,192,500	2,035,000	702,500	53%
23	Claims/Penalties	300,330	-	5,000	3,256	3,500	(1,500)	-30%
24	Subtotal	2,667,276	5,517,827	3,779,600	4,422,318	5,149,120	1,369,520	36%

25	TOTAL	4,354,074	7,299,498	5,946,784	6,487,880	7,634,233	1,687,449	28%
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Key Changes

Additional Maintenance position effective 7/1/19 for succession purposes	\$ 112,181
COLA 5% effective 7/1/19 and applicable step increases	\$ 152,269
PERS unfunded liability increase effective 7/1/19	\$ 35,559
Increase contributions to medical, dental, vision premiums	\$ 17,920
Additional legal costs for on-going litigation	\$ 46,000
Increase supplies and services 4% for CPI	\$ 171,020
Engineering costs for CIP projects	\$ 450,000
CIP projects as described in 5-Year Plan (less engineering costs)	\$ 702,500
	\$ 1,687,449

OPERATION & MAINTENANCE TOTAL

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ESTIMATE	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	4,117,177	6,313,041	6,063,747	6,391,746	7,414,433	1,350,686	22%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	86,642	109,238	126,525	149,347	149,800	23,275	18%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	8,950	20,184	6,500	19,680	20,000	13,500	208%
31 Misc. Revenue	34,375	66,827	500	140,516	70,500	70,000	14000%
32 To/(From) Reserves	-	-	-	-	-	-	0%
33	4,247,144	6,509,290	6,197,272	6,701,289	7,654,733	1,457,461	24%

By Agency:

34 Half Moon Bay	2,103,982	3,461,445	3,366,042	3,547,754	4,131,899	765,857	23%
35 Granada CSD	1,164,955	1,527,134	1,445,332	1,524,052	1,753,394	308,062	21%
36 Montara WSD	848,240	1,324,462	1,252,372	1,319,940	1,529,139	276,767	22%
37	4,117,177	6,313,041	6,063,747	6,391,746	7,414,433	1,350,686	22%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff	1,350,686
Increased leachate deliveries per contract	23,275
Increase in interest earnings	13,500
Overhead revenue from Contract Services	70,000
Set aside funds for IPS projects	-
	1,457,461

Authorized Positions:

Operating Fund FTE	10.75	11.00	13.00	13.00	14.00	1.00	8%
Other Funds FTE	-	-	-	-	-	-	-
	10.75	11.00	13.00	13.00	14.00	1.00	8%

OPERATION & MAINTENANCE



PROGRAM DESCRIPTION

This section of the budget provides the service descriptions and performance metrics for the different Operation & Maintenance (O & M) functions by division. O & M (Administrative Services, Treatment, Environmental Compliance, and Infrastructure) staffing remained static until 2016/17. In FY 2016/17, the cost for staff that supervise and provide support for the contract collection services was reallocated to keep the JPA staff independent of the contract staff. This was to clearly identify which staff might be affected if the contract services were terminated. The following staffing summary reflects the historical cost allocation of staff in O & M.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	8.85	8.85	8.85	8.525	10.75	10.50	13.00	14.00

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

Operation & Maintenance Flow Calculations

	HMB	GCSD	MWSD	
FY 2019/20	55.7%	23.6%	20.6%	(Based on Calendar Year 2018)
FY 2018/19	<u>55.4%</u>	<u>24.0%</u>	<u>20.6%</u>	(Based on Calendar Year 2017)
Variance	0.3%	-0.4%	0.0%	

FINANCIAL DETAILS

The following is a list of budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
1. Wages Increased for COLA adjustments and step increases per MOU and Unrepresented Employee Manual. Includes the addition of one Maintenance Technician.	\$1,421,597	\$1,626,278
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$70,110	\$85,700
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees Manual. Includes the addition of one Maintenance Technician.	\$299,467	\$343,982
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$258,026	\$296,658
5. Retirement Medical Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$30,773	\$35,628
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan. Includes the addition of one Maintenance Technician.	\$87,235	\$96,866
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,167,234	\$2,485,113
8. Legal Services Increased based on anticipated number of meetings and special projects. Does not include funds for defense of SAM in the lawsuit by HMB.	\$46,500	\$56,500
9. Engineering Services Increased to provide technical design and project management related to infrastructure projects.	\$102,000	\$467,000

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$802,000	\$749,809
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$35,100	\$33,100
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$51,000	\$63,000
13. Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, property taxes, etc.) not reflected in other categories.	\$79,640	\$42,723
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$504,730	\$519,758
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$42,450	\$43,600
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$60,000	\$140,500
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$159,000	\$228,100
18. Chemicals Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$134,000	\$184,000

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
19. Permits & Licenses Annual costs for permits with local, regional and state agencies. Increase reflects anticipated changes in fees.	\$33,000	\$33,000
20. Supplies Office, computer, breakroom, and safety supplies.	\$51,680	\$105,031
21. Equipment Purchase Purchase of equipment for repair and rehabilitation of SAM facilities not included in infrastructure projects.	\$331,000	\$398,500
22. Infrastructure Projects Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,332,500	\$2,035,000
23. Claims/Penalties Decreased to reflect claim experience.	\$5,000	\$3,500
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$3,779,600	\$5,149,120
25. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$5,947,273	\$7,634,233

ADMINISTRATIVE SERVICES

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	459,592	481,408	506,020	395,594	522,759	16,739	3%
2	Premium Pay	-	1,896	200	9,888	7,600	7,400	3700%
3	Health Benefits	68,829	87,037	93,840	72,485	98,532	4,692	5%
4	Retirement Cont.	44,599	62,917	106,996	98,266	112,318	5,322	5%
5	Retirement Medical	13,441	13,184	17,040	15,661	19,172	2,132	13%
6	Misc. Benefits	21,295	18,812	22,364	19,295	25,207	2,843	13%
7	Subtotal	607,756	665,254	746,460	611,189	785,588	39,128	5%

Non-Personnel

8	Legal Services	52,254	93,089	56,500	195,207	102,500	46,000	81%
9	Engineering Services	7,244	-	2,000	-	2,000	-	0%
10	Professional Services	177,172	94,563	108,950	305,371	165,631	56,681	52%
11	Prof. Memberships	26,512	27,586	25,000	25,000	25,000	-	0%
12	Insurance Premiums	26,251	205,646	51,000	63,071	63,000	12,000	24%
13	Misc. Expenses	25,407	13,034	27,840	14,870	16,751	(11,089)	-40%
14	Utilities	26,043	19,382	20,180	27,466	25,200	5,020	25%
15	Travel & Training	9,081	7,444	16,500	16,689	17,500	1,000	6%
16	Equipment Rental	9,638	13,567	10,000	10,089	10,500	500	5%
17	Bldg & Maint Services	15,517	11,511	37,000	22,871	10,500	(26,500)	-72%
18	Chemicals	-	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	10,468	4,770	8,229	6,069	9,280	1,051	13%
21	Equipment	5,798	-	20,000	27,808	12,500	(7,500)	-38%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	300,330	-	5,000	3,256	3,500	(1,500)	-30%
24	Subtotal	691,715	490,592	388,199	717,768	463,863	75,664	19%

25	TOTAL	1,299,471	1,155,846	1,134,659	1,328,957	1,249,451	114,792	10%
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Key Changes

COLA 5% effective 7/1/19 and applicable step increases	16,739
Increase contributions to medical, dental, vision premiums and misc. benefits	14,935
PERS unfunded liability increase effective 7/1/19	5,322
Additional legal costs for on-going litigation	46,000
Increase professional services for outside accounting services	56,681
Increase utilities, supplies, misc. expenses by 4% CPI	21,703
Eliminate one-time expenses in FY 2018/19	(46,589)
Total	114,792

ADMINISTRATIVE SERVICES

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	991,864	816,375	1,128,147	1,388,147	1,249,451	121,304	11%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	8,950	20,184	6,500	19,680	20,000	13,500	208%
31 Misc. Revenue	34,375	66,827	500	500	500	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	1,035,189	903,386	1,135,147	1,408,327	1,269,951	134,804	12%

By Agency:

34 Half Moon Bay	502,565	538,137	624,994	769,034	696,291	71,297	11%
35 Granada CSD	284,951	55,561	270,755	333,155	295,475	24,720	9%
36 Montara WSD	204,348	222,677	232,398	285,958	257,684	25,286	11%
37	991,864	816,375	1,128,147	1,388,147	1,249,451	121,304	11%

Key Changes

Assessments reflect increased funding for wages, benefits, and legal services
 Increase in interest earnings

	\$ 121,304
	\$ 13,500
	134,804

Authorized Positions:

Operating Fund FTE	3.50	4.00	4.00	4.00	4.00	-	0%
Other Funds FTE	-	-	-	-	-	-	0%
	3.50	4.00	4.00	4.00	4.00	-	0%

ADMINISTRATIVE SERVICES DIVISION



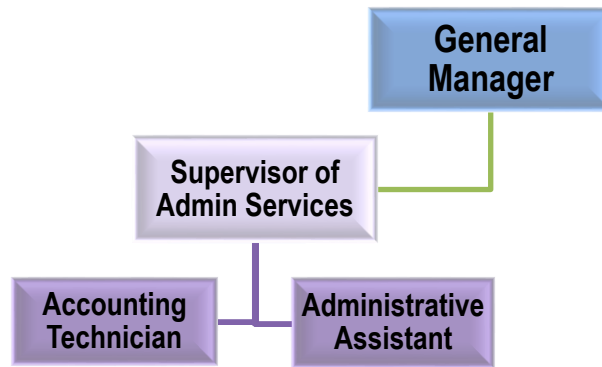
PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: overall planning and coordination of SAM activities, including finance, human resources, and risk management; management of SAM's information systems and web site; and Board services. There is little public contact by office staff. Contact with member agency staff and vendors is often coordinated via Administrative Services and information management is a significant role.

This division is responsible for all payroll related items including wage and benefits administration, CalPERS reporting, recruitment, employee relations, training, as well as administration of the District's self-insurance and loss prevention programs.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing; employee benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits.

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



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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	4.00	4.00	3.93	3.98	4.00	3.50	4.00	4.00

FINANCIAL DETAILS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

Budget Line #		FY 2018/19	FY 2019/20
1.	Wages Increased for COLA adjustments and step increases per MOU and Unrepresented Employees Manual. Includes wages for staff allocated to this division and the fees paid to SAM Directors for days of service.	\$506,020	\$522,759
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$200	\$7,600
3.	Health Benefits Increased to reflect the cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees Manual.	\$93,840	\$98,532
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$106,996	\$112,318

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
5. Retirement Medical Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$17,040	\$19,172
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$22,364	\$25,207
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits	\$746,460	\$785,588
8. Legal Services Increased based on anticipated number of meetings and special projects. Does not include funds for defense of SAM in the lawsuit by HMB.	\$56,500	\$102,500
9. Engineering Services Increased to provide general support unrelated to infrastructure or maintenance projects.	\$2,000	\$2,000
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff. Assumes a 4% CPI increase to these services.	\$108,950	\$165,631
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$25,000	\$25,000
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$51,000	\$63,000
13. Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$27,840	16,751

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
14. Utilities Electricity, water, telephone, internet connections, etc. based on FY 2017/18 projections and anticipated rate changes.	\$20,180	\$25,200
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$16,500	\$17,500
16. Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$10,000	\$10,500
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$37,000	\$10,500
18. Chemicals There are no chemical costs charged to Administrative Services.	\$0	\$0
19. Permits & Licenses There are no permit and license costs charged to Administrative Services.	\$0	\$0
20. Supplies Office, computer, breakroom, and general supplies.	\$8,229	\$9,280
21. Equipment Purchase of replacement computers, small office and ergonomic equipment.	\$20,000	\$12,500
22. Infrastructure Projects Contract construction costs for projects that exceed \$50,000 each.	\$0	\$0
23. Claims/Penalties Decreased to reflect claim experience.	\$5,000	\$3,500

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2017/18	FY 2018/19
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$388,688	\$463,863
25. Total Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).	\$1,134,659	\$1,249,451

The significant changes in the Administrative Services division from the Adopted Budget for FY 2018/19 included in the FY 2019/20 budget are as follows.

1. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes and blended with PEPRA rates.
2. Increased legal services to account for litigation and special projects.

GOALS

- Provide effective and efficient administrative support to the Board and other divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site, and social media pages.
- Review administrative, financial, and personnel policies each year for compliance and relevance.

ACHIEVEMENTS

- Submitted the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implemented objectives identified in the SAM Strategic Plan.
- Reviewed and updated administrative, financial, and personnel policies.
- Presented budget to Board and member agencies by deadlines.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Provide on-going clarifications of definitions and conditions of employment.

GENERAL BUDGET FISCAL YEAR 2019/20

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

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implement objectives identified in the SAM Strategic Plan.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and member agencies in a timely manner.

TREATMENT
By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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EXPENDITURES

Personnel

1	Wages	608,420	711,375	878,692	924,075	1,063,771	185,079	21%
2	Premium Pay	77,787	70,432	69,095	49,169	77,500	8,405	12%
3	Health Benefits	152,910	163,163	199,410	206,989	240,000	40,590	20%
4	Retirement Cont.	109,564	78,267	142,110	161,988	175,000	32,890	23%
5	Retirement Medical	2,914	8,645	13,180	14,367	15,957	2,777	21%
6	Misc. Benefits	32,627	38,234	62,571	50,513	69,435	6,864	11%
7	Subtotal	984,222	1,070,116	1,365,058	1,407,101	1,641,663	276,605	20%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	42,223	129,141	15,000	86,597	15,000	-	0%
10	Professional Services	483,086	446,662	432,500	471,511	466,600	34,100	8%
11	Prof. Memberships	11,185	11,084	10,000	6,374	8,000	(2,000)	-20%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	33,532	18,860	41,200	15,260	18,367	(22,833)	-55%
14	Utilities	511,074	406,151	484,500	487,832	494,500	10,000	2%
15	Travel & Training	4,111	8,385	22,500	16,500	22,500	-	0%
16	Equipment Rental	68,017	155,582	50,000	75,375	130,000	80,000	160%
17	Bldg & Maint Services	139,624	269,954	122,000	216,903	217,600	95,600	78%
18	Chemicals	124,950	129,656	130,000	171,074	175,000	45,000	0%
19	Permits & Licenses	30,923	51,194	33,000	25,377	33,000	-	0%
20	Supplies	52,638	47,677	31,200	68,741	73,650	42,450	136%
21	Equipment	64,746	200,273	208,000	179,711	383,000	175,000	84%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	1,566,109	1,874,619	1,579,900	1,821,255	2,037,217	457,317	29%

25 TOTAL **2,550,331** **2,944,735** **2,944,958** **3,228,356** **3,678,880** **733,922** **25%**

Key Changes

Additional Maintenance Technician	\$ 112,181
COLA, applicable step increases, CalPERS rate changes	\$ 164,424
Engineering: technical support for small repair projects	\$ -
Professional Services: preventive maintenance	\$ 34,100
Building maintenance services for small (<\$50k) projects	\$ 95,600
Replace equipment and vehicles that are beyond useful life	\$ 175,000
Increase services, supplies, chemicals, etc. by 4% CPI	\$ 152,617
Total	\$ 733,922

TREATMENT

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	2,209,193	2,562,043	2,821,458	2,821,458	3,461,880	640,422	23%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	86,643	91,535	123,500	146,775	147,000	23,500	19%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	140,016	70,000	70,000	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	2,295,836	2,653,578	2,944,958	3,108,249	3,678,880	733,922	25%

By Agency:

34 Half Moon Bay	1,138,924	1,364,809	1,566,767	1,566,767	1,929,229	362,462	23%
35 Granada CSD	645,762	671,255	671,582	671,582	818,679	147,097	22%
36 Montara WSD	424,507	525,979	583,109	583,109	713,972	130,863	22%
37	2,209,193	2,562,043	2,821,458	2,821,458	3,461,880	640,422	23%

Key Changes

Assessments reflect increased funding for wages, benefits, and small repair projects	640,422
Increased leachate deliveries per contract	23,500
Overhead revenue from Contract Services	70,000
	733,922

Authorized Positions:

Operating Fund FTE	6.25	6.50	8.75	8.75	9.75	1.00	11%
Other Funds FTE	-	-	-	-	-	-	0%
	6.25	6.50	8.75	8.75	9.75	1.00	11%

TREATMENT DIVISION

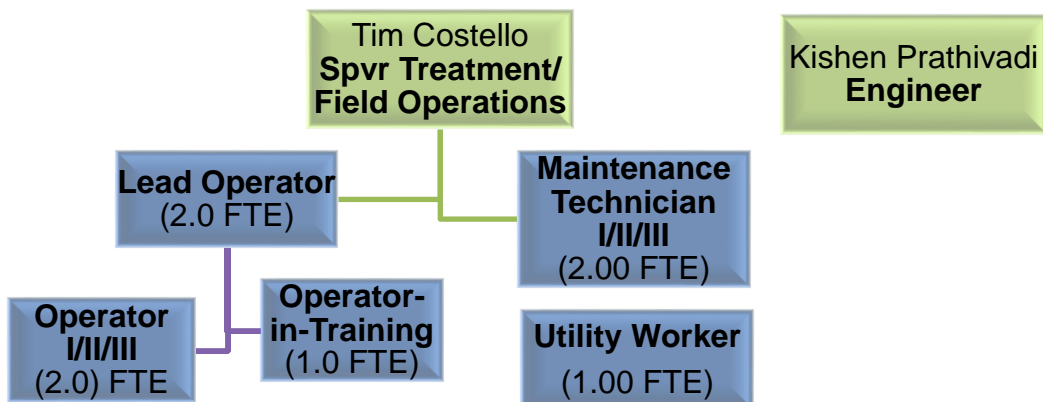


PROGRAM DESCRIPTION

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

Over recent years we have lost some of the key personal and with that institutional knowledge and ability. While staff is trying to keep up with the current needs of an aging system we have had to bring in people that specialize in certain pieces of equipment as necessary. We are also finding that a growing portion of our equipment no longer has parts available on the primary market which can be problematic at best.

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



GENERAL BUDGET FISCAL YEAR 2019/20

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	4.60	4.60	4.70	4.275	5.95	6.25	8.75	9.75

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

Budget Line #	FY 2018/19	FY 2019/20
1. Wages Increased for COLA adjustments and merit step increases, where applicable, per MOU; addition of a new Maintenance Technician.	\$878,692	\$1,063,771
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$69,095	\$77,500
3. Health Benefits Increased to reflect new position. The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$199,410	\$240,000
4. Retirement Contributions Increased to reflect new position. SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$142,110	\$175,000
5. Retirement Medical Increased to reflect new position.	\$13,180	\$15,957
6. Misc. Benefits Increased to reflect new position. Includes Medicare, long-term and short-term disability, and workers compensation.	\$62,571	\$69,435
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,365,058	\$1,641,663
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
9. Engineering Services Specialized services related to small (<\$50,000) projects.	\$15,000	\$15,000
10. Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$432,500	\$466,600
11. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$10,000	\$8,000
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories. Significant decrease due to new uniform services contract.	\$41,200	\$18,367
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$484,500	\$494,500
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$22,500	\$22,500
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$50,000	\$130,000

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$122,000	\$217,600
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$130,000	\$175,000
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$33,000	\$33,000
20. Supplies Office, computer, safety, and general supplies.	\$31,200	\$73,650
21. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$208,000	\$383,000
22. Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,579,900	\$2,037,217
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,944,958	\$3,678,880

The significant changes in the Treatment division from FY 2018/19 included in the FY 2019/20 budget are:

GENERAL BUDGET FISCAL YEAR 2019/20

1. Add one new Maintenance Technician to address workload and standby needs as well as succession planning.
2. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes and blended with PEPRA rates.
3. Small (<\$50k) repair/replace projects at plant and pump stations.
4. Increased funds for preventive maintenance on electrical, pumps, and other key equipment.

GOALS

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

HIGHLIGHTS

- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes to improve reliability.
- Developed and implemented standard operating procedures (SOPs) for operations and maintenance functions.
- Purchased and implemented new computer maintenance management system to replace outdated system.

PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.

GENERAL BUDGET FISCAL YEAR 2019/20

- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

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

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	55,899	32,940	36,886	31,689	39,748	2,862	8%
2	Premium Pay	1,256	915	815	291	600	(215)	-26%
3	Health Benefits	7,281	5,794	6,217	5,328	5,450	(767)	-12%
4	Retirement Cont.	9,812	4,514	8,895	7,954	9,340	445	5%
5	Retirement Medical	227	502	553	461	500	(53)	-10%
6	Misc. Benefits	2,434	1,636	2,300	1,548	2,223	(76)	-3%
7	Subtotal	76,909	46,301	55,666	47,271	57,861	2,195	4%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	57,067	79,753	60,550	60,874	117,578	57,028	94%
11	Prof. Memberships	-	-	100	-	100	-	0%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	550	12,474	10,600	6,972	7,605	(2,995)	-28%
14	Utilities	-	-	50	0	57	7	15%
15	Travel & Training	25	225	3,450	500	3,600	150	4%
16	Equipment Rental	-	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	-	0%
18	Chemicals	7,642	2,338	4,000	8,858	9,000	5,000	125%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	5,868	8,965	12,251	20,384	22,101	9,850	80%
21	Equipment	7,490	1,587	3,000	-	3,000	-	0%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	78,642	105,342	94,001	97,588	163,041	69,040	73%

25	TOTAL	155,551	151,643	149,667	144,859	220,902	71,235	48%
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Key Changes

COLA, applicable step increases, CalPERS rate changes	\$ 2,195
4% CPI increase for utilities, services, and supplies	\$ 12,040
Professional Services: First Flush Annual Program and Outreach support	\$ 45,000
Pilarcitos Creek Meter Support	\$ 12,000
Total	\$ 71,235

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	170,045	162,064	146,642	146,641	218,102	71,460	49%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	(1)	17,703	3,025	2,572	2,800	(225)	-7%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	170,044	179,767	149,667	149,213	220,902	71,235	48%

By Agency:

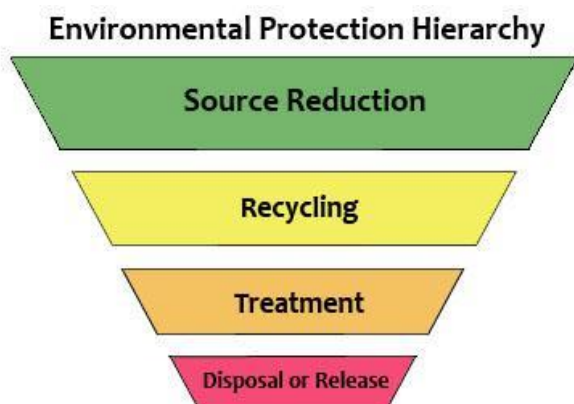
34 Half Moon Bay	66,605	84,597	81,720	81,720	121,544	39,823	49%
35 Granada CSD	37,765	42,461	34,678	34,678	51,578	16,899	49%
36 Montara WSD	65,675	35,006	30,243	30,243	44,981	14,738	49%
37	170,045	162,064	146,642	146,641	218,102	142,696	97%

Key Changes

Authorized Positions:

<i>Operating Fund FTE</i>	0.50	0.25	0.25	0.25	0.25	-	0%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	0.50	0.25	0.25	0.25	0.25	-	0%

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. We do contract with outside lab analysis for NPDES requirements that our in-house lab is not certified to do to be in compliance with ELPA, (Environmental Lab Accreditation Program).

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

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.

**Supervisor of
Treatment/Field
Operations**

GENERAL BUDGET FISCAL YEAR 2019/20

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	0.25	0.25	0.225	0.275	0.50	0.25	0.25	0.25

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

Budget Line #		FY2018/19	FY 2019/20
1.	Wages Increased for COLA adjustments.	\$36,886	\$39,748
2.	Premium Pay Special compensation for certification above that required by the position.	\$815	\$600
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$6,217	\$5,450
4.	Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$8,895	\$9,340
5.	Retirement Medical Increased to reflect contributions in compliance with GASB.	\$553	\$500
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,300	\$2,223
7.	Personnel Sub-total Subtotal of all wage and benefit costs.	\$55,666	\$57,861
8.	Legal Services There are no legal services budgeted to EC.	\$0	\$0
9.	Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY2018/19</u>	<u>FY 2019/20</u>
10. Professional Services Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.). Change reflects anticipated fee increases based on new TNI standards.	\$60,550	\$117,578
11. Professional Membership The cost of maintaining membership in CWEA.	\$100	\$100
12. Insurance Premiums There are no insurance premiums budgeted to EC.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.	\$10,600	\$7,605
14. Utilities There are no utility costs budgeted to EC.	\$0	\$0
15. Travel & Training Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.	\$3,450	\$3,600
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$0	\$0
17. Building & Maintenance Services There are no building maintenance services budgeted to EC.	\$0	\$0
18. Chemicals Includes chemicals used in the laboratory.	\$4,000	\$9,000
19. Permits & Licenses There are no permits or licenses budgeted to EC.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
20. Supplies Lab and general supplies including materials for biology student field trips to the plant.	\$12,251	\$22,101
21. Equipment Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.	\$3,000	\$3,000
22. Infrastructure Projects There are no project costs budgeted to EC.	\$0	\$0
23. Claims/Penalties There are no claims or penalties budgeted to EC.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$94,001	\$163,041
25. Total Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	\$149,667	\$220,902

The significant changes in the Environmental Compliance division from the Adopted Budget for FY 2018/19 included in the FY 2019/20 budget are:

1. Increased retirement contributions to CalPERS for classic employees based on projected rate changes.
2. Increased professional services to reflect costs associated with pollution prevention and outreach requirements in new NPDES permit and TNI standards.

GOALS

- Achieve and maintain 100 % compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.

GENERAL BUDGET FISCAL YEAR 2019/20

- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants to the collection system, treatment plant and the environment; this includes implementing tools to measure the progress of these efforts.
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

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

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines.
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students.

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.

GENERAL BUDGET FISCAL YEAR 2019/20

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

INFRASTRUCTURE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	14,794	-	-	-	-	0%
2	Premium Pay	-	-	-	-	-	0%
3	Health Benefits	1,988	-	-	-	-	0%
4	Retirement Cont.	750	-	-	-	-	0%
5	Retirement Medical	16	-	-	-	-	0%
6	Misc. Benefits	363	-	-	-	-	0%
7	Subtotal	17,911	-	-	-	-	0%

Non-Personnel

8	Legal Services	-	5,448	-	5,200	-	0%
9	Engineering Services	194,639	163,255	85,000	86,197	450,000	429%
10	Professional Services	-	59,786	200,000	200,000	(200,000)	-100%
11	Prof. Memberships	-	-	-	-	-	0%
12	Insurance Premiums	-	-	-	-	-	0%
13	Misc. Expenses	47,671	288	-	-	-	0%
14	Utilities	-	-	-	-	-	0%
15	Travel & Training	-	-	-	-	-	0%
16	Equipment Rental	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	0%
18	Chemicals	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	4,266	-	0%
20	Supplies	-	-	-	-	-	0%
21	Equipment	40,000	865,804	100,000	297,544	(100,000)	-100%
22	Infrastructure Projects	48,500	1,952,693	1,332,500	1,192,500	2,035,000	53%
23	Claims/Penalties	-	-	-	-	-	0%
24	Subtotal	330,810	3,047,274	1,717,500	1,785,707	2,485,000	45%
25	TOTAL	348,721	3,047,274	1,717,500	1,785,707	2,485,000	45%

Key Changes

Assess and plan for replacement of remaining IPS sections

\$ 767,500

INFRASTRUCTURE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 To/(From) Reserves	-	-	-	-	-	-	0%
33	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%

By Agency:

34 Half Moon Bay	395,888	1,473,902	1,092,561	1,130,233	1,384,836	292,275	0%
35 Granada CSD	196,477	757,857	468,317	484,637	587,663	119,346	0%
36 Montara WSD	153,710	540,800	406,622	420,630	512,502	105,880	0%
37	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%

Key Changes

Assessments allocated based on CY 2018 flow calculation

Authorized Positions:

Operating Fund FTE	0.50	0.25	-	-	-	-	0%
Other Funds FTE	-	-	-	-	-	-	0%
	0.50	0.25	-	-	-	-	0%

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services of SAM facilities.

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	0.00	0.00	0.00	0.00	0.80	0.50	0.0	0.0

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

Budget Line #	FY2018/19	FY 2019/20
1. Wages All personnel costs have been reallocated to Treatment.	\$0	\$0
2. Premium Pay All personnel costs have been reallocated to Treatment.	\$0	\$0
3. Health Benefits All personnel costs have been reallocated to Treatment.	\$0	\$0
4. Retirement Contributions All personnel costs have been reallocated to Treatment.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY2018/19</u>	<u>FY 2019/20</u>
5. Retirement Medical All personnel costs have been reallocated to Treatment.	\$0	\$0
6. Misc. Benefits All personnel costs have been reallocated to Treatment.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services Costs associated with general contract review reallocated to Administration.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	\$85,000	\$450,000
10. Professional Services Specialized services that cannot be provided by staff.	\$200,000	\$0
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$100,000	\$
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,332,500	\$2,035,000
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,717,500	\$2,485,000
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$1,717,500	\$2,485,000

The Infrastructure division budget increased from \$1.72 million to \$2.49 million in FY 2019/20. The significant changes in the Infrastructure division are:

1. Increased to fund projects identified in the 5-Year CIP. The projects planned for this fiscal year are:
 - Intertie Pipeline System – Princeton Segment \$100,000
 - Intertie Pipeline System – Montara to Portola Segment \$1,300,000
 - Montara Pump Station – Repair Electrical Conduits \$120,000

GENERAL BUDGET FISCAL YEAR 2019/20

➤ Princeton Pump Station – Pump Station Bypass	\$100,000
➤ WWTP – Influent Pump Electrical Conduit	\$110,000
➤ WWTP – Shade Canopy for Chemical Storage & Pump	\$55,000
➤ WWTP – Anaerobic Digester Heat Exchanger & Shell	\$100,000
➤ WWTP – Install WAS Gravity Thickener & Storage	\$300,000
➤ WWTP – Replace Digester Gas Flare System	\$300,000

GOALS

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

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects completed in FY 2018/19:
 - ✓ Portola Pump Station – Replace Pump #1
 - ✓ Portola Pump Station – Replace ATS
 - ✓ WWTP – Replace Chemical Pump System

PROGRAM OBJECTIVES

- Provide research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

FORCE MAIN: PRINCETON SECTION REPAIR/REPLACE

PROJECT REASONING:

The Intertie Pipeline System has demonstrated a vulnerability to breaks, resulting in regulatory violations and human health risks as well as environmental damage. This section needs to be assessed and then design and construction will be prioritized based on the outcome.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	350,000	-	-	100,000	250,000
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	350,000	-	-	100,000	250,000

25	TOTAL	350,000	-	-	100,000	250,000	-
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PROJECT DESCRIPTION:

This section of the Intertie Pipeline System has never been assessed for its condition. Once the assessment has been completed, staff will have a better idea of when this project should be completed within the 5-Year Capital Improvement Plan. Staff estimates that the design documents, drawings, specifications, and cost estimates will be completed in FY 2020/21.

FORCE MAIN: PRINCETON SECTION REPAIR/REPLACE

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	350,000	-	-	100,000	250,000	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	350,000	-	-	100,000	250,000	-

By Agency:

34 Half Moon Bay	195,047	-	-	55,728	139,319.47	-
35 Granada CSD	82,769	-	-	23,648	59,120.98	-
36 Montara WSD	72,183	-	-	20,624	51,559.55	-
37	350,000	-	-	100,000	250,000	-

FORCE MAIN: MONTARA TO PORTOLA SECTION REPAIR/REPLACE

PROJECT REASONING:

The Intertie Pipeline System has demonstrated a vulnerability to breaks, resulting in regulatory violations and human health risks as well as environmental damage. This section needs to be repaired to prevent sanitary sewer overflows.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	350,000	-	-	350,000	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	1,625,000	-	-	950,000	675,000
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	1,975,000	-	-	1,300,000	675,000
25	TOTAL	1,975,000	-	-	1,300,000	675,000

PROJECT DESCRIPTION:

This section of the Intertie Pipeline System is original and has never been assessed for its condition. It is similar in age and material to the section repaired between the Portola Pump Station and the gravity section of the IPS. The design documents, drawings, specifications, and cost estimates will be completed in FY 2019/20 and construction will begin at the end of that year and continue into FY 2020/21.

FORCE MAIN: MONTARA TO PORTOLA SECTION REPAIR/REPLACE

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	1,975,000	-	-	1,300,000	675,000	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	1,975,000	-	-	1,300,000	675,000	-

By Agency:

34 Half Moon Bay	1,100,624	-	-	724,461	376,162.57	-
35 Granada CSD	467,056	-	-	307,429	159,626.65	-
36 Montara WSD	407,320	-	-	268,110	139,210.78	-
37	1,975,000	-	-	1,300,000	675,000	-

MONTARA PUMP STATION: EXTERIOR ELECTRICAL CONDUITS

PROJECT REASONING:

Ranked Priority Level 1 based on a risk for loss of total radio communication and complete power outage as well as a safety risk.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	120,000	-	-	120,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	120,000	-	-	120,000	-
25	TOTAL	120,000	-	-	120,000	-

PROJECT DESCRIPTION:

The project involves replacing degraded conduits and exposed wiring and installing new stainless steel junction boxes.

MONTARA PUMP STATION: EXTERIOR ELECTRICAL CONDUITS

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	120,000	-	-	120,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	120,000	-	-	120,000	-	-

By Agency:

34 Half Moon Bay	66,873	-	-	66,873	-	-
35 Granada CSD	28,378	-	-	28,378	-	-
36 Montara WSD	24,749	-	-	24,749	-	-
37	120,000	-	-	120,000	-	-

PRINCETON PUMP STATION: REHABILITATE BYPASS SYSTEM

PROJECT REASONING:

Ranked Priority Level 1 based on a risk for complete power outage as well as a safety risk.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	100,000	-	-	100,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	100,000	-	-	100,000	-
25	TOTAL	100,000	-	-	100,000	-

PROJECT DESCRIPTION:

In the case of a pump station system failure, there is no method for bypassing the pumps. This functionality is critical to emergency operation and routine maintenance.

PRINCETON PUMP STATION: REHABILITATE BYPASS SYSTEM

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	100,000	-	-	100,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	100,000	-	-	100,000	-	-

By Agency:

34 Half Moon Bay	55,728	-	-	55,728	-	-
35 Granada CSD	23,648	-	-	23,648	-	-
36 Montara WSD	20,624	-	-	20,624	-	-
37	100,000	-	-	100,000	-	-

WWTP: INFLUENT PUMP ELECTRICAL CONDUITS

PROJECT REASONING:

Replace all damaged electrical wires and conduits leading to the influent pumps. These are exposed and are a safety hazard.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	110,000	-	-	110,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	110,000	-	-	110,000	-
25	TOTAL	110,000	-	-	110,000	-

PROJECT DESCRIPTION:

Replaces critical electrical wires and conduits to all influent pumps. These are damaged and vulnerable to further degradation. If the electrical wires should fail, there would not be a method for continuing to pump into the plant as well as a safety hazard.

WWTP: INFLUENT PUMP ELECTRICAL CONDUITS

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	110,000	-	-	110,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	110,000	-	-	110,000	-	-

By Agency:

34 Half Moon Bay	61,301	-	-	61,301	-	-
35 Granada CSD	26,013	-	-	26,013	-	-
36 Montara WSD	22,686	-	-	22,686	-	-
37	110,000	-	-	110,000	-	-

WWTP: CHEMICAL STORAGE SHADE CANOPY

PROJECT REASONING:

The previous chemical storage tank and pumps were exposed to the elements. This created a hostile environment for this equipment, which required replacement sooner than expected useful life.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	55,000	-	-	55,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	55,000	-	-	55,000	-
25	TOTAL	55,000	-	-	55,000	-

PROJECT DESCRIPTION:

Creates a canopy over the new equipment to extend its useful life by minimizing exposure to sun and the elements.

WWTP: CHEMICAL STORAGE SHADE CANOPY

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	55,000	-	-	55,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	55,000	-	-	55,000	-	-

By Agency:

34 Half Moon Bay	30,650	-	-	30,650	-	-
35 Granada CSD	13,007	-	-	13,007	-	-
36 Montara WSD	11,343	-	-	11,343	-	-
37	55,000	-	-	55,000	-	-

WWTP: ANAEROBIC DIGESTER HEAT EXCHANGER

PROJECT REASONING:

The existing equipment is past its useful life, outdated, and is a known vulnerability. The shell and tube bundle have been degraded by corrosive liquid.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	100,000	-	-	100,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	100,000	-	-	100,000	-
25	TOTAL	100,000	-	-	100,000	-

PROJECT DESCRIPTION:

Install a stainless steel heat exchanger and shell to replace the outdated equipment and avoid corrosion.

WWTP: ANAEROBIC DIGESTER HEAT EXCHANGER

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	100,000	-	-	100,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	100,000	-	-	100,000	-	-

By Agency:

34 Half Moon Bay	55,728	-	-	55,728	-	-
35 Granada CSD	23,648	-	-	23,648	-	-
36 Montara WSD	20,624	-	-	20,624	-	-
37	100,000	-	-	100,000	-	-

WWTP: WASTE ACTIVATED SLUDGE GRAVITY THICKENER

PROJECT REASONING:

Existing equipment allows for effective thickening of the sludge, thereby improving primary clarifier performance, less belt press time, and lower sludge hauling costs.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	300,000	-	-	300,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	300,000	-	-	300,000	-
25	TOTAL	300,000	-	-	300,000	-

PROJECT DESCRIPTION:

Install waste activated sludge gravity thickener to reduce sludge hauling costs, address storage shortage, and prolong the useful life of other sludge dewatering assets.

WWTP: WASTE ACTIVATED SLUDGE GRAVITY THICKENER

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	300,000	-	-	300,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	300,000	-	-	300,000	-	-

By Agency:

34 Half Moon Bay	167,183	-	-	167,183	-	-
35 Granada CSD	70,945	-	-	70,945	-	-
36 Montara WSD	61,871	-	-	61,871	-	-
37	300,000	-	-	300,000	-	-

WWTP: DIGESTER GAS FLARE SYSTEM REPLACEMENT

PROJECT REASONING:

Asset is past its useful life and is a known vulnerability if system failed. The proposed combined heat and power system will provide both a reduction in greenhouse gas emissions and a reduction in PG&E purchased power costs for the plant. It will also result in an improvement on existing flare system, for which parts are no longer available.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	300,000	-	-	300,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	300,000	-	-	300,000	-
25	TOTAL	300,000	-	-	300,000	-

PROJECT DESCRIPTION:

Replace digester gas flare and accessories and install combined heat and power system.

WWTP: DIGESTER GAS FLARE SYSTEM REPLACEMENT

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	300,000	-	-	300,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	300,000	-	-	300,000	-	-

By Agency:

34 Half Moon Bay	167,183	-	-	167,183	-	-
35 Granada CSD	70,945	-	-	70,945	-	-
36 Montara WSD	61,871	-	-	61,871	-	-
37	300,000	-	-	300,000	-	-



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for Fiscal Year 2019/20 and Authorize General Manager to Submit it to the Participating Agencies for Approval**

Executive Summary

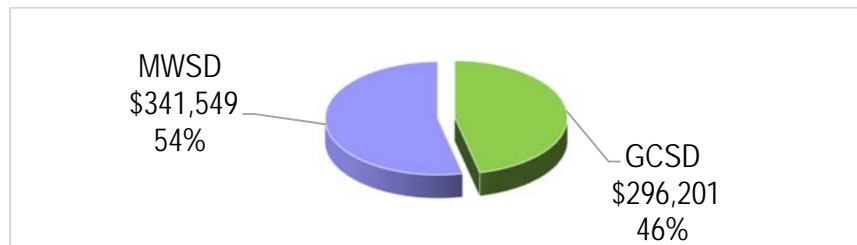
The purpose of this report is to allow the Board to discuss the proposed Contract Collection Services Budget for Fiscal Year 2019/20.

Fiscal Impact

The total expenditures proposed for Fiscal Year 2019/20 is \$0.64 million. This is an overall **decrease** of \$0.26 million from the FY 2018/19 adopted budget. The decrease is primarily due to the contract termination between SAM and the City of Half Moon Bay. There is no change in service levels proposed for GCSD and MWSD.

Contract Fees for Each Agency

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ -	(\$ 310,905)	(100%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ <u>321,608</u>	\$ <u>391,476</u>	\$ <u>328,036</u>	\$ <u>341,549</u>	\$ <u>13,513</u>	<u>4%</u>
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 637,750	\$ 285,691	(31%)



BOARD MEMBERS: J. Blanchard B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter

ALTERNATE MEMBERS: S. Boyd M. Clark A. Eisen
 J. Harvey H. Rarback

Strategic Plan Compliance

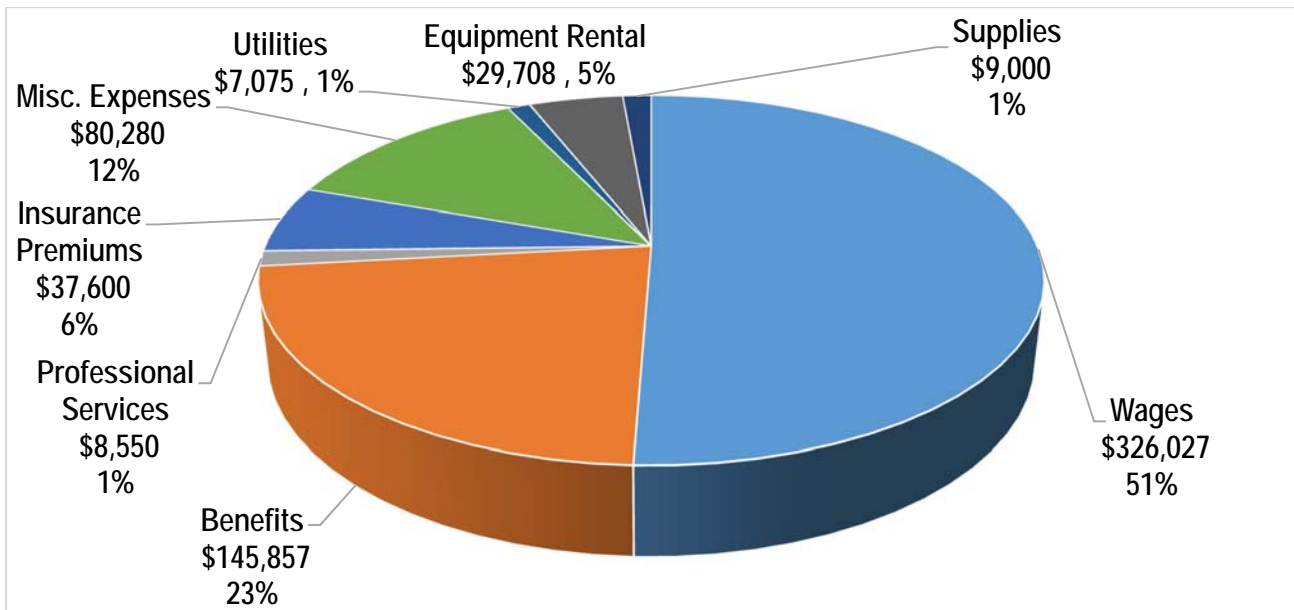
The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: “SAM is committed to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”

Background and Discussion/Report

The Half Moon Bay (HMB) City Council authorized a 1-year contract for services, which terminates on 6/30/19. SAM received e-mails from both GCSD and MWSD to maintain current service levels.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. As for most service agencies, the most significant expenditures are for wages (51%) and benefits (23%). Providing necessary equipment (5%) and support services (12%) required to meet the scope of services are the next largest portions of the budget.

The overall change in the Contract Collection Services Budget from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a **decrease** of \$285,835 (-31%) due to the termination of services to HMB.



The significant overall changes in the budget line items are detailed in the budget narrative (Attachment B).

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

The current contract language with GCSD and MWSD requires that the budget be submitted to each agency no later than March 31 for the succeeding fiscal year. The agreements also require that each agency review and approve the service budget no later than June 15. The agreements stipulate that if either party does not comply with the deadlines, the other party may issue a written notice of termination for 120 days from the missed deadline. Unless the Board schedules a special meeting prior to March 31, this is the last opportunity to meet the deadline.

Staff Recommendation

Staff recommends that the Board of Directors discuss the proposed Contract Collection Services Budget for Fiscal Year 2019/20 and authorize the General Manager to submit it to the participating agencies for approval.

Supporting Documents

Attachment A: Proposed Contract Collection Services Budget for FY 2019/20

Attachment B: Contract Collection Services Narrative

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	



Contract Collection Services Budget
Fiscal Year 2019/20

CONTRACT COLLECTION SERVICES BUDGET

SAM has provided some form of collection system services to its member agencies through separate agreements since 1988. The scope of services has grown and changed over the past 30 years. The current collection system agreements with the Granada Community Services District (GCSD) and the Montara Water & Sanitary District (MWSD) require that SAM submit budgets for the cost of contract services no later than March 31 each year. The cost for services provided by SAM shall be “in accordance with a fee schedule set forth in the budget for each fiscal year.”

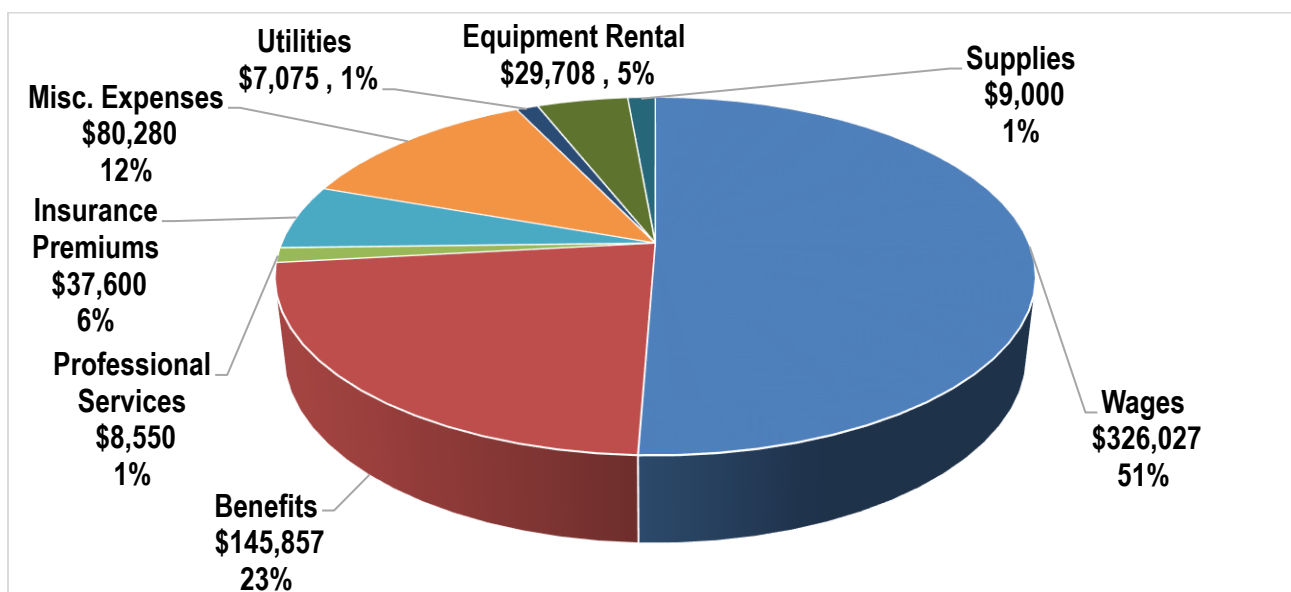
CCS Income & Expenses

Operating Income		
Contract Fees - City of Half Moon Bay	0	
Contract Fees - Granada Community Services District	296,201	
Contract Fees - Montara Water & Sanitary District	341,549	
NDWSCP Fees	7,175	
Miscellaneous Revenue	0	
Total Operating Income		\$ 644,925
Operating Expenses		
Wages	326,027	
Benefits	145,857	
Legal Services	0	
Engineering Services	0	
Professional & Technical Services	8,550	
Professional Memberships	100	
Insurance Premiums	37,600	
Miscellaneous Expenses	80,280	
Utilities	7,075	
Travel & Training	100	
Equipment Rental/Lease	29,708	
Contract Maintenance Services	0	
Chemicals	0	
Permits & Licenses	0	
Supplies	9,000	
Equipment	0	
Infrastructure Projects	0	
Claims & Penalties	0	
Total Operating Expenses		\$ 644,297
Net Operating Income		\$ 628
Non-Operating Income		
Interest Income	0	
Total Non-Operating Income		\$ 0
Fund Balance		\$ 628

CCS BUDGET FISCAL YEAR 2019/20

The Contract Collection Services (CCS) Budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. The overall change from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a *decrease* of \$285,835 (-31%). This is primarily due to the City of Half Moon Bay terminating contract services on June 30, 2019.

As for most service agencies, the most significant expenditures are for wages (51%) and benefits (23%). Providing support services (12%) and the necessary equipment (5%) required to meet the scope of services are the next largest portions of the budget. The significant overall changes in the budget line items are detailed in the budget narrative.



The following table reflects changes in service fees year over year for each agency.

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ -	(\$ 310,905)	(100%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ 321,608	\$ 391,476	\$ 328,036	\$ 341,549	\$ 13,513	4%
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 637,750	\$ 285,691	(31%)

Each agency will be invoiced monthly for the cost of services as well as any reimbursements for repair services performed by vendors in response to requests by the contracting agency.

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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EXPENDITURES

Personnel

1	Wages	311,166	347,149	411,712	184,108	294,355	(117,357)	-29%
2	Premium Pay	60,217	40,519	49,000	50,894	31,672	(17,328)	-35%
3	Health Benefits	93,486	95,961	114,338	56,963	71,181	(43,157)	-38%
4	Retirement Cont.	3,815	30,156	53,750	28,667	47,097	(6,653)	-12%
5	Retirement Medical	1,592	1,668	6,693	3,392	4,415	(2,278)	-34%
6	Misc. Benefits	21,301	23,027	40,187	13,171	23,164	(17,023)	-42%
7	Subtotal	491,577	538,480	675,680	337,196	471,884	(203,796)	-30%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	158,831	49,004	46,383	82,161	8,550	(37,833)	-82%
11	Prof. Memberships	1,056	-	802	-	100	(702)	-88%
12	Insurance Premiums	71,996	59,204	38,433	43,961	37,600	(833)	-2%
13	Misc. Expenses	5,718	9,211	58,273	143,925	80,280	22,007	38%
14	Utilities	11,175	10,001	14,920	11,993	7,075	(7,845)	-53%
15	Travel & Training	1,533	2,180	1,863	1,114	100	(1,763)	-95%
16	Equipment Rental	-	-	53,893	53,894	29,708	(24,185)	-45%
17	Bldg & Maint Services	44,006	115,430	-	64,065	-	-	0%
18	Chemicals	4,153	4,089	3,788	-	-	(3,788)	-100%
19	Permits & Licenses	3,338	1,044	-	-	-	-	0%
20	Supplies	27,828	21,176	36,097	25,737	9,000	(27,097)	-75%
21	Equipment	2,033	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	-	0%
23	Claims/Penalties	-	(38,653)	-	1,419	-	-	0%
24	Subtotal	331,667	232,686	254,452	428,269	172,413	(82,039)	-32%

25 TOTAL **823,244** **771,166** **930,132** **765,464** **644,297** **(285,835)** **-31%**

Key Changes

No services provided to HMB effective 7/1/19	\$ (310,905)
COLA, applicable step increases, CalPERS rate changes	\$ 14,000
Temporary staffing to cover for vacations, training, etc.	\$ 3,500
4% CPI increase for utilities, services, and supplies	\$ 7,570
	<hr/>
	\$ (285,835)

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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REVENUE

By Type:

26 JPA Assessments	-	-	-	-	-	-	0%
27 Contract Services	915,839	935,670	923,441	985,186	637,750	(285,691)	-31%
28 NDWSCP Fees	-	59,292	7,175	7,175	7,175	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 From/(To) Reserves	-	-	-	-	-	-	0%
33	915,839	994,962	930,616	992,361	644,925	(285,691)	-31%

By Agency:

34 Half Moon Bay	351,881	303,060	310,905	310,905	-	(310,905)	-100%
35 Granada CSD	242,350	241,134	284,500	287,857	296,201	11,700.89	4%
36 Montara WSD	321,608	391,476	328,036	386,424	341,549	13,512.88	4%
37	915,839	935,670	923,441	985,186	637,750	(285,691)	-31%

Key Changes

No services provided to HMB effective 7/1/19

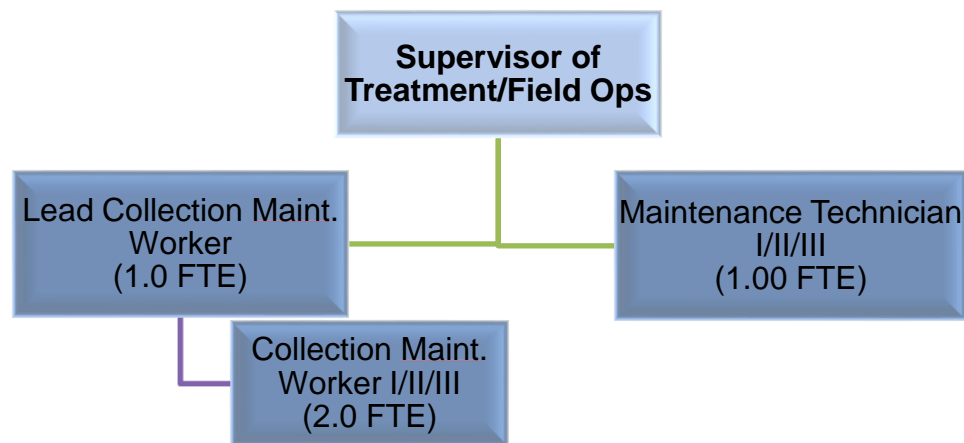
Funded Positions:	4.75	5.00	5.00	5.00	4.00	(1.00)	-20%
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CONTRACT COLLECTION SERVICES

The Contract Collection Services (CCS) Budget is a discrete function at SAM and not included in the JPA agreement. This function provides preventive and corrective maintenance of the wastewater main lines and lift stations for the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The service levels are identified in the service agreements between SAM and each contracting agency. Starting with FY 2018/19, the cost for services was based on the feet of lines cleaned and the frequency of maintenance of lift stations each month.

This function is managed by the Supervisor of Treatment/Field Operations. The following chart reflects the organizational structure.



The following staffing summary reflects the historical cost allocation for this function.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Positions	6.15	6.15	6.15	6.47	4.75	5.00	5.00	4.00

The following pages provide the Contract Collection Services Budget line items.

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

Budget Line #	FY 2018/19	FY 2019/20
1. Wages Increased for COLA adjustments per MOU and merit step increases, where applicable.	\$411,712	\$294,355
2. Premium Pay Includes overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$49,000	\$31,672
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU.	\$114,338	\$71,181
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$53,750	\$47,097
5. Retirement Medical Reflects contributions to an OPEB fund in compliance with GASB.	\$6,693	\$4,415
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation premiums.	\$40,187	\$23,164
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$675,680	\$471,884
8. Legal Services There are no legal services budgeted to CCS.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to CCS.	\$0	\$0
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$46,383	\$8,550

CCS BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
11. Professional Membership Includes memberships in professional organizations (CWEA) for SAM to keep current on industry practices and service delivery improvements.	\$802	\$100
12. Insurance Premiums The liability insurance premiums for coverage of the member agencies' collection systems are charged to this budget.	\$38,433	\$37,600
13. Misc. Expenses Includes incidental expenses (contract overhead, employee physicals, uniform laundry services, etc.) not captured in other categories.	\$58,273	\$80,280
14. Utilities Water for cleaning the sewer lines and cell phone reimbursement for CCS staff.	\$14,920	\$7,075
15. Travel & Training Training and travel related costs for required safety and industry training.	\$1,863	\$100
16. Equipment Rental/Lease Rental or lease of equipment necessary to perform the identified scope of services.	\$53,893	\$29,708
17. Building & Maintenance Services This line reflects the maintenance work performed through 3 rd party vendors. There is no budget and expenses are billed only if approved by the agency.	\$0	\$0
18. Chemicals Chemicals are purchased to address issues at the contracting agency lift stations as needed.	\$3,788	\$0
19. Permits There are no permit fees budgeted to CCS.	\$0	\$0
20. Supplies Safety, general, and miscellaneous supplies necessary to perform the contract services.	\$36,097	\$9,000

CCS BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2018/19	FY 2019/20
21. Equipment There are no equipment costs budgeted to CCS. All equipment used for the CCS program owned by SAM.	\$0	\$0
22. Infrastructure There are no infrastructure casts budgeted to CCS.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to CCS. Claim recovery costs are reimbursed by the contracting agency when they occur.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$254,452	\$172,413
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$930,132	\$644,297

The significant changes in the Contract Collection Services department from FY 2018/19 included in the FY 2019/20 budget are:

1. The contract with HMB terminates as of June 30, 2019.
2. Rent or lease equipment from JPA rather than CCS purchasing it.
3. Pooled liability insurance through CSRMA for GCSD and MWSD.

GOALS

- Perform all scheduled and emergency maintenance at the service levels defined in the scope of services for each agency.
- Eliminate sanitary sewer overflows (SSOs) through use of industry best practices.
- Provide customers with quick, knowledgeable, and complete response to calls.
- Promote the development and education of staff to assure the ongoing ability to maintain, troubleshoot and repair all systems and equipment.

HIGHLIGHTS

- Cleaned sewer lines as required in the service agreements and within industry best management practices.

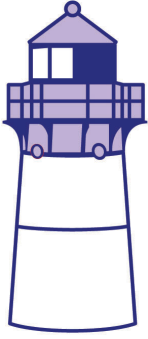
- Responded to service requests as required in the service agreements.
- Responded to all emergency service requests within 45 minutes or less.
- Performed preventive maintenance at contract lift stations to maintain reliability.
- Conducted all required annual safety training programs.
- Responded to requests for USA markings.
- Performed connection inspections for GCSD as requested.
- Performed project oversight as requested by contracting agencies.
- No lost time due to industrial injury or illness.

PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, and to minimize the possibility of equipment breakdowns
- Continue to promote and provide a safe environment for all staff.
- Develop and implement standard operating procedures (SOPs) for contract collection and maintenance functions.
- Develop and implement maintenance plan for routine equipment maintenance.
- Perform annual F.O.G. program inspections on behalf of contracting agencies.

PERFORMANCE MEASURES

- Clean segments of sewer lines based on agreed upon frequencies.
- Eliminate sanitary sewer overflows (SSOs) to achieve the goal of no spills.
- No lost time due to injuries or accidents.
- Completion of 100% of required annual safety trainings.
- Respond to 100% of emergency service requests within 60 minutes or less.
- Achieve 100% customer satisfaction for all service calls.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Draft
Water and Sewer Budget.**

Every year the Board reviews MWSD's budgets in draft form to provide input to staff . At this time sewer flows are still being assessed by the consultant and sewer revenue unknown. Water and sewer CIP's are also in need to be refined and are still reviewed by staff.

Peter Medina with Maze & Associates is available to present the draft budget.

RECOMMENDATION:

This item is for Board discussion and direction to staff, as well as referral to the finance committee. The finalized budgets will be presented for adoption at a subsequent meeting.

Attachments



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2019-2020

Cash flow summary
Operating cash flow

Operating income	FY 2018-2019	FY 2019-2020	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 2,548,225	\$ -	-100.00%	\$ (2,548,225)
Cell Tower Lease	\$ 35,500	\$ -	-100.00%	\$ (35,500)
Fees & Other	\$ 17,000	\$ -	-100.00%	\$ (17,000)
Property Tax	\$ 275,000	\$ -	-100.00%	\$ (275,000)
Waste Collection Revenues	\$ 23,000	\$ -	-100.00%	\$ (23,000)
Total operating income	\$ 2,898,725	\$ -		
Operating expenses				
Personnel	\$ (315,649)	\$ -	-100.00%	\$ (315,649)
Professional Services	\$ (232,000)	\$ (150,000)	-35.34%	\$ (82,000)
Facilities & Administration	\$ (55,600)	\$ -	-100.00%	\$ (55,600)
Engineering	\$ (62,000)	\$ -	-100.00%	\$ (62,000)
Pumping	\$ (41,000)	\$ -	-100.00%	\$ (41,000)
Sewer Authority Mid-Coastside	\$ (1,667,183)	\$ -	-100.00%	\$ (1,667,183)
All other Accounts	\$ (67,860)	\$ -	-100.00%	\$ (67,860)
Total operating expenses	\$ (2,441,292)	\$ (150,000)		
Net Cash Flow Provided by Operations	\$ 457,433	\$ (150,000)		
Investment cash flow				
Investment income				
Interest Revenue	\$ 25,000	\$ -	-100.00%	\$ (25,000)
Total investment income	\$ 25,000	\$ -		
Investment expenses				
Capital Improvement Program	\$ (3,877,500)	\$ -	-100.00%	\$ (3,877,500)
Total investment expenses	\$ (3,877,500)	\$ -		
Net Cash Flow Used by Investments	\$ (3,852,500)	\$ -		
Financing cash flow				
Financing income				
Connection Fees	\$ 194,600	\$ -	-100.00%	\$ (194,600)
Total financing income	\$ 194,600	\$ -		
Financing expenses				
Loan Interest Expense	\$ (40,307)	\$ -	-100.00%	\$ (40,307)
Loan Principal Payment	\$ (81,092)	\$ -	-100.00%	\$ (81,092)
Total financing expenses	\$ (121,399)	\$ -		
Net Cash Flow Provided by Financing Activities	\$ 73,201	\$ -		
Overall projected cash flow	\$ (3,321,867)	\$ (150,000)		
Transfer from Sewer Reserves	\$ 3,321,867	\$ 150,000 *		
Net cash flow	\$ -	\$ -		

* Please see discussion of Sewer reserve funds on page 23. In addition, please review the Sewer CIP project summary list on page 17.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2019-2020

Cash flow summary

Operating cash flow

Operating income	FY 2018-2019	FY 2019-2020	Variance (%)	Variance (\$)
Water Sales	\$ 1,912,496	\$ -	-100.00%	\$ (1,912,496)
Cell Tower Lease	\$ 35,500	\$ -	-100.00%	\$ (35,500)
Fees & Other	\$ 12,050	\$ -	-100.00%	\$ (12,050)
Property Tax	\$ 275,000	\$ -	-100.00%	\$ (275,000)
Backflow Testing & Other	\$ 16,000	\$ -	-100.00%	\$ (16,000)
Total operating income	\$ 2,251,046	\$ -		
Operating expenses				
Personnel	\$ (872,572)	\$ -	-100.00%	\$ (872,572)
Professional Services	\$ (150,000)	\$ -	-100.00%	\$ (150,000)
Facilities & Administration	\$ (58,500)	\$ -	-100.00%	\$ (58,500)
Engineering	\$ (145,500)	\$ (120,000)	-17.53%	\$ (25,500)
Pumping	\$ (105,700)	\$ -	-100.00%	\$ (105,700)
Supply	\$ (52,100)	\$ -	-100.00%	\$ (52,100)
Collection/Transmission	\$ (81,500)	\$ -	-100.00%	\$ (81,500)
Treatment	\$ (76,000)	\$ -	-100.00%	\$ (76,000)
All Other Accounts	\$ (124,600)	\$ -	-100.00%	\$ (124,600)
Total operating expenses	\$ (1,666,472)	\$ (120,000)		
Net Cash Flow Provided by Operations	\$ 584,574	\$ (120,000)		
Investment cash flow				
Investment income				
GO Bonds, Assessment Receipts	\$ 1,150,436	\$ -	-100.00%	\$ (1,150,436)
Total investment income	\$ 1,150,436	\$ -		
Investment expenses				
Capital Improvement Program	\$ (481,000)	\$ -	-100.00%	\$ (481,000)
Total investment expenses	\$ (481,000)	\$ -		
Net Cash Flow Used by Investments	\$ 669,436	\$ -		
Financing cash flow				
Financing income				
Connection Fees	\$ 253,020	\$ -	-100.00%	\$ (253,020)
Total financing income	\$ 253,020	\$ -		
Financing expenses				
Long Term Debt - Interest Expense	\$ (347,802)	\$ -	-100.00%	\$ (347,802)
Long Term Debt - Principal Payment	\$ (1,200,079)	\$ -	-100.00%	\$ (1,200,079)
Total financing expenses	\$ (1,547,881)	\$ -		
Net Cash Flow Provided by Financing Activities	\$ (1,294,861)	\$ -		
Overall projected cash flow	\$ (40,851)	\$ (120,000)		
Transfer from Water Reserves	\$ (40,851)	\$ (120,000)	*	
Net cash flow	\$ -	\$ -		

* Please see discussion of Water reserve funds on page 22.

MWSD — Fiscal Year 2019-20 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2016-17	2017-18	Approved	Income/Exp	% To date	Projected	Projected as	Proposed	Increase/(Decrease) from 2018-2019 \$	Increase/(decrease) %
		Actual	Actual	Budget 2018-19	enditures as of March 31, 2019			% of Budget	amounts 2019-20		
Cell Tower Lease:	4220	34,427	35,632	35,500	27,416	77.23%	41,124	115.84%		(35,500)	-100.00%
Administrative Fees (New Construction):	4410	3,409	4,040	3,500	2,605	74.43%	3,908	111.64%		(3,500)	-100.00%
Administrative Fees (Remodel):	4420	1,448	0	2,000	0	0.00%	0	0.00%		(2,000)	-100.00%
Inspection Fees (New Construction):	4430	3,220	3,339	3,500	2,464	70.40%	3,696	105.60%		(3,500)	-100.00%
Inspection Fees (Remodel):	4440	3,748	0	4,000	0	0.00%	0	0.00%		(4,000)	-100.00%
Mainline Extension Fees:	4450		1,500		0	0.00%	0	0.00%		0	#DIV/0!
Remodel Fees:	4460	15,844	10,278	4,000	44,796	1119.90%	67,194	1679.85%		(4,000)	-100.00%
Grants:	4510		0			0.00%	0	0.00%		0	#DIV/0!
Property Tax Receipts:	4610	340,018	367,805	275,000	299,164	108.79%	448,746	163.18%		(275,000)	-100.00%
Sewer Service Charges:	4710	1,975,325	2,053,963	2,552,225	1,409,569	55.23%	2,114,354	82.84%		(2,552,225)	-100.00%
Sewer Service Refunds, Customer:	4720	(10,530)	(2,343)	(4,000)	0	0.00%	0	0.00%		4,000	-100.00%
Waste Collection Revenues:	4760	23,130	21,677	23,000	16,275	70.76%	24,413	106.14%		(23,000)	-100.00%
Other Revenue:	4990	433	3,378		2,809	100.00%	4,214	100.00%			
Total Operating Revenue:		2,390,473	2,499,269	2,898,725	1,805,098	62.27%	2,707,647	93.41%	0	(2,898,725)	-100.00%
Operating Expenses											
Bank Fees:	5190	6,692	6,654	6,500	5,765	88.69%	8,648	133.04%		(6,500)	-100.00%
Board Meetings:	5210	4,169	1,836	2,500	2,566	102.64%	3,849	153.96%		(2,500)	-100.00%
Director Fees:	5220	2,665	3,900	4,000	1,425	35.63%	2,138	53.44%		(4,000)	-100.00%
Election Expenses:	5230	4,860	0	5,000	0	0.00%	0	0.00%		(5,000)	-100.00%
Conference Attendance:	5250	147	3,131	3,000	1,137	37.89%	1,705	56.83%		(3,000)	-100.00%
Information Systems:	5270	1,667	1,224	4,000	1,140	28.49%	1,709	42.73%		(4,000)	-100.00%
Fidelity Bond:	5310		0	500	438	87.50%	656	131.25%		(500)	-100.00%
Property & Liability Insurance:	5320	3,758	2,161	2,000	2,215	110.75%	3,323	166.13%		(2,000)	-100.00%
LAFCO Assessment:	5350	1,526	1,601	2,000	1,794	89.70%	2,691	134.55%		(2,000)	-100.00%
Meeting Attendance, Legal:	5420	6,483	6,951	9,500	14	0.14%	20	0.21%		(9,500)	-100.00%
General Legal:	5430	32,775	209,412	150,000	103,635	69.09%	155,453	103.64%	150,000	0	0.00%
Maintenance, Office:	5510	6,933	4,020	8,000	6,155	76.94%	9,233	115.41%		(8,000)	-100.00%
Meetings, Local:	5520		0		26	100.00%	39	100.00%		0	
Memberships:	5530		0		579	100.00%	869	100.00%		0	
Office Supplies:	5540	7,755	6,243	8,000	4,733	59.16%	7,100	88.74%		(8,000)	-100.00%
Postage:	5550	1,143	277	2,500	1,799	71.96%	2,699	107.94%		(2,500)	-100.00%
Printing & Publishing:	5560	1,135	2,909	5,000	2,213	44.26%	3,320	66.39%		(5,000)	-100.00%
Accounting:	5610	38,950	31,276	30,000	20,153	67.18%	30,230	100.77%		(30,000)	-100.00%
Audit:	5620	13,000	18,000	13,000	8,000	61.54%	12,000	92.31%		(13,000)	-100.00%
Consulting:	5630	19,894	35,859	20,000	17,224	86.12%	25,836	129.18%		(20,000)	-100.00%
Data Services:	5640		5,851	6,000	6,079	101.32%	9,119	151.98%		(6,000)	-100.00%
Labor & HR Support:	5650	2,250	2,484	2,500	1,831	73.24%	2,747	109.86%		(2,500)	-100.00%
Payroll Services:	5660	942	940	1,000	720	72.00%	1,080	108.00%		(1,000)	-100.00%
Other Professional Services:	5690	132	0		0	0.00%	0	0.00%		0	
San Mateo County Tax Roll Charges:	5710	119	0	2,500	119	4.76%	179	7.14%		(2,500)	-100.00%
Telephone & Internet:	5720	16,380	18,961	24,000	15,760	65.67%	23,640	98.50%		(24,000)	-100.00%
Mileage Reimbursement:	5730	1,063	564	1,500	1,092	72.80%	1,638	109.20%		(1,500)	-100.00%
Reference Materials:	5740	23	0	200	87	43.50%	131	65.25%		(200)	-100.00%
Other Administrative:	5790		0		518	100.00%	777	100.00%		0	
CalPERS 457 Deferred Plan:	5810	18,637	18,386	15,912	15,013	94.35%	22,520	141.52%		(15,912)	-100.00%
Employee Benefits:	5820	37,701	39,107	35,635	40,847	114.63%	61,271	171.94%		(35,635)	-100.00%
Disability Insurance:	5830	1,360	1,360	1,534	907	59.12%	1,360	88.68%		(1,534)	-100.00%

MWSD — Fiscal Year 2019-20 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2016-17	2017-18	Approved	Income/Exp	% To date	Projected	Projected as	Proposed	Increase/(Decrease) from 2018-2019 \$	Increase/(decrease) %
		Actual	Actual	Budget 2018-19	enditures as of March 31, 2019			% of Budget	amounts 2019-20		
Payroll Taxes:	5840	14,552	16,063	17,390	11,174	64.26%	16,761	96.39%		(17,390)	-100.00%
Worker's Compensation Insurance:	5960	2,120	4,082	2,447	680	27.79%	1,020	41.68%		(2,447)	-100.00%
Management:	5910	99,561	114,908	103,725	85,874	82.79%	128,811	124.19%		(103,725)	-100.00%
Staff :	5920	119,299	127,015	119,047	94,460	79.35%	141,690	119.02%		(119,047)	-100.00%
Staff Certification:	5930	1,800	1,800	1,800	1,350	75.00%	2,025	112.50%		(1,800)	-100.00%
Staff Overtime:	5940	3,879	918	2,744	1,435	52.30%	2,153	78.46%		(2,744)	-100.00%
Staff Standby:	5950		32			0.00%	0	0.00%		0	
PARS:	5850	(80,974)	16,909	15,416	11,998	77.83%	17,997			(15,416)	-100.00%
Claims, Property Damage:	6170		12,811	20,000	20,514	102.57%	30,771	153.86%		(20,000)	-100.00%
Education & Training:	6195		717	1,000	409	40.90%	613	61.34%		(1,000)	-100.00%
Meeting Attendance, Engineering:	6210		0	2,000	0	0.00%	0	0.00%		(2,000)	-100.00%
General Engineering:	6220	44,122	68,682	60,000	17,166	28.61%	25,749	42.91%		(60,000)	-100.00%
Equipment & Tools, Expensed:	6320		0	1,000	0	0.00%	0	0.00%		(1,000)	-100.00%
Alarm Services:	6335	6,738	5,146	5,700	4,065	71.32%	6,098	106.97%		(5,700)	-100.00%
Landscaping:	6337	4,080	2,280	2,400	1,716	71.50%	2,574	107.25%		(2,400)	-100.00%
Pumping Fuel & Electricity:	6410	36,043	39,312	41,000	32,463	79.18%	48,695	118.77%		(41,000)	-100.00%
Pumping Maintenance, General:	6430				0	0.00%	0	0.00%			
Maintenance, Collection System:	6660			10,000	0	0.00%	0	0.00%		(10,000)	-100.00%
Fuel:	6810	878	988	1,000	738	73.80%	1,107	110.69%		(1,000)	-100.00%
Truck Equipment, Expensed:	6820	71	2	160	18	11.44%	27	17.16%		(160)	-100.00%
Truck Repairs:	6830	331	780	1,000	266	26.60%	399	39.90%		(1,000)	-100.00%
Total Other Operations:	6890	550	0			0.00%	0	0.00%		0	
SAM Collections:	6910	321,608	232,841	328,036	247,956	75.59%	371,934	113.38%		(328,036)	-100.00%
SAM Operations:	6920	677,904	1,625,331	1,249,147	936,860	75.00%	1,405,290	112.50%		(1,249,147)	-100.00%
SAM Prior-Year Adjustment:	6930		0		0	0.00%	0	0.00%		0	
SAM Maintenance, Collection System:	6940		0	40,000	0	0.00%	0	0.00%		(40,000)	-100.00%
SAM Maintenance, Pumping:	6950	0	0	50,000	49,008	98.02%	73,512	147.02%		(50,000)	-100.00%
Total Operations Expense:		1,484,721	2,693,723	2,441,292	1,782,132	73.00%	2,673,198	109.50%	150,000	(2,291,292)	-93.86%
Net Change in position from Operations:		905,751	(194,455)	457,433	22,966	5.02%	34,449	7.53%	(150,000)	(607,433)	-132.79%



MWSD — Fiscal Year 2019-2020 Non-Operating Budget - SEWER ENTERPRISE

	GL Codes	2016-17 Actual	2017-18 Actual	Approved Budget 2018-19	Income/Expenditure s as of March 31, 2019	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2019-20	Increase/(Decrease) from 2018-2019 \$	Increase/(decrease) %
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	140,090	221,658	144,600	152,570	105.51%	228,855	158.27%		(50,000)	-100.00%
Connection Fees, Residential Remodel:	7120	35,740	7,605	50,000	12,026	24.05%	18,040	36.08%		0	#DIV/0!
LAIF, Interest:	7200	32,034	41,070	25,000	71,229	284.92%	106,844	427.37%		(219,600)	-100.00%
Total Non Operating Revenue:		207,864	270,333	219,600	235,825	107.39%	353,738	161.08%	0	(294,600)	#DIV/0!
Non Operating Expense											
PNC Equipment Lease:	9125	19,545	18,222	16,826	12,765	75.86%	19,148	113.80%		0	#DIV/0!
Capital Assessment, SAM:	9175	113,432	121,345		0	0.00%	0	0.00%		(23,481)	-100.00%
I-Bank Loan:	9200	24,853	23,996	23,481	12,783	54.44%	19,174	81.66%		(40,307)	-100.00%
Total Non Operating Expense:		157,830	163,563	40,307	25,548	63.38%	38,321	95.07%	0	(63,788)	#REF!
Net Change in position from Non Operating		50,034	106,770	179,293	210,278		315,417			(230,812)	

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MWSD — Fiscal Year 2019-2020 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2016-17	2017-18	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2018-19	as of March 31, 2019			of Budget	amounts 2019-20	from 2017-18 \$	%
Claims, Property Damage:	6170	175	0	10,000	22	0.22%	33	0.33%		(10,000)	-100.00%
SCADA Maintenance:	6185	20,505	9,802	10,000	12,061	120.61%	18,091	180.91%		(10,000)	-100.00%
Internet & Telephone, Communications:	6187				0	0.00%	0	0.00%		0	
Education & Training:	6195	8,131	9,911	9,000	3,307	36.75%	4,961	55.12%		(9,000)	-100.00%
Meeting Attendance, Engineering:	6210		16	500	0	0.00%	0	0.00%		(500)	-100.00%
General Engineering:	6220	4,029	8,503	45,000	16,166	35.92%	24,249	53.89%		(45,000)	-100.00%
Water Quality Engineering:	6230	138,939	178,764	100,000	270,688	270.69%	406,032	406.03%	120,000	20,000	20.00%
Equipment & Tools, Expensed:	6320	2,962	7,441	5,000	8,221	164.42%	12,332	246.63%		(5,000)	-100.00%
Alarm Services:	6335	777	671	800	539	67.38%	809	101.06%		(800)	-100.00%
Landscaping:	6337	7,102	5,947	6,000	3,879	64.65%	5,819	96.98%		(6,000)	-100.00%
Lab Supplies & Equipment:	6370	178	3,698	2,000	2,112	105.60%	3,168	158.40%		(2,000)	-100.00%
Meter Reading:	6380	119	21		0	0.00%	0	0.00%		0	
Pumping Fuel & Electricity:	6410	82,730	68,177	90,000	54,103	60.11%	81,155	90.17%		(90,000)	-100.00%
Pumping Maintenance, Generators:	6420	12,118	7,777	10,000	5,679	56.79%	8,518	85.18%		(10,000)	-100.00%
Pumping Maintenance, General:	6430	4,969	4,137	5,000	208	4.15%	311	6.23%		(5,000)	-100.00%
Pumping Equipment, Expensed:	6440		210	700	478	68.24%	717	102.37%		(700)	-100.00%
Maintenance, Raw Water Mains:	6510	1,421	1,474	2,100	1,857	88.43%	2,786	132.64%		(2,100)	-100.00%
Maintenance, Wells:	6520	1,466	16,851	10,000	2,382	23.82%	3,572	35.72%		(10,000)	-100.00%
Water Purchases:	6530	34,292	25,508	40,000	6,781	16.95%	10,172	25.43%		(40,000)	-100.00%
Hydrants:	6610	3,819	375	1,000	(570)	-57.00%	(855)	-85.50%		(1,000)	-100.00%
Maintenance, Water Mains:	6620	75,576	39,633	50,000	32,743	65.49%	49,114	98.23%		(50,000)	-100.00%
Maintenance, Water Service Lines:	6630	4,206	12,389	20,000	8,546	42.73%	12,819	64.10%		(20,000)	-100.00%
Maintenance, Tanks:	6640	71	741	1,000	0	0.00%	0	0.00%		(1,000)	-100.00%
Maintenance, Distribution General:	6650	5,196	273	7,000	7,311	104.44%	10,967	156.66%		(7,000)	-100.00%
Maintenance, Collection System:	6660	24	33		414	100.00%	621	100.00%			
Meters:	6670	10,719	2,373	2,500	8,177	327.08%	12,266	490.62%		(2,500)	-100.00%
Chemicals & Filtering:	6710	11,660	18,681	30,000	2,351	7.84%	3,527	11.76%		(30,000)	-100.00%
Maintenance, Treatment Equipment:	6720	4,724	10,508	4,000	14,978	374.45%	22,467	561.68%		(4,000)	-100.00%
Treatment Analysis:	6730	24,653	35,504	42,000	33,455	79.66%	50,183	119.48%		(42,000)	-100.00%
Uniforms:	6770	10,560	11,166	12,000	7,338	61.15%	11,007	91.73%		(12,000)	-100.00%
Fuel:	6810	6,143	5,598	8,000	4,182	52.27%	6,273	78.41%		(8,000)	-100.00%
Truck Equipment, Expensed:	6820	496	12	1,000	104	10.37%	156	15.55%		(1,000)	-100.00%
Truck Repairs:	6830	2,316	4,422	5,000	1,529	30.58%	2,293	45.86%		(5,000)	-100.00%
Other Operations:	6890	18,301	238		43	100.00%	65	100.00%		0	
Total Operations Expense:		1,302,322	1,451,758	1,666,472	1,231,660	73.91%	1,847,490	110.86%	120,000	(1,546,472)	-92.80%
Net Change in position from Operations:		890,378	908,754	584,574	570,544	97.60%	855,816	146.40%	(120,000)	(704,574)	-120.53%

MWSD — Fiscal Year 2019-20 Non-Operating Budget - WATER ENTERPRISE

GL Codes	2016-17 Actual	2017-18 Actual	Approved Budget 2018-19	Income/Expenses as of March 31, 2019	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2019-20	Increase/(Decrease) from 2017-18 \$	Increase/(decrease) %	
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	130,171	145,168	173,020	112,692	65.13%	169,038	97.70%	(173,020)	-100.00%	
Connection Fees, Residential Remodel:	7120	25,921				0.00%	0	0.00%	0	#DIV/0!	
Connection Fees, Residential Fire:	7130	52,693	118,691	80,000	127,140	158.93%	190,710	238.39%	(80,000)	-100.00%	
Connection Fees, Residential Remodel Fire:	7140		12,893		2,032	100.00%	3,049	100.00%	0		
Connection Fees, Well Conversion:	7150		7,800			0.00%	0	0.00%	0		
General Obligation Bonds, Assessment Receipts:	7600	1,253,111	1,226,216	1,150,436	635,252	55.22%	952,878	82.83%	(1,150,436)	-100.00%	
Total Non Operating Revenue:		1,461,897	1,510,768	1,403,456	877,116	62.50%	1,315,675	93.75%	0	(1,403,456)	-100.00%
Non Operating Expense											
General Obligation Bonds:	9100	286,455	265,164	252,521	145,171	57.49%	217,757	86.23%	(252,521)	-100.00%	
PNC Equipment Lease:	9125	19,545	18,222	16,826	12,765	75.86%	19,148	113.80%	(16,826)	-100.00%	
State Revolving Fund Loan:	9150	90,816	83,943	78,455	39,938	50.91%	59,907	76.36%	(78,455)	-100.00%	
Water Rebates :	9210	1,129	1,400	2,000	1,500	75.00%	2,250	112.50%	(2,000)	-100.00%	
Total Non Operating Expense:		397,944	368,730	349,802	199,374	57.00%	299,061	85.49%	0	(347,802)	-99.43%
Net Change in position from Non Operating activities:		1,063,952	1,142,038	1,053,654	677,742		1,016,614		0	(1,055,654)	-100.19%

DRAFT
4/24/2019

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2019

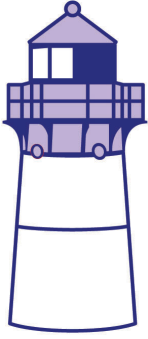
Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$145,809 \$96,000	\$116,753 \$56.13	\$119,672 \$57.53	\$122,664 \$58.97	\$125,730 \$60.45	\$128,874 \$61.96	\$132,096 \$63.51	\$135,398 \$65.10	\$138,783 \$66.72	\$142,252 \$68.39	\$145,809 \$70.10
Superintendent	\$136,648 \$109,418	\$109,418 \$52.60	\$112,154 \$53.92	\$114,957 \$55.27	\$117,831 \$56.65	\$120,777 \$58.07	\$123,797 \$59.52	\$126,892 \$61.01	\$130,064 \$62.53	\$133,315 \$64.09	\$136,648 \$65.70
Water System Operator	\$83,342 \$66,734	\$66,734 \$32.08	\$68,403 \$32.89	\$70,113 \$33.71	\$71,866 \$34.55	\$73,662 \$35.41	\$75,504 \$36.30	\$77,391 \$37.21	\$79,326 \$38.14	\$81,309 \$39.09	\$83,342 \$40.07
Maintenance Worker I	\$72,361 \$57,941	\$57,941 \$27.86	\$59,390 \$28.55	\$60,874 \$29.27	\$62,396 \$30.00	\$63,956 \$30.75	\$65,555 \$31.52	\$67,194 \$32.30	\$68,874 \$33.11	\$70,596 \$33.94	\$72,361 \$34.79
Account Specialist	\$69,184 \$55,397	\$55,397 \$26.63	\$56,782 \$27.30	\$58,202 \$27.98	\$59,657 \$28.68	\$61,148 \$29.40	\$62,677 \$30.13	\$64,244 \$30.89	\$65,850 \$31.66	\$67,496 \$32.45	\$69,184 \$33.26
District Clerk	\$69,184 \$55,397	\$55,397 \$26.63	\$56,782 \$27.30	\$58,202 \$27.98	\$59,657 \$28.68	\$61,148 \$29.40	\$62,677 \$30.13	\$64,244 \$30.89	\$65,850 \$31.66	\$67,496 \$32.45	\$69,184 \$33.26

2.5 % step increases

	Increase 2.50%	1-Jul-14	Increase 8.25%	1-Jul-15	Increase 2.70%	1-Jul-16	Increase 3.79%	1-Jul-17	Increase 2.83%	1-Jul-18
Operations Manager	1.025	\$98,400	1.0825	\$106,518	1.027	\$109,394	1.0379	\$113,540	1.0283	\$116,753
Superintendent	1.025	\$92,218	1.0825	\$99,826	1.027	\$102,521	1.0379	\$106,407	1.0283	\$109,418
Water System Operator	1.025	\$56,244	1.0825	\$60,884	1.027	\$62,528	1.0379	\$64,898	1.0283	\$66,734
Maintenance Worker	1.025	\$48,833	1.0825	\$52,862	1.027	\$54,289	1.0379	\$56,347	1.0283	\$57,941
Account Specialist	1.025	\$46,689	1.0825	\$50,541	1.027	\$51,905	1.0379	\$53,873	1.0283	\$55,397
District Clerk	1.025	\$46,689	1.0825	\$50,541	1.027	\$51,905	1.0379	\$53,873	1.0283	\$55,397

Operator in Training \$18 per hour
Temporary Worker \$18 per hour

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	6.92%	1.45%	6.20%	
GM	\$ 103,725.00					\$ 103,725.00	\$ 12,453.00	\$ 731.00	\$ 1,224.00	\$ 7,260.75	\$ 7,177.77	\$ 1,504.01	\$ 6,430.95	\$ 140,506.48
Superintendent	\$ 63,650.02	\$ 1,652.45	\$ 734.42		\$ 1,800.00	\$ 67,836.90	\$ 6,483.00	\$ 541.00	\$ 4,423.00	\$ 4,748.58	\$ 4,404.58	\$ 983.64	\$ 4,205.89	\$ 93,626.59
Account Specialist	\$ 58,389.13					\$ 58,389.13	\$ 24,906.00	\$ 384.00	\$ 521.00	\$ 4,087.24	\$ 4,040.53	\$ 846.64	\$ 3,620.13	\$ 96,794.66
Water Operator	\$ 81,571.19	\$ 8,470.85	\$ 9,412.06	\$ 4,828.39	\$ 2,400.00	\$ 106,682.49	\$ 9,054.00	\$ 676.00	\$ 4,260.00	\$ 7,467.77	\$ 5,644.73	\$ 1,546.90	\$ 6,614.31	\$ 141,946.20
Water Operator	\$ 77,640.63	\$ 10,078.35	\$ 8,062.68	\$ 5,361.68	\$ 2,400.00	\$ 103,543.35	\$ 9,054.00	\$ 654.00	\$ 4,180.00	\$ 7,248.03	\$ 5,372.73	\$ 1,501.38	\$ 6,419.69	\$ 137,973.18
Water Operator	\$ 61,070.41	\$ 7,398.91	\$ 5,989.60	\$ 4,418.21	\$ 2,400.00	\$ 81,277.13	\$ 9,054.00	\$ 651.00	\$ 4,132.00	\$ 5,689.40	\$ 4,226.07	\$ 1,178.52	\$ 5,039.18	\$ 111,247.30
Water Operator	\$ 70,338.58	\$ 8,521.79	\$ 6,898.59	\$ 5,088.73	\$ 2,400.00	\$ 93,247.69	\$ 9,054.00	\$ 651.00	\$ 4,132.00	\$ 6,527.34	\$ 4,867.43	\$ 1,352.09	\$ 5,781.36	\$ 125,612.90
Temp. Operator	\$ 10,569.88	\$ 2,113.98	\$ -	\$ 6,426.49		\$ 19,110.34			\$ 379.00			\$ 277.10	\$ 1,184.84	\$ 20,951.28
Part Time Admin	\$ 2,584.00					\$ 2,584.00			\$ 47.00			\$ 37.47	\$ 160.21	\$ 2,828.68
Part Time Admin	\$ 990.00					\$ 990.00			\$ 19.00			\$ 14.36	\$ 61.38	\$ 1,084.74
Totals	\$ 530,528.83	\$ 38,236.34	\$ 31,097.35	\$ 26,123.49	\$ 11,400.00	\$ 637,386.01	\$ 80,058.00	\$ 4,288.00	\$ 23,317.00	\$ 43,029.12	\$ 35,733.84	\$ 9,242.10	\$ 39,517.93	\$ 872,572.00
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 103,725.00					\$ 103,725.00	\$ 12,453.00	\$ 731.00	\$ 1,224.00	\$ 7,260.75	\$ 7,177.77	\$ 1,504.01	\$ 6,430.95	\$ 140,506.48
Superintendent	\$ 63,650.02	\$ 2,009.20	\$ 734.42		\$ 1,800.00	\$ 68,193.65	\$ 6,483.00	\$ 419.00	\$ 702.00	\$ 4,773.56	\$ 4,404.58	\$ 988.81	\$ 4,228.01	\$ 90,192.60
District Clerk	\$ 55,397.26					\$ 55,397.26	\$ 16,698.60	\$ 384.00	\$ 521.00	\$ 3,877.81	\$ 3,833.49	\$ 803.26	\$ 3,434.63	\$ 84,950.05
Totals	\$ 222,772.28	\$ 2,009.20	\$ 734.42	\$ -	\$ 1,800.00	\$ 227,315.91	\$ 35,634.60	\$ 1,534.00	\$ 2,447.00	\$ 15,912.11	\$ 15,415.84	\$ 3,296.08	\$ 14,093.59	\$ 315,649.13



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Alta Vista Well Monitoring Report

The Montara Water and Sanitary District's (MWSD or District) has been conducting monitoring of groundwater at the Alta Vista Well for over a decade. The well draws on a fracture system primarily from a depth of about 800 feet in Montara Mountain. Though initially required for the first three years of pumping, the monitoring program was continued and expanded by MWSD to understand if this well pumping is sustainable, and what effects pumping the well has on adjoining natural resources.

Staff has reviewed the monitoring results summarized in a report by the District's hydrogeologist, Balance Hydrologics, Inc. The following is a summary of the District's Water Engineer's comments to the report:

1. Data presented in the report demonstrate that the District employs a successful habitat-responsible adaptive-management approach to managing the complex fractured bedrock aquifer.
2. The District's combination of sources in its water supply portfolio allows for a favorable combination of deep bedrock and shallow aquifers to create sustainable supply and assure water service reliability for its current and near-future customers.
3. It is imperative to continue the groundwater monitoring program while the District utilizes the Alta Vista Well as its supply source.
4. The District should continue its exploration efforts to find additional or improve existing water supply sources to strengthen its water supply portfolio for the purposes of long-term supply reliability.

Mark Woyshner with Balance Hydrologics will be presenting the AV Well Monitoring Report.

RECOMMENDATION:

Receive draft AV Well Monitoring report.

**ALTA VISTA WATER SUPPLY WELL
HYDROLOGIC MONITORING, WATER
YEARS 2008 THROUGH 2018,
MONTARA, CALIFORNIA**

CLIENT REVIEW DRAFT

Report prepared for:
Montara Water and Sanitary District

Prepared by:
Mark Woysner
Gustavo Porras
Barry Hecht

Balance Hydrologics, Inc.

April 2019

A report prepared for:

Montara Water and Sanitary District

8888 Cabrillo Highway
Montara, California 94037
(650) 728-3545
mwsd@coastside.net

Alta Vista Water Supply Well Hydrologic Monitoring, Water Years 2008 through 2018, Montara, California

© 2019 Balance Hydrologics, Inc. Project Assignment: 206130
by

DRAFT

Mark Woysner, M.Sc. Eng.
Senior Consultant/Director

DRAFT

Gustavo Porras
Hydrologist

DRAFT

Barry Hecht, C.E.G., C.Hg
Senior Principal



800 Bancroft Way, Suite 101
Berkeley, California 94710
(510) 704-1000
office@balancehydro.com

April 26, 2019

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- Appendix A. Summary of well construction descriptors; Geologic and geophysical logs and construction diagrams; DWR Well Completion Reports
- Appendix B. Logs of hydrologic observations
- Appendix C. Annual rainfall and streamflow records
- Appendix D. Groundwater age-dating results and technical procedures provided by Hydrotrace for samples collected in 2014
- Appendix E. Analytical laboratory reports for samples collected in 2015 and 2016
- Appendix F. Sample collection methods for tritium and dissolved noble-gas analyses
- Appendix G. Chlorofluorocarbon (CFC) sampling method
- Appendix H. Sulfur hexafluoride (SF₆) sampling method

1. EXECUTIVE SUMMARY

This report summarizes the results of an ongoing monitoring program designed to track hydrologic responses to pumping from Montara Water and Sanitary District's deep bedrock well at Alta Vista. The well is uniquely high yielding and draws on a fracture system primarily from a depth of about 800 feet in Montara Mountain. Though initially required for the first three years of pumping, the monitoring program was continued and expanded by MWSD out of interest in understanding how this well is sustained, and what effects may pumping the well have on adjoining natural resources. The monitoring proved to be a successful habitat-responsible adaptive-management approach to managing the complex fractured bedrock aquifer.

The monitoring program included:

- a) Streamflow at Martini, Daffodil, and Montara Creeks;
- b) Shallow groundwater levels near riparian vegetation, and applied conservative drawdown guidelines from Carmel Valley;
- c) Bedrock groundwater elevations; and
- d) Various groundwater age dating techniques.

Long-term viability of pumping the Alta Vista well is best evaluated across a cycle of years of major recharge and of drought years – for example, from years of peak recharge, through drought years, and then completing the cycle with a return to a peak recharge. Given the range of water-year types encountered during the 11-year monitoring period, the findings, conclusions, and recommendations presented in this report reasonably represent a cycle of years with which operational pumping rates may be based.

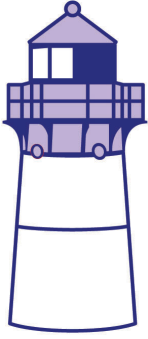
Over the time scales which are the focus of this monitoring study, the shallow aquifer system (the alluvium and associated shallow weathered granitics) responded independently but is connected to the deep fractured granitic bedrock, from which the Alta Vista Well draws groundwater.

If carefully managed, the Alta Vista Well is suited to contribute sustainably as a groundwater source to the MWSD water system, supplying water to Montara and Moss Beach for current and near-future demand. The fracture system supplying the well, however, did show limits to groundwater pumping mainly related to lower groundwater recharge during drought years. Nevertheless, the well has shown to support periods of

increased pumping, which can potentially provide water in the event of an emergency, improve the overall reliability of the water system, and bridge multiyear droughts.

After eleven years of pumping the Alta Vista well at an average (continuous) rate of 86 gallons per minute, seawater intrusion remains physically impossible, given a strong westward hydraulic gradient from the Alta Vista well to the ocean observed throughout the drought. At current water levels and pumping rates, intrusion is not a concern.


Continue monitoring is recommended to balance well pumping with groundwater recharge, particularly given the changing climate and variability of water-year type. The monitoring results provide a model for managing other high-yielding bedrock wells, and thus support a plan to continue exploration with an objective to add additional well sources drawing on the Montara Mountain bedrock fracture system.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 31, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Wagner Well Rehabilitation and Water Main Replacement Project Construction Contract Award Approval

The Montara Water and Sanitary District's (MWSD or District) Wagner Well and its associated water main are in need of updating. Wagner Well is critical to MWSD's ability to supply water to Alta Vista Tank No.2. Based on the condition at Wagner Well site, the well needs to be rehabilitated, and its wellhead piping and water main need to be replaced to further promote water infrastructure reliability. This project is included in the District' Water System Capital Improvements Program (CIP)>

The Project includes furnishing all labor, materials and equipment for construction related to rehabilitating Wagner Well, demolishing the existing wellhead piping and appurtenances, demolishing part of existing fence and a woodshed on the site, demolishing existing 4-inch water main, installing new wellhead piping and appurtenances, demolishing non-functional carbon vessels at the Drake Well site, reconfiguring piping at Drake well site, disposing of two disabled/non-repairable trailer-mounted engine generators, installing new fence, and installing new 6-inch C900 PVC water main from the wellhead to south of Montara Creek. The District Water Engineer completed the design.

The project was advertised publicly and two bids were received on Tuesday April 16, 2019 at the District's office. The bids were opened and read aloud. Bids were received from Andreini Brothers, Inc. (Andreini) of Half Moon Bay in the amount of \$224,202.00 and JDB & Sons Construction (JDB), San Francisco in the amount of 287,800.00. Andreini's bid documents were reviewed and found to be complete and accurate and Andreini was determined as the apparent low bidder.

RECOMMENDATION: Move to adopt:

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR CONSTRUCTION OF THE WAGNER WELL REHABILITATION AND WATER MAIN REPLACEMENT PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR CONSTRUCTION OF THE WAGNER WELL REHABILITATION AND WATER MAIN REPLACEMENT PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS

WHEREAS, in response to advertisement for sealed bids for construction of the Wagner Well Rehabilitation and Water Main Replacement Project (“Project”) two bids were received; and

WHEREAS, the bid of Andreini Brothers, Inc. (Andreini) of Half Moon Bay in the amount of \$224,202.00 is the lowest responsible bid for construction of the Project;

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

1. The bid of Andreini Brothers, Inc., received April 16, 2019, in the amount of Two Hundred Twenty-Four Thousand Two Hundred two and No One-Hundredths Dollars (\$224,202.00) for construction of the Project is hereby accepted and said bidder is hereby declared to be the lowest responsible bidder for said work.

2. Any and all informalities in the aforementioned bid of Andreini Brothers, Inc. are hereby waived.

3. The President and Secretary of the Board, Montara Water and Sanitary District, are hereby authorized and directed to execute, and to countersign, respectively, that certain Agreement for construction of the Project by and between Andreini Brothers, Inc. and the Montara Water and Sanitary District, a copy of which agreement is on file in the Administrative Offices of the District, to which copy reference is hereby made for the full particulars thereof.

4. The District Secretary is hereby authorized and directed to return to the unsuccessful bidder the bid security furnished by it, and to return the bid security

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR CONSTRUCTION OF THE WAGNER WELL REHABILITATION AND WATER MAIN REPLACEMENT PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS

submitted by Andreini Brothers, Inc. to said bidder upon execution by said bidder of the agreement referenced in paragraph 3 hereof.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

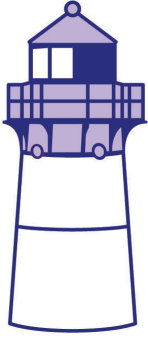
I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 2nd day of May, 2019, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Approval of Purchase Order for 2018 Chevrolet Colorado

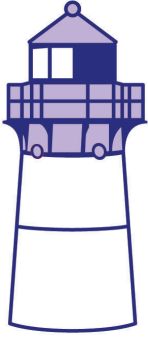
The District Currently has five water utility trucks. Three of which are light duty 4X4 and two that are heavy-duty 4X4. One of the Heavy duty trucks is going to go to auction when the replacement 2019 Chevy Colorado Light Duty truck arrives, still totaling 5 trucks. There has been an authorization to hire a fourth systems operator and we will need an additional light duty vehicle for said operator.

During the assembly of the previously ordered Chevy Colorado purchased in 2018, the manufacture assembled and delivered the incorrect vehicle. They delivered a truck with a utility service bed instead of a standard truck bed. The district had the dealer come pick up and re order the correct vehicle as the delivered vehicle cost \$37,205 rather than the agreed upon \$26,693 that was authorized

The Fleet Manager Jerry Powers at Winner Chevrolet in Elk Grove California has offered a discount on the incorrectly delivered truck to us at a price of \$33,500.00 After reviewing the various makes and models available, the best fit for our needs as well as being the best value is the discounted 2018 Chevrolet Colorado. Jerry has provided a summary of specifications for the vehicle we wish to purchase. This truck is currently available and sitting at Elk Grove Chevrolet and can be delivered upon approval of the board.

A copy of the District purchase order with the specifications is attached. The following are some of the highlights of the vehicle we specified:

- 2018 Chevrolet Colorado; white exterior
- Engine, 2.5L I4, DI, DOHC, VVT
- Automatic transmission 6-speed automatic, HMD, 6L50
- 4 wheel drive
- Factory-installed towing package
- Dealer installed Service Body with trim kit, master lock system, ladder rack, and backup camera
- 3yr/36,000 mile bumper to bumper warranty
- 5yr/100,000 mile drive-train warranty



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

RECOMMENDATION:

Authorize the District Manager to issue the attached Purchase Order to Coalinga Motors in the amount of \$33,500.00 (excluding tax, delivery, and licenses).

Attachment

**Montara Water
and Sanitary**

District

8888 Cabrillo Hwy
Montara, CA 94037
Phone: (650) 728-3545
Fax: (650) 728-8556
Website: mwsd.montara.org/

PURCHASE ORDER

DATE	4/26/19
PO #	101

VENDOR

Elk Grove Auto / Winner Chevrolet
8575 Laguna Grove Drive
Elk Grove, CA 95757
Phone: 916-426-5752

SHIP TO

Julian Martinez
Montara Water and Sanitary District
8888 Cabrillo Highway
Montara, CA 94037
650-728-1054

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	Line 3 Colorado	1	26,218.00	26,218.00
2	Options (Refer to window sticker)	1	1,960.00	1,960.00
3	Knapheide EC676F Service body with trim master lock syste, ladder rack, backup car		8,332.00	8,332.00
				-
4	Spray on Bed Liner		695.00	695.00
				-
				-
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				-
				-
5	discount to total \$33,500		(3,705.00)	(3,705.00)

SUBTOTAL	33,500.00
TAX	-
SHIPPING	400.00
OTHER	8.75
TOTAL	\$ 33,908.75

Comments or Special Instructions

CA Tire Fee: \$1.75 / Per Tire

If you have any questions about this purchase order, please contact
Julian Martinez 650-728-1054

Purchase Order Template



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Elk Grove Auto / Winner Chevrolet

8575 Laguna Grove Drive
 Elk Grove, CA 95757
 916-426-5752

Quotation # 20509

Prepared by: Jerry Powers

Comments or special instructions: Vehicle build and options are in additional pages.

Description	AMOUNT
Line 3 Colorado	\$ 26,218.00
Options (Refer to Window Sticker):	\$ 1,960.00
Knapheide EC676F Service Body with trim kit, master lock system, ladder rack, and	\$ 8,332.00
backup camera.	
Spray on Bed Liner	\$ 695.00
<p style="text-align: center;">**** Please review, sign, and return a copy of the quote and **** **** specs with the PO or the vehicle will not be ordered. **** ****Shipping charge added for deliveries beyond Sacramento. No charge for will call.****</p>	
	Subtotal: \$ 37,205.00
	\$ -
CA Tire Fee: \$1.75 / Per Tire	Tire Fee: \$8.75
	Delivery Charge: \$ 400.00
	Pre Tax Total \$ 37,613.75

Add CA Sales Tax (Tire Fee and Delivery are NOT to be taxed)

If you have any questions concerning this quotation, contact Jerry Powers at 916-426-5752 or email at JPowers@LasherAuto.com

THANK YOU FOR YOUR BUSINESS!

Line # 3 Colorado
1-18-23-20D



Winner Chevrolet / Elk Grove Auto Group
Jerry Powers | 916-426-5752 | JPowers@LasherAuto.com



Winner Chevrolet / Elk Grove Auto Group
Jerry Powers | 916-426-5752 | JPowers@LasherAuto.com

[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

In an effort to offer your agency the best possible price,
this quote is based on the Ca. State Contract at no
additional cost to you and reflects your specifications.

[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Image Not Available

Image Not Available

Note: Photo may not represent exact vehicle or selected equipment.

Table of Contents

- Vehicle Image
- Window Sticker
- Weight Rating
- Selected Model and Options
- Standard Equipment
- Technical Specifications

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May 23, 2018



[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Interior: Jet Black/Dark Ash, Vinyl seat trim
Exterior 1: Summit White
Exterior 2: No color has been selected.
Engine, 3.6L DI DOHC V6 VVT
Transmission, 8-speed automatic

OPTIONS

CODE	MODEL	MSRP
12M63	[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)	W/A
OPTIONS		
4WT	Work Truck Preferred Equipment Group	W/A
5GD	Tow/Haul Mode	Inc.
AR7	Seats, front bucket	W/A
C4F	GVWR, 5900 lbs. (2676 kg)	Inc.
CTT	Trailer assist, guidelines	Inc.
G80	Differential, automatic locking rear	W/A
GAZ	Summit White	W/A
GU8	Rear axle, 3.42 ratio	W/A
H2Q	Jet Black/Dark Ash, Vinyl seat trim	W/A
IOR	Audio system, Chevrolet infotainment 3 system	W/A
LGZ	Engine, 3.6L DI DOHC V6 VVT	W/A
M5T	Transmission, 8-speed automatic	W/A
QJJ	Tires, P265/70R16 all-season, blackwall	W/A
R9Y	Fleet Free Maintenance Credit	W/A
RSZ	Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel	W/A
S1K	Wheel, spare, 16" x 7" (40.6 cm x 17.8 cm) steel	Inc.
VK3	License plate kit, front	W/A
VQZ	Fleet processing option	W/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

YF5	Emissions, California state requirements	W/A
ZB2	Trailering Package, heavy-duty	W/A
ZJJ	Tire, spare P265/70R16 all-season, blackwall	Inc.
ZY1	Solid Paint	W/A

SUBTOTAL

Adjustments Total	W/A
Destination Charge	W/A
TOTAL PRICE	W/A

FUEL ECONOMY

Est City: 17 (2018) MPG
Est Highway: 24 (2018) MPG
Est Highway Cruising Range: 504.00 mi

Weight Ratings

Front Gross Axle Weight Rating:	3200 lbs
Rear Gross Axle Weight Rating:	3500 lbs
Gross Vehicle Weight Rating:	5900.00 lbs

Selected Model and Options

MODEL	MSRP
2019 Chevrolet Colorado 4WD Ext Cab 128.3" Work Truck	W/A

CODE	DESCRIPTION	Invoice	MSRP
12M53	2019 Chevrolet Colorado 4WD Ext Cab 128.3" Work Truck	W/A	W/A
GAZ	Summit White	W/A	W/A

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	Invoice	MSRP
4WT	Work Truck Preferred Equipment Group Includes standard equipment	W/A	W/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	Invoice	MSRP
5GD	Tow/Haul Mode (Included and only available with (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine. Standard on Crew Cab Long Box.)	Inc.	Inc.
CTT	Trailer assist, guidelines (Included and only available with (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine.)	Inc.	Inc.
G80	Differential, automatic locking rear (Available with (LWV) 2.3L I4 engine. Requires (Z82) Trailering Package when (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine is ordered.)	W/A	W/A
Z82	Trailering Package, heavy-duty includes trailer hitch and 7-pin connector (Requires (G80) automatic locking rear differential and (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine.)	W/A	W/A

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	Invoice	MSRP
STK	Wheel, spare, 16" x 7" (40.6 cm x 17.8 cm) steel (Requires (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine. Standard on Crew Cab Long Box models.)	Inc.	Inc.
VK3	License plate kit, front	W/A	W/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	Invoice	MSRP
R8Y	Fleet-Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections (2 maximum), during the first 24 months and 24,000 miles period for this ordered vehicle. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FLS, FNR, FRC or FGD. Not available with FDR order types.)	W/A	W/A
VQZ	Fleet processing option	W/A	W/A

SEAT TYPE

CODE	DESCRIPTION	Invoice	MSRP
ART	Seats, front bucket (STD)	W/A	W/A

GWWR

CODE	DESCRIPTION	Invoice	MSRP
C4F	GWWR, 5900 lbs. (2676 kg) (Standard on Extended Cab models with (LGZ) 3.6L DI DOHC V6 engine only.)	Inc.	Inc.

PAINT

CODE	DESCRIPTION	Invoice	MSRP
GAZ	Summit White	W/A	W/A

AXLE

CODE	DESCRIPTION	Invoice	MSRP
GU6	Rear axle, 3.42 ratio (Requires (LGZ) 3.6L DI DOHC V6 engine or (LWN) 2.8L Duramax Turbo-Diesel engine.)	W/A	W/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

SEAT TRIM	DESCRIPTION	MSRP	Invoice	MSRP
CODE H2Q	Jet Black/Dark Ash, Vinyl seat trim	W/A	W/A	W/A
RADIO				
CODE IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)	W/A	W/A	W/A
ENGINE				
CODE LGZ	Engine, 3.6L DI DOHC V6 VVT (308 hp [230.0 kW] @ 6800 rpm, 275 lb-ft of torque [373 N-m] @ 4000 rpm) (Standard on Crew Cab models.)	W/A	W/A	W/A
TRANSMISSION				
CODE M5T	Transmission, 8-speed automatic (Requires LGZ) 3.6L DI DOHC V6 engine. Standard on Crew Cab models. Available on Extended Cab models.)	W/A	W/A	W/A
TIRES				
CODE QJJ	Tires, P265/70R16 all-season, blackwall (STD)	W/A	W/A	W/A
WHEEL TYPE				
CODE RSZ	Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel (STD)	W/A	W/A	W/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

EMISSIONS	DESCRIPTION	Invoice	MSRP
CODE YF5	Emissions, California state requirements	W/A	W/A
SPARE TIRE			
CODE ZJJ	Tire, spare P265/70R16 all-season, blackwall (included and only available with (S1K) 16" x 7" (40.6 cm x 17.8 cm) steel spare wheel.)	Inc.	Inc.
PAINT SCHEME			
CODE ZY1	Solid Paint	W/A	W/A
Options Total			
		W/A	W/A

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[Fleet] 2018 Chevrolet Colorado (12ME3) Ext Cab 128.3" (6)

Standard Equipment

Mechanical

- Engine, 2.5L I4, DI, DOHC, VVT (200 hp [148.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (STD) (Not included on Crew Cab models.)
- Transmission, 6-speed automatic, HMD, 6L50 (STD) (Standard on Extended Cab models. Requires (LCV) 2.5L I4 engine or (LWN) 2.8L Duramax Turbo-Diesel engine. Available on Crew Cab models.)
- Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab models.)
- GVWR, 5600 lbs. (2540 kg) (STD) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)
- Transfer case, electric, 2-speed
- Four wheel drive
- Recovery hooks, front (Deleted when (PDZ) Chrome Appearance Package, LPO is ordered.)
- Brakes, 4-wheel antilock, 4-wheel disc
- Pickup box (STD)
- Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel (STD)
- Tires, P265/70R16 all-season, blackwall (STD)
- Tire, compact spare T175/80R18, blackwall (STD) (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare wheel.)
- Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab models.)
- Bumper, rear chrome
- CornerStep, rear bumper
- Moldings, Black beltline
- Headlamps, halogen with automatic exterior lamp control
- Cargo box light, back of cab
- Mirrors, outside remote with manual-folding, Black
- Glass, windshield shade band
- Door handles, Black
- Tailgate, locking
- Tailgate handle, Black

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[Fleet] 2018 Chevrolet Colorado (12ME3) Ext Cab 128.3" (6)

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)

Audio system feature, 6-speaker system

USB data ports, 2 includes auxiliary input jack, located on the front console

Interior

- Seats, front bucket (STD)
- Seat adjuster, driver 4-way power with manual recline
- Seat adjuster, passenger 2-way manual fore/aft with manual recline
- Seats, dual rear with underseat storage (Extended Cab models only.)
- Console, floor, front compartment, custom
- Floor covering, color-keyed carpeting
- Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering.)
- Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering.)
- Steering wheel, urethane
- Steering column, tilt, manual
- Speedometer, miles/kilometers
- Display, driver instrument information enhanced, one color
- Windows, power with driver Express-Up and Down
- Door locks, power
- Theft-deterrent system, immobilization
- Air conditioning, single-zone manual climate control
- Handles, door release, front and rear, Jet Black
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger with passenger vanity mirror
- Lighting, interior, center dome
- StabiliTrak, stability control system
- Traction control, electronic

Safety-Mechanical

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Safety-Exterior

Daytime Running Lamps

Safety-Interior

Airbags, dual-stage frontal and side-impact, driver and front passenger and roof-rail and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitor System

WARRANTY

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

- Basic Years: 3
- Basic Miles/km: 36,000
- Drivetrain Years: 5
- Drivetrain Miles/km: 60,000
- Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles
- Corrosion Years (Rust-Through): 6
- Corrosion Miles/km (Rust-Through): 100,000
- Corrosion Miles/km: 36,000
- Roadside Assistance Years: 5
- Roadside Assistance Miles/km: 60,000
- Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles
- Maintenance Years: 2
- Maintenance Miles/km: 24,000
- Maintenance Note: 2 Visits



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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive
Trans Order Code	M5T
Trans Type	8
Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A
First Gear Ratio (:1)	N/A
Second Gear Ratio (:1)	N/A
Third Gear Ratio (:1)	N/A
Fourth Gear Ratio (:1)	N/A
Fifth Gear Ratio (:1)	N/A
Sixth Gear Ratio (:1)	N/A
Reverse Ratio (:1)	N/A
Clutch Size	N/A
Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A
Transfer Case Model	N/A
Transfer Case Gear Ratio (:1), High	1.00
Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A
Seventh Gear Ratio (:1)	N/A
Eighth Gear Ratio (:1)	N/A

Mileage

EPA Fuel Economy Est - Hwy	24 (2018) MPG
Cruising Range - City	357.00 mi
EPA Fuel Economy Est - City	17 (2018) MPG
Fuel Economy Est-Combined	19 (2018) MPG
Cruising Range - Hwy	504.00 mi

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Powertrain

Engine

Engine Order Code
 Engine Type
 Displacement
 Fuel System
 SAE Net Horsepower @ RPM
 SAE Net Torque @ RPM
 Engine Oil Cooler

LGZ
 Gas V6
 3.6L/7BD-
 Direct Injection
 308 @ 6800
 275 @ 4000
 N/A

Electrical

Cold Cranking Amps @ 0° F (Primary)
 Cold Cranking Amps @ 0° F (2nd)
 Cold Cranking Amps @ 0° F (3rd)
 Maximum Alternator Capacity (amps)

N/A
 N/A
 N/A
 N/A

Cooling System

Total Cooling System Capacity

14.8 qts

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year
 EPA Greenhouse Gas Score

9.3 (2018)
 N/A

Chassis

Weight Information

Standard Weight - Front
 Standard Weight - Rear
 Gross Axle Wt Rating - Front
 Gross Axle Wt Rating - Rear
 Curb Weight - Front
 Curb Weight - Rear
 Option Weight - Front

0.00 lbs
 0.00 lbs
 3200 lbs
 3500 lbs
 2368 lbs
 1799 lbs
 0.00 lbs

Chassis

Weight Information

Option Weight - Rear
 Reserve Axle Capacity - Front
 Reserve Axle Capacity - Rear
 As Spec'd Curb Weight
 As Spec'd Payload
 Maximum Payload Capacity
 Gross Combined Wt Rating
 Gross Axle Weight Rating
 Curb Weight
 Reserve Axle Capacity
 Total Option Weight
 Payload Weight Front
 Payload Weight Rear
 Gross Vehicle Weight Rating

0.00 lbs
 832.00 lbs
 1701.00 lbs
 4167.00 lbs
 1733.00 lbs
 1733.00 lbs
 12000 lbs
 6700.00 lbs
 4167.00 lbs
 2533.00 lbs
 0.00 lbs
 0 lbs
 0 lbs
 5900.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.
 Dead Weight Hitch - Max Tongue Wt.
 Wt Distributing Hitch - Max Trailer Wt.
 Wt Distributing Hitch - Max Tongue Wt.
 Maximum Trailering Capacity

5000 lbs
 500 lbs
 7000 lbs
 700 lbs
 7700 lbs

Frame

Frame Type
 Sect Modulus Rails Only
 Frame RBM
 Frame Strength
 Frame Thickness

N/A
 N/A
 N/A
 N/A
 N/A

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

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[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)



[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Chassis

Suspension

Suspension Type - Front	Independent
Suspension Type - Rear	Multi-Leaf
Spring Capacity - Front	N/A
Spring Capacity - Rear	N/A
Axle Type - Front	N/A
Axle Type - Rear	N/A
Axle Capacity - Front	N/A
Axle Capacity - Rear	N/A
Axle Ratio (1) - Front	3.42
Axle Ratio (1) - Rear	3.42
Shock Absorber Diameter - Front	N/A
Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A
Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QJJ
Rear Tire Order Code	QJJ
Spare Tire Order Code	ZJJ
Front Tire Size	P265/70R16
Rear Tire Size	P265/70R16
Spare Tire Size	N/A
Front Tire Capacity	N/A
Rear Tire Capacity	N/A
Spare Tire Capacity	N/A
Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A
Revolutions/Mile @ 45 mph - Spare	N/A

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Chassis

Wheels

Front Wheel Size	16 x 7 in
Rear Wheel Size	16 x 7 in
Spare Wheel Size	16 x 7 in
Front Wheel Material	Steel
Rear Wheel Material	Steel
Spare Wheel Material	Steel

Steering

Steering Type	Pwr Rack & Pinion
Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A
Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	41.3 ft
Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr
Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A
Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes
Front Brake Rotor Diam x Thickness	12.2 x 1.0 in
Rear Brake Rotor Diam x Thickness	12.8 x 0.7 in
Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A

Fuel Tank

Fuel Tank Capacity, Approx	21 gal
Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A

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Data Version: 5074. Data Updated: May 22, 2018 9:51:00 PM PDT.



Winner Chevrolet / Elk Grove Auto Group
Jerry Powers | 916-426-5752 | JPowers@LasherAuto.com

[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Chassis

Fuel Tank

Aux Fuel Tank Location

N/A

Dimensions

Interior Dimensions

Passenger Capacity

4

Front Head Room

41.40 in

Front Leg Room

45.00 in

Front Shoulder Room

57.50 in

Front Hip Room

55.00 in

Second Head Room

38.70 in

Second Leg Room

28.60 in

Second Shoulder Room

57.30 in

Second Hip Room

52.20 in

Exterior Dimensions

Wheelbase

128.30 in

Length, Overall w/o rear bumper

212.7 in

Length, Overall w/rear bumper

N/A

Length, Overall

N/A

Width, Max w/o mirrors

74.30 in

Height, Overall

70.30 in

Overhang, Front

36.90 in

Overhang, Rear w/o bumper

47.2 in

Front Bumper to Back of Cab

N/A

Cab to Axle

N/A

Cab to End of Frame

N/A

Ground to Top of Load Floor

34.0 in

Ground to Top of Frame

N/A

Frame Width, Rear

N/A

Ground Clearance, Front

8.30 in

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Data Version: 3674. Data Updated: May 22, 2016 6:51:00 PM PDT



Winner Chevrolet / Elk Grove Auto Group
Jerry Powers | 916-426-5752 | JPowers@LasherAuto.com

[Fleet] 2019 Chevrolet Colorado (12M53) Ext Cab 128.3" (6)

Dimensions

Exterior Dimensions

Ground Clearance, Rear

8.30 in

Body Length

0.00 ft

Cab to Body

N/A

Cargo Area Dimensions

Cargo Box Length @ Floor

74.00 in

Cargo Box Width @ Top, Rear

N/A

Cargo Box Width @ Floor

57.80 in

Cargo Box Width @ Wheelhousings

44.40 in

Cargo Box (Area) Height

N/A

Tailgate Width

N/A

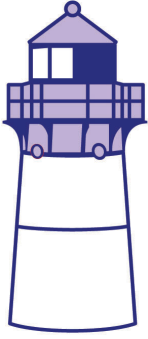
Cargo Volume

N/A

Ext'd Cab Cargo Volume

N/A

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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

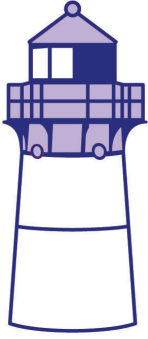
**SUBJECT: Review and Possible Action Concerning Change
of Regular Scheduled Meeting Time to 7:00 pm.**

Director Harvey requested that the Board consider changing the commencement of Regular Scheduled Board Meetings from currently 7:30 pm to 7:00 pm.

A permanent change in starting time would require a MWSD Code Amendment at a subsequent meeting of this Board.

RECOMMENDATION:

Discuss and direct staff.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

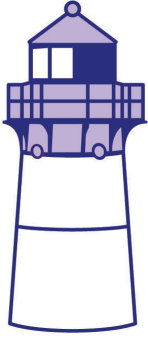
FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Weekly
Manager's Report.**

Director Slater-Carter requested that it be considered to send weekly manager's reports to the board.

RECOMMENDATION:

Discuss and direct staff.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Cancellation of Next Regular Scheduled Meeting
May 16.**

At this time staff does not anticipate an urgent need for the second meeting in May. A Strategic Planning Workshop is scheduled for May 18 at 1:00pm.

RECOMMENDATION:

Cancel the Next Regular Scheduled meeting May 16, 2019.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Water Operations: District wide Lead and Copper Sampling was completed with the participation of 50 water customers. State Required Lead and Copper testing at public schools was completed for Farallone View School.

Projects: Construction of the new Airport 3 Treatment Plant is close to completion.

The 2018 Sewer Main Replacement Project is also close to completion.

The Highway 1 crossing Sewer Project has also not been completed at this time. The contractor is currently addressing compaction issues on MWSD property. The affected section of road was temporarily repaired to accommodate a SAM Truck delivery.

The Wagner Well site and pipeline replacement project bids have been received and project authorization is pending.

Conferences: The General Manager will be attending the Association of California Water Agencies Spring Conference in Monterey with Director Lohman from May 7-10.

RECOMMENDATION:

This is for Board information only.

Attachment