



**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

June 20, 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

1. [Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2019-2020.](#)
2. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.](#)

CONSENT AGENDA

OLD BUSINESS

1. [Review and Possible Action Concerning Approval of Water and Sewer Budgets and Capital Improvement Plans.](#)

NEW BUSINESS

1. [Review and Possible Action Concerning Interfund Loan from Sewer to Water.](#)
2. [Review and Possible Action Concerning District's Proposed Tracer Study.](#)
3. [Receipt of Customer Confidence Report.](#)
4. [Review and Possible Action Concerning Nomination of Representative for ACWA Region 5 Board.](#)
5. [Review and Possible Action Concerning Designation of Director Marshall as Sewer Authority Mid-Coastside Alternate Representative for MWSD.](#)
6. [Review and Possible Action Concerning Recycled Water.](#)
7. [Review and Possible Action Concerning Direction for Sewer Authority Mid-Coastside Representatives in Regard to Upcoming Half Moon Bay Collections Contract.](#)
8. [Review and Possible Action Concerning MWSD Collections Contract with the Sewer Authority Mid-Coastside.](#)
9. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting July 4 and Scheduling of Special Meeting July 2.](#)

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman)
5. Attorney's Report (Schricker).
6. Directors' Reports.
7. [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

PARTICIPATION BY TELECONFERENCE

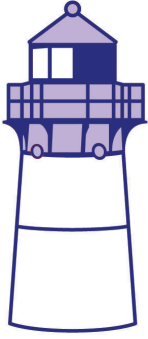
The following Director will participate by teleconference in all or a portion of the meeting of the Board, including Closed Session, from the following locations:

Director Jim Harvey - 10201 Eastside Road, Healdsburg, CA 95448.

Directors participating by teleconference shall post a copy of the Agenda at a location available to the public in the vicinity of the place of their participation. Members of the public will be allowed to participate in open portions of the meeting at the teleconference site(s). All votes taken during a teleconferenced meeting shall be by roll call.

The District has a curfew of 10:30 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 AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2019-2020.

The Health and Safety Code requires that in order for sewer service charges to be placed on the property tax roll a public hearing must be held. The proposed Sewer Service Charge rate is set at \$21.07. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

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

RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. _____, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges for Fiscal Year 2019-2020 and Delinquent Sewer Service, Refuse Collection and Water Service Charges for Fiscal Year 2018-2019, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments (some attachments provided at the meeting)

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2019-2020 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2018-2019, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

WHEREAS, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2019-2020 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2018-2019 was prepared and filed with the District Secretary; and

WHEREAS, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2018-2019 was prepared and filed with the Secretary of the District; and

WHEREAS, hearing was set for consideration of the Reports on Sewer Service Charges for Fiscal Year July 1, 2019 - June 30, 2020, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2018 - June 30, 2019 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

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

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

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

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2019-2020 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2018-2019, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

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

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

1. Objections to, and protests against, the above-described Reports of Sewer Service Charges for Fiscal Year 2019-2020 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2018-2019 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

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

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

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day of July 2019, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2019-2020 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2018-2019, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2019-2020 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2018-2019, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 20th day of June 2019, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

NOTICE OF FILING REPORT ON COLLECTION OF SEWER SERVICE CHARGES AND DELINQUENT SEWER, WATER AND REFUSE COLLECTION SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2019-2020 AND OF PUBLIC HEARING THEREON

(MONTARA WATER AND SANITARY DISTRICT)

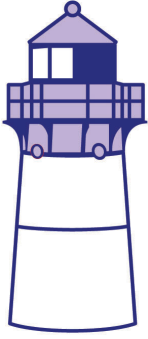
NOTICE IS HEREBY GIVEN that the General Manager of the Montara Water and Sanitary District, a public entity in the County of San Mateo, California, has filed with the District Secretary the Report On the Collection of Sewer Service Charges and Delinquent Water, Sewer Service and Refuse Collection Charges for Fiscal Year July 1, 2019 – June 30, 2020 required under California Health and Safety Code Sections 5470 and 5473 for the collection of such charges on the tax roll. The Report contains a description of each parcel of real property receiving water, sewer and refuse collection services and facilities from or through the District and the amount of the delinquent charges pertaining thereto. The Report is on file at the District Administrative Offices at the address appearing below.

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

Date: July 20, 2019;
Time: 7:30 p.m., or as soon thereafter as the matter may be heard;
Place: Boardroom
District Administrative Offices
Montara Water and Sanitary District
8888 Cabrillo Highway (State Route 1)
Montara, California

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

/s/
General Manager



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

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

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

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$17.41 to \$21.07. The increase is necessary to fund increased SAM assessments and capital improvements.
- Connection Charges and other construction related fees have been increased by 3.71% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 4.01% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

RECOMMENDATION:

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

Attachments

ORDINANCE NO. ____

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

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

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

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

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

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

WHEREAS, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services set forth herein are hereby restated; and

WHEREAS, the fees and charges pertaining to water and sewer services and facilities are hereby amended; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing on June 20, 2019 to consider adoption of revised fees or charges effective July 1, 2019 for water and sewer services and facilities and

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

ORDINANCE NO. ____

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

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

SECTION 1. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

SEWER SERVICE CHARGE RATES

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

| <u>Classification</u> | <u>Rate/HCF*</u> | <u>Minimum Charge</u> |
|-----------------------|------------------|-----------------------|
| Residential | \$21.07 | \$1,011.36 |
| Restaurants | \$36.55 | \$1,754.40 |
| Motels | \$22.18 | \$1,064.64 |
| Offices | \$18.98 | \$911.04 |
| General Commercial | \$20.33 | \$975.84 |
| Schools | \$19.28 | \$925.44 |
| Hospitals | \$21.01 | \$1,008.48 |

*Hundred cubic feet

Upon a new connection to the District's sewerage system, the applicant shall pay the pro-rated amount of sewer service charges for the remainder of the fiscal year in which connection is made based upon the average annual sewer service charge of all users within the applicant's user classification.
(MWSD Code §4-2.100(f))

SECTION 2. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

| <u>Description of Fee*</u> | <u>Fee</u> |
|----------------------------|-------------|
| Sewer Connection Permit | \$26,378.00 |

ORDINANCE NO. ____

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

(MWSD Code §3-9.500)

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| Fixture Unit Charge (MWSD Code §3-9.500) | \$1,055.00 |
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| Fixture Unit Charge for additional Fixture Units within an existing building, structure, or portion thereof (MWSD Code §3-9.500) | \$527.50 |
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| Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500) | \$16,757.00 |
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| Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500) | \$670.00 |
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| Fixture Unit Charge for Accessory Dwelling Units (MWSD Code §3-10.200) | \$670.00 |
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|---|-----------------------------------|
| Connection Permit Administrative Fee (MWSD Code §3-9.600,) | Actual Cost (\$542.00 minimum) |
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| Connection Permit Inspection Fee (MWSD Code §3-9.600,) | Actual Cost (\$512.00 minimum) |
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| Remodel Permit Fee (MWSD Code §3-9.500) | Actual Cost (\$380.00 minimum) |
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| Private Sewer System Permit (MWSD Code §3-4.200,) | Actual Cost (\$175.00 minimum) |
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| Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c)) | Actual Cost (\$2,985.00 minimum) |
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| Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600) | Actual Cost (\$542.00 minimum) |
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ORDINANCE NO. ____

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

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| Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,) | Actual Cost (\$512.00 minimum) |
| Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500) | Actual Cost (\$542.00 minimum) |
| Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500) | Actual Cost (\$542.00 minimum) |
| Connection Fee to Connect to Interceptor (MWSD Code §3-9.500) | Prorata share of current value of interceptor |
| Miscellaneous Inspection Fee (MWSD Code §3-9.500) | Actual Cost (\$512.00 minimum) |
| Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee | n.c. |
| Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached Studio Unit (10 fixture units) connection fee: (MWSD Code §3-10.200) | \$10,550.00 |
| Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached One Bedroom Unit (11 fixture units): (MWSD Code §3-10.200) | \$11,605.00 |
| Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200) | \$1,055.00 |

ORDINANCE NO. ____

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

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| Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400) | Actual Cost (\$542.00 minimum) |
| Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210) | Actual Cost (\$2,938.00 minimum) |
| Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200) | \$47.00 per account |
| Charge to Photocopy Documents | \$1.56 per page for first four pages; \$0.40 for each page over four. |
| Charge for Failure to Obtain Permit (MWSD Code §1-5.200) | Double amount of Permit Fee or actual collection cost, whichever is greater |

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

SECTION 3. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

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

| <u>Rate Components</u> | <u>Rate**</u> |
|------------------------|-----------------|
| Tier 1 0 to 6 HCF* | \$8.36 per HCF |
| Tier 2 7 – 13 HCF | \$11.17 per HCF |
| Tier 3 14 – 27 HCF | \$13.94 per HCF |

ORDINANCE NO. ____

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

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| Tier 4 over 27 HCF | \$19.53 per HCF |
| Meter Service Charge-5/8" (standard residential size) | \$28.80 per month |
| Meter Service Charge-3/4" | \$31.68 per month |
| Meter Service Charge-1" | \$40.32 per month |
| Meter Service Charge-1 1/2" | \$51.84 per month |
| Meter Service Charge-2" | \$83.52 per month |
| Meter Service Charge-3" | \$316.82 per month |
| Meter Service Charge-4" | \$403.22 per month |

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

(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

| | |
|-------------------------------|---------|
| 4-inch connection or smaller: | \$17.38 |
| 6-inch connection: | \$24.65 |
| 8-inch connection: | \$32.84 |
| 10-inch connection: | \$69.20 |
| 12-inch connection: | \$96.57 |

Private Fire Protection Administrative Fee: * \$542.00 minimum
(MWSD Code §5-3.208)

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

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| Private Fire Protection Connection Charge: | |
| 3/4" to 5/8" meter: | \$5,406.00 |
| 1" meter: | \$9,029.00 |
| 1 1/2 " meter: | \$18,001.00 |

ORDINANCE NO. ____

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

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|-------------|--------------|
| 2" meter: | \$28,815.00 |
| 3" meter: | \$54,059.00 |
| 4" meter: | \$90,122.00 |
| 6" meter: | \$150,224.00 |
| 8" meter: | \$250,426.00 |
| 10" meter : | \$417,459.00 |

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee* \$512.00
(MWSD Code §5-3.210)

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

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

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

| | |
|----------------------|--------------|
| 5/8 x 3/4 inch meter | \$18,105.00 |
| 3/4 inch meter | \$19,915.00 |
| 1 inch meter | \$25,346.00 |
| 1-1/2 inch meter | \$32,592.00 |
| 2 inch meter | \$52,503.00 |
| 3 inch meter | \$199,150.00 |
| 4 inch meter | \$253,463.00 |

Above 4 inch meter: Charge determined by General Manager based on estimated water usage

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

| | |
|---|-------------------------------|
| Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122) | \$31.00 |
| Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210) | Twice estimated first payment |
| Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120) | \$75.00 |

ORDINANCE NO. ____

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

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| Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210) | \$2,938.00 minimum deposit |
| Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227) | \$1,328.00 deposit |
| Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202) | \$593.00 |
| Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203) | \$542.00 minimum deposit |
| Connection Inspection Fee (MWSD Code §5-3.210) | \$512.00 |
| Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203) | \$2,938.00 deposit |
| Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210) | \$34.00 per customer per incident |
| Credit for Customer paying bill using ACH: (MWSD Code §5-3.200) | \$3.44 per bill |
| Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202) | \$157.00 per incident plus actual water usage & damages |
| Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400) | \$119.00 per tested device |

*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to

ORDINANCE NO. ____

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

the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

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

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2019 and until thereafter revised are:
(MWSD Code §2-7.100)

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$25.26
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$31.07
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$102.06

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$7.76
 - b. Container not placed at specified collection point and return call required- per container \$15.83
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$8.38
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only incl. w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) incl. w/service

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers incl. w/service

6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags incl. w/service

ORDINANCE NO. ____

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

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials incl. w/service
8. Christmas trees free of charge through January 31st of each year incl. w/service
- a. After January 31st charge is \$20 per tree for removal \$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs
- a. Regular collections:
- 1-64 gallon collection once per week \$122.56
- 1-96 gallon collection once per week \$200.55
- b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups Will vary by size
2. Commercial Container Rental:
- a. 1 cubic yard box - per mo. \$55.76
- b. 2 cubic yard box - per mo. \$72.29
3. Commercial Container Collections:
- a. 1 cubic yard box - per collection \$47.12
- b. 2 cubic yard box - per collection \$93.75
4. Compacted Commercial Container Service:
- a. 1 cubic yard box - per collection \$91.97
- b. 2 cubic yard box - per collection \$185.78
5. Recyclable material collection up to five times a week incl. w/service

DEBRIS BOX SERVICE

- 7, 14, 20 and 30 yard containers
- a. Container rental, delivery and pickup charge \$370.39
- b. \$67 per ton confirmed by disposal site weight slip Tonnage based

ORDINANCE NO. ____

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

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction \$25.56

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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance No. ____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 20th day of June 2019 by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MWSD Master Fee Schedule
Cost Increases
June 2019

| Fee | 2018 Adjusted Fee | 2019 CCI | 2019 CPI | 2019 Adjusted Fee |
|--|-------------------|----------|----------|-------------------|
| Sewer Connection Permit | \$25,434 | 1.0371 | | \$26,378 |
| Fixture Unit Charge | \$1,017 | | | \$1,055 |
| Sewer Connection Permit—Paid Sewer Svc Chg | \$16,158 | 1.0371 | | \$16,757 |
| Fixture Unit Charge—Sewer Service Paid | \$646 | | | \$670 |
| Connection Permit Administrative Fee | \$521 | | 1.0401 | \$542 |
| Connection Permit Inspection Fee | \$492 | | 1.0401 | \$512 |
| Remodel Permit Fee | \$365 | | 1.0401 | \$380 |
| Second Unit Permit Application | \$216 | | 1.0401 | \$225 |
| Private Sewer System Permit | \$168 | | 1.0401 | \$175 |
| Private Sewer Hydrologic Investigation | \$2,878 | 1.0371 | | \$2,985 |
| Administrative Charge for Processing Del. Trash | \$45 | | 1.0401 | \$47 |
| Charge for copying documents -FirstFour Pages | \$1.50 | | 1.0401 | \$1.56 |
| Additional Pages | \$0.38 | | 1.0401 | \$0.40 |
| Customer Credit for ACH | \$3.31 | | 1.0401 | \$3.44 |
| WATER CHARGES | | | | |
| Miscellaneous Service Fees: | | | | |
| Check Not Honored by Bank | \$30 | | 1.0401 | \$31 |
| Reconnection Fee due to non-payment | \$72 | | 1.0401 | \$75 |
| Engineering Review Fee | \$2,825 | | 1.0401 | \$2,938 |
| Hydrant Meter Deposit | \$1,277 | | 1.0401 | \$1,328 |
| Service Charge for Posting Door Tag for Delinq. Accl | \$33 | | 1.0401 | \$34 |
| Service Charge for Unauthorized Use of Fire Hydrant | \$151 | | 1.0401 | \$157 |
| Cross Connection Control Device Test | \$114 | | 1.0401 | \$119 |
| Fixture Unit Count | \$114 | | 1.0401 | \$119 |
| Hydrant Test Fee | \$570 | | 1.0401 | \$593 |
| Private Fire Protection Connection Charge: | | | | |
| 3/4" to 5/8" meter: | \$5,213 | 1.0371 | | \$5,406 |
| 1" meter | \$8,706 | 1.0371 | | \$9,029 |
| 1 1/2" meter | \$17,357 | 1.0371 | | \$18,001 |
| 2" meter | \$27,784 | 1.0371 | | \$28,815 |
| 3" meter | \$52,125 | 1.0371 | | \$54,059 |
| 4" meter | \$86,898 | 1.0371 | | \$90,122 |
| 6" meter | \$144,850 | 1.0371 | | \$150,224 |
| 8" meter | \$241,468 | 1.0371 | | \$250,426 |
| 10" meter | \$402,525 | 1.0371 | | \$417,459 |
| Water System Connection Capacity Charge: | | | | |
| 5/8" x 3/4" meter | \$17,457 | 1.0371 | | \$18,105 |
| 3/4" meter | \$19,203 | 1.0371 | | \$19,915 |
| 1" meter | \$24,439 | 1.0371 | | \$25,346 |
| 1-1/2" meter | \$31,426 | 1.0371 | | \$32,592 |
| 2" meter | \$50,625 | 1.0371 | | \$52,503 |
| 3" meter | \$192,026 | 1.0371 | | \$199,150 |
| 4" meter | \$244,396 | 1.0371 | | \$253,463 |
| California Cost of Construction Increase | | | | |
| | Apr-18 | 6596 | | |
| | Apr-19 | 6841 | 3.71% | |
| US Bur. Of Labor All Urban Consumers-SF Bay | | | | |
| | Apr-18 | 283.422 | | |
| | Apr-19 | 294.801 | 4.01% | |



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Client agencies can find current construction cost index for California by the Real Estate Services Division.

CONTACT

Project Management & Development Branch

Department of General Services
Real Estate Service Division

707 Third St., 4th Floor
West Sacramento, California 95605
Phone: (916) 376-1700
Email:

(mailto:Abhay.prakash@dgs.ca.gov?subject=Email%20Contact)DGSRESDPMDBGeneralInquiries@dgs.ca.gov
(mailto:DGSRESDPMDBGeneralInquiries@dgs.ca.gov)

The California Construction Cost index is developed based upon Building Cost Index (BCI) cost indices average for San Francisco and Los Angeles ONLY as produced by Engineering News Record (ENR) and reported in the second issue each month.

This table is updated the 2nd half of the month. The ENR BCI reports cost trends for specific construction trade labor and materials in the California market and does not reflect current market bidding environment.

California Construction Cost Index 2016-2019

| Month | 2019 | 2018 | 2017 | 2016 |
|----------|------|------|------|------|
| January | 6684 | 6596 | 6373 | 6106 |
| February | 6700 | 6596 | 6373 | 6132 |
| March | 6616 | 6596 | 6373 | 6248 |
| April | 6841 | 6596 | 6461 | 6249 |
| May | 6852 | 6596 | 6455 | 6240 |
| June | | 6598 | 6470 | 6238 |
| July | | 6643 | 6474 | 6245 |

| | | | |
|-------------------|------|------|------|
| August | 6613 | 6620 | 6244 |
| September | 6674 | 6620 | 6267 |
| October | 6679 | 6596 | 6343 |
| November | 6679 | 6596 | 6344 |
| December | 6684 | 6596 | 6373 |
| Annual % * | 1.3% | 3.5% | 4.4% |

**Annual Percentage is calculated from December to December.*

For those that wish to see years beyond the four year table above, click the California Construction Cost Index ([/-/media/Divisions/RESD/Resources/CCCI-Docs/CCCIMasterListing_5-2019.ashx?la=en&hash=1205C5A2FAD26966D7DAA267170A0654B33C6A19](/media/Divisions/RESD/Resources/CCCI-Docs/CCCIMasterListing_5-2019.ashx?la=en&hash=1205C5A2FAD26966D7DAA267170A0654B33C6A19)) for the full PDF document or view the Historic 1986-2019 Construction Cost Indices ([/-/media/Divisions/RESD/Resources/CCCI-Docs/20190304-CCCI-Present.ashx?la=en&hash=01B4558B7EC93FB458052C7694D1CA875388F501](/media/Divisions/RESD/Resources/CCCI-Docs/20190304-CCCI-Present.ashx?la=en&hash=01B4558B7EC93FB458052C7694D1CA875388F501)) as created by the ENR.

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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update all of these fees in accordance with inflationary increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: July 20, 2019

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

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



Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

8888 Cabrillo Highway

Montara, CA 94037-0131

Visit Our Web Site: <http://www.mwsd.montara.org>

Tel: (650) 728-3545

Fax: (650) 728-8556

E-mail: mwsd@coastside.net

NOTICE OF PUBLIC HEARING ON PROPOSED SEWER RATE INCREASES

Dear Property Owner,

Montara Water and Sanitary District is proposing to increase its sewer service charges over the next two years. The proposed increases are needed to fund the costs of sewer operations, maintenance, and capital improvements to aging infrastructure including the District's sewer collection system and the regional wastewater treatment plant operated by the Sewer Authority Mid-Coastside. The District will hold a Public Hearing on the proposed sewer service charges as follows:

Date: May 31, 2018

Time: 7:30 p.m.

**Place: Montara Water and Sanitary District
8888 Cabrillo Highway, Montara, CA 94037
(Adjacent to the Point Montara Lighthouse & Hostel)**

The sewer utility is a self-supporting enterprise that relies primarily on revenues from sewer service charges to fund the costs of providing service. As such, sewer rates must be set at levels adequate to fund the costs of operations, maintenance, debt service, and capital improvements needed to keep the aging wastewater system in good operating condition. The proposed rate increases are needed to:

- Provide funding for critical capital improvements to the regional wastewater treatment plant operated by Sewer Authority Mid-Coastside, which is over 40 years old and in need of substantial rehabilitation.
- Increase funding for rehabilitation and replacement of aging sewer collection system pump stations and pipelines, many of which are now over 60 years old and reaching the end of their useful operating lives.
- Fund operating and maintenance expenses for the regional wastewater treatment plant, which have increased in recent years partly due to the age and condition of facilities, and provide funding for inflationary cost increases for the District.

The District last adopted sewer rate adjustments in 2010. At the time, these rate adjustments were anticipated to be phased in over four years. The District has worked consistently to minimize costs. Due to cost control measures and other factors, the District was able to raise rates slower than anticipated. Typical residential sewer bills are currently in the middle range compared to other regional agencies. The District recognizes that the proposed rate increases will place additional impacts on customers and plans to re-evaluate its rates and finances in upcoming years to ensure sewer rates continue to reflect the cost of providing wastewater service.

Proposed Sewer Rates

The District is proposing to adopt sewer rate increases for the next two fiscal years as shown on the table below. The proposed sewer rates are applied per hundred cubic feet (hcf) of billable annual usage subject to a minimum charge based on 4 hcf per month (48 hcf per year) of billable use. Residential sewer service charges are calculated based on annualized water use from four wet-weather months (November - February or December - March depending on water billing cycle), a period of minimal outdoor irrigation. Commercial sewer service charges vary based on customer class and wastewater strength and are applied based on annual water use. The first rate increase effective July 1, 2018 includes both an overall rate increase as well as some small adjustments designed to align rates with the cost of service for each customer class. Sewer service charges are collected on the San Mateo County property tax rolls.

| PROPOSED SEWER RATES | | | |
|-----------------------------------|----------------------|--------------------------|----------------|
| | Current Sewer Rates* | Proposed Rates Effective | |
| | | July 1, 2018 | July 1, 2019 |
| Sewer Service Charge Rates | Equivalent | Rate | Rate |
| <u>Customer Class</u> | <u>rate per hcf</u> | <u>per hcf</u> | <u>per hcf</u> |
| Residential | \$14.31 | \$17.41 | \$21.07 |
| Restaurants | 25.96 | 30.21 | 36.55 |
| Motels | 15.39 | 18.33 | 22.18 |
| Offices | 12.65 | 15.69 | 18.98 |
| General Commercial | 13.70 | 16.80 | 20.33 |
| Schools | 12.88 | 15.93 | 19.28 |
| Hospitals | 14.40 | 17.36 | 21.01 |

Sewer Service Charge Rates are usage-based rates billed per hundred cubic feet (hcf) of billable use; 1 hcf = one hundred cubic feet, or approximately 748 gallons.

Annual sewer service charges are subject to a minimum charge based on 4 hcf per month (48 hcf per year) of billable use.

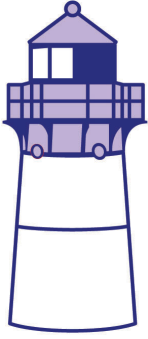
* Note: Sewer rates are currently expressed as a rate per 4 months of billable use in the District's Master Fee Schedule. For example, the current residential rate is \$42.93 per hcf and is applied to total water use over a 4-month period. This equates to a rate of \$14.31 per hcf of annualized billable use. Going forward, sewer rates will be expressed as a rate per hcf of annual billable use.

Sample Residential Bill Calculation for Fiscal Year Beginning July 1, 2018: A typical residential customer with average monthly water use of 5 hcf from November-February or December-March has annualized billable use of 5 hcf x 12 months = 60 hcf. The annual sewer service charge is calculated by multiplying annual billable use of 60 hcf x \$17.55 per hcf = \$1,053 which is collected on the property tax rolls.

Process for Submitting Written Protests

Property owners may submit written protests against the proposed rate increases. The proposed rates will not be adopted if written protests are received from a majority of affected parcels with one written protest counted per parcel. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by address or Assessor's Parcel Number; b) include the name and signature of the property owner submitting the protest; and c) indicate opposition to the proposed sewer rate increases. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. Written protests can be mailed to: District Clerk, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037. Written protests may also be delivered to the District's offices at 8888 Cabrillo Highway in Montara. All written protests must be submitted prior to the close of the Public Hearing.

For additional information or questions, please contact the District at (650) 728-3545.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

A Draft Budget was presented at the May 2, May 23, and June 6 meeting for Board Review. On May 29, and June 7 the Finance Committee met, reviewed the budget and suggested changes. The Finance Committee recommends approval of the budget at this time.

The Budgets contains a sewer service charge increase approximately 21%, as approved in the Sewer Service Study and prop 218 notice. The Board authorized a water rate study that will be implemented as soon as possible. The resulting rates will be approved in a separate process this summer.

A 4.01% Cost of Living increase for all non exempt employees is also included in the budget.

RECOMMENDATION:

Authorize a 4.01% Cost of Living increase for all non exempt employees, and adopt Resolution No._____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2018-2019.

Attachments.

Fiscal Year 2019-2020

Budget Executive Summary

General Manager

Clemens Heldmaier

Staff

Julian Martinez
Tracy Beardsley
Sonya Flores
Nicholas Carrington
Reeson Blevins
Derek Dye

Board of Directors

Kathryn Slater-Carter, *President*
Jim Harvey, *President Pro Tem*
Rick Lohman, *Secretary*
Eric Marshall, *Treasurer*
Scott Boyd, *Director*

The Mission of Montara Water and Sanitary District

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

District Overview

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

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

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

Fiscal year 2018-19 Accomplishments

1. No turnover of District staff has led to better
2. Continued ability to sell connections to perspective customers.
3. Successful Financial Audit and Single Audit
 - a. No note of material weaknesses or significant deficiencies in the Financial Statement Audit

Fiscal Year 2019-2020

Budget Executive Summary

Fiscal Year 2019-20 Budget Overview

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

Projections used in this budget are the result of multiple levels of review by management, staff, finance committee and the Board of Directors. Cost increases have been limited as much as possible to essential projects or services. As shown in the following Budgeted Cash Flow for both Sewer and Water, the budget presents a projection of revenues by funding source, operating expenses, debt service costs and capital expenditures planned for fiscal year 2019-20. Capital project cost estimates are based on the Capital Improvement Program (CIP) and related water master plan.

Fiscal year 2019-20 Challenges

On the sewer side major challenges for FY 2019-20 budget include increased SAM costs as they continue to struggle with increased costs as well as JPA membership issues. In addition, legal professional services are expected to increase due to on-going litigation between SAM and HMB. MWSD will also implement a total of \$1.49 million in long planned capital sewer projects. Reserve funds have been earmarked in prior years to pay for the improvements.

The most notable change in this year's water budget is the addition of a fourth water systems operator. Unfortunately, the addition of the water operator was to occur in fiscal year 2018-19, however, due to various issues the District was not able to fill the position. Constant increases in regulations and number of facilities operated by MWSD over the past decades require this additional full-time position.

Engineering costs have increased exponentially due to State regulatory agencies constant inquiries as to water quality for various wells in the District.

Fiscal Year 2019-2020 Budget Executive Summary

Sewer Enterprise:

Sewer service charge:

In fiscal year 2018-19, the District adopted a sewer rate increases covering two fiscal years as shown on the table below. Residential sewer service charges are calculated based on annualized water use from four wet-weather months (November - February or December - March depending on water billing cycle), a period of minimal outdoor irrigation. Commercial sewer service charges vary based on customer class and wastewater strength and are applied based on annual water use.

In fiscal year 2019-20 the District will undertake a rate study to set rates for FY 2020-21 and forward.

| PROPOSED SEWER RATES | | | |
|-----------------------------------|---------------------|---------------------------------|---------------------|
| | Current | Proposed Rates Effective | |
| | Sewer Rates* | July 1, 2018 | July 1, 2019 |
| Sewer Service Charge Rates | Equivalent | Rate | Rate |
| <u>Customer Class</u> | <u>rate per hcf</u> | <u>per hcf</u> | <u>per hcf</u> |
| Residential | \$14.31 | \$17.41 | \$21.07 |
| Restaurants | 25.96 | 30.21 | 36.55 |
| Motels | 15.39 | 18.33 | 22.18 |
| Offices | 12.65 | 15.69 | 18.98 |
| General Commercial | 13.70 | 16.80 | 20.33 |
| Schools | 12.88 | 15.93 | 19.28 |
| Hospitals | 14.40 | 17.36 | 21.01 |

Fiscal Year 2019-2020 Budget Executive Summary

Sewer Authority Mid-Coastside:

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

1. Operations & Maintenance, which includes a capital infrastructure component
2. Collection Services

Current year differences as compared to last fiscal year are as follows:

| | FY 2018-19 | FY 2019-20 | | |
|--------------------------|---------------------|---------------------|-------------|------------|
| | Proposed Budget | Proposed Budget | \$ Increase | % increase |
| Operations & Maintenance | \$ 1,249,147 | \$ 1,529,139 | \$ 279,992 | 22.41% |
| Collection Services | \$ 328,036 | \$ 341,549 | \$ 13,513 | 4.12% |
| | <u>\$ 1,870,688</u> | <u>\$ 1,870,688</u> | | |

Labor:

The Sewer Enterprise has two full time equivalents that are paid through Sewer operations. Overall, benefits and labor in comparison to fiscal year 2018-19 are budgeted to increase \$34,480 or 10.92%. This fiscal year includes a 4.01% cost of living increase as well as a 2.5% merit increase. Major line items increasing are the cost of employee medical benefits due to the change in family composition of employees.

Connection Fees:

Revenue from new residential construction has been budgeted relatively flat. For fiscal year 2018-19 the District has issued five new connections. Based on the unexpected nature of new connection issuances, the District is remaining conservative and budgeting for a total of six new connections issued for fiscal year 2019-20. The revenue from these connections is used for MWSD capital expenditures.

Capital Improvement:

Fiscal year 2018-19 Sewer CIP budget was set at \$3,877,500. The planned high priority projects included the Cabrillo Highway Phase 1 A & B sewer main replacement as well as other mechanical system repairs & replacements that were deemed to be high priority. Through April 2019, Sewer CIP is 73.54% through its total budget for a total of \$2,234,393 in capital costs.

Fiscal year 2019-2020 budget model currently includes the majority of these high priority projects as well as others. In an effort of maintaining costs, the Cabrillo Highway Express Sewer, Phase 1B portion has been shifted to fiscal year 2020-21. The District will instead focus on finishing phase 1A and continuing to address the replacement of medium and high priority sewer mains.

The District expects to have to use a good portion of reserves to fund these projects which have been in the works for many years. Please refer to the capital reserve section of the budget for a more in depth analysis of the current reserve levels.

Fiscal Year 2019-2020

Budget Executive Summary

Water Enterprise:

Water Sales:

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

Whereas the Bartle Wells model is used as a guide for the increase in water rates, it is not used to budget revenue collected, as water consumption is an inexact science. For fiscal year 2019-20, water rates have been budgeted for a 3% rate increase, however, due to expectations of increased conservation, revenue collections have been budgeted to increase 1.64%.

Labor:

The District has 5 full time equivalents that are paid through Water operations. Overall, benefits and labor in comparison to fiscal year 2018-19 are budgeted to increase \$13,589 or 1.56%. This fiscal year includes a 4.01% cost of living increase as well as a 2.5% merit increase. The District also intends to recruit the services of a fourth water operator. The addition of the fourth operator is designed to cut down on over-time as well as on-call responsibilities over the next two to three fiscal years.

Connection Fees:

Connection fee revenue for new construction has been increased to \$280,000 with the estimate that ten connections will be issued in fiscal year 2019-20. Thus far through April the District has issued six new construction connections and well over thirteen PFP connections for remodels. The District is aware that the possibility of many more connections being issued related to the Big Wave project. However, with the current uncertainty regarding the project, it would not be prudent to include the additional revenue for fiscal year 2019-20.

Capital Improvement:

The projected current year CIP budget of \$549,500 is an increase of \$68,500 or 14.24%. This increase was to be expected as the District is back to continually maintaining and improving the current system through the traditional sense of replacing water main, laterals, and meters. Major projects for the 2019-

Fiscal Year 2019-2020

Budget Executive Summary

20 fiscal year include emergency generator replacement, existing well upgrade and water main upgrade programs.

Conclusion:

The District strives to keep its rate increases and overall costs as low as possible while meeting or exceeding regulatory standards. This goal and focus is becoming tougher and tougher with rising costs and the constant requirement of maintaining the District's aging infrastructure.

The District continues to strive toward excellence while providing high levels of customer service as well as maintaining a focus on environmental stewardship.

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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 | \$ 3,006,212 | 17.97% | \$ 457,987 |
| Cell Tower Lease | \$ 35,500 | \$ 37,000 | 4.23% | \$ 1,500 |
| Fees & Other | \$ 17,000 | \$ 21,100 | 24.12% | \$ 4,100 |
| Property Tax | \$ 275,000 | \$ 275,000 | 0.00% | \$ - |
| Waste Collection Revenues | \$ 23,000 | \$ 23,000 | 0.00% | \$ - |
| Total operating income | \$ 2,898,725 | \$ 3,362,312 | | |
| Operating expenses | | | | |
| Personnel | \$ (315,649) | \$ (350,129) | 10.92% | \$ 34,480 |
| Professional Services | \$ (232,000) | \$ (500,200) | 115.60% | \$ 268,200 |
| Facilities & Administration | \$ (55,600) | \$ (56,950) | 2.43% | \$ 1,350 |
| Engineering | \$ (62,000) | \$ (62,000) | 0.00% | \$ - |
| Pumping | \$ (41,000) | \$ (45,000) | 9.76% | \$ 4,000 |
| Sewer Authority Mid-Coastside | \$ (1,667,183) | \$ (1,960,688) | 17.60% | \$ 293,505 |
| All other Accounts | \$ (67,860) | \$ (69,860) | 2.95% | \$ 2,000 |
| Total operating expenses | \$ (2,441,292) | \$ (3,044,827) | | |
| Net Cash Flow Provided by Operations | \$ 457,433 | \$ 317,485 | | |
| Investment cash flow | | | | |
| Investment income | | | | |
| Interest Revenue | \$ 25,000 | \$ 50,000 | 100.00% | \$ 25,000 |
| Total investment income | \$ 25,000 | \$ 50,000 | | |
| Investment expenses | | | | |
| Capital Improvement Program | \$ (3,877,500) | \$ (1,486,085) | -61.67% | \$ (2,391,415) |
| Total investment expenses | \$ (3,877,500) | \$ (1,486,085) | | |
| Net Cash Flow Used by Investments | \$ (3,852,500) | \$ (1,436,085) | | |
| Financing cash flow | | | | |
| Financing income | | | | |
| Connection Fees | \$ 194,600 | \$ 200,000 | 2.77% | \$ 5,400 |
| Total financing income | \$ 194,600 | \$ 200,000 | | |
| Financing expenses | | | | |
| Loan Interest Expense | \$ (40,307) | \$ (37,803) | -6.21% | \$ (2,504) |
| Loan Principal Payment | \$ (81,092) | \$ (87,133) | 7.45% | \$ 6,041 |
| Total financing expenses | \$ (121,399) | \$ (124,936) | | |
| Net Cash Flow Provided by Financing Activities | \$ 73,201 | \$ 75,064 | | |
| Overall projected cash flow | \$ (3,321,867) | \$ (1,043,536) | | |
| Transfer from Sewer Reserves | \$ 3,321,867 | \$ 1,043,536 | | * |
| Net cash flow | \$ - | \$ - | | |

* Please see discussion of Sewer reserve funds on page 23.



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 | \$ 1,944,000 | 1.65% | \$ 31,504 |
| Cell Tower Lease | \$ 35,500 | \$ 37,000 | 4.23% | \$ 1,500 |
| Fees & Other | \$ 12,050 | \$ 14,000 | 16.18% | \$ 1,950 |
| Property Tax | \$ 275,000 | \$ 275,000 | 0.00% | \$ - |
| Backflow Testing & Other | \$ 16,000 | \$ 18,000 | 12.50% | \$ 2,000 |
| Total operating income | \$ 2,251,046 | \$ 2,288,000 | | |
| Operating expenses | | | | |
| Personnel | \$ (872,572) | \$ (886,161) | 1.56% | \$ 13,589 |
| Professional Services | \$ (150,000) | \$ (377,500) | 151.67% | \$ 227,500 |
| Facilities & Administration | \$ (58,500) | \$ (114,300) | 95.38% | \$ 55,800 |
| Engineering | \$ (145,500) | \$ (380,500) | 161.51% | \$ 235,000 |
| Pumping | \$ (105,700) | \$ (105,700) | 0.00% | \$ - |
| Supply | \$ (52,100) | \$ (47,500) | -8.83% | \$ (4,600) |
| Collection/Transmission | \$ (81,500) | \$ (82,500) | 1.23% | \$ 1,000 |
| Treatment | \$ (76,000) | \$ (85,000) | 11.84% | \$ 9,000 |
| All Other Accounts | \$ (124,600) | \$ (127,350) | 2.21% | \$ 2,750 |
| Total operating expenses | \$ (1,666,472) | \$ (2,206,511) | | |
| Net Cash Flow Provided by Operations | \$ 584,574 | \$ 81,489 | | |
| Investment cash flow | | | | |
| Investment income | | | | |
| GO Bonds, Assessment Receipts | \$ 1,150,436 | \$ 1,150,436 | 0.00% | \$ - |
| Total investment income | \$ 1,150,436 | \$ 1,150,436 | | |
| Investment expenses | | | | |
| Capital Improvement Program | \$ (481,000) | \$ (549,500) | 14.24% | \$ 68,500 |
| Total investment expenses | \$ (481,000) | \$ (549,500) | | |
| Net Cash Flow Used by Investments | \$ 669,436 | \$ 600,936 | | |
| Financing cash flow | | | | |
| Financing income | | | | |
| Connection Fees | \$ 253,020 | \$ 280,000 | 10.66% | \$ 26,980 |
| Total financing income | \$ 253,020 | \$ 280,000 | | |
| Financing expenses | | | | |
| Long Term Debt - Interest Expense | \$ (347,802) | \$ (318,633) | -8.39% | \$ (29,169) |
| Long Term Debt - Principal Payment | \$ (1,200,079) | \$ (1,189,448) | -0.89% | \$ (10,631) |
| Total financing expenses | \$ (1,547,881) | \$ (1,508,081) | | |
| Net Cash Flow Provided by Financing Activities | \$ (1,294,861) | \$ (1,228,081) | | |
| Overall projected cash flow | \$ (40,851) | \$ (545,656) | | |
| Transfer from Water Reserves | \$ (40,851) | \$ (545,656) | | * |
| 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 April 30, 2019 | | | % of Budget | amounts 2019-20 | | |
| Cell Tower Lease: | 4220 | 34,427 | 35,632 | 35,500 | 30,507 | 85.94% | 36,608 | 103.12% | 37,000 | 1,500 | 4.23% |
| Administrative Fees (New Construction): | 4410 | 3,409 | 4,040 | 3,500 | 2,605 | 74.43% | 3,126 | 89.31% | 3,600 | 100 | 2.86% |
| Administrative Fees (Remodel): | 4420 | 1,448 | 0 | 2,000 | 0 | 0.00% | 0 | 0.00% | 2,000 | 0 | 0.00% |
| Inspection Fees (New Construction): | 4430 | 3,220 | 3,339 | 3,500 | 2,464 | 70.40% | 2,957 | 84.48% | 3,500 | 0 | 0.00% |
| Inspection Fees (Remodel): | 4440 | 3,748 | 0 | 4,000 | 0 | 0.00% | 0 | 0.00% | 4,000 | 0 | 0.00% |
| Mainline Extension Fees: | 4450 | | 1,500 | | 0 | 0.00% | 0 | 0.00% | | 0 | #DIV/0! |
| Remodel Fees: | 4460 | 15,844 | 10,278 | 4,000 | 6,641 | 166.02% | 7,969 | 199.22% | 8,000 | 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 | 381,720 | 138.81% | 400,000 | 145.46% | 275,000 | 0 | 0.00% |
| Sewer Service Charges: | 4710 | 1,975,325 | 2,053,963 | 2,552,225 | 2,349,050 | 92.04% | 2,552,225 | 100.00% | 3,010,212 | 457,987 | 17.94% |
| Sewer Service Refunds, Customer: | 4720 | (10,530) | (2,343) | (4,000) | 0 | 0.00% | 0 | 0.00% | (4,000) | 0 | 0.00% |
| Waste Collection Revenues: | 4760 | 23,130 | 21,677 | 23,000 | 19,230 | 83.61% | 23,076 | 100.33% | 23,000 | 0 | 0.00% |
| Other Revenue: | 4990 | 433 | 3,378 | | 2,809 | 100.00% | 3,000 | 100.00% | | | |
| Total Operating Revenue: | | 2,390,473 | 2,499,269 | 2,898,725 | 2,795,026 | 96.42% | 3,028,961 | 104.49% | 3,362,312 | 463,587 | 15.99% |
| Operating Expenses | | | | | | | | | | | |
| Bank Fees: | 5190 | 6,692 | 6,654 | 6,500 | 6,125 | 94.23% | 7,500 | 115.39% | 7,500 | 1,000 | 15.38% |
| Board Meetings: | 5210 | 4,169 | 1,836 | 2,500 | 2,930 | 117.20% | 3,516 | 140.64% | 3,000 | 500 | 20.00% |
| Director Fees: | 5220 | 2,665 | 3,900 | 4,000 | 1,725 | 43.13% | 2,070 | 51.75% | 4,000 | 0 | 0.00% |
| Election Expenses: | 5230 | 4,860 | 0 | 5,000 | 4,265 | 85.30% | 5,118 | 102.36% | 5,000 | 0 | 0.00% |
| Conference Attendance: | 5250 | 147 | 3,131 | 3,000 | 1,384 | 46.13% | 1,661 | 55.36% | 5,000 | 2,000 | 66.67% |
| Information Systems: | 5270 | 1,667 | 1,224 | 4,000 | 1,402 | 35.05% | 1,682 | 42.06% | 4,000 | 0 | 0.00% |
| Fidelity Bond: | 5310 | | 0 | 500 | 438 | 87.50% | 525 | 105.00% | 500 | 0 | 0.00% |
| Property & Liability Insurance: | 5320 | 3,758 | 2,161 | 2,000 | 2,215 | 110.75% | 2,658 | 132.90% | 2,000 | 0 | 0.00% |
| LAFCO Assessment: | 5350 | 1,526 | 1,601 | 2,000 | 1,794 | 89.70% | 1,794 | 89.70% | 2,000 | 0 | 0.00% |
| Meeting Attendance, Legal: | 5420 | 6,483 | 6,951 | 9,500 | 14 | 0.14% | 16 | 0.17% | 0 | (9,500) | -100.00% |
| General Legal: | 5430 | 32,775 | 209,412 | 150,000 | 137,631 | 91.75% | 165,157 | 110.11% | 412,500 | 262,500 | 175.00% |
| Maintenance, Office: | 5510 | 6,933 | 4,020 | 8,000 | 6,633 | 82.91% | 7,960 | 99.50% | 8,000 | 0 | 0.00% |
| Meetings, Local: | 5520 | | 0 | | 6 | 100.00% | 7 | 100.00% | | 0 | |
| Memberships: | 5530 | | 0 | | 0 | 0.00% | 0 | 0.00% | | 0 | |
| Office Supplies: | 5540 | 7,755 | 6,243 | 8,000 | 5,193 | 64.91% | 6,232 | 77.90% | 8,000 | 0 | 0.00% |
| Postage: | 5550 | 1,143 | 277 | 2,500 | 1,900 | 76.00% | 2,280 | 91.20% | 2,650 | 150 | 6.00% |
| Printing & Publishing: | 5560 | 1,135 | 2,909 | 5,000 | 2,267 | 45.34% | 2,720 | 54.41% | 5,000 | 0 | 0.00% |
| Accounting: | 5610 | 38,950 | 31,276 | 30,000 | 20,153 | 67.18% | 24,184 | 80.61% | 30,000 | 0 | 0.00% |
| Audit: | 5620 | 13,000 | 18,000 | 13,000 | 8,000 | 61.54% | 13,000 | 100.00% | 13,000 | 0 | 0.00% |
| Consulting: | 5630 | 19,894 | 35,859 | 20,000 | 20,298 | 101.49% | 24,358 | 121.79% | 35,000 | 15,000 | 75.00% |
| Data Services: | 5640 | | 5,851 | 6,000 | 6,079 | 101.32% | 6,079 | 101.32% | 6,200 | 200 | 3.33% |
| Labor & HR Support: | 5650 | 2,250 | 2,484 | 2,500 | 2,035 | 81.40% | 2,442 | 97.68% | 2,500 | 0 | 0.00% |
| Payroll Services: | 5660 | 942 | 940 | 1,000 | 795 | 79.50% | 954 | 95.40% | 1,000 | 0 | 0.00% |
| 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% | 143 | 5.71% | 1,000 | (1,500) | -60.00% |
| Telephone & Internet: | 5720 | 16,380 | 18,961 | 24,000 | 20,218 | 84.24% | 24,262 | 101.09% | 24,000 | 0 | 0.00% |
| Mileage Reimbursement: | 5730 | 1,063 | 564 | 1,500 | 1,296 | 86.40% | 1,555 | 103.68% | 1,500 | 0 | 0.00% |
| Reference Materials: | 5740 | 23 | 0 | 200 | 87 | 43.50% | 104 | 52.20% | 200 | 0 | 0.00% |
| Other Administrative: | 5790 | | 0 | | 518 | 100.00% | 622 | 100.00% | | 0 | |
| CalPERS 457 Deferred Plan: | 5810 | 18,637 | 18,386 | 15,912 | 16,338 | 102.68% | 19,606 | 123.21% | 17,002 | 1,089 | 6.85% |
| Employee Benefits: | 5820 | 37,701 | 39,107 | 35,635 | 44,755 | 125.59% | 53,706 | 150.71% | 48,307 | 12,672 | 35.56% |
| Disability Insurance: | 5830 | 1,360 | 1,360 | 1,534 | 1,134 | 73.92% | 1,361 | 88.71% | 1,401 | (133) | -8.66% |

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 April 30, 2019 | | | % of Budget | amounts 2019-20 | | |
| Payroll Taxes: | 5840 | 14,552 | 16,063 | 17,390 | 12,662 | 72.81% | 15,194 | 87.38% | 18,580 | 1,191 | 6.85% |
| Worker's Compensation Insurance: | 5960 | 2,120 | 4,082 | 2,447 | 1,405 | 57.42% | 1,686 | 68.90% | 5,473 | 3,026 | 123.66% |
| Management: | 5910 | 99,561 | 114,908 | 103,725 | 94,621 | 91.22% | 113,545 | 109.47% | 111,733 | 8,008 | 7.72% |
| Staff : | 5920 | 119,299 | 127,015 | 119,047 | 105,016 | 88.21% | 126,019 | 105.86% | 126,526 | 7,478 | 6.28% |
| Staff Certification: | 5930 | 1,800 | 1,800 | 1,800 | 1,500 | 83.33% | 1,800 | 100.00% | 1,800 | 0 | 0.00% |
| Staff Overtime: | 5940 | 3,879 | 918 | 2,744 | 1,435 | 52.30% | 1,722 | 62.76% | 2,821 | 77 | 2.81% |
| Staff Standby: | 5950 | | 32 | | | 0.00% | 0 | 0.00% | | 0 | |
| PARS: | 5850 | (80,974) | 16,909 | 15,416 | 13,297 | 86.26% | 15,956 | | 16,487 | 1,072 | 6.95% |
| Claims, Property Damage: | 6170 | | 12,811 | 20,000 | 20,514 | 102.57% | 20,514 | 102.57% | 20,000 | 0 | 0.00% |
| Education & Training: | 6195 | | 717 | 1,000 | 409 | 40.90% | 491 | 49.08% | 1,000 | 0 | 0.00% |
| Meeting Attendance, Engineering: | 6210 | | 0 | 2,000 | 0 | 0.00% | 0 | 0.00% | 2,000 | 0 | 0.00% |
| General Engineering: | 6220 | 44,122 | 68,682 | 60,000 | 27,101 | 45.17% | 32,521 | 54.20% | 60,000 | 0 | 0.00% |
| Equipment & Tools, Expensed: | 6320 | | 0 | 1,000 | 0 | 0.00% | 0 | 0.00% | 1,000 | 0 | 0.00% |
| Alarm Services: | 6335 | 6,738 | 5,146 | 5,700 | 4,584 | 80.42% | 5,501 | 96.51% | 5,700 | 0 | 0.00% |
| Landscaping: | 6337 | 4,080 | 2,280 | 2,400 | 1,934 | 80.58% | 2,321 | 96.70% | 3,600 | 1,200 | 50.00% |
| Pumping Fuel & Electricity: | 6410 | 36,043 | 39,312 | 41,000 | 36,011 | 87.83% | 43,213 | 105.40% | 45,000 | 4,000 | 9.76% |
| Pumping Maintenance, General: | 6430 | | | | 0 | 0.00% | 0 | 0.00% | | | |
| Maintenance, Collection System: | 6660 | | | 10,000 | 550 | 5.50% | 660 | 6.60% | 10,000 | 0 | 0.00% |
| Fuel: | 6810 | 878 | 988 | 1,000 | 738 | 73.80% | 886 | 88.55% | 1,000 | 0 | 0.00% |
| Truck Equipment, Expensed: | 6820 | 71 | 2 | 160 | 18 | 11.44% | 22 | 13.73% | 160 | 0 | 0.00% |
| Truck Repairs: | 6830 | 331 | 780 | 1,000 | 266 | 26.60% | 319 | 31.92% | 1,000 | 0 | 0.00% |
| Total Other Operations: | 6890 | 550 | 0 | | | 0.00% | 0 | 0.00% | | 0 | |
| SAM Collections: | 6910 | 321,608 | 232,841 | 328,036 | 275,292 | 83.92% | 330,350 | 100.71% | 341,549 | 13,513 | 4.12% |
| SAM Operations: | 6920 | 677,904 | 1,625,331 | 1,249,147 | 1,108,524 | 88.74% | 1,330,229 | 106.49% | 1,529,139 | 279,992 | 22.41% |
| 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 | 0 | 0.00% |
| SAM Maintenance, Pumping: | 6950 | 0 | 0 | 50,000 | 49,008 | 98.02% | 58,810 | 117.62% | 50,000 | 0 | 0.00% |
| Total Operations Expense: | | 1,484,721 | 2,693,723 | 2,441,292 | 2,072,631 | 84.90% | 2,485,030 | 101.79% | 3,044,827 | 603,535 | 24.72% |
| Net Change in position from Operations: | | 905,751 | (194,455) | 457,433 | 722,394 | 157.92% | 543,931 | 118.91% | 317,485 | (139,948) | -30.59% |



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 April 30, | % 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% | 183,084 | 126.61% | 150,000 | 5,400 | 3.73% |
| Connection Fees, Residential Remodel: | 7120 | 35,740 | 7,605 | 50,000 | 58,466 | 116.93% | 70,159 | 140.32% | 50,000 | 0 | 0.00% |
| LAIF, Interest: | 7200 | 32,034 | 41,070 | 25,000 | 99,073 | 396.29% | 118,888 | 475.55% | 50,000 | 25,000 | 100.00% |
| Total Non Operating Revenue: | | 207,864 | 270,333 | 219,600 | 310,109 | 141.22% | 372,130 | 169.46% | 250,000 | 30,400 | 13.84% |
| Non Operating Expense | | | | | | | | | | | |
| PNC Equipment Lease: | 9125 | 19,545 | 18,222 | 16,826 | 14,129 | 83.97% | 16,826 | 100.00% | 15,221 | 15,221 | 90.46% |
| Capital Assessment, SAM: | 9175 | 113,432 | 121,345 | | 0 | 0.00% | 0 | 0.00% | | (23,481) | #DIV/0! |
| I-Bank Loan: | 9200 | 24,853 | 23,996 | 23,481 | 12,783 | 54.44% | 23,481 | 100.00% | 22,582 | (17,726) | -75.49% |
| Total Non Operating Expense: | | 157,830 | 163,563 | 40,307 | 26,912 | 66.77% | 40,307 | 100.00% | 37,803 | (25,985) | -64.47% |
| Net Change in position from Non Operating | | 50,034 | 106,770 | 179,293 | 283,197 | | 331,823 | | 212,197 | 56,385 | |

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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 April 30, 2019 | | | of Budget | amounts 2019-20 | from 2017-18 \$ | % | |
| Cell Tower Lease: | 4220 | 34,427 | 35,632 | 35,500 | 30,507 | 85.94% | 36,608 | 103.12% | 37,000 | 1,500 | 4.23% | |
| Administrative Fees (New Construction): | 4410 | 7,292 | 4,545 | 5,500 | 2,084 | 37.89% | 2,501 | 45.47% | 5,000 | (500) | -9.09% | |
| Administrative Fees (Remodel): | 4420 | 0 | 1,679 | 900 | 0 | 0.00% | 0 | 0.00% | 0 | (900) | -100.00% | |
| Inspection Fees (New Construction): | 4430 | 6,888 | 4,293 | 5,000 | 1,972 | 39.44% | 2,366 | 47.33% | 4,000 | (1,000) | -20.00% | |
| Inspection Fees (Remodel): | 4440 | 460 | 1,908 | 650 | 0 | 0.00% | 0 | 0.00% | 0 | (650) | -100.00% | |
| Mainline Extension Fees: | 4450 | 0 | | | 3,119 | 100.00% | 3,119 | 100.00% | 3,000 | 3,000 | | |
| Grants: | 4510 | | | | 280 | 100.00% | 336 | 100.00% | | 0 | #DIV/0! | |
| Remodel Fees: | 4460 | 9,732 | 4,425 | | 1,900 | 100.00% | 2,280 | 100.00% | 2,000 | | | |
| Property Tax Receipts: | 4610 | 340,018 | 367,805 | 275,000 | 381,720 | 138.81% | 400,000 | 145.46% | 275,000 | 0 | 0.00% | |
| Testing, Backflow: | 4740 | 14,816 | 17,858 | 16,000 | 18,420 | 115.13% | 22,104 | 138.15% | 18,000 | 2,000 | 12.50% | |
| Water Sales: | 4810 | 1,771,239 | 1,922,677 | 1,915,496 | 1,587,665 | 82.89% | 1,905,198 | 99.46% | 1,947,000 | 31,504 | 1.64% | |
| Water Sales Refunds, Customer: | 4850 | (2,993) | (1,488) | (3,000) | (4,670) | 155.67% | (5,604) | 186.80% | (3,000) | 0 | 0.00% | |
| Other Revenue: | 4990 | 10,820 | 1,180 | 0 | 3,920 | 100.00% | 4,000 | 100.00% | | 0 | | |
| Total Operating Revenue: | | 2,192,699 | 2,360,513 | 2,251,046 | 2,026,917 | 90.04% | 2,372,908 | 105.41% | 2,288,000 | 34,954 | 1.55% | |
| Operating Expenses | | | | | | | | | | | | |
| Bank Fees: | 5190 | 6,743 | 1,618 | 3,500 | 2,317 | 66.20% | 2,780 | 79.44% | 3,750 | 250 | 7.14% | |
| Board Meetings: | 5210 | 4,169 | 1,836 | 4,000 | 2,930 | 73.25% | 3,516 | 87.90% | 4,000 | 0 | 0.00% | |
| Director Fees: | 5220 | 2,665 | 3,900 | 3,300 | 1,725 | 52.27% | 2,070 | 62.73% | 3,300 | 0 | 0.00% | |
| Election Expenses: | 5230 | 4,860 | 0 | | 4,265 | 100.00% | 4,265 | 100.00% | | 0 | | |
| CDPH Fees: | 5240 | | 10,832 | 15,500 | 10,530 | 67.93% | 12,635 | 81.52% | 15,750 | 250 | 1.61% | |
| Conference Attendance: | 5250 | 850 | 5,697 | 6,000 | 1,384 | 23.07% | 1,661 | 27.68% | 6,000 | 0 | 0.00% | |
| Information Systems: | 5270 | 2,973 | 9,488 | 3,000 | 1,402 | 46.73% | 1,682 | 56.08% | 3,000 | 0 | 0.00% | |
| Fidelity Bond: | 5310 | | 0 | 500 | 438 | 87.50% | 438 | 87.60% | 500 | 0 | 0.00% | |
| Property & Liability Insurance: | 5320 | 3,758 | 0 | 2,700 | 2,215 | 82.04% | 2,215 | 82.04% | 2,500 | (200) | -7.41% | |
| LAFCO Assessment: | 5350 | 2,048 | 2,208 | 2,500 | 2,520 | 100.80% | 2,520 | 100.80% | 2,750 | 250 | 10.00% | |
| Meeting Attendance, Legal: | 5420 | 6,480 | 3,211 | 8,500 | 14 | 0.16% | 14 | 0.17% | 0 | (8,500) | -100.00% | |
| General Legal: | 5430 | 57,788 | 24,643 | 60,000 | 17,313 | 28.86% | 20,776 | 34.63% | 231,000 | 171,000 | 285.00% | |
| Maintenance, Office: | 5510 | 8,678 | 5,561 | 8,000 | 7,482 | 93.53% | 8,978 | 112.23% | 8,000 | 0 | 0.00% | |
| Meetings, Local: | 5520 | | 0 | | 1,021 | 100.00% | 1,225 | 100.00% | | 0 | | |
| Memberships: | 5530 | 17,679 | 20,298 | 20,500 | 22,236 | 108.47% | 22,236 | 108.47% | 24,000 | 3,500 | 17.07% | |
| Office Supplies: | 5540 | 7,638 | 8,452 | 7,000 | 6,756 | 96.51% | 8,107 | 115.82% | 8,000 | 1,000 | 14.29% | |
| Postage: | 5550 | 7,168 | 6,379 | 7,000 | 7,240 | 103.43% | 8,688 | 124.11% | 9,000 | 2,000 | 28.57% | |
| Printing & Publishing: | 5560 | 1,356 | 1,739 | 2,000 | 2,478 | 123.90% | 2,974 | 148.68% | 3,000 | 1,000 | 50.00% | |
| Accounting: | 5610 | 38,950 | 31,276 | 30,000 | 20,153 | 67.18% | 24,184 | 80.61% | 30,000 | 0 | 0.00% | |
| Audit: | 5620 | 13,000 | 18,000 | 13,000 | 8,000 | 61.54% | 13,000 | 100.00% | 13,000 | 0 | 0.00% | |
| Consulting: | 5630 | 36,600 | 19,678 | 35,000 | 23,508 | 67.17% | 28,210 | 80.60% | 100,000 | 65,000 | 185.71% | |
| Data Services: | 5640 | | 0 | | 0 | 0.00% | 0 | 0.00% | | 0 | | |
| Labor & HR Support: | 5650 | 2,349 | 2,484 | 2,500 | 2,035 | 81.40% | 2,442 | 97.68% | 2,500 | 0 | 0.00% | |
| Payroll Services: | 5660 | 942 | 940 | 1,000 | 795 | 79.50% | 954 | 95.40% | 1,000 | 0 | 0.00% | |
| Other Professional Services: | 5690 | 132 | 0 | | 0 | 0.00% | 0 | 0.00% | | 0 | | |
| San Mateo County Tax Roll Charges: | 5710 | 119 | 0 | | 119 | 100.00% | 143 | 100.00% | | | | |
| Telephone & Internet: | 5720 | 22,304 | 22,460 | 25,000 | 25,230 | 100.92% | 30,276 | 121.10% | 27,000 | 2,000 | 8.00% | |
| Mileage Reimbursement: | 5730 | 1,648 | 564 | 2,000 | 1,392 | 69.60% | 1,670 | 83.52% | 2,000 | 0 | 0.00% | |
| Reference Materials: | 5740 | 23 | 0 | 800 | 0 | 0.00% | 0 | 0.00% | 800 | 0 | 0.00% | |
| Other Administrative: | 5790 | 2,147 | 615 | | (109) | 100.00% | (131) | 100.00% | | 0 | | |
| CalPERS 457 Deferred Plan: | 5810 | 36,418 | 37,021 | 43,029 | 32,414 | 75.33% | 38,897 | 90.40% | 43,235 | 206 | 0.48% | |
| Employee Benefits: | 5820 | 76,378 | 74,878 | 80,058 | 66,266 | 82.77% | 79,519 | 99.33% | 88,110 | 8,052 | 10.06% | |
| Disability Insurance: | 5830 | 3,366 | 3,366 | 4,288 | 2,805 | 65.42% | 3,366 | 78.50% | 3,467 | (821) | -19.14% | |
| Payroll Taxes: | 5840 | 38,090 | 39,499 | 48,760 | 32,233 | 66.11% | 38,680 | 79.33% | 49,062 | 301 | 0.62% | |
| Worker's Compensation Insurance: | 5960 | 14,423 | 19,208 | | 6,406 | 27.47% | 7,687 | 32.97% | 23,324 | 7 | 0.03% | |
| Management: | 5910 | 99,563 | 114,908 | 103,725 | 94,620 | 91.22% | 113,544 | 109.47% | 111,733 | 8,008 | 7.72% | |
| Staff: | 5920 | 347,037 | 360,388 | 426,804 | 297,136 | 69.62% | 356,563 | 83.54% | 446,840 | 20,036 | 4.69% | |
| Staff Certification: | 5930 | 9,125 | 10,042 | 11,400 | 7,575 | 66.45% | 9,090 | 79.74% | 11,400 | 0 | 0.00% | |
| Staff Overtime: | 5940 | 52,690 | 42,425 | 69,334 | 38,595 | 55.67% | 46,314 | 66.80% | 48,105 | (21,229) | -30.62% | |
| Staff Standby: | 5950 | 23,830 | 25,125 | 26,123 | 20,474 | 78.37% | 24,569 | 94.05% | 23,249 | (2,874) | -11.00% | |
| PARS: | 5850 | (150,932) | 31,691 | 35,734 | 25,798 | 72.20% | 30,958 | 86.63% | 37,636 | 1,903 | 5.32% | |
| Backflow Prevention: | 6160 | 892 | 473 | 1,000 | 576 | 57.60% | 691 | 69.12% | 1,000 | 0 | 0.00% | |

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 April 30, 2019 | | | of Budget | amounts 2019-20 | from 2017-18 \$ | % |
| Claims, Property Damage: | 6170 | 175 | 0 | 10,000 | 22 | 0.22% | 26 | 0.26% | 10,000 | 0 | 0.00% |
| SCADA Maintenance: | 6185 | 20,505 | 9,802 | 10,000 | 12,061 | 120.61% | 14,473 | 144.73% | 13,000 | 3,000 | 30.00% |
| Internet & Telephone, Communications: | 6187 | | | | 0 | 0.00% | 0 | 0.00% | | 0 | |
| Education & Training: | 6195 | 8,131 | 9,911 | 9,000 | 3,420 | 38.00% | 4,104 | 45.60% | 9,000 | 0 | 0.00% |
| Meeting Attendance, Engineering: | 6210 | | 16 | 500 | 0 | 0.00% | 0 | 0.00% | 500 | 0 | 0.00% |
| General Engineering: | 6220 | 4,029 | 8,503 | 45,000 | 20,926 | 46.50% | 25,111 | 55.80% | 30,000 | (15,000) | -33.33% |
| Water Quality Engineering: | 6230 | 138,939 | 178,764 | 100,000 | 322,166 | 322.17% | 386,599 | 386.60% | 350,000 | 250,000 | 250.00% |
| Equipment & Tools, Expensed: | 6320 | 2,962 | 7,441 | 5,000 | 10,663 | 213.26% | 12,796 | 255.91% | 8,000 | 3,000 | 60.00% |
| Alarm Services: | 6335 | 777 | 671 | 800 | 666 | 83.25% | 799 | 99.90% | 800 | 0 | 0.00% |
| Landscaping: | 6337 | 7,102 | 5,947 | 6,000 | 4,362 | 72.70% | 5,234 | 87.24% | 56,000 | 50,000 | 833.33% |
| Lab Supplies & Equipment: | 6370 | 178 | 3,698 | 2,000 | 2,112 | 105.60% | 2,534 | 126.72% | 2,500 | 500 | 25.00% |
| Meter Reading: | 6380 | 119 | 21 | | 0 | 0.00% | 0 | 0.00% | | 0 | |
| Pumping Fuel & Electricity: | 6410 | 82,730 | 68,177 | 90,000 | 59,941 | 66.60% | 71,929 | 79.92% | 90,000 | 0 | 0.00% |
| Pumping Maintenance, Generators: | 6420 | 12,118 | 7,777 | 10,000 | 13,743 | 137.43% | 16,492 | 164.92% | 10,000 | 0 | 0.00% |
| Pumping Maintenance, General: | 6430 | 4,969 | 4,137 | 5,000 | 208 | 4.16% | 250 | 4.99% | 5,000 | 0 | |
| Pumping Equipment, Expensed: | 6440 | | 210 | 700 | 478 | 68.24% | 573 | 81.89% | 700 | 0 | 0.00% |
| Maintenance, Raw Water Mains: | 6510 | 1,421 | 1,474 | 2,100 | 1,857 | 88.43% | 2,228 | 106.12% | 2,500 | 400 | |
| Maintenance, Wells: | 6520 | 1,466 | 16,851 | 10,000 | 7,621 | 76.21% | 9,145 | 91.45% | 5,000 | (5,000) | -50.00% |
| Water Purchases: | 6530 | 34,292 | 25,508 | 40,000 | 6,781 | 16.95% | 8,138 | 20.34% | 40,000 | 0 | 0.00% |
| Hydrants: | 6610 | 3,819 | 375 | 1,000 | (570) | -57.00% | (684) | -68.40% | 1,000 | 0 | 0.00% |
| Maintenance, Water Mains: | 6620 | 75,576 | 39,633 | 50,000 | 64,906 | 129.81% | 77,887 | 155.77% | 50,000 | 0 | 0.00% |
| Maintenance, Water Service Lines: | 6630 | 4,206 | 12,389 | 20,000 | 8,546 | 42.73% | 10,255 | 51.28% | 20,000 | 0 | 0.00% |
| Maintenance, Tanks: | 6640 | 71 | 741 | 1,000 | 109 | 10.90% | 131 | 13.08% | 1,000 | 0 | 0.00% |
| Maintenance, Distribution General: | 6650 | 5,196 | 273 | 7,000 | 7,341 | 104.87% | 8,809 | 125.85% | 8,000 | 1,000 | 14.29% |
| Maintenance, Collection System: | 6660 | 24 | 33 | | 414 | 100.00% | 497 | 100.00% | | | |
| Meters: | 6670 | 10,719 | 2,373 | 2,500 | 8,177 | 327.08% | 9,812 | 392.50% | 2,500 | 0 | 0.00% |
| Chemicals & Filtering: | 6710 | 11,660 | 18,681 | 30,000 | 2,931 | 9.77% | 3,517 | 11.72% | 20,000 | (10,000) | -33.33% |
| Maintenance, Treatment Equipment: | 6720 | 4,724 | 10,508 | 4,000 | 19,370 | 484.25% | 23,244 | 581.10% | 20,000 | 16,000 | 400.00% |
| Treatment Analysis: | 6730 | 24,653 | 35,504 | 42,000 | 36,052 | 85.84% | 43,262 | 103.01% | 45,000 | 3,000 | 7.14% |
| Uniforms: | 6770 | 10,560 | 11,166 | 12,000 | 8,964 | 74.70% | 10,757 | 89.64% | 2,000 | (10,000) | -83.33% |
| Fuel: | 6810 | 6,143 | 5,598 | 8,000 | 4,797 | 59.96% | 5,756 | 71.96% | 10,000 | 2,000 | 25.00% |
| Truck Equipment, Expensed: | 6820 | 496 | 12 | 1,000 | 104 | 10.37% | 124 | 12.44% | 1,000 | 0 | 0.00% |
| Truck Repairs: | 6830 | 2,316 | 4,422 | 5,000 | 1,529 | 30.58% | 1,835 | 36.69% | 5,000 | 0 | 0.00% |
| Other Operations: | 6890 | 18,301 | 238 | | 41 | 100.00% | 49 | 100.00% | | 0 | |
| Total Operations Expense: | | 1,302,322 | 1,451,758 | 1,666,472 | 1,430,023 | 85.81% | 1,713,091 | 102.80% | 2,206,511 | 540,039 | 32.41% |
| Net Change in position from Operations: | | 890,378 | 908,754 | 584,574 | 596,894 | 102.11% | 659,817 | 112.87% | 81,489 | (505,085) | -86.40% |

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

| | <u>GL Codes</u> | <u>2016-17 Actual</u> | <u>2017-18 Actual</u> | <u>Approved Budget 2018-19</u> | <u>Income/Expendi- tures as of April 30, 2019</u> | <u>% To date</u> | <u>Projected</u> | <u>Projected as % of Budget</u> | <u>Proposed Budgeted amounts 2019-20</u> | <u>Increase/(Decrease) from 2017-18 \$</u> | <u>Increase/(de- crease) %</u> |
|--|-----------------|---------------------------|---------------------------|--|---|------------------|------------------|-------------------------------------|--|--|------------------------------------|
| Non Operating Revenue | | | | | | | | | | | |
| Connection Fees, Residential New Const: | 7110 | 130,171 | 145,168 | 173,020 | 112,692 | 65.13% | 150,256 | 86.84% | 150,000 | (23,020) | -13.30% |
| 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 | 135,229 | 169.04% | 180,305 | 225.38% | 130,000 | 50,000 | 62.50% |
| Connection Fees, Residential Remodel Fire: | 7140 | | 12,893 | | 2,032 | 100.00% | 2,710 | 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 | 1,040,740 | 90.47% | 1,150,436 | 100.00% | 1,150,436 | 0 | 0.00% |
| Total Non Operating Revenue: | | 1,461,897 | 1,510,768 | 1,403,456 | 1,290,693 | 91.97% | 1,483,707 | 105.72% | 1,430,436 | 26,980 | 1.92% |
| Non Operating Expense | | | | | | | | | | | |
| General Obligation Bonds: | 9100 | 286,455 | 265,164 | 252,521 | 145,171 | 57.49% | 252,521 | 100.00% | 230,539 | (21,982) | -8.71% |
| PNC Equipment Lease: | 9125 | 19,545 | 18,222 | 16,826 | 14,129 | 83.97% | 16,826 | 100.00% | 15,221 | (1,605) | -9.54% |
| State Revolving Fund Loan: | 9150 | 90,816 | 83,943 | 78,455 | 39,938 | 50.91% | 78,455 | 100.00% | 72,873 | (5,582) | -7.11% |
| Water Rebates : | 9210 | 1,129 | 1,400 | 2,000 | 1,500 | 75.00% | 2,250 | 112.50% | 3,000 | 1,000 | 50.00% |
| Total Non Operating Expense: | | 397,944 | 368,730 | 349,802 | 200,738 | 57.39% | 350,052 | 100.07% | 321,633 | (29,169) | -8.34% |
| Net Change in position from Non Operating activities: | | 1,063,952 | 1,142,038 | 1,053,654 | 1,089,955 | | 1,133,655 | | 1,108,803 | 56,149 | 5.33% |

DRAFT
6/10/2019

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 | \$151,656 | | | | | | | | | | |
| | \$96,000 | \$121,435 \$58.38 | \$124,471 \$59.84 | \$127,583 \$61.34 | \$130,772 \$62.87 | \$134,042 \$64.44 | \$137,393 \$66.05 | \$140,827 \$67.71 | \$144,348 \$69.40 | \$147,957 \$71.13 | \$151,656 \$72.91 |
| Superintendent | \$142,128 | | | | | | | | | | |
| | \$113,806 | \$113,806 \$54.71 | \$116,651 \$56.08 | \$119,567 \$57.48 | \$122,556 \$58.92 | \$125,620 \$60.39 | \$128,761 \$61.90 | \$131,980 \$63.45 | \$135,279 \$65.04 | \$138,661 \$66.66 | \$142,128 \$68.33 |
| Water System Operator | \$86,684 | | | | | | | | | | |
| | \$69,410 | \$69,410 \$33.37 | \$71,146 \$34.20 | \$72,924 \$35.06 | \$74,747 \$35.94 | \$76,616 \$36.83 | \$78,532 \$37.76 | \$80,495 \$38.70 | \$82,507 \$39.67 | \$84,570 \$40.66 | \$86,684 \$41.68 |
| Maintenance Worker I | \$75,262 | | | | | | | | | | |
| | \$60,265 | \$60,265 \$28.97 | \$61,771 \$29.70 | \$63,315 \$30.44 | \$64,898 \$31.20 | \$66,521 \$31.98 | \$68,184 \$32.78 | \$69,888 \$33.60 | \$71,636 \$34.44 | \$73,427 \$35.30 | \$75,262 \$36.18 |
| Account Specialist | \$71,958 | | | | | | | | | | |
| | \$57,619 | \$57,619 \$27.70 | \$59,059 \$28.39 | \$60,536 \$29.10 | \$62,049 \$29.83 | \$63,600 \$30.58 | \$65,190 \$31.34 | \$66,820 \$32.13 | \$68,491 \$32.93 | \$70,203 \$33.75 | \$71,958 \$34.60 |
| District Clerk | \$71,958 | | | | | | | | | | |
| | \$57,619 | \$57,619 \$27.70 | \$59,059 \$28.39 | \$60,536 \$29.10 | \$62,049 \$29.83 | \$63,600 \$30.58 | \$65,190 \$31.34 | \$66,820 \$32.13 | \$68,491 \$32.93 | \$70,203 \$33.75 | \$71,958 \$34.60 |

2.5 % step increases

| | Increase 8.25% | 1-Jul-15 | Increase 2.70% | 1-Jul-16 | Increase 3.79% | 1-Jul-17 | Increase 2.83% | 1-Jul-18 | Increase 4.01% | 1-Jul-19 |
|-----------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| Operations Manager | 1.0825 | \$106,518 | 1.027 | \$109,394 | 1.0379 | \$113,540 | 1.0283 | \$116,753 | 1.0401 | \$121,435 |
| Superintendent | 1.0825 | \$99,826 | 1.027 | \$102,521 | 1.0379 | \$106,407 | 1.0283 | \$109,418 | 1.0401 | \$113,806 |
| Water System Operator | 1.0825 | \$60,884 | 1.027 | \$62,528 | 1.0379 | \$64,898 | 1.0283 | \$66,734 | 1.0401 | \$69,410 |
| Maintenance Worker | 1.0825 | \$52,862 | 1.027 | \$54,289 | 1.0379 | \$56,347 | 1.0283 | \$57,941 | 1.0401 | \$60,265 |
| Account Specialist | 1.0825 | \$50,541 | 1.027 | \$51,905 | 1.0379 | \$53,873 | 1.0283 | \$55,397 | 1.0401 | \$57,619 |
| District Clerk | 1.0825 | \$50,541 | 1.027 | \$51,905 | 1.0379 | \$53,873 | 1.0283 | \$55,397 | 1.0401 | \$57,619 |

Operator in Training **\$19** per hour
Temporary Worker **\$19** 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 | \$ 111,732.74 | | | | | \$ 111,732.74 | \$ 13,710.82 | \$ 495.30 | \$ 1,117.33 | \$ 7,821.29 | \$ 7,731.91 | \$ 1,620.12 | \$ 6,927.43 | \$ 151,156.95 |
| Superintendent | \$ 65,990.15 | \$ 1,713.21 | \$ 761.42 | | \$ 1,800.00 | \$ 70,264.78 | \$ 7,174.05 | \$ 495.30 | \$ 3,835.00 | \$ 4,918.53 | \$ 4,566.52 | \$ 1,018.84 | \$ 4,356.42 | \$ 96,629.44 |
| Account Specialist | \$ 60,535.43 | | | | | \$ 60,535.43 | \$ 27,421.65 | \$ 495.30 | \$ 520.60 | \$ 4,237.48 | \$ 4,189.05 | \$ 877.76 | \$ 3,753.20 | \$ 102,030.48 |
| Water Operator | \$ 84,569.65 | \$ 7,318.53 | \$ 7,806.43 | \$ 5,283.98 | \$ 2,400.00 | \$ 107,378.58 | \$ 9,950.91 | \$ 495.30 | \$ 4,832.04 | \$ 7,516.50 | \$ 5,852.22 | \$ 1,556.99 | \$ 6,657.47 | \$ 144,240.01 |
| Water Operator | \$ 80,495.00 | \$ 9,055.69 | \$ 6,501.52 | \$ 5,823.50 | \$ 2,400.00 | \$ 104,275.71 | \$ 9,950.91 | \$ 495.30 | \$ 4,692.41 | \$ 7,299.30 | \$ 5,570.25 | \$ 1,512.00 | \$ 6,465.09 | \$ 140,260.98 |
| Water Operator | \$ 71,145.28 | \$ 7,388.16 | \$ 5,335.90 | \$ 5,381.05 | \$ 2,400.00 | \$ 91,650.39 | \$ 9,950.91 | \$ 495.30 | \$ 4,124.27 | \$ 6,415.53 | \$ 4,923.25 | \$ 1,328.93 | \$ 5,682.32 | \$ 124,570.91 |
| Water Operator | \$ 69,410.47 | \$ - | \$ - | \$ - | \$ 2,400.00 | \$ 71,810.47 | \$ 9,950.91 | \$ 495.30 | \$ 3,231.47 | \$ 5,026.73 | \$ 4,803.20 | \$ 1,041.25 | \$ 4,452.25 | \$ 100,811.59 |
| Temp. Operator | \$ 11,119.89 | \$ 2,223.98 | \$ - | \$ 6,760.89 | | \$ 20,104.75 | | | \$ 904.71 | | | \$ 291.52 | \$ 1,246.49 | \$ 22,547.48 |
| 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 | \$ 558,572.61 | \$ 27,699.56 | \$ 20,405.27 | \$ 23,249.42 | \$ 11,400.00 | \$ 641,326.86 | \$ 88,110.18 | \$ 3,467.10 | \$ 23,323.83 | \$ 43,235.37 | \$ 37,636.41 | \$ 9,299.24 | \$ 39,762.27 | \$ 886,161.25 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Payroll | Sewer | Overtime | Doubletime | On Call | Cert Pay | Total | Health | Disability | WC | CalPERS | PARS | Medicare | SS | F/Y Total Sewer |
| GM | \$ 111,732.74 | | | | | \$ 111,732.74 | \$ 13,710.82 | \$ 467.04 | \$ 1,117.33 | \$ 7,821.29 | \$ 7,731.91 | \$ 1,620.12 | \$ 6,927.43 | \$ 151,128.69 |
| Superintendent | \$ 65,990.15 | \$ 2,059.43 | \$ 761.42 | | \$ 1,800.00 | \$ 70,611.00 | \$ 7,174.05 | \$ 467.04 | \$ 3,835.00 | \$ 4,942.77 | \$ 4,566.52 | \$ 1,023.86 | \$ 4,377.88 | \$ 96,998.12 |
| District Clerk | \$ 60,535.43 | | | | | \$ 60,535.43 | \$ 27,421.65 | \$ 467.04 | \$ 520.60 | \$ 4,237.48 | \$ 4,189.05 | \$ 877.76 | \$ 3,753.20 | \$ 102,002.22 |
| Totals | \$ 238,258.32 | \$ 2,059.43 | \$ 761.42 | \$ - | \$ 1,800.00 | \$ 242,879.17 | \$ 48,306.53 | \$ 1,401.12 | \$ 5,472.93 | \$ 17,001.54 | \$ 16,487.48 | \$ 3,521.75 | \$ 15,058.51 | \$ 350,129.03 |

MWSD SEWER Capital Improvement Program
2019-20
SEWER SYSTEM

| PROJECT | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 |
|--|---------------------|---------------------|---------------------|------------------|------------------|
| MWSD CAPITAL PROJECTS | | | | | |
| Mechanical System Repairs & Replacements | \$ 95,000 | \$ 75,000 | \$ 70,500 | \$ 50,000 | \$ 50,000 |
| Inflow & Infiltration Testing / Televising | \$ 25,000 | \$ 15,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Seal Cove Area Repair and Maint. Project | \$ 15,000 | \$ 25,000 | \$ 16,000 | \$ 10,000 | \$ 10,000 |
| Replace Pump Station Pumps | \$ 37,875 | \$ 708,875 | \$ 50,525 | \$ 121,500 | \$ 1,167,500 |
| Replace Medium High Priority Sewer Mains | \$ 630,710 | \$ 895,815 | \$ 1,984,750 | \$ 1,210,000 | \$ 2,172,000 |
| Spot Repairs Program | \$ 100,000 | \$ 25,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 |
| Replace/Maintain Distillery Pump Station | \$ 5,000 | \$ 5,000 | \$ 50,000 | \$ 5,000 | \$ 5,000 |
| Cabrillo Hwy Express Sewer (Planned 2021**) | \$ 50,000 | | \$ 526,975 | \$ 668,250 | |
| | | | | | |
| Pump Station Communication Upgrades | \$ 80,000 | \$ 40,000 | \$ 9,000 | \$ 2,500 | \$ 2,500 |
| | | | | | |
| MWSD CAPITAL PROJECTS TOTAL: | \$ 1,038,585 | \$ 1,789,690 | \$ 2,797,750 | 2,157,250 | 3,497,000 |
| Rollover from FY 18/19 Budget: | | | | | |
| Cabrillo Hwy Express Sewer, Phase 1A | \$ 110,000 | | | | |
| Next Phase: | | | | | |
| Cabrillo Hwy Express Sewer, Phase 1B | | \$ 1,158,300 | | | |
| (**) Phase 4: \$1.82M schedule for year 2025 | | | | | |
| <i>Critical facility improvements:</i> | | | | | |
| Vallemar System Upgrades | \$337,500 | | | | |
| * Included in Pump Stations above. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL ANNUAL COST | 1,486,085 | 2,947,990 | 2,797,750 | 2,157,250 | 3,497,000 |

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

| | A | B | C | D | E | F | G |
|----|---|-------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| 1 | Existing Customer CIP - WATER | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 | 5-Year CIP Total |
| 2 | Misc. Repair&Replacements | \$ 10,000 | \$ 10,200 | \$ 10,404 | \$ 10,612 | \$ 10,824 | \$ 52,040 |
| 3 | Water Meters | \$ 25,000 | \$ 25,500 | \$ 26,010 | \$ 26,530 | \$ 27,061 | \$ 130,101 |
| 4 | Water Lateral Services | \$ 25,000 | \$ 25,500 | \$ 26,010 | \$ 26,530 | \$ 27,061 | \$ 130,101 |
| 5 | Water Main Replacements | \$ 25,000 | \$ 150,000 | \$ 153,000 | \$ 156,060 | \$ 159,181 | \$ 643,241 |
| 6 | Fire Hydrants Replacements | \$ 6,000 | \$ 6,120 | \$ 6,242 | \$ 6,367 | \$ 6,495 | \$ 31,224 |
| 7 | Distribution System Renewal and Replacement Program | \$ 91,000 | \$ 217,320 | \$ 221,666 | \$ 226,100 | \$ 230,622 | \$ 986,708 |
| 8 | Water Conservation Program | \$ 8,500 | \$ 8,755 | \$ 9,018 | \$ 9,288 | \$ 9,567 | \$ 45,128 |
| 9 | Storage Tank Rehabilitation Program | | | \$ 250,000 | \$ 300,000 | \$ - | \$ 550,000 |
| 10 | Emergency Generator Replacement Program | \$ 100,000 | \$ 150,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 475,000 |
| 11 | Vehicle Replacement Fund | | \$ 40,000 | \$ 40,000 | | \$ - | \$ 80,000 |
| 13 | EXISTING CUSTOMER CIP TOTAL | \$ 199,500 | \$ 416,075 | \$ 595,684 | \$ 610,388 | \$ 315,189 | \$ 2,136,836 |
| 14 | New Customer CIP - WATER | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 | 5-Year CIP Total |
| 15 | Water Main Upgrade Program | \$ 100,000 | \$ 500,000 | \$ 515,000 | \$ 530,450 | \$ 546,364 | \$ 2,191,814 |
| 16 | Existing Well Upgrade Program | \$ 250,000 | \$ 250,000 | \$ 280,000 | | \$ - | \$ 780,000 |
| 17 | New and Upgraded PRV Stations' Program | \$ - | \$ 250,000 | \$ 257,500 | \$ 265,225 | \$ 273,182 | \$ 1,045,907 |
| 18 | Emergency Generator Upgrade Program | | \$ 150,000 | \$ 200,000 | \$ 206,000 | \$ 212,180 | \$ 768,180 |
| 19 | Schoolhouse Booster Pump Station Upgrade | \$ - | \$ - | \$ - | \$ - | \$ 350,000 | \$ 350,000 |
| 20 | Portola Tank Telemetry Upgrade | \$ - | | | \$ 250,000 | \$ - | \$ 250,000 |
| 21 | Develop Additional Supply Reliability | | \$ 350,000 | \$ - | \$ 350,000 | \$ 1,000,000 | \$ 1,700,000 |
| 22 | Big Wave NPA Water Main Extension | | \$ 2,500,000 | \$ - | \$ - | \$ - | \$ 2,500,000 |
| 23 | NEW CUSTOMER CIP TOTAL | \$ 350,000 | \$ 4,000,000 | \$ 1,252,500 | \$ 1,601,675 | \$ 2,381,725 | \$ 9,585,900 |
| 24 | Total Annual Capital Cost | \$ 549,500 | \$ 4,416,075 | \$ 1,848,184 | \$ 2,212,063 | \$ 2,696,914 | \$ 11,722,736 |

DRAFT
 6/10/2019

Fiscal year 2019-2020 Budget Impact Area

Sewer Service Charges

| | | |
|--|----|-----------|
| Actual Amount As Of: April, 2019 | \$ | 2,349,050 |
| PROJECTED ACTIVITY to END of FY: | \$ | 203,175 |
| Projected YEAR END TOTAL - Fiscal Year 2018-19 | \$ | 2,552,225 |
| PROPOSED budget for fiscal year 2019-2020: | \$ | 3,010,212 |
| \$ value increase from prior fiscal year | \$ | 457,987 |
| %'age increase from prior fiscal year | | 17.94% |

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

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

| | <u>Current Rate</u> | <u>Proposed change</u> |
|----------------------------|---------------------|------------------------|
| | Rate per HCF | Rate per HCF |
| Residential | \$17.41 | \$21.07 |
| Restaurants | \$30.21 | \$36.55 |
| Motels | \$18.33 | \$22.18 |
| Offices | \$15.69 | \$18.98 |
| General Commercial | \$16.80 | \$20.33 |
| Schools | \$15.93 | \$19.28 |
| Hospitals | \$17.36 | \$21.01 |
| **HCF = Hundred Cubic Feet | | |

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

Fiscal year 2019-2020 Budget Impact Area Water Service Charges

| | |
|--|---------------------|
| Actual Amount As Of: April, 2019 | \$ 1,587,665 |
| PROJECTED ACTIVITY to END of FY: | \$ 317,533 |
| Projected YEAR END TOTAL - Fiscal Year 2018-2019 | \$ 1,905,198 |
| Fiscal year 2018-2019 Budget | \$ 1,915,496 |
| Expected Budget performance | \$ (10,298) |
| PROPOSED budget for fiscal year 2019-2020: | \$ 1,947,000 |
| \$ value increase from prior fiscal year | \$ 31,504 |
| %'age increase from prior fiscal year | 1.64% |

| | <u>Current Rate</u> | <u>Proposed Maximum Rate</u> | <u>Percentage Increase</u> |
|--|-------------------------|--------------------------------------|--------------------------------|
| Tier 1 0 TO 6 HCF | \$ 8.36 | \$ 8.61 | 3% |
| Tier 2 7 - 13 HCF | \$ 11.15 | \$ 11.49 | 3% |
| Tier 3 14-27 HCF | \$ 13.95 | \$ 14.36 | 3% |
| Tier 4 OVER 27 HCF | \$ 19.53 | \$ 20.11 | 3% |
| Meter Charge - 5/8' Standard Residential Size | \$ 28.80 | \$ 29.67 | 3% |

Water revenues have been budgeted flat for fiscal year 2018-19. Although water rates have increased 3%, the District expects consumption to be lower than in previous years. Not updated

**Fiscal year 2019-2020 Budget Impact Area
Water Service Charges**

DRAFT
6/10/2019

Fiscal year 2019-2020 Budget Debt Service

| | Original Issue Amount | Balance June 30, 2019 | Additions | Retirements | Balance June 30, 2020 | Interest Expense |
|--------------------------|--------------------------|--------------------------|-------------|---------------------|--------------------------|-------------------|
| Sewer | | | | | | |
| CIEDB Loan (I Bank) | \$ 1,010,000 | \$ 783,532 | | \$ 29,929 | \$ 753,602 | \$ 22,582 |
| PNCEF Lease Obligation | \$ 927,222 | \$ 588,881 | | \$ 57,204 | \$ 531,678 | \$ 15,221 |
| Subtotal - Sewer | | <u>\$ 1,372,413</u> | <u>\$ -</u> | <u>\$ 87,133</u> | <u>\$ 1,285,280</u> | <u>\$ 37,803</u> |
| Water | | | | | | |
| General Obligation Bonds | \$ 15,635,000 | \$ 10,581,588 | | \$ 919,897 | \$ 9,661,690 | \$ 230,539 |
| PNCEF Lease Obligation | \$ 927,222 | \$ 588,881 | | \$ 57,204 | \$ 531,678 | \$ 15,221 |
| SRF Loan | \$ 4,248,354 | \$ 3,502,213 | | \$ 212,347 | \$ 3,289,866 | \$ 72,873 |
| Subtotal - Water | | <u>14,672,682</u> | <u>-</u> | <u>1,189,448</u> | <u>13,483,234</u> | <u>318,633</u> |
| Total Debt Service | | <u>\$ 16,045,095</u> | <u>\$ -</u> | <u>\$ 1,276,581</u> | <u>\$ 14,768,514</u> | <u>\$ 356,436</u> |

PNCEF lease obligation is split evenly between Sewer and Water.

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

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6/10/2019

Fiscal year 2019-2020 Budget Impact Area

Operating Reserves

WATER

Water Operating Account as of April 30, 2019

Wells Fargo Checking: \$ 1,013,623

Current Operating Reserves as of April 30, 2019

Operating: \$ 46,009

Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses. Based on fiscal year 2019-20 budget the amount of operating reserves is as follows:

Target calculation

| | | |
|-------------|-----------|-------------------------------------|
| \$ | 2,206,511 | Budgeted FY 2019-20 expenditures |
| | 12 | Months |
| <hr/> | | |
| \$ | 183,876 | Monthly budgeted operating expenses |
| | x 2 | Two months expenditures |
| <hr/> | | |
| \$ | 367,752 | Target Reserve |
| <hr/> <hr/> | | |

Conclusion:

Currently, the District has sufficient Operating Water Reserves for Fiscal Year 2019-20.

Fiscal year 2019-2020 Budget Impact Area

Operating Reserves

SEWER

Sewer Operating Account as of April 30, 2019

Wells Fargo Checking \$ 1,995,242

Current Reserves as of April 30, 2019

Operating: \$ 406,882

Operating Reserve:

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

Based on fiscal year 2018-19 budget the amount of operating reserves is as follows:

| Minimum Target | | |
|-----------------------|-----------|-------------------------------------|
| \$ | 3,044,827 | Budgeted fiscal year 2019-20 |
| | 12 | Months |
| <hr/> | | |
| \$ | 253,736 | Monthly budgeted operating expenses |
| | x 2 | Monthly budgeted operating expenses |
| <hr/> | | |
| \$ | 507,471 | Minimum Target Reserve |
| <hr/> <hr/> | | |

| Maximum Target | | |
|-----------------------|-----------|-------------------------------------|
| \$ | 3,044,827 | Budgeted fiscal year 2019-20 |
| | 12 | Months |
| <hr/> | | |
| \$ | 253,736 | Monthly budgeted operating expenses |
| | x 10 | Monthly budgeted operating expenses |
| <hr/> | | |
| \$ | 2,537,356 | Maximum Target Reserve |
| <hr/> <hr/> | | |

Conclusion: Year

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2019-20.

Beginning in Fiscal Year 2019-20 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

Fiscal year 2019-2020 Budget Impact Area

Capital and Connection Reserves

CAPITAL RESERVE

Capital Reserve:

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

WATER

Current Capital Reserves as of April, 2019

Capital: \$ 398,249

Minimum Target

| | |
|---------------------|--|
| \$ 549,500 | Lowest year CIP existing customers (fiscal year 2019-20) |
| \$ 750,000 | Engineer estimate |
| <u>\$ 1,299,500</u> | Minimum target |

Maximum Target

| | |
|---------------------|---|
| \$ 4,416,075 | Highest year CIP existing customers (fiscal year 2020-21) |
| \$ 750,000 | Engineer estimate |
| <u>\$ 5,166,075</u> | Maximum target |

Conclusion:

Based on the above, the District does not have sufficient reserves for the minimum target Capital reserve.

Fiscal year 2019-2020 Budget Impact Area

Capital and Connection Reserves

SEWER

Current Capital Reserves as of April, 2019

Capital: \$ 3,865,146

Minimum Target

| | |
|---------------------|--|
| \$ 1,486,085 | Lowest year CIP existing customers (fiscal year 2019-20) |
| \$ 1,177,000 | Engineer estimate |
| <u>\$ 2,663,085</u> | Minimum target |

Maximum Target

| | |
|---------------------|---|
| \$ 3,497,000 | Highest year CIP existing customers (fiscal year 2023-24) |
| \$ 1,177,000 | Engineer estimate |
| <u>\$ 4,674,000</u> | Maximum target |

Conclusion:

Based on the above, the District has sufficient reserves for Capital minimum target.

CONNECTION FEE RESERVE

Connection Fees:

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

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

WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.
Fiscal year 2019-20 amount to be reserved is \$280,000.

SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.
Fiscal year 2019-20 amount to be reserved is \$200,000.

Sewer

Personnel

| | |
|----------------------------------|------|
| CalPERS 457 Deferred Plan: | 5810 |
| Employee Benefits: | 5820 |
| Disability Benefits: | 5830 |
| Payroll Taxes: | 5840 |
| Worker's Compensation Insurance: | 5960 |
| Management: | 5910 |
| Staff : | 5920 |
| Staff Certification: | 5930 |
| Staff Overtime: | 5940 |
| Staff Standby: | 5950 |

Professional Services

| | |
|------------------------------|------|
| Accounting: | 5610 |
| Audit: | 5620 |
| Consulting: | 5630 |
| Data Services: | 5640 |
| Labor & HR Support: | 5650 |
| Payroll Services: | 5660 |
| Other Professional Services: | 5690 |
| Meeting Attendance, Legal: | 5420 |
| General Legal: | 5430 |
| Litigation: | 5440 |

Facilities & Administration

| | |
|------------------------|------|
| Alarm Services: | 6335 |
| Landscaping: | 6337 |
| Office Supplies: | 5540 |
| Postage: | 5550 |
| Printing & Publishing: | 5560 |
| Telephone & Internet: | 5720 |
| Other Administrative: | 5790 |
| Maintenance, Office: | 5510 |

Engineering

| | |
|----------------------------------|------|
| Meeting Attendance, Engineering: | 6210 |
| General Engineering: | 6220 |

Pumping

| | |
|-----------------------------|------|
| Pumping Fuel & Electricity: | 6410 |
|-----------------------------|------|

Sewer Authority Mid-Coastside

| | |
|-------------------------------------|------|
| SAM Collections: | 6910 |
| SAM Operations: | 6920 |
| SAM Prior-Year Adjustment: | 6930 |
| SAM Maintenance, Collection System: | 6940 |
| SAM Maintenance, Pumping: | 6950 |

All other Accounts

| | |
|------------------------------------|------|
| Bank Fees: | 5190 |
| Board Meetings: | 5210 |
| Director Fees: | 5220 |
| Election Expenses: | 5230 |
| Conference Attendance: | 5250 |
| Information Systems: | 5270 |
| Fidelity Bond: | 5310 |
| Property & Liability Insurance: | 5320 |
| LAFCO Assessment: | 5350 |
| Meetings, Local: | 5520 |
| San Mateo County Tax Roll Charges: | 5710 |
| Mileage Reimbursement: | 5730 |
| Reference Materials: | 5740 |
| Claims, Property Damage: | 6170 |
| Education & Training: | 6195 |
| Equipment & Tools, Expensed: | 6320 |
| Pumping Fuel & Electricity: | 6410 |
| Maintenance, Collection System: | 6660 |
| Fuel: | 6810 |
| Truck Equipment, Expensed: | 6820 |
| Truck Repairs: | 6830 |
| Total Other Operations: | 6890 |

Water

Personnel

| | |
|----------------------------------|------|
| CalPERS 457 Deferred Plan: | 5810 |
| Employee Benefits: | 5820 |
| Disability Benefits: | 5830 |
| Payroll Taxes: | 5840 |
| Worker's Compensation Insurance: | 5960 |
| Management: | 5910 |
| Staff : | 5920 |
| Staff Certification: | 5930 |
| Staff Overtime: | 5940 |
| Staff Standby: | 5950 |

Professional Services

| | |
|------------------------------|------|
| Accounting: | 5610 |
| Audit: | 5620 |
| Consulting: | 5630 |
| Data Services: | 5640 |
| Labor & HR Support: | 5650 |
| Payroll Services: | 5660 |
| Other Professional Services: | 5690 |
| Meeting Attendance, Legal: | 5420 |
| General Legal: | 5430 |
| Litigation: | 5440 |

Facilities & Administration

| | |
|------------------------|------|
| Alarm Services: | 6335 |
| Landscaping: | 6337 |
| Office Supplies: | 5540 |
| Postage: | 5550 |
| Printing & Publishing: | 5560 |
| Fidelity Bond: | 5310 |
| Maintenance, Office: | 5510 |
| Telephone & Internet: | 5720 |
| Other Administrative: | 5790 |

Engineering

| | |
|----------------------------------|------|
| Meeting Attendance, Engineering: | 6210 |
| General Engineering: | 6220 |
| Water Quality Engineering: | 6230 |

Pumping

| | |
|----------------------------------|------|
| Pumping Fuel & Electricity: | 6410 |
| Pumping Maintenance, Generators: | 6420 |
| Pumping Maintenance, General: | 6430 |
| Pumping Equipment, Expensed: | 6440 |

Supply

| | |
|-------------------------------|------|
| Maintenance, Raw Water Mains: | 6510 |
| Maintenance, Wells: | 6520 |
| Water Purchases: | 6530 |

Collection/Transmission

| | |
|------------------------------------|------|
| Hydrants: | 6610 |
| Maintenance, Water Mains: | 6620 |
| Maintenance, Water Service Lines: | 6630 |
| Maintenance, Tanks: | 6640 |
| Maintenance, Distribution General: | 6650 |
| Meters: | 6670 |

Treatment

| | |
|-----------------------------------|------|
| Chemicals & Filtering: | 6710 |
| Maintenance, Treatment Equipment: | 6720 |
| Treatment Analysis: | 6730 |

All other Accounts

| | |
|---------------------------------------|------|
| Bank Fees: | 5190 |
| Board Meetings: | 5210 |
| Director Fees: | 5220 |
| Election Expenses: | 5230 |
| CDPH Fees: | 5240 |
| Conference Attendance: | 5250 |
| Information Systems: | 5270 |
| Property & Liability Insurance: | 5320 |
| LAFCO Assessment: | 5350 |
| Meetings, Local: | 5520 |
| Memberships: | 5530 |
| Mileage Reimbursement: | 5730 |
| Reference Materials: | 5740 |
| Backflow Prevention: | 6160 |
| Claims, Property Damage: | 6170 |
| SCADA Maintenance: | 6185 |
| Internet & Telephone, Communications: | 6187 |
| Education & Training: | 6195 |
| Equipment & Tools, Expensed: | 6320 |
| Lab Supplies & Equipment: | 6370 |
| Meter Reading: | 6380 |
| Uniforms: | 6770 |
| Fuel: | 6810 |
| Truck Equipment, Expensed: | 6820 |
| Truck Repairs: | 6830 |
| Other Operations: | 6890 |

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT APPROVING BUDGET FOR THE
FISCAL YEAR 2019-2020**

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

1. That the balances on hand as of June 30, 2019, in each of funds of the District shall be reserved for use by the District during the Fiscal Year 2019-2020.
2. That the budget for said District for the Fiscal Year 2019-2020 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

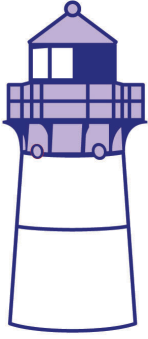
I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 20th day of June 2019, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Interfund Loan from Sewer to Water.**

The 2019-2020 Water Budget Revenue is not sufficient this year to fund necessary infrastructure improvements and required additions to the water system. A Water Rate Study has been authorized to be prepared and implemented as soon as possible to reduce the shortfall and correct rates going forward. To allow for the construction of improvements at this time the preparation of necessary documents for an interfund loan of \$500,000 from sewer reserves to the water fund was authorized at the last meeting.

The Loan is to be repaid within 10 years and repayment will be considered in the water rate study.

RECOMMENDATION:

Adopt Resolution No. ____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND AUTHORIZING CONDITIONAL INTER - FUND TRANSFER OF \$500,000 FOR CONSTRUCTION AND ACQUISITION OF CERTAIN WATER SYSTEM CAPITAL IMPROVEMENTS.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND AUTHORIZING CONDITIONAL INTER - FUND TRANSFER OF \$500,000 FOR CONSTRUCTION AND ACQUISITION OF CERTAIN WATER SYSTEM CAPITAL IMPROVEMENTS

WHEREAS, the Montara Water and Sanitary District (“District”) Water System Capital Improvement Program (“Water CIP”) sets forth plans and projects required to meet current and future system demands for potable water meeting regulatory requirements; and

WHEREAS, projected water enterprise revenues, commencing in Fiscal Year (“FY”) July 1, 2019 – June 30, 2020 and continuing in subsequent FYs are insufficient to meet the Water CIP critical capital improvement costs; and

WHEREAS, the District’s Sewer Fund includes unencumbered amounts that are not immediately required for sewer enterprise costs of operation, maintenance and improvements; and

WHEREAS, the hereinafter conditional transfer of unencumbered amounts from the Sewer Fund to the Water Fund will not impair the maintenance, operation and improvement of the sewer system enterprise and will serve to meet the above-described Water CIP short-fall;

NOW THEREFORE, be it resolved by the Board of the Montara Water and Sanitary District as follows:

1. The foregoing recitals are hereby incorporated herein as true statements of fact.
2. The sum of Five Hundred Thousand and No One-Hundredths Dollars (\$500,000.00) is hereby transferred, appropriated and loaned from the Sewer Fund to the Water Fund for the acquisition, construction and installation of Water CIP projects for a Term not to exceed ten years. The aforesaid total amount may be drawn upon in varying portions from time to time during the Term to provide funds for Water CIP projects as the demand arises and when funds are not available in the Water Fund.
3. The aforesaid sum may be repaid to the Sewer Fund in part or in full without interest at any time during the Term as MWSD’s governing Board shall

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND AUTHORIZING CONDITIONAL INTER - FUND TRANSFER OF \$500,000 FOR CONSTRUCTION AND ACQUISITION OF CERTAIN WATER SYSTEM CAPITAL IMPROVEMENTS

determine; provided, that the full amount shall have been or shall be repaid on or before June 30, 2029.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

I HEREBY CERTIFY that the foregoing resolution 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 20^h day of June 2019, by the following vote:

YES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning District's Proposed Tracer Study

On June 4, 2018 and June 14, 2018, The State Water Resources Control Board - Division of Drinking Water (DDW) conducted an annual Sanitary Survey for Montara Water and Sanitary District (MWSD, Water System No. 4110010) water system. The 2018 Sanitary Survey Findings Letter, dated July 10, 2018, stated that "the Division understands groundwater from the distribution system can at times enter the Alta Vista Tank No.1 (AV Tank No.1), which the Alta Vista Water Treatment Plant (AVWTP) utilizes as a clearwell for CT compliance purposes. The Division is concerned that this configuration has the potential for resulting in surface water that is inadequately disinfected being served to customers. The Division recommends MWSD utilize a reservoir solely for CT compliance purposes. If not, MWSD should be prepared to demonstrate that there is no deleterious effect on CT compliance based on all possible system configurations."

To address the DDW request, staff proposes to perform a Tracer Study to address their concerns with AVWTP meeting the CT (contact time) requirement for disinfection in the presence of groundwater plumbed to the AV Tank No.1 outlet piping.

The objectives of the proposed tracer study include the following:

- Evaluate the overall hydraulic conditions of AV Tank No.1 under normal system configurations at maximum-day system demand;
- Determine t_{10} (time when 10% of tracer mass has exited the storage tank);
- Calculate effective CT based on t_{10} values obtained to compare with the estimated CT using the USEPA Guidance Manual to determine the CT compliance of AV Tank No.1;
- Prepare a technical memorandum with the findings of the study;
- Provide any recommendations for improvements or operational strategies for full CT compliance of the Surface Water Treatment Rule.

The estimated cost of the study is \$35,000 for the District's water engineer labor and materials. The Board authorization is requested prior to proceeding with the work. It is anticipated that the tracer study would be able to prove that adequate CT is present at AV No. 1 for compliance purposes, however, it must be noted that this outcome is not guaranteed. If successful, this tracer study may save the District hundreds of thousands of dollars in capital improvements.



MONTARA WATER AND SANITARY DISTRICT AGENDA

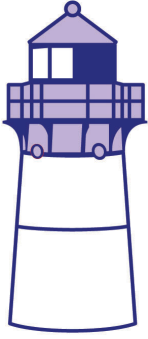
For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

RECOMMENDATION:

Authorize the General Manager to direct District's Water Engineer to conduct the Tracer Study at the Alta Vista Tank No. 1.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Receipt of Customer Confidence Report.

In compliance with State Regulations the annual Customer Confidence Report summarizing the District's water sampling results was published. Since three years, the report is produced in electronic form and posted on the District's website.

RECOMMENDATION:

This is for Board Information only



Montara Water and Sanitary District

REPORT ON WATER QUALITY 2018



High-Quality, Well-Protected Local Water Supply

The water served by Montara Water and Sanitary District (MWSD) comes from high-quality local groundwater wells and Montara Creek. Our sources are consistently fed by clean, coastal rainfall, which flows into local streams and percolates into the aquifers from which we draw water.

We are fortunate to have such a high-quality, well-protected, and 100% locally-controlled water supply.

Our staff of State Certified water professionals are committed to providing you and all our customers high quality water every day and around-the-clock.

This consumer confidence report (CCR) provides important information about your water quality, and illustrates that MWSD drinking water has met all the state and federal public health requirements for 2018.

Excellent Quality and Consistent Water System Upgrades

A message from the Board President

Dear Customer,

Your Water Meets all Primary Water Quality Standards. We are pleased to report continued compliance of your local water with all federal and state drinking water regulations as demonstrated by this Consumer Confidence Report for 2018. This Report summarizes the results of approximately 2,300 analyses conducted on your drinking water in the past year.

The District has Continued its Infrastructure Improvement Work by improving its surface water diversion and rehabilitating its existing well sources and distribution system. The District will continue to implement projects that maximize system reliability while minimizing costs and environmental impacts.

Please Keep Up Your Excellent Conservation Practices. Since 2004, MWSD has reduced its per person water use by 33%. Despite this winter's rainfall, we encourage you to continue conserving – there is never enough water to waste. For more information on how to save water and reduce your water bills, please visit saveourwater.com.

Please Contact Us. We Are Here to Serve! For more information about your drinking water, you can visit the District's office, the website at mwsd.montara.org, or attend one of our Board meetings. District Staff and Board Members are always available to discuss issues with customers and constituents.

Sincerely,

Kathryn Slater-Carter, Board President

Our High-Quality Water Supply

We test the drinking water quality for many constituents as required by State and Federal regulations. This report shows the results of our monitoring for the period of January 1 through December 31, 2018 and may include earlier monitoring data.

To ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and State Water Resources Control Board (SWRCB) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. SWRCB regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

MWSD is served by groundwater from San Mateo Coastal Basin Aquifers and surface water from the Montara Creek.

As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, that can be naturally- occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

Radioactive contaminants that can be naturally-occurring or be the result of oil and gas and mining activities.

A Drinking Water Source Assessment for all sources was completed in January 2003 and is on file with the SWRCB Division of Drinking Water (DDW).

**Este informe contiene información muy importante sobre su agua potable.
Tradúzcalo o hable con alguien que lo entienda bien.**

A Message from the USEPA and the SWRCB Division of Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline: (1-800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MWSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you do so, you may wish to collect the flushed water and reuse it for other beneficial purposes, such as watering plants. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

Important Information about Your Drinking Water

Arsenic was detected at District wells and Montara Creek at a level **below** the Maximum Contaminant Level (MCL). While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic's possible health effects against the cost of removing arsenic from drinking water. The USEPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

Secondary MCLs were set to protect you against unpleasant aesthetic effects such as color, taste, odor, and the staining of plumbing fixtures (e.g., tubs and sinks), and clothing while washing. Exceeding the secondary MCLs poses no health risks. **Manganese** was found at levels that **exceeded** the secondary MCL of 50 ppb that is set to protect consumers from staining and taste effects. The high manganese levels are most likely due to leaching of natural deposits in the soil where groundwater is in contact with naturally occurring sediments. High levels of manganese in people have been shown to result in adverse effects to the nervous system.



Terms Used in this Report

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water, below which there is no known or expected risk to health. MCLGs are set by the USEPA.

Public Health Goal (PHG): The level of a contaminant in drinking water, below which there is no known or expected risk to health. The California Environmental Protection Agency (CEPA) sets PHGs.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant, below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Secondary Maximum Contaminant Level (SMCL): Secondary MCLs are set to protect the odor, taste, and appearance of drinking water. Exceeding the SMCLs poses no health risks.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

Variations and Exemptions: SWRCB Division of Drinking Water permission to exceed an MCL or not comply with a treatment technique under certain conditions.

ND: not detectable at testing limit

NTU: nephelometric turbidity unit

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter (µg/L)

ppq: parts per quadrillion or picograms per liter (ng/L)

pCi/L: picocuries per liter (a measure of radiation)

T.O.N.: threshold odor unit

The tables below list all of the drinking water contaminants that were detected during the most recent sampling events for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently.

| TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA IN DISTRIBUTION SYSTEM SAMPLES | | | | | |
|--|---------------------------|-----------------------------|---|------|--------------------------------------|
| Microbiological Contaminants | Highest No. of detections | No. of months in violation* | MCL | MCLG | Typical Source of Bacteria |
| Total Coliform Bacteria | 0 | 0 | More than 1 sample in a month with a detection | 0 | Naturally present in the environment |
| Fecal Coliform or E. coli | 0 | 0 | A routine sample and a repeat sample detect total coliform and either sample also detects fecal coliform or E. coli | 0 | Human and animal fecal waste |

| TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER IN TAP SAMPLES | | | | | | |
|--|-------------------------------|--------------------------------|------------------------|-----|-----|---|
| Lead and Copper | No./Date of samples collected | 90th percentile level detected | No. Sites exceeding AL | AL | PHG | Typical Source of Contaminant |
| Lead (ppb) | 76 2018 Tap Sampling | ND | 0 | 15 | 0.2 | Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits |
| Copper (ppm) | 76 2018 Tap Sampling | 0.18 | 0 | 1.3 | 0.3 | Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives |

Lead sampling was not requested by any schools during this sampling period.

| TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS | | | | | | | | |
|--|-------------|----------------|---------------------|---|-----|------|------------|--|
| Chemical or Constituent (and reporting units) | Sample Date | Level Detected | Range of Detections | | | MCL | PHG (MCLG) | Typical Source of Contaminant |
| Sodium (ppm) | Annually | 51 | 20 | – | 88 | None | None | Salt present in water and generally found naturally occurring in ground & surface water |
| Hardness (ppm as CaCO ₃) | Annually | 149 | 56 | – | 230 | None | None | Sum of polyvalent cations present in water, generally magnesium and calcium, and are usually naturally occurring in ground & surface water |

| TABLE 4 – DETECTION OF UNREGULATED CONTAMINANTS | | | | | | | |
|---|-------------------------------|----------------|---------------------|---|------|--------------------|---|
| Chemical or Constituent (and reporting units) | Sample Date | Level Detected | Range of Detections | | | Notification Level | Health Effects Language |
| Boron (ppm) | Annually (varies by location) | 0.19 | 0.13 | – | 0.24 | 1 | The children of women who drank water containing boron in excess of the notification level while pregnant may have an increased risk of developmental effects, based on studies in laboratory animals |

TABLE 5 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

| Chemical or Constituent (and reporting units) | Sample Date | Level Detected | Range of Detections | | | MCL | PHG (MCLG) [MRDLG] | Typical Source of Contaminant |
|--|------------------|----------------|---------------------|---|-----|-----|--------------------|--|
| | | | | | | | | |
| Turbidity (NTU) | Annually | 18 | 0.13 | – | 49 | TT | None | Soil runoff |
| Arsenic (ppb) | Quarterly | 2.3 | ND | – | 8 | 10 | 0.004 | Erosion of natural deposits; runoff from orchards; glass and electronics production waste |
| Fluoride (ppm) | Quarterly | 1.1 | 0.3 | – | 1.7 | 2 | 1 | Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer and aluminum factories |
| Nitrate as N (ppm) | Annually, Varies | 0.6 | ND | – | 4.2 | 10 | 10 | Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits |
| Total Trihalomethanes [TTHMs] (ppb) | As needed | 30 | 11 | – | 54 | 80 | none | Byproduct of drinking water disinfection |
| Haloacetic Acids [HAA5] (ppb) | As needed | 4.9 | 2.0 | – | 7.5 | 60 | none | Byproduct of drinking water disinfection |
| Control of DBP precursors [TOC] (ppm) | Quarterly | 0.4 | 0.3 | – | 0.5 | TT | none | Various natural and man-made sources |
| Selenium (ppb) | Varies | 1 | ND | – | 4.8 | 50 | 30 | Erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive); discharge from petroleum, glass and metal refineries |
| Trichloroethene (TCE) (ppb) | Quarterly | 0.2 | ND | – | 1.4 | 5 | 1.7 | Discharge from metal degreasing sites and other factories |

TABLE 6 – SAMPLING RESULTS SHOWING FECAL INDICATOR-POSITIVE GROUND WATER SOURCE SAMPLES

| Microbiological Contaminants | Total No. of Detections | Sample Dates | MCL [MRDL] | PHG (MCLG) [MRDLG] | Typical Source of Contaminant |
|------------------------------|-------------------------|--------------|------------|--------------------|-------------------------------|
| E. coli | 0 | N/A | 0 | (0) | Human and animal fecal waste |
| Enterococci | 0 | N/A | TT | N/A | Human and animal fecal waste |
| Coliphage | 0 | N/A | TT | N/A | Human and animal fecal waste |

TABLE 7 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

| Chemical or Constituent (and reporting units) | Sample Date | Level Detected | Range of Detections | | | SMCL | PHG (MCLG) | Typical Source of Contaminant |
|--|-------------|----------------|---------------------|---|-----|-------|------------|---|
| *Color (Color Units) | Varies | 41 | ND | – | 100 | 15 | None | Naturally-occurring organic materials |
| Iron (ppb) | Quarterly | 58 | ND | – | 260 | 300 | None | Leaching from natural deposits; industrial wastes |
| *Manganese (ppb) | Varies | 10 | ND | – | 83 | 50 | 300 | Leaching from natural deposits |
| Total Dissolved Solids [TDS] (ppm) | Annually | 293 | 120 | – | 430 | 1,000 | None | Runoff/leaching from natural deposits |
| Specific Conductance (µS/cm) | Annually | 603 | 500 | – | 740 | 1,600 | None | Substances that form ions when in water; seawater influence |
| Chloride (ppm) | Annually | 65 | 25 | – | 110 | 500 | None | Runoff/leaching from natural deposits; seawater influence |
| Sulfate (ppm) | Annually | 30 | 6.1 | – | 79 | 500 | None | Runoff/leaching from natural deposits; industrial wastes |

* Any exceedance of an SMCL is asterisked. Exceeding the secondary MCLs poses no health risks. There are no PHGs, MCLGs, or mandatory standard health effects language for these constituents because secondary MCLs are set based on aesthetics.

TABLE 8 – SAMPLING RESULTS SHOWING TREATMENT OF SURFACE WATER SOURCES

| | |
|--|--|
| Treatment Technique ^(a) (Type of approval filtration technology used) | Dual-media pressure filters, coagulation and contact clarifiers |
| Turbidity Performance Standards ^(b) (that must be met through the water treatment process) | Turbidity of the filtered water must: 1 – Be less than or equal to 0.3 NTU in 95% of measurements in a month. 2 – Not exceed 0.3 NTU for more than eight consecutive hours. 3 – Not exceed 1 NTU at any time. |
| Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1 | 100% |
| Highest single post-filtration turbidity measurement during the year | 0.20 |
| Number of violations of any surface water treatment requirements | 0 |

^(a) A required process intended to reduce the level of a contaminant in drinking water.

^(b) Turbidity (measured in NTU) is a measurement of the cloudiness of water and is a good indicator of water quality and filtration performance. Turbidity results that meet performance standards are considered to be in compliance with filtration requirements.



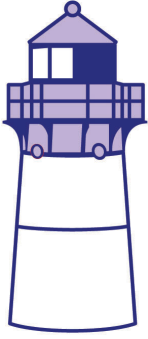
**Montara Water
and Sanitary District**

P.O. Box 370131
Montara, CA 94037
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Web: mwsd.montara.org

DIRECTORS
Kathryn Slater-Carter, President
Jim Harvey, President Pro Tem
Ric Lohman, Secretary
Eric Marshall, Treasurer
Scott Boyd, Director
GENERAL MANAGER
Clemens Heldmaier

Continuing Our Commitment

The District Board Meetings for public participation are held on the first and third Thursday of each month at 7:30 p.m. at the District Office at 8888 Cabrillo Highway, Montara, CA 94037. For more information about this report and with any questions related to your public water system, please contact Clemens Heldmaier, General Manager at (650) 728-3545. You may also fax to us at (650) 728-8556, or email to mwsd@coastside.net, or visit us online at mwsd.montara.org



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Nomination of Representative for ACWA Region
5 Board.**

The Region 5 Nominating Committee is looking for members who are interested in leading the direction of ACWA Region 5 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 5 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical Regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. Members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals.

Director Ric Lohman has served for more than a decade in public functions related to Special Districts and wishes to serve on the ACWA Region 5 Board. A resolution is required by ACWA from the governing board nominating one of its board members. Nominations must be received by June 28, 2019. The Region 5 Nominating Committee will announce their appointment on October 4.

RECOMMENDATION:

Adopt R E S O L U T I O N N O. _____, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT PLACING IN NOMINATION RIC LOHMAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 5 BOARD MEMBER.

Attachment

RESOLUTION NO.

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
PLACING IN NOMINATION RIC LOHMAN AS A MEMBER OF THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 5 BOARD MEMBER**

WHEREAS, the Board of Directors of the Montara Water and Sanitary District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA);

WHEREAS, Ric Lohman has indicated a desire to serve as a Board Member of ACWA Region 5;

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. Does place its full and unreserved support in the nomination of Ric Lohman for the position of Board Member of ACWA Region 5.
2. Does hereby determine that the expenses attendant with the service of Ric Lohman in ACWA Region 5 shall be borne by the Montara Water and Sanitary District.

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 on the 20th day of June, 2019 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MEMORANDUM

Date: May 2, 2019

To: ACWA REGION 5 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS
(sent via e-mail)

From: ACWA REGION 5 NOMINATING COMMITTEE
Bette Boatmun, Contra Costa County Water District
Brian Lockwood, Pajaro Valley Water Management Agency
Robert McDonald, Carpinteria Valley Water District

The Region 5 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 5 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 5 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. The members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 5 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the [Region 5 Rules and Regulations](#) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form [HERE](#)**
- **Obtain a Resolution of Support from your agency's Board of Directors** (Sample Resolution [HERE](#))
- **Submit the requested information to ACWA as indicated by Friday, June 28, 2019**

The Region 5 Nominating Committee will announce their recommended slate by July 31, 2019. On August 1, 2019 the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed on September 30, 2019. On October 4, 2019, election results will be announced. The newly elected Region 5 Board Members will begin their two-year term of service on January 1, 2020.

If you have any questions, please contact Regional Affairs Representative Brian Sanders, at brians@acwa.com or (916) 441-4545.

2019 ACWA Region Election Timeline 2020-2021 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Go-to-Meeting

May 13:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 28:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

July 10:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

July 11 - 31:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 24
- Candidates will be notified of the recommended slate by August 1
- The Nominating Committee Chair will approve the official region ballot

August 1:

ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 30, 2019*****

October 4:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News



REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Region Board Position Preference: (If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice)

- Chair _____
- Vice Chair _____
- Board Member _____

In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section? (If neither is selected, your name will **NOT** appear on the ballot.)

- Yes
- No

Agency Function(s): (check all that apply)

- Wholesale
- Sewage Treatment
- Flood Control
- Urban Water Supply
- Retailer
- Groundwater Management / Replenishment
- Ag Water Supply
- Wastewater Reclamation
- Other: _____

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

*I hereby submit my name for consideration by the Nominating Committee.
(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Signature Title Date

A stylized map of California is positioned in the top right corner of the page. The map is color-coded with various shades of green and brown, representing different regions or watersheds. Major cities and geographical features are labeled in small text. The map is partially obscured by the blue header area.

ACWA Region 5 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

Region officers must be a local agency board member.

The chair shall appoint a secretary to the Board if one is deemed necessary.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

The vice chair position shall automatically ascend to the chair position in the event that a vacancy occurs in the chair position during the regular term cycle.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

In an effort to preserve objectivity during the nominating committee process, candidates other than nominating committee members shall be nominated for election.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 5 Rules & Regulations can be amended by a majority vote of those present at any Region 5 meeting as long as a quorum is present.

THE ROLE OF THE REGIONS

Mission:

ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
 - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
 - Appoints Outreach Captain to help lead outreach effort within the region.



- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2019.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2017, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Designation of Director Marshall as Sewer
Authority Mid-Coastside Alternate
Representative for MWSD.**

For the next scheduled Sewer Authority Mid-Coastside (SAM) Board meeting only one of the MWSD SAM Representatives is available to attend. Attendance of two MWSD representatives at all SAM meetings is desired. Director Marshall can be designated as SAM Alternate to attend future SAM meetings.

RECOMMENDATION:

Designate Director Marshall to be SAM alternate for MWSD.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

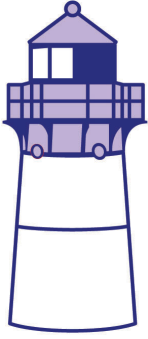
A handwritten signature in dark blue ink, appearing to be 'CH', located to the right of the 'FROM' line.

**SUBJECT: Review and Possible Action Concerning
Recycled Water.**

Director Lohman requested an agenda item on the agenda to discuss Recycled Water and possibly direct staff.

RECOMMENDATION:

Discuss and direct staff.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Direction for Sewer Authority Mid-Coastside
Representatives in Regard to Upcoming Half
Moon Bay Collections Contract.**

The City of Half Moon Bay engaged in 2018 in a one-year contract with the Sewer Authority Mid-Coastside (SAM) for certain sewer collections services. The agreement expires on June 30 and the City has asked SAM to extend the contract for an additional term.

Director Slater-Carter requested an agenda item to discuss and possibly direct the MWSD SAM representatives in regard to the upcoming contract renewal.

RECOMMENDATION:

Discuss and direct SAM representatives.

Attachments



AMENDMENT NO. 1 TO
CITY OF HALF MOON BAY
AGREEMENT FOR COLLECTION SYSTEM
MAINTENANCE SERVICES

THIS AGREEMENT FOR COLLECTION SYSTEM MAINTENANCE SERVICES (“Agreement”) is made by and between the City of Half Moon Bay, a California municipal corporation (“City”) and the Sewer Authority Mid-Coastside, a Joint Powers Agency (“Authority”), effective as of July 1, 2019.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Authority shall provide to City the services described in the Scope of Work attached hereto as Exhibit A and Exhibit C at the time and place and in the manner specified therein. For purposes of this Agreement, the term “maintenance” shall not include capital improvements, replacement of collection system facilities, or major repairs requiring design by a registered engineer. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A and C, this Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the date first noted above and shall run until July 1, 2020 unless earlier terminated by either party pursuant to Section 8, subject to possible extension by mutual agreement as specified in Section 8.2.
- 1.2 Standard of Performance.** Authority shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of collections system maintenance in the geographical area in which Authority is located. Authority shall prepare all work products required by this Agreement in accordance with the Scope of Work and applicable federal and state regulations and shall conform to the standards of quality normally observed by a person performing such services.
- 1.3 Assignment of Personnel.** Authority shall assign only competent personnel to perform services pursuant to this Agreement. City may, in its sole discretion, at any time during the term of this Agreement, request the reassignment of any Authority personnel, Authority shall, immediately upon receiving notice from City of such request of City, evaluate, in its sole discretion, whether to reassign such person or persons. City acknowledges that reassignment of Authority personnel may requiring that the Authority meet and confer with representatives of the personnel’s bargaining unit.

1.4 Time. Authority shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.2 above and to satisfy Authority's obligations hereunder.

Section 2. COMPENSATION. Exhibits A (Scope of Work), B (Collections Budget) and C (2019-20 Regular Cleaning List) to this contract incorporated herein by this reference, contains a task-based Fee Schedule, with specifications regarding measurement and payment and unit cost. The City shall pay Authority for services rendered pursuant to the Fee Schedule at the time and in the manner set forth herein. Authority shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Authority shall not bill City for duplicate services performed by more than one person.

Authority and City acknowledge and agree that compensation paid by City to Authority under this Agreement is based upon Authority's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Authority. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Authority and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement except as specified herein, in the Scope of Work attached hereto as Exhibit A, in the Collections Budget attached hereto as Exhibit B or in the 2019-20 Regular Cleaning List attached hereto as Exhibit C. Nothing in the preceding sentence is intended to have any effect on payments required to be made by the City to Authority under the Agreement Creating the Sewer Authority Mid-Coastside as modified by Amendments 1 through 8 ("JEPA"), or the Stipulation and Order Regarding Expenses and Assessments of Sewer Authority Mid-Coastside entered on September 13, 2017, or any successor Stipulation and Order.

2.1 Invoices. Authority shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of bills; i.e., Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary summarizing the work performed in accordance with the Scope of Work and payment due per unit cost for each task listed in the Scope of Work, along with the amount of prior billings, the total remaining budget, and the percentage of completion of the task;
- A copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, and a brief description of the work;

- The total number of hours of work performed under the Agreement by Authority and each employee, agent, and subcontractor of Authority performing services hereunder;
- The SAM General Manager's signature.

2.2 Monthly Payment. City shall make monthly payments, based on complete and accurate invoices received, for services satisfactorily performed in accordance with the Scope of Work. City shall notify Authority in writing within 15 days after receipt of an invoice of any billing item that does not satisfy the requirements herein. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Authority.

Should City fail to pay Authority in accordance with the preceding sentence, the unpaid amount of such invoice shall incur interest calculated from the due date in accordance with the Agreement Creating the Sewer Authority Mid-Coastside, dated February 3, 1976, as amended, but in no case shall interest paid exceed the rate prescribed by law. In the event the City notifies the Authority in writing within 15 days after receipt of an invoice of any billing item that does not satisfy the requirements herein, no interest shall accrue on the contested billing item while the dispute about that item is resolved by the parties.

2.3 Unit Prices. Compensation for work performed by Authority for which a unit price is specified in Exhibit B shall not exceed the extension of the unit price shown on Exhibit B times the number of units of work performed. Work that exceeds the quantities used to develop the budget, or consists of emergency repairs, all as specified in Exhibit A, must receive advanced, written authorization by the City, with the exception of SSO Response activities. The costs thereof will be invoiced by Authority and paid by City as specified in Exhibit B.

2.4 Payment of Taxes. Authority is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.5 Payment upon Termination. In the event that the City or Authority terminates this Agreement pursuant to Section 8, the City shall compensate the Authority for all outstanding costs incurred for work satisfactorily completed as of the date of written notice of termination. Authority shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.6 Authorization to Perform Services. The Authority is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Authority shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement.

Section 4. INSURANCE REQUIREMENTS.

4.1. During the term of this Agreement, Authority shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Authority's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

▪ **General Liability**

Authority shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability and coverage for explosion, collapse and underground property damage hazards. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Authority's general liability policies shall be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, volunteers, and agents shall be additional covered parties under such policies. An endorsement providing completed operations coverage for the additional covered parties, ISO form CG 20 37, is also required.

▪ **Auto Liability**

Authority shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than five million dollars (\$5,000,000) per accident.

▪ **Contractors Pollution Liability**

Pollution Coverage shall be provided on a Contractors Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than two million dollars (\$2,000,000) per claim. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

▪ **Workers' Compensation**

Authority shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Authority shall submit to City, along with the certificate of insurance,

a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

- 4.2. During the term of this Agreement, City shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property related to its Sewage Collection System. Such insurance shall be of the types and in the amounts as set forth below:
 - Comprehensive General Liability Insurance with coverage limits of not less than Two Million Dollars (\$2,000,000) per occurrence including public liability and property damage liability coverage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- 4.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California.
- 4.4. Authority agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) terminate this Agreement pursuant to Section 8.1 below; (ii) take out the necessary insurance and pay, at Authority's expense, the premium thereon, or (iii) enforce the insurance requirements in this Agreement.
- 4.5. If Authority maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Authority.
- 4.6. Authority shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language) to the City verifying the required insurance coverage before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Authority's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.
- 4.7. City shall furnish Authority with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language) to the Authority verifying the required insurance coverage before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the City's obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

- 4.8.** Authority shall provide proof that policies of insurance required herein expiring, or cancelled, during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. City shall provide proof that policies of insurance required herein expiring, or cancelled, during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages, or immediately for any policy being cancelled.
- 4.9.** The general liability, automobile, and Contractors Pollution Liability policies of insurance required by this Agreement to be maintained by Authority shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional covered parties. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City.
- 4.10.** The policies of insurance required by this Agreement to be maintained by City shall contain an endorsement naming Authority and its officers, employees, agents and volunteers as additional covered parties. Nothing in this provision requires the City to respond to or defend a claim arising out of Authority's failure to comply with any of its obligations contained in this Agreement or the Authority's performance of work hereunder. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to Authority.
- 4.11.** The insurance provided by Authority shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Authority's insurance and shall not contribute with it. Nothing in this provision requires Authority to respond to or defend a claim solely regarding which, pursuant to section 5.2 below, Authority has no duty to defend City and its officers, officials, employees and volunteers.
- 4.12.** All insurance coverage provided by Authority pursuant to this Agreement shall not prohibit Authority, and Authority's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Authority hereby waives all rights of subrogation against the City based on payments made by insurance coverage provided by Authority pursuant to this Agreement. Authority agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Authority has received such an endorsement.

- 4.13. All insurance coverage provided by City pursuant to this Agreement shall not prohibit City, and City's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. City hereby waives all rights of subrogation against the Authority based on payments made by insurance coverage provided by City pursuant to this Agreement.
- 4.14. Any deductibles or self-insured retentions relating to the insurance maintained by Authority under this Agreement must be declared to and approved by the City. Any deductibles or self-insured retentions relating to the insurance maintained by City under this Agreement must be declared to the Authority.
- 4.15. General Liability coverage shall be maintained for a minimum of five (5) years after contract completion. In addition, if any of the required policies provide claims-made coverage, the coverage shall be maintained for a period of five years after completion of the contract. Authority or City may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said five-year period.
- 4.16. The Automobile Liability Policy required to be obtained by the Authority shall be endorsed to include Transportation Pollution Liability insurance covering materials that may be transported by Authority pursuant to this Agreement.
- 4.17. The City reserves the right to seek to modify these insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or special circumstances, provided that such changes shall be reflected in an amendment to this Agreement pursuant to section 8.3.

Section 5. INDEMNIFICATION AND AUTHORITY'S RESPONSIBILITIES.

- 5.1 To the fullest extent allowed by law and subject to the remainder of this Section 5, Authority shall hold harmless, defend, and indemnify City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, cost (including without limitation costs and fees of litigation) arising out of or in connection with Authority's performance of work hereunder or, where within the scope of required insurance coverage, its failure to comply with any of its obligations contained in the agreement, except such loss or damage caused by the sole or active negligence, or willful misconduct of City, and except such loss as caused by City's failure to make such major repairs or replacement as described in Section 5.2, below. In instances where the City's active negligence, willful

misconduct, or failure to make major repairs or replacement as described in Section 5.2 accounts for only a percentage of the liability involved, the obligation of the Authority will be for that entire portion of the percentage of liability not attributable to the City's active negligence, willful misconduct, or failure to make major repairs or replacement as described in Section 5.2. Amounts (if any) paid directly by Authority in accordance with this paragraph, including (but not limited to) deductibles and self-insured retention amounts, shall be reimbursed by the Member Agencies of Authority in the following proportions: 56% by the City, 24% by Granada Community Services District, and 20% by Montara Water and Sanitary District, which is based on flows into the single consolidated treatment plant facility as established in the Authority's Fiscal Year 2019-2020 budget.

- 5.2** In the event that Authority has duly notified City in writing of a discrete portion of City's collection system that requires major repairs or replacement (or maintenance which is beyond Authority's obligation to furnish under this Agreement) in order to operate effectively as intended without an undue risk of overflow, spill, or other unauthorized discharge, and City agrees in writing (or, in the event of disagreement, a mutually agreeable independent third party reviews and agrees with the Authority) and does not timely undertake the needed repairs or replacement, then Authority shall have no duty pursuant to section 5.1 above to indemnify City and its officers, officials, employees and volunteers against any and all liability, claims, damage, losses and expenses caused by or resulting from City's failure to timely perform such repairs or replacement, but Authority shall have a duty to defend City against a claim wherein it is alleged that damage caused by or resulting from City's failure to timely perform such repairs or replacement was also partially caused by or resulted from SAM's services under this Agreement. City shall reimburse Authority's defense related costs in proportion to the comparative fault of the City as agreed to in a settlement or as determined in a final judgment.
- 5.3** It is understood that the duty of Authority to indemnify and hold harmless as described above includes the duty to defend as set forth in Section 2778 of the California Civil Code. The City and Authority shall timely notify each other of the receipt of any third-party claim relating to the Agreement. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Authority from liability under this indemnification and hold harmless clause, provided that payment by its insurers shall fully relieve Authority from liability under this indemnification and hold harmless clause. By execution of this Agreement, Authority acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

- 5.4 The total liability in the aggregate of Authority and its employees, subcontractors or suppliers to the City and anyone claiming through or under the City on all claims of any kind arising out of or in any way related to Authority's services or from any cause or causes whatsoever shall not exceed the proceeds received from the insurance specified in Section 4 above.

Section 6. STATUS OF AUTHORITY.

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Authority shall be an independent contractor and shall not be an employee of City.
- 6.2 **Authority No Agent.** Except as specified in the Scope of Work attached hereto as Exhibit A, or as City may otherwise specify in writing, Authority shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent with respect to the services performed pursuant to this Agreement.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Authority and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Authority and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Authority represents and warrants to City that Authority and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Authority represents and warrants to City that Authority and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.

7.5 Nondiscrimination and Equal Opportunity. As provided in Government Code Section 12940, Authority shall not discriminate, on the basis of a person's race, religion, color, national origin, ancestry, age, physical or mental handicap or disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, or military and veteran status against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Authority under this Agreement. Authority shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Authority thereby.

Authority shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon 90 day's written notice to Authority.

Authority may cancel this Agreement at any time and without cause upon 90 days' written notice to City.

In the event of termination, Authority shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Authority delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Authority or prepared by or for Authority or the City in connection with this Agreement. In the event Authority is not provided notice of any outstanding materials to be delivered to City, Authority shall be entitled to payment within 30 days.

8.2 Extension. City may request that the end date of this Agreement be extended beyond the term provided for in Subsection 1.1, provided that any such extension shall require a written amendment to this Agreement, as provided for herein, and that the Parties agree to a fee schedule for services during the extension period.

- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 Assignment and Subcontracting.** City and Authority recognize and agree that this Agreement contemplates performance by personnel employed by Authority and is based upon a determination of Authority's unique institutional competence, experience, and specialized institutional knowledge. Authority may not assign this Agreement or any interest therein. Authority shall not subcontract any portion of the performance contemplated and provided for herein absent a formal amendment to this Agreement. Authority may contract with a third-party consultant to provide training for its staff as specified in Exhibit A provided that this training will not add cost to the City that is not already included in the Budget attached as Exhibit B. Nothing in this Agreement shall be construed to allow City to assign this Agreement or any interest therein.
- 8.5 Survival.** All obligations arising under this Agreement prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Authority for matters pertaining to this Agreement shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Authority.** If Authority materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.6.1** Terminate the Agreement pursuant to Section 8.1;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Authority pursuant to this Agreement;
 - 8.6.3** Retain a different entity to complete the work described in Exhibit A not finished by Authority; or
 - 8.6.4** Charge Authority the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Authority pursuant to Section 2 if Authority had completed the work.

- 8.7 **Options upon Breach by City.** If City materially breaches any of the terms of this Agreement, Authority may seek the City's compliance, or may terminate the Agreement after 90 days' written notice pursuant to Section 8.1.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Authority's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Authority prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City and Authority. Authority hereby agrees to deliver one original or certified copy of those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are not necessarily suitable for any future or other use. To the extent allowed by law, City and Authority agree that, until final approval by City, all data, plans, specifications, reports and other documents will not be released to third parties without prior written consent of both parties.
- 9.2 **Authority's Books and Records.** Authority shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Authority to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Authority to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that the venue for trial of such action shall be vested exclusively in the state courts of California in the County of San Mateo or in the United States District Court for the Northern District of California., subject to the provisions of the Code of Civil Procedure of the State of California regarding a change of venue
- 10.2 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.3 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.4 Successors and Assigns.** Subject to Section 8.4, the provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.5 Use of Recycled Products.** Authority shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.6 Services to Other Members.** Authority may provide collection system maintenance services for its other Member Agencies, including portions of the Granada Community Services District’s collections system lying within the corporate limits of City.
- 10.7 Conflict of Interest.** Authority shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*
- 10.8 Contract Administration.** This Agreement shall be administered by the City Manager or their designee (“Contract Administrator”). All correspondence shall be directed to or through the Contract Administrator. In addition, Mark Thomas & Company (MTCO) has been retained under a separate contract with the City to

provide daily oversight of SAM activities under this Agreement, and SAM shall coordinate with MTCO as provided in Exhibit A.

10.9 Notices.

Any written notice to Authority shall be sent to:

Sewer Authority Mid-Coastside
1000 Cabrillo Highway North
Half Moon Bay, CA 94019
Attention: General Manager
Phone: 650-726-0124
Email:

Any written notice to City shall be sent to:

City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019
Attn: City Manager
Phone: 650-726-8280
Fax: (650) 726-9389
Email: publicworks@hmbcity.com

10.11 Integration. This Agreement, including the Scope of Work and Fee Schedule attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between City and Authority with regard to the provision of collection system maintenance services as described herein, and supersedes all prior negotiations, representations, or agreements, either written or oral, with respect to collection system maintenance services, including the Agreement for Maintenance and Operation Services between the City of Half Moon Bay and Sewer Authority Mid-Coastside dated May 3, 1988.

This Agreement does not in any way amend or otherwise affect the JEPA. City and Authority expressly agree that the operation and maintenance by Authority of its wastewater interceptor, treatment and disposal system is independent of the operation and maintenance by Authority of City's sewerage collection system.

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement effective as of the date first written above.

“CITY”
CITY OF HALF MOON BAY

Date: _____

By: _____
City Manager

Attest:

Approved as to form:

By: _____
City Clerk

City Attorney

Date: _____

“CONSULTANT”
Sewer Authority Mid-Coastside

Date: _____

By: _____
Beverli A. Marshall
Its: General Manager

Attachments:

Exhibit A--Scope of Services
Exhibit B--Collections Budget

1013078.8

EXHIBIT A

Scope of Work
City of Half Moon Bay
Sanitary Sewer System Maintenance Services
FY2019-20

GENERAL SCOPE OF SERVICES

The sanitary sewer system maintenance services contractor shall provide a comprehensive and effective operation and maintenance program using a map-based computerized maintenance management system (CMMS) that applies industry best management practices for cleaning, preventive maintenance, sanitary sewer overflow (SSO) response, and other related tasks for the wastewater collection system owned by the City. General tasks include but are not limited to providing system data to the project team; system-wide sewer line cleaning; pump station inspections and cleaning; comprehensive electronic documentation using the Lucity CMMS system supported by paper records; accurate and timely reporting; and regular communication with the City and its consultants. Sewer and pump station cleaning operations will be provided by Sewer Authority Mid-Coastside (SAM). Mark Thomas & Company (MTCO) has been retained under a separate contract with the City of Half Moon Bay (City) to provide daily oversight of SAM activities. MTCO is responsible for assuring that all SAM activities are completed in compliance with the contract documents and will advise the City as to the performance of SAM under this contract. All work shall be in compliance with the City's adopted Sewer System Management Plan (SSMP), as may be amended from time-to-time.

SAM SCOPE OF WORK

SAM, as a contractor to the City of Half Moon Bay shall provide the following services:

Task 1. Project Management

Task 1.1 Meetings

SAM field maintenance staff, supervisor(s), and the SAM General Manager will attend a kickoff meeting with City staff and MTCO. SAM will provide, for discussion by the team, the planned maintenance schedule for pipelines and lift stations for Fiscal Year 2019-20. This schedule will be accompanied by a map showing the mainline cleaning schedule, color coded by month based upon Exhibit C to Agreement. The City will prepare the agenda and minutes from this meeting.

The SAM field maintenance supervisor and other staff as deemed necessary by SAM staff will attend quarterly meetings to discuss tasks completed during the prior quarter and tasks scheduled for the next quarter. The project team will also identify any issues or challenges that have been encountered, how they were resolved (or are proposed to

be resolved), and identify and discuss any anticipated issues. SAM shall provide an updated schedule for discussion at each quarterly meeting.

Measurement and Payment: Payment shall be made per meeting, based on Exhibit B of the Agreement.

Task 1.2 Progress Reports

No later than the 10th day following the last day of each month, SAM shall submit a draft monthly status report that describes progress compared to goals. Information to be included in each report includes a list of SSO events (if any) with supporting details; list of emergency calls and their causes and actions; list of pipe segments cleaned with Pipe ID, information on the number of passes required, types and amounts of material removed from each pipe, and issues encountered; lift station inspections completed; all field documentation compiled during the previous month; and recommended actions by the City related to pipeline or lift station needs.

No later than 30 days after the end of FY 2018-19, SAM will provide a draft annual report of system maintenance activities using the monthly reports as a guideline. The annual report will include a discussion on trends in system performance and will provide the necessary information to fulfill the Monitoring, Measurement, and Modifications section of the City's SSMP.

SAM will incorporate comments from MTCO and/or the City as needed to meet the requirements established herein and submit a final version of each report. All reports shall reference both the SAM manhole ID numbers and the City manhole ID numbers for each line.

Measurement and Payment: Payment shall be per completed final report, based on Exhibit B of this Agreement.

Task 1.3 Computerized Maintenance Management System

SAM will host and utilize Lucity software. The software shall be sufficient to document all field data that is collected through this contract, including cleaning, inspections, repairs, and maintenance plans. SAM will provide remote access to MTCO and City staff. MTCO and City staff must have the ability to retrieve, review, change, and update Lucity data, including the Lucity GIS maps. SAM shall manage initial setup of the software, and shall hold and manage the contract and license between SAM and Lucity as related to the software. SAM will perform the initial input of all maintenance data after initial review by MTCO for accuracy and completeness. SAM will maintain the ICOM system and data until such time as data is fully migrated to Lucity and Lucity is deemed operational by the SAM and the City.

Unless specifically requested by the City, SAM will not make any updates to the City's GIS maps, maintenance schedules, or maintenance records after the initial inputting by SAM staff; any changes of this nature will be handled by the City.

SAM agrees to provide all data to City if and/or when the City transitions to a stand-alone Lucity contract and license.

Measurement and Payment: SAM has confirmed that all costs related to CMMS implementation and management are included in other unit cost bid amounts. Completion of Lucity documentation on a monthly basis shall be considered a component of sewer line cleaning, as described in Task 3.

Task 2 Existing Data

Within 14 days following Notice to Proceed, SAM, as the current system maintenance contractor, will provide available information for review by the City and MTCO. Existing information includes the current hotspot list in list and map formats, system mapbook, data available in the current (ICOM) and planned (Lucity) CMMS including a database table of contents outlining the location of each type of information; summary of SSOs from the past 5 years including SSO response documentation; existing operational plans and manuals; other pipeline and pump station maintenance records retained by SAM; and list of water meters currently used.

Measurement and Payment: Payment will be lump sum upon delivery of all existing documents, based on Exhibit B of this Agreement.

Task 3 Sewer System Maintenance

Task 3.1 Sewer Pipeline Cleaning

SAM will clean all pipe segments included in Exhibit C which constitutes 50-percent of system. Pipe segments currently on, or subsequently placed on the hot spot list shall be cleaned in accordance with the hot spot schedule.

SAM shall provide proactive and preventive sewer main cleaning to remove roots, grease, and/or debris from the system. SAM shall complete cleaning using the existing combination cleaning and vacuum truck that was purchased in approximately 2016. SAM shall provide all cleaning tools, and labor necessary to effectively access and clean the City sewer lines, following best management practices in place at Bay Area agencies such as West Bay Sanitary District and Union Sanitary District and as directed by MTCO.

SAM shall assure that all roots, debris, fats, oils, and grease are captured and removed from the system using a physical capture or filtering device. SAM shall be responsible for any and all costs incurred by the City that result from materials that remain in the system following use of this methodology.

Pipes shall be cleaned until the cleaning results yield “clear,” as shown in Table 1. SAM shall record the contents that are removed from each pipe. Cleaning results shall be documented and provided as part of each monthly progress report.

The City agrees to obtain a water meter for use by SAM and will pay CCWD directly for the cost of water used for cleaning operations. The City will provide field oversight through City staff as well as via MTCO. The City and MTCO staff will provide observation and recommendations as to meeting best management practices only. The City and/or MTCO will not assist with any field activities.

Measurement and Payment: Payment will be per linear foot of pipe cleaned and will be made upon confirmation that all cleaning operations, including sufficient cleaning, debris removal, disposal, documentation, and entry into the CMMS system have been completed and submitted in accordance with the contract requirements. Payment will not be made for any pipes that require re-cleaning to meet contract requirements, or that are not scheduled or otherwise designated for cleaning by the City.

3.2 Hot Spot Cleaning

The hot spot list includes pipes that require cleaning more often than the routine cleaning frequency. SAM shall clean sewers on the hot spot list at their assigned frequency. Any changes to hot spot frequency will be entered into Lucity by the City or MTCO, following review of the proposed changes at a quarterly review meeting.

The current hot spot list shall be maintained and updated by SAM. SAM shall provide a quarterly update of the list which will be integrated into the Maintenance Plan prepared by MTCO. SAM shall implement the Cleaning Assessment Matrix contained in Table 1, as may be amended from time-to-time in writing by mutual consent of the parties.

Measurement and Payment: See Task 3.1

Table 1. Cleaning Assessment Matrix

| | Clear | Light | Moderate | Heavy |
|--------|--|---|---|--|
| Debris | No observable debris | 1-2 passes with debris observed and removed | 3-4 passes before reaching Clear result | More than 4 passes required to reach Clear result. |
| Grease | No observable grease | 1-2 passes with grease observed and removed | Small chunks but no logs observed. 3-4 passes before reaching Clear result. | Big chunks and/or logs observed, OR more than 4 passes before reaching Clear result. |
| Roots | No observable roots | 1-2 passes with roots observed and removed | Thin stringy roots but no clumps observed. 3-4 passes before reaching Clear results | Thick roots and/or clumps observed, OR more than 4 passes to reach clear result. |
| Action | After 2 clear results, decrease frequency to next lower frequency. | Continue current maintenance frequency. | Increase to next higher maintenance frequency. Submit for CCTV assessment. | Increase to next higher frequency. Submit for CCTV assessment. |

Task 3.3 Lift Station Maintenance

SAM shall conduct station checks and cleaning at each of the City’s three lift stations (Ocean Colony, Pelican Point, and Bell Moon) as described below. MTCO will provide oversight and recommendations for best management practices, and, will complete station checks in event that SAM is unable due to resource or staffing needs. MTCO will not assist with station cleaning tasks.

Task 3.3.1 Weekly Station Checks

SAM will, at minimum, conduct the following station checks on a weekly basis:

- Visually inspect and check the wet well levels to ensure proper automatic start/stop levels for the pumps
- Check pumps for unusual noise or vibrations
- Clean and maintain pumping plant area
- Inspect the motor control center to ensure proper operations
- Record pump and generator hour meter readings
- Check generator batteries, fuel, oil, coolant levels, belts, hoses, tires (if portable)
- Exercise generator, simulating power failure to assure automatic startup

- Inspect rails, piping, valves
- Exercise shut-off valves, as appropriate

Task 3.3.2 Quarterly and Annual Station Checks

SAM shall complete quarterly wet well cleaning at each of the City's lift stations. Tasks include vacuuming and cleaning each wet well. Lift station degreaser shall be used as needed to control fats, oils, and grease. SAM shall submit an MSDS sheet for approval by the City for any chemicals to be introduced to City facilities.

MTCO will complete quarterly and annual amperage tests and meg tests on pump motors, and annual pump inspections and maintenance per the manufacturer.

Measurement and Payment: Payment shall be per station per completed inspection and cleaning operation, based on Exhibit B to this Agreement.

Task 3.4 USA Marking

SAM shall respond to all Underground Service Alert (USA) calls associated with future construction in the City's service area within 48 hours of receiving the request. SAM shall research existing utilities, and measure and mark the location of existing sewer gravity and forcemain pipelines. SAM shall be responsible for any and all costs that are incurred by the City as a result of a failure to properly respond or mark existing sewer utilities in response to a USA request.

Measurement and Payment: Payment shall be per USA callout, based on Exhibit B to this Agreement.

Task 4 Sanitary Sewer Overflow Response

SAM shall respond to all sanitary sewer overflows (SSOs) within the City's service area, in accordance with the City's Sewer System Management Plan (SSMP).

Task 4.1 Training

SAM shall receive 24 hours of training from MTCO on SSO response and documentation. In addition, the MTCO Field Operations Manager will be available twenty-four hours per day, seven (7) days a week to provide telephone consultation to SAM maintenance personnel during SSO response.

In addition, SAM has stated that it will conduct internal training on the City's SSMP no less than once each year. New employees shall receive this training prior to performing sewer cleaning or assisting with SSO response. Twice each year, SAM will contract with a third-party consultant to provide collection system maintenance training for its staff to remain current with SSO volume estimation methods, equipment operations, wastewater collection system best management practices, and regulatory requirement

updates. SAM has confirmed that this training will not add cost to the City. Also, City staff performing First Responder functions will be included in these trainings at no additional cost.

Task 4.2 SSO Response

SSO Response shall follow the State guidelines and the City's SSMP. SAM is responsible for completing all activities necessary for SSO response, from serving as the First Responder to conducting all required notifications, water quality testing, postings, communications, and field activities, and assuring that all response activities have been completed and accurately documented on paper and in the California Integrated Water Quality System (CIWQS).

SAM may receive notification of the SSO event directly from the public, from SAM staff observation, through the City, or via direct dial from a lift station alarm system. SAM shall serve as the First Responder and be on-site within 60 minutes from notification. SAM shall immediately contact the MTCO Field Operations Manager and provide a description of the situation to the Field Operations Manager by phone. MTCO will advise on actions to be taken, and SAM shall remain in close communication with MTCO throughout the entire SSO response. SAM agrees to follow supplemental directives and calling trees provided to ensure proper response to a call-out and/or SSO event.

Neither the City or MTCO will assist SAM with any field activities. SAM shall initiate documentation of the event and shall continue to maintain thorough and accurate records, both on paper and through photo documentation, through the entire event including any final site cleanup activities. SAM shall enter required information into CIWQS and shall make any necessary updates as identified by MTCO and/or the City. CIWQS data shall be filed by a Supervisor or Manager who is listed on CIWQS as an approved data reporter. Under no circumstances shall a SAM employee login to the City's CIWQS page using another person's login information.

Within five working days after the end of the SSO event, SAM shall convene a meeting with the City, MTCO, and SSO response staff to review the event, activities, documentation, and brainstorm strategies to avoid similar SSOs.

Measurement and Payment: Payment shall be per hour of active SSO response, and per SSO debrief, based on Exhibit B to this Agreement. Payment will be made based on information that is documented clearly in the SSO report; no payment will be made for response activities or durations that are missing or unsubstantiated. Payment will be made after the SSO has been certified by the Legally Responsible Official (LRO).

EXHIBIT B
PROJECT BUDGET

Sewer Authority Mid-Coastside (SAM) agrees to provide Collection Systems Services to the City of Half Moon Bay for fiscal year (FY) 2019-2020 in accordance with the Scope of Work contained in Exhibit A , the Table below and Exhibit C.

| Year 2: July 1, 2019 - June 30, 2020 | | | | | |
|---|---|------------|-------------|--------------|--------------|
| Task | Description | Qty | Unit | Price | Total |
| 1. Project Management | Quarterly review meeting | 4 | Quarter | \$ 568 | \$ 2,272 |
| | Monthly status report | 12 | Month | \$ 568 | \$ 6,816 |
| | Annual status report | 1 | Each | \$ 568 | \$ 568 |
| 2. Review Existing System Data | Review current system condition | 1 | Each | \$ 2,368 | \$ 2,368 |
| | Review historical SSOs and maintenance records | | | | |
| | Review other relevant data | | | | |
| 3. Maintenance Strategy | Clean 50% of system (7,700 lft / month of sewer line) | 92,400 | Linear Foot | \$ 1.40 | \$ 129,360 |
| | Hot spot cleaning: 750 lft / month | 9,000 | Linear Foot | \$ 1.40 | \$ 12,600 |
| | Lift station inspection Table 1 - Weekly | 52 | Week | \$ 120 | \$ 6,240 |
| | Lift station inspection Table 1 - Quarterly | 4 | Quarter | \$ 240 | \$ 960 |
| | Lift station inspection Table 1 - Annually | 1 | Annual | \$ 240 | \$ 240 |
| | F.O.G. food service inspections and documentation | 20 | Each | \$ 134 | \$ 2,680 |
| | USA marking - Avg. 71 per month | 852 | Each | \$ 14.50 | \$ 12,354 |
| | | | Linear Foot | \$ 1.74 | \$ 176,458 |

| NAME | NEW_UP_STR | NEW_DN_STR | GRID | DIAMETER | MATERIAL | LINETYPE | OLD_NAME |
|---------------|------------|------------|------|----------|----------|----------|--------------|
| H03023-H03017 | H03023 | H03017 | H03 | 6 | VCP | REG | B3.049-B3. |
| H04019-H04005 | H04019 | H04005 | H04 | 6 | VCP | REG | B3.099-B3. |
| H04020-H04019 | H04020 | H04019 | H04 | 6 | VCP | REG | B3.098-B3. |
| H04045-H04044 | H04045 | H04044 | H04 | 6 | VCP | REG | B3.076-B3. |
| H07008-H07007 | H07008 | H07007 | H07 | 10 | VCP | REG | B3.132A-B3. |
| H07009-H07008 | H07009 | H07008 | H07 | 10 | VCP | REG | B2.124-B3. |
| H07033-H10033 | H07033 | H10033 | H07 | 6 | VCP | REG | B2.132-B2. |
| H07038-H07009 | H07038 | H07009 | H07 | 8 | VCP | REG | B2.123-B2. |
| H07039-H07038 | H07039 | H07038 | H07 | 6 | VCP | REG | B2.122-B2. |
| H07040-H07039 | H07040 | H07039 | H07 | 6 | VCP | REG | B2.122A-B2. |
| H07041-H07040 | H07041 | H07040 | H07 | 6 | VCP | REG | C02.122A-B2. |
| H07042-H07039 | H07042 | H07039 | H07 | 6 | VCP | REG | B2.121-B2. |
| H07043-H07042 | H07043 | H07042 | H07 | 6 | VCP | REG | B2.120-B2. |
| H07044-H10034 | H07044 | H10034 | H07 | 6 | VCP | REG | B2.118-B2. |
| H07045-H07039 | H07045 | H07039 | H07 | 8 | VCP | REG | B2.113-B2. |
| H07046-H07045 | H07046 | H07045 | H07 | 6 | VCP | REG | B2.114-B2. |
| H07047-H07045 | H07047 | H07045 | H07 | 8 | VCP | REG | B2.111-B2. |
| H07048-H07047 | H07048 | H07047 | H07 | 8 | VCP | REG | B2.110-B2. |
| H07049-H07047 | H07049 | H07047 | H07 | 6 | VCP | REG | B2.112-B2. |
| H07061-H07060 | H07061 | H07060 | H07 | 6 | VCP | REG | B3.119-B3. |
| H09008-H09006 | H09008 | H09006 | H09 | 8 | VCP | REG | B1.122-B2. |
| H09010-H09009 | H09010 | H09009 | H09 | 8 | VCP | REG | B1.105-B1. |
| H09012-H09009 | H09012 | H09009 | H09 | 8 | VCP | REG | B1.110-B1. |
| H09013-H09008 | H09013 | H09008 | H09 | 6 | VCP | REG | B1.121-B1. |
| H10009-H10008 | H10009 | H10008 | H10 | 8 | VCP | REG | B2.078-B2. |
| H10010-H10009 | H10010 | H10009 | H10 | 8 | VCP | REG | B2.077-B2. |
| H10011-H10010 | H10011 | H10010 | H10 | 6 | VCP | REG | B2.074-B2. |
| H10015-H10011 | H10015 | H10011 | H10 | 6 | VCP | REG | B2.073-B2. |
| H10034-H07043 | H10034 | H07043 | H10 | 6 | VCP | REG | B2.119-B2. |
| H10035-H10034 | H10035 | H10034 | H10 | 6 | VCP | REG | B2.117-B2. |
| H10036-H10035 | H10036 | H10035 | H10 | 6 | VCP | REG | B2.115-B2. |
| H10037-H10035 | H10037 | H10035 | H10 | 6 | VCP | REG | B2.116-B2. |
| H10038-H07048 | H10038 | H07048 | H10 | 6 | VCP | REG | B2.109-B2. |
| H10039-H10038 | H10039 | H10038 | H10 | 6 | VCP | REG | B2.107-B2. |
| H10040-H10039 | H10040 | H10039 | H10 | 6 | VCP | REG | B2.104-B2. |
| H10041-H10040 | H10041 | H10040 | H10 | 6 | VCP | REG | B2.103A-B2. |
| H10042-H10041 | H10042 | H10041 | H10 | 6 | VCP | REG | B2.103-B2. |
| H10043-H10042 | H10043 | H10042 | H10 | 6 | VCP | REG | B2.102-B2. |
| H10045-H10039 | H10045 | H10039 | H10 | 6 | VCP | REG | B2.106A-B2. |
| H10046-H10045 | H10046 | H10045 | H10 | 6 | VCP | REG | B2.106-B2. |
| H10047-H10046 | H10047 | H10046 | H10 | 6 | VCP | REG | B2.105-B2. |
| H10048-H10038 | H10048 | H10038 | H10 | 6 | VCP | REG | B2.108-B2. |
| H11001-H10011 | H11001 | H10011 | H11 | 8 | VCP | REG | B2.054-B2. |
| H11002-H11001 | H11002 | H11001 | H11 | 6 | VCP | REG | B2.053-B2. |
| H11003-H11002 | H11003 | H11002 | H11 | 6 | VCP | REG | B2.053A-B2. |
| H11004-H11003 | H11004 | H11003 | H11 | 6 | VCP | REG | B2.052-B2. |

| | | | | | | |
|---------------|--------|--------|-----|-------|-----|-------------|
| H11005-H11004 | H11005 | H11004 | H11 | 6 VCP | REG | B2.051-B2. |
| H11007-H11006 | H11007 | H11006 | H11 | 6 VCP | REG | B2.042-B2. |
| H11008-H11007 | H11008 | H11007 | H11 | 6 VCP | REG | B2.041-B2. |
| H11009-H11008 | H11009 | H11008 | H11 | | | |
| H11023-H11022 | H11023 | H11022 | H11 | 6 VCP | REG | B2.039-B2. |
| H11025-H11023 | H11025 | H11023 | H11 | 6 VCP | REG | B2.038-B2. |
| H11035-H08003 | H11035 | H08003 | H11 | 6 VCP | REG | B2.131-B2. |
| H11036-H11035 | H11036 | H11035 | H11 | 6 VCP | REG | B2.130-B2. |
| H12001-H09010 | H12001 | H09010 | H12 | 8 VCP | REG | B1.104-B1. |
| H12005-H12004 | H12005 | H12004 | H12 | 8 VCP | REG | B1.088-B1. |
| H12007-H12006 | H12007 | H12006 | H12 | 8 VCP | REG | B1.062-B1. |
| H12009-H12005 | H12009 | H12005 | H12 | 8 VCP | REG | B1.087-B1. |
| H13015-H12008 | H13015 | H12008 | H13 | 6 VCP | REG | B1.051-B1. |
| H13016-H13015 | H13016 | H13015 | H13 | 6 VCP | REG | B1.050-B1. |
| H13041-H13040 | H13041 | H13040 | H13 | 6 VCP | REG | B1.067-B1. |
| H13046-H12009 | H13046 | H12009 | H13 | 8 VCP | REG | B1.086-B1. |
| H13047-H13046 | H13047 | H13046 | H13 | 8 VCP | REG | B1.085-B1. |
| H14013-H14012 | H14013 | H14012 | H14 | 6 VCP | REG | B2.023-B2. |
| H15001-H12008 | H15001 | H12008 | H15 | 8 VCP | REG | B1.042-B1. |
| H16003-H16002 | H16003 | H16002 | H16 | 6 VCP | REG | B1.040-B1. |
| H16009-H16002 | H16009 | H16002 | H16 | 8 VCP | REG | B1.031-B1. |
| H16010-H16009 | H16010 | H16009 | H16 | 6 VCP | REG | B1.030-B1. |
| H16011-H16010 | H16011 | H16010 | H16 | 8 VCP | REG | B1.029-B1. |
| H16015-H16014 | H16015 | H16014 | H16 | 6 VCP | REG | B1.025-B1. |
| H16018-H16009 | H16018 | H16009 | H16 | 6 VCP | REG | B1.012-B1. |
| H16022-H16021 | H16022 | H16021 | H16 | 6 VCP | REG | B1.008-B1. |
| H16026-H16025 | H16026 | H16025 | H16 | 6 VCP | REG | B1.004-B1. |
| H16027-H16026 | H16027 | H16026 | H16 | 6 VCP | REG | B1.001-B1. |
| H16030-H16026 | H16030 | H16026 | H16 | 6 VCP | REG | B1.003-B1. |
| H17006-H17005 | H17006 | H17005 | H17 | 6 VCP | REG | B1.018A-B1. |
| H25025-H25024 | H25025 | H25024 | H25 | 8 VCP | REG | B4.061-B4. |
| H25026-H25025 | H25026 | H25025 | H25 | 8 VCP | REG | B4.060-B4. |
| H25045-H25044 | H25045 | H25044 | H25 | 8 VCP | REG | B4.134-B4. |
| H25056-H25042 | H25056 | H25042 | H25 | 8 VCP | REG | B4.126-B4. |
| H29028-H29027 | H29028 | H29027 | H29 | 8 VCP | REG | B4.191-B4. |
| H29033-H29032 | H29033 | H29032 | H29 | 8 VCP | REG | B4.186-B4. |
| H30008-H30006 | H30008 | H30006 | H30 | 8 VCP | REG | B4.044A-B4. |
| H10008-H10007 | H10008 | H10007 | H10 | 8 VCP | REG | B2.079-B2. |
| H01003-H03021 | H01003 | H03021 | H01 | 8 VCP | REG | B3.033-B3. |
| H01004-H01003 | H01004 | H01003 | H01 | 8 VCP | REG | B3.032-B3. |
| H01005-H01004 | H01005 | H01004 | H01 | 8 VCP | REG | B3.031-B3. |
| H01006-H01005 | H01006 | H01005 | H01 | 6 VCP | REG | B3.030-B3. |
| H01007-H01006 | H01007 | H01006 | H01 | 6 VCP | REG | B3.029-B3. |
| H01008-H01007 | H01008 | H01007 | H01 | 6 VCP | REG | B3.027-B3. |
| H01009-H01008 | H01009 | H01008 | H01 | 6 VCP | REG | B3.026-B3. |
| H01010-H01009 | H01010 | H01009 | H01 | 6 VCP | REG | B3.024-B3. |
| H01011-H01009 | H01011 | H01009 | H01 | 6 VCP | REG | B3.025-B3. |

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| H01012-H01007 | H01012 | H01007 | H01 | 6 VCP | REG | B3.028-B3. |
| H01013-H03022 | H01013 | H03022 | H01 | 6 VCP | REG | B3.037-B3. |
| H01014-H01013 | H01014 | H01013 | H01 | 6 VCP | REG | B3.036-B3. |
| H01015-H01014 | H01015 | H01014 | H01 | 6 VCP | REG | B3.035-B3. |
| H01016-H01015 | H01016 | H01015 | H01 | 6 VCP | REG | B3.035A-B3. |
| H02001-H01010 | H02001 | H01010 | H02 | 6 VCP | REG | B3.023-B3. |
| H02002-H01012 | H02002 | H01012 | H02 | 6 VCP | REG | B3.022-B3. |
| H02003-H02002 | H02003 | H02002 | H02 | 6 VCP | REG | B3.021-B3. |
| H02004-H02002 | H02004 | H02002 | H02 | 6 VCP | REG | B3.020-B3. |
| H02005-H02004 | H02005 | H02004 | H02 | 6 VCP | REG | B3.019-B3. |
| H02006-H02005 | H02006 | H02005 | H02 | 6 VCP | REG | B3.018-B3. |
| H02007-H02004 | H02007 | H02004 | H02 | 6 VCP | REG | B3.017-B3. |
| H02008-H02007 | H02008 | H02007 | H02 | 6 VCP | REG | B3.014-B3. |
| H02009-H02008 | H02009 | H02008 | H02 | 6 VCP | REG | B3.009-B3. |
| H02010-H02009 | H02010 | H02009 | H02 | 6 VCP | REG | B3.007-B3. |
| H02011-H02010 | H02011 | H02010 | H02 | 6 VCP | REG | B3.004-B3. |
| H02012-H02011 | H02012 | H02011 | H02 | 6 VCP | REG | B3.002-B3. |
| H02013-H02012 | H02013 | H02012 | H02 | 6 VCP | REG | B3.001-B3. |
| H02014-H02011 | H02014 | H02011 | H02 | 6 VCP | REG | B3.003-B3. |
| H02015-H02010 | H02015 | H02010 | H02 | 6 VCP | REG | B3.006-B3. |
| H02016-H02015 | H02016 | H02015 | H02 | 6 VCP | REG | B3.005-B3. |
| H02017-H02009 | H02017 | H02009 | H02 | 6 VCP | REG | B3.008-B3. |
| H02018-H02008 | H02018 | H02008 | H02 | 6 VCP | REG | B3.013-B3. |
| H02019-H02018 | H02019 | H02018 | H02 | 6 VCP | REG | B3.012-B3. |
| H02020-H02019 | H02020 | H02019 | H02 | 6 VCP | REG | B3.011-B3. |
| H02021-H02020 | H02021 | H02020 | H02 | 6 VCP | REG | B3.010-B3. |
| H02022-H02007 | H02022 | H02007 | H02 | 6 VCP | REG | B3.016-B3. |
| H02023-H02022 | H02023 | H02022 | H02 | 6 VCP | REG | B3.015-B3. |
| H03001-H06004 | H03001 | H06004 | H03 | 21 VCP | REG | B3.145-B3. |
| H03002-H03001 | H03002 | H03001 | H03 | 8 VCP | REG | B3.073A-B3. |
| H03003-H03002 | H03003 | H03002 | H03 | 8 VCP | REG | B3.073-B3. |
| H03004-H03003 | H03004 | H03003 | H03 | 8 VCP | REG | B3.072-B3. |
| H03005-H03004 | H03005 | H03004 | H03 | 8 VCP | REG | B3.071-B3. |
| H03006-H03005 | H03006 | H03005 | H03 | 8 VCP | REG | B3.070-B3. |
| H03007-H03006 | H03007 | H03006 | H03 | 8 VCP | REG | B3.068-B3. |
| H03008-H03007 | H03008 | H03007 | H03 | 8 VCP | REG | B3.067-B3. |
| H03009-H03008 | H03009 | H03008 | H03 | 8 VCP | REG | B3.061-B3. |
| H03010-H03009 | H03010 | H03009 | H03 | 8 VCP | REG | B3.057-B3. |
| H03011-H03010 | H03011 | H03010 | H03 | 6 VCP | REG | B3.056-B3. |
| H03012-H03011 | H03012 | H03011 | H03 | 6 VCP | REG | B3.055-B3. |
| H03013-H03012 | H03013 | H03012 | H03 | 6 VCP | REG | B3.054-B3. |
| H03014-H03013 | H03014 | H03013 | H03 | 6 VCP | REG | B3.053-B3. |
| H03015-H03010 | H03015 | H03010 | H03 | 8 VCP | REG | B3.052-B3. |
| H03016-H03015 | H03016 | H03015 | H03 | 6 VCP | REG | B3.051-B3. |
| H03017-H03015 | H03017 | H03015 | H03 | 8 VCP | REG | B3.050-B3. |
| H03018-H03017 | H03018 | H03017 | H03 | 8 VCP | REG | B3.040-B3. |
| H03019-H03018 | H03019 | H03018 | H03 | 6 VCP | REG | B3.040A-B3. |

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| H03020-H03018 | H03020 | H03018 | H03 | 8 VCP | REG | B3.039-B3. |
| H03021-H03020 | H03021 | H03020 | H03 | 8 VCP | REG | B3.034-B3. |
| H03022-H03020 | H03022 | H03020 | H03 | 8 VCP | REG | B3.038-B3. |
| H03024-H03023 | H03024 | H03023 | H03 | 6 VCP | REG | B3.048-B3. |
| H03025-H03024 | H03025 | H03024 | H03 | 6 VCP | REG | B3.047-B3. |
| H03026-H03025 | H03026 | H03025 | H03 | 6 VCP | REG | B3.046-B3. |
| H03027-H03025 | H03027 | H03025 | H03 | 6 VCP | REG | B3.045-B3. |
| H03028-H03027 | H03028 | H03027 | H03 | 6 VCP | REG | B3.044-B3. |
| H03029-H03028 | H03029 | H03028 | H03 | 6 VCP | REG | B3.042-B3. |
| H03030-H03029 | H03030 | H03029 | H03 | 6 VCP | REG | B3.041-B3. |
| H03031-H03028 | H03031 | H03028 | H03 | 6 VCP | REG | B3.043-B3. |
| H03032-H03009 | H03032 | H03009 | H03 | 6 VCP | REG | B3.060-B3. |
| H03033-H03032 | H03033 | H03032 | H03 | 6 VCP | REG | B3.059-B3. |
| H03034-H03033 | H03034 | H03033 | H03 | 6 VCP | REG | B3.058-B3. |
| H03035-H03034 | H03035 | H03034 | H03 | 6 VCP | REG | B3.058A-B3. |
| H03036-H03008 | H03036 | H03008 | H03 | 8 VCP | REG | B3.066-B3. |
| H03037-H03036 | H03037 | H03036 | H03 | 8 VCP | REG | B3.065-B3. |
| H03038-H03037 | H03038 | H03037 | H03 | 6 VCP | REG | B3.064-B3. |
| H03039-H04002 | H03039 | H04002 | H03 | 6 VCP | REG | B3.062A-B3. |
| H03040-H03039 | H03040 | H03039 | H03 | 6 VCP | REG | B3.062-B3. |
| H03041-H03007 | H03041 | H03007 | H03 | 8 VCP | REG | B3.069-B3. |
| H03042-H03001 | H03042 | H03001 | H03 | 10 VCP | REG | B3.117-B3. |
| H03043-H03042 | H03043 | H03042 | H03 | 18 VCP | REG | B3.116-B3. |
| H03044-H03043 | H03044 | H03043 | H03 | 18 VCP | REG | B3.115-B3. |
| H03045-H03042 | H03045 | H03042 | H03 | 10 VCP | REG | B3.144-B3. |
| H03046-H03045 | H03046 | H03045 | H03 | 18 VCP | REG | B3.143-B3. |
| H03047-H03046 | H03047 | H03046 | H03 | 10 VCP | REG | B3.142-B3. |
| H04001-H03038 | H04001 | H03038 | H04 | 6 VCP | REG | B3.063-B3. |
| H04002-H04001 | H04002 | H04001 | H04 | 6 VCP | REG | B3.063A-B3. |
| H04003-H03044 | H04003 | H03044 | H04 | 18 VCP | REG | B3.114-B3. |
| H04004-H04003 | H04004 | H04003 | H04 | 18 VCP | REG | B3.113-B3. |
| H04005-H04004 | H04005 | H04004 | H04 | 12 VCP | REG | B3.112-B3. |
| H04006-H04005 | H04006 | H04005 | H04 | 6 VCP | REG | B3.109-B3. |
| H04007-H04006 | H04007 | H04006 | H04 | 6 VCP | REG | B3.106-B3. |
| H04008-H04007 | H04008 | H04007 | H04 | 6 VCP | REG | B3.107-B3. |
| H04009-H04007 | H04009 | H04007 | H04 | 6 VCP | REG | B3.108-B3. |
| H04010-H04007 | H04010 | H04007 | H04 | 6 VCP | REG | B3.103-B3. |
| H04011-H04010 | H04011 | H04010 | H04 | 6 VCP | REG | B3.105-B3. |
| H04012-H04010 | H04012 | H04010 | H04 | 6 VCP | REG | B3.104-B3. |
| H04013-H04010 | H04013 | H04010 | H04 | 6 VCP | REG | B3.101-B3. |
| H04014-H04013 | H04014 | H04013 | H04 | 6 VCP | REG | B3.101A-B3. |
| H04015-H04013 | H04015 | H04013 | H04 | 6 VCP | REG | B3.100-B3. |
| H04016-H04013 | H04016 | H04013 | H04 | 6 VCP | REG | B3.102-B3. |
| H04017-H04006 | H04017 | H04006 | H04 | 6 VCP | REG | B3.110-B3. |
| H04018-H04006 | H04018 | H04006 | H04 | 6 VCP | REG | B3.111-B3. |
| H04021-H04020 | H04021 | H04020 | H04 | 6 VCP | REG | B3.097-B3. |
| H04022-H04021 | H04022 | H04021 | H04 | 6 VCP | REG | B3.096-B3. |

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| H04023-H04022 | H04023 | H04022 | H04 | 6 VCP | REG | B3.095-B3. |
| H04024-H04023 | H04024 | H04023 | H04 | 8 VCP | REG | B3.094-B3. |
| H04025-H04024 | H04025 | H04024 | H04 | 8 VCP | REG | B3.093-B3. |
| H04026-H04025 | H04026 | H04025 | H04 | 8 VCP | REG | B3.092-B3. |
| H04027-H04026 | H04027 | H04026 | H04 | 8 VCP | REG | B3.091-B3. |
| H04028-H04027 | H04028 | H04027 | H04 | 8 VCP | REG | B3.090-B3. |
| H04029-H04028 | H04029 | H04028 | H04 | 8 VCP | REG | B3.089-B3. |
| H04030-H04029 | H04030 | H04029 | H04 | 8 VCP | REG | B3.088-B3. |
| H04031-H04030 | H04031 | H04030 | H04 | 6 VCP | REG | B3.087-B3. |
| H04032-H07059 | H04032 | H07059 | H04 | 6 VCP | REG | B3.123-B3. |
| H04033-H04032 | H04033 | H04032 | H04 | 6 VCP | REG | B3.122-B3. |
| H04034-H04033 | H04034 | H04033 | H04 | 6 VCP | REG | B3.121-B3. |
| H04035-H04034 | H04035 | H04034 | H04 | 8 VCP | REG | B3.085-B3. |
| H04035-H04042 | H04035 | H04042 | H04 | 8 VCP | REG | B3.085-B3. |
| H04036-H04027 | H04036 | H04027 | H04 | 8 VCP | REG | B3.091-B3. |
| H04036-H04035 | H04036 | H04035 | H04 | 8 VCP | REG | B3.086-B3. |
| H04037-H04035 | H04037 | H04035 | H04 | 8 VCP | REG | B3.084-B3. |
| H04038-H04037 | H04038 | H04037 | H04 | 8 VCP | REG | B3.083-B3. |
| H04039-H04038 | H04039 | H04038 | H04 | 6 VCP | REG | B3.082-B3. |
| H04040-H04039 | H04040 | H04039 | H04 | 6 VCP | REG | B3.081-B3. |
| H04041-H07061 | H04041 | H07061 | H04 | 6 VCP | REG | B3.118-B3. |
| H04042-H04041 | H04042 | H04041 | H04 | 6 VCP | REG | B3.079-B3. |
| H04043-H04042 | H04043 | H04042 | H04 | 8 VCP | REG | B3.078-B3. |
| H04044-H04043 | H04044 | H04043 | H04 | 8 VCP | REG | B3.077-B3. |
| H05001-H04040 | H05001 | H04040 | H05 | 6 VCP | REG | B3.080-B3. |
| H05005-H04044 | H05005 | H04044 | H05 | 6 VCP | REG | B3.075-B3. |
| H05006-H05005 | H05006 | H05005 | H05 | 6 VCP | REG | B3.074-B3. |
| H06001-H01001 | H06001 | H01001 | H06 | 2 PVC | FM | B2.101A-B3. |
| H06002-H06001 | H06002 | H06001 | H06 | 6 VCP | REG | CO2.101-B3. |
| H06003-H01001 | H06003 | H01001 | H06 | 21 VCP | REG | B3.152-SAM |
| H06004-H06003 | H06004 | H06003 | H06 | 21 VCP | REG | B3.151-B3. |
| H06005-H06004 | H06005 | H06004 | H06 | 10 IRON | REG | B3.150-B3. |
| H06006-H06005 | H06006 | H06005 | H06 | 10 IRON | REG | B3.149-B3. |
| H06007-H06006 | H06007 | H06006 | H06 | 8 IRON | REG | B3.149A-B3. |
| H06008-H06007 | H06008 | H06007 | H06 | 12 VCP | REG | B3.149B-B3. |
| H06009-H06008 | H06009 | H06008 | H06 | 12 VCP | REG | B3.149C-B3. |
| H06010-H06009 | H06010 | H06009 | H06 | 12 VCP | REG | B3.149D-B3. |
| H06011-H06010 | H06011 | H06010 | H06 | 12 VCP | REG | B3.149E-B3. |
| H06012-H06011 | H06012 | H06011 | H06 | 12 VCP | REG | B3.147-B3. |
| H06012-H06021 | H06012 | H06021 | H06 | 12 VCP | REG | B3.147-B3. |
| H06013-H06012 | H06013 | H06012 | H06 | 6 VCP | REG | B3.146A-B3. |
| H06014-H06012 | H06014 | H06012 | H06 | 12 VCP | REG | B3.146-B3. |
| H06015-H06012 | H06015 | H06012 | H06 | 6 VCP | REG | B2.101-B3. |
| H06016-H06015 | H06016 | H06015 | H06 | 8 VCP | REG | B2.100-B2. |
| H06017-H06016 | H06017 | H06016 | H06 | 8 VCP | REG | B2.095-B2. |
| H06018-H06006 | H06018 | H06006 | H06 | 12 VCP | REG | B3.148B-B3. |
| H06019-H06018 | H06019 | H06018 | H06 | 12 VCP | REG | B3.148-B3. |

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| H06020-H06019 | H06020 | H06019 | H06 | 12 VCP | REG | B3.148A-B3. |
| H06021-H06019 | H06021 | H06019 | H06 | 12 VCP | REG | B3.147A-B3. |
| H07001A-H07001B | H07001A | H07001B | H07 | 10 VCP | REG | B3.137-B3. |
| H07001B-H07001C | H07001B | H07001C | H07 | 10 VCP | REG | B3.137-B3. |
| H07001C-H03047 | H07001C | H03047 | H07 | 10 VCP | REG | B3.137-B3. |
| H07001-H07001A | H07001 | H07001A | H07 | 10 VCP | REG | B3.137-B3. |
| H07002-H07001 | H07002 | H07001 | H07 | 8 VCP | REG | B3.136-B3. |
| H07003-H07002 | H07003 | H07002 | H07 | 8 VCP | REG | B3.135-B3. |
| H07004-H07003 | H07004 | H07003 | H07 | 8 VCP | REG | B3.134-B3. |
| H07005-H07002 | H07005 | H07002 | H07 | 10 VCP | REG | B3.133A-B3. |
| H07006-H07005 | H07006 | H07005 | H07 | 10 VCP | REG | B3.133-B3. |
| H07007-H07006 | H07007 | H07006 | H07 | 10 VCP | REG | B3.132-B3. |
| H07010-H07009 | H07010 | H07009 | H07 | 8 VCP | REG | B2.150-B2. |
| H07011-H07010 | H07011 | H07010 | H07 | 8 VCP | REG | B2.151-B2. |
| H07012-H07011 | H07012 | H07011 | H07 | 8 VCP | REG | B2.155-B2. |
| H07013-H07012 | H07013 | H07012 | H07 | 8 VCP | REG | B2.156-B2. |
| H07014-H07013 | H07014 | H07013 | H07 | 6 VCP | REG | B2.157-B2. |
| H07020-H07014 | H07020 | H07014 | H07 | 8 VCP | REG | B2.166-B2. |
| H07021-H07020 | H07021 | H07020 | H07 | 8 VCP | REG | B2.166A-B2. |
| H07022-H07021 | H07022 | H07021 | H07 | 8 VCP | REG | B2.167-B2. |
| H07023-H07022 | H07023 | H07022 | H07 | 8 VCP | REG | B2.163-B2. |
| H07024-H07023 | H07024 | H07023 | H07 | 8 VCP | REG | B2.164-B2. |
| H07026-H07010 | H07026 | H07010 | H07 | 8 VCP | REG | B2.149-B2. |
| H07027-H07026 | H07027 | H07026 | H07 | 8 VCP | REG | B2.148-B2. |
| H07028-H07027 | H07028 | H07027 | H07 | 8 VCP | REG | B2.147-B2. |
| H07029-H07028 | H07029 | H07028 | H07 | 8 VCP | REG | B2.146-B2. |
| H07030-H08001 | H07030 | H08001 | H07 | 6 VCP | REG | B2.143-B2. |
| H07051-H07007 | H07051 | H07007 | H07 | 8 VCP | REG | B3.131-B3. |
| H07052-H07051 | H07052 | H07051 | H07 | 8 VCP | REG | B3.130-B3. |
| H07053-H07052 | H07053 | H07052 | H07 | 8 VCP | REG | B3.130A-B3. |
| H07055-H07006 | H07055 | H07006 | H07 | 10 VCP | REG | B3.128-B3. |
| H07056-H07055 | H07056 | H07055 | H07 | 6 VCP | REG | B3.127-B3. |
| H07057-H07056 | H07057 | H07056 | H07 | 8 VCP | REG | B3.126-B3. |
| H07058-H07057 | H07058 | H07057 | H07 | 8 VCP | REG | B3.125-B3. |
| H07059-H07058 | H07059 | H07058 | H07 | 8 VCP | REG | B3.124-B3. |
| H07060-H07059 | H07060 | H07059 | H07 | 8 VCP | REG | B3.120-B3. |
| H07062-H07005 | H07062 | H07005 | H07 | | REG | |
| H08001-H07029 | H08001 | H07029 | H08 | 8 VCP | REG | B2.145-B2. |
| H08002-H07030 | H08002 | H07030 | H08 | 8 VCP | REG | B2.142-B2. |
| H08003-H08001 | H08003 | H08001 | H08 | 8 VCP | REG | B2.144-B2. |
| H08004-H11041 | H08004 | H11041 | H08 | 6 VCP | REG | B2.125A-B2. |
| H08005-H08004 | H08005 | H08004 | H08 | 6 VCP | REG | B2.168-B2. |
| H08006-H08005 | H08006 | H08005 | H08 | 6 VCP | REG | B2.169-B2. |
| H08007-H08006 | H08007 | H08006 | H08 | 6 VCP | REG | B2.169A-B2. |
| H08008-H08007 | H08008 | H08007 | H08 | 6 VCP | REG | B2.169B-B2. |
| H08009-H11041 | H08009 | H11041 | H08 | 6 VCP | REG | B2.194-B2. |
| H08010-H08009 | H08010 | H08009 | H08 | 6 VCP | REG | B2.193-B2. |

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| H08011-H08009 | H08011 | H08009 | H08 | 6 VCP | REG | B2.191-B2. |
| H08012-H08011 | H08012 | H08011 | H08 | 6 VCP | REG | B2.188-B2. |
| H08013-H08012 | H08013 | H08012 | H08 | 6 VCP | REG | CO2.188-B: |
| H08014-H08015 | H08014 | H08015 | H08 | 8 VCP | REG | CO2.187-B: |
| H08015-H08009 | H08015 | H08009 | H08 | | REG | |
| H08016-H08012 | H08016 | H08012 | H08 | 6 VCP | REG | B2.186-B2. |
| H08017-H08016 | H08017 | H08016 | H08 | 8 VCP | REG | CO2.186-B: |
| H08019-H08016 | H08019 | H08016 | H08 | 8 VCP | REG | B2.184-B2. |
| H08020-H08011 | H08020 | H08011 | H08 | 6 VCP | REG | B2.189-B2. |
| H08021-H08020 | H08021 | H08020 | H08 | 6 VCP | REG | CO2.189-B: |
| H08022-H08020 | H08022 | H08020 | H08 | 6 VCP | REG | B2.190-B2. |
| H08023-H08022 | H08023 | H08022 | H08 | 6 VCP | REG | CO2.190-B: |
| H08025-H11045 | H08025 | H11045 | H08 | 6 VCP | REG | B2.175-B2. |
| H08026-H11076 | H08026 | H11076 | H08 | | REG | |
| H08028-H08026 | H08028 | H08026 | H08 | 6 VCP | REG | B2.128F-B2 |
| H08029-H08016 | H08029 | H08016 | H08 | | REG | |
| H08030-H08029 | H08030 | H08029 | H08 | 6 VCP | REG | CO2.128G- |
| H08031-H08026 | H08031 | H08026 | H08 | 6 VCP | REG | CO2.128D- |
| H08032-H11060 | H08032 | H11060 | H08 | 6 VCP | REG | CO2.128C-I |
| H08033-H11058 | H08033 | H11058 | H08 | 6 VCP | REG | CO2.128A-I |
| H08034-H08001 | H08034 | H08001 | H08 | UNK | UNK | REG |
| H08035-H08034 | H08035 | H08034 | H08 | 6 VCP | REG | B2.139-B2. |
| H08036-H08035 | H08036 | H08035 | H08 | 6 VCP | REG | B2.138-B2. |
| H08037-H08036 | H08037 | H08036 | H08 | 6 VCP | REG | B2.137-B2. |
| H08038-H08037 | H08038 | H08037 | H08 | 6 VCP | REG | B2.136-B2. |
| H08039-H08038 | H08039 | H08038 | H08 | 6 VCP | REG | B2.135-B2. |
| H08040-H08039 | H08040 | H08039 | H08 | 6 VCP | REG | B2.134-B2. |
| H08041-H08040 | H08041 | H08040 | H08 | 6 VCP | REG | CO2.134-B: |
| H08043-H08042 | H08043 | H08042 | H08 | 6 VCP | REG | CO2.136-B: |
| H08045-H11076 | H08045 | H11076 | H08 | | REG | |
| H09001-H06014 | H09001 | H06014 | H09 | 18 VCP | REG | B2.098-B3. |
| H09002-H09001 | H09002 | H09001 | H09 | 8 VCP | REG | B2.092-B2. |
| H09003-H09002 | H09003 | H09002 | H09 | 8 VCP | REG | B2.091-B2. |
| H09004-H09003 | H09004 | H09003 | H09 | 8 VCP | REG | B2.090-B2. |
| H09005-H09004 | H09005 | H09004 | H09 | 8 VCP | REG | B2.089-B2. |
| H09006-H09005 | H09006 | H09005 | H09 | 8 VCP | REG | B2.088-B2. |
| H09006-H09015 | H09006 | H09015 | H09 | 8 VCP | REG | B2.088-B2. |
| H09007-H09006 | H09007 | H09006 | H09 | 8 VCP | REG | B2.087-B2. |
| H09014-H09001 | H09014 | H09001 | H09 | 18 VCP | REG | B2.097-B2. |
| H09015-H09014 | H09015 | H09014 | H09 | 8 VCP | REG | B2.096-B2. |
| H09020-H06017 | H09020 | H06017 | H09 | 8 VCP | REG | B2.094-B2. |
| H09021-H09020 | H09021 | H09020 | H09 | 6 VCP | REG | B2.093-B2. |
| H10001-H09007 | H10001 | H09007 | H10 | 8 VCP | REG | B2.086-B2. |
| H10002-H10001 | H10002 | H10001 | H10 | 8 VCP | REG | B2.085-B2. |
| H10003-H10002 | H10003 | H10002 | H10 | 8 VCP | REG | B2.084-B2. |
| H10004-H10003 | H10004 | H10003 | H10 | 8 VCP | REG | B2.083-B2. |
| H10005-H10004 | H10005 | H10004 | H10 | 8 VCP | REG | B2.082-B2. |

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| H10006-H10005 | H10006 | H10005 | H10 | 8 VCP | REG | B2.081-B2. |
| H10007-H10006 | H10007 | H10006 | H10 | 8 VCP | REG | B2.080-B2. |
| H10012-H11027 | H10012 | H11027 | H10 | 6 VCP | REG | B2.056-B2. |
| H10013-H11034 | H10013 | H11034 | H10 | 6 VCP | REG | B2.071-B2. |
| H10014-H10013 | H10014 | H10013 | H10 | 6 VCP | REG | B2.070-B2. |
| H10016-H10010 | H10016 | H10010 | H10 | 6 VCP | REG | B2.076-B2. |
| H10017-H10006 | H10017 | H10006 | H10 | 6 VCP | REG | B2.081A-B2. |
| H10033-H11064 | H10033 | H11064 | H10 | 6 VCP | REG | B2.133-BEL |
| H10044-H10040 | H10044 | H10040 | H10 | 6 VCP | REG | B2.104A-B2. |
| H10050-H10049 | H10050 | H10049 | H10 | 6 VCP | REG | B2.104B-B2. |
| H10054-H10053 | H10054 | H10053 | H10 | 6 VCP | REG | B2.109A-B2. |
| H11006-H11005 | H11006 | H11005 | H11 | 6 VCP | REG | B2.043-B2. |
| H11009-H11073 | H11009 | H11073 | H11 | 6 VCP | REG | B2.035-B2. |
| H11010-H11009 | H11010 | H11009 | H11 | 6 VCP | REG | B2.034-B2. |
| H11011-H11010 | H11011 | H11010 | H11 | 6 VCP | REG | B2.015-B2. |
| H11012-H11011 | H11012 | H11011 | H11 | 6 VCP | REG | B2.014-B2. |
| H11013-H11010 | H11013 | H11010 | H11 | 6 VCP | REG | B2.033-B2. |
| H11014-H11013 | H11014 | H11013 | H11 | 6 VCP | REG | B2.026-B2. |
| H11015-H11014 | H11015 | H11014 | H11 | 6 VCP | REG | B2.025-B2. |
| H11016-H11013 | H11016 | H11013 | H11 | 6 VCP | REG | B2.032-B2. |
| H11017-H11016 | H11017 | H11016 | H11 | 6 VCP | REG | B2.031-B2. |
| H11018-H11017 | H11018 | H11017 | H11 | 6 VCP | REG | B2.030-B2. |
| H11019-H11018 | H11019 | H11018 | H11 | 6 VCP | REG | B2.029-B2. |
| H11020-H11018 | H11020 | H11018 | H11 | 6 VCP | REG | B2.028-B2. |
| H11021-H11020 | H11021 | H11020 | H11 | 6 VCP | REG | B2.027-B2. |
| H11022-H11072 | H11022 | H11072 | H11 | | REG | |
| H11024-H11023 | H11024 | H11023 | H11 | 6 VCP | REG | B2.037-B2. |
| H11026-H11001 | H11026 | H11001 | H11 | 6 VCP | REG | B2.058-B2. |
| H11027-H11026 | H11027 | H11026 | H11 | 6 VCP | REG | B2.057-B2. |
| H11028-H11070 | H11028 | H11070 | H11 | | REG | |
| H11029-H11028 | H11029 | H11028 | H11 | 6 VCP | REG | CO2.50-B2. |
| H11030-H11071 | H11030 | H11071 | H11 | | REG | |
| H11031-H11030 | H11031 | H11030 | H11 | 6 VCP | REG | B2.048-B2. |
| H11032-H11031 | H11032 | H11031 | H11 | 6 VCP | REG | B2.047-B2. |
| H11033-H11031 | H11033 | H11031 | H11 | 6 VCP | REG | B2.046-B2. |
| H11034-H11001 | H11034 | H11001 | H11 | 6 VCP | REG | B2.072-B2. |
| H11037-H11036 | H11037 | H11036 | H11 | 6 VCP | REG | B2.129-B2. |
| H11038-H11036 | H11038 | H11036 | H11 | 8 VCP | REG | B2.128-B2. |
| H11039-H11038 | H11039 | H11038 | H11 | 8 VCP | REG | B2.127-B2. |
| H11040-H11039 | H11040 | H11039 | H11 | 8 VCP | REG | B2.126-B2. |
| H11041-H11040 | H11041 | H11040 | H11 | 8 VCP | REG | B2.125-B2. |
| H11042-H08019 | H11042 | H08019 | H11 | 8 VCP | REG | B2.183-B2. |
| H11043-H11041 | H11043 | H11041 | H11 | 6 VCP | REG | B2.182-B2. |
| H11044-H11043 | H11044 | H11043 | H11 | 6 VCP | REG | CO2.182-B2. |
| H11045-H11043 | H11045 | H11043 | H11 | 6 VCP | REG | B2.181-B2. |
| H11046-H11045 | H11046 | H11045 | H11 | 6 VCP | REG | B2.180-B2. |
| H11047-H11046 | H11047 | H11046 | H11 | 6 VCP | REG | CO-180-B2 |

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| H11048-H11046 | H11048 | H11046 | H11 | 6 VCP | REG | B2.179-B2. |
| H11049-H11048 | H11049 | H11048 | H11 | 6 VCP | REG | B2.178-B2. |
| H11050-H11049 | H11050 | H11049 | H11 | 6 VCP | REG | CO2.178-B2. |
| H11051-H11049 | H11051 | H11049 | H11 | 6 VCP | REG | B2.177-B2. |
| H11052-H11051 | H11052 | H11051 | H11 | 6 VCP | REG | B2.176-B2. |
| H11053-H08025 | H11053 | H08025 | H11 | 6 VCP | REG | B2.174-B2. |
| H11054-H11053 | H11054 | H11053 | H11 | 6 VCP | REG | B2.173-B2. |
| H11055-H11054 | H11055 | H11054 | H11 | 6 VCP | REG | B2.172-B2. |
| H11056-H11053 | H11056 | H11053 | H11 | 6 VCP | REG | B2.171-B2. |
| H11057-H11056 | H11057 | H11056 | H11 | 6 VCP | REG | B2.170-B2. |
| H11058-H11038 | H11058 | H11038 | H11 | 6 VCP | REG | B2.128A-B2. |
| H11059-H11058 | H11059 | H11058 | H11 | 6 VCP | REG | B2.128B-B2. |
| H11060-H11059 | H11060 | H11059 | H11 | 6 VCP | REG | B2.128C-B2. |
| H11061-H08028 | H11061 | H08028 | H11 | 6 VCP | REG | CO2.128F-B2. |
| H11063-H11075 | H11063 | H11075 | H11 | 6 VCP | REG | CO2.128B-B2. |
| H11066-H11065 | H11066 | H11065 | H11 | 6 VCP | REG | CO-053A-Y2. |
| H11067-H11066 | H11067 | H11066 | H11 | 6 VCP | REG | CO2.052A-B2. |
| H11070-H11001 | H11070 | H11001 | H11 | | REG | |
| H11071-H11028 | H11071 | H11028 | H11 | | REG | |
| H11072-H11071 | H11072 | H11071 | H11 | | REG | |
| H11073-H11072 | H11073 | H11072 | H11 | | REG | |
| H11074-H11008 | H11074 | H11008 | H11 | 6 VCP | REG | B2.035-B2. |
| H11075-H11060 | H11075 | H11060 | H11 | | REG | |
| H11076-H11060 | H11076 | H11060 | H08 | 6 VCP | REG | B2.128D-B2. |
| H13001-H14006 | H13001 | H14006 | H13 | 6 VCP | REG | B2.002-B2. |
| H13002-H10012 | H13002 | H10012 | H13 | 6 VCP | REG | B2.055-B2. |
| H13003-H10014 | H13003 | H10014 | H13 | 6 VCP | REG | B2.069-B2. |
| H13004-H13003 | H13004 | H13003 | H13 | 6 VCP | REG | B2.068-B2. |
| H13005-H13004 | H13005 | H13004 | H13 | 6 VCP | REG | B2.067-B2. |
| H13006-H13005 | H13006 | H13005 | H13 | 6 VCP | REG | B2.066-B2. |
| H13007-H13006 | H13007 | H13006 | H13 | 6 VCP | REG | B2.065-B2. |
| H13008-H13007 | H13008 | H13007 | H13 | 6 VCP | REG | B2.065A-B2. |
| H13009-H13007 | H13009 | H13007 | H13 | 6 VCP | REG | B2.064-B2. |
| H13010-H13009 | H13010 | H13009 | H13 | 6 VCP | REG | B2.063-B2. |
| H13011-H13009 | H13011 | H13009 | H13 | 6 VCP | REG | B2.062-B2. |
| H13012-H13011 | H13012 | H13011 | H13 | 6 VCP | REG | B2.060-B2. |
| H13013-H13006 | H13013 | H13006 | H13 | 6 VCP | REG | B2.066A-B2. |
| H13014-H10016 | H13014 | H10016 | H13 | 6 VCP | REG | B2.075-B2. |
| H14001-H11012 | H14001 | H11012 | H14 | 6 VCP | REG | B2.013-B2. |
| H14002-H14001 | H14002 | H14001 | H14 | 6 VCP | REG | B2.012-B2. |
| H14003-H14002 | H14003 | H14002 | H14 | 6 VCP | REG | B2.008-B2. |
| H14004-H14003 | H14004 | H14003 | H14 | 6 VCP | REG | B2.007-B2. |
| H14005-H14004 | H14005 | H14004 | H14 | 6 VCP | REG | B2.004-B2. |
| H14006-H14005 | H14006 | H14005 | H14 | 6 VCP | REG | B2.003-B2. |
| H14007-H13001 | H14007 | H13001 | H14 | 6 VCP | REG | B2.001-B2. |
| H14008-H14007 | H14008 | H14007 | H14 | 6 VCP | REG | CO2.001-B2. |
| H14009-H14003 | H14009 | H14003 | H14 | 6 VCP | REG | B2.011-B2. |

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| H14010-H14009 | H14010 | H14009 | H14 | 6 VCP | REG | B2.010-B2. |
| H14011-H14010 | H14011 | H14010 | H14 | 6 VCP | REG | B2.009-B2. |
| H14012-H11015 | H14012 | H11015 | H14 | 6 VCP | REG | B2.024-B2. |
| H14014-H14013 | H14014 | H14013 | H14 | 6 VCP | REG | B2.022-B2. |
| H14015-H14014 | H14015 | H14014 | H14 | 6 VCP | REG | B2.021-B2. |
| H14017-H14015 | H14017 | H14015 | H14 | 6 VCP | REG | B2.020-B2. |
| H14018-H14017 | H14018 | H14017 | H14 | 6 VCP | REG | B2.018-B2. |
| H14019-H14018 | H14019 | H14018 | H14 | 6 VCP | REG | B2.017-B2. |
| H14020-H14019 | H14020 | H14019 | H14 | 6 VCP | REG | B2.016-B2. |
| H14021-H14018 | H14021 | H14018 | H14 | 6 VCP | REG | B2.019-B2. |
| H14022-H14021 | H14022 | H14021 | H14 | 6 VCP | REG | B2.019A-B2. |
| H14023-H14022 | H14023 | H14022 | H14 | 6 VCP | REG | B2.019B-B2. |
| H14024-H14023 | H14024 | H14023 | H14 | 6 VCP | REG | B2.019C-B2. |
| H14025-H14026 | H14025 | H14026 | H14 | 6 VCP | REG | B2.005-B2. |
| H14026-H14005 | H14026 | H14005 | H14 | 6 VCP | REG | B2.004-B2. |
| H14027-H14014 | H14027 | H14014 | H14 | 6 VCP | REG | B2.022A-B2. |
| H14028-H14012 | H14028 | H14012 | H14 | 6 VCP | REG | B2.024A-B2. |
| H14029-H11021 | H14029 | H11021 | H14 | 6 VCP | REG | B2.027A-B2. |
| H14030-H11024 | H14030 | H11024 | H14 | 6 VCP | REG | B2.036-B2. |
| H14031-H11033 | H14031 | H11033 | H14 | 6 VCP | REG | B2.045-B2. |
| H14032-H14031 | H14032 | H14031 | H14 | 6 VCP | REG | B2.044-B2. |
| H14033-H14032 | H14033 | H14032 | H14 | 6 VCP | REG | B2.044A-B2. |
| H14034-H13011 | H14034 | H13011 | H14 | 6 VCP | REG | B2.061-B2. |
| H16001-H13012 | H16001 | H13012 | H16 | 6 VCP | REG | B2.059-B2. |

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| 183 | Yes | 6 | 9/1/2019 |
| 303 | Yes | 2 | 12/1/2018 |
| 151 | Yes | 2 | 5/1/2019 |
| 127 | Yes | 6 | 9/1/2019 |
| 52 | Yes | 6 | 9/1/2019 |
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| 183 | Yes | 6 | 7/1/2019 |
| 199 | Yes | 6 | 7/1/2019 |
| 151 | Yes | 6 | 7/1/2019 |
| 119 | Yes | 6 | 7/1/2019 |
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| 360 | Yes | 3 | 11/1/2018 |
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| 108 | Yes | 6 | 11/1/2018 |
| 193 | Yes | 6 | 7/1/2019 |
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| 51 Yes | 6 | 4/1/2019 |
| 34 Yes | 6 | 4/1/2019 |
| 150 Yes | 6 | 4/1/2019 |
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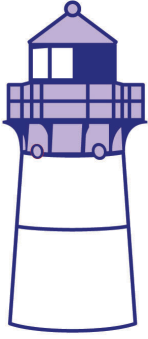
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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning MWSD
Collections Contract with the Sewer Authority
Mid-Coastside.**

This item was requested to be added to the agenda by director Marshall.

In April this year staff was directed to review and update the collections agreement with the Sewer Authority Mid-Coastside over the coming year.

Staff reported on the item at the last meeting. Currently the scope of services for MWSD is reviewed by the District's sewer engineer, and legal aspects of the agreement considered by District legal counsel.

The situation for SAM has changed since April due to the possible addition of collections services for the City of Half Moon Bay and the departure of General Manager Marshall.

RECOMMENDATION:

Discuss and direct staff.

Attachments

RESOLUTION NO. 9-88

RESOLUTION ACCEPTING AND AUTHORIZING EXECUTION OF AGREEMENT
RELATED TO THE MAINTENANCE AND OPERATION
OF MEMBER AGENCY FACILITIES (MONTARA SANITARY DISTRICT)

RESOLVED, by the Board of Directors of the Sewer Authority
Mid-Coastside, San Mateo County, California, that

WHEREAS, there has been presented to this Board an
Agreement, by and between the Montara Sanitary District and
this Authority entitled, "Agreement for Maintenance and
Operation Services Between Montara Sanitary District and Sewer
Authority Mid-Coastside" (herein "Agreement"), pursuant to
which this Authority will operate and maintain said member
agency's sewerage system;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED
as follows:

1. Said Agreement is hereby approved and the Chairman is
authorized and directed to execute same on behalf of this
Authority and the Secretary is authorized and directed to
countersign same.

2. The Secretary is hereby directed to transmit an
executed copy of the Agreement to said member agency.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a regular meeting thereof held on the 25th day of April, 1988, by the following vote:

AYES: BEDESEM, SCHUETRUM, OKONEK, ERIKSEN, FOGLI,
GIDDINGS
NOES: NONE.
ABSENT: PATRIDGE
ABSTAIN: NONE.

Helen R. Beersim
Chairman

COUNTERSIGNED:

Bonnie A. Maybury Okonek
Secretary

AGREEMENT
FOR MAINTENANCE AND OPERATION SERVICES
BETWEEN
THE MONTARA SANITARY DISTRICT
AND
SEWER AUTHORITY MID-COASTSIDE

This Agreement is made and entered into this 7th day of April, 1988, by and between Montara Sanitary District, a California public corporation (hereinafter referred to as "MEMBER AGENCY") and Sewer Authority Mid-Coastside, a California public entity (hereinafter referred to as "SAM").

WHEREAS, MEMBER AGENCY owns, and causes to be operated and maintained, a wastewater collection system, hereinafter referred to as the "Sewerage Collection System", which provides for the collection of sanitary sewage within MEMBER AGENCY boundaries, which sewage is then conveyed to interceptor, treatment and disposal facilities owned and operated by SAM; and

WHEREAS, MEMBER AGENCY has heretofore contracted with SAM, by agreement entitled "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside, dated September 19, 1983, whereby SAM operates and maintains MEMBER AGENCY's Sewerage Collection System on behalf of MEMBER AGENCY;

WHEREAS, MEMBER AGENCY desires to continue to contract with SAM for the provision of such operation and maintenance services, and SAM desires to continue to provide such services;

WHEREAS, the parties desire to enter into an agreement related thereto in place of the agreement referenced above.

WHEREAS, the public interest, convenience and necessity will be served thereby;

NOW THEREFORE, the parties do hereby agree as follows:

I

ENGAGEMENT

MEMBER AGENCY hereby engages SAM to provide the services herein described, and SAM agrees to provide said services, all upon the terms and conditions set forth herein.

II

FACILITIES TO BE MAINTAINED

The Sewerage Collection System to be operated and maintained by SAM consists of the entire wastewater collection system owned by the MEMBER AGENCY. If MEMBER AGENCY has not already done so, it shall provide SAM with maps delineating the Sewerage Collection System, and shall make available to SAM its past records, if any, related to the maintenance of the Sewerage Collection System in order to assist SAM in providing the services hereunder.

III

TERM OF AGREEMENT

SAM shall be obligated to provide the services herein described, and MEMBER AGENCY shall be obligated to compensate SAM for the same, commencing July 1, 1987, for Fiscal Year 1987-88; for fiscal years thereafter, such obligations shall commence for the fiscal year following written notice from MEMBER AGENCY to SAM that MEMBER AGENCY has approved, pursuant to Section V hereof, the annual budget for the fiscal year, and the delivery of written notice from SAM to MEMBER AGENCY stating that SAM is ready to commence providing the services specified.

This Agreement shall continue in full force and effect and shall govern all transactions between the parties hereto until terminated pursuant to Section IV or V of this Agreement.

IV

TERMINATION

This Agreement may be terminated by either party, either with or without cause, upon providing ninety (90) days written notice to the other party by registered mail. The effective date of termination shall be ninety (90) days from the date of mailing the notice.

In the event of termination, SAM shall transfer to MEMBER AGENCY all inventoried collection system parts not used by SAM for the benefit of MEMBER AGENCY, subject to reimbursement to SAM at SAM's costs, for any such parts not yet paid for by MEMBER AGENCY. In addition, SAM shall make an accounting for services to be rendered to MEMBER AGENCY through the effective date of termination, MEMBER AGENCY to pay for services rendered through said date, with SAM refunding any advance payments for services not rendered as a result of the termination.

V

BUDGET APPROVAL

SAM shall, no later than March 31 of each year that this Agreement is in effect, submit a budget to MEMBER AGENCY which will outline the costs of, and under which SAM shall provide, the services described herein for the succeeding fiscal year. As soon as is practicable, but in no event later than the June 15 following receipt of the proposed budget, MEMBER AGENCY shall review and approve said budget. If either party shall fail to take the action described in this Section on or before the dates specified herein, then the other party may, upon one hundred twenty (120) days written notice, terminate this Agreement. During this one hundred twenty (120) day period, MEMBER AGENCY may elect to continue to receive service. In such event, such service shall be provided at the previous year level, and MEMBER AGENCY shall pay for such service at the previous year rate.

VI

SCOPE OF SERVICES

The services to be provided by SAM to MEMBER AGENCY shall be as set forth in "ATTACHMENT A" appended hereto, and may include such additional services as may be agreed upon in writing by the parties from time to time.

VII

COMPENSATION

Compensation paid to SAM by MEMBER AGENCY shall be in accordance with a fee schedule set forth in the budget for each fiscal year.

VIII

METHOD OF PAYMENT

SAM shall bill MEMBER AGENCY for its services in monthly installments, in advance, based upon the amount of compensation required under Section VII hereof. The amount set forth on a bill shall be due and payable by not later than the last day of the month (the "due date") for which the bill was rendered, and if its not paid in full by the due date, interest shall be payable on the unpaid portion thereof, such interest to be calculated from the due date in accordance with the Agreement Creating the Sewer Authority Mid-Coastside, dated February 3, 1976, as amended, but in no case shall interest paid exceed the rate prescribed by law.

Should unexpected expenses arise which exceed amounts budgeted, SAM shall obtain written authorization from MEMBER AGENCY prior to incurrence of such expenses. Should a cost savings be realized from amounts budgeted, MEMBER AGENCY shall be credited with said amount differential. Any such adjustments to compensation shall be agreed upon by the parties and billed or credited separately, in accordance with a separate payment schedule also to be agreed upon by the parties.

IX

AMENDMENT; WAIVER

This Agreement may be amended or modified only by written agreement signed by the parties hereto. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision.

X

INDEMNIFICATION

SAM, at its sole cost and expense and at no cost or expense to MEMBER AGENCY, shall defend, indemnify and save MEMBER AGENCY, its officers, directors, agents, servants and employees, harmless from and against any and all liability, claims, damages, losses and expenses, arising out of or resulting from SAM's performance under this Agreement, provided that any such liability, claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death of any person, including but not limited to persons employed by SAM, or to injury to or destruction of real or personal property, including loss of use resulting therefrom; and (b) is caused in whole or in part by a negligent or intentional act or omission of SAM and anyone directly or indirectly employed by SAM, or by anyone for whose acts SAM may be liable.

SAM shall furnish evidence to MEMBER AGENCY that MEMBER AGENCY and its officers, directors, agents, servants and employees, are additional named insureds on all insurance obtained by SAM for services to be provided under this Agreement, which insurance shall, at a minimum, include workers' compensation coverage, public liability and property damage liability coverage of not less than \$500,000 for each person and \$1,000,000 for each incident, and thirty (30) days notice to MEMBER AGENCY of termination, cancellation, non-renewal, or change in said coverage, or change in the carrier.

In the event that SAM has duly notified MEMBER AGENCY of an item of maintenance, repair or replacement that is not within SAM's obligation to maintain, repair or replace under this Agreement or not within the monetary limits for which SAM is obligated to provide the maintenance, repair or replacement, then MEMBER AGENCY, at its sole cost and expense and at no cost or expense to SAM, shall defend, indemnify and save SAM, its officers, directors, agents, servants and employees, harmless from and against any and all liability, claims, damage, losses and expenses arising out of or resulting from MEMBER AGENCY's failure to timely perform such maintenance, repair or replacement or to otherwise provide the funds to SAM in order that SAM is able to perform such service on MEMBER AGENCY's behalf.

MEMBER AGENCY shall furnish evidence to SAM that SAM and its officers, directors, agents, servants and employees, are additional named insureds on all insurance obtained by MEMBER AGENCY related to its Sewage Collection System, which insurance shall, at a minimum, include public liability and property damage liability coverage of not less than \$500,000 for each person and \$1,000,000 for each incident, and thirty (30) days notice to SAM of termination, cancellation, non-renewal or change in said coverage, or change in the carrier.

XI

ENTIRE AGREEMENT

This Agreement, including its attachments as referred to herein, embodies the whole agreement of the parties. This Agreement supersedes all previous communications, representations or agreements between the parties hereto, including that certain agreement, entitled "Agreement For Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside, dated September 26, 1983.

XII

PARTIAL INVALIDITY

If any part, term or provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the validity of the remaining parts, terms or provisions shall not be affected, and the rights and obligations of the parties hereto shall be construed and enforced as if this Agreement did not contain the particular part, term or provision declared invalid or unenforceable.

XIII

INDEPENDENT OPERATIONS

The parties hereto expressly agree that the operation and maintenance by SAM of its wastewater interceptor, treatment and disposal system is independent of the operation and maintenance by SAM of MEMBER AGENCY's Sewerage Collection System.

XIV
NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, return receipt requested and postage prepaid.

Notices required to be given to MEMBER AGENCY shall be addressed as follows:

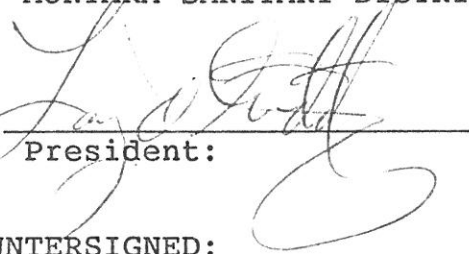
HONORABLE SANITARY BOARD
MONTARA SANITARY DISTRICT
P.O. BOX 131
MONTARA, CA 94037

Notices required to be given to SAM shall be addressed as follows:

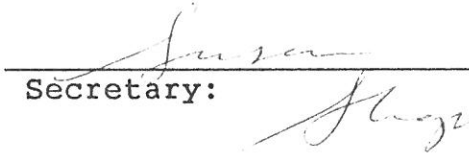
SEWER AUTHORITY MID-COASTSIDE
P. O. BOX 682
HALF MOON BAY, CA 94019

In witness whereof, the parties have executed this Agreement as of the date first above written.

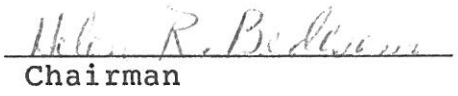
MONTARA SANITARY DISTRICT

By 
President:

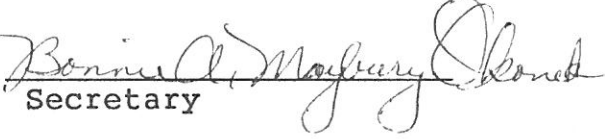
COUNTERSIGNED:

By 
Secretary:

SEWER AUTHORITY
MID-COASTSIDE

By 
Chairman

COUNTERSIGNED:

By 
Secretary

ATTACHMENT A

The services provided by SAM are divided into two categories: Basic Services and Extended Services, all as described below.

The MEMBER AGENCY shall continue to pay its own utility bills; such bills are not a part of the Agreement.

BASIC SERVICES

Overview:

Basic Services are offered primarily as a preventative maintenance program for sewer lines and associated manholes. Basic Services include general inspection of lift stations but exclude detailed maintenance activity. Only minor repairs or replacement of defective parts (i.e., the entire cost of which, excluding overhead, is less than \$2,500.00 per occurrence) are included hereunder, unless the damage or defect is caused by negligent or poor workmanship of a SAM employee, in which case such dollar limit shall not apply. Any major repair or replacement (i.e., the entire cost of which is in excess of \$2,500.00) does not qualify as Basic Services. In addition, when the MEMBER AGENCY has exhausted the total funds budgeted for repairs, further non-emergency repairs do not qualify as Basic Services.

When a Basic Service repair is required under emergency conditions, SAM will make such repair immediately and inform the MEMBER AGENCY. MEMBER AGENCY shall, within 30 days upon SAM's rendering of an itemized billing therefor, reimburse SAM for all costs SAM has incurred in making such repair if the cost exceeds \$2,500.00 or the MEMBER AGENCY budgeted funds are exhausted.

The public sewer line maintenance crew will be available for emergency response on a seven-day week, 24-hour per day basis.

Scope of Services to be Provided:

1. Cleaning of all public sewer lines, at a minimum of one time per year, using a high-pressure cleaner.
2. Inspection and cleaning of manholes as required.
3. Servicing of areas identified by the parties to be "trouble areas" on a monthly basis.

4. Make emergency service repairs immediately, as required, and inform the MEMBER AGENCY. If cost exceeds \$2,500 limit or the MEMBER AGENCY'S budgeted funds are exhausted the MEMBER AGENCY will reimburse SAM for the repairs within 30 days upon SAM's rendering to the MEMBER AGENCY of an itemized billing therefore.
5. Respond to and unplug clogged public sewer lines, including lateral sections that are in public rights of way. Repairs and maintenance would be in conformance with MEMBER AGENCY'S regulations.
6. Under non-emergency conditions, SAM will not initiate, without MEMBER AGENCY'S prior, written approval, any sewer line or manhole maintenance, repair or replacement when the estimated costs for such exceeds \$2,500.00, or the MEMBER AGENCY'S budgeted amount is exhausted.
7. Respond to user complaints. Radio communication is available to provide ready contact to the Field Crew for response to user calls.
8. General inspection of lift and pump stations; performance of landscape maintenance to maintain the stations' acceptable appearances. cursory inspection of lift and pump stations on a daily basis.
9. Reporting of maintenance and operation activities to each of the SAM member agencies on a monthly basis. Such activity reports will address the following items:
 - Feet of public sewer line cleaned for each member agency.
 - Manhole inspections.
 - Plugged sewer responses and disposition of each with location indicated.
 - User complaints, covering source of complaint, the nature of the complaint and the disposition of or recommendation for disposition of complaint.
 - Areas which cannot be inspected/cleaned.
 - Sewerline/manhole failures and repairs accomplished.

10. SAM will cooperate with the MEMBER AGENCY by supplying whatever information SAM has gathered in order to prepare recommendations to the MEMBER AGENCY, including emergency situations.
11. Notify the MEMBER AGENCY of any situation which comes to the attention of SAM, as a result of its provision of Basic Services under the Agreement, which needs the attention of the MEMBER AGENCY and is beyond the scope of the Basic Services to be provided by SAM under the Agreement.

EXTENDED SERVICES

Overview:

Extended Services are offered as a preventative and repair maintenance program for MEMBER AGENCY lift stations (which, for purposes hereof includes grinder pumps). Extended Services include all lift station maintenance, repairs and replacement tasks when the cost of such, except in the case of emergencies, does not exceed \$4,000.00, excluding overhead, up to the total budget amount. This program includes 24-hours per day, seven-days per week, emergency response coverage. Actual cost will be accounted for and charged against the MEMBER AGENCY, to be reconciled at the end of the then current fiscal year. At that time the respective balances will be reviewed. In the event there is a credit balance in favor of the MEMBER AGENCY, the MEMBER AGENCY may elect to be forthwith paid such balance or to have it carried forward as a credit against its budgeted amounts under this Agreement for the next fiscal year. In the event there is a debit balance in favor of SAM, it shall be forthwith paid by the MEMBER AGENCY upon billing thereof. SAM will continue to work with the MEMBER AGENCY, even if the cost exceeds \$4,000.00.

Extended Services, other than those spelled out and agreed to in the annual budget, may include administrative services to be rendered on behalf of member agencies by appending to the Agreement.

Scope of Services to be Provided:

1. Provision of preventative maintenance of lift stations according to factory recommended specifications. SAM will make available prepared written instructions and performance check-off lists. Verification that the work has been performed will take place as described in Paragraph 5 below.

2. Performance of all necessary repair and maintenance work necessary to keep each lift station operating at its current quality level, subject to the exceptions noted in Paragraphs 3 and 4 below. If the MEMBER AGENCY performs a capital improvement to a lift station, SAM will maintain the lift station to the new quality level.

3. Under non-emergency conditions, SAM will not initiate, without MEMBER AGENCY'S prior written approval, any lift station maintenance, repair or replacement when the estimated costs for such exceeds \$4,000.00, or the MEMBER AGENCY'S budgeted amount is exhausted.

4. When a lift station maintenance, repair or replacement is required under emergency conditions, SAM will make such maintenance, repair or replacement immediately and inform the MEMBER AGENCY. MEMBER AGENCY shall within thirty (30) days, upon SAM's rendering of an itemized billing therefor, reimburse SAM for all costs it has incurred in making such maintenance, repair or replacement if the costs exceed \$4,000.00, or the MEMBER AGENCY'S budgeted amount is exhausted.

5. SAM will provide the following reports to each of the SAM member agencies:

(a) Immediate Action Report

This will be a notice to a member agency that a capital repair or replacement is necessary on a timely basis to prevent a major pump station failure. If the situation is urgent, this report will be preceded by immediate notification upon detection of the problem.

(b) Monthly Lift Station Maintenance Report

This report shall contain:

- (i) a balance sheet showing expenditures on behalf of member agency, year to date expenditures, total annual budget amount, and annual budget amounts unexpended, and a summary of intended repair expenses, for:
 - A. lift station parts.
 - B. lift station contractual services.
- (ii) a summary report for collection mechanic hours.

- (iii) an update of annual summary report for collection mechanic hours.
- (iv) an update of annual detail report of lift station maintenance hours specific for each member agency and each lift station.
- (v) a detail and summary reports for each member agency regarding:
 - A. incomplete work orders.
 - B. complete work orders.
 - C. part receipts.

(c) Annual Report

This report, at the end of each fiscal year, will provide to each member agency a summary of work performed. The summary will include a listing of all repair and replacement work performed, total man-hours spent in each member agency lift station, money spent in vendor services and parts purchased for the year.

(d) Other Reports

Other reporting includes a monthly Collection System Matters report to the Regional Board in the SAM Monthly NPDES Report and, in the event of a lift station overflow, Overflow Reports. In the case of an overflow, the member agency also will be immediately advised.

(e) Inventory Report

SAM will provide quarterly inventory reports describing common spares stocking and member agency specific stocking.

(f) Special Reports

By agreement between SAM and a member agency, a special report will be prepared by SAM and provided to the member agency in accordance with the terms and conditions of the Agreement.

6. Provision of administrative services on behalf of the MEMBER AGENCY. Such administrative services shall consist of the following; and shall be performed and charged for at the hourly rates as set forth in the annual Collection System Budget:

(a) Connection Permit Review

Review of sewer connection permit applicant's plans for proper identification of intended use and a review of MEMBER AGENCY'S collection system plans for availability of sewer service. Inspection of intended site location will be made for identification of appropriate conditions. All of the above will be summarized in a letter to the MEMBER AGENCY, with recommendations.

(b) Plan Review

Review of documents submitted by MEMBER AGENCY related to planning permit applications for review and recommended conditions of approval, and response to questions asked by the MEMBER AGENCY related thereto provided they are within the scope and ability of SAM to respond and under terms to be agreed upon by SAM and the MEMBER AGENCY.

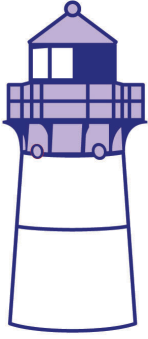
(c) Connection Inspections

Provide inspection of those lateral sections and clean outs installed in public rights of way and all connections to the public sewer lines of the MEMBER AGENCY. Inspection would be for conformance with the rules and regulations of the MEMBER AGENCY.

(d) Other Administrative Services

SAM will, subject to supplemental agreement and budgeting therefor, undertake additional administrative services, such as the inspection of public sewer main extensions, under terms to be agreed upon by SAM and the MEMBER AGENCY.

7. Notify the MEMBER AGENCY of any situation which comes to the attention of SAM, as a result of its provision of Extended Services under the Agreement, which needs the attention of the MEMBER AGENCY and is beyond the scope of the Extended Services to be provided by SAM under the Agreement.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

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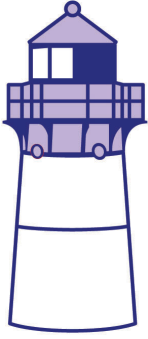
FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Cancellation of Next Regular Scheduled Meeting
July 4 and Scheduling of Special Meeting July 2.**

The next regular scheduled meeting falls on a holiday, July 4. All Board members indicated that they are available to attend a Special meeting on July 2 in lieu of the next regular scheduled meeting.

RECOMMENDATION:

This item is for information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations: Due to the vacation of the District's Superintendent, the General Manager is supervising the water operations.

Projects: Construction of the new Airport 3 Treatment Plant is close to completion. Flexible hoses that will connect new treatment vessels to the plant are being selected and ordered.

The 2018 Sewer Main Replacement Project is also close to completion. There has been no recent activity.

The Highway 1 crossing Sewer Project is also close to completion. Erosion control measures were applied to the renewed section of road on MWSD property.

The Wagner Well site and pipeline replacement project will commence soon, depending on contract legal review.

Meetings: The Finance Committee, District Accountant and General Manager reviewed the draft budget on June 7.

Manager Leave: The Manager will be out of the office on July 3 and 5.

RECOMMENDATION:

This is for Board information only.

Attachment