



**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**

**April 2, 2020 at 7:30 p.m.**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED REMOTELY PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 TEMPORARILY SUSPENDING AND MODIFYING CERTAIN TELECONFERENCE REQUIREMENTS UNDER THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/j/730932418>

MEETING ID: 730 932 418

CALL IN PHONE NUMBER: +1 669 900 6833; ID 730 932 418

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMAClIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false>. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

Note: Public participation is not permitted during closed session discussion items.

## **Public Comment**

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A “raise hand” button available for every Zoom user can be used to alert the President of the intent to comment.

Public comment also may be submitted in writing (in accordance with the three-minute per speaker limit) via email to [info@mwsd.net](mailto:info@mwsd.net) up to one-hour prior to the scheduled meeting time. Please indicate in your email the agenda item to which your comment applies. The District Clerk will read all comments into the record. Comments and materials related to an item on this Agenda submitted after distribution of the Agenda Packet are available in the District Clerk’s office during normal business hours and may also be available on the District’s web site ([www.mwsd.montara.org](http://www.mwsd.montara.org)) subject to staff’s ability to post the documents before the meeting.

Upon request, this Agenda and written agenda materials 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 emailed to [info@mwsd.net](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District’s website at: <http://mwsd.montara.org> .

## **Accessibility for Individuals with Disabilities**

Upon request, the District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [info@mwsd.net](mailto:info@mwsd.net) or submitted by phone at 650-7283545. Requests will be granted whenever possible and resolved in favor of accessibility.

OR, if you require special assistance due to a disability, please contact MWSD IT support at (650) 728-7843 prior to the meeting to make arrangements.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District’s website at: <http://mwsd.montara.org> .

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Special Meeting January, Special Meeting January 30, and Regular Scheduled Board Meeting March 5, 2020.](#)
2. [Approve Financial Statements for February 2020.](#)
3. [Approve Warrants for April 1, 2020.](#)
4. [SAM Flow Report for February 2020.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for January 2020.](#)

## **OLD BUSINESS (none)**

## **NEW BUSINESS**

1. [Review and Possible Action Establishing Temporary Location for Board Meetings During Covid-19 Pandemic.](#)
2. [Review and Possible Action Concerning San Mateo County Midcoast Comprehensive Transportation Management Plan.](#)
3. [Review and Possible Actions Declaring a Local Emergency.](#)
4. [Review and Possible Action Concerning MWSD's Covid-19 Pandemic Preparedness.](#)
5. [Review and Possible Action Appointing District Counsel.](#)
6. [Review and Possible Action Concerning Substantial Completion of the Cabrillo Highway Sewer Improvements Phase 1A Project.](#)

## **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. Acting Attorney's Report (Fitzgerald).
6. Directors' Reports.
7. [General Manager's Report \(Heldmaier\).](#)

## **FUTURE AGENDAS**

1. District Water and Sewer Budgets.
2. District Water and Sewer Capital Improvement Programs.
3. June 4 Public Hearing for Water System Reliability Charge and Sewer Service Charge Increase.
4. June 4 Public Hearing for Master Fee Schedule Adjustment.
5. MWSD District General Obligation Bonds Refinancing.
6. SAM Budget.
7. MWSD Defined Benefit Plan Actuarial Evaluation.

## **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 Name: *City of Half Moon Bay v. Granada Community Services District, et al.*

(Santa Clara County Super. Ct. No. 17CV316927)

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

## **ADJOURNMENT**

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.



**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

## **District Board of Directors Special Meeting January 23, 2020**

### **MINUTES**

**CALL TO ORDER** President Slater-Carter called the meeting to order and Open Session began at 7:30 p.m.

#### **ROLL CALL**

Directors Present: Boyd, Slater-Carter, Harvey, Dekker (Director Lohman participated by teleconference)

Staff present: General Manager, Clemens Heldmaier

Others present: Acting General Counsel, Christine C. Fitzgerald

**PRESIDENT'S STATEMENT** none

**ORAL COMMENTS** none

**PUBLIC HEARING** none

**CONSENT AGENDA** none

**OLD BUSINESS** none

**REPORTS** none

**FUTURE AGENDAS** not applicable

**CLOSED SESSION:**

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

(Government Code §54956.9(d)(1))

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

#### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1)) Title: General Manager

#### **CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

The Board convened in Closed Session at 7:34 p.m. and reconvened in Open Session at 11 p.m. The Board unanimously voted to extend the meeting by 1 hour.

Acting General Counsel Christine C. Fitzgerald announced that no action was taken in closed session and instructions were given to counsel.

**ADJOURNMENT** – the meeting adjourned at 11:00 p.m.

Respectfully submitted,

Signed:  **March 4, 2020**  
Christine C. Fitzgerald, Secretary pro tem



**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

## **District Board of Directors Special Meeting January 30, 2020**

### **MINUTES**

**CALL TO ORDER** President Slater-Carter called the meeting to order and Open Session began at 7:30 p.m.

#### **ROLL CALL**

Directors Present: Boyd, Slater-Carter, Harvey, Dekker

Absent: Lohman

Staff present: General Manager, Clemens Heldmaier

Others present: Special Labor Counsel, Christopher Boucher

**PRESIDENT'S STATEMENT** none

**ORAL COMMENTS** none

**PUBLIC HEARING** none

**CONSENT AGENDA** none

**OLD BUSINESS** none

**REPORTS** none

**FUTURE AGENDAS** not applicable

**CLOSED SESSION:**

#### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1)) Title: General Manager

#### **CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

The Board convened in Closed Session at 7:30 p.m. and reconvened in Open Session at 11:27 p.m. At 10:26 p.m. the Board unanimously voted to extend the meeting by 1 hour.

*Christopher Boucher announced that no action was taken in closed session and instructions were given to counsel and staff.*

**ADJOURNMENT** – the meeting adjourned at 11:27 p.m.

Respectfully submitted,

Signed:  **March 3, 2020**  
Christopher Boucher, Secretary Pro Tem



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

**BOARD OF DIRECTORS MEETING**  
**March 5, 2020**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:31 p.m.**  
**CALL TO ORDER**  
**ROLL CALL**

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

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald  
Kastama Consulting, Alison Kastama  
District Accountant, Peter Medina

**PRESIDENT'S STATEMENT –**

Director Slater-Carter announced that in response to the events connected to the Coronavirus outbreak, Montara Water and Sanitary District (MWSD) has implemented procedures to protect the water and sewer district.

General Manager Heldmaier stated that the water is very safe to drink, and procedures are in place to keep this essential service running. Hand sanitizing stations, hand sanitizers, and increased hygienic procedures are in place. Also, enhanced cleanliness and social distancing have been emphasized to all employees. Further, employees are advised to stay home if not feeling well, and/or

work remotely as needed. As the situation changes, MWSD will re-evaluate and adapt as necessary to keep operations running, while minimizing exposure.

Director Dekker asked if the Open House was still scheduled.

General Manager Heldmaier replied that, as of now, with the elevated cleaning and disinfection procedures in place, he felt comfortable to move forward with the event.

## **ORAL COMMENTS**

Gregg Dieguez said he was impressed with the measures MWSD has taken in response to the coronavirus, and wears gloves when he is out. This is the year we learn to bow.

**PUBLIC HEARING – none**

## **CONSENT AGENDA**

- 1. Approve Minutes for Finance Committee Meeting January 28th and Regular Scheduled Board Meeting February 6, 2020.**
- 2. Approve Financial Statements for December 2019 and January 2020**
- 3. Approve Warrants for March 1, 2020**
- 4. SAM Flow Report for December 2019**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for November and December 2019**

Director Lohman made a motion to approve the consent agenda and was seconded by Director Boyd. All were in favor and the motion passed unanimously 5-0.

## **OLD BUSINESS**

- 1. Review and Possible Action Concerning Prop 218 Notice for New Water System Reliability Charge and Sewer Service Charge Rate Increases.**

General Manager Heldmaier stated that they have been discussing the Water System Reliability Charge and the Sewer Service Charge for several months, and during the last meeting authorization was given to create a draft of the Prop 218 notice, which notifies all property owners of the proposed increases. Both charges will be collected through the San Mateo County property tax (ad valorem) and will

be implemented on July 1, 2020. The Water System Reliability charge will be approximately \$558.66 annually for properties with a 5/8" meter, with slightly increased charges for larger meters. The sewer service charge will be increased 9% annually for the next three years. Staff is requesting the Board to review and approve the Prop 218 draft, so that it can be sent out to all affected property owners. The public hearing is scheduled for June 4, 2020.

Director Slater-Carter commented on a letter published in the paper from someone in a neighboring district to the south suggesting consolidation. She said this shows how MWSD has consistently demonstrated a high level of dedication to maintaining quality, service, and product for Montara. Revenue collected at MWSD stays in Montara and Moss Beach, working for the benefit of the community. She invited the public to review the numbers and look at the documents, and he or she will see that MWSD is doing what needs to be done to keep it a top quality water district for the citizens of Montara and Moss Beach. In the 1980s, there weren't any water or sewer connections obtainable under the order of the State Health Department. This district has come from that to working with Half Moon Bay and El Granada to have a good functioning sewer system. Then working with the community and the Montara/Moss Beach Improvement Association, MWSD provides excellent water. There is more that needs to be done. It needs improvements. The goal has always been for the community to have great clean water.

Director Lohman commented that there is a method for consolidation. It is published through LAFCo. Proponents of consolidation won't do it, because it involves the community voting on it. He also pointed out that comments were made on Next Door about the water quality in that neighboring district.

Director Slater-Carter recommended that the Prop 218 notices also be sent to the tenants as well the property owners.

General Manager replied that staff will do their best to do that. Some people may get duplicate notices.

All Directors were agreement to authorize staff to finalize the Prop 218 draft and send it to all affected property owners and tenants.

## **2. Review and Possible Action Concerning Support for National Stewardship Action Council's "Flushable" Wipes Issue.**

General Manager Heldmaier stated that Heidi Sanborn, the Executive Director of the National Stewardship Action Council (NSAC) made a presentation during the last Board of Directors meeting in reference to the wet flushable wipes issue. She asked for a donation of \$1,000 to help the California Association of Sanitation Agencies (CASA) pass AB 1672. This would allow MWSD to participate in strategy

calls, be added to the flushable wipes information listserv, and receive other benefits of being a funder. The Sewer Authority Mid-Coastside (SAM) has pledged a donation of \$2,000, of which MWSD is paying \$400. At the last meeting, it was requested to agendaize this item for further discussion. The recommendation is to consider a donation to support NSAC in passing AB 1672.

Director Dekker suggested a \$1,000 donation, since Director Lohman had suggested that at the last meeting.

Directory Slater-Carter commended Kishen of SAM for creating two 30 second ads--one for fats, oils, and grease, and the other for non-flushable wipes, which will be aired at the beginning of the SAM Board meeting as well as on YouTube for the local area. She will also be encouraging SAM to hand out trash bags for wipes to start getting the message out. She stressed that while doing something in Sacramento is good, changing people's behaviors starts at home.

Director Lohman said the video will also be posted on the SAM website.

Director Slater-Carter suggested the MWSD website also include a link to the video. She felt MWSD should donate funds and be added to the donor list, as it is important to show NSAC has support in the community. She suggested a donation of \$600 which, when added to the \$400 already pledged, will be a total of \$1,000 dollars from MWSD.

Director Lohman said he will bring this up at the next SAM meeting, and encourage the other districts to show their support by donating money to the NSAC and being added to the list.

Director Boyd made a motion to donate \$600.00 to the NSAC to support AB 1672. Director Dekker seconded the motion, and the motion passed unanimously 5 – 0.

## **NEW BUSINESS-**

### **1. Review and Possible Action Concerning Mid-Year Budget Review**

General Manager Heldmaier stated this is the 4<sup>th</sup> year of preparing a mid-year review report, as an endeavor to be more transparent. He introduced District Accountant Peter Medina to explain the Executive Summary highlights and MWSD's financial position over six months.

District Accountant Peter Medina said he sees this as a lead into helping with the budget season, which will happen in the end of this month into April to see how MWSD is tracking after six months of activity. Right now, the District has upgraded the financial system, so Maze is currently beta testing this from their office. Looking back to what MWSD has done for six months of the fiscal year, the

Executive Summary highlights the categories of both revenues, expenditures, and debt service payments. The cash flow statement on the Sewer side, shows MWSD, from a revenue standpoint, tracking pretty well. The sewer service charges 60%, property tax 70% and the big thing was the ERAF payment in December, \$139,000 dollars. This is the payment that is always unknown. MWSD conservatively budgets about \$70,000 per fund. It has been consistent in the last five years that money has been coming from ERAF. MWSD is tracking well in expenditures in the major categories, mostly at 50% or lower. In the Capital program, MWSD is experiencing delays with pending projects (Cabrillo Highway project, for example.)

General Manager Heldmaier interjected that the Cabrillo Highway project has been delayed one year due to permitting issues, and the sewer improvement project will be going forward soon.

Director Dekker asked about the 1200 ft by Nurserymen's Exchange.

General Manager Heldmaier replied that this project is funded through the three member agencies and implemented through the Sewer Authority Mid-Coastside.

District Accountant Peter Medina continued and said in Operations, MWSD is tracking well, and on the investment side, LAIF is doing exceedingly well for the first six months of the fiscal year. That is MWSD's single investment. That may change, as MWSD may need to pull money out going into the next fiscal year, for the large capital projects on the horizon. The revenue for the water and sewer connection fees is lower than anticipated. On the water side, MWSD is tracking pretty well. In the fees, the jump is due to the Big Wave payment (reimbursement for staff time) which was not budgeted for. On the expenditure side, MWSD is tracking pretty well. The Pumping area is an issue that was noted and corrected. The Herc rental purchase of the generator was inadvertently in Operations, was identified and moved to Capital. So, this variance is now gone. Engineering is lower than anticipated. Capital improvement projects are underway. The projects are noted in the Executive Summary. The two major projects that are on-going is the Airport Well Rehab 3 and Wagner Well Rehab. The first two pages are budget to actual. The next couple of pages compare 12/31/18 and 12/31/19. The pages after that are the GL detail for all accounts, and at the end is the roll up for all the categories in both the first four pages.

Director Dekker asked if District Account Peter Medina thought the cash flow for the district is better this first half of the year than last year.

District Account Peter Medina replied no. On the Sewer side, the District doesn't receive much revenue for a long period of time. He said on the water side, MWSD has had large expenditures for the first half of the year with the capital improvement projects on the water side. MWSD has used a large portion of the budget for payments to the contractors, which are large sums of money. However,

there are no abnormal expenditures of cash, just larger expenditures that MWSD has had to deal with.

Director Lohman asked if any adjustments were made regarding the Half Moon Bay lawsuit.

General Manager Heldmaier replied that they anticipated expenditures at the same level as last year.

Director Lohman asked about the Wet Weather Project Phase II and El Granada pipeline project and how and/or if it would affect costs, as it seems to be in a limbo discussion phase.

General Manager Heldmaier replied that both of those projects are SAM projects. MWSD has budgeted money for both projects. However, the bid that came in for the wet weather tank project was higher than expected, and that difference was not in the budget.

Director Lohman commented that there was talk of a plan B.

General Manager Heldmaier said there was some consideration about alternatives.

The El Granada pipeline project is also in the SAM budget and MWSD's budget—it should be fully funded. However, the project was recently stopped by the City of Half Moon Bay 200 ft before completion, and they are trying to understand this. He anticipates there will be associated costs and repercussions with this action.

Director Slater-Carter advised District Accountant Peter Medina that there will be additional costs that will need to be considered.

District Accountant Peter Medina replied he will be discussing these issues as they work on the budget. In the next few months, he will be scheduling meeting times with the Finance Committee and General Manager Heldmaier.

## **2. Review and Possible Action Concerning Airport Well 3 Rehabilitation and Treatment Project Completion.**

General Manager Heldmaier announced that the project is now complete. The work involved a treatment plant at the Airport Well 3. He stated that although the District doesn't use this well, it is a good producing well, and is ready for use when needed. They now have a treatment plant that satisfies the State requirement. The Water Engineer recommends that the District file a Notice of Completion and return the 5% retention, which would be almost \$10,000 after the expiration of a

35-day lien period. The recommendation is to authorize the General Manager to file a Notice of Completion with the County recorder and return the 5% retention.

Director Boyd made a motion to authorize the General Manager to file a Notice of Completion with the County recorder and return the 5% retention. Director Lohman seconded the motion, and the motion passed unanimously 5 – 0.

### **3. Review and Possible Action Concerning Wagner Wellhead Rehabilitation and Water Main Replacement Project Completion.**

General Manager Heldmaier stated that this project replaced the water main from the Wagner well to the Drake well, using the same technology that SAM is applying with the El Granada force main through directional drilling. Everything has been completed to satisfaction. The Water Engineer recommends that the District file a Notice of Completion and return the 5% retention, which would be about \$12,000 after the expiration of a 35-day lien period. This was done by a local contractor, Andreini. The recommendation is to authorize the General Manager to file a Notice of Completion with the County recorder and return the 5% retention.

Director Boyd made a motion to authorize the General Manager to file a Notice of Completion with the County recorder and return the 5% retention. Director Lohman seconded the motion, and the motion passed unanimously 5 – 0.

### **4. Review and Possible Action Concerning March 14, 2020 MWSD System Tours.**

General Manager Heldmaier stated that system tours are planned for Saturday, March 14, 2020. There will be three system tours, one hour each, starting at 10am. Anyone interested can register on the website or call the office. This item was agendized to answer any questions that the Board may have, and the Board members are requested to participate. Here is the schedule:

Director Dekker: Office, 10am

Director Lohman: Office, 11am

Director Harvey: Alta Vista, 12:15 pm

Director Kathryn: Office at 12 pm or anywhere needed

Director Boyd: Alta Vista, 11:15am

Alison Kastama summarized what will be done. Attendees will meet at the office, get into the van, and return at the tail end of the hour. At the Alta Vista site, the Director will be present to meet the attendees and answer any questions. The narration and management of the tours will be primarily done by General Manager Heldmaier and Superintendent of Operations, Julian Martinez. Currently, there are 26 registered attendees. Moss Beach residents will be getting their notices shortly, and the remaining seats is expected to be filled. Another van can be added if needed.

## REPORTS

### 1. Sewer Authority Mid-Coastside Meeting (Slater-Carter) –

Director Slater-Carter talked about the stop-work order that Half Moon Bay put on the SAM pipeline within 200 ft of completion. There were some mistakes made by the contractor, but they need to look closely at the reaction and the remedy. Time is money.

Director Lohman attended the Finance meeting. The 2017/18 audit is almost done, and the 2018/19 audit is waiting for the starting balance from the prior audit. All the procedures are going well for the current year. SAM is very close to catching up on things.

### 2. Mid-Coast Community Council Meeting (Slater-Carter) –

Director Slater-Carter said she was out-of-town, and people can look for updates on the website.

### 3. CSDA Report (Lohman) – none

### 4. LAFCo Report (Lohman) –

Director Lohman said there wasn't an official meeting, but a legislative committee meeting. They analyzed the San Mateo LAFCo Procedures for the Evaluation of Proposals. He will give General Manager Heldmaier a copy of the document. It is a procedure for procedures.

### 5. Attorney's Report (Fitzgerald) – nothing

### 6. Directors' Report – nothing

### 7. General Manager's Report (Heldmaier) –

General Manager Heldmaier said he has been in contact with the San Mateo County in regards to the Connect the Coastside traffic study, and he would like to arrange for a presentation to be made to the Board. He asked what meeting would be best for the presentation, March 19<sup>th</sup> or April 2<sup>nd</sup>?

Director Boyd said March 19<sup>th</sup> wouldn't work for him.

Director Harvey said March 19<sup>th</sup> would work for him.

Director Slater-Carter said April 2<sup>nd</sup> would work for her.

Director Boyd inquired about the DOT width standards that would apply to the one proposed at the entrance of the property across the street.

Gregg Dieguez interjected that there is an article in Coastside Buzz today about the roundabouts.

Director Slater-Carter commented that in Australia she was impressed by the efficiencies in traffic control utilizing roundabouts.

Director Harvey commented in Liverpool, England there is a marine roundabout for ships for marine traffic.

Director Boyd reiterated his concern about the proposed placement of the roundabout in Montara.

General Manager Heldmaier commented that MWSD just moved the manhole out of the traveled way, and now it is in danger of being in the way again.

Director Slater-Carter suggested that they coordinate with Connect the Coast and SAM coordinates with Connect the Coast as well, as it will affect the infrastructure that SAM is responsible for. And historically, both water and sewer pipe leaks occur due to heavy vehicles driving above them. They need to ensure that the local infrastructure for this community is considered, and that they are notified in advance of any work being done. She also commended General Manager Heldmaier for the information on the General Manager's report, as it gives the public an idea of the scope of work that MWSD does.

## **FUTURE AGENDAS**

**Public Hearing is scheduled for June 4, 2020**

## **BRIEF RECESS**

**REGULAR MEETING ENDED at 8:40 P.M.**

## **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: *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**

**ADJOURNMENT**

The District has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

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

Approved on the 2nd, April 2020

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

---

---

## **Budget vs. Actual – Sewer July 2019 thru February 2020 Variances over \$2,000:**

- 4400 Fees, \$5,111 below budget – overall reduced activity, especially in inspection and remodel fees.
- 4610 Property Tax Receipts, \$152,007 above Budget – County apportionment received in February. ERAF collections totals \$139,294.
- 4710 Sewer Service Charges, \$278,565 below Budget – One apportionment received in February, additional to be caught up later in fiscal year.
- 4720 Sewer Service Refunds, customer, \$3,578 above Budget – Sewer service adjustments posted to various accounts.
- **Overall Total Operating Income for the period ending February 29, 2020 was \$133,718 below budget. Total income received to date is \$2,061,990.**
- 5200 Board of Directors, \$2,990 below Budget – Election expense not expected in current fiscal year.
- 5250 Conference Attendance, \$3,130 below Budget – No activity in February.
- 5270 Information Systems, \$5,520 above Budget – Parcel management software for sewer service charges implemented and paid for in September.
- 5400 Legal, \$206,431 below Budget – Expense line item expected to grow as on-going legal matters move forward.
- 5510 Maintenance, office, \$3,542 below Budget – Larger maintenance projects expected during the fiscal year.
- 5540 Office supplies, \$2,217 below Budget – Minimal activity in the current fiscal year.
- 5560 Printing & Publishing, \$2,920 below Budget – Minimal activity in February.
- 5610 Accounting, \$2,975 above Budget – increased costs associated with the preparation of regulatory SCO reports.
- 5630 Consulting, \$2,923 below Budget – Sewer rate study is currently underway and will run concurrently with the Water rate study. Bills will be paid when deliverables have been accepted by the board.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5640 Data Services, \$4,133 below Budget – No activity in current fiscal year.
- 5730 Telephone & Internet, \$2,479 above Budget – Service provider's continually raise rates after initial promotion ends. GM to re-evaluate.
- 5800 Labor, \$3,274 above Budget – Major increase is due to timing in employee benefits payments. Management wages are also more than budgeted.
- 6170 Claims, Property Damage, \$13,333 below Budget – No claims paid in current fiscal year.
- 6200 Engineering, \$25,429 below Budget – Minimal activity in the current fiscal year, due to the timing of billing.
- 6400 Pumping, \$11,705 below Budget – PG&E cost has been lower than expected in current fiscal year. Large "catch-up" bill to arrive in the Spring.
- 6600 Collection/Transmission, \$6,667 below Budget – No activity to date.
- 6910 & 6920 – SAM Collections & Operations, \$155,890 below Budget – Difference due to timing in billing.
- 6940 SAM Maintenance, Collection Sys, \$26,667 below Budget – No activity to date.
- 6950 SAM Maintenance, Pumping, \$29,553 above Budget – Payment made to SAM for pump and lift station repairs. Costs to be capitalized at fiscal year end.
- **Overall Total Operating Expenses for the period ending February 29, 2020 were \$212,260 below Budget.**
- **Total overall Expenses for the period ending February 29, 2020 were \$433,751 below budget. For a net ordinary income of \$300,033, budget vs. actual. Actual net ordinary income is \$465,857.**
- 7100 Connection Fees, \$63,992 below Budget – No new construction connection issued, one remodel connection issued in February.
- 7200 Interest Income, LAIF, \$48,880 above budget – LAIF has been outperforming projections.
- 8000 CIP, \$814,483 below Budget – additional construction projects to begin during the fiscal year.
- 9200 I-Bank Loan, \$15,054 below budget – difference due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## Budget vs. Actual – Water July 2019 thru February 2020 Variances over \$2,000:

- 4400 Fees, \$54,526 above budget – Actual over budget is \$15,639. \$38,887 in water sales has been miscategorized and fixed.
- 4610 Property Tax Receipts, \$152,007 above Budget – County apportionment received in December. ERAF collections totals \$139,294.
- 4740 Testing, Backflow, \$6,264 above Budget – Difference due to timing.
- 4810 Water Sales, Domestic, \$28,594 below budget – Fluctuations caused by usage and timing of bill payments. Please note 4400 Fees note above. Water sales are over budget.
- 4990 Other Revenue, \$54,439 – revenue is from Big Wave for application cost reimbursement (\$44K) & an insurance reimbursement (\$10K).
- **Overall Total Operating Income for the period ending February 29, 2020 was \$239,054 above budget. Total revenue received to date is \$1,718,555.**
- 5250 Conference Attendance, \$3,752 below Budget – No activity in February.
- 5400 Legal, \$100,545 below Budget – Expense line item expected to grow as on-going legal matters move forward.
- 5510 Maintenance, office, \$3,483 below Budget – Larger maintenance projects expected during the fiscal year.
- 5530 Membership, \$10,275 above Budget – ACWA & CA rural memberships paid in December. Variance to decrease as fiscal year moves forward.
- 5540 Office Supplies, \$2,217 below Budget – Minimal activity in the current year.
- 5610 Accounting, \$2,975 above budget – increased costs associated with the preparation of regulatory SCO reports.
- 5630 Consulting, \$39,863 below Budget – Sewer rate study is currently underway and will run concurrently with the Water rate study. Bills will be paid when deliverables have been accepted by the board.
- 5720 Telephone & Internet, \$3,310 above Budget – Service provider's continually raise rates after initial promotion ends. GM to re-evaluate.
- 5800 Labor, \$58,630 below Budget – The District budgeted to have a 4<sup>th</sup> water operator in the current fiscal year. This has occurred as of March 2020.
- 6170 Claims, Property Damage, \$6,667 – No claims paid in current fiscal year.
- 6180 Communications, \$8,503 below Budget – Minimal activity in current fiscal year. SCADA maintenance costs expected later in fiscal year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6195 Education & training, \$2,903 below Budget – Under budget due to District not having 4<sup>th</sup> operator to send to cert training.
- 6200 Engineering, \$143,944 below Budget – Water Quality engineering expenses have been held in check.
- 6320 Equipment & tools, Expensed, \$10,088 above Budget – Expenses to be investigated further for possible capitalization.
- 6330 Facilities, \$30,433 below Budget – Maintenance & landscaping tree projects have not yet taken place.
- 6370 Lab supplies & equipment, \$5,366 above Budget – Large bill paid in September, variance expected to decrease as fiscal year moves forward.
- 6400 Pumping, \$4,371 below Budget – PG&E cost has been lower than expected in current fiscal year. Large “catch-up” bill to arrive in the Spring.
- 6500 Supply, \$10,832 below Budget – One payment made to the County for water purchases at Airport Well.
- 6600 Collection/Transmission, \$8,350 below Budget – Expenses related to the maintenance of mains and service lines has been less than expected.
- 6700 Treatment, \$7,221 above Budget – More chemical purchases than anticipated through December.
- 6770 Uniforms, \$2,102 above Budget – More activity then anticipated in the current year.
- **Overall Total Operating Expenses for the period ending February 29, 2020 were \$190,918 below Budget.**
- **Total overall Expenses for the period ending February 29, 2019 were \$385,219 below budget. For a net ordinary income of \$624,274, budgeted vs. actual. Actual net ordinary income is \$632,767.**
- 7100 Connection Fees, \$111,840 below Budget – One new Construction sold, one PFP connections or new full connections sold in February.
- 7600 Bond Revenues, GO Bond, \$109,452 below Budget – Two apportionments received in February.
- 8000 CIP, \$415,299 above Budget – \$173,886 in capital improvements paid for in January none for February.
- 9100 Interest Expense-GO Bonds, \$36,584 below Budget – Difference due to timing.
- 9150 SRF Loan, \$115,323 below Budget – Difference due to timing.

## RECOMMENDATION:

This is for Board information only

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	25,226.08	24,666.64	559.44
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,252.00	2,400.00	852.00
4420 · Administrative Fee (Remodel)	542.00	1,333.36	-791.36
4430 · Inspection Fee (New Constr)	3,072.00	2,333.36	738.64
4440 · Inspection Fee (Remodel)	512.00	2,666.64	-2,154.64
4460 · Remodel Fees	1,578.00	5,333.36	-3,755.36
<b>Total 4400 · Fees</b>	8,956.00	14,066.72	-5,110.72
4510 · Grants	112.00		
4610 · Property Tax Receipts	289,507.06	137,500.00	152,007.06
4710 · Sewer Service Charges	1,728,242.83	2,006,808.00	-278,565.17
4720 · Sewer Service Refunds, Customer	-6,244.71	-2,666.64	-3,578.07
4760 · Waste Collection Revenues	16,158.41	15,333.36	825.05
4990 · Other Revenue	32.82		
<b>Total Income</b>	2,061,990.49	2,195,708.08	-133,717.59
<b>Gross Profit</b>	2,061,990.49	2,195,708.08	-133,717.59
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	3,626.62	5,000.00	-1,373.38
5200 · Board of Directors			
5210 · Board Meetings	2,272.81	2,000.00	272.81
5220 · Director Fees	2,737.50	2,666.64	70.86
5230 · Election Expenses	0.00	3,333.36	-3,333.36
<b>Total 5200 · Board of Directors</b>	5,010.31	8,000.00	-2,989.69
5250 · Conference Attendance	203.30	3,333.36	-3,130.06
5270 · Information Systems	8,187.05	2,666.64	5,520.41
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	0.00	1,333.36	-1,333.36
<b>Total 5300 · Insurance</b>	0.00	1,666.72	-1,666.72
5350 · LAFCO Assessment	0.00	1,333.36	-1,333.36
5400 · Legal			
5430 · General Legal	27,748.64	275,000.00	-247,251.36
5440 · Litigation	40,820.20		
<b>Total 5400 · Legal</b>	68,568.84	275,000.00	-206,431.16
5510 · Maintenance, Office	1,790.51	5,333.36	-3,542.85
5520 · Meetings, Local	35.00		
5540 · Office Supplies	3,116.41	5,333.36	-2,216.95
5550 · Postage	465.75	1,766.64	-1,300.89
5560 · Printing & Publishing	413.17	3,333.36	-2,920.19

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	22,975.00	20,000.00	2,975.00
5620 · Audit	8,150.00	8,666.64	-516.64
5630 · Consulting	20,410.17	23,333.36	-2,923.19
5640 · Data Services	0.00	4,133.36	-4,133.36
5650 · Labor & HR Support	1,708.00	1,666.64	41.36
5660 · Payroll Services	675.05	666.64	8.41
<b>Total 5600 · Professional Services</b>	<b>53,918.22</b>	<b>58,466.64</b>	<b>-4,548.42</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>119.00</b>	<b>666.64</b>	<b>-547.64</b>
5720 · Telephone & Internet	18,479.18	16,000.00	2,479.18
5730 · Mileage Reimbursement	327.48	1,000.00	-672.52
5740 · Reference Materials	0.00	133.36	-133.36
5790 · Other Administrative	7.85		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	14,616.34	11,334.64	3,281.70
5820 · Employee Benefits	27,549.68	32,204.64	-4,654.96
5830 · Disability Insurance	991.62	934.00	57.62
5840 · Payroll Taxes	10,109.63	12,386.64	-2,277.01
5850 · PARS	11,278.60	10,991.36	287.24
<b>5900 · Wages</b>			
5910 · Management	77,998.77	74,488.64	3,510.13
5920 · Staff	89,782.84	84,350.64	5,432.20
5930 · Staff Certification	1,425.00	1,200.00	225.00
5940 · Staff Overtime	1,538.68	1,880.64	-341.96
<b>Total 5900 · Wages</b>	<b>170,745.29</b>	<b>161,919.92</b>	<b>8,825.37</b>
<b>5960 · Worker's Comp Insurance</b>	<b>1,402.20</b>	<b>3,648.64</b>	<b>-2,246.44</b>
<b>Total 5800 · Labor</b>	<b>236,693.36</b>	<b>233,419.84</b>	<b>3,273.52</b>
<b>Total 5000 · Administrative</b>	<b>400,962.05</b>	<b>622,453.28</b>	<b>-221,491.23</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	13,333.36	-13,333.36
6195 · Education & Training	0.00	666.64	-666.64
<b>6200 · Engineering</b>			
6210 · Meeting Attendance, Engineering	0.00	1,333.36	-1,333.36
6220 · General Engineering	15,903.75	40,000.00	-24,096.25
<b>Total 6200 · Engineering</b>	<b>15,903.75</b>	<b>41,333.36</b>	<b>-25,429.61</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>0.00</b>	<b>666.64</b>	<b>-666.64</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	3,620.46	3,800.00	-179.54
6337 · Landscaping	1,968.00	2,400.00	-432.00
6330 · Facilities - Other	1,137.20		
<b>Total 6330 · Facilities</b>	<b>6,725.66</b>	<b>6,200.00</b>	<b>525.66</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	18,295.00	30,000.00	-11,705.00
<b>Total 6400 · Pumping</b>	<b>18,295.00</b>	<b>30,000.00</b>	<b>-11,705.00</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	6,666.64	-6,666.64
<b>Total 6600 · Collection/Transmission</b>	0.00	6,666.64	-6,666.64
<b>6770 · Uniforms</b>	125.80		
<b>6800 · Vehicles</b>			
6810 · Fuel	0.00	666.64	-666.64
6820 · Truck Equipment, Expensed	0.00	106.64	-106.64
6830 · Truck Repairs	0.00	666.64	-666.64
<b>Total 6800 · Vehicles</b>	0.00	1,439.92	-1,439.92
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	199,236.94	227,699.36	-28,462.42
6920 · SAM Operations	891,997.96	1,019,426.00	-127,428.04
6940 · SAM Maintenance, Collection Sys	0.00	26,666.64	-26,666.64
6950 · SAM Maintenance, Pumping	62,886.70	33,333.36	29,553.34
<b>Total 6900 · Sewer Authority Midcoastside</b>	1,154,121.60	1,307,125.36	-153,003.76
<b>Total 6000 · Operations</b>	1,195,171.81	1,407,431.92	-212,260.11
<b>Total Expense</b>	1,596,133.86	2,029,885.20	-433,751.34
<b>Net Ordinary Income</b>	465,856.63	165,822.88	300,033.75
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	27,342.00	100,000.00	-72,658.00
7120 · Connection Fees (Remodel)	41,999.36	33,333.36	8,666.00
<b>Total 7100 · Connection Fees</b>	69,341.36	133,333.36	-63,992.00
<b>7200 · Interest Income - LAIF</b>	82,213.62	33,333.36	48,880.26
<b>Total 7000 · Capital Account Revenues</b>	151,554.98	166,666.72	-15,111.74
<b>Total Other Income</b>	151,554.98	166,666.72	-15,111.74
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	176,240.09	990,723.36	-814,483.27
<b>Total 8000 · Capital Improvement Program</b>	176,240.09	990,723.36	-814,483.27

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	10,335.93	10,147.36	188.57
9200 · I-Bank Loan	0.00	15,054.64	-15,054.64
<b>Total 9000 · Capital Account Expenses</b>	<b>10,335.93</b>	<b>25,202.00</b>	<b>-14,866.07</b>
<b>Total Other Expense</b>	<b>186,576.02</b>	<b>1,015,925.36</b>	<b>-829,349.34</b>
<b>Net Other Income</b>	<b>-35,021.04</b>	<b>-849,258.64</b>	<b>814,237.60</b>
<b>Net Income</b>	<b>430,835.59</b>	<b>-683,435.76</b>	<b>1,114,271.35</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	25,226.08	24,666.64	559.44
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,252.00	3,333.36	-81.36
4420 · Administrative Fee (Remodel)	542.00		
4430 · Inspection Fee (New Constr)	13,072.00	2,666.64	10,405.36
4440 · Inspection Fee (Remodel)	1,024.00		
4450 · Mainline Extension Fees	0.00	2,000.00	-2,000.00
4460 · Remodel Fees	2,682.38	1,333.36	1,349.02
4470 · Other Fees	43,286.99		
<b>Total 4400 · Fees</b>	<b>63,859.37</b>	<b>9,333.36</b>	<b>54,526.01</b>
4510 · Grants	112.00		
4610 · Property Tax Receipts	289,507.01	137,500.00	152,007.01
4740 · Testing, Backflow	18,264.00	12,000.00	6,264.00
4810 · Water Sales, Domestic	1,269,405.62	1,298,000.00	-28,594.38
4850 · Water Sales Refunds, Customer	-2,258.33	-2,000.00	-258.33
4990 · Other Revenue	54,439.07		
<b>Total Income</b>	<b>1,718,554.82</b>	<b>1,479,500.00</b>	<b>239,054.82</b>
<b>Gross Profit</b>	<b>1,718,554.82</b>	<b>1,479,500.00</b>	<b>239,054.82</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	643.98	2,500.00	-1,856.02
5200 · Board of Directors			
5210 · Board Meetings	2,272.80	2,666.64	-393.84
5220 · Director Fees	2,737.50	2,200.00	537.50
<b>Total 5200 · Board of Directors</b>	<b>5,010.30</b>	<b>4,866.64</b>	<b>143.66</b>
5240 · CDPH Fees	9,156.40	10,500.00	-1,343.60
5250 · Conference Attendance	248.30	4,000.00	-3,751.70
5270 · Information Systems	1,913.50	2,000.00	-86.50
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	1,173.00	1,666.64	-493.64
<b>Total 5300 · Insurance</b>	<b>1,173.00</b>	<b>2,000.00</b>	<b>-827.00</b>
5350 · LAFCO Assessment	2,465.00	1,833.36	631.64
5400 · Legal			
5430 · General Legal	53,454.88	154,000.00	-100,545.12
<b>Total 5400 · Legal</b>	<b>53,454.88</b>	<b>154,000.00</b>	<b>-100,545.12</b>
5510 · Maintenance, Office	1,849.96	5,333.36	-3,483.40
5520 · Meetings, Local	198.01		
5530 · Memberships	26,275.16	16,000.00	10,275.16
5540 · Office Supplies	3,116.27	5,333.36	-2,217.09
5550 · Postage	5,018.13	6,000.00	-981.87
5560 · Printing & Publishing	2,236.21	2,000.00	236.21

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	22,975.00	20,000.00	2,975.00
5620 · Audit	8,150.00	8,666.64	-516.64
5630 · Consulting	26,803.58	66,666.64	-39,863.06
5650 · Labor & HR Support	1,708.00	1,666.64	41.36
5660 · Payroll Services	674.96	666.64	8.32
<b>Total 5600 · Professional Services</b>	<b>60,311.54</b>	<b>97,666.56</b>	<b>-37,355.02</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	119.00		
5720 · Telephone & Internet	21,310.92	18,000.00	3,310.92
5730 · Mileage Reimbursement	622.63	1,333.36	-710.73
5740 · Reference Materials	0.00	533.36	-533.36
5790 · Other Administrative	3,105.22		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	28,947.01	28,823.36	123.65
5820 · Employee Benefits	44,631.91	58,740.00	-14,108.09
5830 · Disability Insurance	1,994.86	2,311.36	-316.50
5840 · Payroll Taxes	27,618.67	32,708.00	-5,089.33
5850 · PARS	22,138.44	25,090.64	-2,952.20
<b>5900 · Wages</b>			
5910 · Management	77,998.80	74,488.64	3,510.16
5920 · Staff	263,019.16	297,893.36	-34,874.20
5930 · Staff Certification	7,383.13	7,600.00	-216.87
5940 · Staff Overtime	34,542.16	32,070.00	2,472.16
5950 · Staff Standby	16,916.12	15,499.36	1,416.76
<b>Total 5900 · Wages</b>	<b>399,859.37</b>	<b>427,551.36</b>	<b>-27,691.99</b>
<b>5960 · Worker's Comp Insurance</b>	<b>6,953.68</b>	<b>15,549.36</b>	<b>-8,595.68</b>
<b>Total 5800 · Labor</b>	<b>532,143.94</b>	<b>590,774.08</b>	<b>-58,630.14</b>
<b>Total 5000 · Administrative</b>	<b>730,372.35</b>	<b>924,674.08</b>	<b>-194,301.73</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	0.00	666.64	-666.64
6170 · Claims, Property Damage	0.00	6,666.64	-6,666.64
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	163.85	8,666.64	-8,502.79
<b>Total 6180 · Communications</b>	<b>163.85</b>	<b>8,666.64</b>	<b>-8,502.79</b>
6195 · Education & Training	3,097.49	6,000.00	-2,902.51
<b>6200 · Engineering</b>			
6210 · Meeting Attendance, Engineering	0.00	333.36	-333.36
6220 · General Engineering	12,389.54	20,000.00	-7,610.46
6230 · Water Quality Engineering	97,332.81	233,333.36	-136,000.55
<b>Total 6200 · Engineering</b>	<b>109,722.35</b>	<b>253,666.72</b>	<b>-143,944.37</b>
6320 · Equipment & Tools, Expensed	15,421.32	5,333.36	10,087.96

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	486.06	533.36	-47.30
6337 · Landscaping	4,577.90	37,333.36	-32,755.46
6330 · Facilities - Other	2,370.03		
<b>Total 6330 · Facilities</b>	7,433.99	37,866.72	-30,432.73
<b>6370 · Lab Supplies &amp; Equipment</b>	7,032.75	1,666.64	5,366.11
<b>6380 · Meter Reading</b>	9.95		
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	40,705.37	60,000.00	-19,294.63
6420 · Pumping Maintenance, Generators	16,811.09	6,666.64	10,144.45
6430 · Pumping Maintenance, General	17.24	3,333.36	-3,316.12
6440 · Pumping Equipment, Expensed	8,562.13	466.64	8,095.49
<b>Total 6400 · Pumping</b>	66,095.83	70,466.64	-4,370.81
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	27.48	1,666.64	-1,639.16
6520 · Maintenance, Wells	-778.24	3,333.36	-4,111.60
6530 · Water Purchases	21,585.05	26,666.64	-5,081.59
<b>Total 6500 · Supply</b>	20,834.29	31,666.64	-10,832.35
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	0.00	666.64	-666.64
6620 · Maintenance, Water Mains	25,304.00	33,333.36	-8,029.36
6630 · Maintenance, Water Svc Lines	3,519.11	13,333.36	-9,814.25
6640 · Maintenance, Tanks	4,146.03	666.64	3,479.39
6650 · Maint., Distribution General	7,426.95	5,333.36	2,093.59
6670 · Meters	6,253.45	1,666.64	4,586.81
<b>Total 6600 · Collection/Transmission</b>	46,649.54	55,000.00	-8,350.46
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	37,320.24	13,333.36	23,986.88
6720 · Maintenance, Treatment Equip.	12,611.19	13,333.36	-722.17
6730 · Treatment Analysis	13,956.37	30,000.00	-16,043.63
<b>Total 6700 · Treatment</b>	63,887.80	56,666.72	7,221.08
<b>6770 · Uniforms</b>	3,434.99	1,333.36	2,101.63
<b>6800 · Vehicles</b>			
6810 · Fuel	4,620.20	6,666.64	-2,046.44
6820 · Truck Equipment, Expensed	2,926.85	666.64	2,260.21
6830 · Truck Repairs	4,084.49	3,333.36	751.13
<b>Total 6800 · Vehicles</b>	11,631.54	10,666.64	964.90
<b>Total 6000 · Operations</b>	355,415.69	546,333.36	-190,917.67
<b>Total Expense</b>	1,085,788.04	1,471,007.44	-385,219.40
<b>Net Ordinary Income</b>	632,766.78	8,492.56	624,274.22

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2019 through February 2020

	Jul '19 - Feb 20	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	44,483.44	100,000.00	-55,516.56
7130 · Conn. Fees, PFP (New Constr)	30,343.11	86,666.64	-56,323.53
<b>Total 7100 · Connection Fees</b>	74,826.55	186,666.64	-111,840.09
<b>7600 · Bond Revenues, G.O.</b>	657,505.19	766,957.36	-109,452.17
<b>Total 7000 · Capital Account Revenues</b>	732,331.74	953,624.00	-221,292.26
<b>Total Other Income</b>	732,331.74	953,624.00	-221,292.26
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	781,632.50	366,333.36	415,299.14
<b>Total 8000 · Capital Improvement Program</b>	781,632.50	366,333.36	415,299.14
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	117,108.56	153,692.64	-36,584.08
9125 · PNC Equipment Lease Interest	10,335.94	10,147.36	188.58
9150 · SRF Loan	163,905.22	48,582.00	115,323.22
9200 · I-Bank Loan	11,062.63		
9210 · Conservation Program/Rebates	1,150.00	2,000.00	-850.00
<b>Total 9000 · Capital Account Expenses</b>	303,562.35	214,422.00	89,140.35
<b>Total Other Expense</b>	1,085,194.85	580,755.36	504,439.49
<b>Net Other Income</b>	-352,863.11	372,868.64	-725,731.75
<b>Net Income</b>	<b>279,903.67</b>	<b>381,361.20</b>	<b>-101,457.53</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2019 through June 2020**

**Assets and Reserves Information**

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	1,187,446.23	958,547.87	731,831.78	410,053.97	498,542.18	2,286,080.52	1,531,279.28	1,555,409.43							
<b>Sewer - Reserve Accounts</b>															
LAIF -															
Capital Reserve	3,893,688.18	3,893,688.18	3,893,688.18	3,921,377.10	3,921,377.10	3,921,377.10	3,947,359.67	3,947,359.67					2,589,500.00	1,304,188.18	150%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00					194,600.00	-	100%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00					406,882.00	-	100%
Sub-total	4,495,170.18	4,495,170.18	4,495,170.18	4,522,859.10	4,522,859.10	4,522,859.10	4,548,841.67	4,548,841.67	-	-	-	-			
<b>Water - Operations</b>															
Wells Fargo Operating - Water	1,053,121.02	1,067,125.08	1,082,273.73	1,097,201.83	612,797.42	627,029.30	642,109.43	655,072.36							
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00					945,817.00	(547,568.00)	42%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00					253,020.00	-	100%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00					48,222.00	-	100%
Operating Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00					277,745.00	(231,736.00)	17%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-	-			
<b>Water - Restricted accounts</b>															
First Republic Bank - Water															
Acquisition & Improvement Fund	-														
Cost of issuance	-														
GO Bonds Fund	1,406,233.55	1,447,509.18	874,341.24	874,341.24	875,737.43	896,853.63	1,457,563.78	1,459,915.79							
Sub-total	1,406,233.55	1,447,509.18	874,341.24	874,341.24	875,737.43	896,853.63	1,457,563.78	1,459,915.79	-	-	-	-			
Total Cash and equivalents	<b>8,887,470.98</b>	<b>8,713,852.31</b>	<b>7,929,116.93</b>	<b>7,649,956.14</b>	<b>7,255,436.13</b>	<b>9,078,322.55</b>	<b>8,925,294.16</b>	<b>8,964,739.25</b>	-	-	-	-			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2019 through June 2020

													TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4220 · Cell Tower Lease</b>	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26					25,226.08	27,750.01	-2,523.93	90.91%
<b>4400 · Fees</b>																
<b>4410 · Administrative Fee (New Constr)</b>		1,084.00	1,084.00		542.00		542.00						3,252.00	2,700.00	552.00	120.44%
<b>4420 · Administrative Fee (Remodel)</b>					542.00								542.00	1,499.99	-957.99	36.13%
<b>4430 · Inspection Fee (New Constr)</b>		1,024.00	1,024.00		512.00		512.00						3,072.00	2,624.99	447.01	117.03%
<b>4440 · Inspection Fee (Remodel)</b>					512.00								512.00	3,000.01	-2,488.01	17.07%
<b>4460 · Remodel Fees</b>		114.00	542.00				271.00	651.00					1,578.00	5,999.99	-4,421.99	26.3%
<b>Total 4400 · Fees</b>		2,222.00	2,650.00		2,108.00		1,325.00	651.00					8,956.00	15,824.98	-6,868.98	56.59%
<b>4510 · Grants</b>	112.00												112.00			
<b>4610 · Property Tax Receipts</b>		853.45	61,790.13	330.21	10,325.04	117,962.78	78,150.07	20,095.38					289,507.06	137,500.00	152,007.06	210.55%
<b>4710 · Sewer Service Charges</b>	496.20					1,544,087.78		183,658.85					1,728,242.83	2,257,659.00	-529,416.17	76.55%
<b>4720 · Sewer Service Refunds, Customer</b>	-5,729.85	-367.36				-147.50							-6,244.71	-3,000.01	-3,244.70	208.16%
<b>4760 · Waste Collection Revenues</b>	1,416.21	2,888.11	997.86	2,852.02	979.34	2,710.71	1,261.90	3,052.26					16,158.41	17,249.99	-1,091.58	93.67%
<b>4990 · Other Revenue</b>		16.75			16.07								32.82			
<b>Total Income</b>	-552.18	8,766.21	68,591.25	6,335.49	16,581.71	1,667,767.03	83,890.23	210,610.75					2,061,990.49	2,452,983.97	-390,993.48	84.06%
<b>Gross Profit</b>	-552.18	8,766.21	68,591.25	6,335.49	16,581.71	1,667,767.03	83,890.23	210,610.75					2,061,990.49	2,452,983.97	-390,993.48	84.06%
<b>Expense</b>																
<b>5000 · Administrative</b>																
<b>5190 · Bank Fees</b>	406.59	390.24	481.27	382.98	585.56	432.25	430.49	517.24					3,626.62	5,625.00	-1,998.38	64.47%
<b>5200 · Board of Directors</b>																
<b>5210 · Board Meetings</b>		670.96	296.48	490.32	14.97	461.98	322.46	15.64					2,272.81	2,250.00	22.81	101.01%
<b>5220 · Director Fees</b>		225.00	337.50	337.50	562.50	187.50	450.00	637.50					2,737.50	3,000.01	-262.51	91.25%
<b>5230 · Election Expenses</b>														3,749.99	-3,749.99	
<b>Total 5200 · Board of Directors</b>		895.96	633.98	827.82	577.47	649.48	772.46	653.14					5,010.31	9,000.00	-3,989.69	55.67%
<b>5250 · Conference Attendance</b>							203.30						203.30	3,749.99	-3,546.69	5.42%
<b>5270 · Information Systems</b>		974.50	6,273.55	639.00		300.00							8,187.05	3,000.01	5,187.04	272.9%
<b>5300 · Insurance</b>																
<b>5310 · Fidelity Bond</b>														374.99	-374.99	
<b>5320 · Property &amp; Liability Insurance</b>														1,499.99	-1,499.99	
<b>Total 5300 · Insurance</b>														1,874.98	-1,874.98	
<b>5350 · LAFCO Assessment</b>														1,499.99	-1,499.99	
<b>5400 · Legal</b>																
<b>5420 · Meeting Attendance, Legal</b>																
<b>5430 · General Legal</b>				5,882.50	4,514.00		8,965.26	8,386.88					27,748.64	309,375.00	-281,626.36	8.97%
<b>5440 · Litigation</b>		80.00	13,178.95	5,100.00	3,295.00	16,181.25		2,985.00					40,820.20			
<b>Total 5400 · Legal</b>		80.00	13,178.95	10,982.50	7,809.00	16,181.25	8,965.26	11,371.88					68,568.84	309,375.00	-240,806.16	22.16%
<b>5510 · Maintenance, Office</b>		260.00	284.23	160.00	379.25	447.03	100.00	160.00					1,790.51	5,999.99	-4,209.48	29.84%
<b>5520 · Meetings, Local</b>			35.00										35.00			
<b>5540 · Office Supplies</b>		870.19	391.66	26.52	439.29	224.73	457.47	706.55					3,116.41	5,999.99	-2,883.58	51.94%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2019 through June 2020

													TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5550 · Postage			78.03	154.85	154.85	78.02							465.75	1,987.51	-1,521.76	23.43%
5560 · Printing & Publishing		36.97	56.86	34.97	25.30	89.32	50.24	119.51					413.17	3,749.99	-3,336.82	11.02%
5600 · Professional Services																
5610 · Accounting		5,150.00	4,750.00		4,450.00	1,850.00	3,250.00	3,525.00					22,975.00	22,500.00	475.00	102.11%
5620 · Audit							8,150.00						8,150.00	9,750.01	-1,600.01	83.59%
5630 · Consulting		1,093.75	806.59		3,669.58	5,996.90	3,456.63	5,386.72					20,410.17	26,249.99	-5,839.82	77.75%
5640 · Data Services														4,649.99	-4,649.99	
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50					1,708.00	1,875.01	-167.01	91.09%
5660 · Payroll Services	76.98	75.82	76.98	76.98	74.66	74.66	144.31	74.66					675.05	750.01	-74.96	90.01%
5690 · Other Professional Services																
<b>Total 5600 · Professional Services</b>	<b>290.48</b>	<b>6,533.07</b>	<b>5,847.07</b>	<b>290.48</b>	<b>8,407.74</b>	<b>8,135.06</b>	<b>15,214.44</b>	<b>9,199.88</b>					<b>53,918.22</b>	<b>65,775.01</b>	<b>-11,856.79</b>	<b>81.97%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	750.01	-631.01	15.87%
5720 · Telephone & Internet		2,371.37	2,543.97	2,564.49	2,695.90	2,834.20	2,760.36	2,708.89					18,479.18	18,000.00	479.18	102.66%
5730 · Mileage Reimbursement				127.99				199.49					327.48	1,125.00	-797.52	29.11%
5740 · Reference Materials														149.99	-149.99	
5790 · Other Administrative						7.85							7.85			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,400.50	1,381.21	1,377.12	1,427.01	1,365.08	1,381.38	1,408.77	4,875.27					14,616.34	12,751.51	1,864.83	114.62%
5820 · Employee Benefits		3,908.30	3,908.30	3,908.30	3,908.30	3,972.16	3,972.16	3,972.16					27,549.68	36,230.26	-8,680.58	76.04%
5830 · Disability Insurance		141.66	283.32		283.32		141.66	141.66					991.62	1,050.75	-59.13	94.37%
5840 · Payroll Taxes	1,445.79	1,008.14	1,005.49	1,065.47	995.25	907.73	1,587.05	2,094.71					10,109.63	13,935.01	-3,825.38	72.55%
5850 · PARS	1,374.15	1,345.19	1,311.49	1,378.85	1,311.51	1,345.16	1,378.83	1,833.42					11,278.60	12,365.24	-1,086.64	91.21%
5900 · Wages																
5910 · Management	8,746.24	8,746.24	8,746.24	8,746.24	8,746.24	8,746.24	8,746.24	16,775.09					77,998.77	83,799.76	-5,800.99	93.08%
5920 · Staff	11,845.60	11,287.71	10,764.86	11,809.30	10,802.86	11,161.20	11,799.80	10,311.51					89,782.84	94,894.51	-5,111.67	94.61%
5930 · Staff Certification	150.00	150.00	150.00	175.00	200.00	200.00	200.00	200.00					1,425.00	1,350.00	75.00	105.56%
5940 · Staff Overtime		142.77	571.05	285.53	348.98	95.17		95.18					1,538.68	2,115.76	-577.08	72.73%
<b>Total 5900 · Wages</b>	<b>20,741.84</b>	<b>20,326.72</b>	<b>20,232.15</b>	<b>21,016.07</b>	<b>20,098.08</b>	<b>20,202.61</b>	<b>20,746.04</b>	<b>27,381.78</b>					<b>170,745.29</b>	<b>182,160.03</b>	<b>-11,414.74</b>	<b>93.73%</b>
5960 · Worker's Comp Insurance				701.92				700.28					1,402.20	4,104.76	-2,702.56	34.16%
<b>Total 5800 · Labor</b>	<b>24,962.28</b>	<b>28,111.22</b>	<b>28,117.87</b>	<b>29,497.62</b>	<b>27,961.54</b>	<b>27,809.04</b>	<b>29,234.51</b>	<b>40,999.28</b>					<b>236,693.36</b>	<b>262,597.56</b>	<b>-25,904.20</b>	<b>90.14%</b>
<b>Total 5000 · Administrative</b>	<b>25,659.35</b>	<b>40,523.52</b>	<b>57,922.44</b>	<b>45,689.22</b>	<b>49,154.90</b>	<b>57,188.23</b>	<b>58,188.53</b>	<b>66,635.86</b>					<b>400,962.05</b>	<b>700,260.02</b>	<b>-299,297.97</b>	<b>57.26%</b>
6000 · Operations																
6170 · Claims, Property Damage														14,999.99	-14,999.99	
6195 · Education & Training														750.01	-750.01	
6200 · Engineering																
6210 · Meeting Attendance, Engineering														1,499.99	-1,499.99	
6220 · General Engineering		3,621.50	4,836.00		3,255.00		1,860.00	2,331.25					15,903.75	45,000.00	-29,096.25	35.34%
<b>Total 6200 · Engineering</b>		<b>3,621.50</b>	<b>4,836.00</b>		<b>3,255.00</b>		<b>1,860.00</b>	<b>2,331.25</b>					<b>15,903.75</b>	<b>46,499.99</b>	<b>-30,596.24</b>	<b>34.2%</b>
6320 · Equipment & Tools, Expensed														750.01	-750.01	
6330 · Facilities																
6335 · Alarm Services	391.80	518.82	836.10		518.82	391.80	444.30	518.82					3,620.46	4,275.00	-654.54	84.69%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2019 through June 2020

												TOTAL				
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
6337 · Landscaping		218.00		250.00	500.00		500.00	500.00					1,968.00	2,700.00	-732.00	72.89%
6330 · Facilities - Other								1,137.20					1,137.20			
<b>Total 6330 · Facilities</b>	391.80	736.82	836.10	250.00	1,018.82	391.80	944.30	2,156.02					6,725.66	6,975.00	-249.34	96.43%
6400 · Pumping																
6410 · Pumping Fuel & Electricity		3,379.03	6,154.63	2,774.62			2,984.05	3,002.67					18,295.00	33,750.00	-15,455.00	54.21%
<b>Total 6400 · Pumping</b>		3,379.03	6,154.63	2,774.62			2,984.05	3,002.67					18,295.00	33,750.00	-15,455.00	54.21%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														7,500.01	-7,500.01	
<b>Total 6600 · Collection/Transmission</b>														7,500.01	-7,500.01	
6770 · Uniforms				125.80									125.80			
6800 · Vehicles																
6810 · Fuel														750.01	-750.01	
6820 · Truck Equipment, Expensed														120.01	-120.01	
6830 · Truck Repairs														750.01	-750.01	
<b>Total 6800 · Vehicles</b>														1,620.03	-1,620.03	
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections		28,462.42	56,924.84		28,462.42	28,462.42	28,462.42	28,462.42					199,236.94	256,161.74	-56,924.80	77.78%
6920 · SAM Operations		127,428.28	254,856.56		127,428.28	127,428.28	127,428.28	127,428.28					891,997.96	1,146,854.25	-254,856.29	77.78%
6940 · SAM Maintenance, Collection Sys														30,000.01	-30,000.01	
6950 · SAM Maintenance, Pumping		4,341.08	23,883.47		27,191.82		1,984.82	5,485.51					62,886.70	37,499.99	25,386.71	167.7%
<b>Total 6900 · Sewer Authority Midcoastside</b>		160,231.78	335,664.87		183,082.52	155,890.70	157,875.52	161,376.21					1,154,121.60	1,470,515.99	-316,394.39	78.48%
<b>Total 6000 · Operations</b>	391.80	167,969.13	347,491.60	3,150.42	187,356.34	156,282.50	163,663.87	168,866.15					1,195,171.81	1,583,361.03	-388,189.22	75.48%
<b>Total Expense</b>	26,051.15	208,492.65	405,414.04	48,839.64	236,511.24	213,470.73	221,852.40	235,502.01					1,596,133.86	2,283,621.05	-687,487.19	69.9%
<b>Net Ordinary Income</b>	-26,603.33	-199,726.44	-336,822.79	-42,504.15	-219,929.53	1,454,296.30	-137,962.17	-24,891.26					465,856.63	169,362.92	296,493.71	275.06%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	964.00			26,378.00									27,342.00	112,500.00	-85,158.00	24.3%
7120 · Connection Fees (Remodel)	4,220.00	2,637.50	10,050.00	2,100.36	4,647.50		10,959.00	7,385.00					41,999.36	37,499.99	4,499.37	112.0%
<b>Total 7100 · Connection Fees</b>	5,184.00	2,637.50	10,050.00	28,478.36	4,647.50		10,959.00	7,385.00					69,341.36	149,999.99	-80,658.63	46.23%
7200 · Interest Income - LAIF	28,542.13			27,688.92			25,982.57						82,213.62	37,499.99	44,713.63	219.24%
<b>Total 7000 · Capital Account Revenues</b>	33,726.13	2,637.50	10,050.00	56,167.28	4,647.50		36,941.57	7,385.00					151,554.98	187,499.98	-35,945.00	80.83%
<b>Total Other Income</b>	33,726.13	2,637.50	10,050.00	56,167.28	4,647.50		36,941.57	7,385.00					151,554.98	187,499.98	-35,945.00	80.83%
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8075 · Sewer		25,087.21	142,368.91		7,016.97		1,674.00	93.00					176,240.09	1,114,563.74	-938,323.65	15.81%
<b>Total 8000 · Capital Improvement Program</b>		25,087.21	142,368.91		7,016.97		1,674.00	93.00					176,240.09	1,114,563.74	-938,323.65	15.81%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,332.23	1,321.34	1,309.68	1,298.01	1,286.30	1,274.56	1,262.80	1,251.01					10,335.93	11,415.74	-1,079.81	90.54%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL			
													Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
9200 · I-Bank Loan														16,936.51	-16,936.51	
Total 9000 · Capital Account Expenses	1,332.23	1,321.34	1,309.68	1,298.01	1,286.30	1,274.56	1,262.80	1,251.01					10,335.93	28,352.25	-18,016.32	36.46%
Total Other Expense	1,332.23	26,408.55	143,678.59	1,298.01	8,303.27	1,274.56	2,936.80	1,344.01					186,576.02	1,142,915.99	-956,339.97	16.33%
Net Other Income	32,393.90	-23,771.05	-133,628.59	54,869.27	-3,655.77	-1,274.56	34,004.77	6,040.99					-35,021.04	-955,416.01	920,394.97	3.67%
Net Income	<b>5,790.57</b>	<b>-223,497.49</b>	<b>-470,451.38</b>	<b>12,365.12</b>	<b>-223,585.30</b>	<b>1,453,021.74</b>	<b>-103,957.40</b>	<b>-18,850.27</b>					<b>430,835.59</b>	<b>-786,053.09</b>	<b>1,216,888.68</b>	<b>-54.81%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL				
													Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
4220 · Cell Tower Lease	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26	3,153.26						25,226.08	27,750.01	-2,523.93	90.91%
4400 · Fees																	
4410 · Administrative Fee (New Constr)		1,084.00	1,084.00		542.00		542.00							3,252.00	3,749.99	-497.99	86.72%
4420 · Administrative Fee (Remodel)						542.00								542.00		542.00	100.0%
4430 · Inspection Fee (New Constr)		1,024.00	1,024.00		10,512.00		512.00							13,072.00	3,000.01	10,071.99	435.73%
4440 · Inspection Fee (Remodel)						512.00	512.00							1,024.00		1,024.00	100.0%
4450 · Mainline Extension Fees															2,250.00	-2,250.00	
4460 · Remodel Fees	380.00	380.00		119.00	1,261.38		542.00							2,682.38	1,499.99	1,182.39	178.83%
4470 · Other Fees	692.40	130.00					42,464.59							43,286.99			
<b>Total 4400 · Fees</b>	<b>1,072.40</b>	<b>2,618.00</b>	<b>2,108.00</b>	<b>119.00</b>	<b>12,315.38</b>	<b>1,054.00</b>	<b>44,572.59</b>							<b>63,859.37</b>	<b>10,499.99</b>	<b>53,359.38</b>	<b>608.19%</b>
4510 · Grants	112.00													112.00			
4610 · Property Tax Receipts		853.44	61,790.12	330.21	10,325.02	117,962.79	78,150.06	20,095.37						289,507.01	137,500.00	152,007.01	210.55%
4740 · Testing, Backflow	114.00			13,990.00	2,975.00		947.00	238.00						18,264.00	13,500.00	4,764.00	135.29%
4810 · Water Sales, Domestic	182,045.53	177,480.27	174,333.84	154,144.69	164,576.43	142,233.39	134,619.52	139,971.95						1,269,405.62	1,460,250.00	-190,844.38	86.93%
4850 · Water Sales Refunds, Customer	-1,061.41					-53.85	-222.93	-920.14						-2,258.33	-2,250.00	-8.33	100.37%
4990 · Other Revenue		54,423.00			16.07									54,439.07			
<b>Total Income</b>	<b>185,435.78</b>	<b>238,527.97</b>	<b>241,385.22</b>	<b>171,737.16</b>	<b>193,361.16</b>	<b>264,349.59</b>	<b>261,219.50</b>	<b>162,538.44</b>						<b>1,718,554.82</b>	<b>1,647,250.00</b>	<b>71,304.82</b>	<b>104.33%</b>
<b>Gross Profit</b>	<b>185,435.78</b>	<b>238,527.97</b>	<b>241,385.22</b>	<b>171,737.16</b>	<b>193,361.16</b>	<b>264,349.59</b>	<b>261,219.50</b>	<b>162,538.44</b>						<b>1,718,554.82</b>	<b>1,647,250.00</b>	<b>71,304.82</b>	<b>104.33%</b>
<b>Expense</b>																	
5000 · Administrative																	
5190 · Bank Fees			44.53		54.03	218.22	209.40	117.80						643.98	2,812.50	-2,168.52	22.9%
5200 · Board of Directors																	
5210 · Board Meetings		670.96	296.48	490.32	14.97	461.97	322.46	15.64						2,272.80	3,000.01	-727.21	75.76%
5220 · Director Fees		225.00	337.50	337.50	562.50	187.50	450.00	637.50						2,737.50	2,475.00	262.50	110.61%
<b>Total 5200 · Board of Directors</b>		<b>895.96</b>	<b>633.98</b>	<b>827.82</b>	<b>577.47</b>	<b>649.47</b>	<b>772.46</b>	<b>653.14</b>						<b>5,010.30</b>	<b>5,475.01</b>	<b>-464.71</b>	<b>91.51%</b>
5240 · CDPH Fees							9,156.40							9,156.40	11,812.50	-2,656.10	77.51%
5250 · Conference Attendance				45.00			203.30							248.30	4,500.00	-4,251.70	5.52%
5270 · Information Systems		974.50		639.00		300.00								1,913.50	2,250.00	-336.50	85.04%
5300 · Insurance																	
5310 · Fidelity Bond															374.99	-374.99	
5320 · Property & Liability Insurance			1,173.00											1,173.00	1,875.01	-702.01	62.56%
<b>Total 5300 · Insurance</b>			<b>1,173.00</b>											<b>1,173.00</b>	<b>2,250.00</b>	<b>-1,077.00</b>	<b>52.13%</b>
5350 · LAFCO Assessment							2,465.00							2,465.00	2,062.49	402.51	119.52%
5400 · Legal																	
5420 · Meeting Attendance, Legal																	
5430 · General Legal				10,637.50	20,591.25		9,562.26	12,663.87						53,454.88	173,250.00	-119,795.12	30.85%
<b>Total 5400 · Legal</b>				<b>10,637.50</b>	<b>20,591.25</b>		<b>9,562.26</b>	<b>12,663.87</b>						<b>53,454.88</b>	<b>173,250.00</b>	<b>-119,795.12</b>	<b>30.85%</b>
5510 · Maintenance, Office		319.46	284.22	160.00	379.25	447.03	100.00	160.00						1,849.96	5,999.99	-4,150.03	30.83%
5520 · Meetings, Local			35.00	140.01	23.00									198.01			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2019 through June 2020

												TOTAL				
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5530 · Memberships		277.00			10,732.16	15,266.00							26,275.16	18,000.00	8,275.16	145.97%
5540 · Office Supplies		870.14	391.64	26.51	439.27	224.73	457.42	706.56					3,116.27	5,999.99	-2,883.72	51.94%
5550 · Postage		567.75	856.47	708.90	780.54	946.26	89.43	1,068.78					5,018.13	6,750.00	-1,731.87	74.34%
5560 · Printing & Publishing	854.62	36.97	56.86	34.96	25.30	89.33	1,018.66	119.51					2,236.21	2,250.00	-13.79	99.39%
5600 · Professional Services																
5610 · Accounting		5,150.00	4,750.00		4,450.00	1,850.00	3,250.00	3,525.00					22,975.00	22,500.00	475.00	102.11%
5620 · Audit							8,150.00						8,150.00	9,750.01	-1,600.01	83.59%
5630 · Consulting		1,093.75	806.59		10,063.02	5,996.89	3,456.62	5,386.71					26,803.58	75,000.01	-48,196.43	35.74%
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50					1,708.00	1,875.01	-167.01	91.09%
5660 · Payroll Services	76.98	75.81	76.98	76.98	74.64	74.64	144.29	74.64					674.96	750.01	-75.05	89.99%
5690 · Other Professional Services																
<b>Total 5600 · Professional Services</b>	<b>290.48</b>	<b>6,533.06</b>	<b>5,847.07</b>	<b>290.48</b>	<b>14,801.16</b>	<b>8,135.03</b>	<b>15,214.41</b>	<b>9,199.85</b>					<b>60,311.54</b>	<b>109,875.04</b>	<b>-49,563.50</b>	<b>54.89%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00			
5720 · Telephone & Internet		2,958.80	3,076.06	2,958.32	3,085.97	3,074.29	3,081.80	3,075.68					21,310.92	20,250.00	1,060.92	105.24%
5730 · Mileage Reimbursement				127.99		295.14		199.50					622.63	1,499.99	-877.36	41.51%
5740 · Reference Materials													599.99		-599.99	
5790 · Other Adminstrative						3,026.12	79.10						3,105.22			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,200.51	3,181.17	3,131.46	3,338.98	3,200.65	3,192.48	3,275.40	6,426.36					28,947.01	32,426.24	-3,479.23	89.27%
5820 · Employee Benefits		6,323.56	6,323.56	6,323.56	6,323.56	6,445.89	6,445.89	6,445.89					44,631.91	66,082.50	-21,450.59	67.54%
5830 · Disability Insurance		284.98	569.96		569.96		284.98	284.98					1,994.86	2,600.24	-605.38	76.72%
5840 · Payroll Taxes	3,656.75	3,241.27	3,128.18	3,369.98	3,190.85	3,134.09	3,870.36	4,027.19					27,618.67	36,796.50	-9,177.83	75.06%
5850 · PARS	2,796.87	2,706.07	2,610.56	2,801.61	2,615.13	2,716.20	2,812.20	3,079.80					22,138.44	28,227.01	-6,088.57	78.43%
5900 · Wages																
5910 · Management	8,746.24	8,746.24	8,746.25	8,746.24	8,746.24	8,746.24	8,746.24	16,775.11					77,998.80	83,799.76	-5,800.96	93.08%
5920 · Staff	34,653.88	33,263.83	31,291.05	34,255.36	31,150.01	32,996.60	34,879.00	30,529.43					263,019.16	335,129.99	-72,110.83	78.48%
5930 · Staff Certification	911.25	850.00	850.00	875.00	1,196.88	900.00	900.00	900.00					7,383.13	8,550.00	-1,166.87	86.35%
5940 · Staff Overtime	3,350.67	4,318.60	5,030.69	5,034.33	5,919.48	4,461.83	4,019.64	2,406.92					34,542.16	36,078.75	-1,536.59	95.74%
5950 · Staff Standby	2,042.74	2,219.34	2,061.71	2,229.61	2,082.68	2,200.35	2,048.39	2,031.30					16,916.12	17,436.74	-520.62	97.01%
<b>Total 5900 · Wages</b>	<b>49,704.78</b>	<b>49,398.01</b>	<b>47,979.70</b>	<b>51,140.54</b>	<b>49,095.29</b>	<b>49,305.02</b>	<b>50,593.27</b>	<b>52,642.76</b>					<b>399,859.37</b>	<b>480,995.24</b>	<b>-81,135.87</b>	<b>83.13%</b>
5960 · Worker's Comp Insurance				3,450.24				3,503.44					6,953.68	17,492.99	-10,539.31	39.75%
<b>Total 5800 · Labor</b>	<b>59,358.91</b>	<b>65,135.06</b>	<b>63,743.42</b>	<b>70,424.91</b>	<b>64,995.44</b>	<b>64,793.68</b>	<b>67,282.10</b>	<b>76,410.42</b>					<b>532,143.94</b>	<b>664,620.72</b>	<b>-132,476.78</b>	<b>80.07%</b>
<b>Total 5000 · Administrative</b>	<b>60,504.01</b>	<b>78,568.70</b>	<b>76,142.25</b>	<b>87,021.40</b>	<b>116,603.84</b>	<b>97,465.30</b>	<b>109,691.74</b>	<b>104,375.11</b>					<b>730,372.35</b>	<b>1,040,258.22</b>	<b>-309,885.87</b>	<b>70.21%</b>
6000 · Operations																
6160 · Backflow Prevention														750.01	-750.01	
6170 · Claims, Property Damage														7,500.01	-7,500.01	
6180 · Communications																
6185 · SCADA Maintenance							48.06	115.79					163.85	9,750.01	-9,586.16	1.68%
<b>Total 6180 · Communications</b>							48.06	115.79					163.85	9,750.01	-9,586.16	1.68%
6195 · Education & Training			2,195.00	566.24			336.25						3,097.49	6,750.00	-3,652.51	45.89%
6200 · Engineering																

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL			
													Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
6210 · Meeting Attendance, Engineering													374.99	-374.99		
6220 · General Engineering		12,389.54											12,389.54	22,500.00	-10,110.46	55.07%
6230 · Water Quality Engineering		7,712.50	27,556.25	9,455.67	2,615.00	4,176.25	9,347.76	36,469.38					97,332.81	262,499.99	-165,167.18	37.08%
<b>Total 6200 · Engineering</b>		20,102.04	27,556.25	9,455.67	2,615.00	4,176.25	9,347.76	36,469.38					109,722.35	285,374.98	-175,652.63	38.45%
6320 · Equipment & Tools, Expensed		204.96	1,168.25	1,946.98	8,577.25	790.02	1,043.81	1,690.05					15,421.32	5,999.99	9,421.33	257.02%
6330 · Facilities																
6335 · Alarm Services		127.02	52.50		127.02		52.50	127.02					486.06	599.99	-113.93	81.01%
6337 · Landscaping		483.00	1,050.00	691.28	550.00	850.00	603.62	350.00					4,577.90	41,999.99	-37,422.09	10.9%
6330 · Facilities - Other							568.06	1,801.97					2,370.03			
<b>Total 6330 · Facilities</b>		610.02	1,102.50	691.28	677.02	850.00	1,224.18	2,278.99					7,433.99	42,599.98	-35,165.99	17.45%
6370 · Lab Supplies & Equipment			4,095.97		1,909.32	308.09	719.37						7,032.75	1,875.01	5,157.74	375.08%
6380 · Meter Reading					9.95								9.95			
6400 · Pumping																
6410 · Pumping Fuel & Electricity		6,536.56	8,790.51	5,901.37	2,267.57	6,190.55	5,320.22	5,698.59					40,705.37	67,500.00	-26,794.63	60.3%
6420 · Pumping Maintenance, Generators		7,631.82	3,815.91	44.02	1,183.22			4,136.12					16,811.09	7,500.01	9,311.08	224.15%
6430 · Pumping Maintenance, General							17.24						17.24	3,749.99	-3,732.75	0.46%
6440 · Pumping Equipment, Expensed					5,312.57	453.91	2,795.65						8,562.13	525.01	8,037.12	1,630.85%
<b>Total 6400 · Pumping</b>		14,168.38	12,606.42	5,945.39	8,763.36	6,644.46	8,133.11	9,834.71					66,095.83	79,275.01	-13,179.18	83.38%
6500 · Supply																
6510 · Maintenance, Raw Water Mains								27.48					27.48	1,875.01	-1,847.53	1.47%
6520 · Maintenance, Wells		-815.00						36.76					-778.24	3,749.99	-4,528.23	-20.75%
6530 · Water Purchases					10,606.31			10,978.74					21,585.05	30,000.01	-8,414.96	71.95%
<b>Total 6500 · Supply</b>		-815.00			10,606.31			11,042.98					20,834.29	35,625.01	-14,790.72	58.48%
6600 · Collection/Transmission																
6610 · Hydrants														750.01	-750.01	
6620 · Maintenance, Water Mains			2,587.50		16,308.94		6,407.56						25,304.00	37,499.99	-12,195.99	67.48%
6630 · Maintenance, Water Svc Lines					3,519.11								3,519.11	14,999.99	-11,480.88	23.46%
6640 · Maintenance, Tanks			4,146.03										4,146.03	750.01	3,396.02	552.8%
6650 · Maint., Distribution General			223.81		7,203.14								7,426.95	5,999.99	1,426.96	123.78%
6670 · Meters		1,599.42					4,654.03						6,253.45	1,875.01	4,378.44	333.52%
<b>Total 6600 · Collection/Transmission</b>		1,599.42	6,957.34		27,031.19		11,061.59						46,649.54	61,875.00	-15,225.46	75.39%
6700 · Treatment																
6710 · Chemicals & Filtering	2,537.58	628.31	2,825.45	3,217.01	10,841.50	14,646.00	680.50	1,943.89					37,320.24	14,999.99	22,320.25	248.8%
6720 · Maintenance, Treatment Equip.		574.99		30.72	11,659.11	7.10	137.89	201.38					12,611.19	14,999.99	-2,388.80	84.08%
6730 · Treatment Analysis		937.80	7,518.32	538.25	1,646.35	1,039.92	1,218.75	1,056.98					13,956.37	33,750.00	-19,793.63	41.35%
<b>Total 6700 · Treatment</b>	2,537.58	2,141.10	10,343.77	3,785.98	24,146.96	15,693.02	2,037.14	3,202.25					63,887.80	63,749.98	137.82	100.22%
6770 · Uniforms		761.41	1,407.57	151.93	487.62	225.84	400.62						3,434.99	1,499.99	1,935.00	229.0%
6800 · Vehicles																
6810 · Fuel		539.98	536.34	747.59	935.61	816.56	575.95	468.17					4,620.20	7,500.01	-2,879.81	61.6%
6820 · Truck Equipment, Expensed	2,926.85												2,926.85	750.01	2,176.84	390.24%
6830 · Truck Repairs		919.99	175.14	2,887.91		101.45							4,084.49	3,749.99	334.50	108.92%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL			
													Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Total 6800 · Vehicles</b>	2,926.85	1,459.97	711.48	3,635.50	935.61	918.01	575.95	468.17					11,631.54	12,000.01	-368.47	96.93%
<b>Total 6000 · Operations</b>	4,649.43	41,047.30	68,144.55	26,178.97	85,759.59	29,653.75	34,879.78	65,102.32					355,415.69	614,624.99	-259,209.30	57.83%
<b>Total Expense</b>	65,153.44	119,616.00	144,286.80	113,200.37	202,363.43	127,119.05	144,571.52	169,477.43					1,085,788.04	1,654,883.21	-569,095.17	65.61%
<b>Net Ordinary Income</b>	120,282.34	118,911.97	97,098.42	58,536.79	-9,002.27	137,230.54	116,647.98	-6,938.99					632,766.78	-7,633.21	640,399.99	-8,289.66%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
<b>7110 · Connection Fees (New Constr)</b>	4,072.72			18,105.00			4,200.72	18,105.00					44,483.44	112,500.00	-68,016.56	39.54%
<b>7130 · Conn. Fees, PFP (New Constr)</b>	6,879.11	9,029.00		5,406.00				9,029.00					30,343.11	97,500.01	-67,156.90	31.12%
<b>Total 7100 · Connection Fees</b>	10,951.83	9,029.00		23,511.00			4,200.72	27,134.00					74,826.55	210,000.01	-135,173.46	35.63%
<b>7600 · Bond Revenues, G.O.</b>		2,050.10		1,396.19	21,116.20	560,710.15	2,352.01	69,880.54					657,505.19	862,826.99	-205,321.80	76.2%
<b>Total 7000 · Capital Account Revenues</b>	10,951.83	11,079.10		24,907.19	21,116.20	560,710.15	6,552.73	97,014.54					732,331.74	1,072,827.00	-340,495.26	68.26%
<b>Total Other Income</b>	10,951.83	11,079.10		24,907.19	21,116.20	560,710.15	6,552.73	97,014.54					732,331.74	1,072,827.00	-340,495.26	68.26%
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
<b>8100 · Water</b>		52,240.72	57,197.72	118,127.12	213,799.88	166,380.61	173,886.45						781,632.50	412,124.99	369,507.51	189.66%
<b>Total 8000 · Capital Improvement Program</b>		52,240.72	57,197.72	118,127.12	213,799.88	166,380.61	173,886.45						781,632.50	412,124.99	369,507.51	189.66%
<b>9000 · Capital Account Expenses</b>																
<b>9100 · Interest Expense - GO Bonds</b>		117,108.56											117,108.56	172,904.26	-55,795.70	67.73%
<b>9125 · PNC Equipment Lease Interest</b>	1,332.23	1,321.33	1,309.69	1,298.01	1,286.30	1,274.57	1,262.80	1,251.01					10,335.94	11,415.74	-1,079.80	90.54%
<b>9150 · SRF Loan</b>						163,905.22							163,905.22	54,654.75	109,250.47	299.89%
<b>9200 · I-Bank Loan</b>							11,062.63						11,062.63			
<b>9210 · Conservation Program/Rebates</b>			350.00		150.00		450.00	200.00					1,150.00	2,250.00	-1,100.00	51.11%
<b>Total 9000 · Capital Account Expenses</b>	1,332.23	118,429.89	1,659.69	1,298.01	1,436.30	165,179.79	12,775.43	1,451.01					303,562.35	241,224.75	62,337.60	125.84%
<b>Total Other Expense</b>	1,332.23	170,670.61	58,857.41	119,425.13	215,236.18	331,560.40	186,661.88	1,451.01					1,085,194.85	653,349.74	431,845.11	166.1%
<b>Net Other Income</b>	9,619.60	-159,591.51	-58,857.41	-94,517.94	-194,119.98	229,149.75	-180,109.15	95,563.53					-352,863.11	419,477.26	-772,340.37	-84.12%
<b>Net Income</b>	<b>129,901.94</b>	<b>-40,679.54</b>	<b>38,241.01</b>	<b>-35,981.15</b>	<b>-203,122.25</b>	<b>366,380.29</b>	<b>-63,461.17</b>	<b>88,624.54</b>					<b>279,903.67</b>	<b>411,844.05</b>	<b>-131,940.38</b>	<b>67.96%</b>

## Montara Water &amp; Sanitary District

## Balance Sheet

03/12/20

As of February 29, 2020

Accrual Basis

	Feb 29, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Sewer - Bank Accounts</b>	
Wells Fargo Operating - Sewer	1,555,409.43
<b>LAIF Investment Fund</b>	
Capital Reserve	3,947,359.67
Connection Fees Reserve	194,600.00
Operating Reserve	406,882.00
<b>Total LAIF Investment Fund</b>	4,548,841.67
<b>Total Sewer - Bank Accounts</b>	6,104,251.10
<b>Water - Bank Accounts</b>	
Wells Fargo Operating - Water	655,072.36
Capital Reserve	398,249.00
Operating Reserve	46,009.00
SRF Reserve	48,222.00
<b>Restricted Cash</b>	
Connection Fees Reserve	253,020.00
GO Bonds Fund	1,459,915.79
<b>Total Restricted Cash</b>	1,712,935.79
<b>Total Water - Bank Accounts</b>	2,860,488.15
<b>Total Checking/Savings</b>	8,964,739.25
<b>Accounts Receivable</b>	
<b>Sewer - Accounts Receivable</b>	
Accounts Receivable	-1,795.72
Sewer - Accounts Receivable - Other	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	-11,857.51
<b>Water - Accounts Receivable</b>	
Accounts Receivable	4,826.31
Accounts Rec. - Backflow	16,939.11
Accounts Rec. - Water Residents	188,427.63
Unbilled Water Receivables	258,319.70
<b>Total Water - Accounts Receivable</b>	468,512.75
<b>Total Accounts Receivable</b>	456,655.24
<b>Other Current Assets</b>	
Due from Kathryn Slater-Carter	614.62
Maint/Parts Inventory	42,656.32
<b>Total Other Current Assets</b>	43,270.94
<b>Total Current Assets</b>	9,464,665.43
<b>Fixed Assets</b>	
<b>Sewer - Fixed Assets</b>	
General Plant	6,161,441.87
Land	5,000.00
<b>Other Capital Improv.</b>	
Sewer-Original Cost	685,599.18
Other Cap. Improv.	2,564,810.39
<b>Total Other Capital Improv.</b>	3,250,409.57
Seal Cove Collection System	995,505.00
<b>Sewage Collection Facility</b>	
Collection Facility - Org. Cost	1,349,064.00
Collection Facility - Other	3,991,243.33
<b>Total Sewage Collection Facility</b>	5,340,307.33

## Montara Water &amp; Sanitary District

## Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
Treatment Facility	244,539.84
Accumulated Depreciation	-8,871,583.00
<b>Total Sewer - Fixed Assets</b>	<b>7,125,620.61</b>
<b>Water - Fixed Assets</b>	
General Plant	27,314,280.48
Land & Easements	734,500.00
Surface Water Rights	300,000.00
Water Meters	1,058,985.00
Fixed Assets - Other	48,171.78
Accumulated Depreciation	-11,800,511.00
<b>Total Water - Fixed Assets</b>	<b>17,655,426.26</b>
<b>Total Fixed Assets</b>	<b>24,781,046.87</b>
<b>Other Assets</b>	
<b>Sewer - Other Assets</b>	
Def'd Amts Related to Pensions	92,939.00
Joint Power Authority	
SAM - Orig Collection Facility	981,592.00
SAM - Expansion	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>2,780,486.08</b>
<b>Water - Other Assets</b>	
Def'd Amts Related to Pensions	174,114.00
Due from Sewer	290,312.00
Bond Acquisition Cost OID	42,978.40
Bond Issue Cost	46,268.60
<b>Total Water - Other Assets</b>	<b>553,673.00</b>
<b>Total Other Assets</b>	<b>3,334,159.08</b>
<b>TOTAL ASSETS</b>	<b>37,579,871.38</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable - Sewer	97,286.86
Accounts Payable - Water	166,969.06
<b>Total Accounts Payable</b>	<b>264,255.92</b>
<b>Other Current Liabilities</b>	
Water - Net Pension Liability	-60,375.00
Sewer - Net Pension Liability	-32,045.00
<b>Sewer - Current Liabilities</b>	
Accrued Vacations	5,943.33
Deposits Payable	30,335.63
I-Bank Loan - Current	29,929.31
Interest Payable	10,265.32
PNC Equip. Loan - S/T	19,354.49
<b>Total Sewer - Current Liabilities</b>	<b>95,828.08</b>

## Montara Water &amp; Sanitary District

## Balance Sheet

As of February 29, 2020

03/12/20

Accrual Basis

	Feb 29, 20
<b>Water - Current Liabilities</b>	
Accrued Vacations	15,964.24
Deposits Payable	3,999.59
GO Bonds - S/T	461,787.93
Interest Payable	98,256.59
PFP Water Deposits	4,302.50
PNC Equip. Loan - S/T	19,354.47
SRF Loan Payable X102 - Current	42,901.29
SRF Loan Payable X109 - Current	168,622.04
Temporary Construction Meter	13,706.69
<b>Total Water - Current Liabilities</b>	828,895.34
<b>Payroll Liabilities</b>	
Employee Benefits Payable	20,309.72
<b>Total Payroll Liabilities</b>	20,309.72
<b>Total Other Current Liabilities</b>	852,613.14
<b>Total Current Liabilities</b>	1,116,869.06
<b>Long Term Liabilities</b>	
<b>Sewer - Long Term Liabilities</b>	
Due to Water Fund	290,312.00
Accrued Vacations	10,294.06
I-Bank Loan	725,417.82
PNC Equip. Loan - L/T	484,682.77
<b>Total Sewer - Long Term Liabilities</b>	1,510,706.65
<b>Water - Long Term Liabilities</b>	
Accrued Vacations	11,967.24
Deferred on Refunding	-169,190.00
GO Bonds - L/T	8,785,232.11
PNC Equip. Loan - L/T	484,682.83
SRF Loan Payable - X102	-0.66
SRF Loan Payable - X109	3,047,628.79
<b>Total Water - Long Term Liabilities</b>	12,160,320.31
<b>Deferred Inflows (Pensions)</b>	
Sewer	20,838.00
Water	39,012.00
<b>Total Deferred Inflows (Pensions)</b>	59,850.00
<b>Total Long Term Liabilities</b>	13,730,876.96
<b>Total Liabilities</b>	14,847,746.02
<b>Equity</b>	
<b>Sewer - Equity Accounts</b>	
Capital Assets Net	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87
Retained Earnings	42,547.87
<b>Total Sewer - Equity Accounts</b>	12,097,092.94
<b>Water - Equity Accounts</b>	
Capital Assets Net	2,868,858.70
Restricted Debt Service	1,384,997.90
Unrestricted	-1,562,801.59
Retained Earnings	-42,547.87
<b>Total Water - Equity Accounts</b>	2,648,507.14

**Montara Water & Sanitary District**  
**Balance Sheet**  
As of February 29, 2020

---

	<u>Feb 29, 20</u>
Equity Adjustment Account	7,275,786.02
Net Income	710,739.26
<b>Total Equity</b>	<u>22,732,125.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>37,579,871.38</u></u>

# Montara Water & Sanitary District

## Check Detail

March 23 - 31, 2020

Date	Num	Name	Paid Amount
<b>SPLIT</b>			
03/23/2020	11368	A-B Communications	-163.40
03/23/2020	11369	Aztec Gardens	-1,050.00
03/27/2020	11396	CalPERS 457 Plan	-5,014.19
03/23/2020	11373	Fitzgerald Law Offices	-19,414.75
03/23/2020	11374	Hue & Cry Security Systems, Inc.	-105.00
03/23/2020	11376	Jim Harvey	-75.00
03/23/2020	11377	Kathryn Slater-Carter	-75.00
03/23/2020	11378	Maze & Associates	-4,000.00
03/23/2020	11382	Office Depot	-190.80
03/23/2020	11383	Pacific Gas & Electric	-5,076.30
03/27/2020	11399	PARS	-795.68
03/23/2020	11384	PCT	-300.00
03/23/2020	11385	Peter Dekker	-75.00
03/23/2020	11386	Rauch Communication Consultants, Inc.	-477.50
03/23/2020	11387	Ric Lohman	-75.00
03/23/2020	11388	Scott Boyd	-75.00
03/23/2020	11392	Standard Insurance Co.	-426.64

<b>WATER</b>			
03/27/2020	11394	BSK Lab	-61.80
03/23/2020	11370	Calcon Systems, Inc.	-3,728.90
03/27/2020	11395	Calcon Systems, Inc.	-918.75
03/23/2020	11371	CLA-VAL	-3,499.82
03/23/2020	11366	Esbro Chemical	-331.67
03/27/2020	11397	Esbro Chemical	-686.63
03/23/2020	11372	First Republic Bank	-1,103.34
03/23/2020	11367	Hach Company	-492.65
03/23/2020	11379	Mossa Excavation	-2,845.76
03/23/2020	11380	North Coast County Water District	-485.00
03/23/2020	11393	Wells Fargo Remittance Center	-3,347.69

<b>SEWER</b>			
03/23/2020	11375	Hue & Cry Security Systems, Inc.	-391.80
03/27/2020	11398	National Stewardship Action Council	-600.00
03/23/2020	11381	Nute Engineering	-8,792.00
03/23/2020	11389	Sewer Authority Mid-Coastside	-20,373.52
03/23/2020	11390	Sewer Authority Mid-Coastside	-28,462.42
03/23/2020	11391	Sewer Authority Mid-Coastside	-127,428.28



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for February 2020**

---

---

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

- Flow Report for February 2020.
- Collection System Monthly Overflow Report – February 2020.

The Average Daily Flow for Montara was 0.270 MGD in February 2020. There was no reportable overflow in February in the Montara System. SAM indicates there were 0 inches of rain in February 2020.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2020

Attachment C

## February 2020

### Number of S.S.O.'s

Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 12 Month Moving Total

### 12 month rolling Number

Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	1	0	0	1
Wet Weather	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
	<b>50%</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>

## Reportable SSOs

### Reportable Number of S.S.O.'s

Total	HMB	GCSD	MWSD	SAM
February 2020	0	0	0	0
12 Month Moving Total	1	0	0	1

## SSOs / Year / 100 Miles

### Number of S.S.O.'s /Year/100 Miles

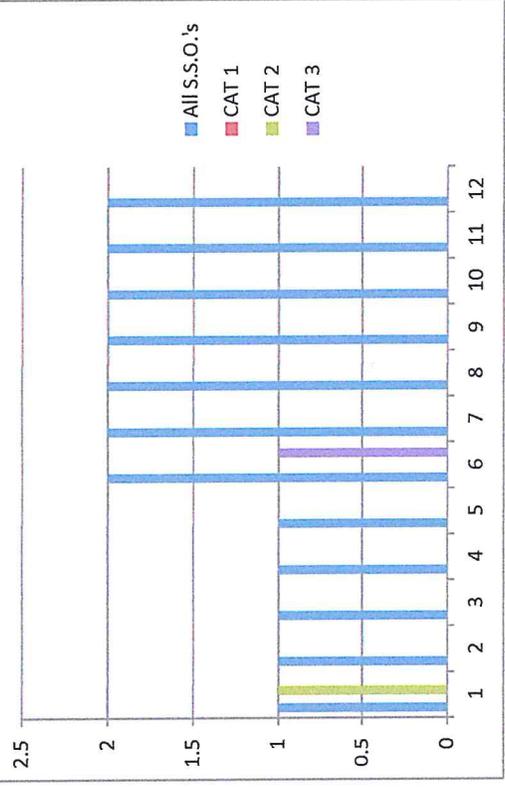
Total	HMB	GCSD	MWSD	SAM
February 2020	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	13.7
Category 3	1.0	0.0	0.0	0.0
Miles of Sewers	104.5	33.2	27.0	7.3
	<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
<b>Annual ft</b>	<b>117,806</b>	<b>186,937</b>	<b>133,518</b>	<b>438,261</b>	

Annual Mi.	22.3	35.4	25.3	83.0
------------	------	------	------	------

## 12 Month Moving SSO Totals Through Feb 2020



Attachment A

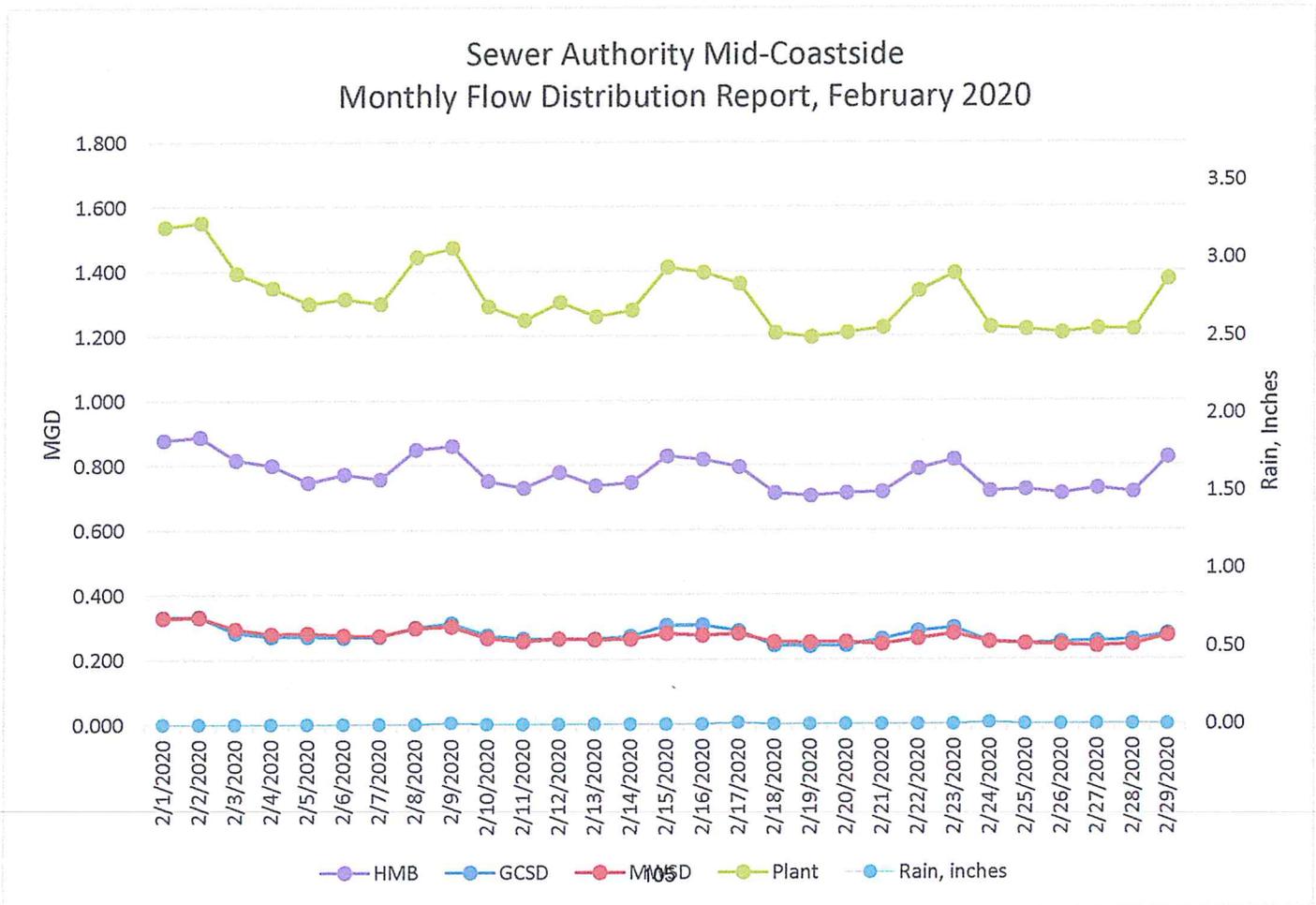
Flow Distribution Report Summary for February 2020

The daily flow report figures for the month of February 2020 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.773	58.6%
Granada Community Services District	0.275	20.9%
Montara Water and Sanitary District	<u>0.270</u>	<u>20.5%</u>
Total	1.319	100.0%



# Sewer Authority Mid-Coastside

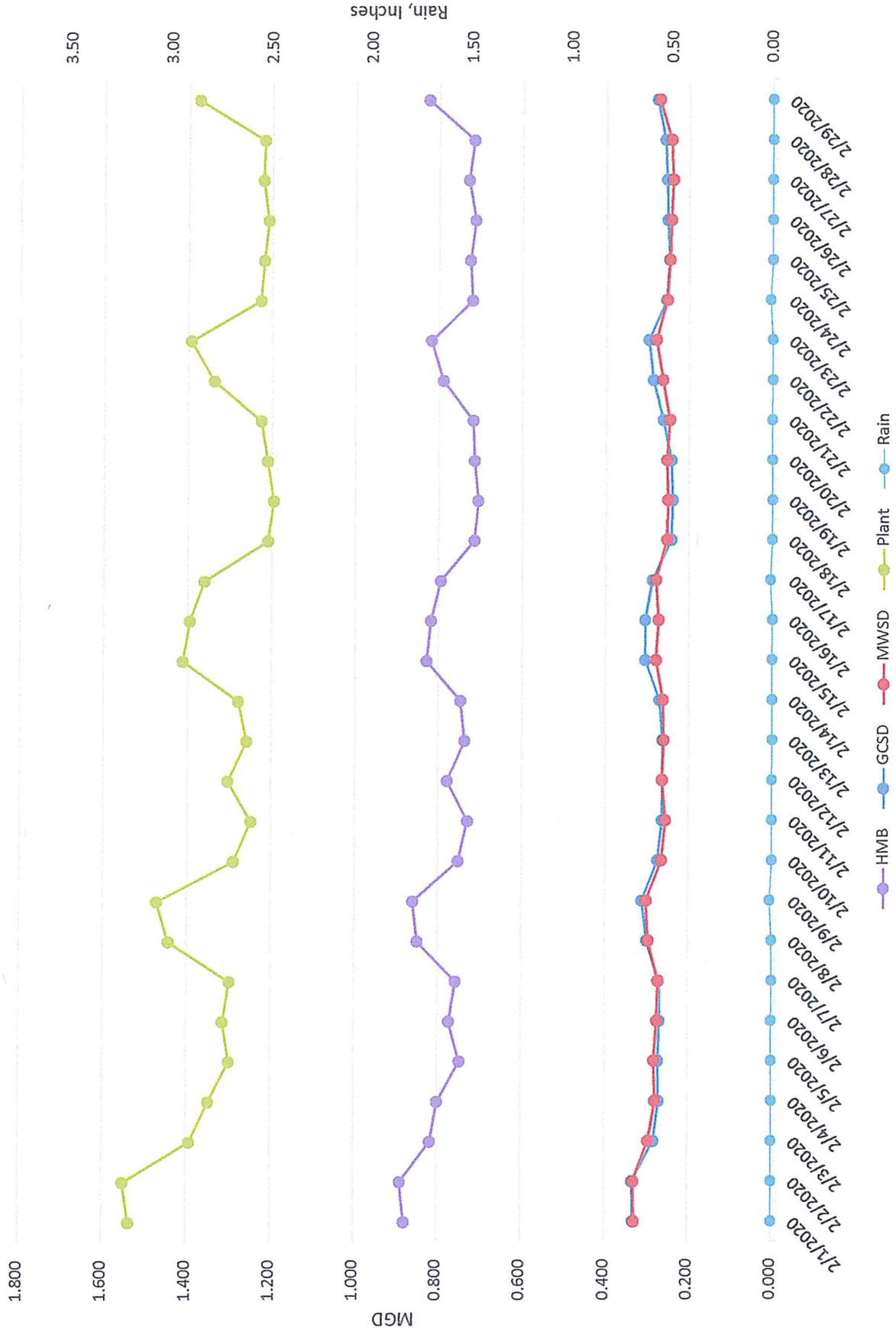
## Monthly Flow Distribution Report for February 2020

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2020	0.878	0.330	0.328	1.537	0.00	0.00	0.00
2/2/2020	0.888	0.333	0.330	1.551	0.00	0.00	0.00
2/3/2020	0.816	0.282	0.294	1.393	0.00	0.00	0.00
2/4/2020	0.799	0.271	0.278	1.348	0.00	0.00	0.00
2/5/2020	0.747	0.271	0.281	1.299	0.00	0.00	0.00
2/6/2020	0.772	0.268	0.274	1.314	0.00	0.00	0.00
2/7/2020	0.757	0.270	0.272	1.299	0.00	0.00	0.00
2/8/2020	0.848	0.299	0.296	1.443	0.00	0.00	0.00
2/9/2020	0.859	0.311	0.301	1.472	0.01	0.00	0.00
2/10/2020	0.751	0.274	0.265	1.290	0.00	0.00	0.00
2/11/2020	0.729	0.264	0.255	1.248	0.00	0.00	0.00
2/12/2020	0.778	0.263	0.263	1.303	0.00	0.00	0.00
2/13/2020	0.737	0.263	0.260	1.259	0.00	0.00	0.00
2/14/2020	0.746	0.271	0.262	1.279	0.00	0.00	0.00
2/15/2020	0.828	0.305	0.279	1.412	0.00	0.00	0.00
2/16/2020	0.817	0.305	0.273	1.396	0.00	0.00	0.00
2/17/2020	0.794	0.288	0.279	1.361	0.01	0.00	0.00
2/18/2020	0.714	0.243	0.252	1.209	0.00	0.00	0.00
2/19/2020	0.705	0.240	0.251	1.196	0.00	0.00	0.00
2/20/2020	0.714	0.243	0.253	1.210	0.00	0.00	0.00
2/21/2020	0.718	0.262	0.246	1.226	0.00	0.00	0.00
2/22/2020	0.789	0.287	0.263	1.339	0.00	0.00	0.00
2/23/2020	0.817	0.297	0.279	1.394	0.00	0.00	0.00
2/24/2020	0.720	0.254	0.253	1.227	0.01	0.00	0.00
2/25/2020	0.725	0.248	0.247	1.220	0.00	0.00	0.00
2/26/2020	0.712	0.253	0.244	1.209	0.00	0.00	0.00
2/27/2020	0.728	0.254	0.239	1.222	0.00	0.00	0.00
2/28/2020	0.716	0.259	0.244	1.219	0.00	0.00	0.00
2/29/2020	0.824	0.278	0.272	1.374	0.00	0.00	0.00
<b>Totals</b>	<b>22.428</b>	<b>7.984</b>	<b>7.833</b>	<b>38.245</b>	<b>0.03</b>	<b>0.00</b>	<b>0.00</b>

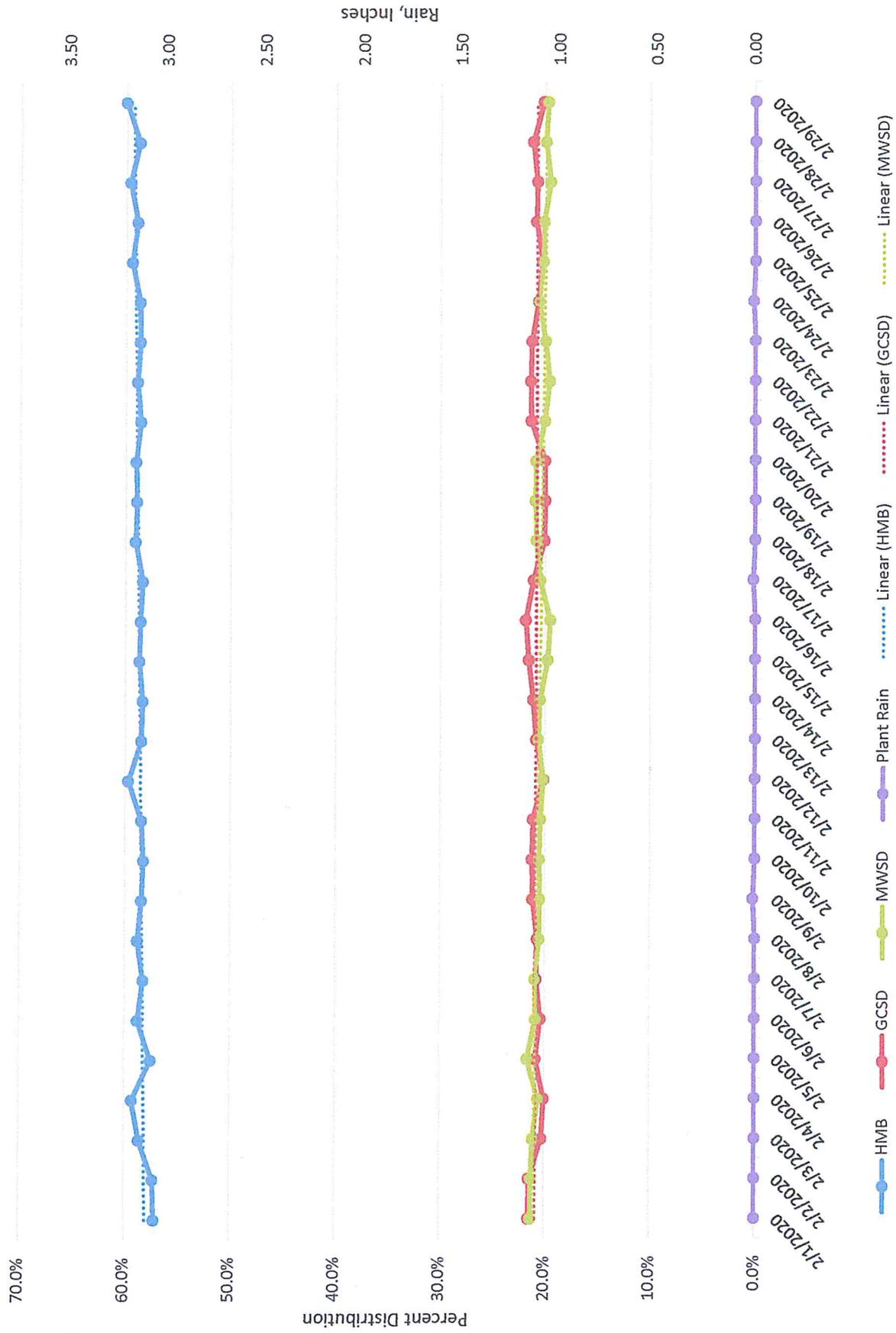
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.705	0.240	0.239	1.196
<b>Average</b>	<b>0.773</b>	<b>0.275</b>	<b>0.270</b>	<b>1.319</b>
Maximum	0.888	0.333	0.330	1.551
<b>Distribution</b>	<b>58.6%</b>	<b>20.9%</b>	<b>20.5%</b>	<b>100.0%</b>

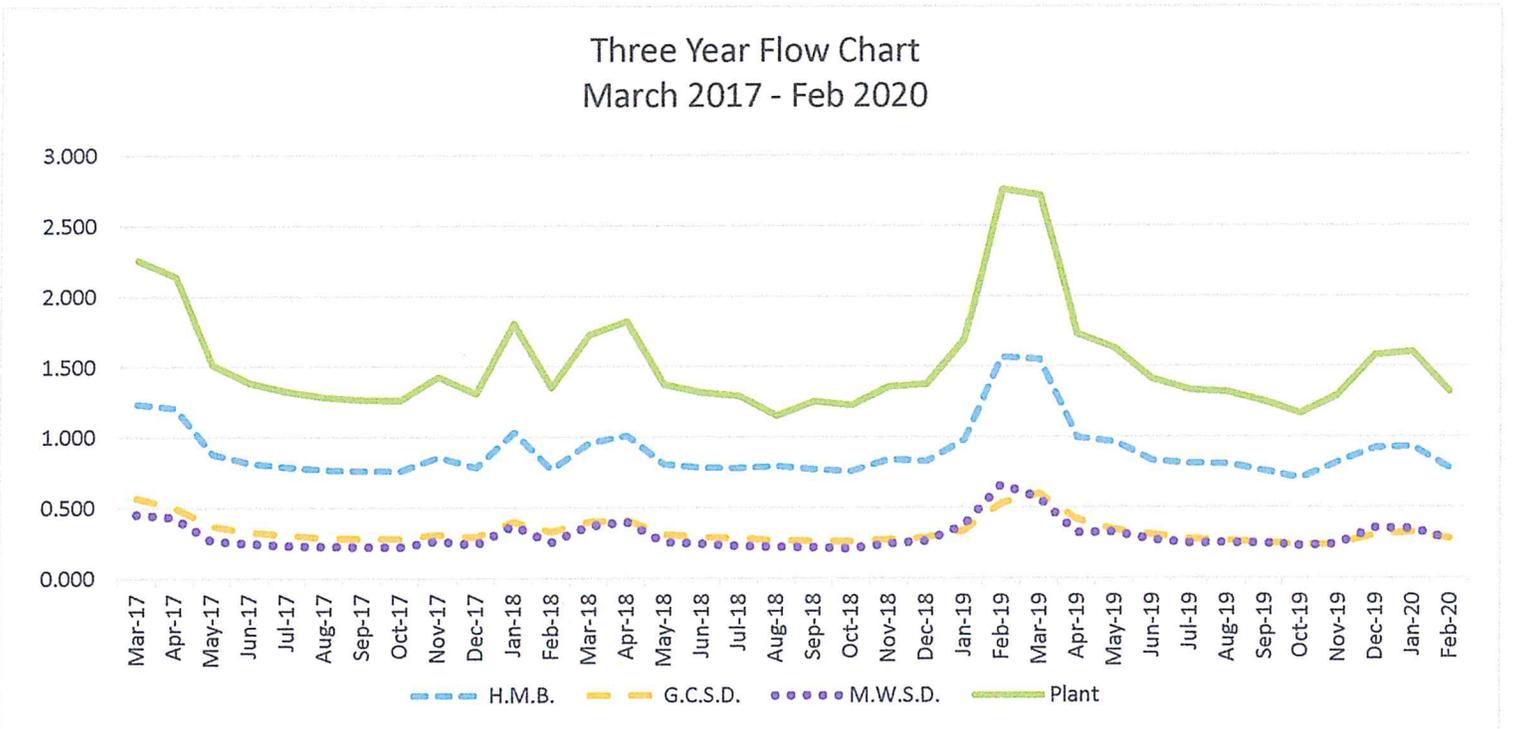
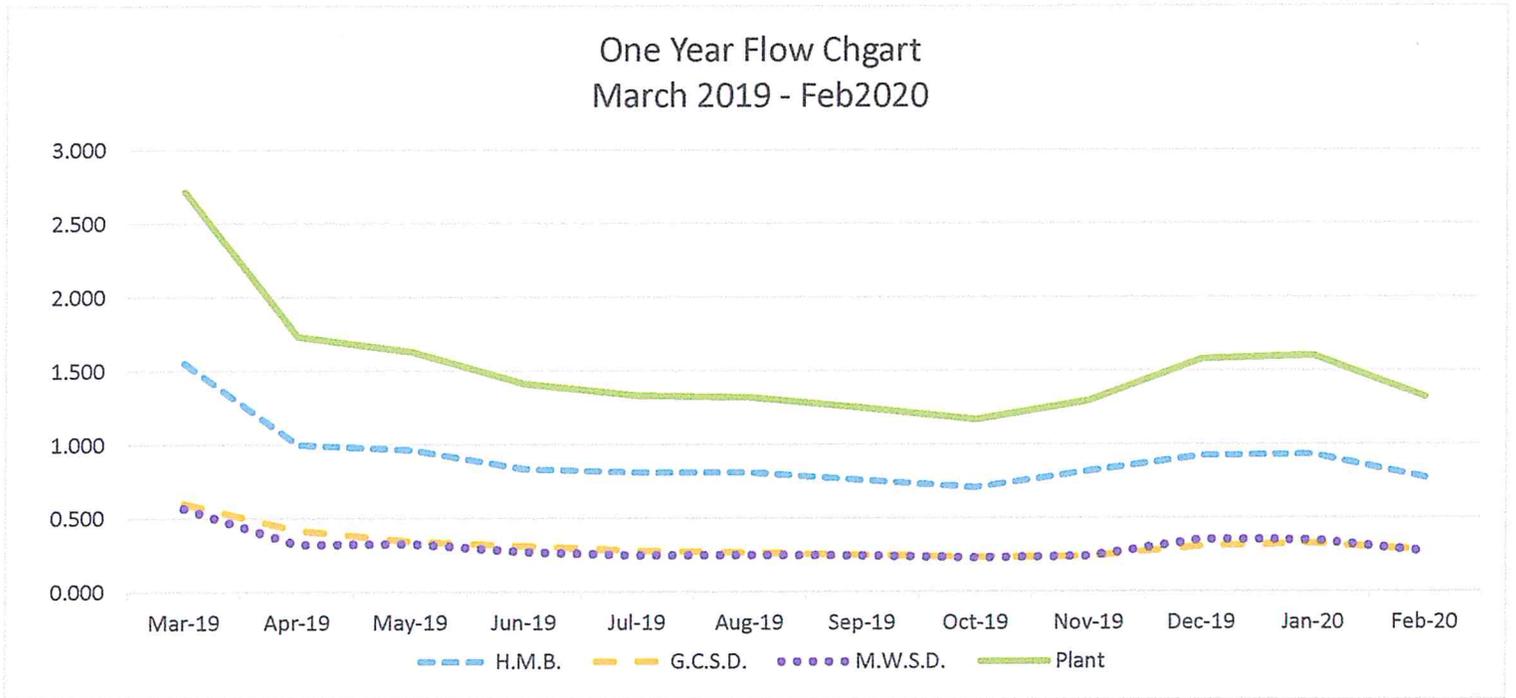
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2020



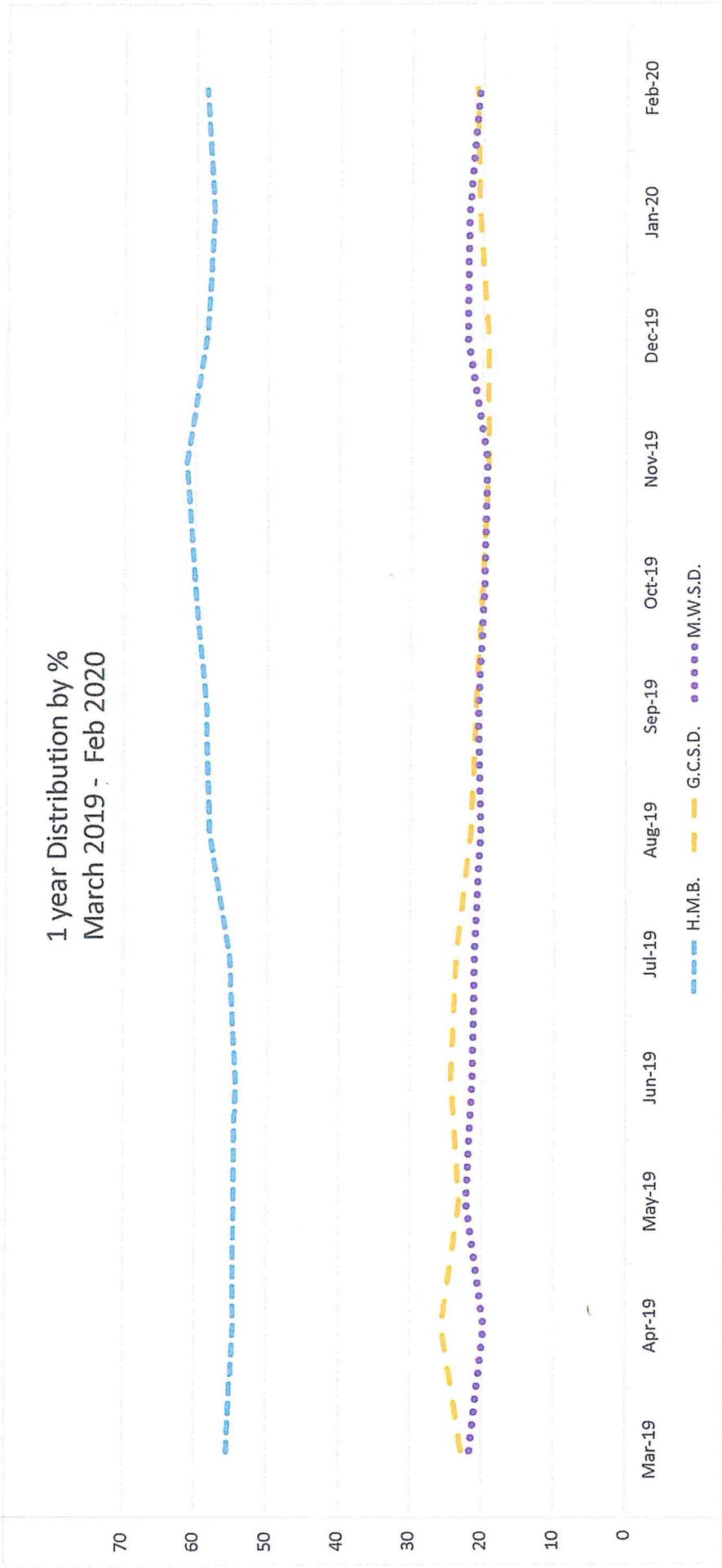
# Percent Distribution February 2020



Most recent flow calibration September 2019 PS, September 2019 Plant



# Flow based percent distribution based for past year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

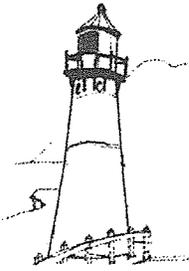
**SUBJECT: Review of Current Investment Portfolio**

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for February 2020 the rate was 1.912.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 2, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Connection Permit Applications Received**

As of April 2, 2020 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
03-16-20	Moss Beach Associates	Vallemar & Juliana, MB	SFD

As of April 2, 2020 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
03-16-20	Moss Beach Associates	Vallemar & Juliana, MB	SFD

As of April 2, 2020 the following new Water Connection Permit application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
03-16-20	Moss Beach Associates	Vallemar & Juliana, MB	SFD	Domestic

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 2nd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Water Production Report**

---

---

The attached two charts summarize the monthly water production for the District.

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

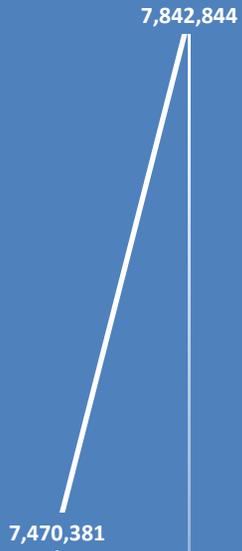
## RECOMMENDATION:

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

Attachments: 2

# TOTAL PRODUCTION 2020 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,470,381	7,842,844										

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: April 2nd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Rain Report**

---

---

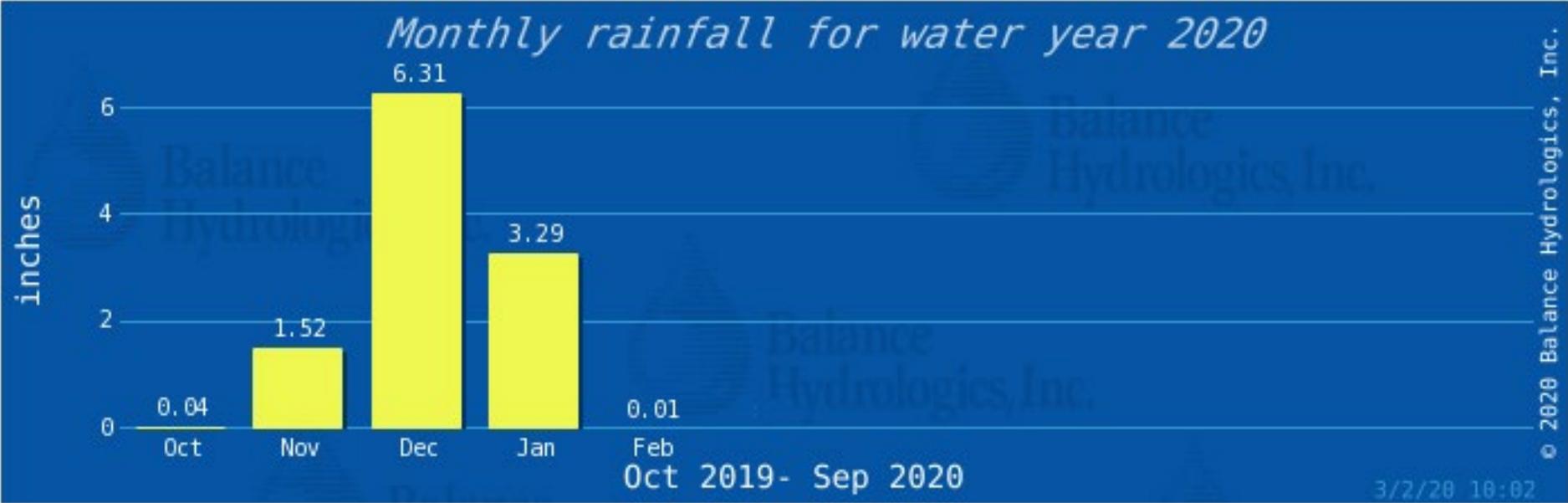
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

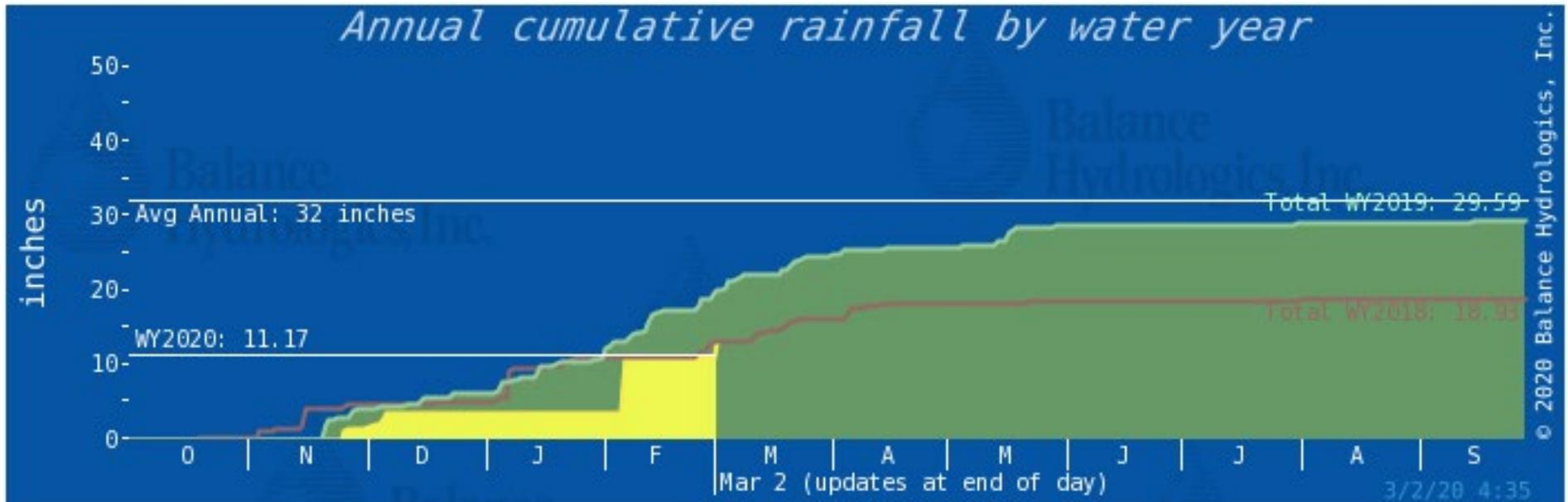
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 2nd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Solar Energy Report**

---

---

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 44,194 kWh and saved 75,131 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement Service Report for January 2020.**

---

---

The District has received the monthly PARS report for January 2020.

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

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

RECOMMENDATION:

This is for Board information only.

Attachment



**Montara Water and San  
Retirement Enhancement Plan**

**Monthly Account Report for the Period  
1/1/2020 to 1/31/2020**

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

Plan ID: P7-REP15A

**Account Summary**

Source	Beginning Balance as of 1/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2020
<b>Contributions</b>	\$850,913.99	\$6,937.48	(\$4,487.84)	\$394.66	\$1,084.63	\$0.00	\$851,884.34
<b>TOTAL</b>	<b>\$850,913.99</b>	<b>\$6,937.48</b>	<b>(\$4,487.84)</b>	<b>\$394.66</b>	<b>\$1,084.63</b>	<b>\$0.00</b>	<b>\$851,884.34</b>

**Investment Selection**

**PARS Capital Appreciation INDEX PLUS**

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	-0.53%	3.8%	13.94%	9.35%	-	-	03/08/16

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

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

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Establishing  
Temporary Location for Board Meetings During  
COVID-19 Pandemic**

---

---

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. In order to slow the transmission of the virus, on March 19, 2020, the Governor issued Executive Order N-33-20 which, among other things, directs all California residents to immediately heed current State public health directives, including the March 19, 2020 directive of the State Public Health Officer to all State residents to stay home or at their place of residence. The San Mateo County Health Officer and Director of Emergency Services have similarly declared a local emergency within the County which directs all individuals to shelter in place (subject to certain exceptions) and limiting public gatherings.

In order to continue the essential business of the District, which is identified as a critical infrastructure sector, the Governor also issued Executive Order N-29-20 (attached) suspending certain provisions of the Brown Act related to holding meetings via teleconference. The Order relaxes many of the existing requirements to allow Board members, staff and the public to participate in public meetings remotely. For example, it is not necessary to identify the teleconference locations of the participating board members or post agendas at the remote locations, as would otherwise be required under normal circumstances. However, roll call vote will be required.

The limited suspension of the Brown Act will remain in effect during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. Therefore, the proposed action is to authorize, on a temporary basis, the holding of all Board meetings remotely for the duration of the COVID-19 emergency.

## RECOMMENDATION:

Adopt a Resolution establishing a remote meeting place for the District's Board meetings for the duration of the emergency.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT SETTING A TEMPORARY LOCATION FOR THE HOLDING OF PUBLIC MEETINGS OF THE BOARD DURING A DECLARED STATE OF EMERGENCY**

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 19, 2020, the Governor issued Executive Order N-33-20 which, among other things, directs all California residents to immediately heed current State public health directives, including the March 19, 2020 directive of the State Public Health Officer to all State residents to stay home or at their place of residence, subject to certain exceptions; and

**WHEREAS**, on March 12, 2020 and March 18, 2020, Governor Newsom issued Executive Order N-25-20 and Executive Order N-29-20 mandating compliance with state and local public health measures to control the spread of COVID-19 and temporarily suspending portions of the Brown Act which address the conduct of public meetings; and

**WHEREAS**, on March 3, 2020, the San Mateo County Health Officer and the San Mateo County Director of Emergency Services proclaimed a local emergency throughout San Mateo County related to COVID-19; and

**WHEREAS** on March 16, 2020, the San Mateo County Health Officer issued a Shelter-in-Place Order directing all individuals to self-isolate in their places of residence and limiting public and private gatherings, in order to slow the spread of COVID-19; and

**WHEREAS**, Government Code section 54954(a) provides that “[e]ach legislative body of a local agency ... shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings”; and

**WHEREAS**, pursuant to Montara Water and Sanitary District Code Section 1-6.100, this Board holds its regular meetings on the first and third Thursday of each month at 7:30 p.m. in the Boardroom of the District’s Administrative Offices located at 8888 Cabrillo Hwy, Montara; and

**WHEREAS**, the Board of Directors desires to adopt this resolution to confirm and ratify a temporary remote meeting place to hold its regular and special meetings for the duration of the declared emergency, as well as to allow for adjustments to the procedures for the conduct of meetings as deemed necessary.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT SETTING A TEMPORARY LOCATION FOR THE HOLDING OF PUBLIC MEETINGS OF THE BOARD DURING A DECLARED STATE OF EMERGENCY**

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

1. The above recitals are true and correct and incorporated as though fully set forth herein.
2. Regular and special meetings of the Montara and Water Sanitary District Board of Directors shall be held remotely in conformance with state and local emergency Orders.
3. The Chair or District Manager is permitted to make adjustments in meeting times or remote logistics to ensure the health and safety of employees and residents or the ability of necessary staff to attend meetings, while maintaining critical District operations.
4. This resolution is effective immediately for the duration the declared emergency as set forth herein.

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

COUNTERSIGNED:

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

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 2<sup>nd</sup> day of April 2020, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MONTARA WATER AND SANITARY DISTRICT SETTING A  
TEMPORARY LOCATION FOR THE HOLDING OF PUBLIC  
MEETINGS OF THE BOARD DURING A DECLARED STATE OF  
EMERGENCY**

ABSENT, Directors:

---

Secretary, Montara Water and Sanitary District

**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

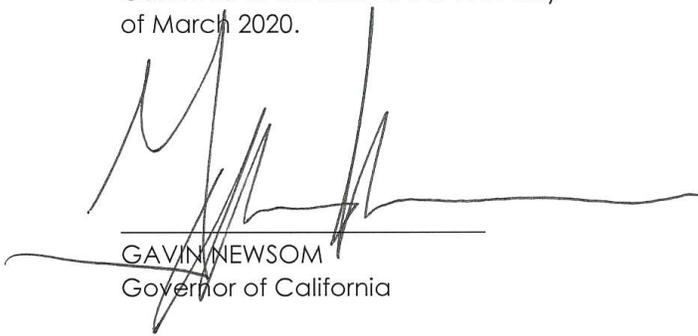
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



A handwritten signature in black ink, appearing to read 'Gavin Newsom', is written over a horizontal line. The signature is stylized and somewhat messy.

GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning San Mateo County Midcoast Comprehensive Transportation Management Plan.**

---

---

San Mateo County released a draft Midcoast Comprehensive Transportation Management Plan "Connect the Coastside". The full document can be viewed here:

[https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect%20the%20Coastside%20Public%20Draft%201-15-20\\_0.pdf](https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect%20the%20Coastside%20Public%20Draft%201-15-20_0.pdf)

San Mateo County is actively reaching out to the community in various ways to receive comments and raise awareness. County staff asked for the opportunity to share the key points and findings of the current draft with the full board and is asking for input.

Planner Katie Faulkner will be presenting the draft.

## RECOMMENDATION:

Receive presentation from San Mateo County staff and provide feedback and direction.



# Connect the Coastsides

San Mateo County Midcoast Comprehensive Transportation Management Plan

April 2, 2020





# Presentation Outline

---

- Plan Overview
- Plan History
- Recommended Projects
- Feedback

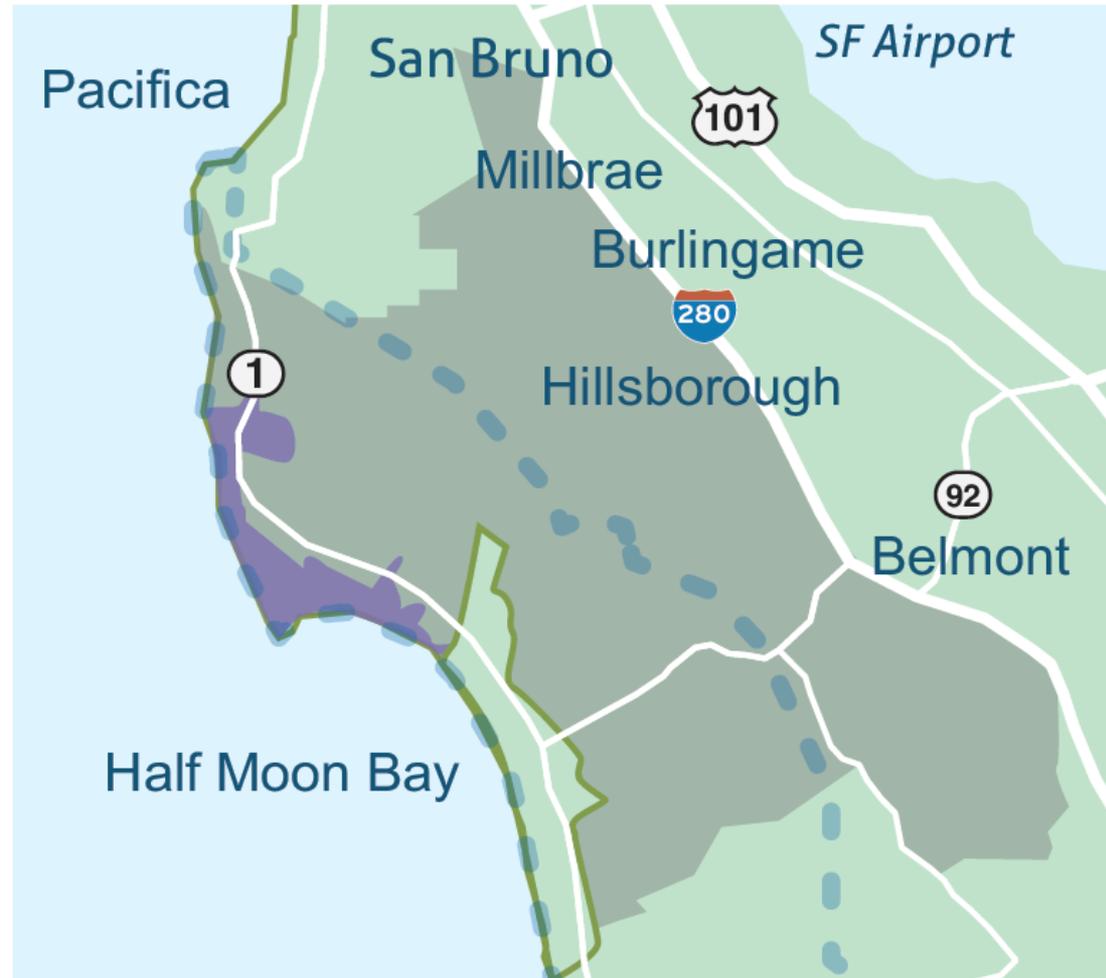


# Plan Overview

---

# Project Area

The plan focuses on the areas surrounding Highway 1 and State Route 92, and includes the unincorporated Midcoast communities of Montara, Moss Beach, El Granada, Princeton and Miramar.



What topics  
does the  
plan cover?



WALKING



BIKING



PUBLIC  
TRANSIT



DRIVING



LAND USE

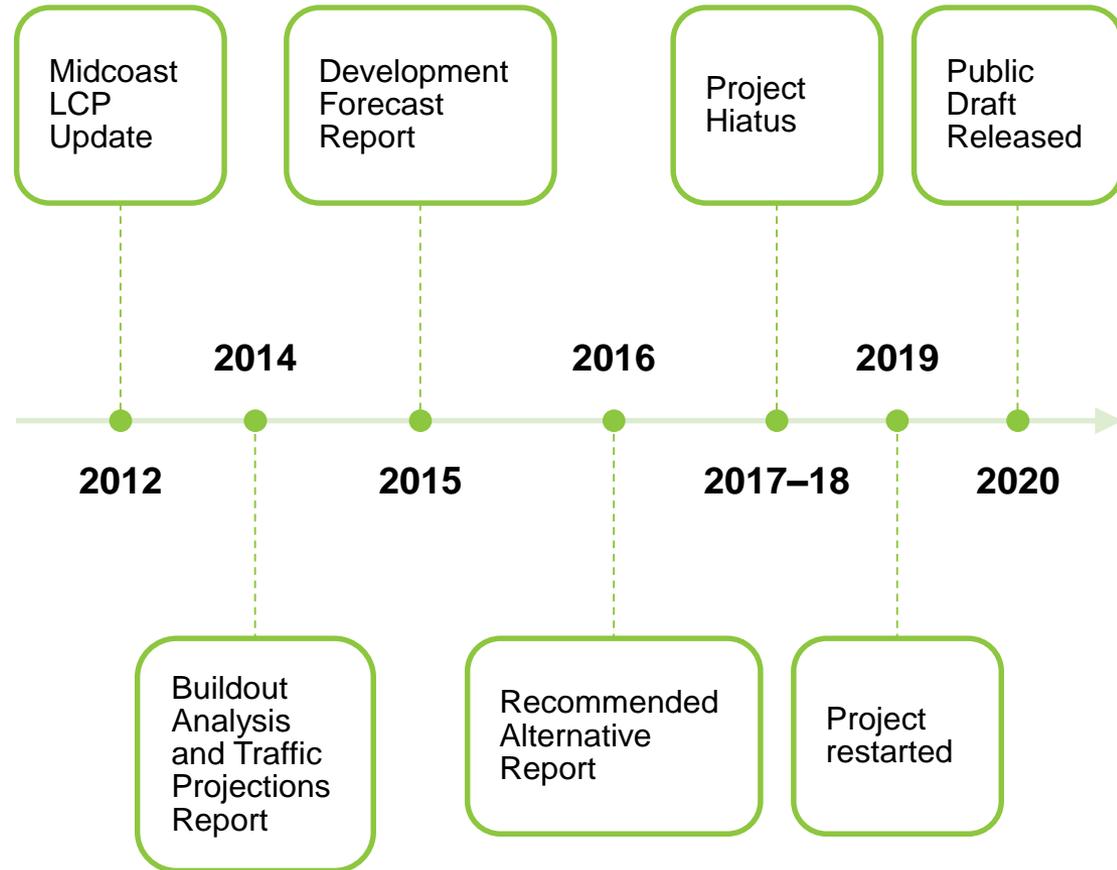


# Plan History

---

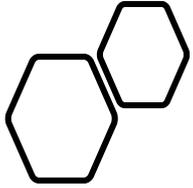
# How Did We Get Here?

- Virtual Workshop
- Public Workshops
- Board of Supervisor Meetings
- Planning Commission Meetings
- Midcoast Community Council Meetings
- Technical Advisory Committee Meetings





# Recommended Projects



# Walk

- A multi-modal trail parallel to Highway 1
- Safe crosswalks across Highway 1
- Add sidewalks where missing and where people walk
- Complete Coastal Trail





## Bike

- Multi-modal trail
- Bike lanes along Highway 1
- Bike route along Airport Street
- Widen the shoulders of Capistrano Road for bike route
- Install bicycle parking



## Drive

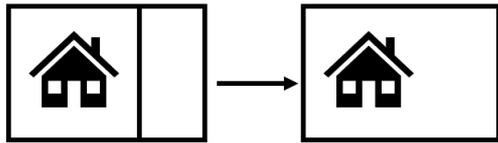
- Add turn lanes, acceleration lanes, & passing lanes
- Add stop signs where missing
- Add roundabout or signals at intersections with heavy traffic
- Street calming projects
- Parking Improvements
- Highway 1 shoulder improvements



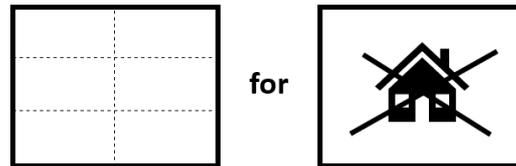
## Public Transit

- Bus stop improvements
- Increased Weekend and Commute SamTrans Service
- Park and Ride lots

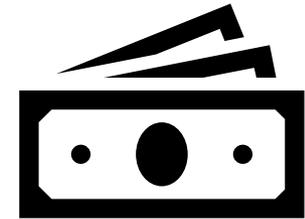
# Land Use Programs



Lot Merger Program



Lot Retirement Program



Transportation Impact Mitigation Fee



# Feedback

---



## What We've Heard So Far

- Include Safe Routes to Schools
- Address emergency evacuations
- Address sea level rise and erosion
- Explore programs to reduced transportation demand



# Your Feedback

- Please let us know what you think!
- What projects are you excited for?
- What projects are lower priority?
- What did we miss?





Thank You

For questions or comments please contact:

Joe LaClair

[jlaclair@smcgov.org](mailto:jlaclair@smcgov.org)

Katie Faulkner

[kfaulkner@smc.gov](mailto:kfaulkner@smc.gov)

For additional resources please visit:

<https://planning.smcgov.org/connect-coastside>



# Connect the Coastsides

San Mateo County Midcoast Comprehensive Transportation Management Plan

April 2, 2020



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



**SUBJECT: Review and Possible Actions Declaring a Local  
Emergency**

---

---

Federal, state and county governments have all declared a public health emergency concerning the novel coronavirus (COVID-19) pandemic. Emergency declarations allow government agencies to mobilize and activate emergency powers to respond to a crisis situation. Specifically, an emergency declaration will enable the District to work with the State of California's Governor's Office of Emergency Services (OES) to receive disaster assistance in accordance with the District's adopted Emergency Response and Recovery Plan ("ERRP").

Due to the importance of ensuring that potable water, sewer and solid waste services continue to function during this significant event, it is recommended that the Board proclaim a local emergency to ensure the District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by State and Federal governments critical to successfully responding to COVID-19. This will permit the General Manager to address these changing circumstances in the event the Board is not in session or cannot immediately be called into session in his capacity as the District's Emergency Operation/Incident Director under the District's ERRP. The District's ERRP conforms with Standardized Emergency Management System (SEMS) (Government Code Section 8607) which is required to recover certain emergency response costs.

Staff requests that the Board of Directors adopt two Resolutions, one declaring a Local Emergency and the second assigning the District's designated agents for all matters pertaining to state disaster assistance.

**RECOMMENDATION:**

Adopt a Resolution Declaring a Local Emergency Related to COVID19; and

Adopt a Resolution Assigning the District's Designated Agents for all Matters Pertaining to State Disaster Assistance

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC  
AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY  
ACTIONS**

**WHEREAS**, the Governor of California, Gavin Newsom, declared a State of Emergency for the State of California on the 4<sup>th</sup> day of March, 2020, in order to increase efforts to protect the public from the novel coronavirus ( "COVID-19"). The Governor's Executive Order provides that conditions are, or are likely to be, beyond the control of the services, personnel, equipment and the facilities of local authorities, and that legislative bodies, such as the Board of the Montara Water and Sanitary District, may not be in session or cannot immediately be called into session; and

**WHEREAS**, on March 10, 2020, the County of San Mateo proclaimed the existence of a local emergency throughout the county as a result of COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared COVID-19 to be a pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a National Emergency and provided recommendations from the Centers for Disease Control; and

**WHEREAS**, on March 16, 2020, the San Mateo County Health Officer issued a Shelter in Place Order (Order) directing, among other things, all individuals living in the county to shelter at their place of residence except to provide or receive essential services or engage in certain essential activities and work for essential businesses and governmental services; and

**WHEREAS**, the District, which provides water, wastewater and solid waste handling services to residences and businesses within its service area, is an Essential Business and performs an Essential Governmental Function and operates Essential Infrastructure, and its employees, consultants and contractors perform Essential Activities, all as defined in the Order; and

**WHEREAS**, as a result of the federal, state, and local emergency declarations and the Order, additional emergency measures may be required to be taken to ensure the District can continue to provide waste services and a safe and reliable water supply and to protect the safety and health of its employees and the public; and

**WHEREAS**, because the duration of the declared state of emergencies is unknown and the impacts of COVID-19 are changing rapidly, the District must be prepared to act quickly, yet thoughtfully, to address these changing

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC  
AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY  
ACTIONS**

circumstances in the event the District's Board is not in session or cannot immediately be called into session.

**WHEREAS**, this declaration establishes that an emergency exists, and that if mutual aid of in-county resources are needed to assist the District, as covered under the California Master Mutual Aid Agreement and any local agreements to provide mutual aid, and that the Emergency Services Act applies; and

**WHEREAS**, if out- of-county assistance is needed, requests for mutual aid should follow procedures set forth by the Standardized Emergency Management System (SEMS) and the Governor's Office of Emergency Services (CalOES), including obtaining mission numbers through the County of San Mateo Emergency Management Department from CalOES for responding agencies. This is particularly important for possible reimbursement of extraordinary expenses in the event of a proclaimed "State of Emergency" or in the event of a presidential declaration of disaster when state or federal disaster relief funds become available; and

**WHEREAS**, the District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by State and Federal governments will be critical to successfully responding to COVID-19; and

**WHEREAS**, the Board desires to adopt this Resolution in order to declare a local emergency, ratify actions by the Manager prior to the effective date of this Resolution, and to authorize the General Manager to take any and all actions he deems necessary to respond to the COVID-19 State of Emergency, in his reasonable discretion, and in his capacity as Emergency Operation/Incident Director under the District's adopted Emergency Response and Recovery Plan in compliance with the State's Standardized Emergency Management System.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Montara Water and Sanitary District proclaims there is a local emergency within the District's service area and jurisdiction resulting from the COVID-19 pandemic.

**BE IT FURTHER RESOLVED** that during the declared national, state, and local emergencies resulting from the COVID-19 pandemic, the General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC  
AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY  
ACTIONS**

adopted Ordinances, Resolutions, Policies, and Procedures and directing and assigning all District personnel, including taking and implementing actions necessary to ensure essential government functions provided by the District are carried out in compliance with Social Distancing Requirements as required by the San Mateo Health Officer Order in furtherance of the protection of life and property, including any and all manners related to work assignments, hours and other terms and conditions of employment to carry out the Authority's operations; and, to coordinate with the state and other governmental agencies to plan and implement joint jurisdictional planning and disaster services plans and mutual aid agreements.

Any exercise of the General Manager's authority pursuant to this Resolution shall be reported to the Board within a reasonably prudent timeframe.

BE IT FURTHER RESOLVED that the General Manager shall comply with all federal, state, and local laws when taking actions authorized by this resolution, and the Manager will report the financial impacts of such actions to the Board.

BE IT FURTHER RESOLVED that the Designation of District's Agency Resolution, is hereby authorized and adopted, and in accordance with the requirements of the State of California Governor's Office of Emergency Services, this emergency proclamation shall expire in three (3) years unless confirmed and ratified by the Board. The Government Code generally requires the District to review the need for continuing the local emergency at least every sixty (60) days, but as part of the Governor's March 4, 2020 Declaration of a State of Emergency, this provision has been waived for the duration of the statewide emergency, allowing the District to maintain its emergency in place until terminated by the Board. Therefore, the local emergency, as declared by this Resolution, shall be deemed to continue to exist until its termination is proclaimed by the Board.

BE IT FURTHER RESOLVED that the General Manager is hereby authorized to take any and all action which may be necessary to apply for and obtain funding and reimbursement from the applicable federal and state agencies. Such authority includes, but is not limited to, the drafting, execution, and submission of applications and other documents. It is the intent of the District to be reimbursed amounts which have been and will be expended with respect to the actions ratified and authorized under this Resolution.

BE IT IFURTHER RESOLVED that this Resolution shall take effect immediately and that widespread publicity and notice shall be given said

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC  
AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY  
ACTIONS**

Declaration through the most feasible and adequate means of disseminating such notice throughout the District.

BE IT FURTHER RESOLVED AND ORDERED that a copy of this Resolution be forwarded to San Mateo County’s Office of Emergency Services to be forwarded to the Director of the California Governor’s Office of Emergency Services.

BE IT FURTHER RESOLVED that the authority vested in the General Manager by this resolution will terminate by action of the Board upon declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 2nd day of April 2020, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC  
AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY  
ACTIONS**

Secretary, Montara Water and Sanitary District

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Montara Water & Sanitary District  
(Governing Body) (Name of Applicant)

THAT Clemens Heldmaier, General Manager, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Montara Water & Sanitary District, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Montara Water & Sanitary District, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 2nd day of April, 2020

\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
**Kathryn Slater-Carter, President Board of Directors of Montara Water and Sanitary District**  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Ric Lohman, duly appointed and Secretary of  
(Name) (Title)  
Montara Water and Sanitary District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Montara Water and Sanitary District  
(Governing Body) (Name of Applicant)  
on the 2nd day of April, 2020.

\_\_\_\_\_  
(Signature) **Secretary to Board of Directors of Montara Water and Sanitary District**  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

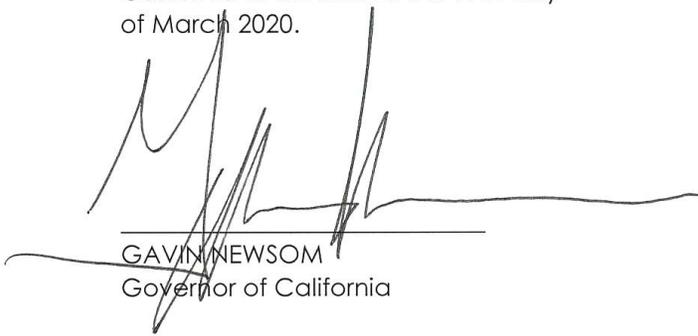
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



A handwritten signature in black ink, appearing to read 'Gavin Newsom', is written over a horizontal line. The signature is stylized and somewhat messy.

GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning MWSD's  
Covid-19 Pandemic Preparedness.**

---

With the COVID-19 pandemic upon us, the District's staff has developed and is implementing a Business Continuity Plan (Plan). The Plan includes provisions to protect staff and elected officials' health and safety and continue to provide best possible service to our communities. E.g., closing the District's office to all walk-in business providing document drop of and pick up stations for the public, working remotely from home, conducting Board meetings via teleconferencing, forego water payment late fees during the emergency; additionally, it includes a workforce contingency to sustain operations. Potential absenteeism/continuity of operations is the top concern for the District.

The following are the key Plan provisions:

- Strictly follow the advice and regulations provided by Federal, State, and local health officers.
- Communicate frequently with consultants and issue necessary documentation to allow continued support of our essential services; Coordination with consultants Business Continuity Plan.
- Communicate frequently with suppliers and emergency repair support. These include essential treatment chemicals, supplies, and District-certified contractors;
- Communicate frequently with the State of California regulators to ensure continuity of support;
- As COVID-19 is affecting staff personal decisions, including work from home (if an option), and use of sick days if experiencing cold/flu symptoms, the District is establishing a workforce contingency to sustain operations. This includes securing support from the District's water system engineer and on-call operator support;
- Communicate with District customers about the safety of the water supply per EPA, CDC, the State of California guidance;
- Staff anticipates no adverse effects on budget or revenue at this time; Staff would be utilizing the District's existing Emergency Contacts' List.

RECOMMENDATION:

This is in addition to the regular General Manager's report, for Board information and discussion.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Appointing District  
Counsel**

---

---

The Montara Water and Sanitary District's (MWSD or District) current legal advisor is David E. Schricker of the Law Offices of David E. Schricker, appointed by the District in 1986. On October 3, 2019, this Board appointed Ms. Fitzgerald as Acting General Counsel due to Mr. Schricker's temporary unavailability; to date, Mr. Schricker continues to be unavailable and no return date is expected at this time. In order to maintain consistency in the legal representation of the District, it is recommended that the Board appoint Christine C. Fitzgerald of Fitzgerald Law Offices as permanent District Counsel. For the past 20 years, Ms. Fitzgerald has represented the District as special counsel on various matters as well as provided support to Mr. Schricker on all District general matters. She was appointed as, and has been acting General Counsel since October 3, 2019. Consequently, she has the experience and requisite knowledge of the District's business matters and will ensure there is no interruption in providing legal services to the District. A legal services agreement with Fitzgerald Law Offices was previously approved and executed and will continue to stand.

## RECOMMENDATION:

Appoint Christine C. Fitzgerald of Fitzgerald Law Offices as District Counsel.

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPOINTING DISTRICT COUNSEL**

**WHEREAS**, the Montara Water and Sanitary District (“District”) requires a legal counselor and attorney in conducting its operations and for representation in litigation and other legal proceedings to which it may become a party; and

**WHEREAS**, David E. Schricker is the District’s current legal counselor and attorney, appointed to said position by the District Board pursuant to Resolution No. 763; and

**WHEREAS**, due to Mr. Schricker’s temporary unavailability, the District Board previously appointed Christine C. Fitzgerald and Fitzgerald Law Offices (“Attorney”) as acting legal counselor and attorney for an interim period and approved that certain professional services agreement for the furnishing of such legal services by Attorney (form dated October 3, 2019); and

**WHEREAS**, Mr. Schricker continues to be unavailable and no return date is expected at this time; and

**WHEREAS**, in order to maintain consistency in the legal representation of the District, the Board desires to appoint Attorney as permanent District Counsel in place of Mr. Schricker; and

**WHEREAS**, Attorney is willing and qualified to provide such legal services and to serve as the District’s legal counselor and attorney.

**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. Attorney is hereby appointed and employed as the District’s legal counselor and attorney for furnishing the legal services hereinafter specified.
2. Resolution No.763 is hereby rescinded.

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

COUNTERSIGNED:

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

\* \* \* \*

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY  
DISTRICT APPOINTING DISTRICT COUNSEL**

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 2<sup>nd</sup> day of April 2020, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

---

Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning San Mateo County Midcoast Comprehensive Transportation Management Plan.**

---

---

San Mateo County released a draft Midcoast Comprehensive Transportation Management Plan "Connect the Coastside". The full document can be viewed here:

[https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect%20the%20Coastside%20Public%20Draft%201-15-20\\_0.pdf](https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect%20the%20Coastside%20Public%20Draft%201-15-20_0.pdf)

San Mateo County is actively reaching out to the community in various ways to receive comments and raise awareness. County staff asked for the opportunity to share the key points and findings of the current draft with the full board and is asking for input.

Planner Katie Faulkner will be presenting the draft.

## RECOMMENDATION:

Receive presentation from San Mateo County staff and provide feedback and direction.



# Connect the Coastsides

San Mateo County Midcoast Comprehensive Transportation Management Plan

April 2, 2020





# Presentation Outline

---

- Plan Overview
- Plan History
- Recommended Projects
- Feedback

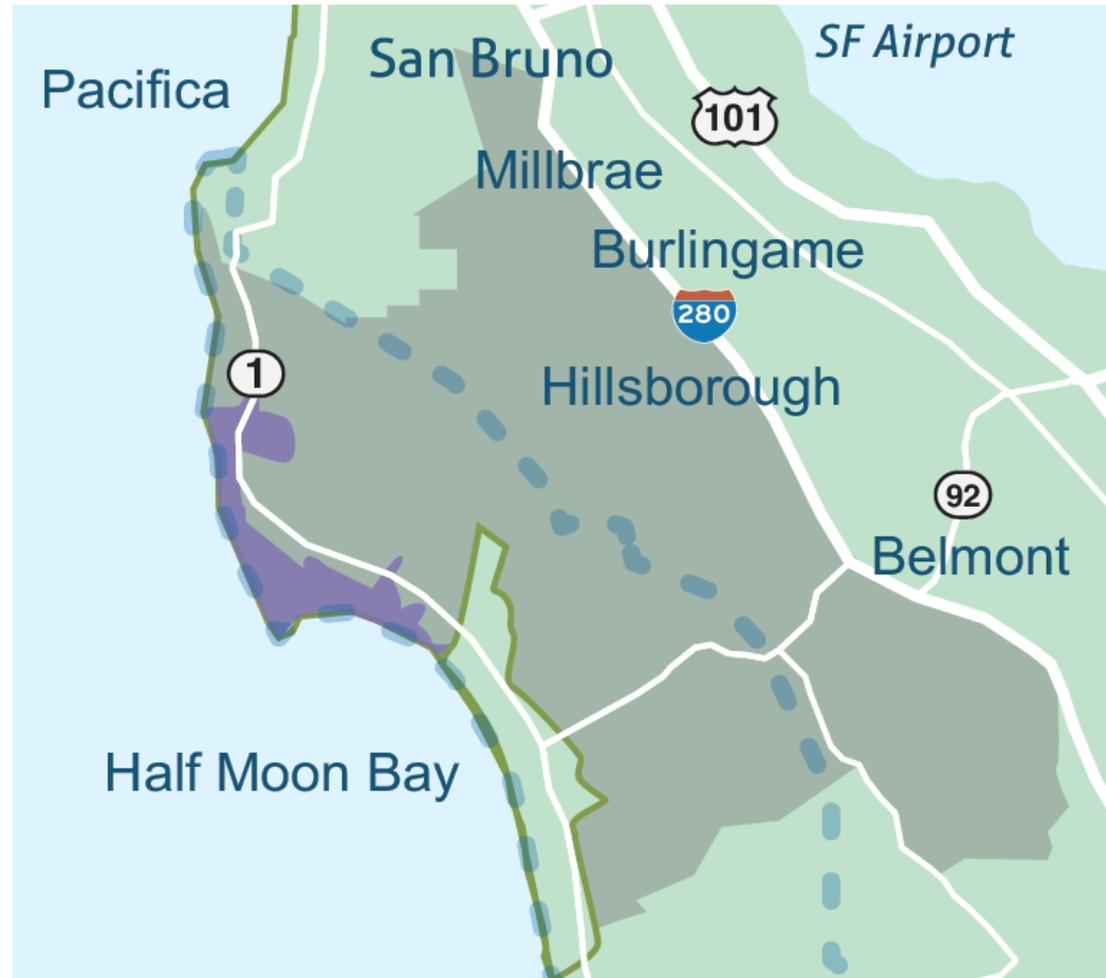


# Plan Overview

---

# Project Area

The plan focuses on the areas surrounding Highway 1 and State Route 92, and includes the unincorporated Midcoast communities of Montara, Moss Beach, El Granada, Princeton and Miramar.



What topics  
does the  
plan cover?



WALKING



BIKING



PUBLIC  
TRANSIT



DRIVING



LAND USE

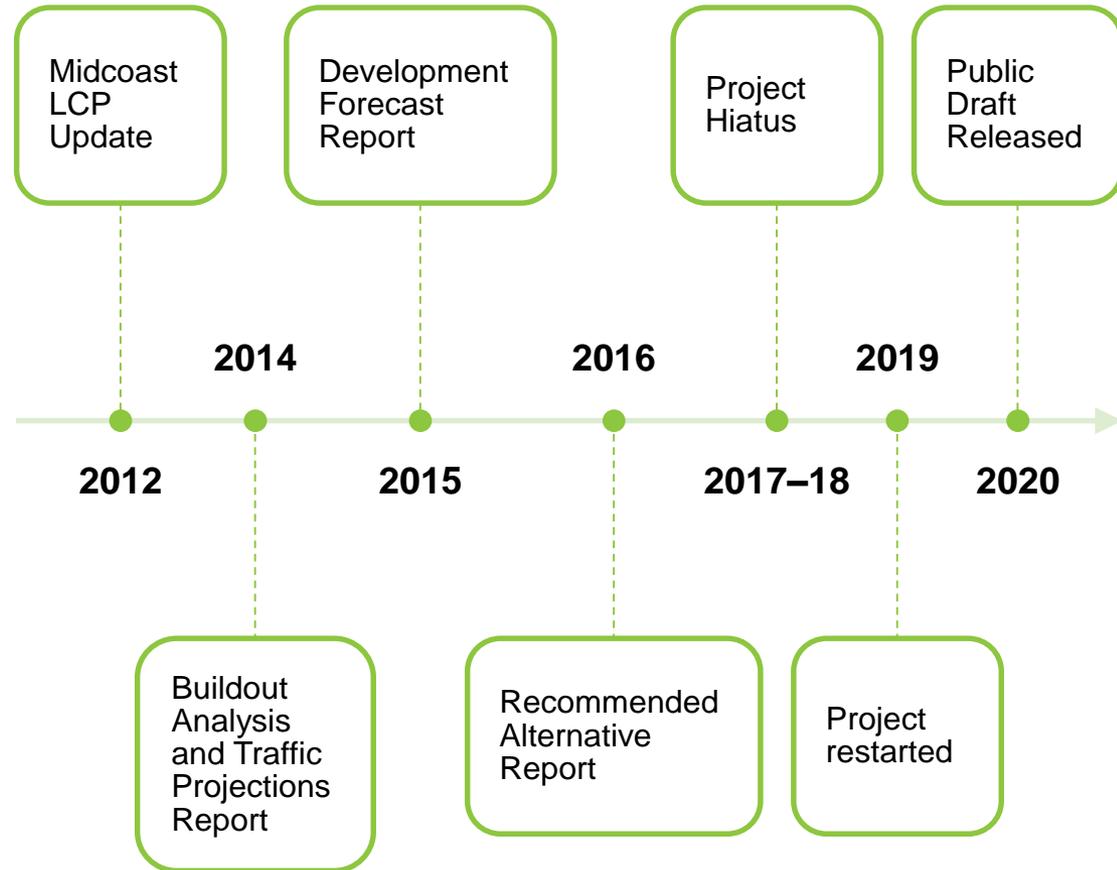


# Plan History

---

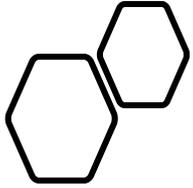
# How Did We Get Here?

- Virtual Workshop
- Public Workshops
- Board of Supervisor Meetings
- Planning Commission Meetings
- Midcoast Community Council Meetings
- Technical Advisory Committee Meetings



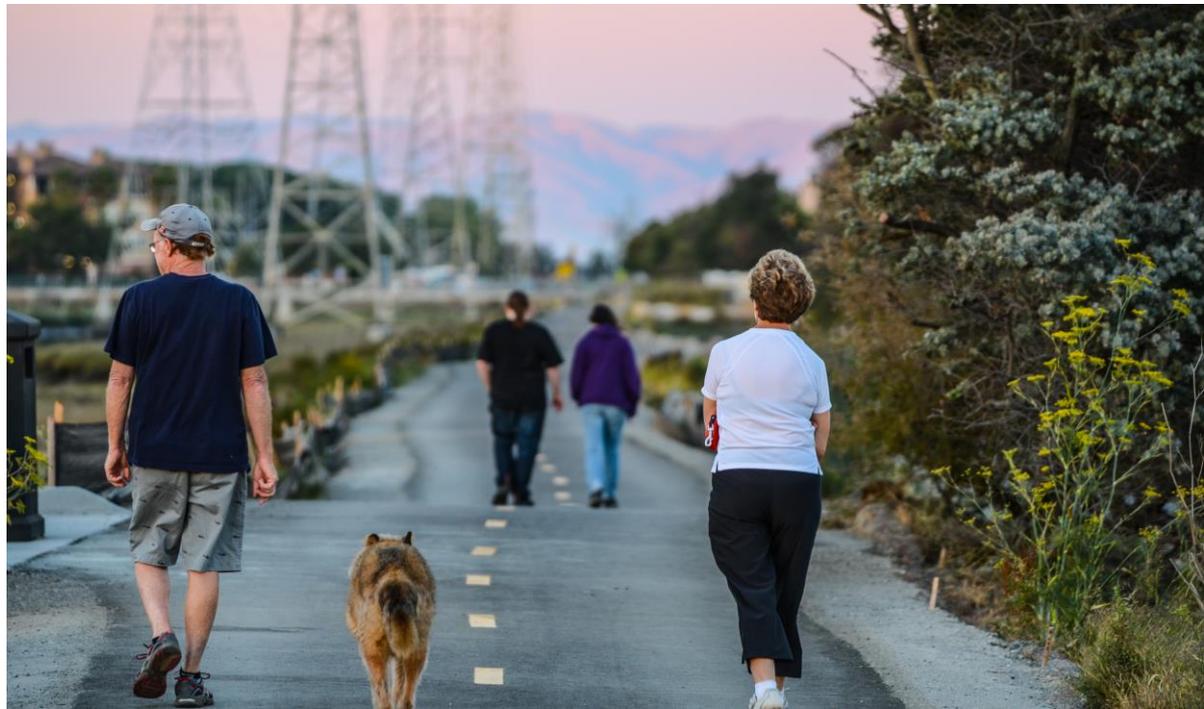


# Recommended Projects



# Walk

- A multi-modal trail parallel to Highway 1
- Safe crosswalks across Highway 1
- Add sidewalks where missing and where people walk
- Complete Coastal Trail





## Bike

- Multi-modal trail
- Bike lanes along Highway 1
- Bike route along Airport Street
- Widen the shoulders of Capistrano Road for bike route
- Install bicycle parking



## Drive

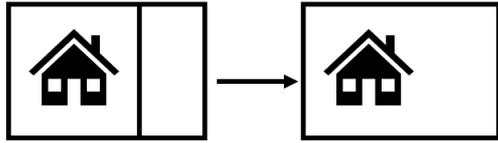
- Add turn lanes, acceleration lanes, & passing lanes
- Add stop signs where missing
- Add roundabout or signals at intersections with heavy traffic
- Street calming projects
- Parking Improvements
- Highway 1 shoulder improvements



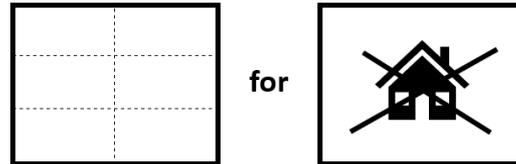
## Public Transit

- Bus stop improvements
- Increased Weekend and Commute SamTrans Service
- Park and Ride lots

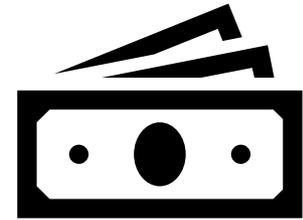
# Land Use Programs



Lot Merger Program



Lot Retirement Program



Transportation Impact Mitigation Fee



**Feedback**  

---



## What We've Heard So Far

- Include Safe Routes to Schools
- Address emergency evacuations
- Address sea level rise and erosion
- Explore programs to reduced transportation demand



# Your Feedback

- Please let us know what you think!
- What projects are you excited for?
- What projects are lower priority?
- What did we miss?





Thank You

For questions or comments please contact:

Joe LaClair

[jlaclair@smcgov.org](mailto:jlaclair@smcgov.org)

Katie Faulkner

[kfaulkner@smc.gov](mailto:kfaulkner@smc.gov)

For additional resources please visit:

<https://planning.smcgov.org/connect-coastside>



# Connect the Coastsides

San Mateo County Midcoast Comprehensive Transportation Management Plan

April 2, 2020





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *[Signature]*

**SUBJECT: REVIEW AND POSSIBLE ACTION CONCERNING SUBSTANTIAL COMPLETION OF THE CABRILLO HIGHWAY SEWER IMPROVEMENTS PHASE 1A PROJECT.**

In accordance with the revised 7 year Capital Improvement Plan, the CABRILLO HIGHWAY SEWER IMPROVEMENTS PHASE 1A, first of four phases was initiated on April 5<sup>TH</sup> 2018. The approved low Bid price was \$1,261,675.00 by JMB Construction, Inc., of South San Francisco, and budget for the work was \$1.82M with contingencies and incidentals. The project is considered substantially complete as of December 31, 2019, and including two district requested change orders for related infrastructure improvements, the project costs to date is \$1,230,670.00.

The work included the first phase of the express sewer pipe rehabilitation between the Montara District property north the Kanoff Pump Station. This Phase 1A of work is for the construction of a new sewer crossing and a new higher pressure water crossing under Cabrillo Highway 1 at 16<sup>th</sup> Street. The completed sewer crossing, at a depth of 27 feet deep, has been successfully installed on a 0.5% slope in a 30 inch diameter steel protective casing ~195 feet long crossing under Cabrillo Hwy at 16<sup>th</sup> Street. The second 30 inch casing for the new high pressure water crossing was also completely installed by the end of this week and is about 15 feet deep, with the help of SRT Consultants.

JMB Construction has completed 100% of the project required work (with the exception of re-hydro seeding for this spring grown season, but is scheduled). The District has requested about \$35,000 in extra work to complete the water tie in and site erosion improvements. These change orders are less than 3% of the original contract cost, which authorized total project expenditures of \$1,297,296.00 for this phase of work. The additional \$66,626.00 in unspent funds are being considered for use on additional needed plant road improvements around the work area.

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

**RECOMMENDATION:**

Authorize Progress Payments as recommended by The District's Sewer Engineer. Final Project Close Out will be presented at a future meeting.

Attachment



March 28, 2020

Mr. Clemens Heldemaier  
Montara Water & Sanitary District  
8888 Cabrillo Highway  
P.O. Box 370131  
Montara, CA 94037

**Re: Cabrillo Highway Sewer Improvements  
Phase 1A  
Statement of Substantial Completion**

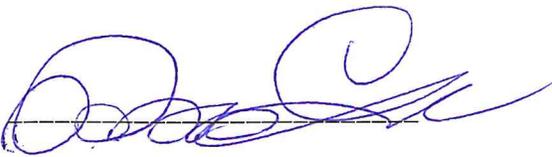
Dear Clemens:

JMB Construction, Inc. has completed their work on the above referenced project and we recommend that the project be considered substantially complete as of December 31, 2019, and the retention related to the completed work be released.

Additional District requested repair prices are being considered for change order work at this time. Once a determination is made on those repair, and possible work completed, then the District can proceed with a final retention released after the Notice of Completion be filed after the thirty-five (35) day waiting period.

Very truly yours,

NUTE ENGINEERING

By:   
Pippin Cavagnaro, PE

cc: Ciaran, JMB Construction

March 23, 2020

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

Re: CABRILLO HIGHWAY SEWER IMPROVEMENTS  
Retention Release

Dear Clemens:

JMB Construction has requested Retention Release for the above referenced project for work through March 20, 2020,

No.	Bid Item Description	Quant	Unit	Unit Price	Complete	Amount
1	Mobilization, Demobilization, SWPPP, Permits & Licenses	1	LS	62,000.00	100%	\$62,000.00
2	A Line - 18" PVC C-900 Sewer Main By Open Cut Trenching	450	LF	318.00	440	\$139,920.00
3	30" Welded Steel Heavy Wall Casing Bore And Jack By Pilot Tube	385	LF	1,325.00	385	\$510,125.00
4	A1 Line - 8" Ductile Iron Water Pipe Class 315 With End Caps And Valves	245	LF	180.00	230	\$41,400.00
5	Remove And Replace RCP Storm Drain	22	LF	310.00	28	\$8,680.00
6	Construct Standard 5' Diameter Manhole	4	EA	24,000.00	4	\$96,000.00
7	INSTALL 6" Or 8" INTERNAL DROP CONNECTIONS	1	EA	2,000.00	0	\$0.00
8	Connect Existing Sewer To New Manhole Or Stub-Out For Future Use	5	EA	7,000.00	3	\$21,000.00
9	Concrete Slab Repair And Rebar	800	SF	42.00	0	\$0.00
10	Internal Televising Of Existing And New Sewer Mains And New Water Main	1,455	LF	6.00	440	\$2,640.00
11	Traffic Control, Project Sign And Notifications	1	LS	48,000.00	100%	\$48,000.00
12	Asphalt Trench Restoration	120	TONS	350.00	126	\$44,100.00
13	Shoring For All Excavations	1	LS	223,000.00	100%	\$223,000.00
14	Pothole And Protect Utility Mains	4	EA	1,800.00	4	\$7,200.00
CO#01	Water Tie-In	1	LS	17,750.00	100%	\$17,750.00
CO#02	Permit Application Fees per Specifications	1	LS	3,484.00	1	\$3,484.00
CO#03	Drainage Improvements on District Property	1	LS	5,371.00	1	\$5,371.00

SUBTOTAL \$1,230,670.00

Less 5% retention \$0.00

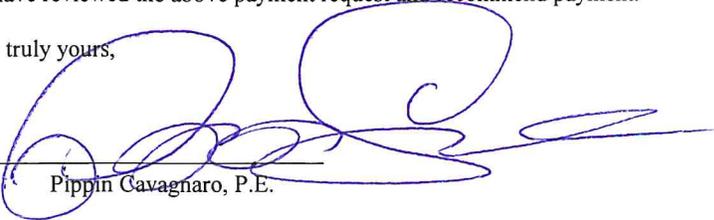
Less Previous Payment (\$1,169,136.50)

**TOTAL AMOUNT DUE \$61,533.50**

We have reviewed the above payment request and recommend payment.

Very truly yours,

By

  
Pippin Cavagnaro, P.E.

cc: JMB Construction

March 23, 2020

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

Re: CABRILLO HIGHWAY SEWER IMPROVEMENTS  
Progress Payment No. 5

Dear Clemens:

JMB Construction has requested Progress Payment No.5 for the above referenced project for work through March 20, 2020,

No.	Bid Item Description	Quant	Unit	Unit Price	Complete	Amount
1	Mobilization, Demobilization, SWPPP, Permits & Licenses	1	LS	62,000.00	100%	\$62,000.00
2	A Line - 18" PVC C-900 Sewer Main By Open Cut Trenching	450	LF	318.00	440	\$139,920.00
3	30" Welded Steel Heavy Wall Casing Bore And Jack By Pilot Tube	385	LF	1,325.00	385	\$510,125.00
4	A1 Line - 8" Ductile Iron Water Pipe Class 315 With End Caps And Valves	245	LF	180.00	230	\$41,400.00
5	Remove And Replace RCP Storm Drain	22	LF	310.00	28	\$8,680.00
6	Construct Standard 5' Diameter Manhole	4	EA	24,000.00	4	\$96,000.00
7	INSTALL 6" Or 8" INTERNAL DROP CONNECTIONS	1	EA	2,000.00	0	\$0.00
8	Connect Existing Sewer To New Manhole Or Stub-Out For Future Use	5	EA	7,000.00	3	\$21,000.00
9	Concrete Slab Repair And Rebar	800	SF	42.00	0	\$0.00
10	Internal Televising Of Existing And New Sewer Mains And New Water Main	1,455	LF	6.00	440	\$2,640.00
11	Traffic Control, Project Sign And Notifications	1	LS	48,000.00	100%	\$48,000.00
12	Asphalt Trench Restoration	120	TONS	350.00	126	\$44,100.00
13	Shoring For All Excavations	1	LS	223,000.00	100%	\$223,000.00
14	Pothole And Protect Utility Mains	4	EA	1,800.00	4	\$7,200.00
CO#01	Water Tie-In	1	LS	17,750.00	100%	\$17,750.00
CO#02	Permit Application Fees per Specifications	1	LS	3,484.00	1	\$3,484.00
CO#03	Drainage Improvements on District Property	1	LS	5,371.00	1	\$5,371.00

SUBTOTAL \$1,230,670.00

Less 5% retention (\$61,533.50)

Less Previous Payment (\$1,164,034.05)

TOTAL AMOUNT DUE \$5,102.45

We have reviewed the above payment request and recommend payment.

Very truly yours,

By

  
Pippin Cavagnaro, P.E.

cc: JMB Construction



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

---

**SUBJECT: General Manager's Report**

---

**Operations:** MWSD Operations staff investigated 10 possible customer leaks, found 2 customers leaks, repaired 1 water distribution leaks, responded to 12 Underground Service Alerts, 2 water meter repair and took 16 water quality samples in March. The Diversion line trail received significant maintenance.

Clinton Miles has been working as temporary maintenance worker since over a year. He has now received necessary State certificates and was hired to fill the open position as Water System Operator. He is trained further by other operations staff.

**Newsletter:** The April/May MWSD Newsletter will be sent as bill insert and is attached to this report.

**Projects:** Construction of the new Airport 3 Treatment Plant is finalized and will be closed out soon. Due to the failure of custom-made hose connections purchased in conjunction with the treatment vessels the site is currently non-operational until replacement hoses have been secured. This issue is unrelated to the construction work that was performed.

The Highway 1 crossing Sewer Project is also close to completion. Hydroseeding on MWSD property is still outstanding. A possible change order to further improve the MWSD access road runoff may be brought to the MWSD board soon.

**Meetings:** The General Manager attended a SAM member agency managers meeting on March 13.

**Collections:** "Flushable" wipes introduced into Moss Beach collection system resulted in the failure of one of the Vallemar Pump Station pumps on Friday 3/20. SAM staff temporarily resolved the issue over the following weekend. SAM and MWSD are assessing feasibility of a pump reconstruction or purchase of a new pump.

**Covid-19:** MWSD offices remain closed to the public since March 16. New SOP's for Covid-19 office and employee safety were created. New SOP's for Covid-19 in anticipation of supply chains and other services being affected. Remote access ability for all employees and call forwarding were established.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **April 2, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Consultants and Contractors received MWSD's written permission to perform essential work for the District as defined by the governor's executive order.

## **RECOMMENDATION:**

This is for Board information only.



# Montara Water & Sanitary District

## Staying Ahead of our Local Community Needs

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

April - May 2020

**News for You: Unprecedented Times; Don't Flush Wipes; Infrastructure Updates**

### Unprecedented Times

In March our community was struck with the unprecedented challenges associated with COVID-19. ***Our drinking water remains safe and unaffected by COVID-19.*** MWSD continues to work hard to support our community and maintain our essential services. We know that reliable drinking water and sanitation services are a foundation for maintaining your lives and households in stressful times.

#### Spring 2020 System Tours: Postponed

Our March 14th tours were postponed. We hope to reschedule when conditions allow.

**If you experience any service issues or questions, please call (650) 728-3545 or email [mwsd@coastside.net](mailto:mwsd@coastside.net). We're on duty and keeping the water flowing.**

#### Never Flush Wipes - Trash 'Em!

Wipes, paper towels and similar products can clog sewers and cause backups. Even wipes labeled "flushable" will interfere with sewage collection. Place wipes in the trash!

**Only flush toilet paper and human waste!**

### What Needs Updating? An Infrastructure Look Forward –

With a commitment to infrastructure investment over the last 14 years, our water and sewer systems are operating well. However, they continue to age and we must stay on top of critical upgrades to keep the systems in good working order. Over the next 40 years, the District will need to spend \$2 million per year - a total of \$40 million - to keep our systems in good working order. Funds from the 2001 General Obligation Bond are exhausted, and only limited low interest State loans are available. We need increased revenue to maintain our systems. Here's a look at what we need to upgrade:

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	.....
<b>\$40 Million</b>	<b>\$9.58M –</b> Replacement of approximately 45,000 linear feet of water mains, including associated valves and appurtenances															
	<b>\$12.83M –</b> Replacement of the Alta Vista No. 1, Portola and the 2 Pillar Ridge tanks, Pillar Ridge and the Alta Vista treatment plants, Schoolhouse booster pump															
	<b>\$4.7M –</b> Rehabilitation of the Alta Vista Well, Drake, North and South Airport wells the 4 Portola Wells, the 3 Pillar Ridge Wells, and 16 PRV stations															
	<b>\$6.67M –</b> Replacement of all hydrants, service meters, generators, vehicles, electronic monitoring system, and office systems; groundwater and well studies															

**Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.**

**Call: (650) 728-3545**

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

**Visit: [mwsd.montara.org](http://mwsd.montara.org)**